



**eLumen: Coordinator Training
(non-instructional units and areas)**

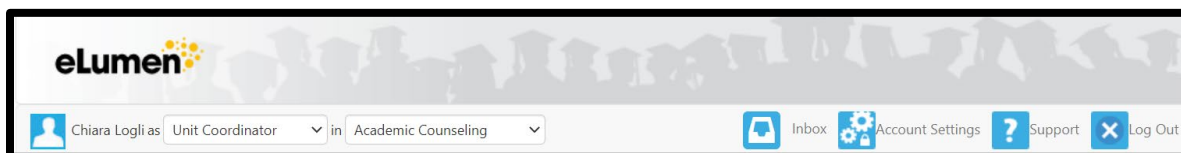
Assessing service area outcomes (SAOs)

December 30, 2021

I. Signing into eLumen	2
II. Top banner	2
III. Bottom banner	2
1. Strategic Planning tab	2
(a) Planner	2
2. SLOs & Assessments tab	4
(a) SLOs Listing	4
(b) Assessments	6
3. Org Management tab	6
(a) Organization	6
i. Scorecards	7
ii. Action Plan	7
iii. Results Explorer	8
4. Reports tab	9
(a) Available Reports	9
(b) Document Library	11

I. Signing into eLumen

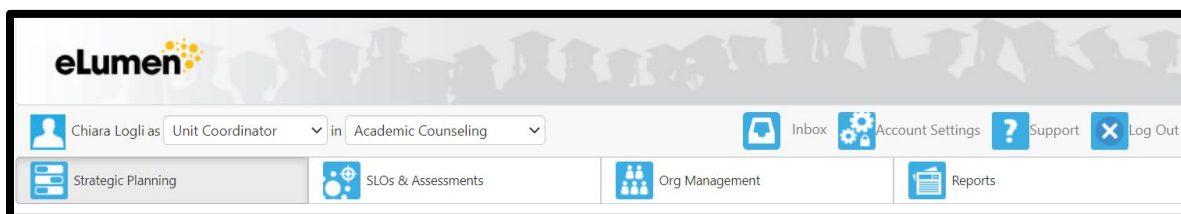
1. Login at <https://honolulu.elumenapp.com>
2. Use the UH system's ID and password.



From left to right, beneath the logo, are:

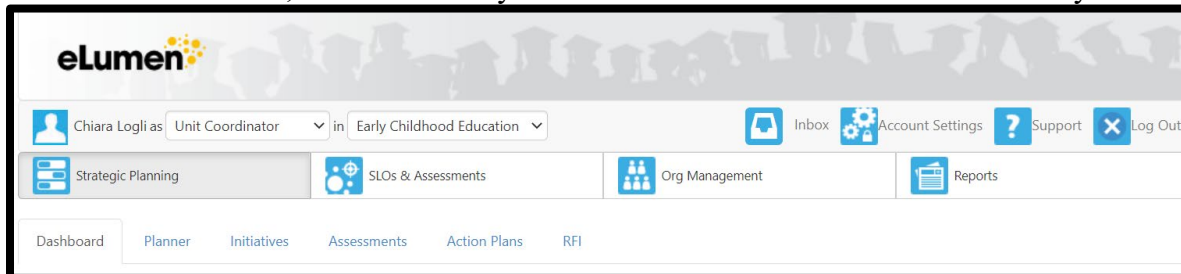
1. User's name
2. User's roles
3. User's assigned units (e.g., Academic Counseling) or an area (e.g., Student Services)
4. Inbox (e.g., with messages if your Action Plan is due)
5. Account Settings
6. Link to the Knowledge Base and Technical Support
7. Log Out

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 screenshot shows the eLumen dashboard interface. At the top, there's a header with the eLumen logo and user information: Chiara Logli as Area Coordinator in Academic Counseling. Below this are navigation tabs: Strategic Planning, SLOs & Assessments, Org Management, and Reports. A secondary set of tabs includes Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI. The main filter section includes:

- View by:** Terms (selected) and Cycles.
- Terms:** Fall 2019.
- Context Group:** No Context Group selected.
- Show:** Assessments (checked), Action Plans (checked), RFI (unchecked), Strategic Initiatives (unchecked).
- View:** with Plan (selected), without Plan (unchecked), Include Faculty-Created Assessments (checked).
- For:** Courses (unchecked), Contexts (selected).
- Planned to:** Area Coordinators (checked), Department Coordinators (checked), Course Coordinators / Context Coordinators (checked), Faculty (checked). Below this are radio buttons for 'by Sections' (selected) and 'by Faculty'.
- SLO Filters:** Add/Remove SLOs, Filtering by no SLOs.
- Refresh:** A blue button to refresh the data.

- Please note that *Contexts* indicate non-instructional units (e.g., academic counseling, library) to distinguish them from *Courses*.

This screenshot shows the 'Area' view for Fall 2020. It includes a sidebar with 'Student Services' and 'Academic Counseling' areas. The main table displays progress for various units:

Area	Assessments	SLOs	Action Plans	RFIs	Strategic Initiatives
Student Services	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Academic Counseling	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0

- The icon color indicates the level of progress:

- Green for completed
- Blue for in progress
- Gold for awaiting completion
- Red for overdue

This screenshot shows the 'Unit' view for Fall 2019, specifically for 'Academic Counseling'. The progress is shown with color-coded icons and numbers:

Assessments	SLOs	Action Plans	RFIs	Strategic Initiatives
1 / 1 (Green)	0 / 0 (Blue)	0 / 1 (Gold)	0 / 0 (Blue)	0 / 0 (Blue)
Complete: 1, Active: 0, Assigned: 0	Active: 0, Planned: 0	Complete: 0, Active: 0, Assigned: 1	Complete: 0, Active: 0, Assigned: 0	Complete: 0, Active: 0, Assigned: 0

- If you are an Area coordinator, you can send a message to the liaisons (e.g., when following up for compliance):
 - Select the desired Term
 - Select the box for desired unit(s)
 - 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., Area)

2. SLOs & Assessments tab

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

(a) SLOs Listing

- SAOs is the only tab relevant to you
- Customize your view by setting the filters above the table, especially Term
- Area Coordinator: Click on the unit inside the table for a closer view

The screenshot shows the eLumen SLOs & Assessments interface. At the top, there's a navigation bar with tabs: Strategic Planning, SLOs & Assessments (selected), Org Management, and Reports. Below this, there are sub-tabs: SLOs Listing (selected), Curriculum Map, Outcomes Groups, and Assessments. A filter section includes dropdowns for Type (Context), Context Group (No Context Group), Include Inactive SLOs (No), Include Inactive Contexts (No), and Term (Fall 2020). Below the filters, there are three summary boxes: 'Contexts without SAOs' (All Completed), 'Unmapped SAOs' (20 of 23), and 'SAOs not included in any Assessment Rubric' (21 of 23). At the bottom, there's a table with columns: Unit, Contexts without SAOs, Unmapped SAOs, and SAOs not included in any Assessment Rubric. The table lists four units: Academic Counseling, Admissions and Records, Financial Aid, and Health Office.

Unit	Contexts without SAOs	Unmapped SAOs	SAOs not included in any Assessment Rubric
Academic Counseling	All Completed	All Completed	1 of 3
Admissions and Records	All Completed	2 of 2	2 of 2
Financial Aid	All Completed	3 of 3	3 of 3
Health Office	All Completed	3 of 3	3 of 3

- Modifying outcomes must be done prior to wanting to assess them, prior to the term when the assessment is due:
 1. To add an outcome, select *Add SAO*; type the *SAO 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 and *Save*.

Chiara Logli as Unit Coordinator in Academic Counseling

Strategic Planning SLOs & Assessments Org Management Reports

SLOs Listing Curriculum Map Outcomes Groups Assessments

SAOs PLOs ISLOs ISLO Classes Associated PLOs Associated ISLOs

Type: Context Context Group: No Context Group Include Inactive SLOs: No Include Inactive Contexts: No Term: Fall 2020

Unmapped SAOs: All Completed SAOs not included in any Assessment Rubric: 1 of 3

Academic Counseling

501 - Academic Counseling (Active from 08/26/2019)

Add SAO

SAO	Start Date	End Date	SLO Performance	
			Expected	Fall 2020
<input type="checkbox"/> Students will obtain access to accurate information about their educational goals.	08/26/2019	Not specified	70 %	-

- 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 and *Save*.
- To review outcome changes overtime, select the box in front of each outcome and select *Show History*.
- 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.

Chiara Logli as Unit Coordinator in Academic Counseling

Strategic Planning SLOs & Assessments Org Management Reports

SLOs Listing Curriculum Map Outcomes Groups Assessments

SAOs PLOs ISLOs ISLO Classes Associated PLOs Associated ISLOs

Type: Context Context Group: No Context Group Include Inactive SLOs: No Include Inactive Contexts: No Term: Fall 2020

Unmapped SAOs: All Completed SAOs not included in any Assessment Rubric: 1 of 3

Academic Counseling

501 - Academic Counseling (Active from 08/26/2019)

☐ New Version Show History More

SAO: Students will obtain access to accurate information about their educational goals.

Start Date: 08/26/2019 End Date: Not specified SLO Performance: 70 %

Performance Descriptors
Create Assessment
Remove
Deactivate

(b) Assessments

- Select an assessment from the table list
- Select the Results Explorer icon



Assessment Library [Show Filters](#)

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

<input type="checkbox"/>	Assessment Name	Assessment Description	Type	Planned Terms	Actions
<input type="checkbox"/>	Academic Counseling Active since 08/2019	Academic Counseling	Non-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)
- Click on the white space around the filters to refresh.

Academic Counseling

Chiara Logli, Drake Zintgraff

Type: Contexts Include Inactive: No Course Group: All Groups Terms: Fall 2019 [Add Context](#)

501 - Academic Counseling [Edit Context](#)

Active since 8/2019

Context Coordinators: <unassigned> [Add Context Coordinators](#)

<input type="checkbox"/>	Setting	Term	Attribute	Evaluators	Import Roster
<input type="checkbox"/>	Academic Counseling F19	Fall 2019	No attributes assigned.	No Evaluators assigned.	

i. Scorecards



- Select the Aggregated Scores icon.
- In the new window, select the unit to open the assessment.
- Type number of participants who met and did not meet each outcome.
- Check the *Mark as Complete* box, if you are ready to submit.
- Save.

Academic Counseling

[Reset to previously-generated scores](#)

Unit: Academic Counseling
Context: [501] Academic Counseling
Term: Fall 2019

SLO	Meets outcome 1	Does not meet outcome 0	N/A	Scored Students Current
Students will obtain access to accurate information about their educational goals.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Students will develop a plan to achieve good academic standing, including recognizing academic barriers and ways to overcome them.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

☐ Mark as completed

[Cancel](#) [Save](#)

ii. Action Plan



- Select the Action Plan icon—the red number indicates the Action Plan responses needing attention.
- Save as *Draft* as often as necessary to complete all responses.
- When finished responding to all actions, select *Submit* at the bottom of the screen. The Action Plan will no longer be available in the inbox after submit.

3) What method/activity have you used to assess the Service Area Outcomes (SAO)? List all that apply. – Exam/quiz – Paper/report/writing activity – Oral presentation – Creative performance – Visual display – Observation – Project – Survey – Counting/tracking numbers (e.g., walk-ins, online hits, transactions) – Other activity (please explain) (Reflection)

Response

Survey, online hits.

[Cancel](#) [Save Draft](#) [Submit](#)

iii. Results Explorer



- Select the Results Explorer next to the targeted unit
- Confirm the term and click on the unit 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*.

Chart View



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

Table View

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

Academic Counseling

Results Explorer

Count scores from: Course Collective Scores Course: 501 - Academic Counseling Terms: Fall 2019 Show results as: Count

☐ Include Inactive SLOs

Chart View Table View

SLO Performance Term by Term

SLO	Default Performance Measure	Fall 2019		
		Meets outcome	Does not meet outcome	N/A
Students will obtain access to accurate information about their educational goals.	70.0%	50	5	0
Students will develop a plan to achieve good academic standing, including recognizing academic barriers and ways to overcome them.	70.0%	100	10	10

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.

Strategic Planning SLOs & Assessments Org Management Reports

Available Reports Document Library

Please select one of the following 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.

Assessment participation

- *Manager Participation Report*: Provides unit and area information on the number of assessments and action plans.
- *Institutional Statistics*: Provides overall number of contexts with assessments and action plans for the whole institution.

Outcome results

- *Course Statistics and Evidence*: Provides results of unit outcomes.
- *SLO Performance Reports*: Provide results of outcomes, broken down by level, term, and various organizational descriptors.

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

The screenshot shows a web form for generating a report. The fields and options are as follows:

- Report Title**: A text input field containing "SLO Presentation".
- Report File Name**: A section with a "prefix" input field containing "logli-slo-presentation" and a "suffix" input field. Below it is a link "Customize file name".
- Report Folder**: A dropdown menu showing "Document Repository Home" with a folder icon.
- Units**: A dropdown menu showing "Academic Counseling".
- Include SLOs**: Three checkboxes: "ILOs" (unchecked), "PLOs" (unchecked), and "SAOs" (checked).
- Show Inactive**: Four checkboxes: "Include results for inactive Courses/Contexts" (unchecked), "Include results for inactive ILOs" (unchecked), "Include results for inactive PLOs" (unchecked), and "Include results for inactive SAOs" (unchecked).
- Output format**: Five radio buttons: "PDF" (selected), "XLS", "DOCX", "HTML", and "CSV".
- Link duration**: Two input fields for "Hours" (value 1) and "Days" (value 0). Below them is a checkbox "Make this a Permanent Link" (unchecked). To the right is a note: "Link duration configures how long the URL in the report notification email will work after the report is generated."

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 User's *Document Library* folder.
- *Units*: Select a certain unit(s).
- *Terms or Cycles*: Select targeted semesters.
- *Includes SLOs*: Select SAO.
- *Number format*: Choose between count and percentage
- *Show results for*: Filter what's of interest, such as assessments and action plans (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 User initially selected)
- Move it
- Note: To use the Share feature, move reports inside a folder