

# How to add files into eLumen for evidence, reports, action plans, or reflections.

## 1. Click on Results Explorer

Production Site  
**FULLERTON COLLEGE**  
eLumen

Nora Spencer as Faculty in Computer Information Systems

Inbox Account Settings Support Log Out

Courses Fall 2017 SLOs & Assessments Results Explorer

**CIS111 F - Intro to Information Systems - 11134**

Course Coordinator(s): Dale Craig  
Evaluator(s): Nora Spencer

Add Assessment Find Assessment

Activity Name	Activity Description	Scorecards
No Assessments found. Find or Add an Assessment		

**CIS111 F - Intro to Information Systems - 11286**

Course Coordinator(s): Dale Craig  
Evaluator(s): Nora Spencer

## 2. Click on the Document Library link.

Production Site  
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Courses Fall 2017 SLOs & Assessments Results Explorer

Results Explorer Available Reports Document Library

**Filters**

**SLO class**  
CSLOs

**SLOs**  
Identify basic computer concepts, terms and functions, ... (21)

**Options**  
 Planned to future terms  
 Faculty created  
 Include inactive assessments

Show 10 entries

Previous 1 2 3 Next

3. Click on Upload Files.

Practice Site  
FULLERTON COLLEGE  
eLumen

James - Default eLumen client | Faculty

Home | Inbox | Account Settings | ? | Log Out

Courses | Spring 2016 | SLOs & Assessments | Reports | Strategic Initiatives

Available Reports | Document Library

File Name	Type	Last Modification	Division/Program	Term(s)	Status
File Name	Type	Last Modification	Division/Program	Term(s) Selected	Report Status

Document Repository Home

Show 25 entries

Upload Files | New Folder

File Name	Type	Last Modification	Division/Program	Term(s) Selected	Report Status
No files.					

Click on Upload Files

4. Click on Choose File.

Documents

< No documents yet >

Attach documents

Select files from your computer, type some optional description and click 'Add Document' button

Attach document: Choose File | No file chosen | Upload local file

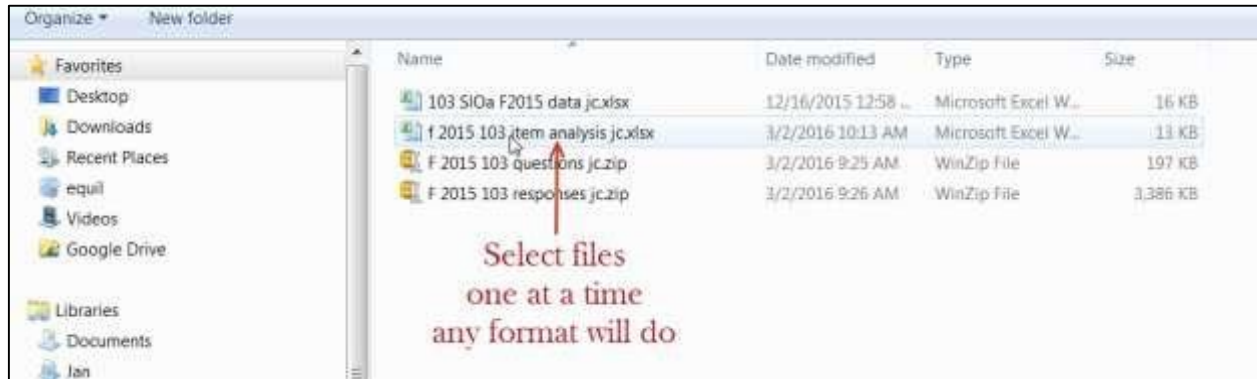
Your Document description:

Add Document

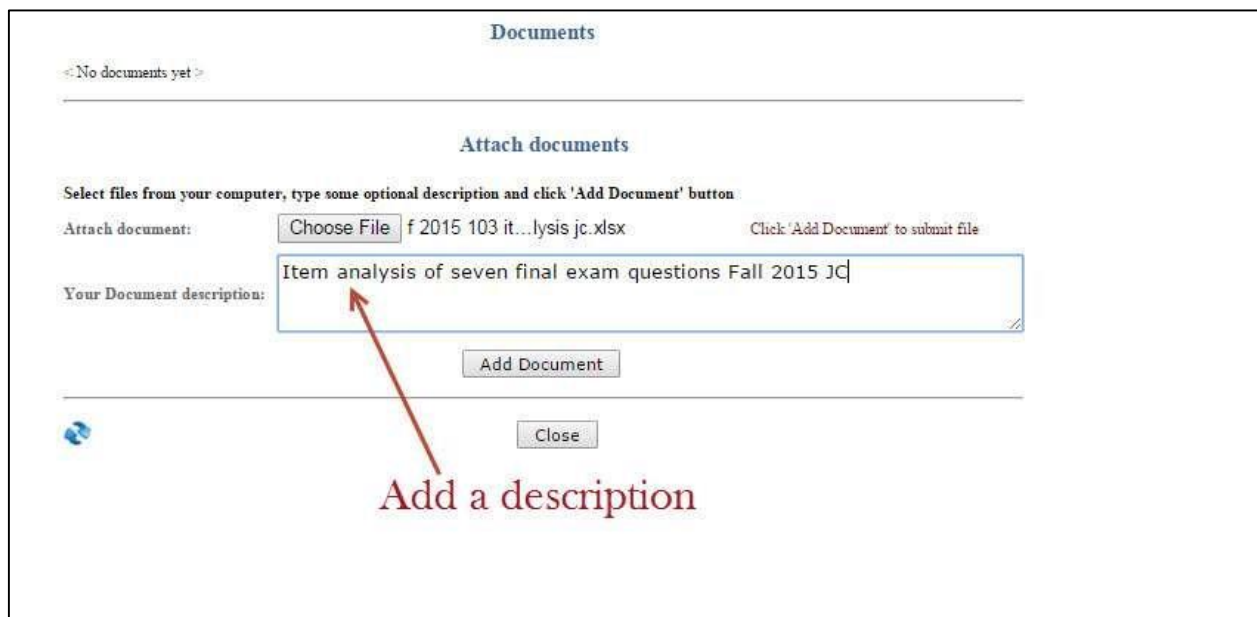
Close

Click on Choose File to search computer or device

5. Select a file from your computer or flash drive.



6. Add a description of the file.



7. Click on Add Document.

**Documents**

<No documents yet >

---

**Attach documents**

Select files from your computer, type some optional description and click 'Add Document' button

Attach document:  f 2015 103 it...lysis jc.xlsx Click 'Add Document' to submit file

Your Document description:

← Click on Add Document

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8. There is a notification that the file loaded.

s://tunerontest.eidumenapp.com/eidumen/controller/index

**Documents**

	Attachments	Date ^	Remove?
Documents Attached:	<a href="#">f 2015 103 item analysis jc.xlsx</a> (12 KB)	03/02/2016	<a href="#">Remove</a>

**Attach documents**

Item successfully added

Select files from your computer, type some optional description and click 'Add Document' button

Attach document:  No file chosen Upload local file

Your Document description:

---

Remove document if needed

Document processes and then when loaded, notification is here

9. Click on Close. This takes you back to the Document Library.

**Documents**

Documents Attached:	Attachments	Date ^	Remove?
	<a href="#">f 2015 103 item analysis ic.xlsx</a> (12 KB)	03/02/2016	<a href="#">Remove</a>

**Attach documents**

**Item successfully added**

Select files from your computer, type some optional description and click 'Add Document' button

Attach document:  No file chosen

Your Document description:

**Click on Close**

10. Click on the checkbox to the left of a file to Delete, Download, Share (the document with others uses or Share a link to the document), or Move it to another folder.

Parboe Site  
**FULLERTON COLLEGE**  
eLumen

University Dept:

James - Default eLumen User Faculty

Index Account Settings ? Log Out

Courses: Spring 2016 S/O's & Assignments Reports Strategic Initiatives

Available Reports Document Library

File Name	Type	Last Modification	Division/Program	Term(s)	Status
<input type="checkbox"/> File Name	Type	Last Modification	Division/Program	Term(s) Selected	Report Status

Document Repository Home

View 25 entries

File Name	Type	Last Modification	Division/Program	Term(s) Selected	Report Status
<input checked="" type="checkbox"/> f 2015 103 item analysis ic.xlsx		03/02/2016 10:31	Chemistry Dept.		Completed

**Click on checkbox to Delete, Download, Share with other eLumen users and/or make a link, or Move to another folder**