

# Distributing SLOs and Action Plans in eLumen: *The Basics*

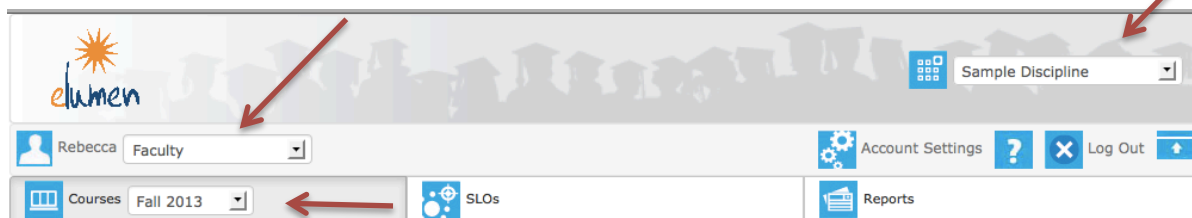
## Why Distribute?

The distribution system in eLumen is used by Program Coordinators to “push” assessments, Action Plans, and Requests for Information—we’ll talk about these later—out to Faculty and Coordinators. Think of it as passing out SLO homework to your faculty or staff members. The system will even send notifications and reminders when due dates are close. The benefits to program coordinators who distribute are

1. Greater control over which SLOs are assessed.
2. Greater control over which assessments are used to measure an SLO or Action Plan.
3. Easier process for faculty when it comes time to input scores
4. Built in notification system to remind faculty to put in scores and respond to Action Plans.

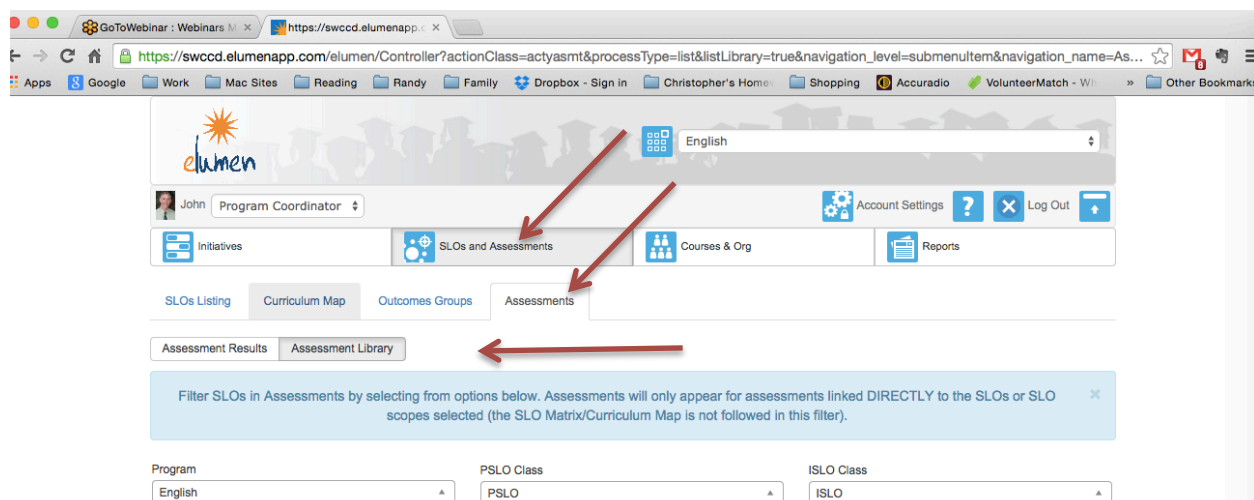
## Getting Started

1. Login to eLumen <https://swccd.elumenapp.com>
2. Be sure to select the program coordinator role, the correct program, and the correct semester from the dropdown menus at the top of the page.

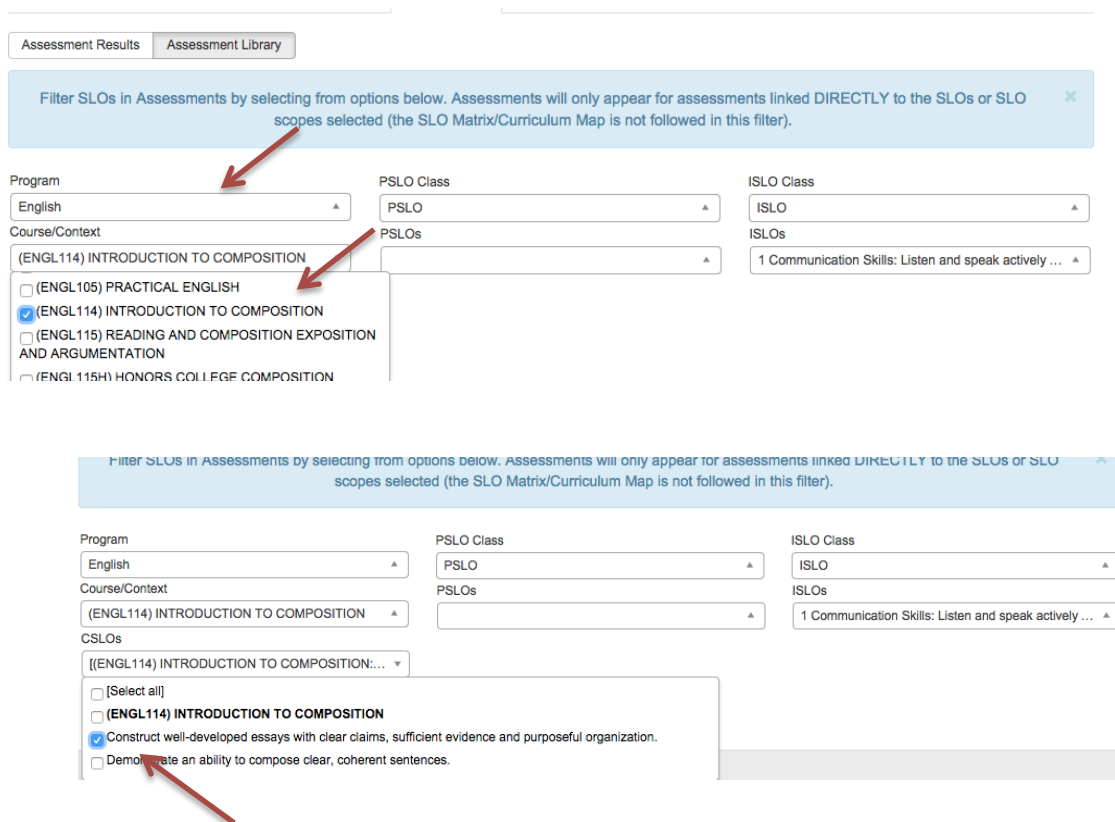


## And Away We Go!

1. Under the “SLOs and Assessments” tab, Click on the “Assessments” tab, and be sure to select “Assessment Library.”



2. In the “Assessment Library” use the program, course, and course SLO filters to find the Assessment you wish to distribute.



## eLumen Tutorial: Distributing SLOs

### Fall 2014

3. When you've found the assessment linked to the course SLO you wish to distribute, click the check box next to it and select the "Distribute" button to go to the Distribution screen. *If you do not see an assessment linked to the SLO you wish to distribute, you will need to link one before you can go any further.*

The screenshot shows the eLumen interface with the following elements:

- Course/Context:** (ENGL114) INTRODUCTION TO COMPOSITION
- PSLOs:** (Empty dropdown)
- ISLOs:** 1 Communication Skills: Listen and speak actively ...
- CSLOs:** [(ENGL114) INTRODUCTION TO COMPOSITION:...
- ☐ Show inactive Assessment
- Buttons:** Remove, Edit, View, Clone, **Distribute** (highlighted with a red arrow), Deactivate
- Table:**

	Name	Description	Type
<input checked="" type="checkbox"/>	Construct Well-Developed Essays	Construct Well-Developed Essays	Other

Click on "Select Distribution" on the Distribution Screen.



The screenshot shows the 'Construct Well-Developed Essays' distribution screen with the following elements:

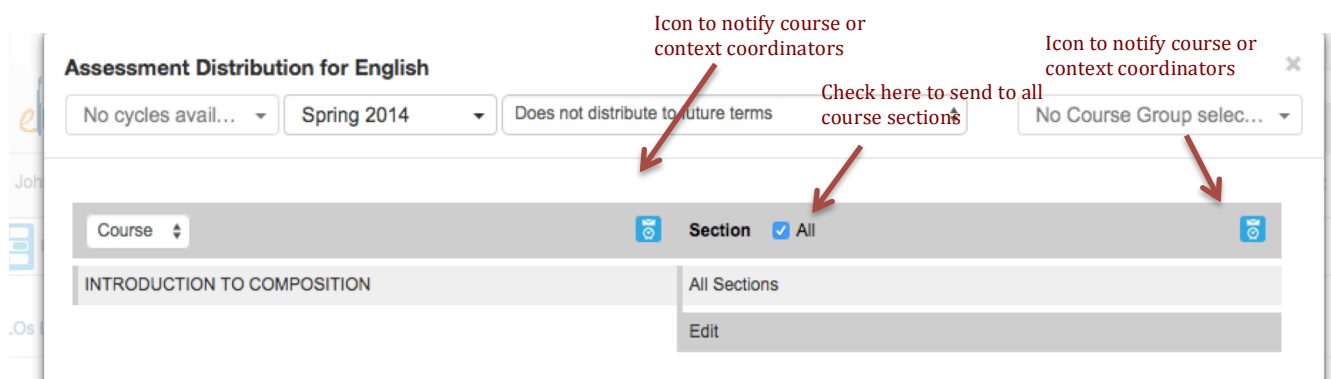
- Tabs:** SLOs Listing, Curriculum Map, Outcomes Groups, Assessments
- Buttons:** Assessment Results, Assessment Library
- Title:** Construct Well-Developed Essays
- Subtitle:** Construct Well-Developed Essays
- Course:** INTRODUCTION TO COMPOSITION
- Message:** No notification set (highlighted with a red arrow)
- Buttons:** Select Distribution, Cancel, Distribute

4. From the Distribution screen there are several options:
  - a. The section at the top of the distribution screen allows you to select which term to distribute data collection items, such as Assessments and Action Plans.

The screenshot shows the 'Assessment Distribution for English' window with the following elements:

- Term Selection:** No cycles avail..., **Fall 2014** (highlighted with a red arrow), No Course Group selec...
- Course:** INTRODUCTION TO COMPOSITION
- Section:** Add

- b. The section just below the top of the distribution screen allows a program coordinator to set notifications and alerts to let faculty and staff know when there is an assessment or action plan waiting for data. To distribute an Assessment, or Action Plan to a Course/Context Coordinator, select the notification icon  at the right of the Course/Context column about middle of the screen. To distribute to the Faculty members and evaluators in all sections of a course, select the notification icon  on the far right in the Section/Setting column. To send the notification to all faculty teaching a section of the course, click the box marked "All."



Assessment Distribution for English

No cycles avail... Spring 2014 Does not distribute to future terms

Icon to notify course or context coordinators

Check here to send to all course sections

Icon to notify course or context coordinators

Course

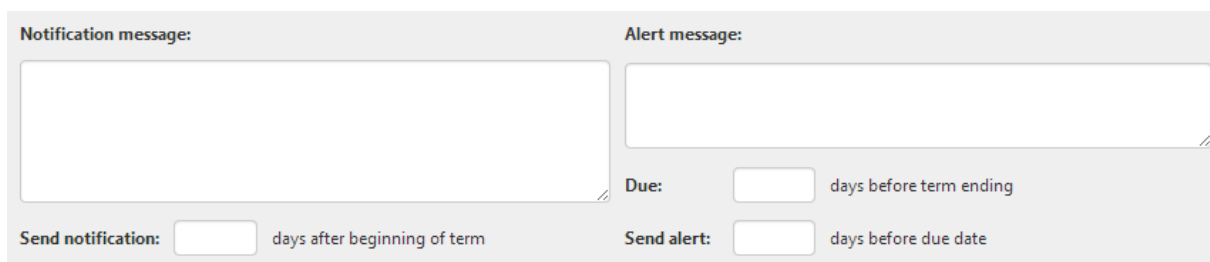
Section All

INTRODUCTION TO COMPOSITION

All Sections

Edit

- c. At the bottom of the Distribution screen, you can write a message to notify the people they have an assessment or action plan waiting for them in eLumen.



Notification message:

Alert message:

Send notification: days after beginning of term

Due: days before term ending

Send alert: days before due date

- d. Be sure to provide any useful information including due dates and contact information for assistance. The “alert” message can be sent out several weeks prior to the end of the term and the due date to remind everyone to put in scores or respond to an action plan. You can also choose to disable the notification on this screen and send a copy to yourself, the program coordinator.

e.

Turn off notifications

Send yourself a copy.

Notification message tells faculty/staff that an assessment or action plan is waiting.

Alert message reminds faculty/staff to input scores or responses.

Sets the number of days before the due date to send the alert.

Sets the due date for responses. In this example, the due date is the last day of the term.

Program coordinators can set the number of days after the start of the semester that the notification will be sent.

Save

Disable Notifications

CC: ☒ Program Coordinator

Notification message:

Hi Everyone,  
An SLO assessment is now available for your course section in eLumen. Please login to find the SLOs you need to assess in your class this semester. Friday, December 18th is the deadline for all SLO assessment results. Please contact Randy Beach at [rbeach@swccd.edu](mailto:rbeach@swccd.edu) with questions.

Alert message:

Hi Everyone,  
SLO results are due into eLumen by Friday, December 18. Instructions for inputting your scores are available on the SWC SLO website.

Due: 0 days before term ending

Send notification: 14 days after beginning of term

Send alert: 21 days before due date

- f. Click “Save” when you’re finished setting the notification.
- g. Verify information is correct on the home “Distribution” screen and click “Distribute.”

SLOs Listing Curriculum Map Outcomes Groups Assessments

Assessment Results Assessment Library

Construct Well-Developed Essays

Construct Well-Developed Essays

Course: INTRODUCTION TO COMPOSITION

Term: Terms

Section: All Sections

This Assessment will be distributed to the following roles:

- Course Coordinator

Terms:

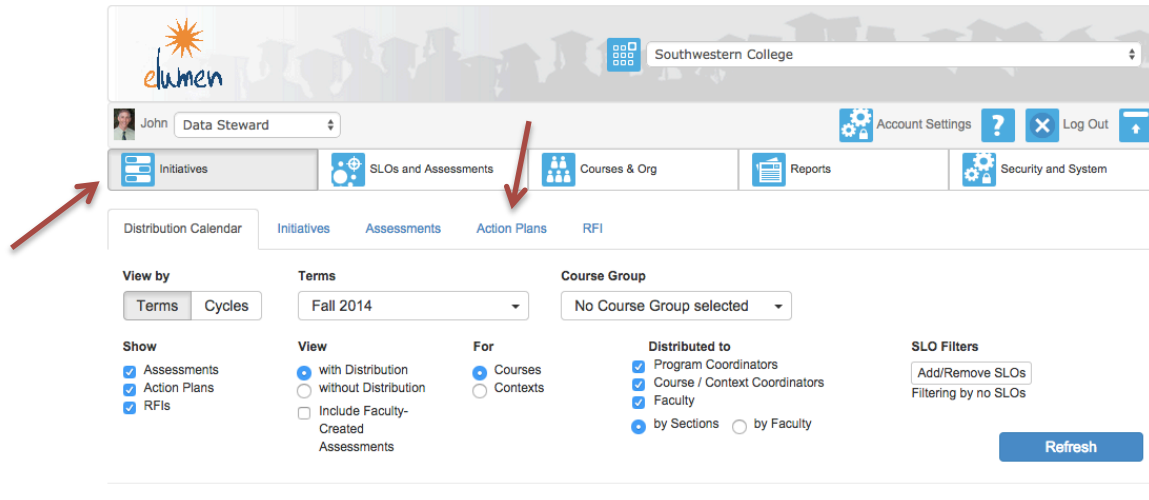
- Fall 2014

Modify Distribution

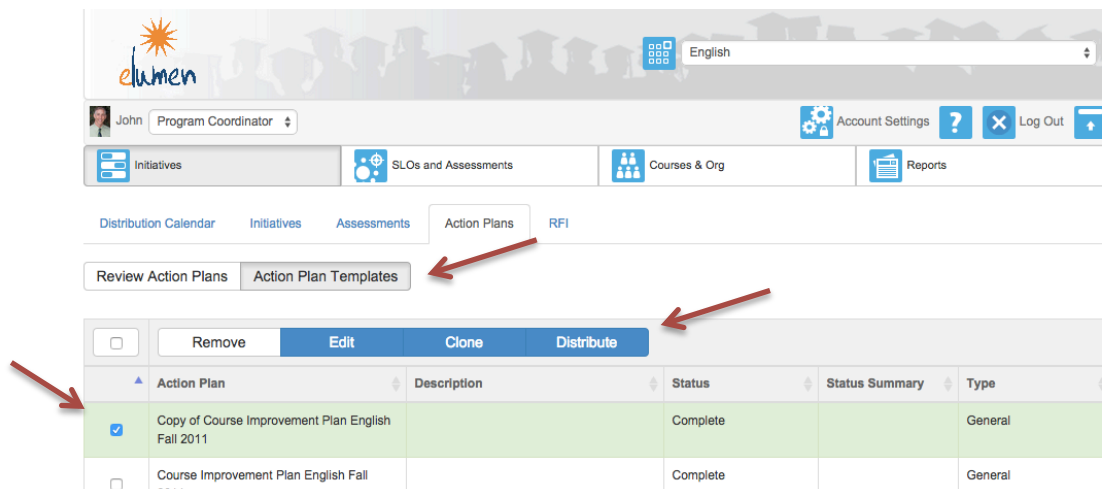
Cancel Distribute

5. For Action Plans, the process is the same.

a. Choose “Action Plans” from the “Initiatives” tab.



b. Choose the “Action Plan Templates” button and select the action plan you wish to distribute by clicking on the box to the left of the template. Then click “Distribute” to open the Distribution Screen.



- All distributions are visible by selecting the “Initiatives” tab and viewing the number of distributions for the semester(s) you choose.

Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014
<input type="checkbox"/> English Program					
<b>Assessments</b> 4 / 15 Complete Total Active: 0 Assigned: 0 Overdue: 11	<b>Assessments</b> 0 / 0 Complete Total Active: 0 Assigned: 0 Overdue: 0	<b>Assessments</b> 1 / 4 Complete Total Active: 0 Assigned: 0 Overdue: 3	<b>Assessments</b> 0 / 0 Complete Total Active: 0 Assigned: 0 Overdue: 0	<b>Assessments</b> 0 / 0 Complete Total Active: 0 Assigned: 0 Overdue: 0	<b>Assessments</b> 4 / 402 Complete Total Active: 1 Assigned: 397 Overdue: 0
<b>Action Plans</b> 0 / 0 Complete Total Active: 0 Assigned: 0 Overdue: 0	<b>Action Plans</b> 0 / 0 Complete Total Active: 0 Assigned: 0 Overdue: 0	<b>Action Plans</b> 2 / 2 Complete Total Active: 0 Assigned: 0 Overdue: 0	<b>Action Plans</b> 0 / 0 Complete Total Active: 0 Assigned: 0 Overdue: 0	<b>Action Plans</b> 0 / 0 Complete Total Active: 0 Assigned: 0 Overdue: 0	<b>Action Plans</b> 5 / 208 Complete Total Active: 0 Assigned: 203 Overdue: 0

For additional assistance on distributing assessments or action plans, please contact Training Services Coordinator Andre Ortiz in Staff Development, [aortiz@swccd.edu](mailto:aortiz@swccd.edu) or ext. 6430 or Institutional Program Review and Outcomes Coordinator Randy Beach at [rbeach@swccd.edu](mailto:rbeach@swccd.edu) or ext. 5897.