

Downloading Assessment Outcome Reports from eLumen

One of your colleagues has run several reports in eLumen for you. The following are typically the reports that have been run including Summer 2017, Fall 2017, and Spring 2018 data:

1. Program Learning Outcomes in the major/program
2. University Outcomes for all courses in the department (by UO **category**)
3. University Outcomes for Gen Ed courses in the department (by **individual SLO**)
4. University Outcomes for Gen Ed courses in the department separated by F2F and Online instruction (by **individual SLO**)
5. Graduate School Outcomes in the program

Things to note about the reports:

1. All University Outcomes are included in reports. Unfortunately, there is no way to select only some University Outcomes.
2. University Outcomes reports **by category** aggregate/average results for all the individual SLOs making up that category. (For example, "Aesthetic" is made up of two SLOs.)
3. University Outcomes reports **by individual SLOs** include ALL UO SLOs, but do not indicate the name of the category. Unfortunately, you have to scroll through and find the cluster of SLOs that are included in the UO category you're looking for. They are listed in alphabetical order by category, but the name of the category is not included.
4. If you see a student learning outcome listed that you believe should have scoring data but it has zeroes, please go to the Planner to view scoring by faculty. (Instructions [here](#).)

To download your reports:

1. Go to [eLumen](#).
2. Click the **Reports** tab in the Org Entity (dept/program) you choose.



3. Click **Document Library**.

Concordia UNIVERSITY

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Strategic Planning SLOs & Assessments Org Management Reports

Available Reports **Document Library**

4. From the list of folders, choose your department. (Example, English & ModLang)

<input type="checkbox"/>	Conort marketing		you	Folder	00/00/2017 13:48
<input type="checkbox"/>	Communication Studies		You	Folder	04/26/2017 21:25
<input type="checkbox"/>	EdDEdS Doctoral Education		You	Folder	04/26/2017 21:35
<input type="checkbox"/>	English and ModLang		You	Folder	04/26/2017 21:23
<input type="checkbox"/>	Family Science		You	Folder	04/26/2017 21:36
<input type="checkbox"/>	Graduate School Outcomes		You	Folder	04/26/2018 16:09

5. Click the **BLUE LINK** to open the folder.

6. To sort the rows with the most recently run reports at the top, click the up/down arrow in the “Last Modification” column.

<input type="checkbox"/>	File Name	Owner	Type	Last Modification	Division/Dept-Program	Term(s) Selected	Report Status
<input type="checkbox"/>	English and Modern Languages - University Outcomes for English Gen Ed Courses F2F-Online 2017-18 - 05_17_2018 18_39_17.pdf New	You	SLO Performance Report	05/17/2018 18:39	English and Modern Languages	Fall Semester 2017, Spring Semester 2018, Summer 2017	Completed

7. Once you see the reports run in May 2018 at the top, select one report by clicking in the row or the box in column 1. Then click the **Download** button at the top of the table and open or save to your computer.

<input type="checkbox"/>	File Name	Owner	Type	Last Modification	Division/Dept-Program	Term(s) Selected	Report Status
<input checked="" type="checkbox"/>	English and Modern Languages - University Outcomes for English Gen Ed Courses F2F-Online 2017-18 - 05_17_2018 18_39_17.pdf New	You	SLO Performance Report	05/17/2018 18:39	English and Modern Languages	Fall Semester 2017, Spring Semester 2018, Summer 2017	Completed

8. Repeat to download each of the reports from Summer/Fall 2017 and Spring 2018.

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