

eLumen Instructions for Student Services

To create a Student Area Outcome for your area:

1. Click the Coordinator tab at the top for your area.
2. Click Define Contexts.
3. Click the link under Context to your area.
4. Click Add a new SLO. Note: SLOs in eLumen are synonymous with SAOs.
5. Type your SAO into the text area, then click Continue.
6. Next to Select or create a rubric, leave Use an existing rubric selected if you want to use a previously created rubric or the Student Services Generic 5 point rubric. Select Create a new rubric if you want to create one. If you create your own rubric, make sure your area is selected next to Owner, and make sure you create Rubric levels 0-4 by clicking Add rubric level and filling out the fields.
7. If you are using an existing rubric, search for yours. If you are using the Student Services Generic 5 point rubric, make sure All or Las Positas College is chosen in the drop-down list next to Owner, and type "student services generic 5 point rubric" into the Text Search box. Click Search. Click Select to choose a rubric.
8. Click Use this rubric – it's the one I want.
9. For Magnitude Scale, select either Length of Program or Academic Year depending on what you are assessing.
10. For Std of Evidence, select the appropriate scenario.
11. For Select Achievement Area, select 1 of the 5 LPC core competencies in which your assessment belongs.
12. Click Save and Close. You will see your new SAO at the bottom of your SLO list.

To add an assessment:

1. On the same Student Learning Outcomes screen as above, click Asmts under the name of your area.
2. Click Add a new assessment.
3. Name your assessment, then for Assessment method, choose Declared if you plan to enter aggregate scores into eLumen. Leave Direct selected if you plan to enter scores individually for specific students. Click Save.
4. Link your assessment to your SAO by clicking the green, four-sided arrows button next to the assessment you created.
5. Find your SAO, and click Link to the left of it. Your SAO has now been placed in the Linked column.

To add a setting:

1. On the same screen as above, click Settings. A setting is the Student Services equivalent in eLumen to a course section (a context is the Student Services equivalent to a course).
2. Click Add a new Setting.
3. Enter a name for the setting. This can be similar to the assessment name.
4. For Term, choose the semester you are assessing. Click Continue to Step 2.
5. Click Add myself as an evaluator. You can add another evaluator if you want. If you chose to enter Declared scores above, you are done with adding a setting, so just click Save. (If you chose Direct click Continue to Step 3, then Select individual student names, enter the student's last name, and click Search. Select the student you want. Repeat for all the students you want. When finished, click Save and Continue.)

To enter scores:

1. Click the Member tab at the top for your area. The system should default to the correct semester.
2. If you have multiple contexts, you will have to select a setting first. Click Consider recommended assessments.
3. Check the box in front of the appropriate assessment, and click Apply.
4. For your assessment, click Declare Scores if that's the assessment method you chose or Score Students if you chose the direct assessment method.
5. Enter your results, and Save and Enter Analysis.
6. Enter your improvement plan, and click Save.

Only those with coordinator access can view results and add analysis.

To view results:

1. Click your coordinator tab at the top.
2. Click View Results.
3. Click Assessments by Program.
4. Choose your term(s), and click Accept Term Selections.
5. Choose either Actuals or Percentages for how you want to see your results, and click Report.

To add analysis:

1. With the coordinator tab chosen at the top, click Add Analysis.
2. Select a term for which you want to add analysis.
3. Under Program Improvement Plan, fill in the three text boxes.
4. Click Save.