



eLumen: Coordinator Training (instructional units and areas)

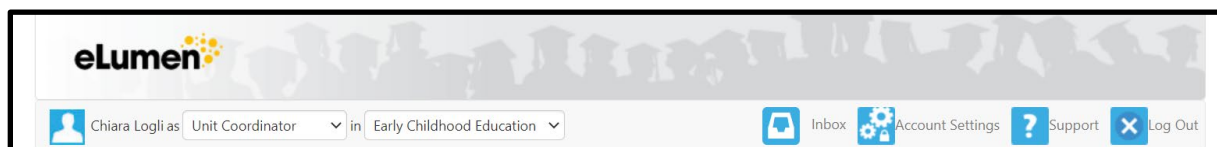
Assessing Student Learning

December 30, 2021

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I. Signing into eLumen

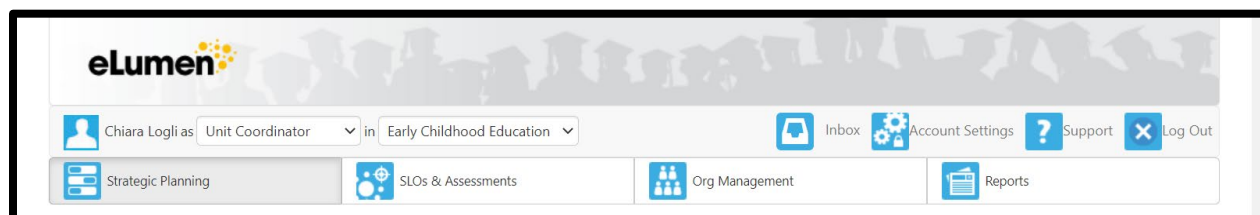
1. Log in <https://honolulu.elumenapp.com>
2. Use the UH system's ID and password.



From left to right, beneath the logo:

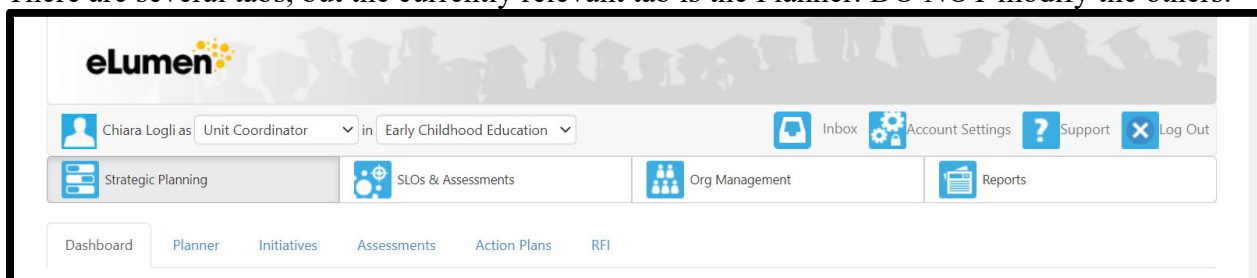
1. User's name
2. User's roles
3. User's assigned units (e.g., Geography, Early Childhood Education) or area (e.g., Social Sciences, Tech 1)
4. Inbox (if you have Faculty role, you'll see tasks relating to your other roles)
5. Account Settings
6. Link to the Knowledge Base and Technical Support
7. Log Out

III. Bottom banner



1. Strategic Planning tab

There are several tabs, but the currently relevant tab is the Planner. DO NOT modify the others.

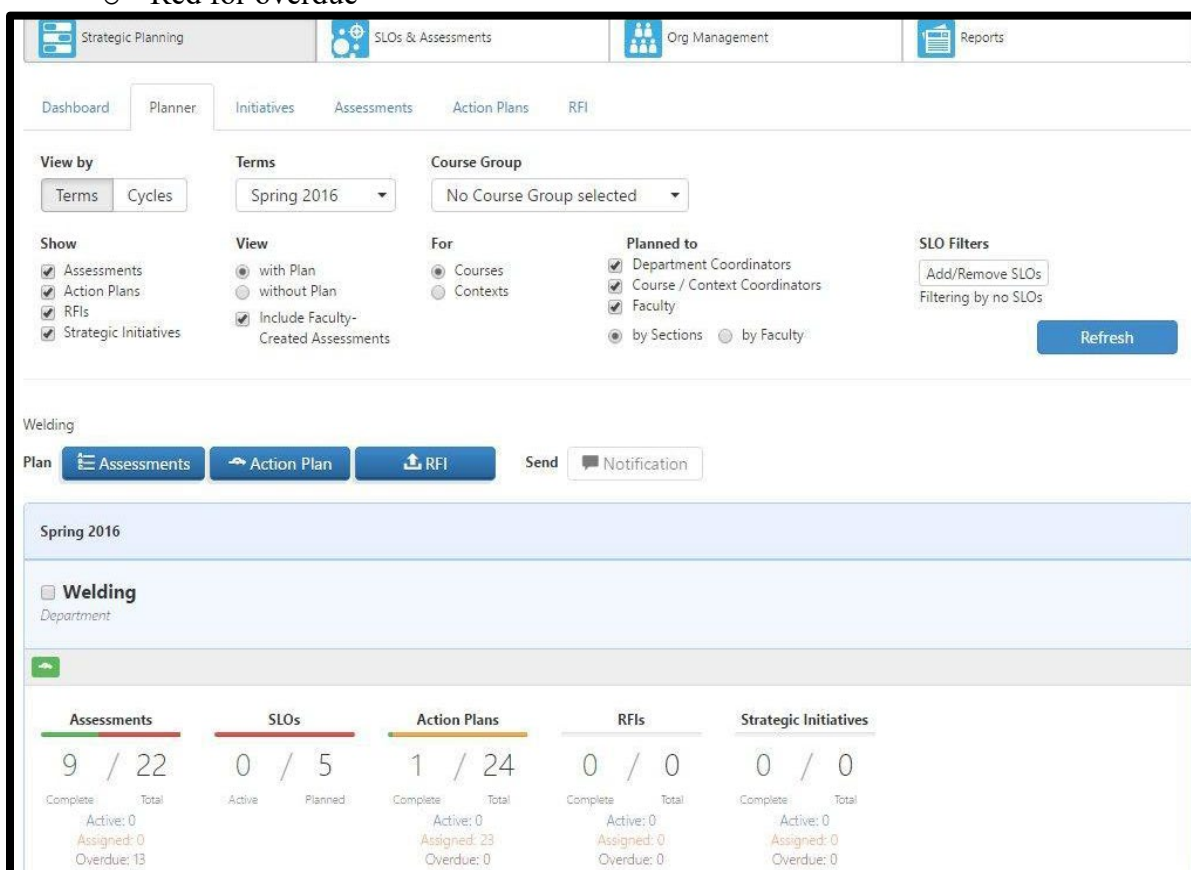


(a) Planner

The Institutional Assessment Specialist plans the assessments.

All other users focus on the progress visualization and follow-up notifications:

- Customize your view by setting the filters above the table and selecting Refresh.
- The icon color indicates the level of progress:
 - Green for completed
 - Blue for in progress
 - Gold for awaiting completion
 - Red for overdue



- By clicking in the white space inside the box, you enter more detailed views: from the unit

overall (e.g., Early Childhood Education), to each course (e.g., ECED105), and to each section (e.g., one taught by Liz and one taught by Ann).

- To send a message to the faculty (e.g., when following up for compliance):
 - Select the box for desired sections from a term
 - Select the *Notification* button.
 - Fill in the *Subject* and *Message*—Indicate your email address in the text because the recipient cannot reply to an eLumen message.
 - Select *Send Email*.
- To go back, make a selection on top of the table (e.g., Early Childhood Education, Early Childhood Education Course List).

2. SLOs & Assessments tab

There are four tabs under *SLOs & Assessments* but only SLOs Listing, Curriculum Map, and Assessments are relevant at the moment.

(a) SLOs Listing

- Customize your view by setting the filters above the table: targeted outcomes and term.
- Focus on the outcomes relevant to your role and unit or area.
- Modifying outcomes must be done prior to wanting to assess them, prior to the term start when the assessment is due. Modifications to outcomes will take effect until the next

academic term.

1. To view outcomes, ensure you select the *unit* that hosts them (e.g., Asian Studies certificate is under Asian Studies; Hawaiian Studies degree is under Hawaiian Studies; Natural Sciences degree is under Physiology; Sustainability certificate is under Geography)

The screenshot shows the eLumen interface for the Sustainability Certificate. The top navigation bar includes the eLumen logo, user information (Chiara Logli as Area Coordinator), and various tool icons (Inbox, Account Settings, Support, Log Out). Below the navigation bar, there are tabs for Strategic Planning, SLOs & Assessments, Org Management, and Reports. The SLOs & Assessments tab is active, showing a sub-menu with SLOs Listing, Curriculum Map, Outcomes Groups, and Assessments. The main content area displays filters for CLOs, PLOs, and ILOs. A dropdown menu for 'Include Inactive SLOs' is open, showing options like 'Liberal Arts (AA)' and 'General Education (HAP)'. The page also shows counts for 'Unmapped PLOs' (5 of 8) and 'PLOs not included in any Assessment Rubric' (8 of 8). At the bottom, there is a section for 'Sustainability Certificate' with an 'Add PLO' button.

2. To add an outcome, select *Add [outcomes]*; type the *SLO Statement* (skip Short Name, Code, and 70% Performance default); select *Save*; in the new window, select upcoming term for the outcome to begin in eLumen; select *Version*.

ECED105 - Intro to Early Childhood Ed					
Active from 08/26/2019					
<input type="checkbox"/>	Add CLO				
CLO	Start Date	End Date	SLO Performance		
			Expected	Fall 2020	
<input type="checkbox"/> Describe the partnership between early childhood professionals and families.	08/26/2019	Not specified	70 %	-	
<input type="checkbox"/> Discuss the foundations, issues and trends of early childhood care and	08/26/2019	Not specified	70 %	-	

3. To revise an outcome, select the box in front of each outcome, select *New Version*; Type the *SLO Statement* (skip Short Name, Code, and 70% Performance default); select *Save*; in the new window, select upcoming term for the outcome to begin in eLumen; select *Version*.
4. To review outcome changes overtime, select the box in front of each outcome and select



Show History.

ECED105 - Intro to Early Childhood Ed					
Active from 08/26/2019					
<input type="checkbox"/>	New Version	Show History	More ▼		
	CLO	Start Date	End Date	SLO Performance	
				Expected	Fall 2020
<input checked="" type="checkbox"/>	Describe the partnership between early childhood professionals and families.	08/26/2019	Not specified	70 %	-
<input type="checkbox"/>	Discuss the foundations, issues and trends of early childhood care and	08/26/2019	Not specified	70 %	-

5. To remove an outcome (if no assessment data exist) or deactivate an outcome (if data exist), select the box in front of each outcome and select the *More* pull-down menu.

ECED105 - Intro to Early Childhood Ed					
Active from 08/26/2019					
<input type="checkbox"/>	New Version	Show History	More ▼		
			Performance Descriptors Create Assessment Remove Deactivate		
	CLO	Start Date	End Date	SLO Performance	
				Expected	Fall 2020
<input checked="" type="checkbox"/>	Describe the partnership between early childhood professionals and families.	08/26/2019	Not specified	70 %	-
<input type="checkbox"/>	Discuss the foundations, issues and trends of early childhood care and	08/26/2019	Not specified	70 %	-

6. To view a listing of the Curriculum Map, select *SLO Explorer* for a listing of the curriculum map (not available for CLOs; only for PLOs, ILOs, Certificate, etc... tabs). See below for more information on the curriculum map.

Sustainability Certificate						
<input type="checkbox"/>	Show History	More ▼				
	PLO	Start Date	End Date	SLO Performance		SLO Explorer
				Expected	Fall 2020	
<input checked="" type="checkbox"/>	Apply concepts of sustainability to local, regional and/or global challenges.	01/13/2020	Not specified	70 %	-	
<input type="checkbox"/>	Define sustainability on local, national, and international levels.	01/13/2020	Not specified	70 %	-	

(b) Curriculum Map

- Customize your view by setting the filters above the table and on the left side.
- Map each outcome individually by clicking on the pertinent cell (or unclick to unselect)
- Mapping should be done in the white cells, not the blue, to ensure CLO score data moves from the CLOs to the PLOs or ILOs.
- For example, CLOs to PLOs:

The screenshot shows the 'SLOs & Assessments' interface. The 'Mapping source' is set to 'CLOs'. The 'Organization' is 'Early Childhood Education'. The 'Outcomes Groups' is '- No Outcomes Group selected -'. The 'Terms' is 'All'. The 'Programs' is 'Early Childhood Education'. The 'Program Information' is 'Active since 8/2019'.

Organization	Outcomes Groups	Terms	Programs	Program Information
Early Childhood Education	- No Outcomes Group selected -	All	Early Childhood Education	Active since 8/2019
Build respectful partnerships with children, families and their communities.				
Observe, document and assess all children's development and learning in partnership with families.				
Use content knowledge and appropriate pedagogy to create/design, implement and assess learning experiences.				
Use knowledge of child development and of individual children to create healthy, challenging learning environments and...				
Use reflective practice to demonstrate professionalism.				
ECED105 Intro to Early Childhood Ed Active since 8/2019				
Describe the partnership between early childhood professionals and families. Active since 8/2019	✓			
Discuss the foundations, issues and trends of early childhood care and... Active since 8/2019				✓

- For example, CLOs to ILOs:

The screenshot shows the 'SLOs & Assessments' interface. The 'Mapping source' is set to 'CLOs'. The 'Organization' is 'Early Childhood Education'. The 'Outcomes Groups' is '- No Outcomes Group selected -'. The 'Terms' is 'Current'. The 'Programs' is '- No Program selected -'.

Organization	Outcomes Groups	Terms	Programs	Program Information
Early Childhood Education	- No Outcomes Group selected -	Current	- No Program selected -	
Core ILOs				
Information Literacy: Form strategies to locate, evaluate, and apply information, and know the ethical and legal issues...				
Effective Communication: Actively express and exchange ideas through listening, speaking, reading, writing, and other modes of...				
Quantitative Reasoning: Effectively analyze numerical data, solve quantitative problems, and apply mathematical concepts.				
Career Preparation: Demonstrate knowledge and skills to successfully move to a baccalaureate education or selected vocation.				
Community Awareness and Social Responsibility: Demonstrate and apply an understanding of moral and ethical issues that pertain to...				
ECED105 Intro to Early Childhood Ed Active since 8/2019				
Describe the partnership between early childhood professionals and families. Active since 8/2019				✓

- If you cannot find the outcomes, ensure that the course has been grouped into the program or certificate correctly (see section below on *Courses & Contexts Groups*).
- Curriculum Map takes the results of assessment of course level outcomes and aggregates them for the reporting of broader outcomes, such as of program, institution, certificate, Gen Ed, or Third Party standards.

(c) Assessments

- Select an assessment from the table list; if necessary, click *Show Filters* to pinpoint to a particular course.
- Select the Results Explorer icon 

Strategic Planning SLOs & Assessments Org Management Reports

SLOs Listing Curriculum Map Outcomes Groups Assessments

Assessments Reflection Templates

Assessment Library [Show Filters](#)

[Add Assessment](#) ☐ Display Inactive Assessments ☒ Display Latest Versions

	Assessment Name	Assessment Description	Type	Planned Terms	Actions
<input type="checkbox"/>	ECED105 assessment Active since 08/2019	ECED105 assessment	Instructional assessment	Fall 2019	

The next section explains the Results Explorer, which can be also accessed from the *Org Management* tab.

3. Org Management tab

(a) Organization

- Use the *Filters* to target specific assessments (e.g., academic term)
- Select the Results Explorer next to the desired course



- Confirm the term and click on the course in the new window
- Use the drop-downs to select the filters, including *Show Results as* (i.e., by either *Count* or *Percent*) as well as *Chart* versus *Table View*.

Strategic Planning SLOs & Assessments Org Management Reports

Profile Organization Courses & Contexts Groups Student Groups Committees

Geography

Chiara Logli, John DeLay

Type: Courses Include Inactive: No Course Group: All Groups Terms: Fall 2019

GEO101 - The Natural Environment

Active since 8/2019

	Section ID	Title	Term	Attribute	Evaluators
<input type="checkbox"/>	20666	GEO101	Fall 2019	Face-to-face	Chiara Logli John DeLay

Strategic Planning

SLOs & Assessments

Org Management

Reports

Profile

Organization

Courses & Contexts Groups

Student Groups

Committees

GEO101 Assessment

Print

Results Explorer

Count scores from:

Section Direct and Collective...

Include Inactive SLOs

Course

GEO101 - The Natural Enviro...

Terms

Fall 2019

Show results as:

Count

Count

Percent

Chart View

Table View

Chart View



Select *View Rubric* to view the Mastery Level per Criteria.

Table View

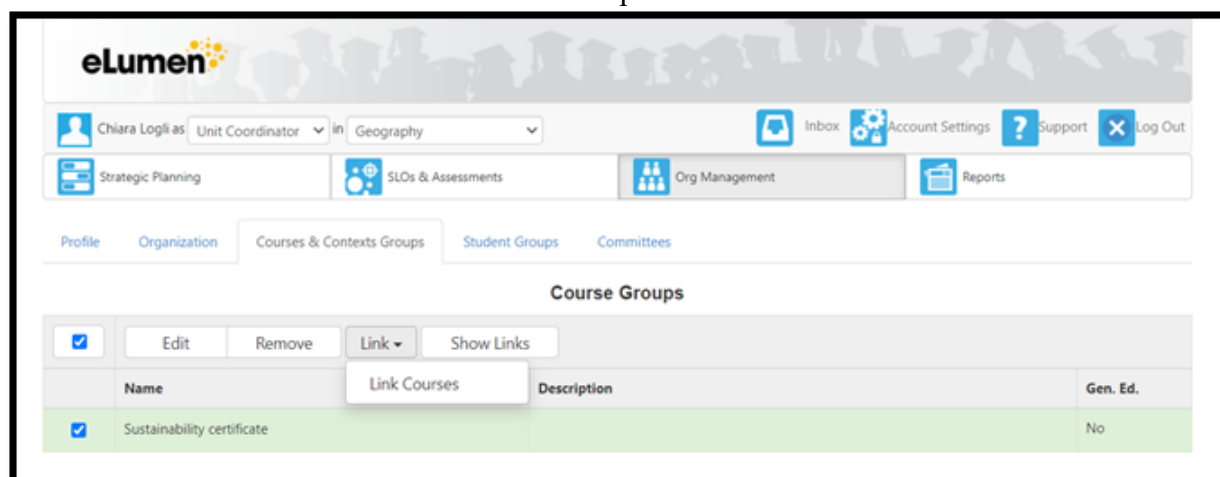
Changes in student performance on the outcomes from last term are indicated with a green arrow pointing up for increased performance, or a red arrow pointing down for decreased performance.

SLO	Default Performance Measure	Fall 2017				Spring 2018			
		Exceeds expectations	Meets expectations	Does not meet expectations	N/A	Exceeds expectations	Meets expectations	Does not meet expectations	N/A
ENG262 SLO 1: Comprehending the complex characters, themes and ideas in Shakespeare's plays	70%	17.02% ▲ 0%	34.04% ▼ 13%	48.94% ▲ 12%	11	16.67% ▼ 11%	46.67% ▼ 17%	36.67% ▲ 28%	3
ENG262 SLO 2: Engaging in rational, evidence-backed discussion of the meaning and art of the plays	70%	12.77% ▲ 5%	40.43% ▼ 4%	46.81% ▼ 1%	11	8% ▼ 15%	44% ▼ 24%	48% ▲ 39%	8
ENG262 SLO 3: Crafting arguable interpretive claims based on responses to the plays	70%	16.67% ▼ 7%	41.67% ▲ 4%	41.67% ▲ 4%	10	24.14% ▲ 6%	37.93% ▼ 30%	37.93% ▲ 24%	4

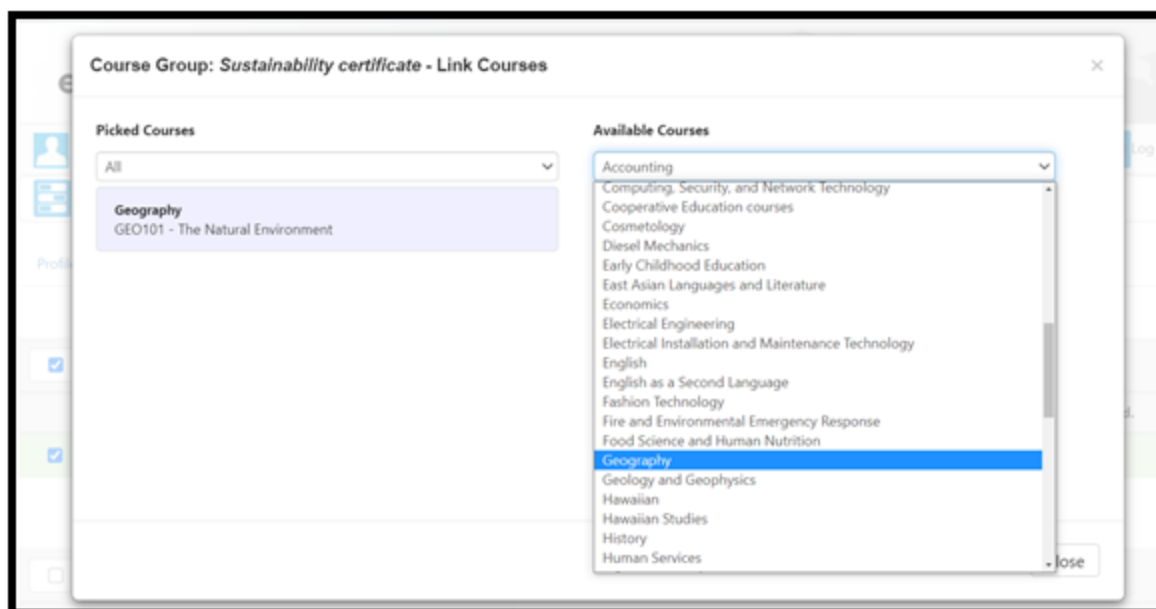
(b) Courses and Contexts Groups

Ensure that each course is part of a program (e.g., Early Childhood) and/or a certificate (e.g., Sustainability), so outcome mapping and report running will be possible. Select:

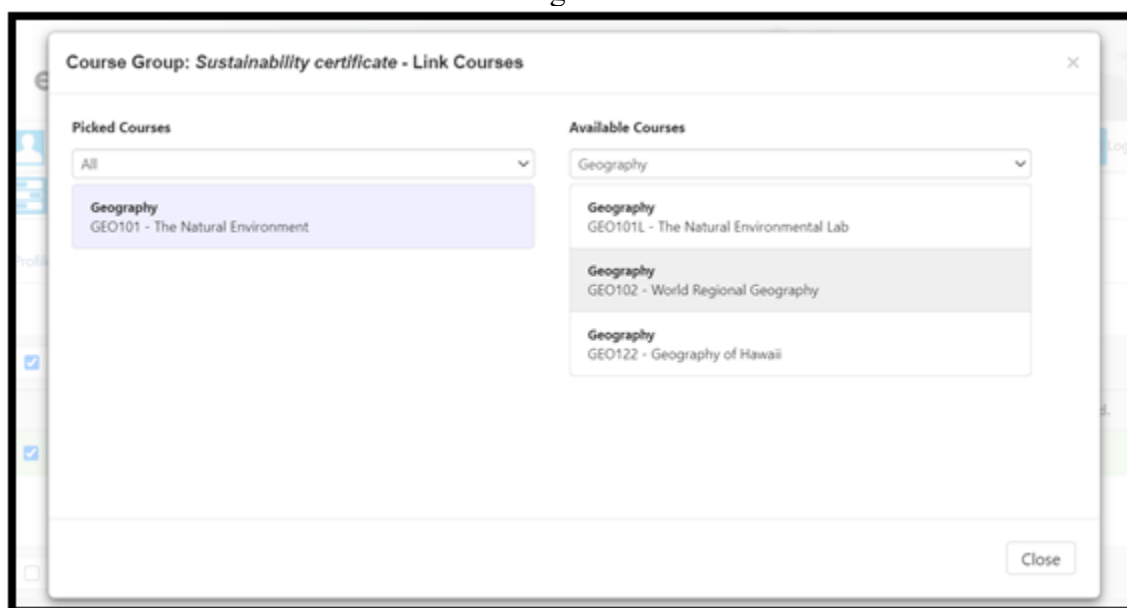
- Select the box in front of the program or certificate
- Select the *Show Links* tab to review the courses that are currently part of that program or certificate
- Select the *Link* tab to add courses
 - Select *Link Courses* from the drop-down menu



- Select the course discipline from the pull-down menu on the right side



- Click on the course in the right column and it will move to the left column



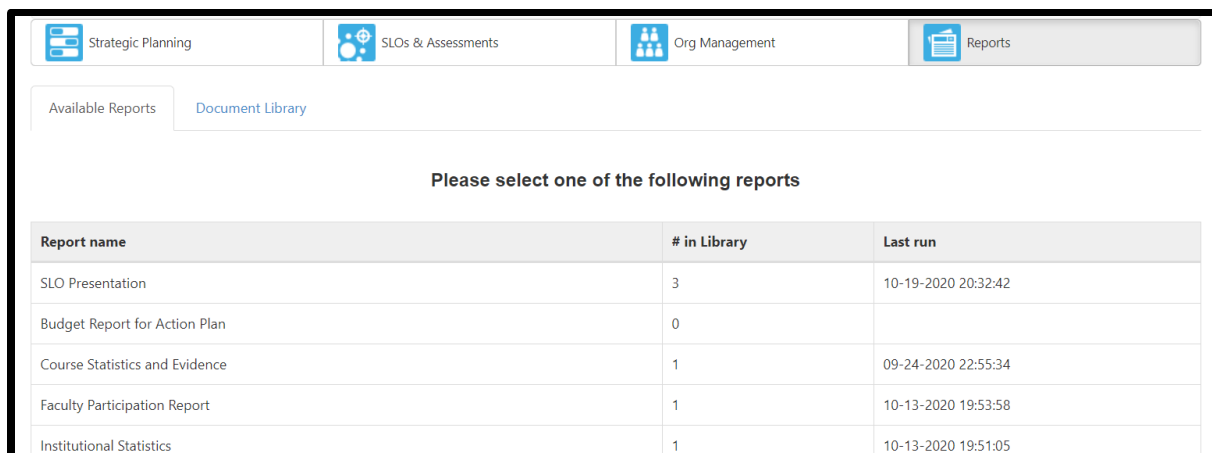
- To remove a course, click on it on the left column and it will move to the right column

4. Reports tab

There are two tabs: *Available Reports* that User can run (to generate reports) and *Document Library* (to access generated reports).

(a) Available Reports

The list of reports can be rearranged by dragging and dropping reports.



Report name	# in Library	Last run
SLO Presentation	3	10-19-2020 20:32:42
Budget Report for Action Plan	0	
Course Statistics and Evidence	1	09-24-2020 22:55:34
Faculty Participation Report	1	10-13-2020 19:53:58
Institutional Statistics	1	10-13-2020 19:51:05

Outcome lists

- *SLO Presentation*: Provides a list of outcomes.
- *ISLO/PSLO Summary Map by Course/Context*: Provides the curriculum map.

Assessment participation

- *Faculty Participation Report*: Provides per section, course, and department information on the number of assessments and action plans that have been planned and completed. It can be run in CSV format for easy filtering.
- *Institutional Statistics*: Provides overall number of courses and contexts with assessments and action plans for the whole institute.

Outcome results

- *Course Statistics and Evidence*: Provides statistics on the courses such as: whether or not outcomes are present, whether or not outcomes have been assessed, as well as the results of course outcomes.
- *SLO Performance Reports*: Provide results of outcomes, broken down by level, term, and various organizational/student descriptors.

To run a report, select the *Report Name*, then the *Dimensions Desired*, and *Generate Report*.

The screenshot displays a web form for generating a report. The form is organized into several sections:

- Report Title:** A text input field containing "SLO Presentation".
- Report File Name:** A section with a "prefix" field containing "logli-slo-presentation" and a "suffix" field. Below this is a link "Customize file name".
- Report Folder:** A dropdown menu showing "Document Repository Home" with a folder icon.
- Units:** A dropdown menu showing "Early Childhood Education".
- Include SLOs:** Three checkboxes for "ILOs", "PLOs", and "CLOs", all of which are currently unchecked.
- Show Inactive:** Four checkboxes for including results for inactive courses/contexts, ILOs, PLOs, and CLOs, all of which are currently unchecked.
- Output format:** Five radio buttons for "PDF", "XLS", "DOCX", "HTML", and "CSV". The "PDF" option is selected.
- Link duration:** Two input fields for "Hours" (set to 1) and "Days" (set to 0). Below these is a checkbox for "Make this a Permanent Link". To the right, a note states: "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 center of the form.

Each report has specific options that are unique to that report, but there are some general features shared by many or all reports:

- *Report Title:* Report type that the User is about to run
- *Report File Name:* Type the title of your document.
- *Report Folder:* Select the folder where to save the report—by default all reports are sent to the Faculty's *Document Library* folder.
- *Units:* Select a certain unit.
- *Terms or Cycles:* Select desired semesters.
- *Includes SLOs:* Select targeted outcomes, for example at the course, program, institution levels.
- *Number format:* Choose between count and percentage
- *Show results for:* Filter what's of interest, for example assessments and action plans, but not RFI.
- *Show Inactive:* Display the results for older versions of the outcomes.
- *Output format:* Select the export format.
- *Link duration:* Specify how long a link should be active or create a permanent link—ensure that the link duration is *Permanent* if it will be posted on a website. User will receive the link via email. The link can be posted on the website or forwarded, so anyone can download the report without logging into eLumen.

(b) Document Library

All generated reports are housed in the *Document Library*.

Select each folder to

- Delete it
- Rename it
- Share it
- Move it

Select each report to:

- Delete it
- Rename it
- Rerun it (with the same report settings that you initially selected)
- Move it
- Note: To use the Share feature, move reports inside a folder