

## eLumen Quick Guide – Student Success

**What:** Creating a Roster for a Setting

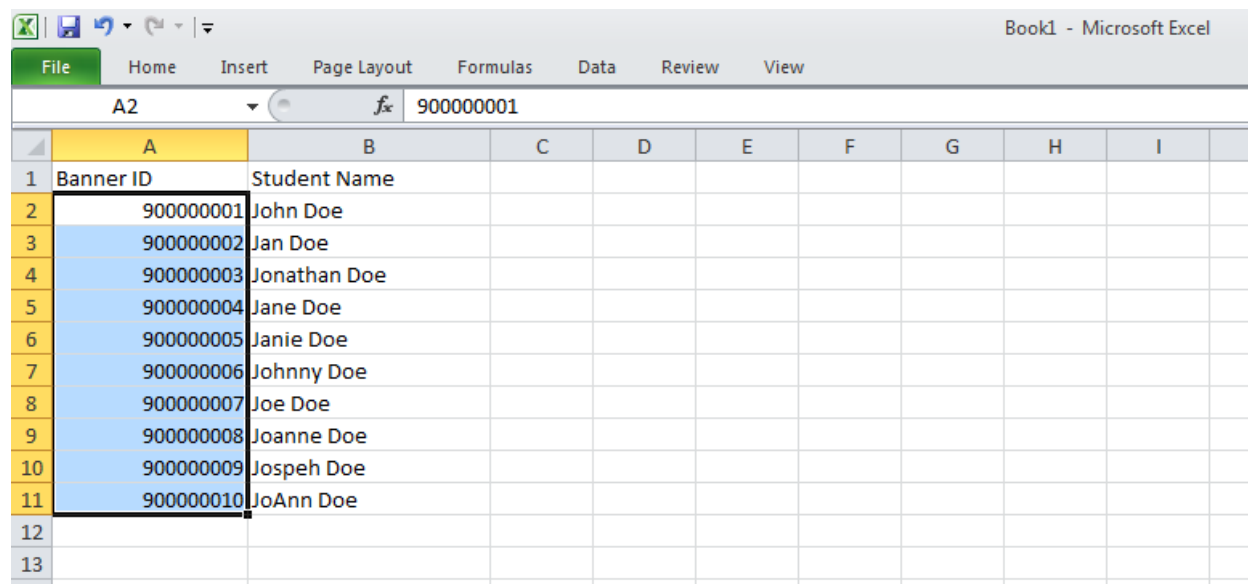
**eLumen Role:** Department Coordinator

Login to eLumen at <https://alamo.elumenapp.com/elumen/>

To upload the roster into eLumen, you should begin by entering all the banner IDs and names of students who attended the Setting in an Excel spreadsheet. eLumen can recognize a list of any size. (Must be Excel for the eLumen software to recognize it).

### **\*\* SPECIAL NOTE \*\***


Not all settings will have a roster to enter into eLumen. In these cases, go directly to guide on How to Creating an Assessment for Scoring.



The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Microsoft Excel". The spreadsheet has a header row with columns labeled A through I. The first row (row 1) has "Banner ID" in column A and "Student Name" in column B. The following rows (rows 2 through 11) contain student information. The Banner IDs are 900000001 through 900000010, and the Student Names are John Doe, Jan Doe, Jonathan Doe, Jane Doe, Janie Doe, Johnny Doe, Joe Doe, Joanne Doe, Jospeh Doe, and JoAnn Doe. The formula bar at the top shows "A2" and "900000001".

	A	B	C	D	E	F	G	H	I
1	Banner ID	Student Name							
2	900000001	John Doe							
3	900000002	Jan Doe							
4	900000003	Jonathan Doe							
5	900000004	Jane Doe							
6	900000005	Janie Doe							
7	900000006	Johnny Doe							
8	900000007	Joe Doe							
9	900000008	Joanne Doe							
10	900000009	Jospeh Doe							
11	900000010	JoAnn Doe							
12									
13									





1. Select the correct Term
2. Be sure you are in the correct Context.
3. To add a roster, click on the Import Roster Tab in the correct Setting line.

**Sandbox - NonAcademic - Learning Assessment** 









*Jolinda Ramsey, Julie Razuri*

**Campus**

**Type**  **Include Inactive**  **Course Group**  **Terms**

**2** → **ADV 100 - Walk-In Advising**     [Edit Context](#)

*Context Coordinator(s): <unassigned> Add Context Coordinator*

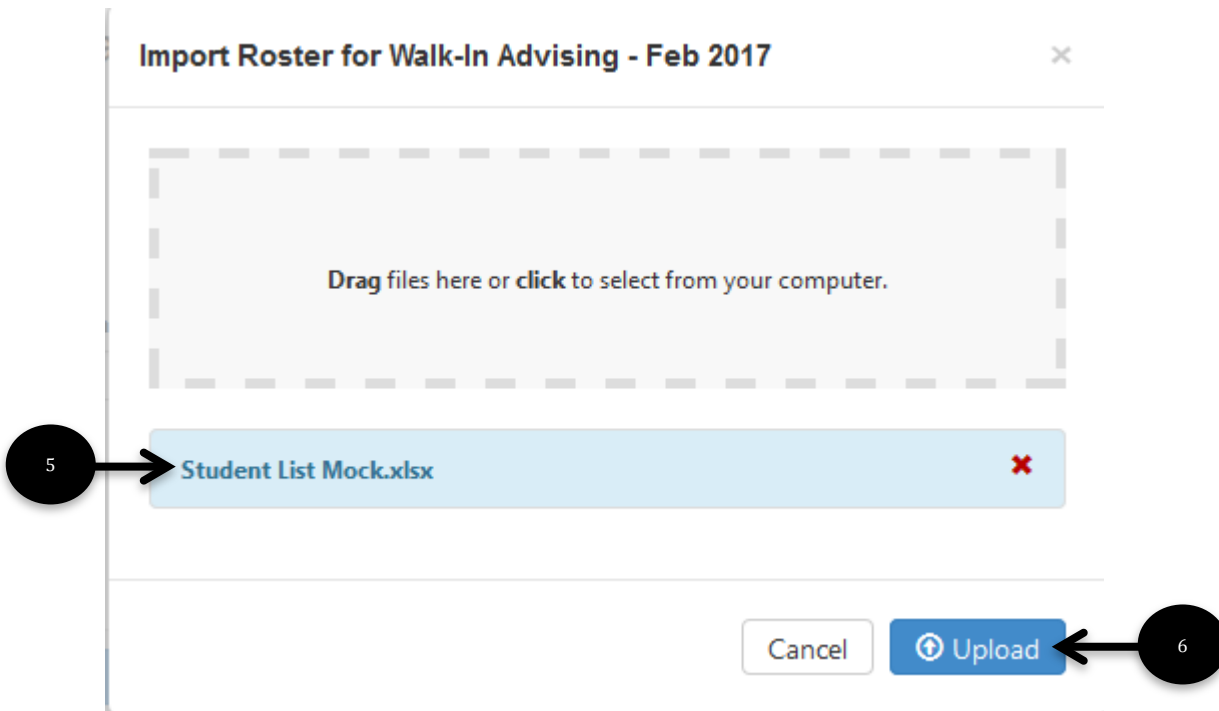
Setting	Attribute	Evaluators	Campus	Import Roster
Feb 2017	No attributes assigned.	Jennifer Alvizo	San Antonio College	   
Jan 2017	No attributes assigned.	Jennifer Alvizo	San Antonio College	   

4. To upload the file, click the file and drag it inside the dashed box or click inside the dashed box to locate it the file from your computer.

**Import Roster for Walk-In Advising - Feb 2017** ×

**4** → **Drag files here or click to select from your computer.**

5. Verify that the correct file has been selected. If this is not the correct file, click the red X and go back a step.
6. Click Upload



- Click the letter of the column with the banner IDs (it will not highlight)
- Click Align Selected Column (it will now highlight)
- Click Import Roster

#### Importing Roster from Excel worksheet

Context: Walk-In Advising

Setting: Feb 2017

Please select the columns from your excel file that contain the Student ID.

Student ID:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Banner ID	Student ...															
2	900000001	John Doe															
3	900000002	Jan Doe															
4	900000003	Jonatha...															
5	900000004	Jane Doe															
6	900000005	Janie Doe															
7	900000006	Johnny ...															
8	900000007	Joe Doe															
9	900000008	Joanne ...															
10	900000009	Jospeh ...															
11	900000010	JoAnn D...															

- Confirm that this is the correct roster for the correct Setting
- Click Save

Importing Roster from Excel worksheet

Context: Walk-In Advising

Setting: Feb 2017

Are you sure you want to use this roster as the new roster for Feb 2017?

New Roster		
Student ID	Last Name	Name
901036841	James	Emma
901200444	Long	Michayla
901048499	Mccoy	Dillon
901218111	Rubac	Abby
901045187	Sonnier	Tyshee

You will receive a confirmation that the Import of Roster has been completed.

## 12. Click Go Back to Courses and Contexts Screen

The screenshot shows the top navigation bar of the elumen system. The elumen logo is on the left. The user is identified as Julie Razuri, a Department Coordinator in the Sandbox - NonAcademic - Learn environment. Navigation options include Strategic Planning, SLOs & Assessments, Org Management, and Reports. A secondary navigation bar contains Profile, Organization, Courses & Contexts Groups, Student Groups, and Committees.

### Importing Scores from Excel Worksheet

Context: Walk-In Advising

Setting: Feb 2017

#### Import Completed

5 students have been successfully imported.

[Go Back to Courses and Contexts Screen](#)

12