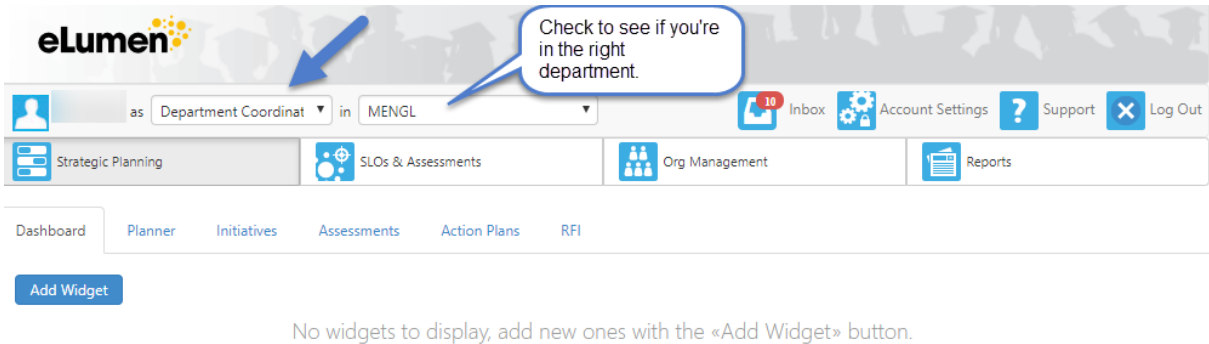


## SLO Performance Report in eLumen

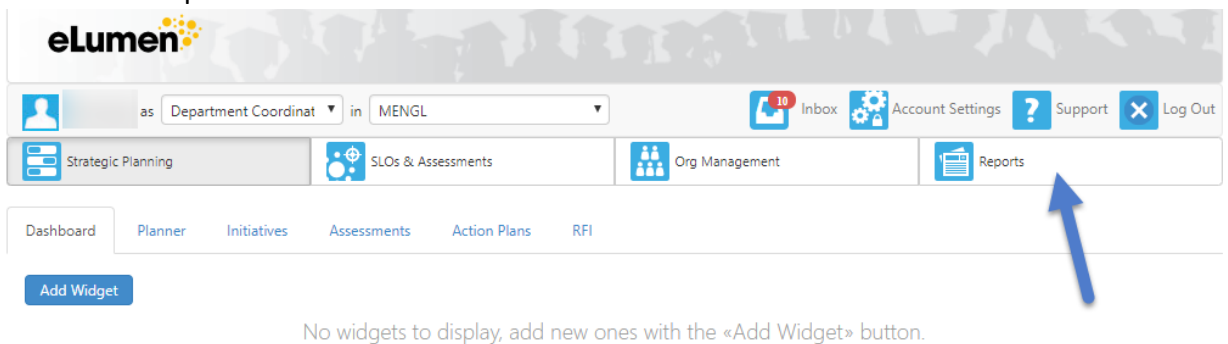
(A “How-To” for Department and Division Coordinators to Run a PLO Report)

1. Log into the eLumen system: <https://mjc.elumenapp.com/elumen/>
2. Check to see if you’re in the right department:



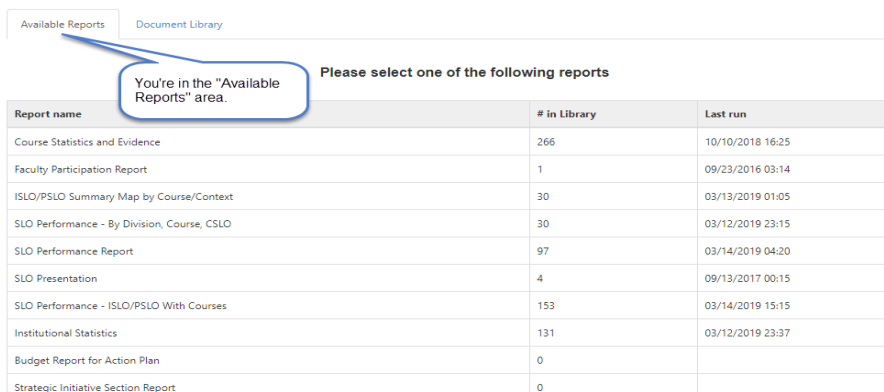
No widgets to display, add new ones with the «Add Widget» button.

3. Click on the reports tab:



No widgets to display, add new ones with the «Add Widget» button.

4. You’ll be in the “Available reports” area:



Please select one of the following reports

Report name	# in Library	Last run
Course Statistics and Evidence	266	10/10/2018 16:25
Faculty Participation Report	1	09/23/2016 03:14
ISLO/PSLO Summary Map by Course/Context	30	03/13/2019 01:05
SLO Performance - By Division, Course, CSLO	30	03/12/2019 23:15
SLO Performance Report	97	03/14/2019 04:20
SLO Presentation	4	09/13/2017 00:15
SLO Performance - ISLO/PSLO With Courses	153	03/14/2019 15:15
Institutional Statistics	131	03/12/2019 23:37
Budget Report for Action Plan	0	
Strategic Initiative Section Report	0	

5. Click on “SLO Performance Report”:

Available Reports Document Library

Please select one of the following reports

Report name	# in Library	Last run
Course Statistics and Evidence	266	10/10/2018 16:25
Faculty Participation Report	1	09/23/2016 03:14
ISLO/PSLO Summary Map by Course/Context	30	03/13/2019 01:05
SLO Performance - By Division, Course, CSLO	30	03/12/2019 23:15
SLO Performance Report	97	03/14/2019 04:20
SLO Presentation	4	09/13/2017 00:15
SLO Performance - ISLO/PSLO With Courses	153	03/14/2019 15:15
Institutional Statistics	131	03/12/2019 23:37
Budget Report for Action Plan	0	
Strategic Initiative Section Report	0	

6. Move cursor to “Programs” and pick your program:

Available Reports Document Library

SLO Performance Report

Generate for Departments Programs \* Please select a Program

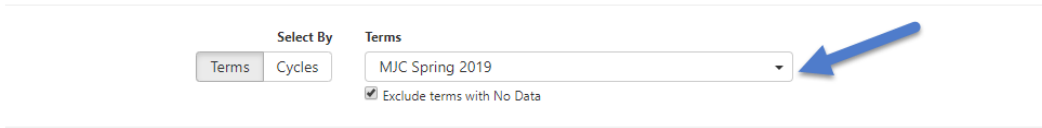
7. Give your report a title: Example—ENGL AA-T PLO Report”

SLO Performance Report

Generate for Departments Programs \* Please select a Program

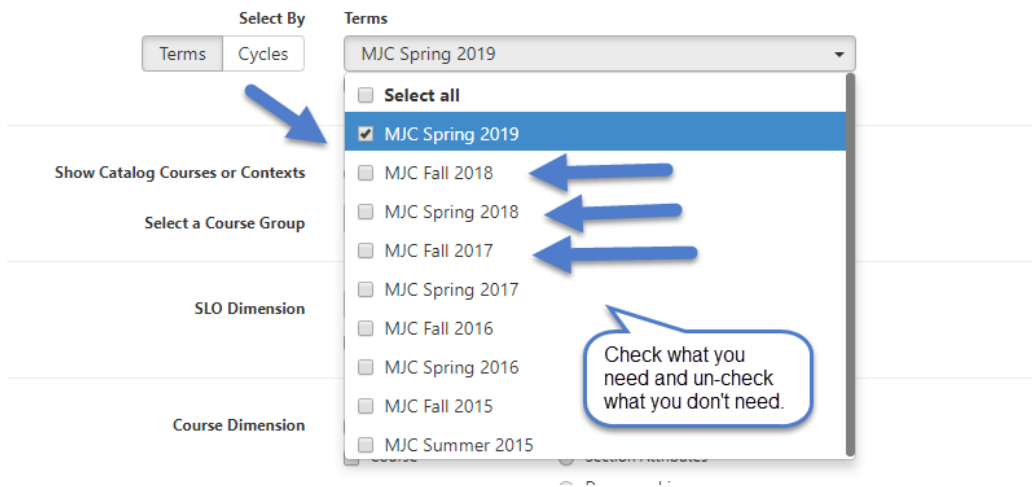
Report Title

8. Now, click on the down arrow as shown in the following image to pick the term(s) you need:



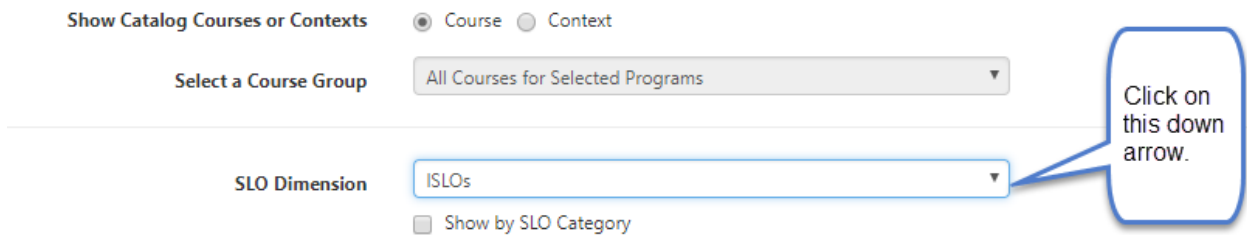
The screenshot shows a 'Select By' section with 'Terms' selected. Below it is a dropdown menu currently displaying 'MJC Spring 2019'. A blue arrow points to the downward-pointing arrow on the right side of the dropdown menu. Below the dropdown is a checked checkbox labeled 'Exclude terms with No Data'.

9. Check and/or uncheck the boxes per your requirement:



The screenshot shows the 'Terms' dropdown menu expanded. The 'Terms' dropdown is set to 'MJC Spring 2019'. Below it is a list of terms with checkboxes: 'Select all' (unchecked), 'MJC Spring 2019' (checked), 'MJC Fall 2018' (unchecked), 'MJC Spring 2018' (unchecked), 'MJC Fall 2017' (unchecked), 'MJC Spring 2017' (unchecked), 'MJC Fall 2016' (unchecked), 'MJC Spring 2016' (unchecked), 'MJC Fall 2015' (unchecked), and 'MJC Summer 2015' (unchecked). Blue arrows point to the checkboxes for 'MJC Spring 2019', 'MJC Fall 2018', 'MJC Spring 2018', and 'MJC Fall 2017'. A callout box with a blue border contains the text: 'Check what you need and un-check what you don't need.'

10. Click on the down arrow as shown in the image below:



The screenshot shows the 'SLO Dimension' dropdown menu. The dropdown is currently set to 'ISLOs'. A blue callout box with a blue border points to the downward-pointing arrow on the right side of the dropdown menu, containing the text: 'Click on this down arrow.'

11. Pick "Program PSLOs" as in the image below:

Show Catalog Courses or Contexts  Course  Context

Select a Course Group All Courses for Selected Programs

SLO Dimension Program PSLOs

Show by SLO Category

12. Click on "Generate Report":

Dimension Order  SLO then Course Dimension  Course then SLO Dimension

Additional settings  Include roster totals  
 Include N/A

Show Inactive  Include results for inactive Courses/Contexts  
 Include results for inactive SLOs

▼ Show Format and Share options

Generate Report

13. Your report will be deposited in the "Document Library," and you'll also receive an email:

eLumen

Department Coordinat in MENGL

Inbox Account Settings Support Log Out

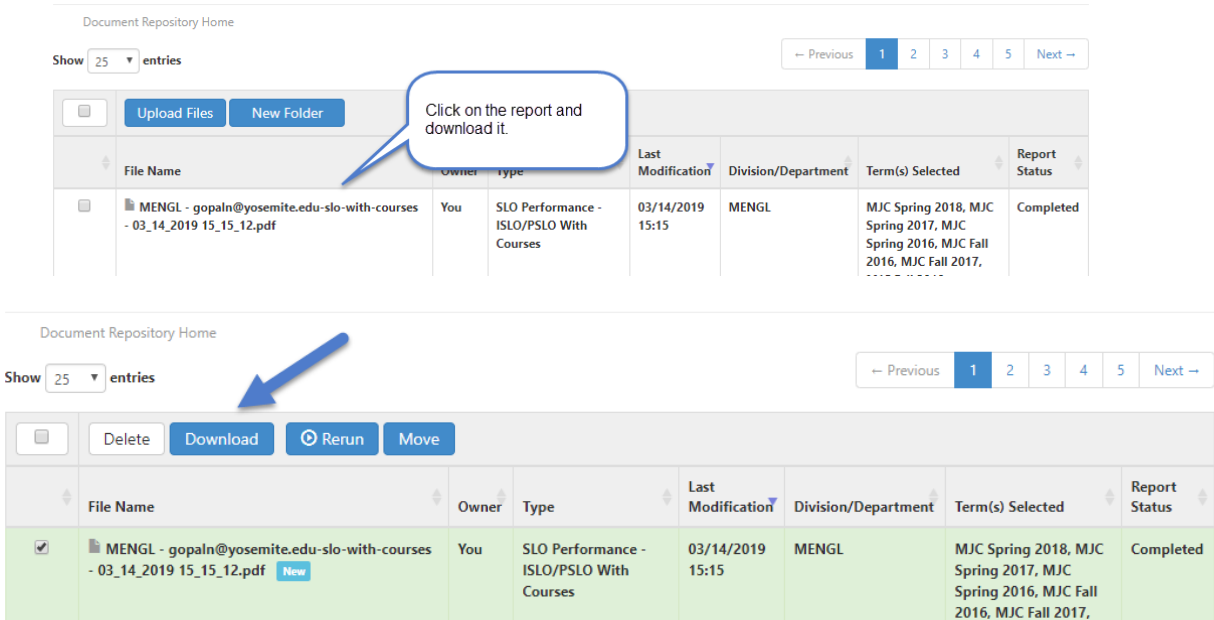
Strategic Planning SLOs & Assessments Org Management Reports

Available Reports Document Library

Your report will be deposited in your "Document Library."

File Name	Type	Last Modification	Division/Department	Term(s)	Status
File Name	Type	Last Modification	Division/Department	Term(s) Selected	Report Status

14. Click on the report and download it. See the two images below:



15. Save and share with your department.

Note: You could also disaggregate data and dig deeper into the details:

Course Dimension

Course Types  None

Course  Section Attributes

Demographics

Demographic Categories: 10 selected

Demographic Elements: 432 selected

Include students with unknown or undefined demographic values

The Student Demographics option will only include section level direct scores.