

## How to Deal with fall 2015 Data Entries in eLumen?

Problem that occurred: Our rosters in eLumen did not match our PiratesNet rosters.

Why did the problem occur? We were just beginning to adopt eLumen in fall 2015—that is—we were learning to use it as a school; we were learning to customize the database to the needs of our institution; we were trying to harness the help of several areas of our school in order to set eLumen up for the end user. Unfortunately, something went wrong with the setup, and the situation of unmatched rosters occurred. We figured this problem out and rectified it in spring 2016. We also established a setup to avoid problems such as the one explained above.

A little more detail on the unmatched rosters of fall 2015: Two things will occur when you enter fall 2015 data:

1. You'll see students in eLumen who, in reality, dropped your class.
2. You'll not see some students in eLumen (especially the added students) who actually finished your class and earned a grade.

How do we work around the two issues stated above?

Dealing with issue # 1: When you see students in eLumen who are not on your final roster (in PiratesNet), that means you didn't get to assess those students. Hence, you'll need to check "N/A," which stands for "not assessed."

	Meets expectations	Does not meet expectations	
	1	0	N/A
	1	0	<input type="checkbox"/>
	1	0	<input type="checkbox"/>
	1	0	<input type="checkbox"/>
	1	0	<input type="checkbox"/>
	1	0	<input type="checkbox"/>
	1	0	<input type="checkbox"/>
	1	0	<input type="checkbox"/>



**Dealing with issue # 2:** Let's say you have information for about ten students who actually finished your class, whose names are on your PiratesNet roster, but you can't enter their information in eLumen because you don't see their names on your eLumen fall-2015 score card. In such a case, you can't even check "N/A," so a choice is to simply put the information in the "Reflection Template." This'll be just for your records, and you can always share your information if you feel the need to do so. Here an example:

Please complete this field..

**What changes would you suggest the department make in the process of data collection for this CLO?**

Please complete this field..

**Identify any resources that would assist you in improving your results**

First of all, before I go into the necessary resources, I need to mention that I had ten extra students who completed the class and who met my expectations of the three CLOs. So, when I extract a report of my SLOs for the semester, I'll need to add the above to the overall calculations.

