Pulling SLO Assessment Data for the Program Review Assessment Report

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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).

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).

Image 2

6. 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!

Image 3