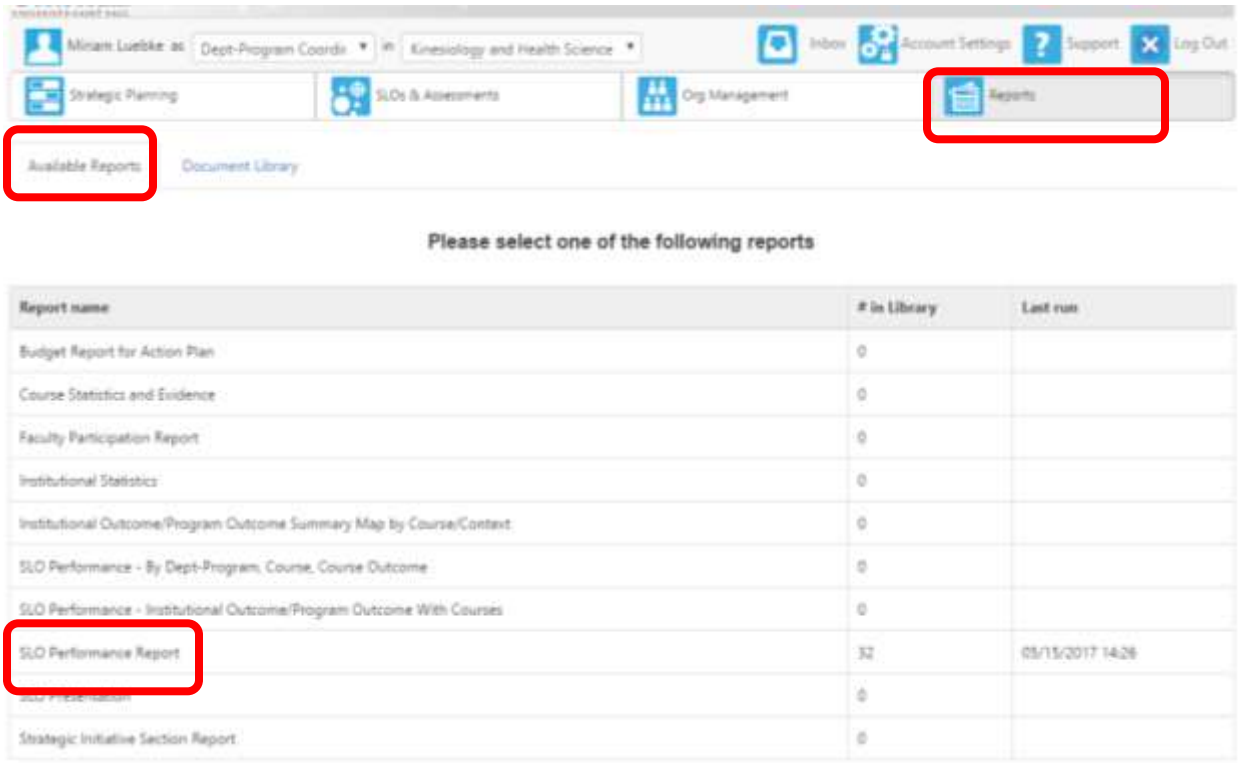
Generating Outcome Data Reports in eLumen

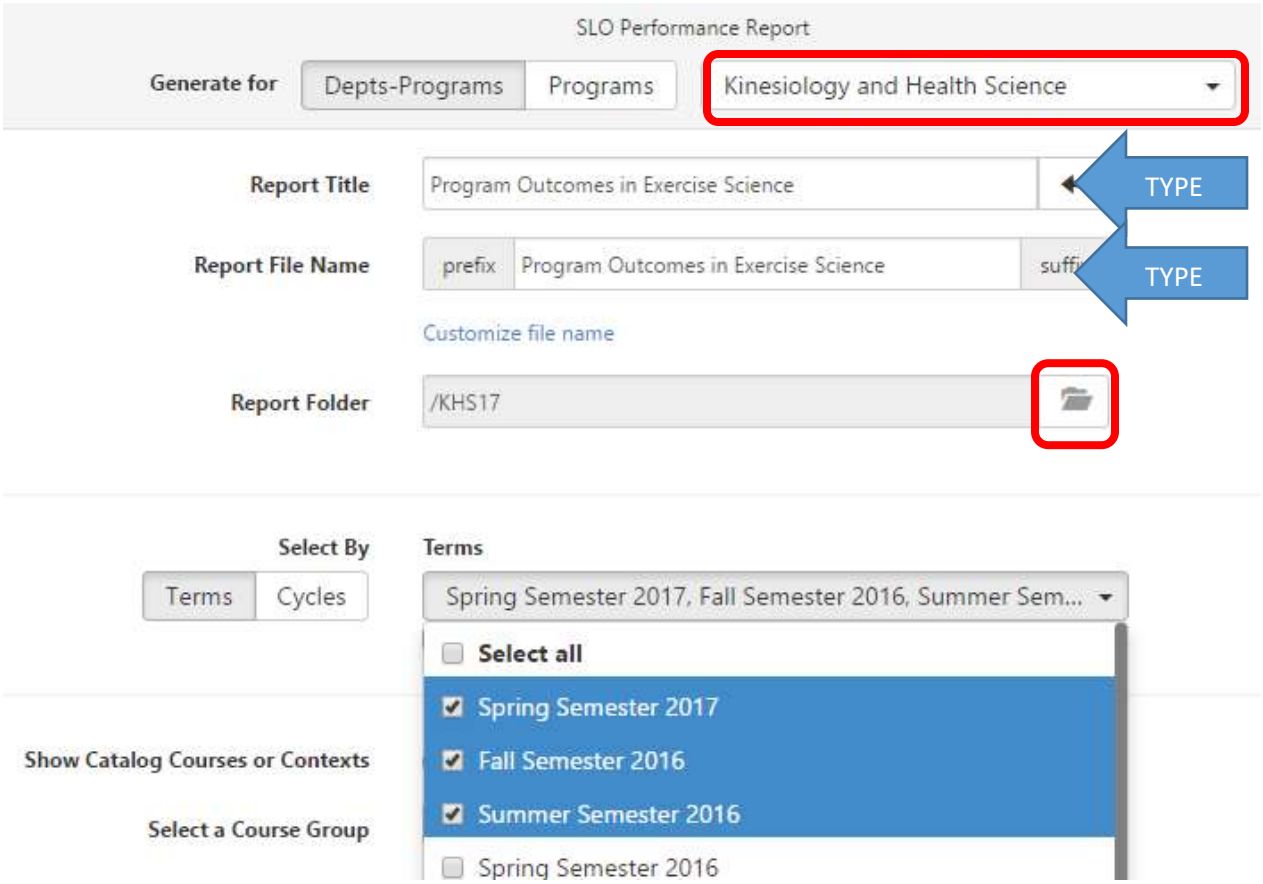
1. Log in to eLumen at https://csp.elumenapp.com/elumen/ using your network username and password. At the default screen, make sure your **ROLE** and **DEPARTMENT** are appropriately selected.

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."

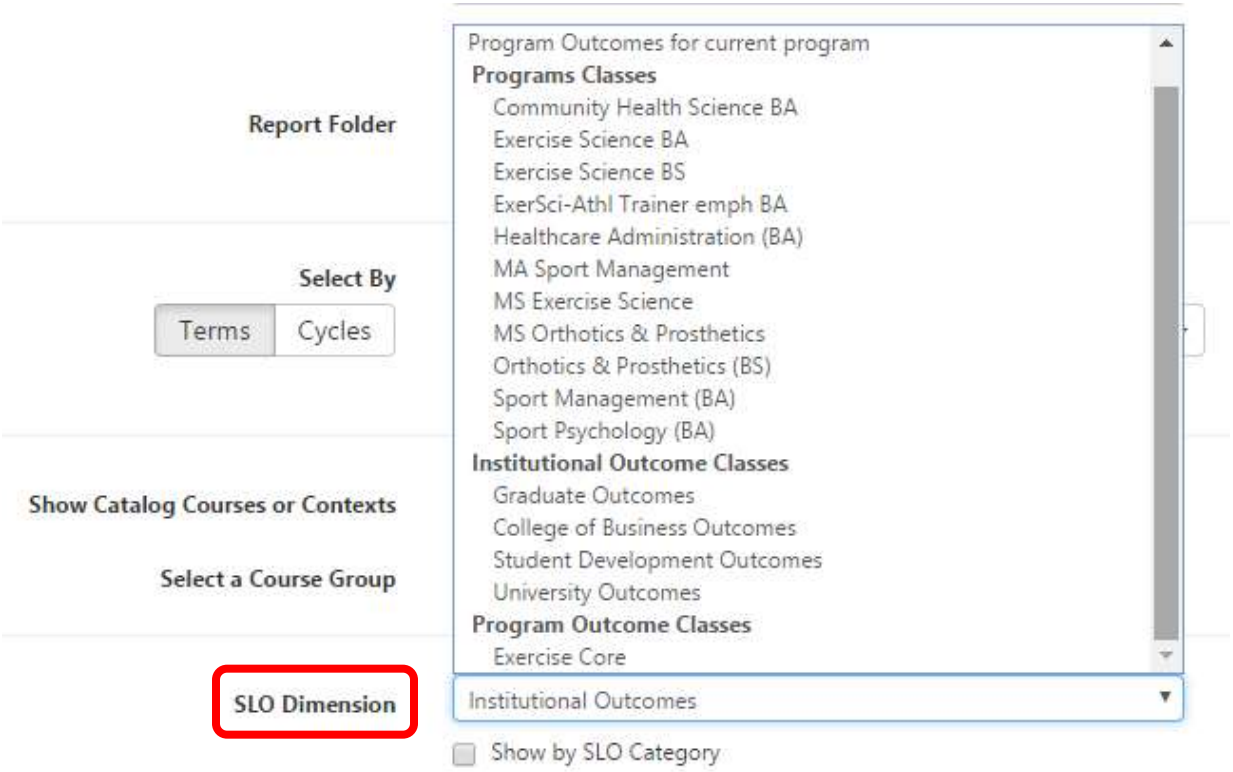


4. Either leave **"Current Selected Dept-Program" or select your department** from the menu list using the down-arrow in that box.
5. **Report Title:** Type in the name that you want to be at the top of the data report.
6. **Report File Name:** The prefix automatically fills in your dept. name. Either 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.



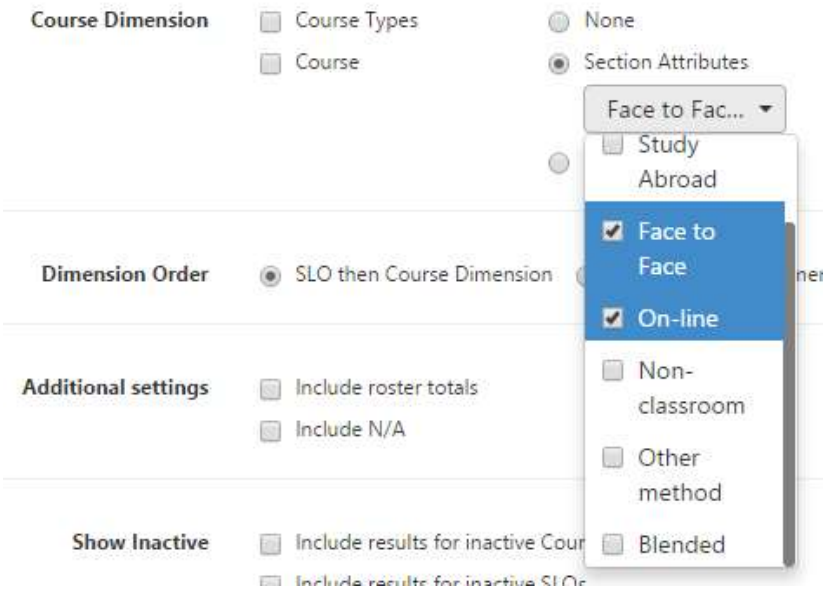
If you want to make a new file folder for a set of reports, click **+ New Folder**. (See below.)

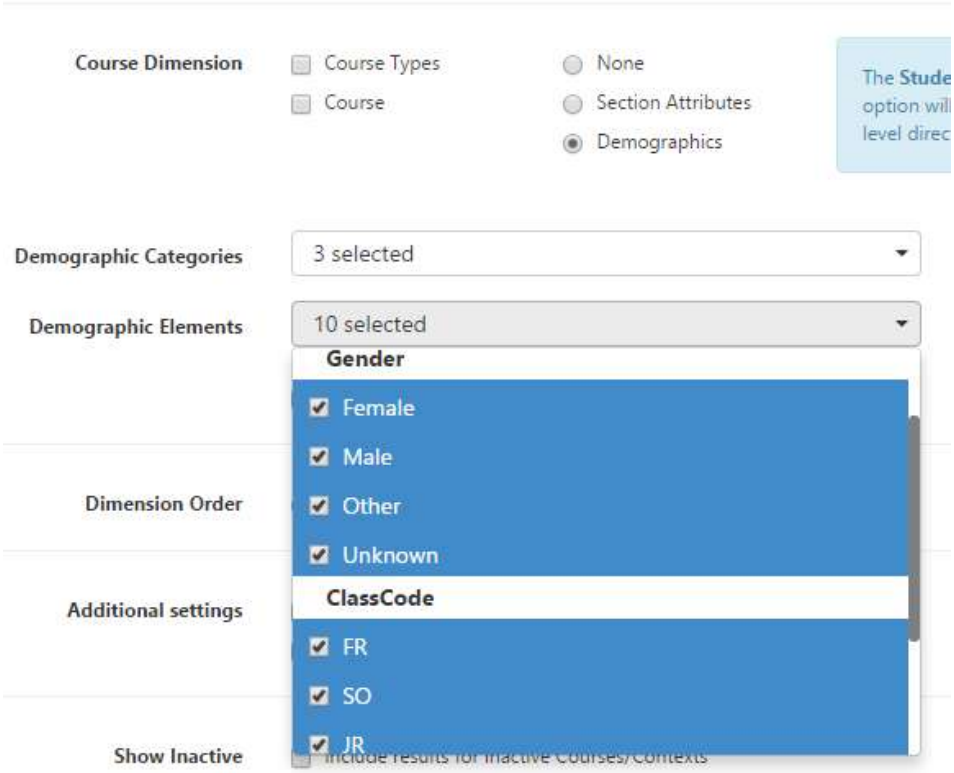
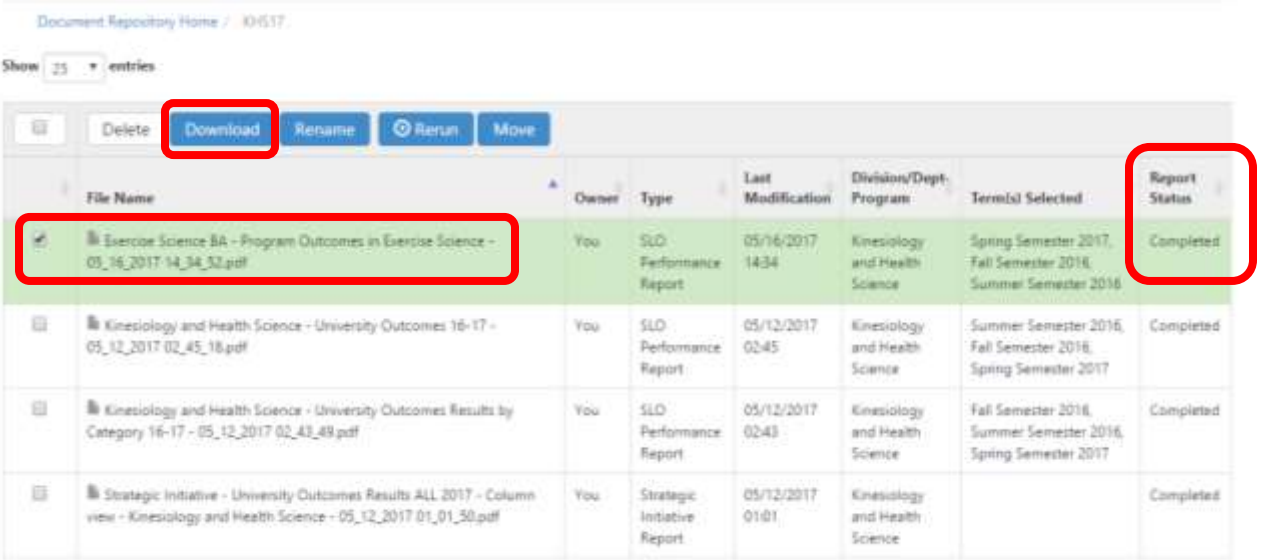
9. **SLO Dimension:** Using the down-arrow to the menu, select the program/major you want results for. Or you can select University Outcomes or Graduate Outcomes. If your department has a core group of courses set up, you'll find that under "Program Outcome Classes." *[Please note: the word "Classes"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



***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.





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.