From: **Melissa Kibrick** melissa@elumen.info
Subject: Re: eLumen update
Date: November 18, 2015 at 3:15 PM
To: Scott Vigallon SVigallon@laspositascollege.edu
Cc: John Ruys JRuys@laspositascollege.edu, Roanna Bennie rbennie@laspositascollege.edu

Scott & John,

The timeline would roughly be:

November 25 - You send us a current back up of your 4.0 data.
Early December - We send back a spreadsheet asking what you want to save and how you want to convert it.
Mid December - You send back the spreadsheet and we create a preliminary conversion.
Early January - We meet to discuss the conversion and work out any initial issues that we detected with your data.
Mid January - We do the draft conversion and then give you a draft site to review. (During this time we can start training you all using the draft site)
Late January - We work with you over a couple weeks to work out any issues in the draft site, perfecting our conversion scripts
February 1 - You close down your 4.0 site and send us a final back up of your data.
Early February - We convert that final copy.
Mid February - You review the final copy and send us any final changes.
Whenever you are ready - You make the new eLumen site public to your campus.

So we work on the draft for a couple months then it only takes a couple weeks to apply everything to your final data and test it out. I will help guide you through each of the reviews so you know what to look for. The final review period is typically just double checking that all the Fall 2015 data made it in as we discussed. You will already look over all your older data during the reviews of the draft site. Also know that the reviews typically don't take a lot of your time. Most of the hours in December and January will be on my team. That's why I want to get you started by getting your initial back up as soon as possible.

If you all want, we can get on a call tomorrow afternoon and review this process. I can then answer any of your questions.

--

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On Wed, Nov 18, 2015 at 1:32 PM, Scott Vigallon <SVigallon@laspositascollege.edu> wrote:

> John,
>
> As I read Melissa's timeline, while eLumen is perfecting the scripts over the next few months, our 4.0 system will still be up and available to faculty. The system wouldn't be converted to 6.1 until mid-February.
>
> Melissa, can you confirm this? Also, you mentioned that there would be a short downtime period. How short will this be, and in your timeline, when would this take place?

Scott

From: John Ruys
Sent: Wednesday, November 18, 2015 1:14 PM
To: Scott Vigallon <SVigallon@laspositascollege.edu>
Cc: Roanna Bennie <rbennie@laspositascollege.edu>
Subject: Re: eLumen update

I am looking at Melissa's timeline and I have a concern it's feasibility. She said they would run the data in a few weeks but then we would need a few months to perfect those scripts. They might run the data before finals week but then the faculty would be gone for a month. When we return from break come back there would only be a 2-3 weeks to get feedback on the scripts before Melissa goes on maternity leave.

That is a tight timeline.

John

****
John Ruys

On Nov 18, 2015, at 10:40 AM, Scott Vigallon <SVigallon@laspositascollege.edu> wrote:

> John,
>
> You OK with this plan? I spoke to Roanna, and she is on board. Once I get approval from you, I'll contact Ethan to proceed with the backup.
>
> Scott
>
> **From:** Melissa Kibrick [mailto:melissa@elumen.info]
> **Sent:** Wednesday, November 18, 2015 8:46 AM
> **To:** Scott Vigallon <SVigallon@laspositascollege.edu>
> **Cc:** John Ruys <JRuys@laspositascollege.edu>
> **Subject:** Re: eLumen update
>
> Scott,
>
> To start the process, we just need a SQL server dump (the .bak file). That is a full backup of your 4.0 database. You can

encrypt the file and send it over using Dropbox or any other file sharing service that your IT prefers to use.

--

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On Wed, Nov 18, 2015 at 8:30 AM, Scott Vigallon <SVigallon@laspositascollege.edu> wrote:

> Melissa,
>
> I'm still waiting to hear from the others on our team, but in the meantime, can you tell me specifically (e.g. format) what the backup data entails? I will ask our tech guy, but I need to know exactly what to ask of him. Is it a file that can be emailed, or does it have to be uploaded somewhere? If so, where?
>
> Scott
>
> **From:** Melissa Kibrick [mailto:melissa@elumen.info]
> **Sent:** Tuesday, November 17, 2015 3:39 PM
>
> **To:** Scott Vigallon <SVigallon@laspositascollege.edu>
> **Cc:** John Ruys <JRuys@laspositascollege.edu>
> **Subject:** Re: eLumen update
>
> Scott,
>
> With the timeline I'm proposing, we will still get all of the SLOs and data that you input between now and February 1. That is why we get a second backup of your data after you shut down the old system.
>
> If I get the data from you now, we can train you on the "Draft" version all of January or we can wait until you get your final data in mid-February. Either way, you decide when to tell the rest of your college that the new eLumen is "live". If you get me the data now, you will be on your own timeline instead of waiting for eLumen to finish the conversion.
>
> Finally, on a personal note, I coordinator the team who does conversion, and I'm heading out on maternity leave end of February. Someone else could train you on how to use the new eLumen, but I know the conversion process and the common issues better than anyone else at the company.
>
> All we need is a current back up of your data and then we will work quietly for a few weeks. We will then send you a spreadsheet that I will walk you through.

--

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On Tue, Nov 17, 2015 at 2:18 PM, Scott Vigallon <SVigallon@laspositascollege.edu> wrote:

> Melissa,
>
> I need to mull this over with others.
>
> I'm still not clear about data, SLOs, etc., that get inputted in December and January if you get our 4.0 backup before Thanksgiving. Will all of that get converted to the new system, or will it disappear?
>
> We were originally thinking about giving faculty until the end of January to input assessment results for the fall term, then shutting down eLumen for a couple of months while the conversion takes place.
>
> In your proposed timeline, we'd have eLumen in place by mid-February, but we would have no time to train faculty...and train me. I need lots of training ☺
>
> If we stuck by our original timeline, when would I be able to be trained? Can we set up a test instance so I can learn eLumen? Currently, we have a test instance.
>
> I can't train the users until I know what I'm doing.
>
> Scott
>
> **From:** Melissa Kibrick [mailto:melissa@elumen.info]
> **Sent:** Tuesday, November 17, 2015 12:20 PM
>
> **To:** Scott Vigallon <SVigallon@laspositascollege.edu>
> **Cc:** John Ruys <JRuys@laspositascollege.edu>
> **Subject:** Re: eLumen update

Scott,

Don't worry the Data Steward Training guide. We will work through those questions as we work on the conversion.

As for your data, our system is to prepare the scripts for converting your data based on your old data and then run those on the latest back up of your data. It takes a couple months to perfect those scripts, but only a couple weeks to run them and verify the final results. This way you only have a very short downtime rather than months of living without eLumen.

So if you can get us a backup of your 4.0 data before Thanksgiving, we can work over December and January to get those scripts all ready. You can have your new eLumen system by mid February. Does that work?

--

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On Mon, Nov 16, 2015 at 4:36 PM, Scott Vigallon <SVigallon@laspositascollege.edu> wrote:

> I was actually referring to the Data Steward Training document you sent: Discussion Guide for Implementation and Configuration.
>
> If we started the process now, but faculty are entering SLOs, data, etc. into eLumen through the end of January, won't we miss out on all of that info being converted?
>
> **From:** Melissa Kibrick [mailto:melissa@elumen.info]
> **Sent:** Monday, November 16, 2015 4:28 PM
> **To:** Scott Vigallon <SVigallon@laspositascollege.edu>
> **Cc:** John Ruys <JRuys@laspositascollege.edu>
> **Subject:** Re: eLumen update
>
> Scott,
>
> First, I'm so glad all the approvals are in and we can get started on converting. We can actually begin the upgrade now and grab the final data in February. The steps to the conversion are
>
> 1) You send us a current extract of your 4.0 data.
>
> 2) We send back a spreadsheet asking what you want to save and how you want to convert it.
>
> 3) You send back the spreadsheet and we create a preliminary conversion.
>
> 4) We meet to discuss the conversion and work out any small issues that came up with your data.

5) We work out those issues and then give you a draft site to review.

6) We work with you over a couple weeks to work out any issues in the draft site.

7) You close down your 4.0 site and send us a final copy of your data.

8) We convert that final copy.

9) You review the final copy and make it public to your campus.

It's been a while, and I'm not sure which questions you're referring to. If we sent you the spreadsheet already, then we sould probably get the most up to date copy of your data and get you a new updated spreadsheet.

--

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On Mon, Nov 16, 2015 at 4:00 PM, Scott Vigallon <SVigallon@laspositascollege.edu> wrote:

> Hi Melissa,
>
>
> All approvals have been given to upgrade to the latest version of eLumen. We're in the midst of developing a timeline, and when that is finalized, I'll certainly let you know. The preliminary plan is to give faculty until the end of January to input Fall semester assessment data before upgrading. That means the upgrade would begin Feb. 1.
>
>
> When would you need answers to all of those questions you sent us?
>
>
> Scott