SLO Committee – Running Reports for Assessments

Preparing a “Participation Report” –This report will tell you which faculty have completed their assessments.

1. Log into elumen
2. Change your role to “Department Coordinator”
3. Click on “Reports” tab
4. Click on “Available Reports” tab
5. Click on “Faculty Participation Report”
6. Choose the Term(s) (2017 Fall is the most current)
7. Choose the check boxes that apply to the information you want (This may take some trial and error)
8. Click “Generate Report”
9. The report will be queued up in your ‘Document Library’
10. When the report is complete (it will indicate under report status column), click the check box next to the report and click the ‘Download’ icon.
11. Open the pdf file created (lower left corner) and save to your Z drive (if desired)