



Generating Course Assessment Reports in eLumen

Tips for working with eLumen

- **Pay attention to the role and /program you are working in. Some features are not available in all roles.**
- **Make sure you are working with the correct term or terms. This especially important when planning. Whenever you change the term, you must “Refresh.” If you change the program or division and the term defaults back to the current one, you’ll need to change the term again and hit “Refresh” again to get back to where you wanted. When in doubt, refresh.**
- **You may need to periodically log out and log back in to see a change you have made. The system sometimes takes more time to update than you’d think.**
- **The Planner and the Assessment library are usually, but not always reconciled. When in doubt, consult the Planner. If the assessment or action plan is not in the Planner, then it won’t show up for the individual faculty.**
- **If you have a question that you can’t resolve, contact the Data Steward and/or the Assessment Coordinator.**

From CR's homepage, click on the **Faculty & Staff** link that is circled below.

The image shows the top navigation bar of the College of the Redwoods website. At the top, there is a red banner with white text: "COVID-19 Updates" and "Proof of Vaccination Required on Campus". Below this is a dark grey navigation bar containing links for "WebAdvisor", "Canvas", "Student Email", and "Faculty & Staff". The "Faculty & Staff" link is circled in white. To the right of these links is a search bar with the text "ENHANCED BY Google" and a magnifying glass icon. Below the navigation bar is a dark red section featuring the college's logo on the left, which reads "CR COLLEGE OF THE REDWOODS". To the right of the logo are three icons: a checkmark in a square labeled "Apply", a speech bubble labeled "Contact Us", and a hand holding a dollar sign labeled "Donate". At the bottom of this section is a dark red horizontal bar with white text links: "About CR", "Admissions & Financial Aid", "Academics", "Student Services", and "Student Life".

COVID-19 Updates Proof of Vaccination Required on Campus

WebAdvisor Canvas Student Email **Faculty & Staff**

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CR COLLEGE OF THE REDWOODS

Apply **Contact Us** **Donate**

About CR Admissions & Financial Aid Academics Student Services Student Life

Click on Faculty & Staff Resources and click on eLumen in the first column.

Committees

Faculty & Staff Resources

- Associate Faculty Information
- Budget Feedback
- Calendar
- Canvas / CR-Online Information
- Committee Digest
- Course Outlines
- eLumen
- F.O (Professional Responsibilities Annual Inventory)
- Finals Schedule
- Flex
- Forms & Resources
- Future Courses
- Grants
- Human Resources
- Parking Information
- Professional Development
- Meeting Room Reservations
- Submit a Help Ticket
- Syllabus
- Webmail

Departments & Offices

- Academic Departments
- Business Office
- Communications & Marketing
- Divisions
- Division Documents
- Human Resources
- Institutional Research
- Public Safety
- Printing Services
- Tech Support

Processes

- Accreditation
- Assessment
- Behavior Intervention
- Planning
- Program Review

Handbooks

- 2022 Committee Handbook 
- Faculty Handbook 

Username

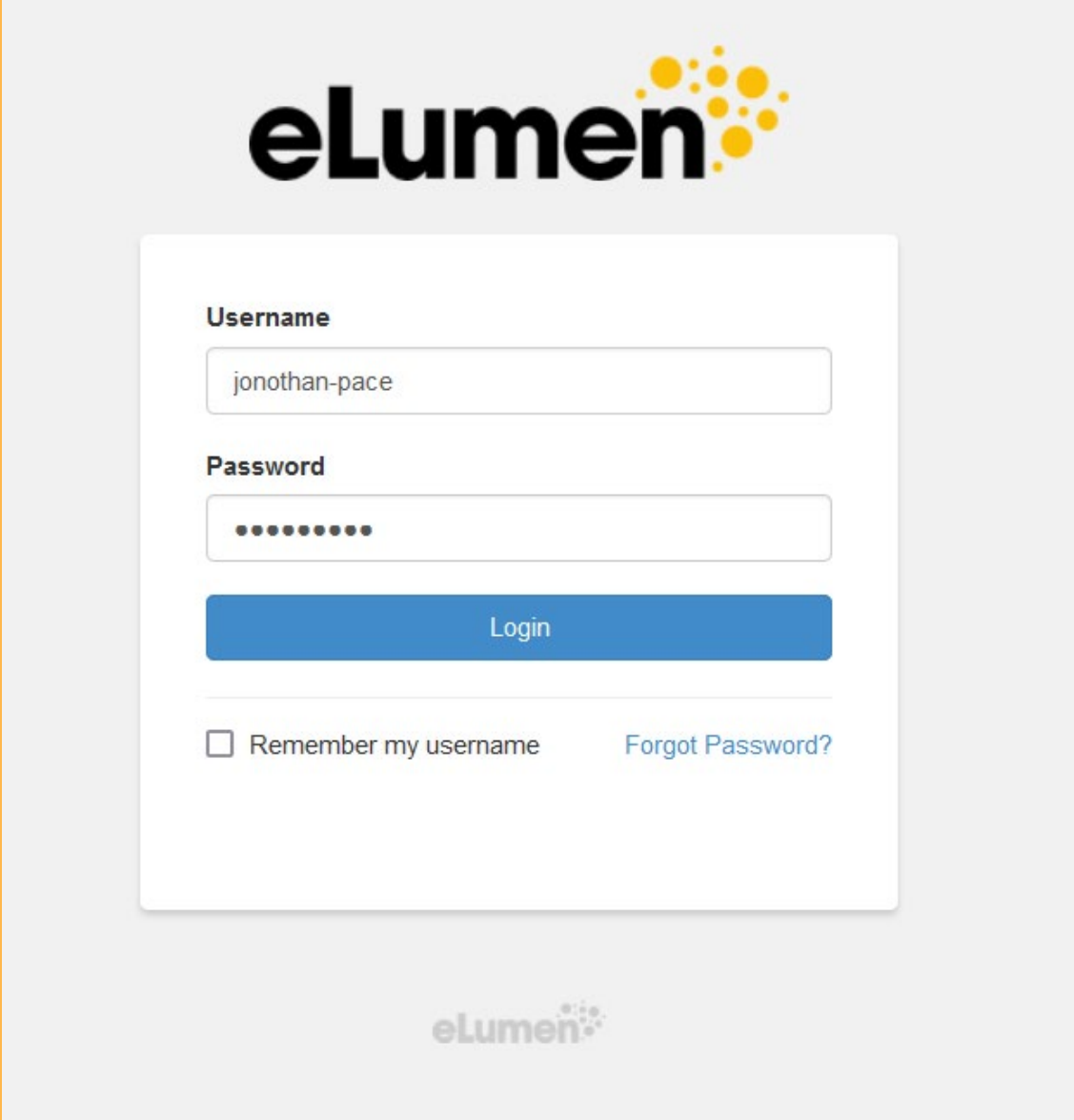
firstname-lastname

The first half of your CR email address (without the @redwoods.edu)

Password

The password you created when you first logged in.

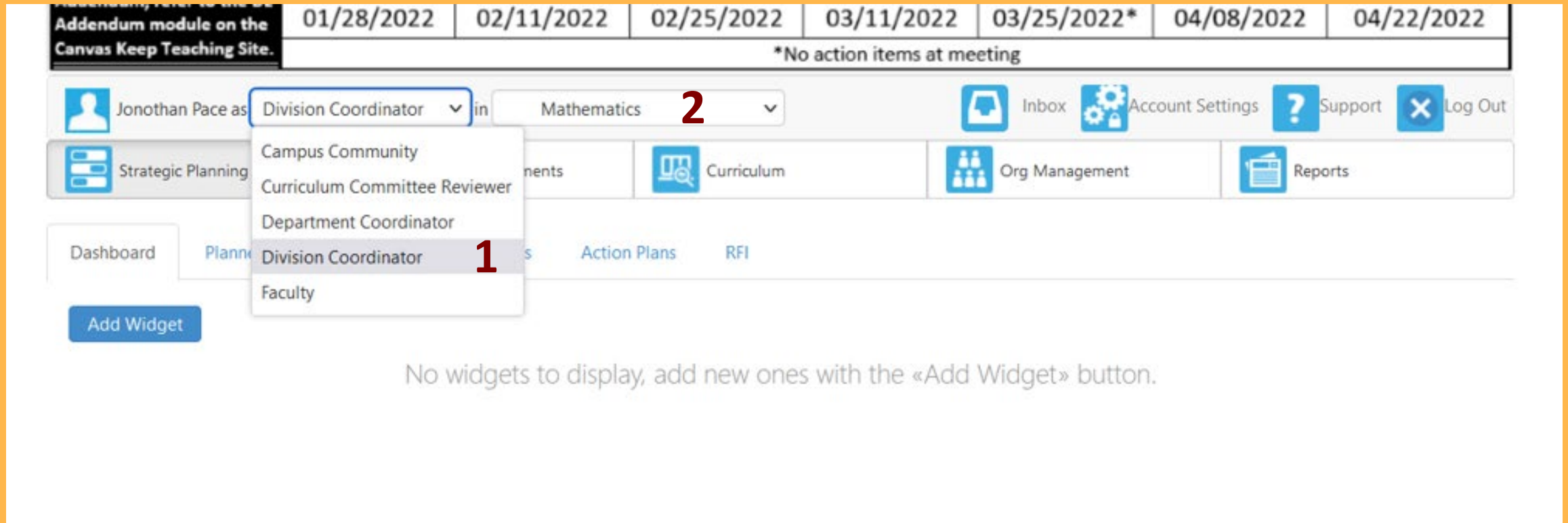
First time users must click on [Forgot Password?](#) and follow the directions.



The screenshot shows the eLumen login interface. At the top center is the eLumen logo, consisting of the word "eLumen" in a bold, black, sans-serif font, followed by a cluster of yellow dots of varying sizes. Below the logo is a white login form with a light gray border. The form contains two input fields: "Username" with the text "jonothan-pace" and "Password" with a masked password of ten dots. A blue "Login" button is positioned below the password field. At the bottom of the form, there is a checkbox labeled "Remember my username" and a blue link labeled "Forgot Password?". The eLumen logo is also displayed in a smaller, gray font at the bottom center of the page.

Generating Course Assessments Reports

1. Next to your name, set your role as **Division Coordinator**.
2. Select the discipline you want to work with. (I selected Mathematics.)



The screenshot shows a web interface with a header containing dates: 01/28/2022, 02/11/2022, 02/25/2022, 03/11/2022, 03/25/2022*, 04/08/2022, and 04/22/2022. Below the header, a user profile section shows 'Jonathan Pace as' followed by a dropdown menu. The dropdown menu is open, showing options: 'Division Coordinator' (highlighted with a red '1'), 'Campus Community', 'Curriculum Committee Reviewer', 'Department Coordinator', and 'Faculty'. To the right of the dropdown is a discipline dropdown menu set to 'Mathematics' (highlighted with a red '2'). Further right are links for 'Inbox', 'Account Settings', 'Support', and 'Log Out'. Below the profile section are several widget buttons: 'Strategic Planning', 'Curriculum', 'Org Management', and 'Reports'. At the bottom, there is a message: 'No widgets to display, add new ones with the «Add Widget» button.'

1. Select the **SLOs & Assessment tab**.
2. Select the **Assessments subtab**. (All planned course assessments will be displayed)
3. In the row of the desired course, click blue box icon in the **Actions column** at the far right of the table. (I chose the 2nd row: Math-55 all SLOs)

Jonathan Pace as Division Coordinator in Mathematics Inbox Account Settings Support Log Out

Strategic Planning **SLOs & Assessments 1** Curriculum Org Management Reports

SLOs Listing Curriculum Map Outcomes Groups **Assessments 2** Sync Rubrics

Assessments Reflection Templates

Assessment Library

Show Filters

« 1 2 3 »

Add Assessment Display Inactive Assessments Planned Assessments

<input type="checkbox"/>	Assessment Name	Assessment Description	Type	Planned Terms	Actions
<input type="checkbox"/>	50B test <small>Active between 08/2018 and 07/2022</small>	test	Review of student achievement	• Spring 2022	
<input type="checkbox"/>	MATH-55 all SLOs <small>Active between 01/2021 and 07/2022</small>	Collective Student Score Entry	Review of student achievement	• Spring 2022	3

1. **Chart View** is the default. **Table View** displays aggregate scores and reflection template responses.
2. The **Terms** menu allows you to focus on a single semester or to view cumulative results over multiple semesters.
3. The **Print** button will allow us to generate a PDF of both the Chart View and the Table View. These PDF files are the course assessment reports we will upload into the program folders on the Assessment Planning & Dialogue page the faculty can assess for program assessment.

MATH-55 all SLOs

3  Print

Results Explorer

Count scores from:

Section Direct and Collective... ▾

Course

MATH55 - Differential Equati... ▾

Terms **2**

Spring 2022 ▾

Show results as:

Count ▾

Include Inactive SLOs

1

Chart View

Table View

1. Once we click the Print button, make sure to select **Save to PDF**. Save the file to your appropriate folder. Please follow the naming protocols for naming assessment documents.

Note: After you save the document, click the Assessments subtab to return to the table of course assessments.

The screenshot shows a web application interface. On the left, there is a table titled "Curriculum Committee Meeting Dates 2021-2022" with a logo for College of Redwoods. The table lists meeting dates from 2021 to 2022. Below the table, there is a section for "MATH-55 all SLOs". On the right, a print menu is open, showing options for "Destination" (set to 1), "Orientation" (Portrait selected), and "Pages" (All selected). The "Save to PDF" option is highlighted in the destination menu.

Results Explorer https://redwoods.elumenapp.com/elumen/Controller?actionClass...

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Curriculum Committee Meeting Dates 2021-2022
Submit curriculum at least 4 weeks prior to desired meeting date.
February 11, 2022 is the last available meeting for revisions to be effective for 2022 Fall.

08/27/2021*	09/10/2021	09/24/2021	10/08/2021	10/22/2021	11/12/2021	12/10/2021
01/28/2022	02/11/2022	02/25/2022	03/11/2022	03/25/2022*	04/08/2022	04/22/2022

*No action items at meeting

MATH-55 all SLOs
Results Explorer

Count scores from:
Section Direct and Collective Scores

Print 3 sheets of paper

Destination **1**

Save to PDF

Orientation

Portrait Landscape

Pages

All