Preparing the “SLO Performance Report” – This report will give you the results of the assessments for all courses you select.

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 “SLO Performance – By Division, Course, CSLO”
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)