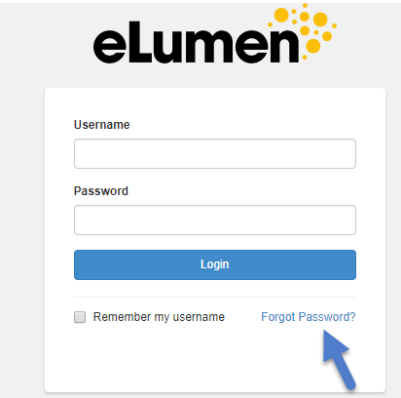
13 April 2018

SLO-Data-Entry Guide

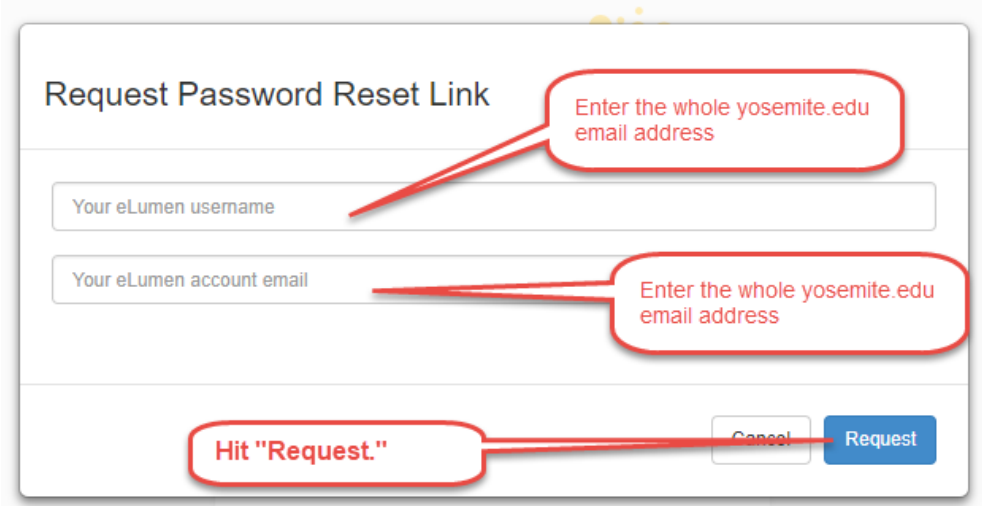
If you taught a course in spring 2018 that was scheduled by your department for SLO-data input, then please follow the steps outlined below:

Log into eLumen by doing the following:

- Access the eLumen page
- **Your username is your entire Yosemite.edu email address**. Please note that "mjc.edu" won't work. For example, my username is not gopaln or gopaln @mjc.edu; it is gopaln@yosemite.edu.
- Password is what you set when you first signed up. eLumen needs eight characters with a special character for a valid password.
- If you don't remember your password, begin with "forgot password."



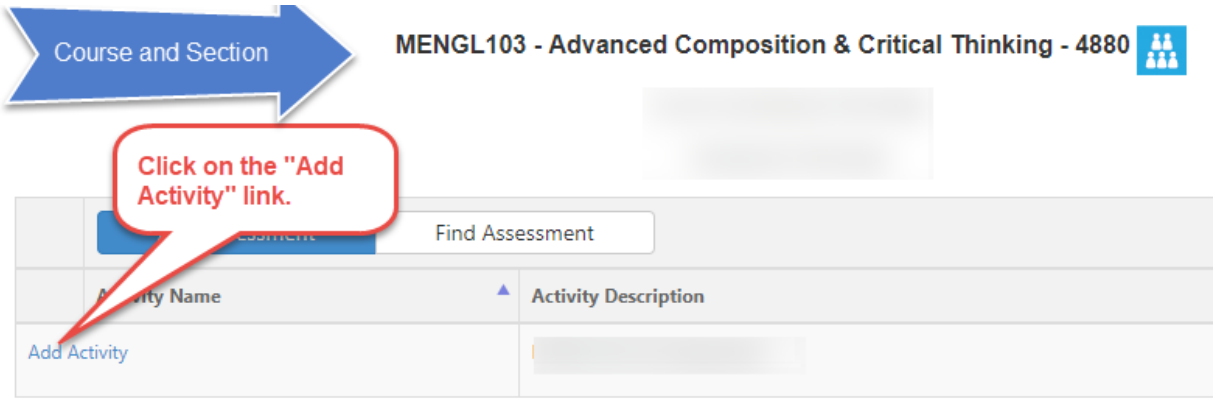
- Enter your entire Yosemite.edu email in both the bars and hit "Request." See image below.



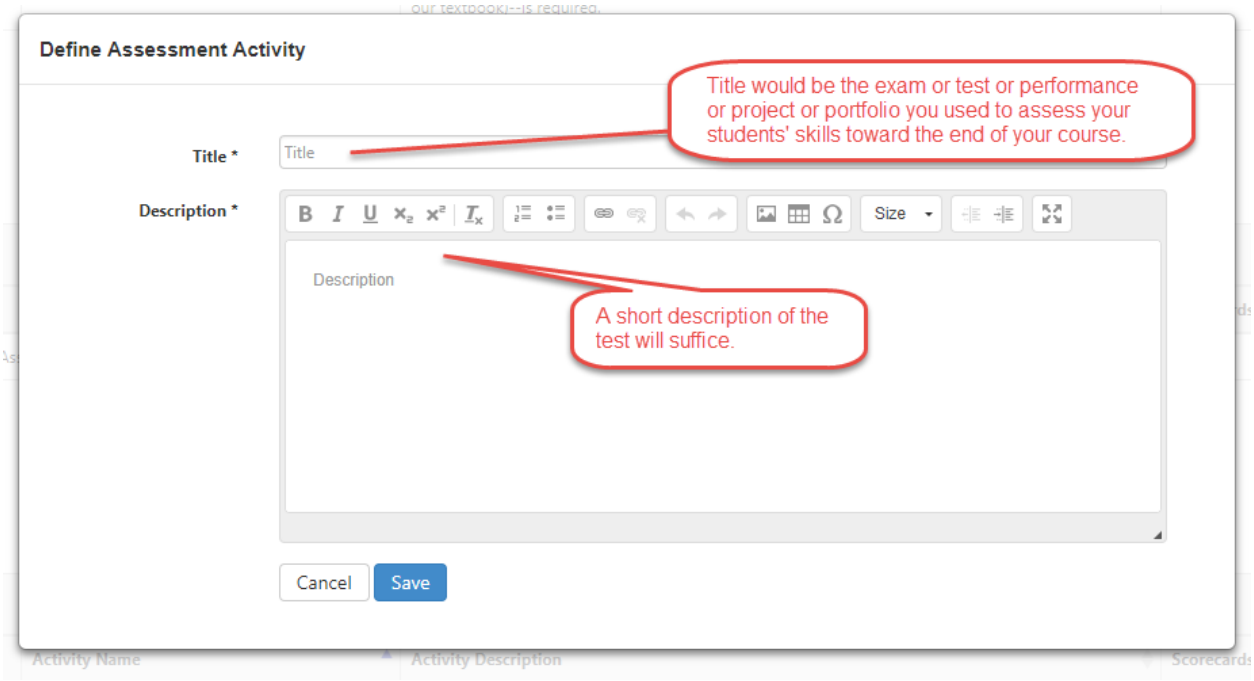
- You'll receive an email in YCCD's email network (Microsoft Outlook); if you don't see any, please check your spam folder.
- Click on the email from eLumen
- Click on the url in the email.
- This'll bring you back to the eLumen "Set Password" page: Your password will need eight characters with at least one special character.
- Set password, confirm that password, and save.
- If all went well with your password creation, you'll be brought to your login page.
- Enter your username, which is the entire yosemite.edu
- Enter the password you just set
- Give the system a couple of seconds to log you in.
- You'll enter your "Courses" page in eLumen.

Now, you're ready to enter data, so please follow these steps:

1. Click on the "Add Activity" link as shown below.

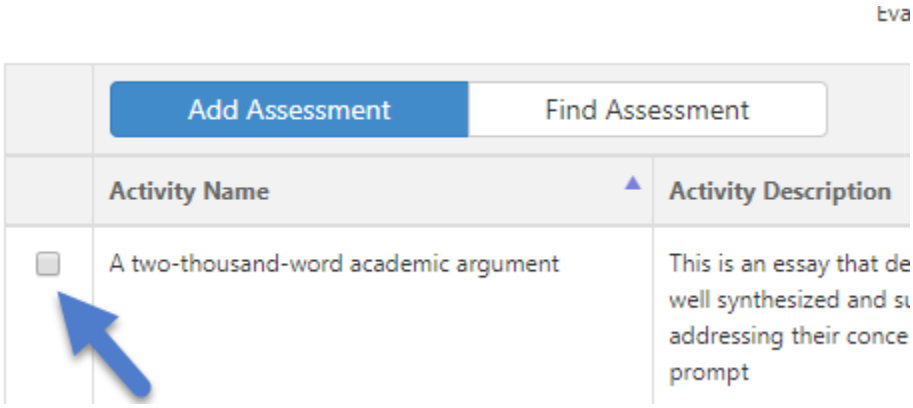


2. Enter the name of the activity and give a short description. Activity is the exam or test or project or portfolio or performance or presentation you used to assess your students' skills toward the end of your course.

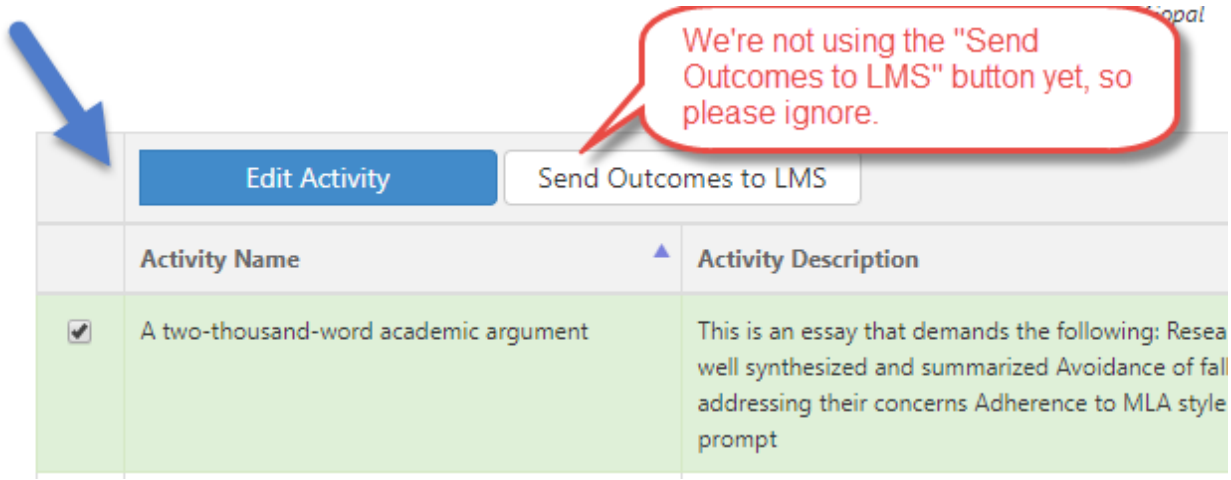


3. Hit “Save.” Next, you’ll be brought back to your courses page or the main page. The “edit activity” feature is now available to us, so when typos occur, we can edit the activity title and description.

4. If you would like to edit, check the box left to your Activity Name:

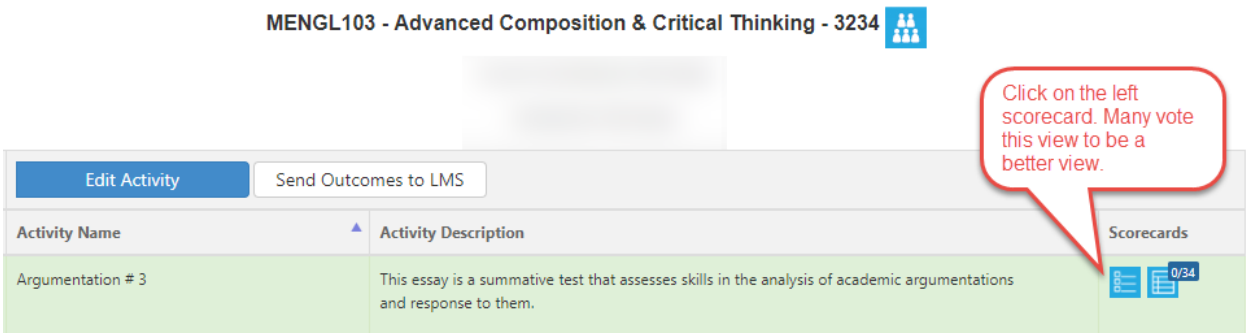


5. The “edit activity” option will open up:

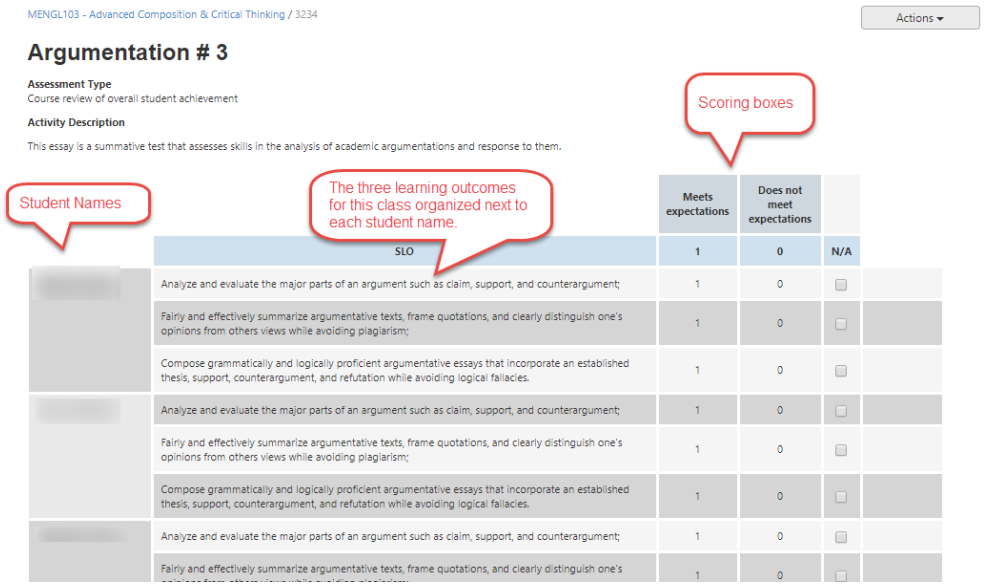


6. Make the change and save.

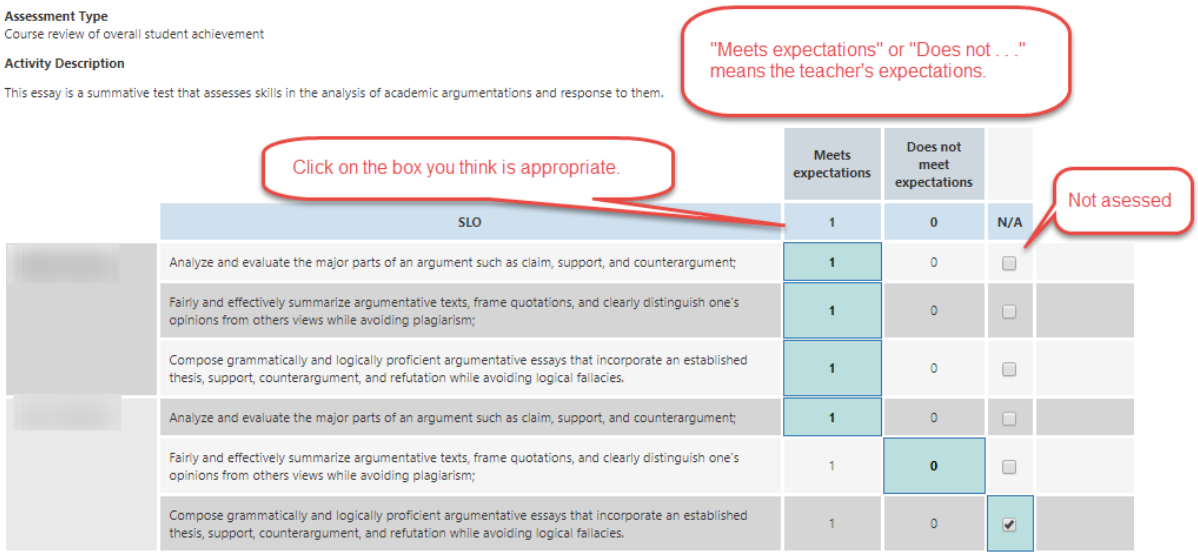
7. You'll see two views of your scorecard to the right of your screen. Click on the left scorecard. For many of us, the left scorecard is a clearer view.



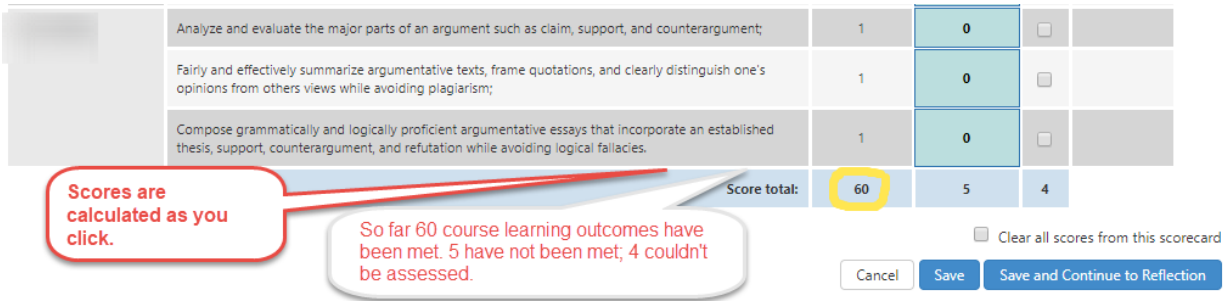
6. Within the scorecard page, you'll see your students' names, the course leaning outcomes, and scoring boxes.



7. Now, begin entering scores by clicking on the appropriate box. Click on "1" if the student met your expectations for a CLO. Click on "0" if a student did not meet your expectations for a CLO. Click on "N/A" if you couldn't assess a student.

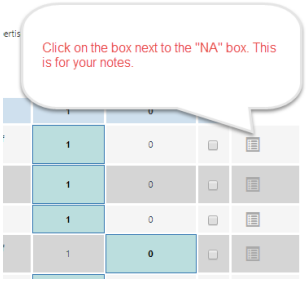


8. Totals are calculated at the bottom of the page:

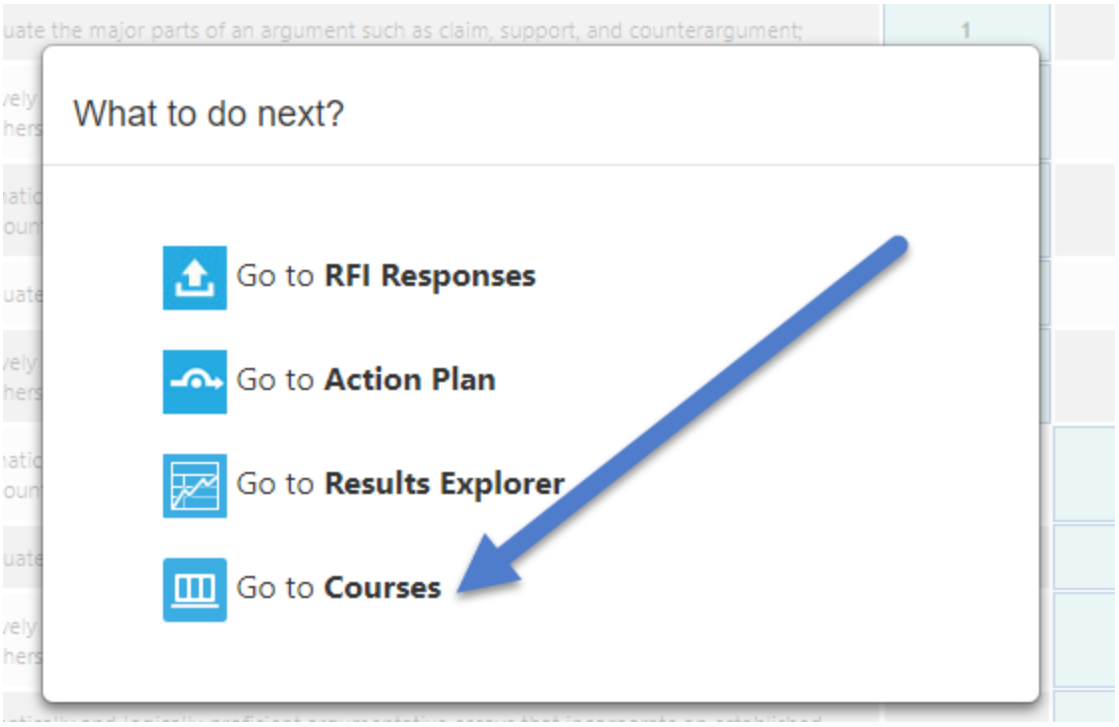


9. After making sure all boxes are clicked, either “save” or “save and continue to reflection.” “Saving” the scores is important to preserve your work. You can always check and uncheck boxes as you change your mind.

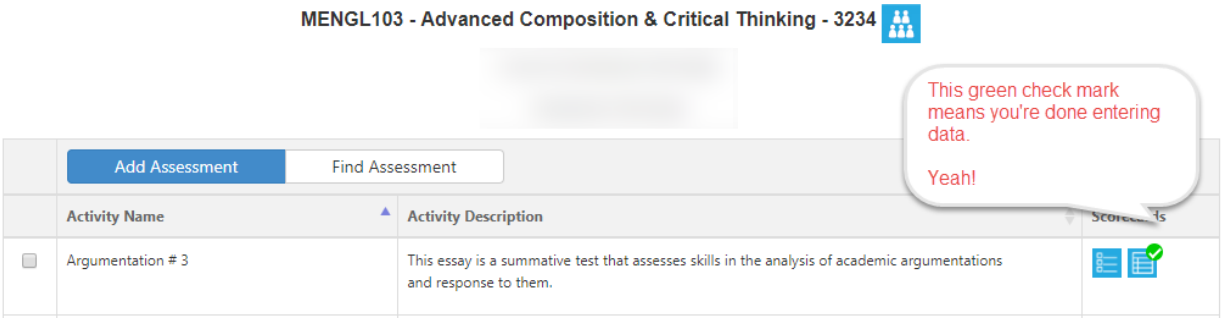
10. You can also make annotations or extra notes on a CLO performance if you like. Click on the Notes icon next to the “NA” box.



11. After checking all boxes and hitting “save,” you’ll get a message that asks you what next. Click on “Go to Courses.”



12. The green check mark on your score card means your data is in.



13. If no green check mark appears, go back into the left score-card view and see if some box has gone unchecked. An unchecked box is usually the reason for the green check not appearing on your scorecard.

Many thanks for your patience in generating CLO/SLO data.

Sincerely,

Nita