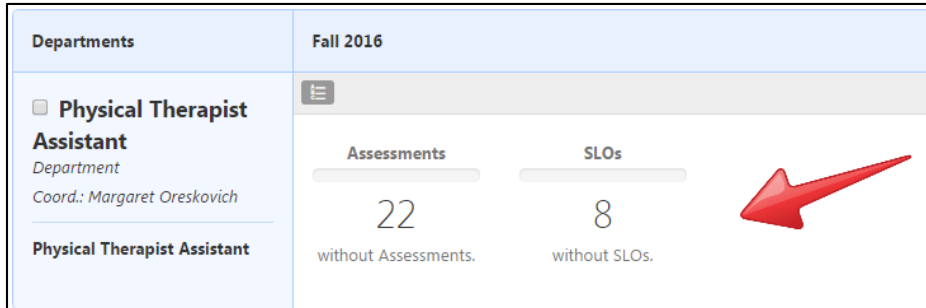


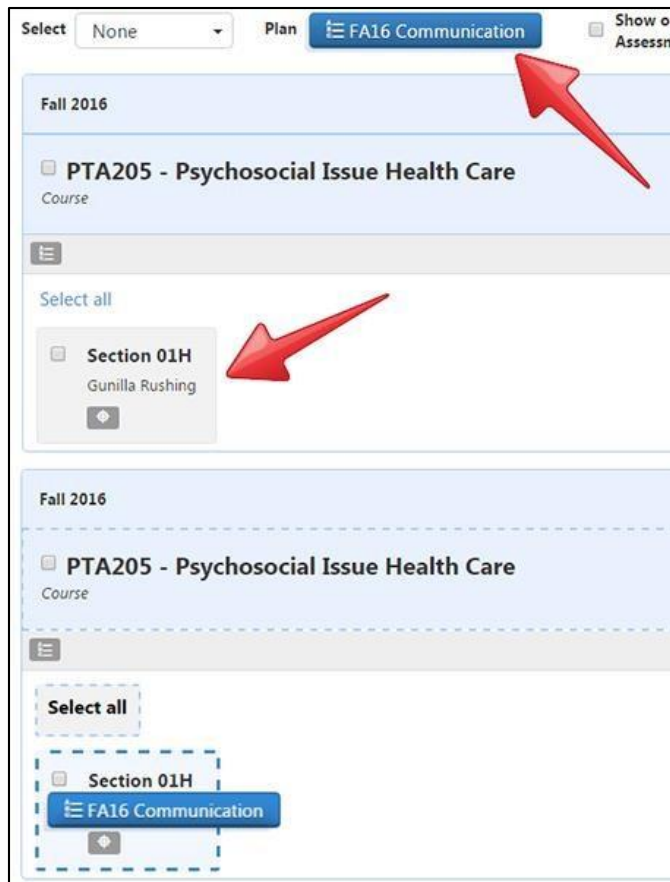
## Distributing PSLO Rubrics for Program-Level Assessment in eLumen

1. Make sure you have the Department Coordinator "role" and the correct "department" selected from the drop-down menus at the very top.
2. From the Strategic Planning menu, select the "Assessments" tab.
3. Select the "Show Filters" option at the top right and then select all options under the center column for PSLOs (Core PSLO, the PSLO Category—if any are defined, and select all PSLOs)
4. Scroll down to select the rubric you wish to distribute (ISLO rubrics will also be listed). Once selected, click either the "Plan" button or the "Edit Plan" button that appears at the top of the list of rubrics.
5. Change the "View" filters from "with Plan" to "without Plan" and click the blue "Refresh" button at the right.
6. Drill down into the course listings by clicking inside the white box that lists the number of Assessments and SLOs:



The screenshot shows a sidebar on the left with the department "Physical Therapist Assistant" selected. The main area displays "Fall 2016" with two columns: "Assessments" showing 22 (with a sub-note "without Assessments.") and "SLOs" showing 8 (with a sub-note "without SLOs."). A red arrow points to the "SLOs" column.

7. Continue clicking inside the white boxes for the desired program and course (PTA 205) until you reach the list of current sections offered.
8. Select the course section(s) to which you wish to distribute the rubric and drag the blue bar for the rubric down into those sections.



The screenshot shows a course listing for "PTA205 - Psychosocial Issue Health Care" under "Fall 2016". A "Plan" button labeled "FA16 Communication" is visible at the top. A red arrow points to this button. Below the course name, a "Select all" button is shown. Underneath, a section titled "Section 01H" by "Gunilla Rushing" is listed. A red arrow points to this section. At the bottom, the same section is shown again, but with the "FA16 Communication" rubric bar dragged into it, as indicated by a dashed blue box and another red arrow.

If already selected, uncheck the notifications options and click next. Once you click "Confirm," you're all set! Repeat these steps for all courses and sections that will be assessed this semester.