# eLumen: Adding SLOs to eLumen and Mapping to an ISLO

The first step in the creation or revision of an SLO happens in CurricUNET. Instructional Support Services can assist faculty with the process for adding and revising SLOs in CurricUNET, and the SLOs found in CurricUNET are the official SLOs for the course. All changes to SLOs in eLumen are made AFTER the changes are made in CurricUNET. Changes made in CurricUNET must be made manually in eLumen.
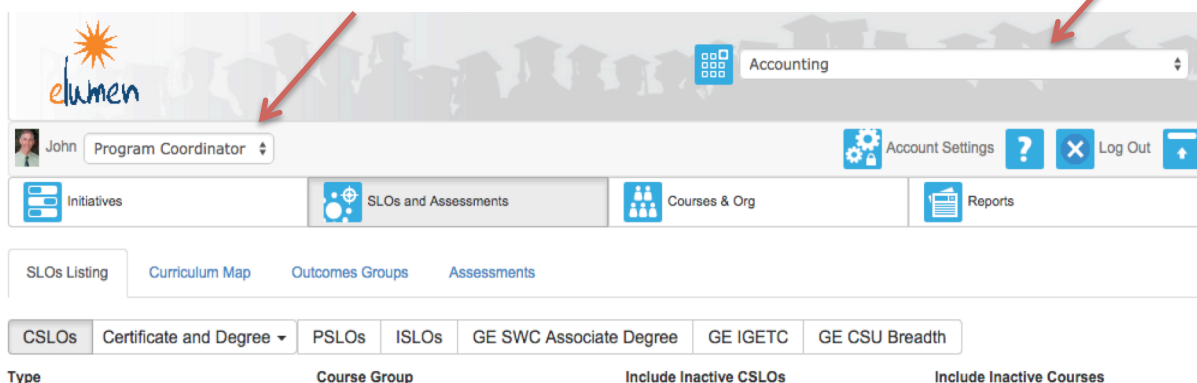
Logging into eLumen

1. Web Address: swccd.elumenapp.com/swccd/

2. Use your SWC server (email) username and password.
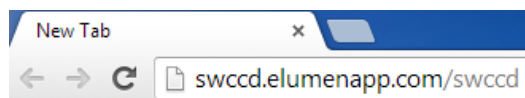
If you cannot log in, please contact the Help Desk (619 421-6700 x4357). Only the Help Desk can assist with login issues.

The three main reasons people experience problems logging in:
Incorrectly entering a username or password
An expired SWC password (must be updated every 6 months)
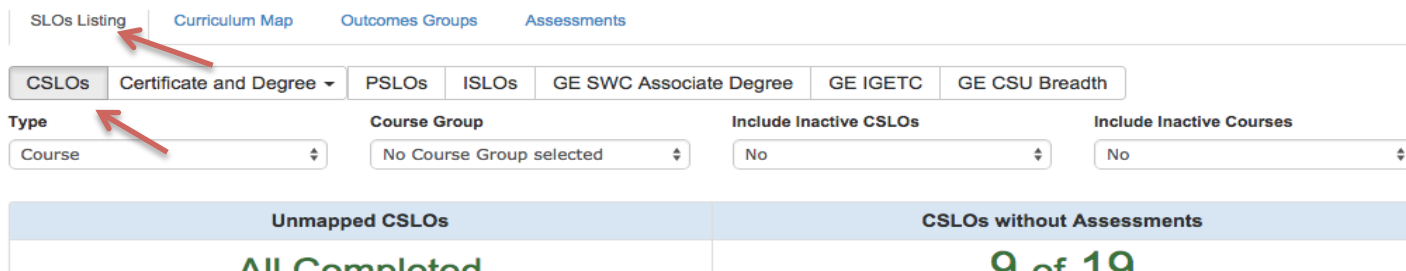Being newly hired or in a new position on campus.

3. Once logged in, make sure you are logged in as a program coordinator. **Only program coordinators can add SLOs**. Choose Program Coordinator from the dropdown menu. Choose your program from the dropdown menu on the right.
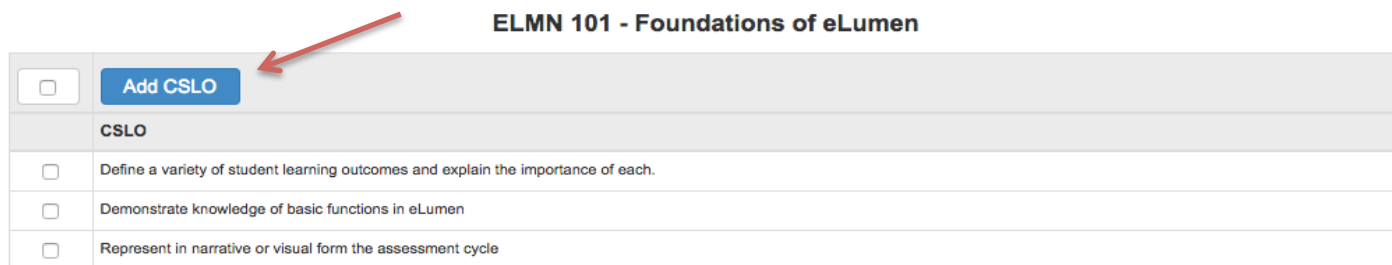

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Adding or Editing an SLO

1. To add or revise an SLO, click on the "SLOs and Assessments" button [SLOs and Assessments], then the "SLO Listing" tab [SLOs Listing] then the [CSLOs] "CSLOs" button.
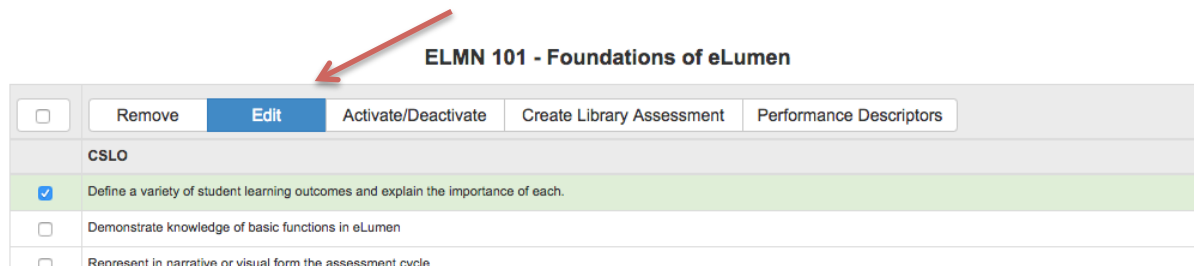
2. Program coordinators will see a "Add CSLO" button below each course listed on the site. **Only program coordinators can add SLOs**.

3. Click on the "Add CSLO" button to open a dialog box and type in the new SLO. Be sure to click "Save" when finished.

4. To edit an existing SLO, click on the box next to the SLO and click the "Edit " button. Be sure to click "Save" when finished.

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Mapping an SLO to an ISLO

To ensure that the data you collect on your course student learning outcomes are mapped to the appropriate institutional student learning outcome (ISLO), it's highly recommended that you verify your SLO mappings when adding new SLOs or revising an existing SLO. Remember that CSLO to ISLO mappings are made when you create your SLOs in CurricUNET. This is the mapping you will use, so please check CurricUNET for accuracy.

1. Click the "SLOs and Assessments" button and Click on the "Curriculum Map" tab.
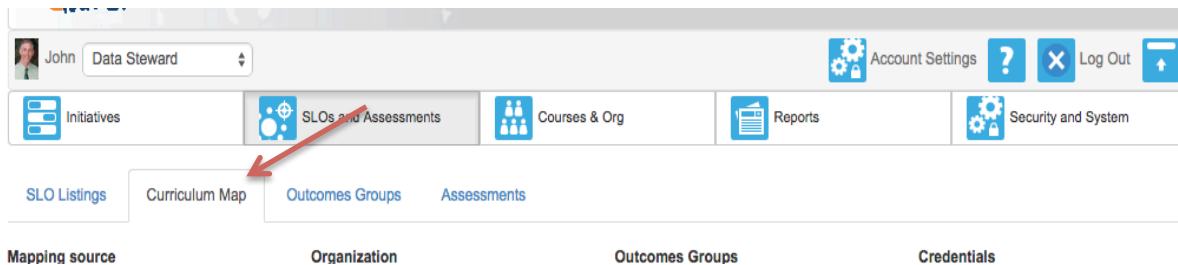
2. From the dropdown menu choose "Core ISLOs" to activate the courses in your program. Be sure the correct program is selected in the drop down menu.
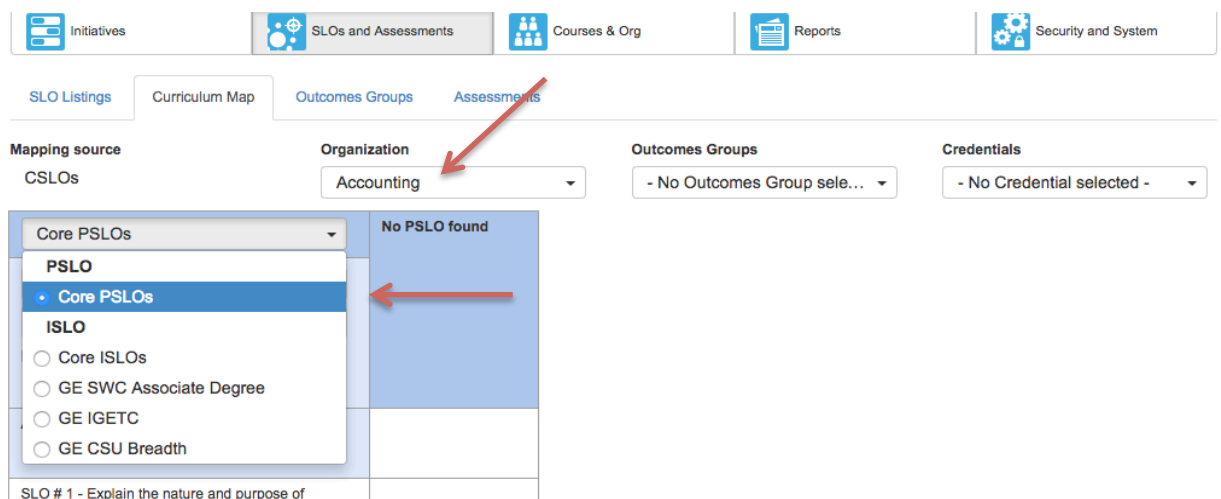
3. Once "Core ISLOs" is selected, you can map the CSLOs for each course to the appropriate ISLO. To create a mapping between a SLO an ISLO, locate the row for the CSLO and the column for the ISLO. Click in the cell on the table that corresponds with the CSLO and the ISLO. This will display a green check mark in the box, and you're done. The system automatically saves your choice. Click on the arrow in the far right column to see more ISLOs.

4. You can verify that all your CSLOs are mapped by clicking on the "SLOs and Assessments" button and reviewing your SLO mapping dashboard. The number to the left shows how many of your programs SLOs are not mapped, and the number to the right shows how many of your SLOs lack assessment data.

Congratulations, you have successfully created and mapped your SLOs

Please contact Randy Beach at rbeach@swccd.edu or ext. 5897 or Andre Ortiz at aortiz@swccd.edu or ext. 6430 if you have questions regarding creating or revising SLOs or mapping SLOs in eLumen.

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