

# Course Coordinator Distribution Removal

Make sure you have the Course Coordinator Role, Semester, and Department Set

Production Site  
FULLERTON COLLEGE  
eLumen

Nora Spencer as Course Coordinator in Computer Information Systems

Strategic Planning Courses Fall 2017 SLOs & Assessments Reports

**CIS106 F - Beg Spreadsheet (MS Excel)** Edit Course

Course Coordinator(s): Candice Cantrell, Jane Troop, Nora Spencer,

Section ID	Title	Attribute	Evaluators
11315		Online class	Candice Cantrell
11316		Hybrid class	Jane Troop

CIS148 F - Intro to Personal Comp Comm Edit Course

## 1. Click on SLO & Assessments

SLOs Listing Assessments

CSLOs PSLOs PSLO Classes for Program ISLOs ISLO Classes

Type: Course Include Inactive SLOs: No Include Inactive Courses: No Term: Fall 2017

Unmapped CSLOs	CSLOs not included in any Assessment Rubric
All Completed CSLO	4 of 9 CSLO

Computer Information Systems Dept.

**CIS106 F - Beg Spreadsheet (MS Excel)**

## 2. Click on Assessments

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SLOs Listing Assessments

Assessments Reflection Templates

### Assessment Library [Show Filters](#)

[Add Assessment](#)  Display Inactive Assessments

<input type="checkbox"/>	Assessment Name	Assessment Description	Type	Terms	
<input type="checkbox"/>	Identify and evaluate Outlook information management features	M/C Questions	Examination	<ul style="list-style-type: none"> <li>Spring 2016</li> <li>Fall 2016</li> <li>Spring 2017</li> </ul>	
<input type="checkbox"/>	Organize and manage e-mail messages, manage Outlook contacts and folders	Skills Based Assignment	Performance-based skill	<ul style="list-style-type: none"> <li>Spring 2016</li> <li>Fall 2016</li> </ul>	

3. Click on the Assessment

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### Assessment Library [Show Filters](#)

Deactivate Show History Edit Plan Clone [View](#)

<input type="checkbox"/>	Assessment Name	Assessment Description	Type	Terms	
<input checked="" type="checkbox"/>	Identify and evaluate Outlook information management features	M/C Questions	Examination	<ul style="list-style-type: none"> <li>Spring 2016</li> <li>Fall 2016</li> <li>Spring 2017</li> </ul>	
<input type="checkbox"/>	Organize and manage e-mail messages, manage Outlook contacts and folders	Skills Based Assignment	Performance-based skill	<ul style="list-style-type: none"> <li>Spring 2016</li> <li>Fall 2016</li> </ul>	

4. Click on Edit Plan

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Inbox Account Settings Support Log Out

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### Assessment Library Show Filters >

Deactivate Show History Edit Plan Clone View

<input type="checkbox"/>	Assessment Name	Assessment Description	Type	Terms	
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5. Click on the Planned Assessment in the grid

without Plan  
  Contexts  
  Faculty

Include Faculty-Created Assessments  
  by Sections  
  by Faculty

Back to Assessment List Refresh

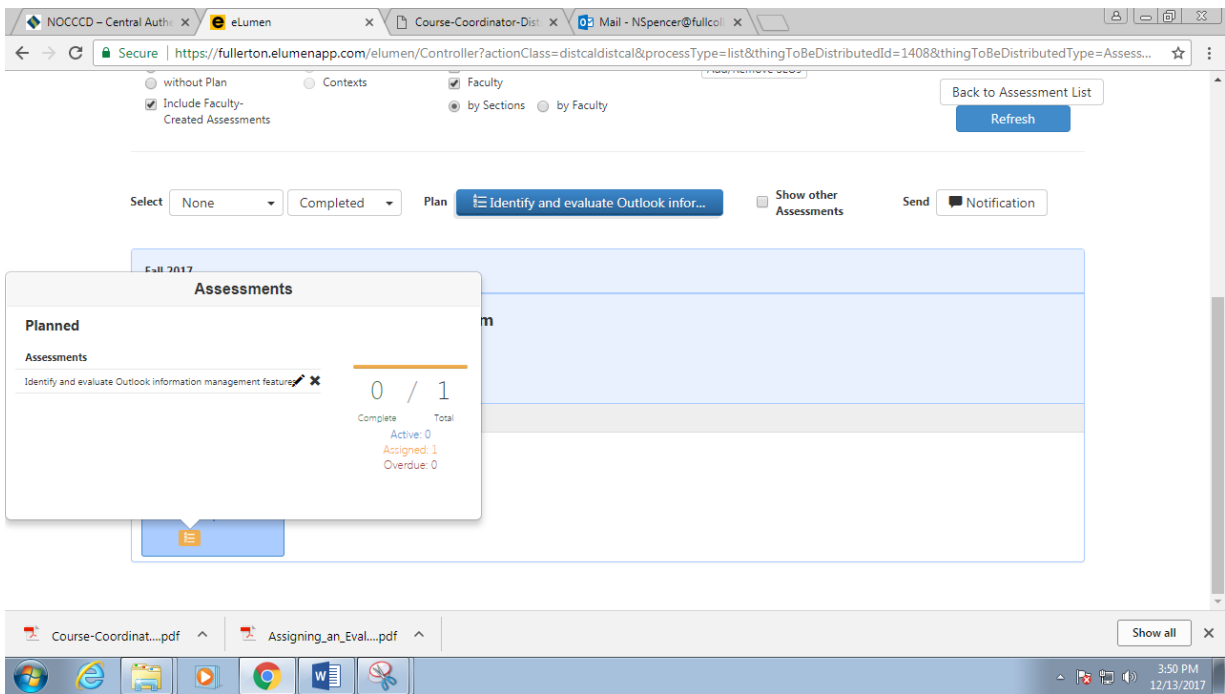
Select None Completed Plan Identify and evaluate Outlook infor... Show other Assessments Send Notification

Fall 2017

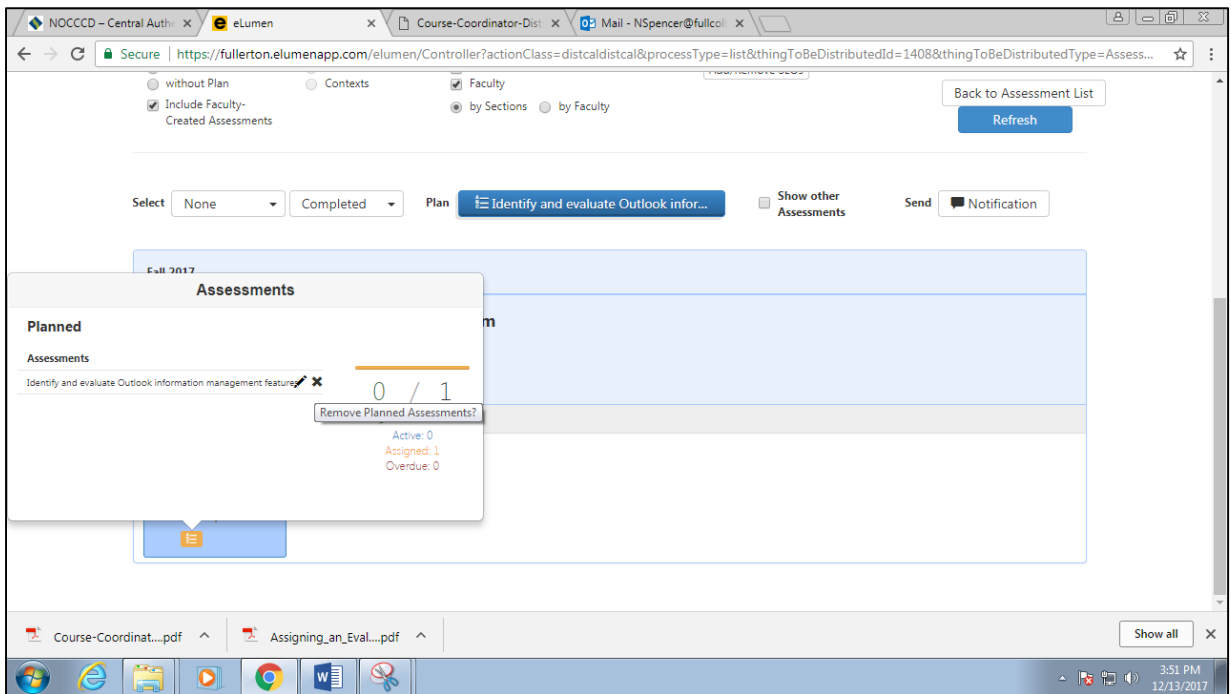
**CIS148 F - Intro to Personal Comp Comm**  
 Course  
 Nora Spencer  
 Coordinators

Select all

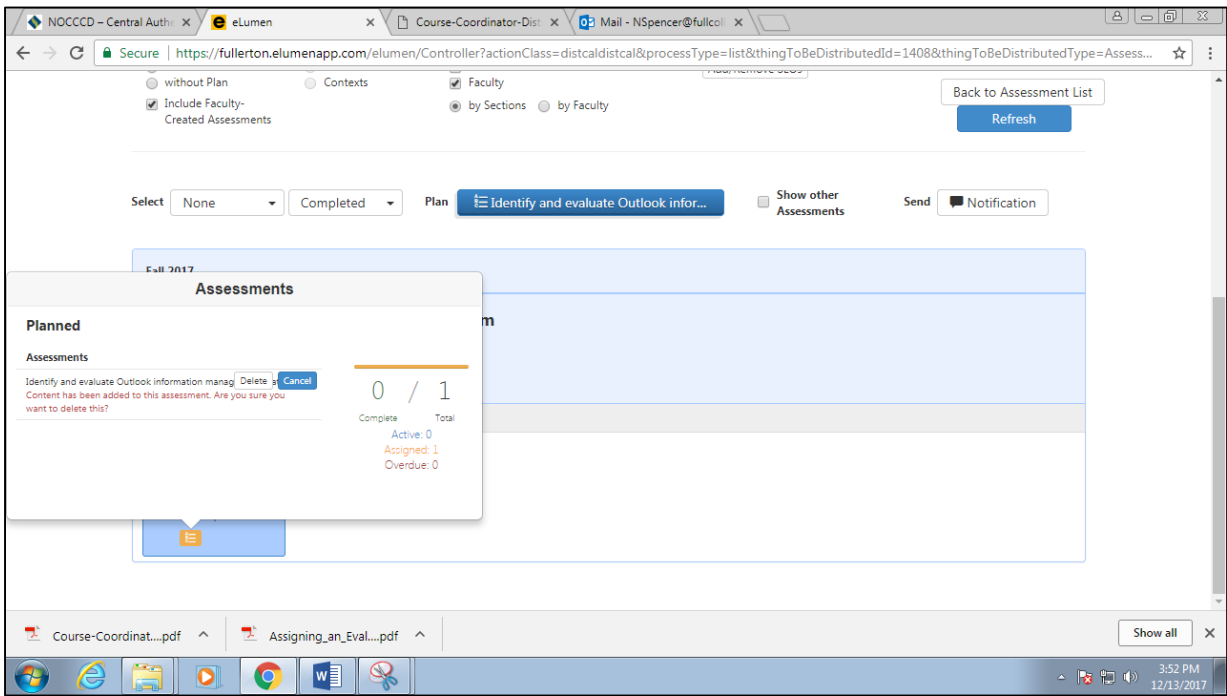
**Section 11375**  
 Nora Spencer



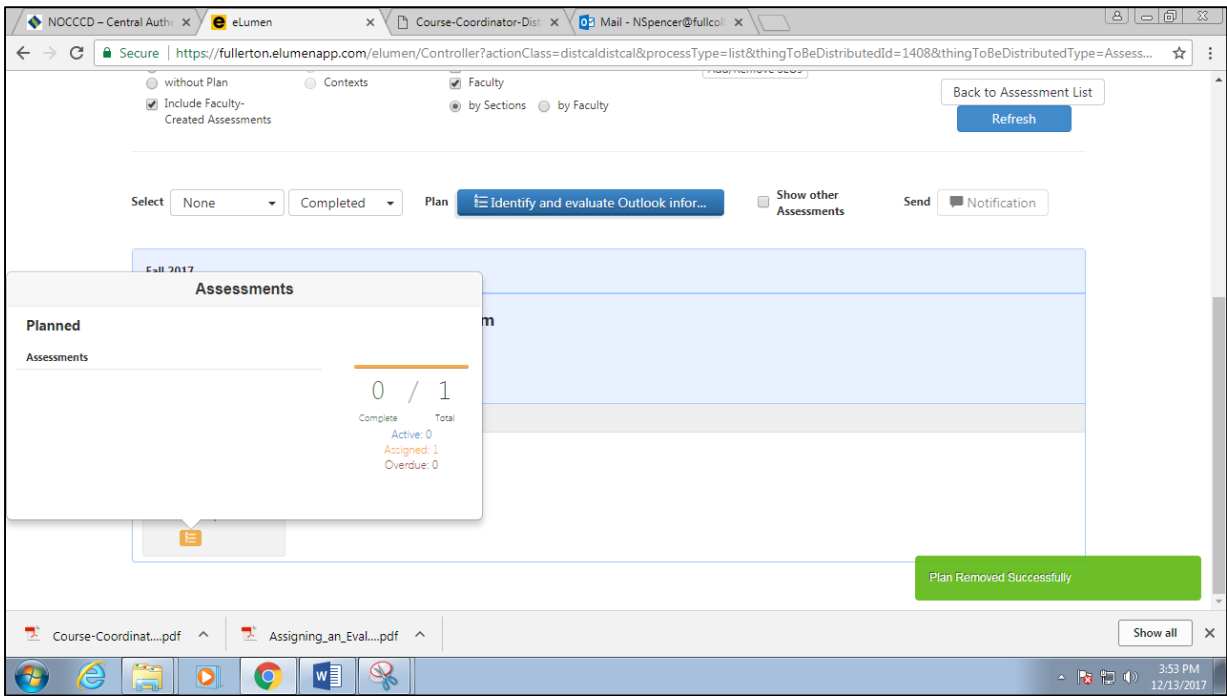
7. Click on the “X” to Remove



8. Confirm Deletion, click on Delete button



## 9. Planned Removed



## 10. Click Refresh to see Planned Assessment removed

Terms Cycles Fall 2017 No Course Group selected

View

- with Plan
- without Plan
- Include Faculty-Created Assessments

For

- Courses
- Contexts

Planned to

- Course / Context Coordinators
- Faculty
- by Sections  by Faculty

SLO Filters

Add/Remove SLOs

Filtering by no SLOs

Back to Assessment List

Refresh

Select None Completed

Plan Identify and evaluate Outlook infor...

Show other Assessments

Send Notification

Fall 2017

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**CIS148 F - Intro to Personal Comp Comm**  
 Course  
**Nora Spencer**  
 Coordinators

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No sections with plan found