



TEST: <https://solanotest.elumenapp.com/elumen/>

## STEP ONE: GETTING STARTED

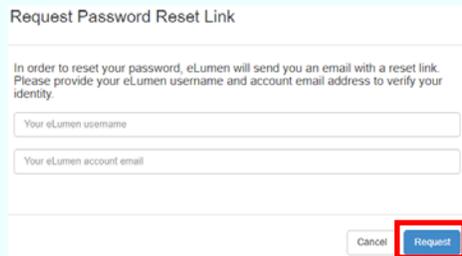
**NOTE: eLumen is optimized for Google Chrome and will NOT function properly on other browsers.**

If you are in Banner as an SCC faculty member getting into eLumen is easy. There are two different eLumen sites; **Test** and **Production (live)**. Both sites use your SCC Banner ID. URLs are above in the border.

Please note that the ID page for both URLs is identical.



If this is your first time entering eLumen click on the "Forgot Password" link in the bottom right and it will send you to the password request page:

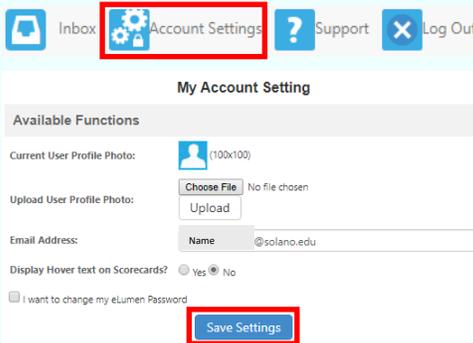


Enter your SCC Banner ID in the top line and your SCC email address in the bottom line and click "Request". An email will be sent to your SCC email with instructions on how to proceed. **NOTE: This process must be completed for both sites.**

PROD: <https://solano.elumenapp.com/elumen/>

Once logged into eLumen you can go to the Account Settings tab to change your password or do other tasks such as add a profile picture or change your email address (NOT recommended):

**NOTE: Passwords are case sensitive. Do not forget to click the "Save Settings" tab.**



**NOTE: Depending on the task you are doing, a text box might appear saying, "Changes will take effect on the next log in."**

After you change your password it is recommended to log out and log back in regardless of a text box appearing.

As a precaution, each site's top banner indicates whether you are in the Test or Production site.



**NOTE: Anything you do in the Production site is PERMANENT so it is recommended if you are "exploring" that you work in Test.**

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## STEP TWO: YOUR FACULTY PAGE

Once back in eLumen your Faculty homepage will appear.



**NOTE: If you are assigned different “subroles” you must select the appropriate one in the drop-down menu to the right of your name. For the majority of users this will not be the case and your “Faculty” role and department will automatically appear.**

**For the purposes of this Quick Guide you will only need to focus on the left two tabs:  
Courses and SLOs & Assessments.**

On the “Courses” tab you first must select the term you are wanting to access (eLumen saves everything to term libraries). Once you have selected the term of your choosing click the tab to open the menu.

eLumen is an integrated system that copies all information over from Banner. As long as your courseload is accurate in Banner, eLumen will automatically display your full list of courses for that term. In addition, clicking on each course will open up a new tab that will display your current roster.

**NOTE: Roster updates will occur twice a semester: at census and before final grade submission. It is therefore imperative that your rosters are accurate as your Assessments are based on them.**

The screenshot shows the 'SLOs & Assessments' tab interface. At the top, there are two tabs: 'SLOs' and 'Assessments'. Below them are sub-tabs for 'SLOs', 'ILOs', and 'GELO'. There are four filter sections: 'Type' with a dropdown set to 'Course', 'Include Inactive SLOs' with a dropdown set to 'No', 'Include Inactive Courses' with a dropdown set to 'No', and 'Term' with a dropdown set to 'Fall 2019'. At the bottom, there are two summary boxes: 'Unmapped SLOs' and 'SLOs not included in any Assessment Rubric'.

Clicking on the SLOs & Assessments tab will open up a new menu.

The SLOs tab displays every course in your department with their corresponding SLOs. The “Unmapped SLOs” box indicates the number of SLOs that have been linked to their corresponding courses (this should be a 1 to 1 ratio). The “SLOs not included in any Assessment Rubric” indicates how many SLOs have not been included into a new Assessment (this will vary). SLO edits/additions will be discussed in the “Advanced” training.

Clicking the “Assessments” Tab will open up your Assessment Library. From there you can view past Assessments and various other tasks.

**NOTE: eLumen Assessments are actually rubrics. This is a bit confusing at first but it becomes clear once you understand how eLumen “assesses” courses.**

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### STEP THREE: COMPLETING YOUR DEFAULT ASSESSMENT

Toward the end of the semester you will begin receiving notifications from eLumen that you have Default Assessments to complete. Once logged into your faculty page of eLumen all of your planned Default Assessments will automatically be displayed under each course section being currently taught:

<input type="checkbox"/>	End-of-Term SLO Assessment	This assessment covers ALL SLOs for a particular course. It utilizes collective scoring (which is based on the total number of students rather than the individual) on a ten-point scale.	 0/20	
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Click the icon in the “Scorecards” box and it will open up the Assessment rubric:

SLO	Exceeds expectations		Meets expectations		Almost meets expectations	Does not meet expectations					Current/Total	Scored Students
	10	9	8	7	6	5	4	3	2	1		
Demonstrate an understanding of what multiculturalism means and how it relates not only to the music of America/US but society as a whole.	0	5	5	0	5	0	5	0	0	0	20 / 20	

Every SLO for your course will be displayed and must be scored (for purposes of this guide it was reduced to one). Your total number of students (based on your roster) is located in the far right hand box. Input the collective student scores accordingly: ex. 5 students earned outcomes between 60-69% therefore you input 5 under the 6 category, likewise 5 students earned outcomes between 80-89% therefore you input 5 under the 8 category. This continues until all your students have been accounted for and reflected in the “Total” box. **NOTE: If for some reason your roster is incorrect and it indicates more students, you will have to mark those in the 0 column. You can explain the discrepancy in the “Reflection” section.**

At this point you can “Save and Continue to Reflection” or “Save” and return another time to complete the Assessment. **NOTE: You MUST complete the “Reflection” in order to submit the Assessment.**

Clicking on the “Save and Continue to Reflection” tab will open up a dialog box with a series of six questions. This is the Default Reflection for ALL “End-of-Term Assessments”. Once completed you have three options: “Save Draft”, “Submit and Share”, and “Submit and Share Anonymously”. The two “Submit” tabs are your choice; one attaches your name to the assessment, the other does not. **NOTE: If you save, remember you still have to return and submit.**

Once you have clicked either “Submit” tab your Default eLumen Assessment is now complete! **NOTE: Once you have submitted your assessment you can go back and change it so it is recommended to merely save until you are 100% satisfied.**

**NOTE: This Quick Guide is intended to supplement the eLumen Assessment for Beginners Training. It is a “bare minimum” guide. For Faculty who wish to utilize more of the features available, there will be more advanced trainings.**