



Connecting What's Possible

eLumen and Moorpark College Implementation Kick-Off Meeting

Tuesday, March 31, 2020, 1pm PST

Oleg Bespalov, Moorpark College

Rachel Beetz, Moorpark College

Kim Watters, Moorpark College

Rocio Avina Cervantes, Moorpark College

Yvonne Reid, Customer Success Manager, eLumen, Inc.

Outcomes for Today's Meeting

- ❑ Questions
- ❑ Review technical implementation process.
- ❑ Designate point people.
- ❑ Review the tables of the data load.
- ❑ Identify authentication options.
- ❑ Compare integration options.
- ❑ Determine timeline for data load steps.
- ❑ Smart Sheet - Keep us on Track
- ❑ Discovery document

eLumen Implementation

SLO/A + Strategic Initiative

Leading with Assessment



Designate Point People

- Data Load File Preparation - Rachel Beetz, Kim Watters, Rocio Avina Cervantes
- Data Load File Upload - Rachel Beetz
- Authentication – ?
- LMS Integration -?

Implementation Data Load Process

Implementation Data Load Steps

1. eLumen creates site – **In process**
2. CSM add Key Users to Test and Production sites - Yvonne
3. Load or create Organizations, and Persons, Calendar (Academic Terms – minimum 3 Terms).
4. Load Courses.
5. Load Enrollment Information.
6. Load optional tables.

About Files

Choice to create files (**Moorpark College's Choice**)

1. Use eLumen-provided CSV Templates and XML Assistant Settings File
2. Create your own Access or CSV files for XML Assistant.
3. Create your own XML file.

Step 1: eLumen creates site – IN PROCESS

We immediately need:

- Preferred URL prefix [CollegeName].elumenapp.com
- College Name: Moorpark College
- Key Users (Data Loaders/Data Steward) Login Information –
First & Last Name, Login Id, Tech ID, email address:
Kim Watters, Rocio Avina Cervantes, Rachel Beetz

Tables for Step 2

Urgently required:

- **ORG**
- **PERSON**
- **CALENDAR**

Options:

- Extract from SIS w/ typical Data Load process
- Manually create
- eLumen simplified Data Load CSV templates – **Moorpark College's choice**

When can this be completed?

Step 3: Initial Course Import (CA)

- Initial Course Import California = CSV with selection of 30 fields from the **COURSE OFFERINGS** table.
- Full Initial Course Import - will provide template
- Load all Active courses from Curriculum.

curriculumId	subjectCode	courseNumber	nameLong	orgOwnerID
00000772	CS	101	Introduction to Computer Science	000030
00000873	MATH	100	Introduction to Mathematics	000133

Who will complete this?

When can this be completed?

Tables for Step 4

- PERSON (1)
- Organization Structure (2)
 - ORG ENTITIES
- ACADEMIC TERMS/CALENDAR) (3)
- INITIAL COURSE IMPORT (CALIFORNIA) (4)
- Courses & Course Groups
 - COURSE OFFERINGS (5)
 - FACULTY ASSIGNMENT (6)
 - STUDENT ENROLLMENT (7)
- DEMOGRAPHICS (8) load with Student Enrollments

*Tables are in Caps

Options:

- Extract from SIS w/ typical Data Load process
- eLumen simplified Data Load CSV templates or create own XML – Moorpark College's choice

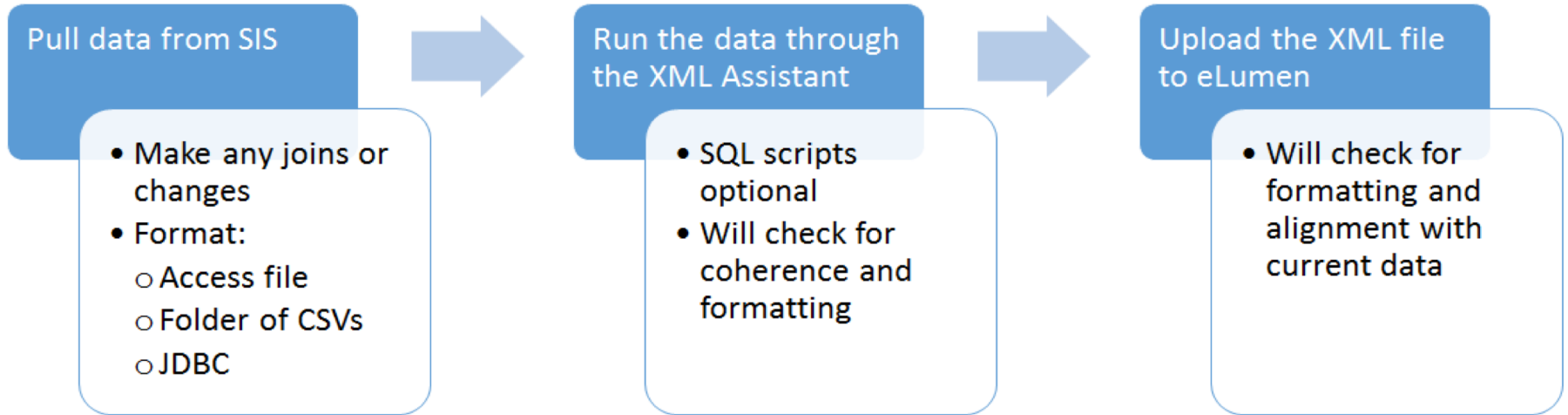
When can this be completed?

How the Data Load Works

Loading Data

- Steps 2, 4, and 5 use eLumen's Data Load
 - Accepts formatted XML (**Moorpark College's Choice**)
 - Create your own XML
 - Use eLumen's XML Assistant –
- Step 3 uses eLumen's Initial Course Import CA
 - Accepts CSV

eLumen Data Load 3 Stage Process



Ongoing Maintenance

- Data Load:
 - New Courses creation and updating
 - Offerings (sections)
 - Faculty Assignments
 - Enrollments
 - Demographic Data, Categories, Elements (load with Enrollments)

How Often will We Load?

- Minimum one load per term
 - After Census Date and
 - After Drop Date or 2 weeks before Academic Term ends
- Other possibilities
 - Other registration deadlines
 - Opening of Registration
 - Drop with a “W” date
 - Weekly?
 - Daily?
- Negotiate with Business side

Data Load

Tables & Fields

Organization Entity Table

The Departments/Divisions/Programs/Areas/Units.

Create in Step 2 (manually or data load).

Load lower org in Step 4, 5, and ongoing for referential integrity.

DEPT_ID	SHORT_DESC	LONG_DESC	CAMPUS_ID	ORGTYPE	PARENTORGID
000030	Welding	The Welding Department		Program	000010
000010	Career and Technical Education			Department	
000020	AutoTech	Automotive Technology		Program	000010

Can create new organizations.

Can move lower level org into another higher level org.

Person Table

Load all students, faculty, staff, and administrators.
Load in Step 2, 4, 5 and ongoing.

techId	lName	fName	mName	loginId	email_addr	isStudnt	isFaculty	gender
20384801	Doe	John		johnd	jdoe@mymail.edu	Y	N	Male
20384802	Doe	Jane	Mae	janed	janed@mymail.edu	N	Y	Female
20384803	Doe	Sigfried		sigfd	sdoe@mymail.edu	Y	Y	Male
20384804	Doe	Marcy		marcyd	mdoe@mymail.edu	N	Y	Female



Calendar Table (Academic Terms)

Create the Academic Terms.

Load a few years of future terms (at least 3 Terms).

yearTerm	name	ds	startDt	endDt
20163	Fall 2016	Fall 2016	20160829	20161221
20171	Spring 2017	Spring 2017	20170201	20170530

Load in Step 2, 4, 5, and ongoing.

Required for referential integrity

Creates new academic terms.

Course Offerings Table

Lists the Sections/Offerings and indirectly the Courses.
Load in Step 4 and 5.

curriculumId	subjectCode	courseNumber	nameLong	description	orgOwnerID	courseId	YearTerm	section	status	couTypeID	campusId
00000772	CS	101	Introduction to Computer Science		000030	000001	20063	01	O		010
00000772	CS	101	Introduction to Computer Science		000030	000002	20063	02	O		010

Student Enrollment Table

Assigns students to their sections and drops students.

yearTerm	courseId	techId	dropDt	courseGrade	courseCompletion
20063	000001	03		A	A
20063	000002	04	20140921		W

Load in Step 4 and 5.

Faculty Assignment Table

Assigns faculty to sections they teach, also assigns the Faculty

yearTerm	courseId	techId
20063	000001	01
20063	000002	02

Load in Step 4 and 5.

Demographic Data - 3 Tables (Recommended)

Load in Step 5

Demographic Categories Table

Create demographic categories/fields/variables.

name	elementType	cardinality	seq	version
Gender	string	1	1	
Ethnicity	string	*	2	

Demographic Elements Tables

Designate the allowable values for each Demographic Category.

category	elementSeq	value
Gender	1	Male
Gender	2	Female

Demographic Data Table

Assign students their value for each Demographic Category.

techId	demographicCategory	demographicData
20384801	Gender	Male
20384802	Gender	Female

Demographics must be associated with a student on first load into a section in order for demographics to be visible in reports.

Optional Tables

Section Attributes - 2 Tables (Optional)

Load in Step 5

Section Attributes Table

Create the list of Section Attributes.

A section can be assigned more than one attribute:

secAttrID	name	ds
A01	Face-to-face	
A02	Online	
A03	Hybrid	Taught online and face-to-face

Load in Step 5.

Attribute Assignment Table

Assign section attributes to sections.

secAttrId	yearTerm	courseId
A01	20143	105
A02	20143	105
A03	20143	102

Load in Step 5.

Authentication and Integration

Authentication Options

- eLumen Internal Authentication
- Active Directory
- CAS
- LDAP
- Shibboleth/SAML

Integration Options

- Supported LMS
 - **Canvas** (LTI, Send Scores to LMS, Sync all SLOs as Rubrics)
LIVE Event (coming in 2020)
- LMS Requirements
 - TechID, Login, or Email in eLumen **must match** to either SIS ID, Login or Email in LMS
- EMSI – Workforce Data

Note: **IT Does not need to be involved**

Keeping Us On Track

Keeping us on Track

- Smartsheet
- Implementation Dashboard Link
- Weekly Meetings

[Client] eLumen Implementation Dashboard

Tasks +/- 7 Days					
Health	Task	% Complete	Start	Finish	Assigned To
●	Approve all workflows.		03/12/19	04/16/19	Curriculum Specialist

Go Live

06/28/19
Goal

06/14/19
Actual

●
Health

114.25d
Actual Duration

104.25d
Expected Duration

Client logo

CSM: Yvonne Reid
yvonne@elumenconnect.com



Overdue Tasks							
Health	Tasks	Assigned To	Expected Duration	Start	Finish	% Complete	Status
●	Step 2: Load or manually create organizations, academic terms, and key users		1d	02/12/19	02/19/19		
●	Step 11: Co-Curricular Discussion Meeting		9.125d	02/01/19	02/14/19		
●	Co-Curricular Discussion Meeting Day and Time:	CSM	1h	02/01/19	02/01/19		On Hold
●	Client Directions:		9d	02/01/19	02/14/19		
●	Determine the Co-Curricular Setup Needs.	Data Steward	1d	02/01/19	02/04/19		On Hold
●	Define assessment model for Co-Curricular areas.	Data Steward	1d	02/01/19	02/04/19		On Hold
●	Create Co-Curricular Organizations.	Data Steward	1d	02/04/19	02/05/19		On Hold
●	Create Co-Curricular Contexts.	Data Steward	2d	02/05/19	02/07/19		On Hold
●	Add Co-Curricular SLOs.	Data Steward	5d	02/07/19	02/14/19		On Hold
●	Add Co-Curricular Settings for the current term.	Data Steward	3d	02/07/19	02/12/19		On Hold
●	Assign Co-Curricular roles.	Data Steward	1d	02/07/19	02/08/19		On Hold
●	Define Co-Curricular assessment needs.	Data Steward	1d	02/01/19	02/04/19		On Hold

Quick Links

- Tasks, Guides, Templates
- Discovery Document
- Production Site
- Test Site

Key Contacts

Client Assessment Contact

SLO Coordinator Name
Email
Phone

Client Curriculum Contact

Curriculum Specialist Name
Email
Phone

Project Manager or Executive Leader

Administrator Name
Email
Phone

Phase I

Phase I Task Health: 1 Due < 3 Days

Phase II

Phase II Task Health: 33% On Schedule, 24% Due < 3 Days, 43% Overdue

Phase III

Phase III Task Health: 95% On Schedule, 5% Due < 3 Days

Onboarding Schedule

Start: 01/07/19
Implementation Complete: 06/14/19
Phase I Start: 01/07/19
Phase I Finish: 02/21/19
Phase II Start: 01/15/19
Phase II Finish: 05/29/19
Phase III Start: 01/15/19
Phase III Finish: 06/14/19

Next Steps

- Kim and Rocio – Data Analysts will begin creating the first file to send to Yvonne for review prior to converting to XML Assistant and loading into eLumen: Org file.
- Yvonne – email meeting presentations to Oleg (3/24/2020 and 3/31/2020).
- Yvonne – email Discovery Document to Oleg.
- Yvonne – email Moorpark College's Test and Production sites once created by eLumen to Oleg and staff. Add Key Users to Test and Production site (Oleg Bespalov, Rachel Beetz, Kim Watters, Rocio Avina Cervantes).
- Next meeting: Data Steward SLOs & Assessment Implementation Training, 04.07.2020 @ 1pm.



Questions



Connecting What's Possible

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