

# Pulling SLO Assessment Data for the Program Review Assessment Report

Faith Bradham, Assessment Committee Co-Chair | May 4, 2022

1. Access eLumen by going to [InsideBC](#), clicking on the Tools tab, and clicking on the eLumen option. To enter eLumen, you may have to set up two-factor authentication if you haven't logged in in a while.
2. Once you are inside eLumen, please ensure that your role is toggled to Assessment Member (see Image 1).
3. You will see two tabs underneath your name: Curriculum, and Reports. Click on **Reports**, then click on the report titled **SLO Performance - By Department, Course, CSLO** (see Image 1).

The screenshot shows the eLumen user interface. At the top left is the eLumen logo. Below it, the user is identified as Faith Bradham, an Assessment Member at Bakersfield College. Navigation links for Inbox, Account Settings, Support, and Log Out are visible. Two main tabs are shown: Curriculum and Reports, with Reports highlighted by a red box. Below the tabs are links for Available Reports and Document Library. A message prompts the user to select one of the following reports:

Report name	# in Library	Last run
Course Statistics and Evidence	0	
ISLO/PSLO Summary Map by Course/Context	1	11-22-2021 23:57:04
<b>SLO Performance - By Department, Course, CSLO</b>	31	10-04-2021 19:45:44
SLO Performance Report	1	09-03-2021 16:06:55
SLO Presentation	0	

Image 1

4. After clicking on the type of report you want, you see a screen with the options for creating your report. First, toggle the discipline menu to your discipline (see Image 2). If you need to pull data for more than one discipline (remembering that the Assessment Table asks you to list data from every course required in your program, even those outside your discipline), you can do so by checking off the boxes for each discipline you need.
5. Next, go to the Select by Terms section and choose the semesters whose data you are pulling. Since this report is for 2022-23 Program Review, you are reviewing the data from 2021-22. This means you should click on the following 3 options: **Spring 2022, Fall 2021, and Summer 2021** (see Image 2).

SLO Performance Report: By Division, Course, CSLO for **Library Science**

**Report Title** CSLO

**Report File Name** prefix faith.bradham@bakersfieldcollege.edu-slo-bydepart suffix

[Customize file name](#)

**Report Folder** Document Repository Home

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**Select By** **Terms**

Spring 2022, Fall 2021, Summer 2021

Exclude terms with No Data

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**Show Catalog Courses or Contexts**  Course  Context

**Select a Course Group** All Courses

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

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

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**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

Image 2

- Now you are ready to hit Generate Report! Once you do so, you will be taken to a screen that will show you the report. Sometimes you will have to wait a minute for the report to complete. Once it is complete, you will see it show up in bold, and you will have the option to download it to your computer (see Image 3). And that's it! You did it!

Document Repository Home

Show 25 entries

← Previous 1 2 Next →

	File Name	Owner	Type	Last Modification	Division/Department	Term(s) Selected	Report Status
<input type="checkbox"/>	Workflow	System	Folder	04-11-2017 16:36:22			
<input checked="" type="checkbox"/>	<b>Library Science - faith.bradham@bakersfieldcollege.edu-slo-bydepartment-bycourse-bycslo - 05_04_2022 22_16_12.pdf</b> <a href="#">New</a>	You	<b>SLO Performance - By Department, Course, CSLO</b>	<b>05-04-2022 22:16:08</b>	Library Science	Fall 2021, Summer 2021, Spring 2022	Completed

Image 3