

Running Reports in eLumen

Running outcomes reports is an essential step to close the loop of SLO assessment by collaborating with colleagues to analyze outcome data and suggest action plans (plans of improvement) at the course and program level. The instructions below explain how to run reports from the perspective of a Program Coordinator. The instructions to run reports for individual faculty and other users are the same, but your reporting options are more limited than program coordinators.

Running Reports for Program Coordinators

1. Web address: swccd.elumenapp.com/swccd/
2. Log into elumen using your SWC serve email username and password

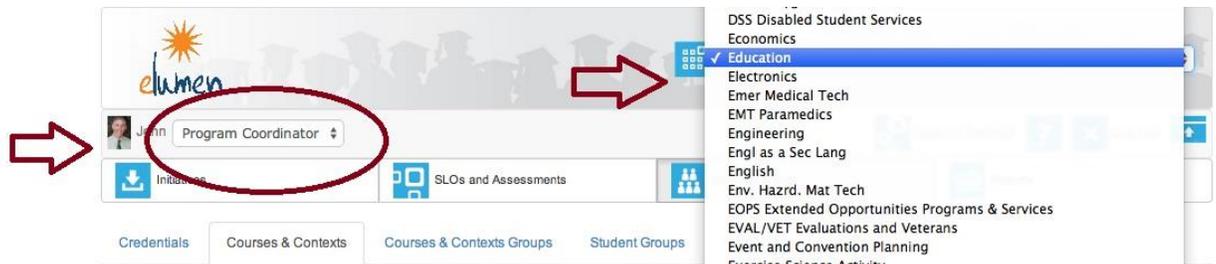
Welcome to eLumen

User Id:

Password:

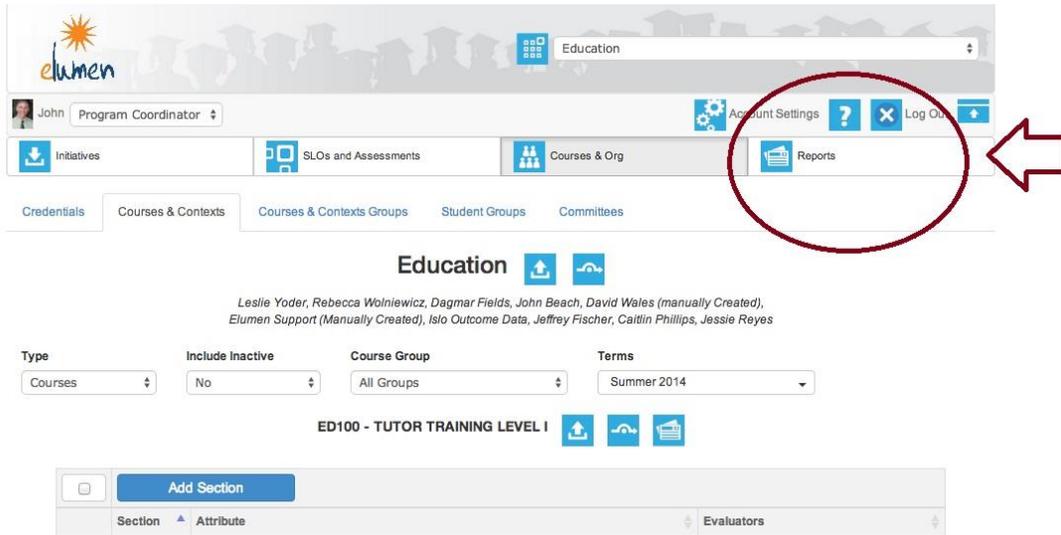
Remember my user id

3. Verify program coordinator status and appropriate discipline from dropdown menus

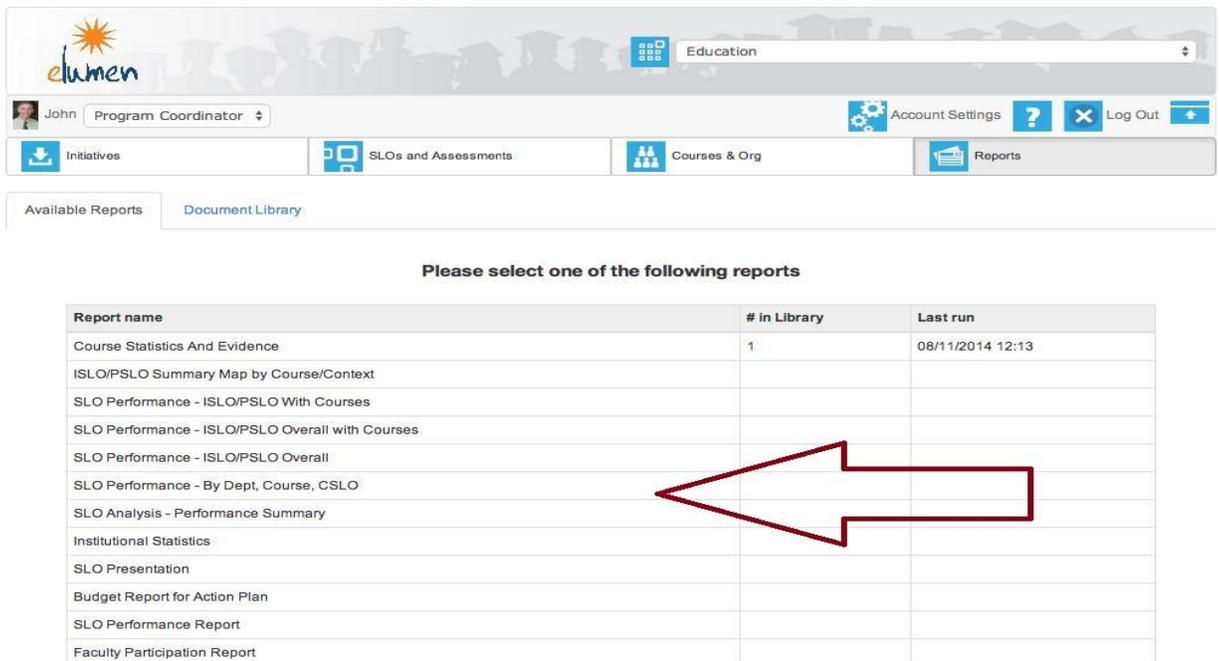


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4. Click "Reports" tab on tool bar



5. Click on the name of the report you wish to run. The reporting options you have are based on your role in eLumen



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6. Once you've chosen a report to generate, you have several options on the "Reports" screen.
 - a. You can make the title of your report anything you wish.
 - b. Remember the "Show Catalog Courses or Contexts" button should remain on "Course"
 - c. Inactive CSLOs check box should be checked based on your preference. If you wish to have data for currently inactive SLOs for a course, click the button
 - d. Choose the "Output Format" for your report. eLumen will generate a link to your report and send via e-mail
 - e. Choose the "Link Duration" to specify how long that link should be active
 - f. Click "Generate Report"

The screenshot shows the eLumen interface for generating reports. The user is logged in as John, Program Coordinator. The main navigation bar includes 'Initiatives', 'SLOs and Assessments', 'Courses & Org', and 'Reports'. The 'Reports' section is active, showing 'Available Reports' and 'Document Library' tabs. The selected report is 'ISLO/PSLO Summary Map by Course/Context'. The configuration options are as follows:

- Report Title:** ISLO/PSLO Summary Map by Course/Context (indicated by a red arrow).
- Report Name:** prefix: rbeach-slo-summary, suffix: (indicated by a red arrow).
- Show Catalog Courses or Contexts:** Course (selected, indicated by a red arrow).
- Select a Set of Courses:** All Courses.
- Select a Set of SLOs:** All ISLOs.
- Inactive CSLOs:** Include results for inactive CSLOs (indicated by a red arrow).
- Output format:** PDF (selected), XLS, RTF, HTML (indicated by a red arrow).
- Link duration:** 1 Hours, 0 Days (indicated by a red arrow). Below this, there is a checkbox for 'Make this a Permanent Link' and a note: 'Link duration configures how long the URL in the report notification email will work after the report is generated.'
- Generate Report:** A blue button at the bottom right (indicated by a red arrow).

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- On "Document Library" you can see the status of the report generation. Refresh your browser window periodically to update that status until the status is "Completed." You will also receive an e-mail notification that the report is completed and ready to view in "Documents Library." The email will not include the report as an attachment. Once the status reads "Completed" check on the box next to the name of the report and click "Download". Depending on your web browser and computer platform, a dialog window may open asking where you wish to save the report in the format you specified and where on your computer. Some platforms and browsers may download automatically to a specific file.

The screenshot displays the eLumen interface. At the top, there is a navigation bar with the eLumen logo and a search bar containing 'Education'. Below this, a user profile for 'John Program Coordinator' is visible, along with links for 'Account Settings', 'Log Out', and 'Initiatives'. The main content area is titled 'Document Library' and contains a table of reports. The table has columns for File Name, Report Type, Run Date, Department/Program, Term(s), and Status. A report is listed with the status 'Completed'. A red arrow points to the 'Download' button for this report, and another red arrow points to the 'Report Status' dropdown menu.

File Name	Report Type	Run Date	Department/Program	Term(s)	Status
Health - rbeach-course-statistics - 08/11/2014 12:15:10.pdf	Course Statistics And Evidence	08/11/2014 12:13	Health	Fall 2012, Spring 2013, Summer 2013, Fall 2013, Spring 2014, Summer 2014	Completed

- Your report will download on your computer and will be available immediately. Also, all generated reports will be stored in "Documents Library" in eLumen until deleted.

Congratulations, you have successfully downloaded an SLO report.

Please contact your SLO Team with questions.

Who do you call for SLO support?

For login issues: Institutional Technology Help Desk, ext. 4357

For Training: Andre Ortiz, ext. 6430

For eLumen Technical Support: Jeffrey Fischer, ext. 5801

For Support Creating, Revising SLO; Reviewing SLO Reports: Randy Beach, ext. 5897

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