eLumen: Coordinator Training
(instructional units and areas)
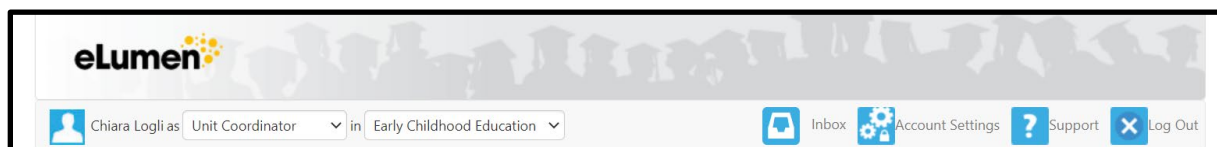
Assessing Student Learning

December 30, 2021

# I. Signing into eLumen

1. Log in https://honolulu.elumenapp.com
2. Use the UH system's ID and password.

From left to right, beneath the logo:

1. User's name
2. User's roles
3. User's assigned units (e.g., Geography, Early Childhood Education) or area (e.g., Social Sciences, Tech 1)
4. Inbox (if you have Faculty role, you'll see tasks relating to your other roles)
5. Account Settings
6. Link to the Knowledge Base and Technical Support
7. Log Out

III. Bottom banner
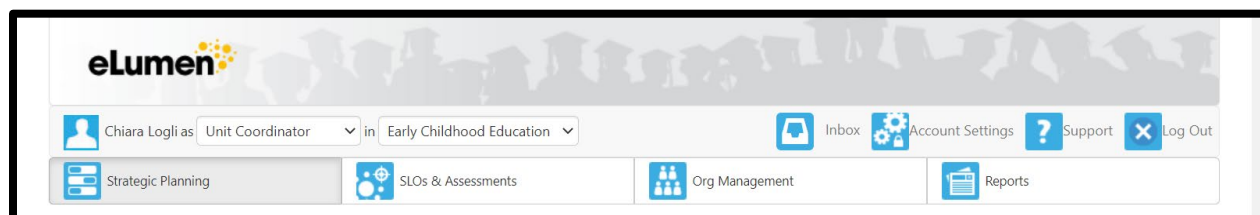
1. Strategic Planning tab

There are several tabs, but the currently relevant tab is the Planner. DO NOT modify the others.
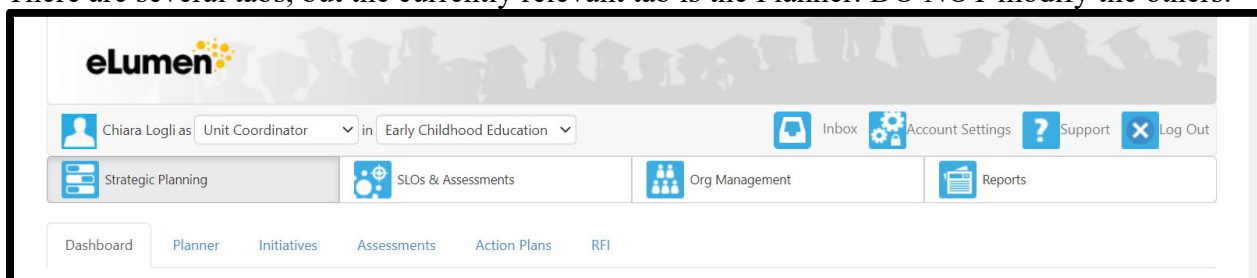

(a) Planner

The Institutional Assessment Specialist plans the assessments.

All other users focus on the progress visualization and follow-up notifications:
- Customize your view by setting the filters above the table and selecting Refresh.
- The icon color indicates the level of progress:
  - Green for completed
  - Blue for in progress
  - Gold for awaiting completion
  - Red for overdue
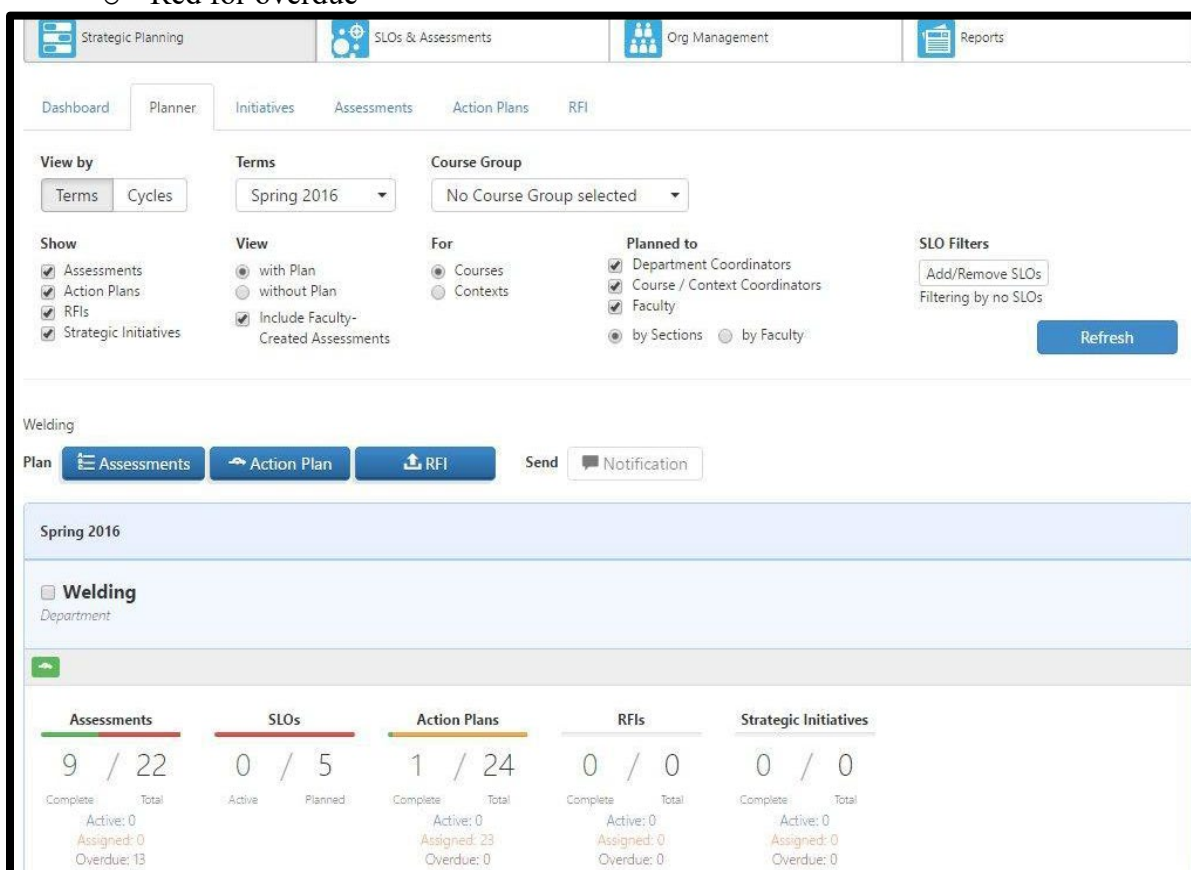
- By clicking in the white space inside the box, you enter more detailed views: from the unit

overall (e.g., Early Childhood Education), to each course (e.g., ECED105), and to each section (e.g., one taught by Liz and one taught by Ann).

- To send a message to the faculty (e.g., when following up for compliance):
  - Select the box for desired sections from a term
  - Select the *Notification* button.
  - Fill in the *Subject* and *Message*—Indicate your email address in the text because the recipient cannot reply to an eLumen message.
  - Select *Send Email*.
- To go back, make a selection on top of the table (e.g., Early Childhood Education, Early Childhood Education Course List).

2. SLOs & Assessments tab

There are four tabs under *SLOs & Assessments* but only SLOs Listing, Curriculum Map, and Assessments are relevant at the moment.

(a) SLOs Listing
- Customize your view by setting the filters above the table: targeted outcomes and term.
- Focus on the outcomes relevant to your role and unit or area.
- Modifying outcomes must be done prior to wanting to assess them, prior to the term start when the assessment is due. Modifications to outcomes will take effect until the next

academic term.

1. To view outcomes, ensure you select the *unit* that hosts them (e.g., Asian Studies certificate is under Asian Studies; Hawaiian Studies degree is under Hawaiian Studies; Natural Sciences degree is under Physiology; Sustainability certificate is under Geography)

2. To add an outcome, select *Add [outcomes]*; type the *SLO Statement* (skip Short Name, Code, and 70% Performance default); select *Save*; in the new window, select upcoming term for the outcome to begin in eLumen; select *Version*.

3. To revise an outcome, select the box in front of each outcome, select *New Version*; Type the *SLO Statement* (skip Short Name, Code, and 70% Performance default); select *Save*; in the new window, select upcoming term for the outcome to begin in eLumen; select *Version*.

4. To review outcome changes overtime, select the box in front of each outcome and select

Show History.

5. To remove an outcome (if no assessment data exist) or deactivate an outcome (if data exist), select the box in front of each outcome and select the *More* pull-down menu.

6. To view a listing of the Curriculum Map, select *SLO Explorer* for a listing of the curriculum map (not available for CLOs; only for PLOs, ILOs, Certificate, etc... tabs). See below for more information on the curriculum map.

(b) Curriculum Map
● Customize your view by setting the filters above the table and on the left side.
● Map each outcome individually by clicking on the pertinent cell (or unclick to unselect)
● Mapping should be done in the white cells, not the blue, to ensure CLO score data moves from the CLOs to the PLOs or ILOs.
● For example, CLOs to PLOs:

- For example, CLOs to ILOs:

- If you cannot find the outcomes, ensure that the course has been grouped into the program or certificate correctly (see section below on *Courses & Contexts Groups*).
- Curriculum Map takes the results of assessment of course level outcomes and aggregates them for the reporting of broader outcomes, such as of program, institution, certificate, Gen Ed, or Third Party standards.

(c) Assessments

- Select an assessment from the table list; if necessary, click *Show Filters* to pinpoint to a particular course.
- Select the Results Explorer icon

The next section explains the Results Explorer, which can be also accessed from the *Org Management* tab.

3. Org Management tab

(a) Organization

- Use the *Filters* to target specific assessments (e.g., academic term)
- Select the Results Explorer next to the desired course

- Confirm the term and click on the course in the new window
- Use the drop-downs to select the filters, including *Show Results as* (i.e., by either *Count* or *Percent*) as well as *Chart* versus *Table View*.

Chart View

Select *View Rubric* to view the Mastery Level per Criteria.

Table View
Changes in student performance on the outcomes from last term are indicated with a green arrow pointing up for increased performance, or a red arrow pointing down for decreased performance.

SLO	Default Performance Measure	Fall 2017				Spring 2018			
		Exceeds expectations	Meets expectations	Does not meet expectations	N/A	Exceeds expectations	Meets expectations	Does not meet expectations	N/A
ENG262 SLO 1: Comprehending the complex characters, themes and ideas in Shakespeare's plays	70%	17.02% ⌃ 0%	34.04% ⌄ 13%	48.94% ⌃ 12%	11	16.67% ⌄ 11%	46.67% ⌄ 17%	36.67% ⌃ 28%	3
ENG262 SLO 2: Engaging in rational, evidence-backed discussion of the meaning and art of the plays	70%	12.77% ⌃ 5%	40.43% ⌄ 4%	46.81% ⌄ 1%	11	8% ⌄ 15%	44% ⌄ 24%	48% ⌃ 39%	8
ENG262 SLO 3: Crafting arguable interpretive claims based on responses to the plays	70%	16.67% ⌄ 7%	41.67% ⌃ 4%	41.67% ⌃ 4%	10	24.14% ⌃ 6%	37.93% ⌄ 30%	37.93% ⌃ 24%	4

(b) Courses and Contexts Groups

Ensure that each course is part of a program (e.g., Early Childhood) and/or a certificate (e.g., Sustainability), so outcome mapping and report running will be possible. Select:

- Select the box in front of the program or certificate
- Select the *Show Links* tab to review the courses that are currently part of that program or certificate
- Select the *Link* tab to add courses
    - Select *Link Courses* from the drop-down menu
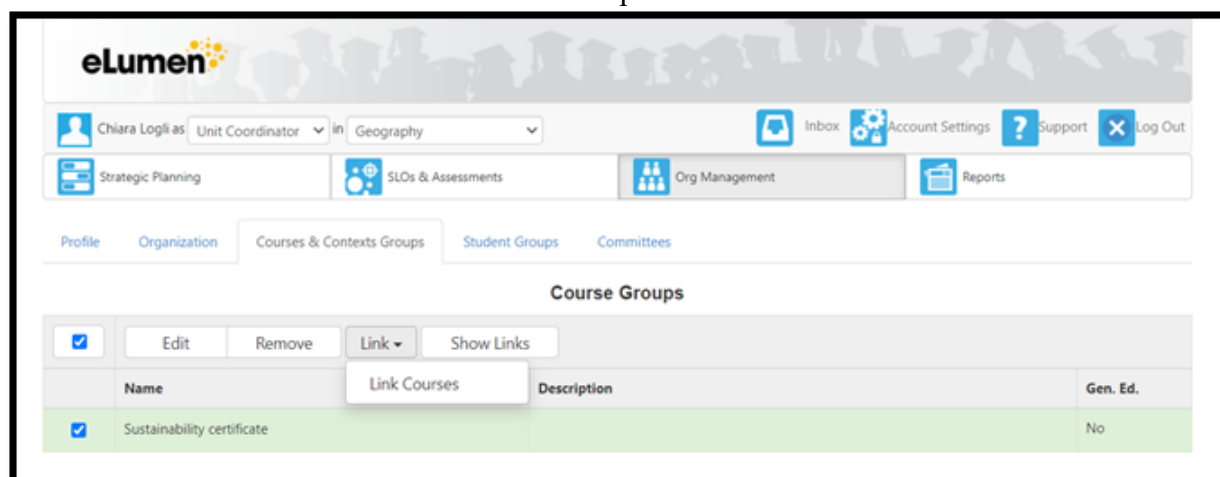
- Select the course discipline from the pull-down menu on the right side
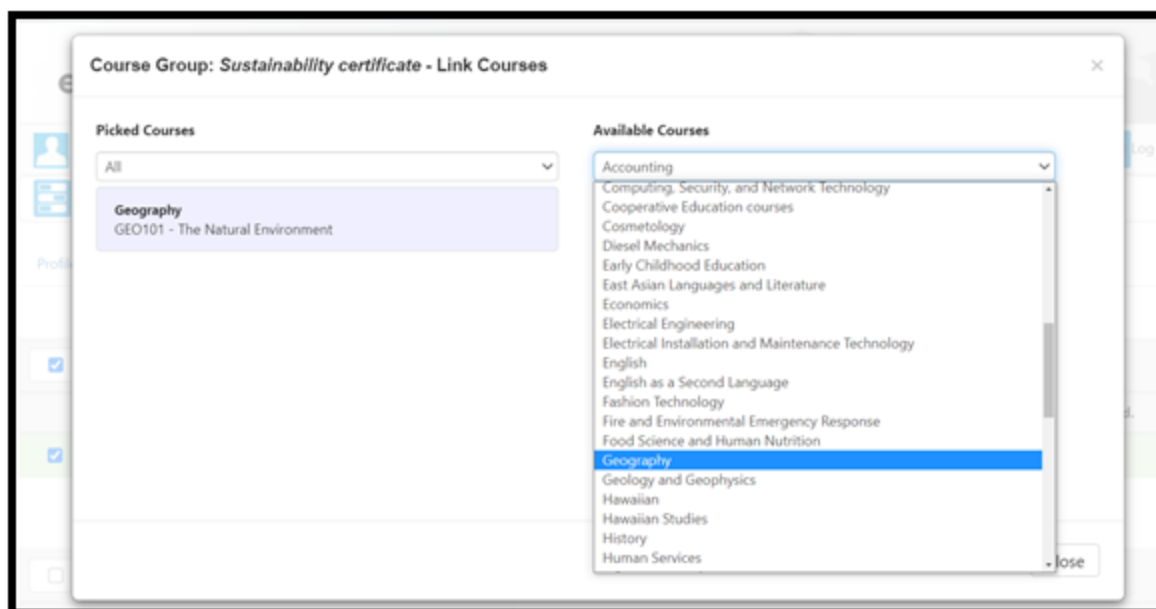
- ○ Click on the course in the right column and it will move to the left column
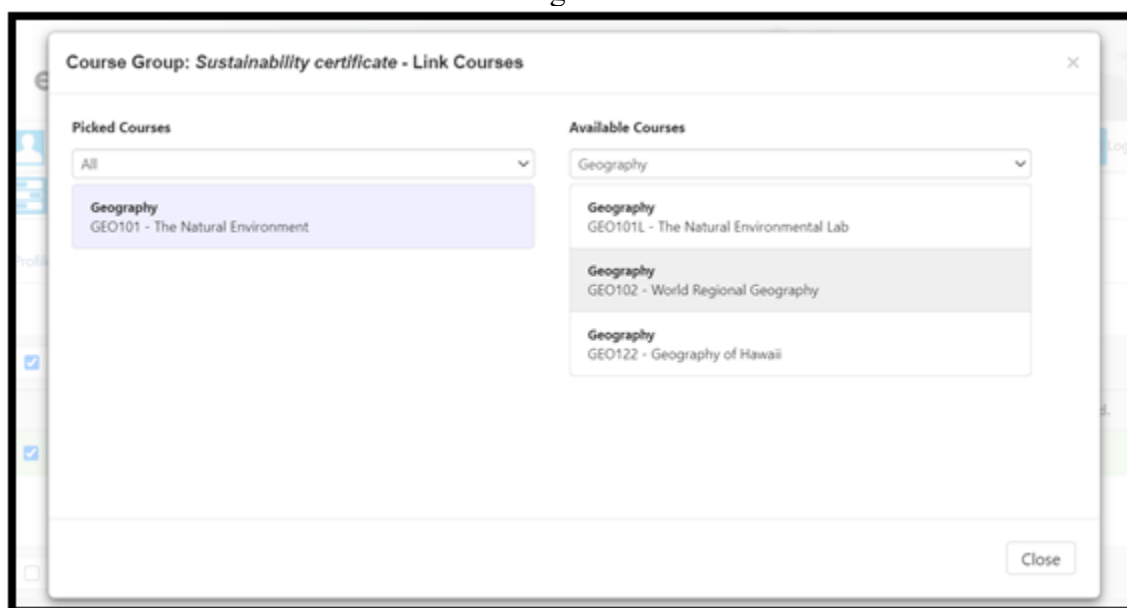
- ○ To remove a course, click on it on the left column and it will move to the right column

4. Reports tab

There are two tabs: *Available Reports* that User can run (to generate reports) and *Document Library* (to access generated reports).

(a) Available Reports

The list of reports can be rearranged by dragging and dropping reports**.**
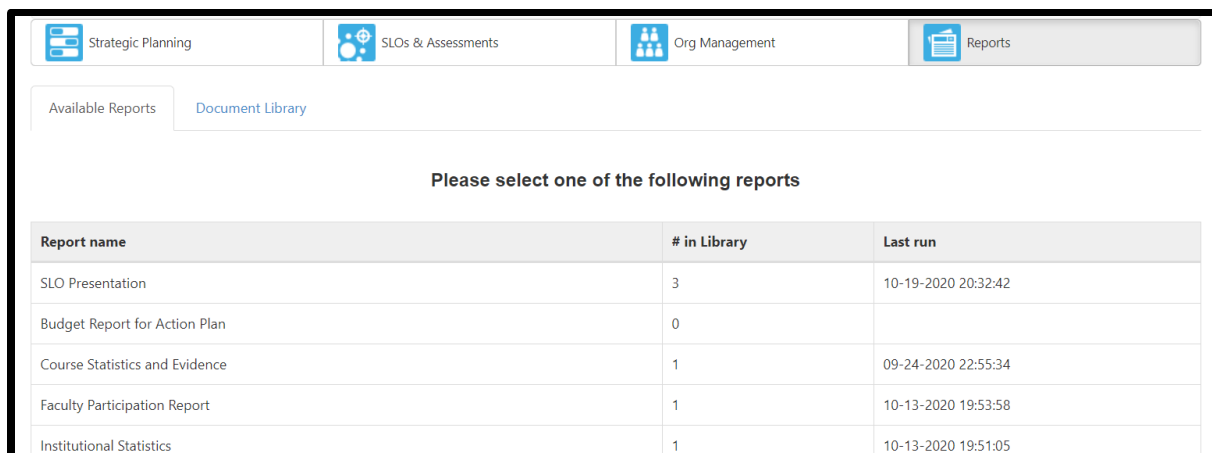

Outcome lists
- *SLO Presentation:* Provides a list of outcomes.
- *ISLO/PSLO Summary Map by Course/Context:* Provides the curriculum map.

Assessment participation
- *Faculty Participation Report:* Provides per section, course, and department information on the number of assessments and action plans that have been planned and completed. It can be run in CSV format for easy filtering.
- *Institutional Statistics:* Provides overall number of courses and contexts with assessments and action plans for the whole institute.

Outcome results
- *Course Statistics and Evidence:* Provides statistics on the courses such as: whether or not outcomes are present, whether or not outcomes have been assessed, as well as the results of course outcomes.
- *SLO Performance Reports:* Provide results of outcomes, broken down by level, term, and various organizational/student descriptors.

To run a report, select the *Report Name*, then the *Dimensions Desired*, and *Generate Report*.

Each report has specific options that are unique to that report, but there are some general features shared by many or all reports:

- *Report Title:* Report type that the User is about to run
- *Report File Name*: Type the title of your document.
- *Report Folder*: Select the folder where to save the report—by default all reports are sent to the Faculty's *Document Library* folder.
- *Units:* Select a certain unit.
- *Terms or Cycles:* Select desired semesters.
- *Includes SLOs:* Select targeted outcomes, for example at the course, program, institution levels.
- *Number format:* Choose between count and percentage
- *Show results for:* Filter what's of interest, for example assessments and action plans, but not RFI.
- *Show Inactive:* Display the results for older versions of the outcomes.
- *Output format:* Select the export format.
- *Link duration:* Specify how long a link should be active or create a permanent link— ensure that the link duration is *Permanent* if it will be posted on a website. User will receive the link via email. The link can be posted on the website or forwarded, so anyone can download the report without logging into eLumen.

(b) Document Library
All generated reports are housed in the *Document Library*.

Select each folder to
- Delete it
- Rename it
- Share it
- Move it

Select each report to:
- Delete it
- Rename it
- Rerun it (with the same report settings that you initially selected)
- Move it
- Note: To use the Share feature, move reports inside a folder