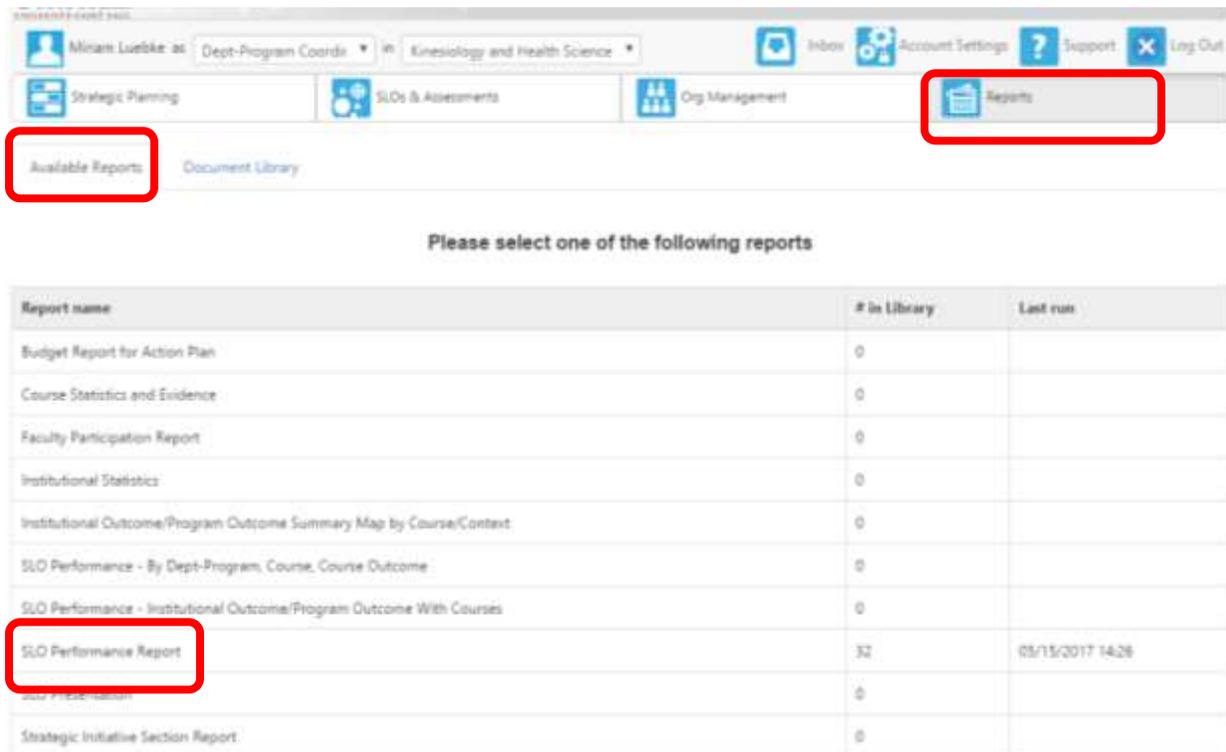


Generating Outcome Data Reports in eLumen

1. Log in to eLumen at <https://csp.elumenapp.com/elumen/> using your network username and password. At the default screen, make sure your **ROLE** and **DEPARTMENT** are appropriately selected.

Note for general operations in eLumen: eLumen is a database, so it has to load the most recent data. When you click a new function, please be patient while it loads. It is not instantaneous.

1. Click the Reports tab.
2. Click the Available Reports tab (defaults to this tab)
3. In the list of available reports, select “SLO Performance Report.”



The screenshot shows the eLumen user interface. At the top, there is a navigation bar with a user profile (Miraan Luebke), role (Dept-Program Coordi), and department (Kinesiology and Health Science). Below this are several tabs: Strategic Planning, SLOs & Assessments, Org Management, and Reports. The Reports tab is highlighted with a red box. Below the navigation bar, there is a sub-menu with 'Available Reports' and 'Document Library', both also highlighted with red boxes. The main content area displays a table of available reports with the following columns: Report name, # in Library, and Last run. The 'SLO Performance Report' is highlighted with a red box in the table.

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	0	
Faculty Participation Report	0	
Institutional Statistics	0	
Institutional Outcome/Program Outcome Summary Map by Course/Context	0	
SLO Performance - By Dept-Program, Course, Course Outcome	0	
SLO Performance - Institutional Outcome/Program Outcome With Courses	0	
SLO Performance Report	32	05/15/2017 14:28
...	0	
Strategic Initiative Section Report	0	

4. Either leave “**Current Selected Dept-Program**” or select your department from the menu list using the down-arrow in that box.
5. **Report Title:** Type in the name that you want to be at the top of the data report.
6. **Report File Name:** The prefix automatically fills in your dept. name. Either paste in the same name as the Report Title or type in one that will distinguish it from other similar files. The suffix will automatically fill in the date and time (Greenwich time. Don’t ask.)
7. **Report Folder:** Tell eLumen where to send this report. For ease of organization, click the file folder and select the folder to put it in. If you want to make a new folder (different date or project), click “+New Folder.” (See second screenshot.)
8. Select the Terms you want included. NOTE: Consider including summer terms, especially in programs or courses that have online options.

SLO Performance Report

Generate for: Depts-Programs Programs Kinesiology and Health Science

Report Title: ← TYPE

Report File Name: prefix: suffix: ← TYPE

Customize file name

Report Folder: 📁

Select By: Terms Cycles

Terms:

- Select all
- Spring Semester 2017
- Fall Semester 2016
- Summer Semester 2016
- Spring Semester 2016

Show Catalog Courses or Contexts

Select a Course Group

If you want to make a new file folder for a set of reports, click **+ New Folder**. (See below.)

Select Folder

Document Repository Home / KHS17

+ New Folder

Cancel Use

9. **SLO Dimension:** Using the down-arrow to the menu, select the program/major you want results for. Or you can select University Outcomes or Graduate Outcomes. If your department has a core group of courses set up, you'll find that under "Program Outcome Classes." *[Please note: the word "Classes" here does not mean a course or section – it means category.]*

Report Folder

Select By

Show Catalog Courses or Contexts

Select a Course Group

SLO Dimension

Program Outcomes for current program

Programs Classes

- Community Health Science BA
- Exercise Science BA
- Exercise Science BS
- ExerSci-Athl Trainer emph BA
- Healthcare Administration (BA)
- MA Sport Management
- MS Exercise Science
- MS Orthotics & Prosthetics
- Orthotics & Prosthetics (BS)
- Sport Management (BA)
- Sport Psychology (BA)

Institutional Outcome Classes

- Graduate Outcomes
- College of Business Outcomes
- Student Development Outcomes
- University Outcomes

Program Outcome Classes

- Exercise Core

Institutional Outcomes

Show by SLO Category

***If you want a simple, straightforward report, leave the last 4 items on the form at their default setting and click [Generate Reports](#). Otherwise, continue to Course Dimensions to select additional data options.

10. **Course Dimension:** You can leave it “None,” or include “Section Attributes” or “Demographics.” Section attributes can be useful to compare online and face-to-face section outcomes. Demographics can distinguish students by gender, class code (freshman-senior), or major.

Course Dimension Course Types None

Course Section Attributes

Face to Fac... ▾

- Study Abroad
- Face to Face
- On-line
- Non-classroom
- Other method
- Blended

Dimension Order SLO then Course Dimension

Additional settings Include roster totals

Include N/A

Show Inactive Include results for inactive Cour

Include results for inactive SLO

Course Dimension

Course Types None

Course Section Attributes

Demographics

Demographic Categories 3 selected

Demographic Elements 10 selected

Gender

Female

Male

Other

Unknown

ClassCode

FR

SO

JR

Show Inactive include results for inactive Courses/Contexts

The Student option will level direct

11. Click the blue **Generate Reports** button at the bottom.
12. The page will take you to your folder in the Document Library. **WAIT** until the report is Queued and then Completed. The report file name will appear in the left column.
13. **Select** the File Name and click the **Download** button above to save/open it.

Document Repository Home / KHS17

Show 25 entries

File Name	Owner	Type	Last Modification	Division/Dept-Program	Term(s) Selected	Report Status
<input checked="" type="checkbox"/> Exercise Science BA - Program Outcomes in Exercise Science - 05_16_2017 14_34_32.pdf	You	SLO Performance Report	05/16/2017 14:34	Kinesiology and Health Science	Spring Semester 2017, Fall Semester 2016, Summer Semester 2016	Completed
<input type="checkbox"/> Kinesiology and Health Science - University Outcomes 16-17 - 05_12_2017 02_45_18.pdf	You	SLO Performance Report	05/12/2017 02:45	Kinesiology and Health Science	Summer Semester 2016, Fall Semester 2016, Spring Semester 2017	Completed
<input type="checkbox"/> Kinesiology and Health Science - University Outcomes Results by Category 16-17 - 05_12_2017 02_43_49.pdf	You	SLO Performance Report	05/12/2017 02:43	Kinesiology and Health Science	Fall Semester 2016, Summer Semester 2016, Spring Semester 2017	Completed
<input type="checkbox"/> Strategic Initiative - University Outcomes Results ALL 2017 - Column view - Kinesiology and Health Science - 05_12_2017 01_01_50.pdf	You	Strategic Initiative Report	05/12/2017 01:01	Kinesiology and Health Science		Completed