

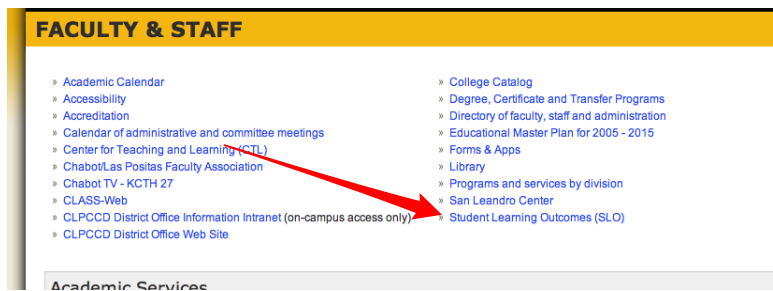
# How to Get Your Classes Ready for eLumen Input

Before you can enter assessment data, you need to prepare your classes for eLumen input.

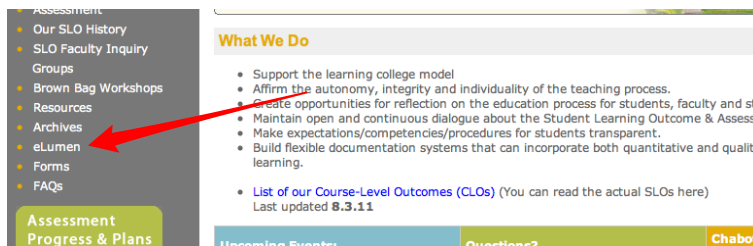
1. Go to <http://www.chabotcollege.edu/sloac/elumen.asp>

Another way to access:

- a. <http://www.chabotcollege.edu/>
- b. Click “Faculty & Staff”
- c. Click “Student Learning Outcomes (SLO)”



- d. Click “eLumen” on the left side of the webpage



2. Select one:

- [the eLumen server for on-campus access](#)
- [the eLumen server for off-campus access](#)

learning as it relates to the competencies and Institutional Learning Outcomes Chabot has established as the need and abilities students need to succeed as they pursue their educational and career goals.

**Faculty, please do not attempt to enter or revise your CLOs and rubrics in eLumen just yet.** Our process is to be to use the [CLO and rubric form](#) on forms page, and our inputter will enter them. Thank you.

- [the eLumen server for on-campus access](#)
- [the eLumen server for off-campus access](#)

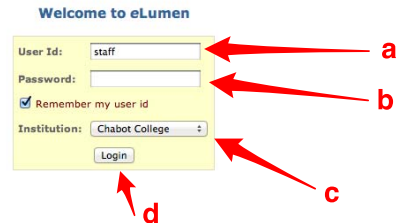
- [eLumen - The Basics - Read me first!](#)
- [eLumen - Tips for entering scores](#)
- [eLumen Terminology and Information](#)

This page was last updated 1.10.11

3. Click “Continue to this website (not recommended).” This is simply a glitch in the district software so do not be alarmed; it’s a secure site.

4. **To login:**

- a. User Id: first name initial followed by complete last name (all one word, like Groupwise email)
- b. Password: newuser
- c. Institution: Choose “Chabot College”
- d. Click “Login”

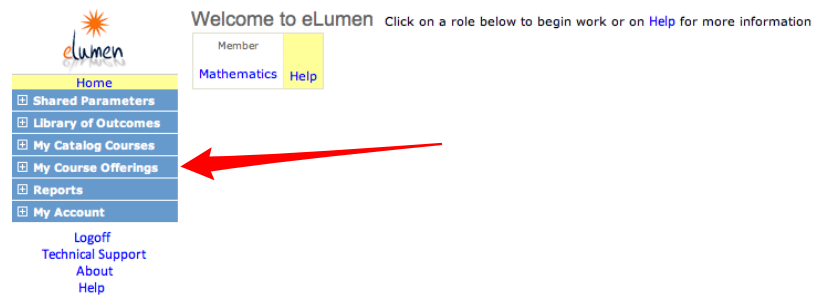


5. **To change your password:**

- a. Go to “My Account”
- b. Select “Settings”
- c. Click “[Click here to change your eLumen Password](#)”
- d. Enter the information and click “save”

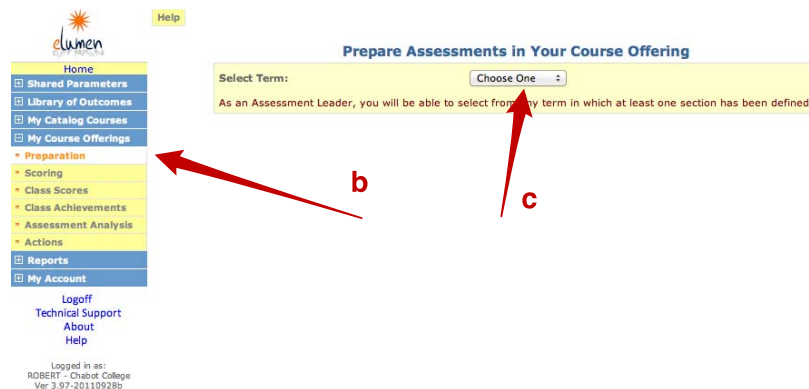
6. **To prepare your course:**

- a. Click “My Course Offerings”



- b. Select “**Preparation**”

- c. Choose a **term** from the “Select Term” list



7. Upon selecting the semester, you will be asked to **select your section**.

The screenshot shows the Lumen Learning interface. On the left is a navigation menu with options like Home, Shared Parameters, Library of Outcomes, My Catalog Courses, My Course Offerings (with sub-options: Preparation, Scoring, Class Scores, Class Achievements, Assessment Analysis, Actions), Reports, and My Account. Below the menu are links for Logoff, Technical Support, About, and Help. The main content area is titled 'Prepare Assessments in Your Course Offering'. It contains a 'Select Term:' dropdown set to 'Fall 2011' and a 'Select Section:' dropdown set to 'Choose One'. A red arrow points to the 'Select Section:' dropdown. Below the dropdowns is the text: 'As an Assessment Leader, you will be able to select from any term in which at least one section has been defined.'

8. Then you need to copy the recommended assessments by selecting **“View and Copy Recommendations”**

The screenshot shows the Lumen Learning interface. On the left is a navigation menu with options like Home, Shared Parameters, Library of Outcomes, My Catalog Courses, My Course Offerings (with sub-options: Preparation, Scoring, Class Scores, Class Achievements, Assessment Analysis, Actions), Reports, and My Account. Below the menu are links for Logoff, Technical Support, About, and Help. The main content area is titled 'Prepare Assessments in Your Course Offering'. It contains a 'Select Term:' dropdown set to 'Fall 2011' and a 'Select Section:' dropdown set to 'MTH20 Sec 071 (0)'. A green arrow points to the 'View & Copy Recommended Assessments' button. Below the dropdowns is the text: 'As an Assessment Leader, you will be able to select from any term in which at least one section has been defined.' Below that is the course title 'MTH20 Pre-Calculus Mathematics' and the text '3 SLOs have been assigned to this course. Show More'. Below the course title is a table with columns: Action, Name, Description, Achievement Areas, and Visible to Students?. Below the table is a 'Documents' section with an 'Attach a Document' button and the text: 'Documents are not attached to this Course Offering. Click Add Document to attach.'

9. Find your course, **check the box**, and then press the **“Apply”** button on the bottom.

**Select Recommended Assessments**

[Check All, Uncheck All](#) Recommended Activities to be Assessed

Math Assessments

Assessment Name		
<input type="checkbox"/> MTH 1 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 1W - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 2 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 3 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 4 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 6 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 8 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 15 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 16 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input checked="" type="checkbox"/> MTH 20 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MATH 25 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 31 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 33 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 35 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 36 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 37 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 40 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 43 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 54L - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 54 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 55 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 55B - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 65 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 65A - Multiple Assessments Use SPR 10 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 65B - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 103 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 104 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>
<input type="checkbox"/> MTH 122 - Multiple Assessments Use Fall 2011 on		<a href="#">View Outcomes</a>

***Congratulations! You have successfully prepped the course 😊!***