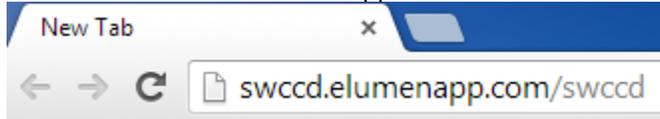


eLumen: Faculty Role

Logging into eLumen

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



2. Use your SWC server (email) username and password.

Welcome to eLumen

User Id:

Password:

Remember my user id

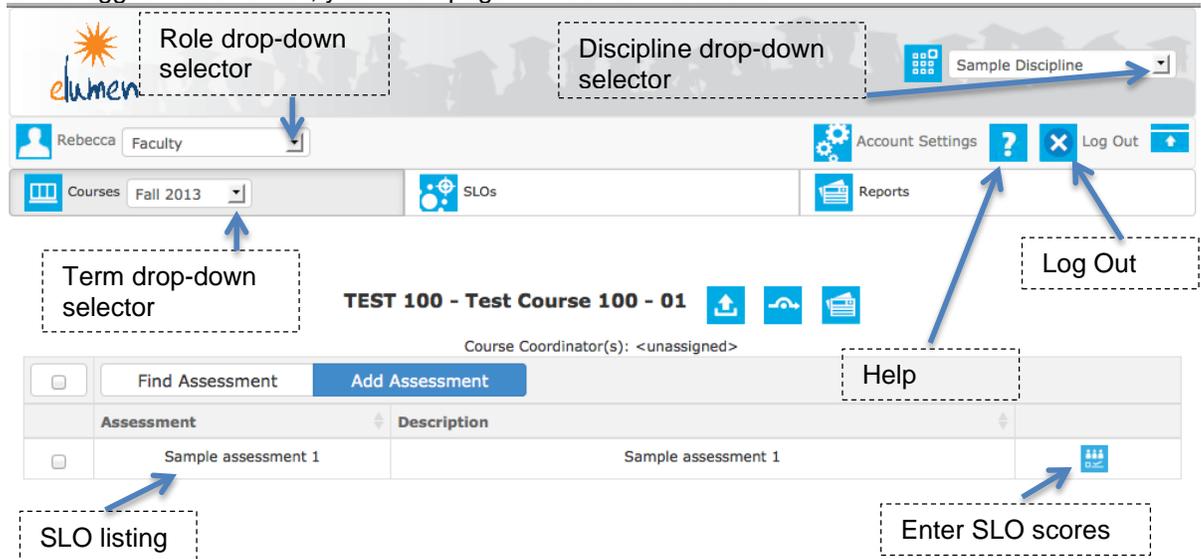
Login

3. 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:

- a) Incorrectly entering a username or password
- b) An expired SWC server password (must be updated every 6 months)
- c) Being newly hired

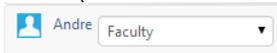
4. Once logged into eLumen, your main page will look similar to this:

A screenshot of the eLumen faculty dashboard. The interface includes a header with the eLumen logo, a "Role drop-down selector" showing "Faculty", and a "Discipline drop-down selector" showing "Sample Discipline". Below the header are navigation buttons for "Courses" (set to "Fall 2013"), "SLOs", and "Reports". A "Log Out" button is also present. The main content area shows "TEST 100 - Test Course 100 - 01" with a "Course Coordinator(s): <unassigned>" label. There are buttons for "Find Assessment" and "Add Assessment". A table lists "Sample assessment 1" under the "Assessment" column and "Sample assessment 1" under the "Description" column. A "Help" button is located in the top right of the table area. A "Log Out" button is also visible in the bottom right. Arrows point from labels to these specific elements: "Role drop-down selector", "Discipline drop-down selector", "Term drop-down selector", "Log Out", "SLO listing", and "Enter SLO scores".

Assessment	Description
Sample assessment 1	Sample assessment 1

Entering Scores into eLumen

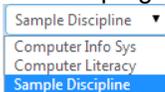
1. At the top left of the screen make sure **“Faculty”** is selected in the drop-down menu next to your name (some individuals have several roles in eLumen).



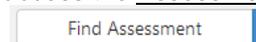
2. Just below your name on the top left of the screen (in the middle of the “Courses” button) make sure the drop-down menu shows the **correct semester and year**.



3. At the top right of the screen, make sure the drop-down menu lists **your course(s) discipline**.



4. To add an assessment, **click** on Find Assessment at the top of a section’s *assessment table* to access the Assessment Library.



5. From the list presented check one of your assessments and **click** on Add to Section to add it to your section (you must repeat this step for each available assessment).

Find Assessment ×

Filter SLOs in Assessment Library by selecting from options below. Assessments will only appear for assessments linked DIRECTLY to the SLOs or SLO scopes selected (the SLO Matrix/Curriculum Map is not followed in this filter). ×

Program
Sample Discipline ▲

Course/Context
(TEST 100) Test Course 100 ▲

CSLOs
[(TEST 100) Test Course 100] ▲

PSLO Class
PSLO ▲

PSLOs
▲

ISLO Class
ISLO ▲

ISLOs
▲

Add to Section

Name ▲	Description	Type
<input checked="" type="checkbox"/>	Assessment title for SLO	Assessment description for SLO
		Aggregate Scores

6. All the course sections you are teaching for the semester selected should be listed in the center of the screen. To the right of each course section, click the blue button in the third (last) column. Note that the icon has 3 tiny people in it which are blocked by a progress meter.



7. You will see a row of boxes labeled “0-4” (representing proficiency level) and an additional box labeled “N/A” (Not Assessed/Not Applicable).

Mastery	High Proficiency	Proficiency	Low Proficiency	No Proficiency	
4	3	2	1	0	N/A
0	0	0	0	0	0

8. Enter your scores in each box and click the **Save** button.



Note that a green box stating, “*Scores successfully saved*” appears on the lower right screen.

9. After you click **Save** you will automatically go back to your course and assessment listing to continue setting up your assessments, or continue with entering your scores.

10. Congratulations, you have successfully entered your SLO scores.