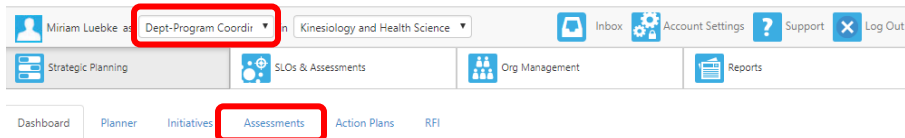


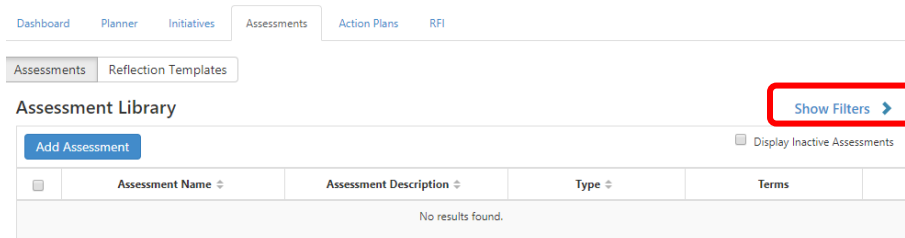
## Distributing “Expired” Assessments to Future Terms

eLumen no longer automatically distributes planned assessments to future terms indefinitely. Assessments need to be manually planned to all the terms that have been uploaded from Banner. Use these instructions to make established assessments available to current or future terms.

1. Log in and choose your Dept-Program Coordinator role.
2. Select the **Assessments** tab.



In the Assessment Library, click **Show Filters** on the right.

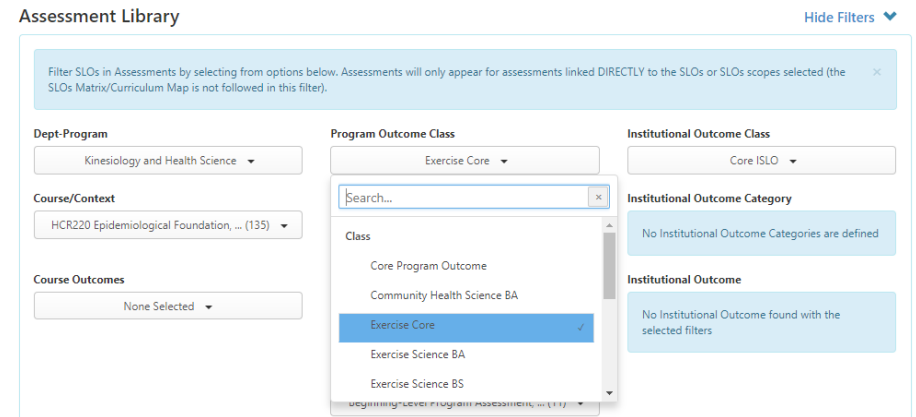


For assessment in **PROGRAMS** (PSLOs), go to the middle column and select the major.

For **UNIVERSITY OUTCOMES** assessments, go to the right-hand column and select University Outcomes, then the Category, then the individual SLOs. (Use SELECT ALL for Outcomes.)

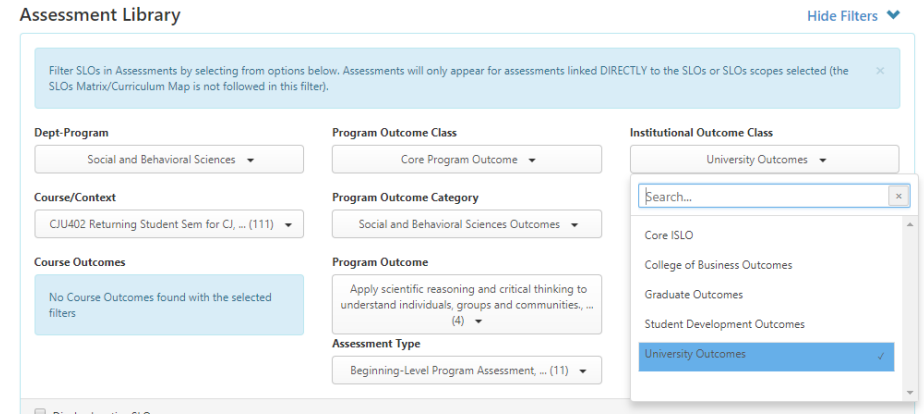
## PROGRAM OUTCOMES:

### Assessment Library



## UNIVERSITY OUTCOMES:

### Assessment Library



## Assessment Library

Hide Filters

Filter SLOs in Assessments by selecting from options below. Assessments will only appear for assessments linked DIRECTLY to the SLOs or SLOs scopes selected (the SLOs Matrix/Curriculum Map is not followed in this filter).

**Dept: Program**  
Social and Behavioral Sciences

**Program Outcome Class**  
Core Program Outcome

**Institutional Outcome Class**  
University Outcomes

**Course/Context**  
CIU402 Returning Student Sem for CJ, ... (111)

**Program Outcome Category**  
Social and Behavioral Sciences Outcomes

**Institutional Outcome Category**  
Critical Thinking

**Course Outcomes**  
No Course Outcomes found with the selected filters

**Program Outcome**  
Apply scientific reasoning and critical thinking to understand individuals, groups and communities, ... (4)

**Assessment Type**  
Beginning-Level Program Assessment, ... (11)

Display Inactive SLOs

Add Assessment

## Assessment Library

Hide Filters

Filter SLOs in Assessments by selecting from options below. Assessments will only appear for assessments linked DIRECTLY to the SLOs or SLOs scopes selected (the SLOs Matrix/Curriculum Map is not followed in this filter).

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Social and Behavioral Sciences

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**Institutional Outcome Category**  
Critical Thinking

**Course Outcomes**  
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**Program Outcome**  
Apply scientific reasoning and critical thinking to understand individuals, groups and communities, ... (4)

**Assessment Type**  
Beginning-Level Program Assessment, ... (11)

Display Inactive SLOs

Add Assessment

Articulates Multiple Perspectives/Solutions ✓  
Considers the Influence of Context ✓  
Evaluate and Apply Ethics ✓  
Identifies and Assesses Data and Evidence ✓  
Identifies and Assesses Key Assumptions ✓  
Identifies Issue/Problem ✓

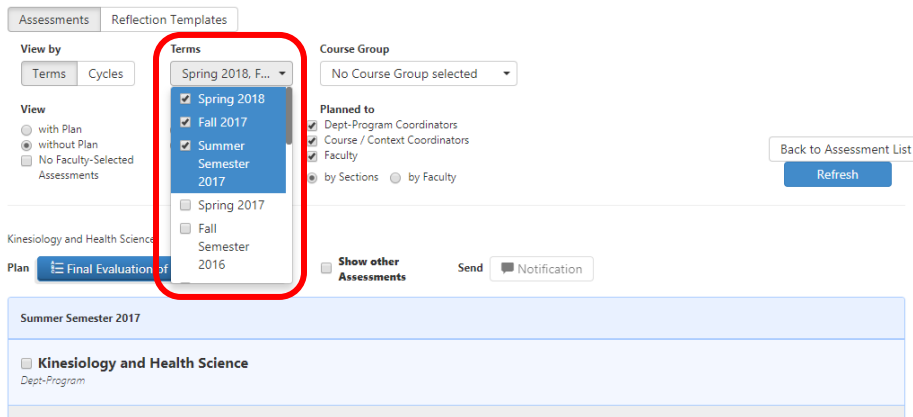
Assessment Name	Assessment Description	Type	Terms
Final Evaluation of Intern by On-Site Supervisor	KHS 498: Kinesiology Internship Questions 23, 24, 25, 29, 31, 32, 33, written comments)	Upper-Level Program Assessment	<ul style="list-style-type: none"> <li>Spring Semester 2014</li> <li>Summer Semester 2014</li> <li>Fall Semester 2014</li> <li>...7 more</li> </ul>
Client Evaluations of Student Trainer	Informal interactions with exercise clients and exercise client final evaluations of student trainer.	Upper-Level Program Assessment	<ul style="list-style-type: none"> <li>Spring Semester 2014</li> <li>Spring Semester 2015</li> <li>Summer Semester 2015</li> <li>...5 more</li> </ul>
Literature Review/Research Project	Research project in Epidemiological Foundations,	Mid-Level Program Assessment	<ul style="list-style-type: none"> <li>Spring Semester 2014</li> <li>Summer Semester 2014</li> <li>Fall Semester 2014</li> <li>...10 more</li> </ul>
Qualitative Sport Presentation	KHS 473: Biomechanics	Mid-Level Program Assessment	<ul style="list-style-type: none"> <li>Spring Semester 2014</li> <li>Summer Semester 2014</li> <li>Fall Semester 2014</li> <li>Spring Semester 2015</li> <li>Summer Semester 2015</li> <li>Fall Semester 2015</li> <li>Spring Semester 2016</li> <li>Summer Semester 2016</li> <li>Fall Semester 2016</li> <li>Spring 2017</li> </ul>

Select the Assessment and click the **Edit Plan** button:

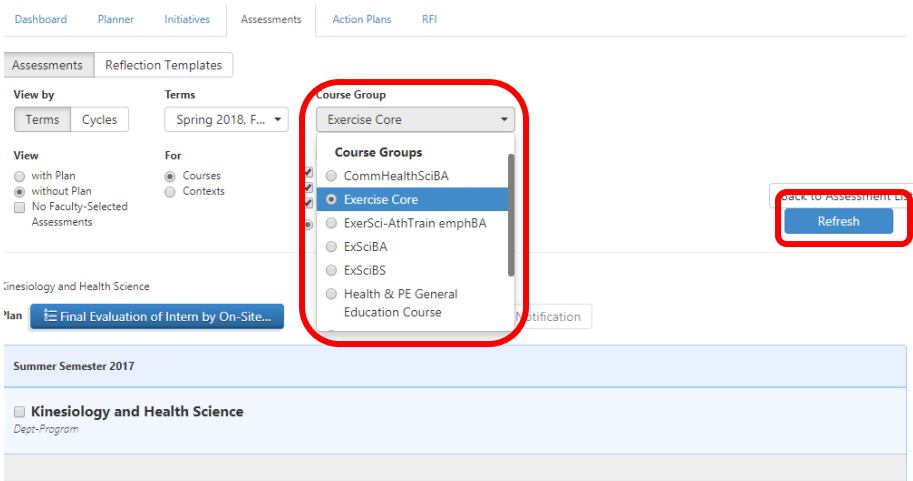
Assessment Name	Assessment Description	Type	Terms
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<input checked="" type="checkbox"/> Qualitative Sport Presentation	KHS 473: Biomechanics	Mid-Level Program Assessment	<ul style="list-style-type: none"> <li>Spring Semester 2014</li> <li>Summer Semester 2014</li> <li>Fall Semester 2014</li> <li>Spring Semester 2015</li> <li>Summer Semester 2015</li> <li>Fall Semester 2015</li> <li>Spring Semester 2016</li> <li>Summer Semester 2016</li> <li>Fall Semester 2016</li> <li>Spring 2017</li> </ul>

Check the **Terms** in the right-hand column to see how far they've been distributed. For example, Qualitative Sport Presentation, below, is only distributed through Spring 2017:

Once in the Planner, select all four **Terms, Summer 2017, Fall 2017, Spring 2018, and Summer 2018.**

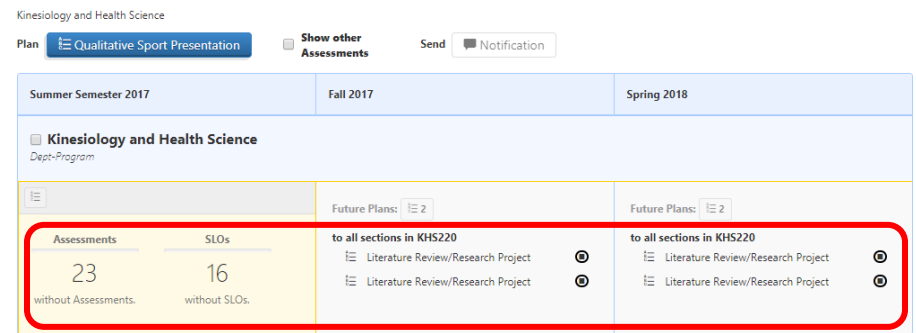


Then select the **Course Group.** (This is not required, but it saves scrolling!)

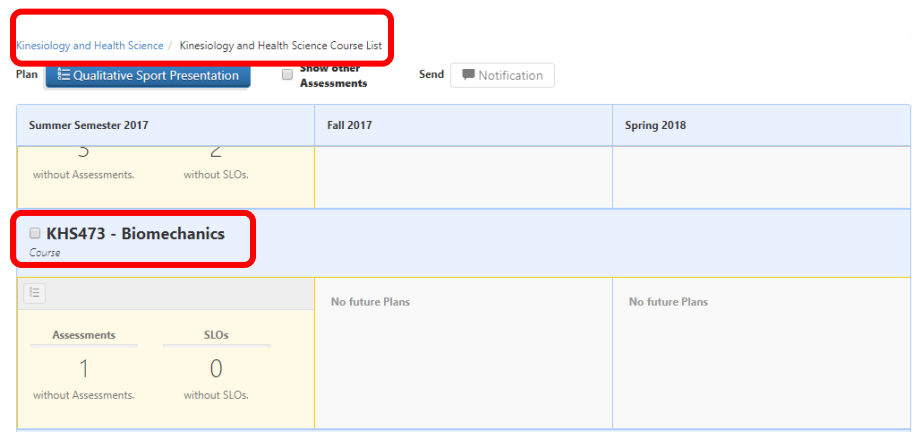


Click the blue **Refresh** button. (If nothing happens, click again.)

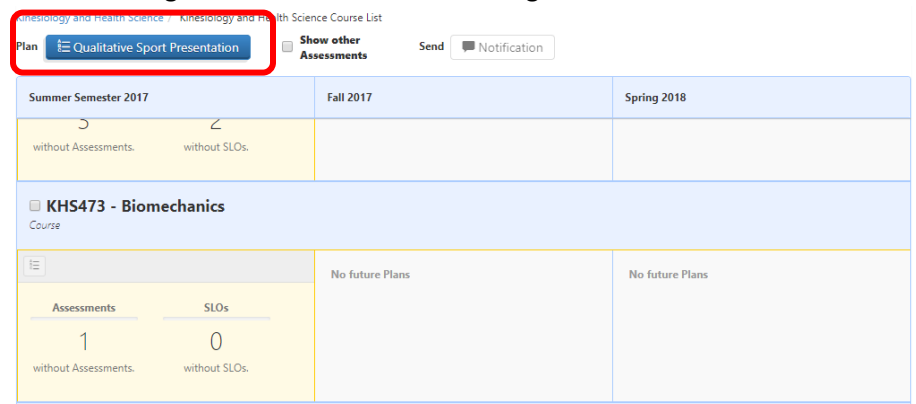
You will generate Level One, the department. Next, go to the next Level, the **Course List** by clicking ANYWHERE IN THE BOXES BELOW THE DEPT NAME.



Now you are at the Course List level. Find the course you want to add the Assessment to.



Click and Drag the **BLUE** Assessment and align it over the **COURSE NAME.**



This set up box will appear. Make sure all the Terms are listed. Make sure **All Sections** and **Add this Assessment . . .** are checked. Click **Next**.

Click **Confirm**. (If you want to make changes to Notification Messages, do so here.)

Go back to the Assessment Library and filter to the program or UO assessments. You'll see the Terms added.

	Assessment Name	Assessment Description	Type	Terms
<input type="checkbox"/>	Final Evaluation of Intern by On-Site Supervisor	KHS 498: Kinesiology Internship Questions 23, 24, 25, 29, 31, 32, 33, written comments)	Upper-Level Program Assessment	<ul style="list-style-type: none"> <li>Spring Semester 2014</li> <li>Summer Semester 2014</li> <li>Fall Semester 2014</li> <li>...7 more</li> </ul>
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<input type="checkbox"/>	Qualitative Sport Presentation	KHS 473: Biomechanics	Mid-Level Program Assessment	<ul style="list-style-type: none"> <li>Spring Semester 2014</li> <li>Summer Semester 2014</li> <li>Fall Semester 2014</li> <li>Spring Semester 2015</li> <li>Summer Semester 2015</li> <li>Fall Semester 2015</li> <li>Spring Semester 2016</li> <li>Summer Semester 2016</li> <li>Fall Semester 2016</li> <li>Spring 2017</li> <li>Fall 2017</li> <li>Spring 2018</li> </ul>

**NOTE:** Summer 2018 does not show in these examples because it was not yet uploaded from Banner when I created the screenshots. Please be sure that you include Summer 2018 in your updates. 😊