Program Coordinators, welcome to the new eLumen. The new upgrade to eLumen has changed the way some of the data was kept in the system. Unfortunately, we have noticed that some courses and programs have duplicate SLOs or SLOs that may not belong to a certain course. We need you to assist by reviewing your CSLOs and PSLOs.

In the long run this will make our reports cleaner and easier to view.

To review SLOs:
Log into the eLumen site at [https://oxnard.elumenapp.com/oxnard/](https://oxnard.elumenapp.com/oxnard/).

1. Make sure the Program Coordinator role is selected in the top left hand corner box.
2. Make sure that the correct program is selected in the box in the top right hand corner.
3. Click on SLOs and Assessments next to Initiatives.

4. To choose CSLOs or PSLOs click the appropriate choice in the SLO listing tab.

Review the CSLOs and PSLOs for all courses and programs in your department. If all SLOs look correct email the ISS team at OCISS@vcccd.edu. Congratulations! You are done with this task 😊. The ISS team will send you instructions for adding SLOs and reviewing assessments. Should the SLOs be duplicated, or located in the wrong category, please follow the steps below.
Duplicate CSLOs or PSLOs
Courses or programs with duplicate SLOs need to have the second SLO deactivated so that it will not be used in the future. Note: Do not remove the SLO by clicking Remove. (Past data may be attached to it)

Deactivating duplicate CSLOs:

1. Check the box next to the second duplicated SLO.
2. Click on the Activate/Deactivate button.

The deactivated SLO will appear in italics. Continue deactivating all duplicate SLOs in the same manner.

If all active SLOs look correct email the ISS team at OCISS@vcccd.edu. Congratulations! You are done with this task 😊. The ISS team will send you instructions for adding SLOs and reviewing assessments.

Should there be CSLOs or PSLOs in the wrong place (category) follow the steps below.

SLOs in the wrong category
Examples of SLOS in the wrong category include: CSLOs designated as PSLOs, PSLOs designated as CSLOs, CSLOs or PSLOs just plain located in the wrong place (category).

1. Is this a PSLO /CSLO needs to be moved to another category – CSLO/PSLO?
   a. Yes – Email the ISS team with the CSLO/PSLO current location and where the CSLO belongs (we will contact elumen to move the CSLO/PSLO)
   b. No – the SLO doesn’t belong anywhere – Continue to step 2.
2. Check the box next to the misplaced SLO.
3. Click on the Activate/Deactivate button.

The deactivated SLO will appear in italics.

Review the CSLOs and PSLOs for all courses and programs in your department. If all SLOs look correct email the ISS team at OCISS@vcccd.edu. Congratulations! You are done with this task 😊. The ISS team will send you instructions for adding SLOs and reviewing assessments.