

eLumen Quick Guide

What: Creating an Action Plan for SLOs (used by Arts and Science and PTE)

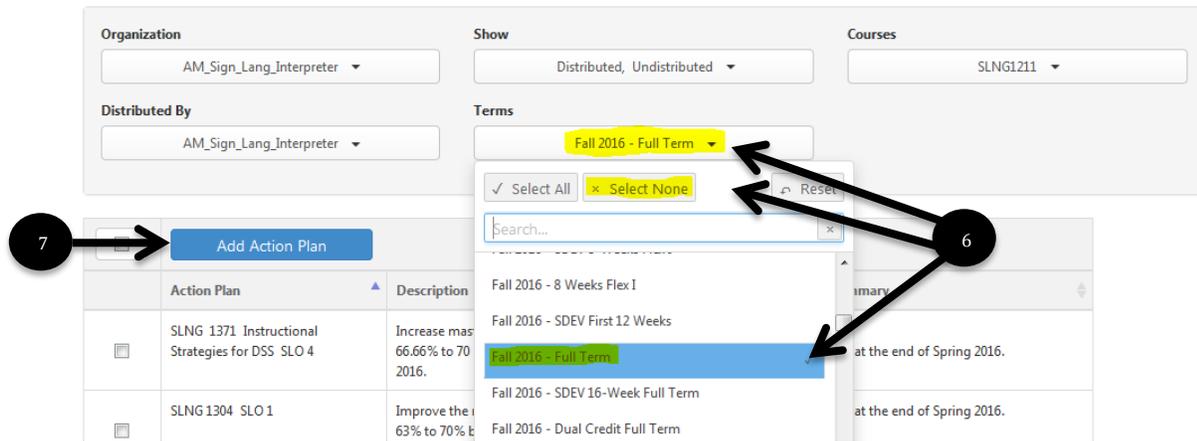
Role: Department Chair/Coordinator/DAR

When: If a student learning outcome for a course, during any term, falls below the 70% mastery level. Department Chairs/Coordinators/DARs will input and monitor action plans in eLumen, not individual faculty members.

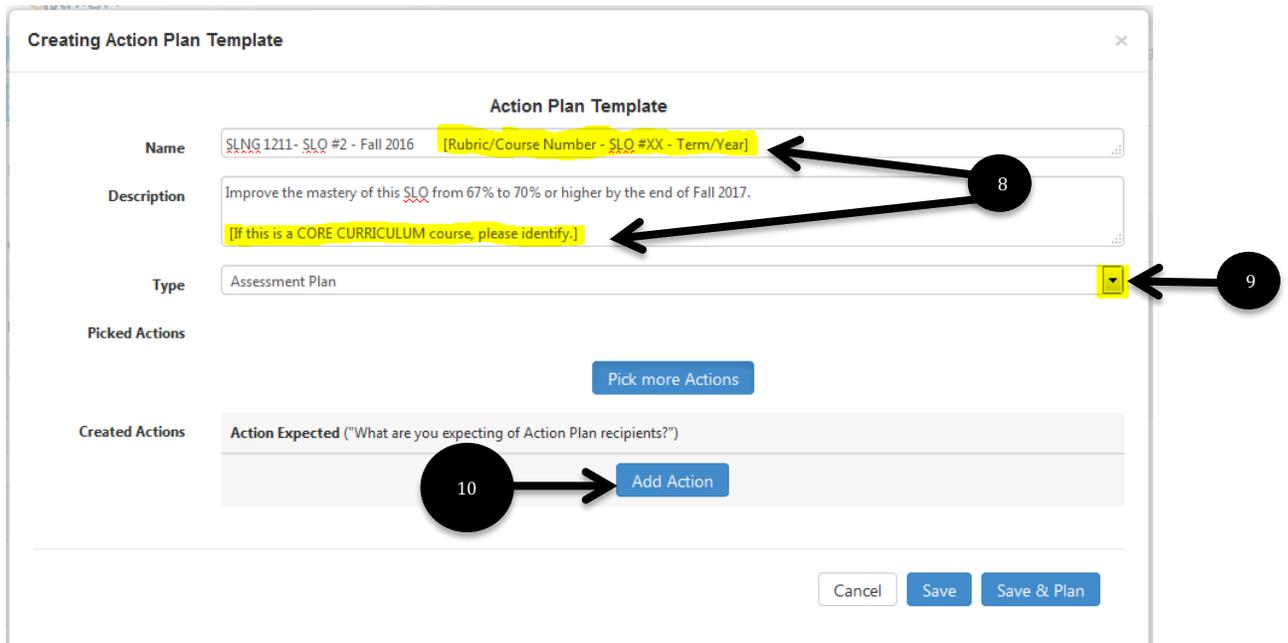
1. Login to eLumen at <https://alamo.elumenapp.com/elumen/>
2. Make sure Department Coordinator is showing next to your name and you are on the right discipline (you may have several disciplines).
3. Click on Strategic Planning & Click on Action Plans
4. Click on the Organization drop down arrow to select the appropriate discipline
5. Click on the Courses drop down arrow and click Select None then scroll down to click on the one course you will enter an Action Plan for

The screenshot shows the eLumen application interface. At the top, the user profile is displayed as 'Julie Razuri as Department Coordinator in AM_Sign_Lang_Interpreter'. Below this, there are navigation tabs for 'Strategic Planning', 'SLOs & Assessments', 'Org Management', and 'Reports'. The 'Strategic Planning' tab is active, and the 'Action Plans' sub-tab is selected. The main content area shows the 'Organization' dropdown set to 'AM_Sign_Lang_Interpreter', the 'Show' dropdown set to 'Distributed, Undistributed', and the 'Terms' dropdown set to 'Summer 2017 - SDEV Summer-Second 5 Wk Sessn, ... (154)'. The 'Courses' dropdown is open, showing a list of courses. The 'Select None' option is highlighted, and the 'SLNG1211 Fingerspelling and Numbers' course is selected. A table below the dropdowns has columns for 'Action Plan', 'Description', 'Status', and 'Status Su'.

- Click on the Terms drop down arrow and click on Select None and then click on the current Spring 20XX Full Term
- Click on Add Action Plan



- Under Name, enter the Rubric/Course Number, the targeted SLO and Term/Year. In the Description, include "Improve the mastery of this SLO form XX% to 70% or higher by the end of Term/Year."
- Click on the drop down arrow and click on Assessment Plan
- Click on Add Action



11. Type the Action Expected that the faculty members will execute in reaching the Action Plan goal. Also indicate if this action requires a modification to the discipline's budget in order to accomplish the improvement.
12. Click Link SLO

Creating Action Plan Template

Action Plan Template

Name SLNG 1211- SLO #2 - Fall 2016 [Rubric/Course Number - SLO #XX - Term/Year]

Description Improve the mastery of this SLO from 67% to 70% or higher by the end of Fall 2017.
[If this is a CORE CURRICULUM course, please identify.]

Type Assessment Plan

Picked Actions [Pick more Actions](#)

Created Actions

Action Expected ("What are you expecting of Action Plan recipients?")

Faculty members will review the common assessments for SLNG 1211, SLO #2 and develop strategies to increase the mastery level.

0 linked SLOs [Link SLO](#)

Resource Request

Allow linking additional SLOs:
 ISLOs PSLOs CSLOs

[Add Action](#)

[Cancel](#) [Save](#) [Save & Plan](#)

13. Under Available CSLOs, click the drop down arrow and select the course associated with this Action Plan.

Pick SLOs for Expected Actions

Selected SLOs

Available CSLOs

Course: SLNG1211 - Fingerspelling and N

- SLNG1206 - Interpreting Artistic Texts
- SLNG1207 - Intra-lingual Skills for Interpreters
- SLNG1211 - Fingerspelling and Numbers
- SLNG1215 - Visual Gestural Communications
- SLNG1300 - Fund/Tech-Deaf Supp Spec
- SLNG1304 - American Sign Language I
- SLNG1305 - American Sign Language II
- SLNG1307 - Intra-lingual Skills f/Terps
- SLNG1317 - Intro To the Deaf Community
- SLNG1321 - Intro Interpreting Profession
- SLNG1344 - American Sign Language III
- SLNG1345 - American Sign Language IV
- SLNG1347 - Deaf Culture
- SLNG1371 - Instructional Strategies/DDS
- SLNG1372 - Greek&Latin Roots for Interpret
- SLNG1378 - Conversational ASL
- SLNG1391 - ST: Sign Lang Interpreting-TEP
- SLNG2288 - Intern-Sign Lng Inter & Trans
- SLNG2303 - Transliterating
- SLNG2311 - Interpret Specialized Setting

Available PSLOs

SLO Class: American Sign Language: Sign L

Illustrate foundational competencies in the areas of age, culture and profession...

Illustrate the ability to work as level Sign Language interpreters.

Available ISLOs

SLO Class: ISLOs

SLO Category

Communication Skills

Oral: Students will individually or collaboratively demonstrate appropriate speaking techniques...

Visual: Students will individually or collaboratively demonstrate visual communication through formal,...

Written: Students will individually or collaboratively develop coherent, evidence-based, organ...

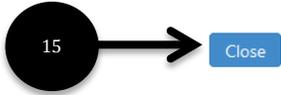
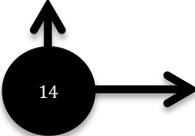
[Close](#)

14. Under Available CSLOs, identify the SLO associated with the Action Plan and click on it. You will see that it will appear in the first column under Selected SLOs.

15. Click Close

Pick SLOs for Expected Actions ×

Selected SLOs	Available CSLOs	Available PSLOs	Available ISLOs
<div style="border: 1px solid gray; padding: 5px;">SLNG1211 - Fingerspelling and Numbers The student will demonstrate an understanding of numbering theories and concepts with a mi...</div>	<p>Course SLNG1211 - Fingerspelling and N</p> <div style="border: 1px solid gray; padding: 5px;">The student will demonstrate an understanding of fingerspelling theories and concepts including...</div> <div style="border: 1px solid gray; padding: 5px;">The student will demonstrate the ability to comprehend information presented in Americ...</div> <div style="border: 1px solid gray; padding: 5px;">The student will demonstrate the ability to express information into American Sign Language fingers...</div>	<p>SLO Class American Sign Language: Sign Le</p> <div style="border: 1px solid gray; padding: 5px;">Demonstrate foundational competencies in the areas of language, culture and profession...</div> <div style="border: 1px solid gray; padding: 5px;">Demonstrate the ability to work as entry level Sign Language Interpreters.</div>	<p>SLO Class ISLOs</p> <p>SLO Category Communication Skills</p> <div style="border: 1px solid gray; padding: 5px;">Oral: Students will individually or collaboratively demonstrate appropriate speaking techniques...</div> <div style="border: 1px solid gray; padding: 5px;">Visual: Students will individually or collaboratively demonstrate visual communication through formal,...</div> <div style="border: 1px solid gray; padding: 5px;">Written: Students will individually or collaboratively develop coherent, evidence-based, organ...</div>



16. Click the boxes Marketable Skills, PSLOs and CSLOs to check them. ****Please note: The mastery level of each SLO directly link to the mastery level of CSLOs, PSLOs and Marketable Skills.**
17. ****AS NEEDED**** Click Add Action if adding multiple actions
18. Click Save

Creating Action Plan Template x

Action Plan Template

Name

Description

Type

Picked Actions Pick more Actions

Created Actions **Action Expected** ("What are you expecting of Action Plan recipients?")

Allow linking additional SLOs:

Marketable Skills PSLOs

CSLOs

Add Action

Cancel Save Save & Plan

You will see the entry you entered under Action Plan. If you click the box to the left of the Action Plan, you will have options for editing, i.e. to update or report on your action plan, or removing the Action Plan if errors occurred.

Repeat these steps from the beginning if you need to add another Action Plan.

The screenshot shows the eLumen system interface. At the top, the user is identified as Julie Razuri, Department Coordinator, in the AM_Sign_Lang_Interpreter role. The navigation bar includes options for Strategic Planning, SLOs & Assessments, Org Management, and Reports. The 'Action Plans' tab is selected in the breadcrumb navigation.

Filter options are provided for Organization (AM_Sign_Lang_Interpreter), Show (Distributed, Undistributed), Courses (SLNG1207, ... (33)), Distributed By (AM_Sign_Lang_Interpreter), and Terms (Summer 2017 - SDEV Summer-Second 5 Wk Sessn, ... (154)).

Action Plan	Description	Status	Status Summary
<input type="checkbox"/> SLNG 1211- SLO #2 - Fall 2016 [Rubric/Course Number - SLO #XX - Term/Year]	Improve the mastery of this SLO from 67% to 70% or higher by the end of Fall 2017. [If this is a CORE CURRICULUM course, please identify.]	Not Started	