

Information on the eLumen Automated Email Notification System

The notifications that assessments need to be scored are sent out automatically by eLumen on a timeline, whether or not the assessment has been scored. There are only two notifications each semester for each course section. The first message, which comes approximately 7 days into the **semester**, notifies the instructor that this course has an assessment for learning outcomes that need to be scored for each student. The second notification is a reminder message that the deadline for scoring the assessment is approaching. The reminder message typically is sent 5-7 days before the **end** of the **semester**.

The challenge for 7-week courses is that the reminders will come after a course taught during the first 7 weeks is already over. At the same time, a 7-week course taught the second half of the semester will get the initial notification a half-term before the online course starts. That is unfortunate, but our administrative software (Banner) only allows us to set semester starts and ends, not 7 week terms.

However, if a 7-week course (typically those that take place online) is offered **consistently** during the first-half of the semester or consistently during the second-half of the semester, please make that known to Miriam Luebke when she sets up your assessments. She can time the automated notifications to reflect the 7-week term.