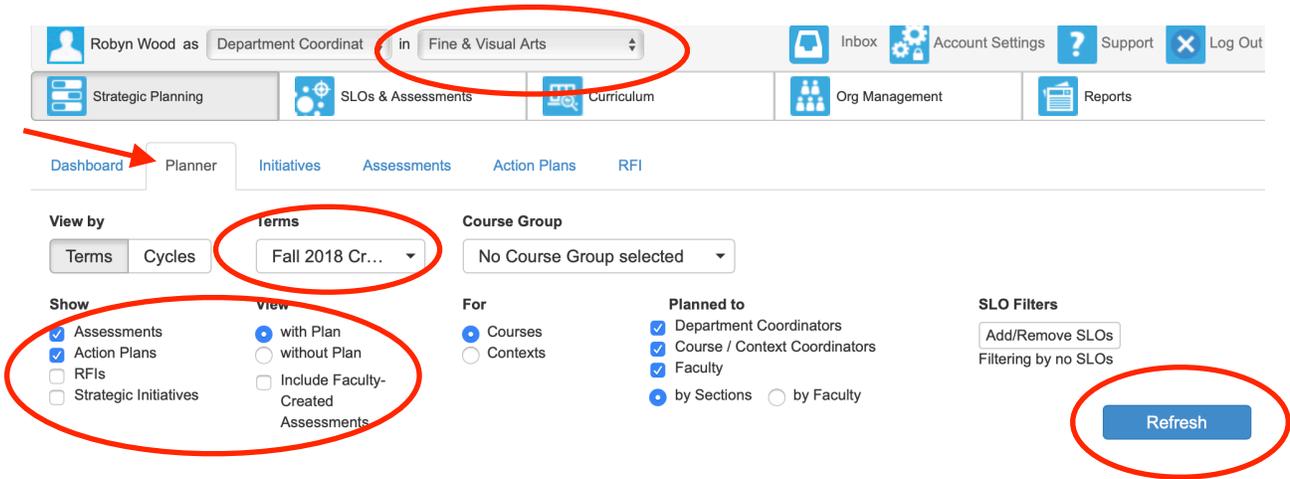
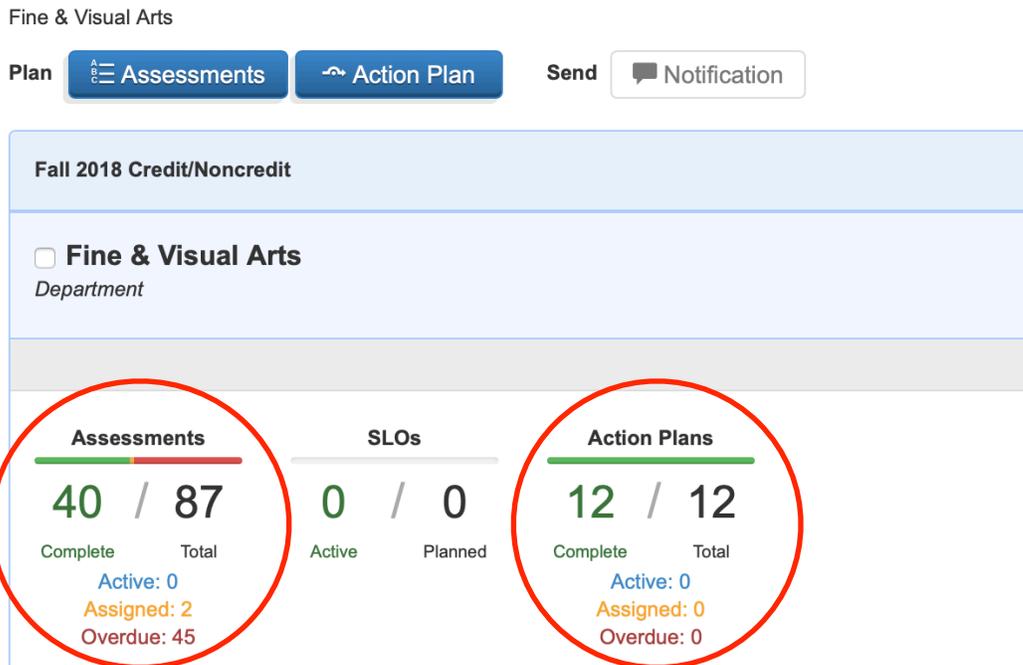


# SLOAC GUIDE: How to check progress on which courses have completed assessments and action plans

1. Log into eLUMEN and go to your Department Coordinator role and one of your departments. You will need to switch the department drop down menu to see the results per department.
2. Click on the strategic Planning tab
3. Look down on the next row and click on the planner tab
4. Unclick RFI's and Strategic Initiatives and faculty created assessments.
5. Change the date to the fall 2018 (so we can look at last semester results) then refresh.



6. Scroll down the page to see the assessments and action plans window.
7. You will see how many assessments and action plans were completed by the green number to the left
7. Click on either the assessments or action plan name to see a new screen with the courses listed.



8. Here you can see which courses completed either an assessment or action plan.

Fine & Visual Arts / Fine & Visual Arts Course List

Plan Assessments Action Plan Send Notification

**Fall 2018 Credit/Noncredit**

**ARCH100 - History of Architecture I**  
*Course*  
**Robyn Wood**  
*Coordinators*

Assessments		SLOs		Action Plans	
0	0	0	0	0	0
Complete	Total	Active	Planned	Complete	Total
Active: 0		Active: 0		Active: 0	
Assigned: 0		Assigned: 0		Assigned: 0	
Overdue: 0		Overdue: 0		Overdue: 0	

This is helpful information at the end of the semester to help us check and update the assessment plans. If a course(s) was scheduled to be assessed and was not, we will have a record of it and can communicate with the department.