College of the Canyons:

Reports for Coordinators

eLumen contains a few exportable reports for Faculty that provide helpful information and useful tools for use outside of the eLumen software. To run a report go to the **Reports** section and the **Available Reports** tab unless otherwise listed. To find previously generated reports, select the **Documents Library** tab.

Note: The list of reports can be rearranged by dragging and dropping reports.

Getting Started

As a user, to access the reports you'll first want to navigate to the Reports tab. This tab contains information about assessments, SLO data, Institutional and Course Statistics, and Strategic Initiative.

Course Statistics and Evidence

The Course Statistics and Evidence report provides a quick overview of a course and program. This report also provides the number of courses with SLOs, assessments, and action plans for a program as well as general information on courses with planned assessments and which of those assessments are scored. Mastery levels for each course on each SLO can also be seen in this report.

Report File Name: Reports can be renamed so that if the individual chooses to save the report for future use, they are able to find the report easily.

Report Folder: If the user chooses to save reports, they have the capability to allocate which folder a report file belongs to.

Select By 'Terms': This drop down is used to select the terms in which the user would like to look at data. Notice that there is a check box to "Exclude terms with No Data". If an assessment was not assessed in a certain term, this checkbox omits that term, this prevents the report from showing any term with blank data.

Select By	Terms
Terms Cycles	Spring 2021 ▼
	☑ Exclude terms with No Data

Show Catalog Courses or Contexts   ⦿ Course   ◯ Context

Course Group   [▼]

Select By: Coordinators can choose to view the data based on a Strategic Initiative Cycle instead of terms by selecting the "Cycle" button.

Show Catalog Courses or Contexts: Faculty can be a part of assessment creation for instructional courses as well as non-instructional courses (contexts). This radio button determines if the faculty member would like to pull information from a course (instructional area) or a context (non-instructional area).

Course Group: If the college chooses to use Course Groups for Assessment, the Coordinator can find the Course Groups in the Department from this drop down menu.

Summary Table Number Format	Count ▼
Detail Table Number Format	Count ▼

Show Inactive
- ☐ Include results for inactive Courses/Contexts
- ☐ Include results for inactive ISLOs
- ☐ Include results for inactive PSLOs
- ☐ Include results for inactive CSLOs

Summary Table Number Format: Users can choose to see the summary table in either percentages or numbers.

Detail Table Number Format: Users can choose to see the detail table number in either percentages or numbers.

Example of a Summary Table using percentages below:

Summary

Statistic	Percent of Courses	Courses
Courses in the Department	17	ACCT102, ACCT105, ACCT106, ACCT109, ACCT112, ACCT114, ACCT120, ACCT130, ACCT140, ACCT150, ACCT160, ACCT170, ACCT317, ACCT318, ACCT327, ACCTGE101, asdqwe
Courses with CSLOs	94.12%	ACCT102, ACCT105, ACCT106, ACCT109, ACCT112, ACCT114, ACCT120, ACCT130, ACCT140, ACCT150, ACCT160, ACCT170, ACCT317, ACCT318, ACCT327, ACCTGE101

Show Inactive: By selecting any of these check boxes, faculty can include any data that is linked to inactive SLOs. This is helpful when a faculty member is trying to view data for previous terms.

Show results for	☑ Assessments	☐ Action Plans	☐ RFIs
	☑ with Scores	☐ with Responses	☐ with Responses
Show SLOs	☑ CSLOs	☑ Mapped PSLOs	☑ Mapped ISLOs

Show Results for: Users can decide if they would like to incorporate Assessments, Action Plans, and RFIs with their correlating Scores/Responses by simply checking the boxes next to each terminology.

Show SLOs: Users can opt to incorporate CSLOs, PSLOs (that have been mapped), and ISLOs (that have been mapped) by simply checking the checkbox next to each option.

⌃ Show distributions for **Assessments** (Courses, Sections)

	Courses	Sections
Assessments	✔	✔
Action Plans		
RFIs		

Output format	● PDF ○ XLS ○ DOCX ○ HTML
Link duration	1 ⌄ Hours 0 ⌄ Days Link duration configures how long the URL in the report notification email will work after the report is generated.
	☐ Make this a Permanent Link

Show Distributions for: This table is fed from the selections of Assessments, Action Plans, and RFIs from the previous section.   The user can then determine if they wish to see Assessment, Action Plan, and RFI data against Courses or Sections by simply checking and unchecking the boxes.

Output format: A user can only select one. This determines the type of format the user wishes to view the data in.

Link duration: When a report is generated, there is a link sent to the user's email address.   This duration sets how long the link is active for.

SLO Performance - By Division, Course, CSLO

This SLO performance report provides student counts for mastery levels of CSLOs and is broken down by term.

Report Title	SLO Performance - By Division, Course, CSLO
Report File Name	prefix dpeters-slo-bydivision-bycourse-bycslo suffix
	Customize file name
Report Folder	Document Repository Home

Report Title: Users can rename the report Titles if they wish, but not always necessary.

Report File Name: Reports can be renamed so that if the individual chooses to save the report

for future use, they are able to find the report easily.

Report Folder: If the user chooses to save reports, they have the capability to allocate which folder a report file belongs to.

Select By	Terms
Terms Cycles	Spring 2021 ▼
	☑ Exclude terms with No Data

Show Catalog Courses or Contexts	⦿ Course ◯ Context
Course Group	▲▼

Select By: Coordinators can choose to view the data based on a Strategic Initiative Cycle instead of terms by selecting the "Cycle" button.

Show Catalog Courses or Contexts: Faculty can be a part of assessment creation for instructional courses as well as non-instructional courses (contexts). This radio button determines if the faculty member would like to pull information from a course (instructional area) or a context (non-instructional area).

Course Group: If the college chooses to use Course Groups for Assessment, the Coordinator can find the Course Groups in the Department from this drop down menu.

Include N/A Scores	☑ Include results for N/A scores

Show Inactive	☐ Include results for inactive Courses/Contexts
	☐ Include results for inactive CSLOs

Include N/A Scores: By checking this box, the user is opting in to include scores of N/A. N/A scores will only show if N/A was included in the Assessment rubric

Show Inactive: By selecting any of these check boxes, faculty can include any data that is linked to inactive SLOs. This is helpful when a faculty member is trying to view data for previous terms.

Output format	⦿ PDF ○ XLS ○ DOCX ○ HTML ○ CSV
Link duration	`1 ⌄` Hours `0 ⌄` Days — Link duration configures how long the URL in the report notification email will work after the report is generated.
	☐ Make this a Permanent Link

Output format: A user can only select one. This determines the type of format the user wishes to view the data in. Note: CSV opens up the files in a readable data format in Excel or Numbers.

Link duration: When a report is generated, there is a link sent to the user's email address.   This duration sets how long the link is active for.

SLO Performance - ISLO/PSLO with Courses

This SLO performance report provides student counts for mastery levels of PSLOs and is broken down by term or Cycle.

Report Title	SLO Performance - ISLO/PSLO With Courses
Report File Name	prefix dpeters-slo-with-courses suffix
	Customize file name
Report Folder	Document Repository Home 📁

Report Title: Users can rename the report Titles if they wish, but not always necessary.

Report File Name: Reports can be renamed so that if the individual chooses to save the report for future use, they are able to find the report easily.

Report Folder: If the user chooses to save reports, they have the capability to allocate which

folder a report file belongs to.

Select By: Coordinators can choose to view the data based on a Strategic Initiative Cycle instead of terms by selecting the "Cycle" button.

Show Catalog Courses or Contexts: Faculty can be a part of assessment creation for instructional courses as well as non-instructional courses (contexts). This radio button determines if the faculty member would like to pull information from a course (instructional area) or a context (non-instructional area).

Course Group: If the college chooses to use Course Groups for Assessment, the Coordinator can find the Course Groups in the Department from this drop down menu.
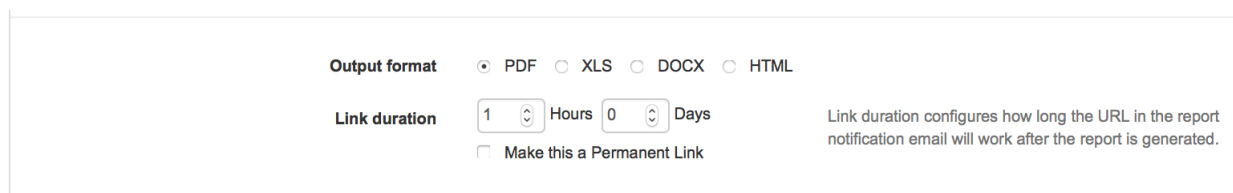

Select a Set of SLOs: This drop down menu will show all the different sets of SLOs linked to the department(s) the faculty has assessed in. For instance, if a Course Learning Outcome is mapped to an Institutional Learning Outcome or a Program Level Outcomes, then those set of SLOs will appear as an option to view the scores for.

SLO Category: When setting up a site, users can option to silo SLOs into categories either for ease of mapping or to help in describing a group of SLOs. By checking this box, the report will show the category an SLO is under.

Show Inactive   ☐ Include results for inactive Courses/Contexts

☐ Include results for inactive ISLOs

☐ Include results for inactive PSLOs

☐ Include results for inactive CSLOs

Show Inactive: By selecting any of these check boxes, users can include any data that is linked to inactive SLOs or inactive Courses/Contexts. This is helpful when a user is trying to view data for previous terms.
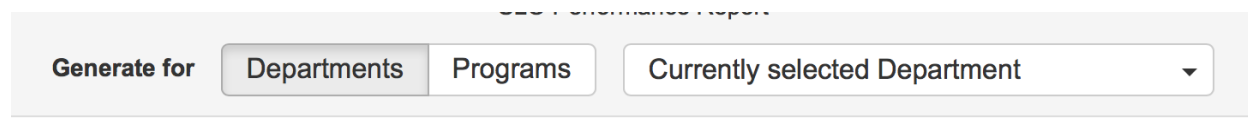
Output format	⦿ PDF ○ XLS ○ DOCX ○ HTML	
Link duration	1 ⌃⌄ Hours 0 ⌃⌄ Days	Link duration configures how long the URL in the report notification email will work after the report is generated.
	☐ Make this a Permanent Link	

Output format: A user can only select one. This determines the type of format the user wishes to view the data in.

Link duration: When a report is generated, there is a link sent to the user's email address.   This duration sets how long the link is active for.

SLO Performance Report

Generate for	Departments	Programs	Currently selected Department ▼

Departments vs. Programs: The user can obtain data from multiple departments or multiple programs for this report.   To do so, they would need to select Departments or Programs and select from the dropdown menu.

Report Title	SLO Performance Report

Report File Name	prefix	SLO Performance	suffix

Customize file name

Report Folder	Document Repository Home	📁

Report Title: Users can rename the report Titles if they wish, but not always necessary.

Report File Name: Reports can be renamed so that if the individual chooses to save the report for future use, they are able to find the report easily.

Report Folder: If the user chooses to save reports, they have the capability to allocate which folder a report file belongs to.

Select By	Terms
Terms Cycles	Spring 2021 ▾
	☑ Exclude terms with No Data

Show Catalog Courses or Contexts	⦿ Course ◯ Context
Course Group	▴▾

Select By: Coordinators can choose to view the data based on a Strategic Initiative Cycle instead of terms by selecting the "Cycle" button.

Show Catalog Courses or Contexts: Faculty can be a part of assessment creation for instructional courses as well as non-instructional courses (contexts). This radio button determines if the faculty member would like to pull information from a course (instructional area) or a context (non-instructional area).

Course Group: If the college chooses to use Course Groups for Assessment, the Coordinator can find the Course Groups in the Department from this drop down menu.

Select a Set of SLOs	All ISLOs	⇕

SLO Category	☐ Show by SLO Category

Select a Set of SLOs: This drop down menu will show all the different sets of SLOs linked to the department(s) the faculty has assessed in. For instance, if a Course Learning Outcome is mapped to an Institutional Learning Outcome or a Program Level Outcomes, then those set of SLOs will appear as an option to view the scores for.

SLO Category: When setting up a site, users can option to silo SLOs into categories either for ease of mapping or to help in describing a group of SLOs. By checking this box, the report will show the category an SLO is under.

Course Dimension	☐ Course Types	⦿ None
	☐ Course	◯ Section Attributes
		◯ Demographics

Dimension Order	⦿ SLO then Course Dimension	◯ Course then SLO Dimension

Course Dimension: For this report, users can elect to include data at the course level and for a Course Type. They can also include information for Section Attributes or Demographic data. When the user selects the radio button next to Section Attributes or Demographics, a drop down menu will appear to which the user can then select all the Attributes or all the Demographics that have been previously loaded into the system.

Dimension Order: This area enables the user to express how they would like the data to read on the file, either the SLO first or the Course Dimension.

Additional settings	☐ Include roster totals
	☐ Include N/A

Show Inactive	☐ Include results for inactive Courses/Contexts
	☐ Include results for inactive SLOs

Additional Settings: By checking either box in this section, the user can include roster totals as

a whole and/or N/A scores.

Show Inactive: By selecting any of these check boxes, users can include any data that is linked to inactive SLOs. This is helpful when a user is trying to view data for previous terms.

▲ Hide Format and Share options

Report explanation text   ☑ Include report explanation text

> The purpose of this report is to present the number and percent of assessment scores at each mastery level for each program or institution learning outcome for a given term(s) or assessment cycle(s) for a given department, program, or course group. You can also choose to show this information by course.

Output format   ⦿ PDF   ◯ XLS   ◯ DOCX   ◯ HTML   ◯ CSV

Link duration   [1 ⌄] Hours [0 ⌄] Days   Link duration configures how long the URL in the report notification email will work after the report is generated.
☐ Make this a Permanent Link

Output format: A user can only select one. This determines the type of format the user wishes to view the data in. Note: CSV opens up the files in a readable data format in Excel or Numbers.

Link duration: When a report is generated, there is a link sent to the user's email address.   This duration sets how long the link is active for.

SLO Presentation

The SLO Presentation report prints out all of the SLOs for a given department. Those SLOs can include ISLOs, PSLOs, and CSLOs. This report does not include any data in the report, but just simply reiterrates the SLOs as they are listed in the SLO Listing tab.

Report Title	SLO Presentation

Report File Name	prefix	dpeters-slo-presentation	suffix

Customize file name

Report Folder	Document Repository Home	📁

Report Title: Users can rename the report Titles if they wish, but not always necessary.

Report File Name: Reports can be renamed so that if the individual chooses to save the report for future use, they are able to find the report easily.

Report Folder: If the user chooses to save reports, they have the capability to allocate which folder a report file belongs to.

Departments	Accounting ▲

Include SLOs	☐ ISLOs	☐ PSLOs	☐ CSLOs

Departments: The user selects the department in which they would like to view the SLOs for.

Include SLOs: The user selects the SLOs that they would like to view in the report.

Show Inactive	☐ Include results for inactive Courses/Contexts
	☐ Include results for inactive ISLOs
	☐ Include results for inactive PSLOs
	☐ Include results for inactive CSLOs

Output format	⦿ PDF ◯ XLS ◯ DOCX ◯ HTML ◯ CSV
Link duration	1 ⭥ Hours 0 ⭥ Days Link duration configures how long the URL in the report notification email will work after the report is generated.
	☐ Make this a Permanent Link

Show Inactive: By selecting any of these check boxes, faculty can include any data that is linked to inactive SLOs. This is helpful when a faculty member is trying to view data for previous

terms.

Output format: A user can only select one. This determines the type of format the user wishes to view the data in. Note: CSV opens up the files in a readable data format in Excel or Numbers.

Link duration: When a report is generated, there is a link sent to the user's email address.   This duration sets how long the link is active for.