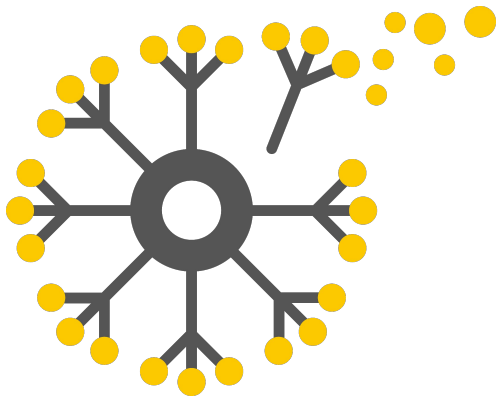




IceBreaker:

**In the chat - let
us know from
which
institution you
are joining us!**



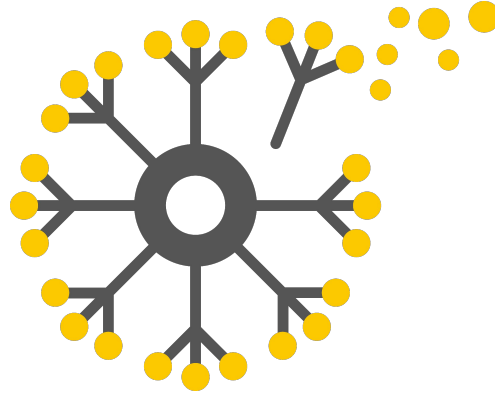
Insights Lunch 'N' Learn:

Introducing Course Central
Erin Kennedy

January 2026

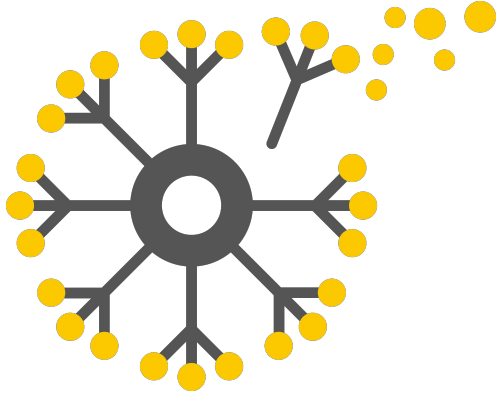
Agenda

- Welcome to Course Central
- Course Coordinator Role
- Bulk Management of Users and Roles
- Management of Course Review Cycles
- Reflection Templates
- Sharing Reflections & Action Items
- Flexible Assessment Inputs
- Full Demo



Common Question We Hear:

- Why is Course Reflection so manual/private?
- Why does assessment data live in one place and review somewhere else?
- Why is closing the loop so hard to document?



**Course Central
doesn't replace
Insights — it
extends it into
the faculty
experience.**

Course Central



What is it?

- A new faculty dashboard experience
- A shared workspace for course review & reflection
- A guided workflow connecting RESULTS → REFLECTION → ACTION



Courses

63 : Current View

⚙ : Planned Assignment



Courses



Dashboard



Outcomes



Mapping



Plan



Setup



21768 ENGL 239 F Survey of Children's Literatur

ENGL239F

Winter/Spring 2026

[Assignments](#)

14178 ENGL 251 F Intro to Native American Lit

ENGL251F

Fall 2025

[Assignments](#)

10160 ENGL 239 F Survey of Children's Literatur

ENGL239F

Fall 2025

Details for: 21768 ENGL 239 F Survey of Children's Literatur

Learning Outcome Results

ENGL Outcome Quality: 11% | Un

Disclaimer [i](#)



No longitudinal results found for ENGL CLOs

LO Type

☐ ILO ☐ PLO ☒ CLO

Results Type

☒ Achieved Mastery %

☐ Score Average %

Display Results For

☒ Learning Outcomes ☐ Standards

☐ Dept: English Results ☒ Course: ENGL239F Results

Academic Years

Terms



My Courses

63 : Current View



My Courses



Dashboard



Course Central



Mapping



Plan



Setup



Signout

Payroll Accounting

ACCT130 |
Fall 2025

[Assignments](#)

Finalize Results

Composition and Reading!

ENG110 |
Spring 2024

[Assignments](#)

Finalize Results

Introduction to Psychopharmacology

PSY210 |
Spring 2024

[Assignments](#)

Finalize Results

Details for: Payroll Accounting

Course Coordinators: None

Current Cycle Period: No review in progress

Learning Outcome Results

ACCT Outcome Quality: 10% | Unapproved Outcomes: 54

Disclaimer [i](#)



No longitudinal results found for ACCT CLOs

LO Type

☐ ILO ☐ PLO ☒ CLO

Results Type

☒ Achieved Mastery %

☐ Score Average %

Display Results For

☒ Learning Outcomes ☐ Standards

☐ Dept: Accounting Results ☒ Course: ACCT130 Results

Course Levels

Academic Years

Terms

Apply

Approved Outcomes

Unapproved Outcomes

Reflections

Actions



Courses

Dashboard

Outcomes

Mapping

Plan

Setup

Signout

Outcomes

Review Learning Outcomes

Course Filters

Organizational Structure

Department (194 Unapproved Outcomes)

Course Levels

Programs

Course Group

Course Filter

> Additional Outcome Filters

> Learning Outcome Results

ACCT Outcome Quality: 10% | Unapproved Outcomes: 0

Clear

Apply

Bulk CLO Upload

Quality Check

Set All as Private

Approve All

ACCT100F 1

ACCT100F: 21652 ACCT 100 F Small Business Account



My Courses

Dashboard

Course Central

Mapping

Plan

Setup

Signout

My Courses

63 : Current View

Payroll Accounting
ACCT130 |
Fall 2025

Finalize Results

Assignments

>

Composition and Reading!
ENG110 |
Spring 2024

Finalize Results

Assignments

>

Introduction to Psychopharmacology
PSY210 |
Spring 2024

Finalize Results

Assignments

>

Details for: Payroll Accounting

Course Coordinators: None

Current Cycle Period: No review in progress

Learning Outcome Results

ACCT Outcome Quality: 10% | Unapproved Outcomes: 54

Disclaimer



No longitudinal results found for ACCT CLOs

LO Type

☐ ILO ☐ PLO ☒ CLO

Results Type

☒ Achieved Mastery %

☐ Score Average %

Display Results For

☒ Learning Outcomes ☐ Standards

☐ Dept: Accounting Results ☒ Course: ACCT130 Results

Course Levels

Academic Years

Terms

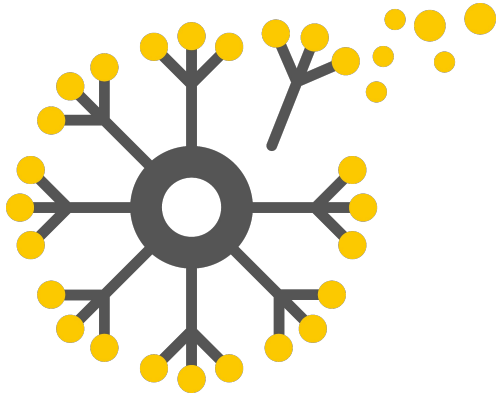
Apply

Approved Outcomes

Unapproved Outcomes

Reflections

Actions



**This role helps
distribute
workload and
creates
ownership at
the course
level.**

New Role! Course Coordinator:



What is it?

- **Oversee multiple courses**
- **Share responsibilities beyond one coordinator**

Course Central includes a dedicated Course Coordinator role that helps distribute instructional workload and support a structured course review process.

Manage Barbara Marcacci's Settings

Role

Course Coordinator

Departments

Computer Science X English X

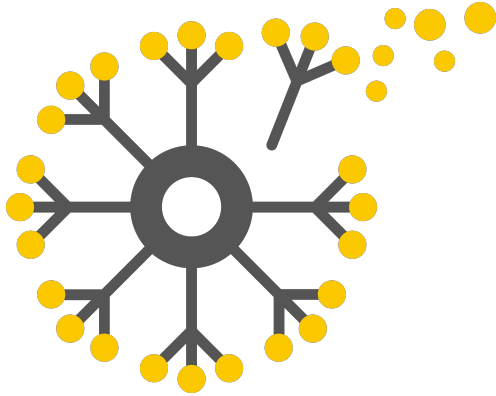
Coordinated Courses

CS347

ENG181

Additional Notes

- Course Coordinator role and courses within that role can be assigned by users with the Program Coordinator or Assessment Coordinator roles.
- Users may be assigned to multiple courses.
- Assessment Coordinators can assign Program Coordinators to courses as a Course Coordinator.



**This is a quiet
win — less
setup, less
cleanup.**

Bulk User & Role Management



What is it?

Administrative efficiency:

- Easier bulk updates
- Cleaner term-to-term transitions

How do I manage User Setup?

Setup

Users & Roles

Users

Data Interpretation

- Status
- Taxonomy
- Course Code Pattern
- Term Management

Institutional Organization

- Program Types
- Organizational Structure

Curriculum Map

- ILOs
- PLOs
- Attainment Levels

Assessment

- Mastery Levels & Rating Scales
- Cycles & Goals
- Assignment Types
- Plan Templates
- Reflection Templates

Results Interpretation

- Upload Demographics

Total Users: 233

Role

Departments

First Name	Last Name	Username	Role	Settings
Lucas	Abbott	LAbbott@insightdemo.edu	Program Coordinator	
Garrett	Abou-Zeid	garrett_abou-zeid@elumen.info	Assessment Coordinator	
Gerardo	Aguiar	gerardo_aguiar@elumen.info	Assessment Coordinator	
Gary	Aguiar	GAguiar@insightdemo.edu	Program Coordinator	
Olivia	Alberts	olivia_alberts@elumen.info	Assessment Coordinator	
Blake	Altep	BAltep@insightdemo.edu	Program Coordinator	
Jerry	Anderson	jerry@elumen.info	Assessment Coordinator	
Lauren	Anderson	LAnderson@insightdemo.edu	Program Coordinator	
Roberta	Anderson	RAnderson@insightdemo.edu	Program Coordinator	
David	Andrews	DAndrews@insightdemo.edu	Program Coordinator	
Kavin	Arnold	KArnold@insightdemo.edu	Program Coordinator	
Coleen	Arney	CArney@insightdemo.edu	Faculty	
Richard	Atkinson	RAtkinson@insightdemo.edu	Assessment Coordinator	
Jeremy	Bailey	JBailey@insightdemo.edu	Faculty	
Victoria	Baker	VBaker@insightdemo.edu	Faculty	

Upgraded Program Coordinator User

Management Permissions:

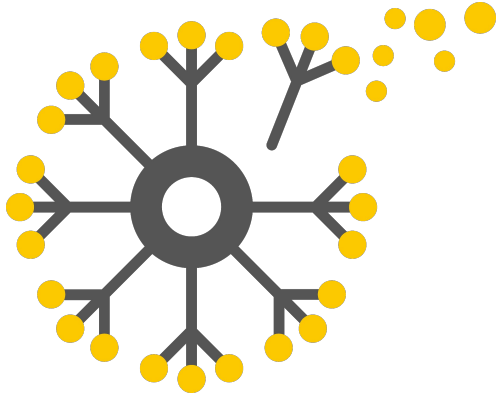
Program Coordinators have access to user management tools with limited permissions. They can manage users who have the **Faculty** or **Course Coordinator** role **only within the department or departments to which they are assigned.**

Example

A Program Coordinator assigned to the **English Department** can:

- Change a user's role from **Faculty** to **Course Coordinator**, *only if the user is assigned to the English Department*
- Change a user's role from **Course Coordinator** to **Faculty**, *only if the user is assigned to the English Department*
- Assign courses to the **Course Coordinator** role, *only if the courses belong to the English Department (This applies to all Coordinator roles with courses in the English Department).*

Program Coordinators cannot manage users or courses outside of their assigned departments.



**This is visibility and
structure — not
micromanagement!**

Managing Course Review Cycles:



Coordinators can now:

- Define course review cycles
- Track progress across courses
- See assessment completion status at a glance

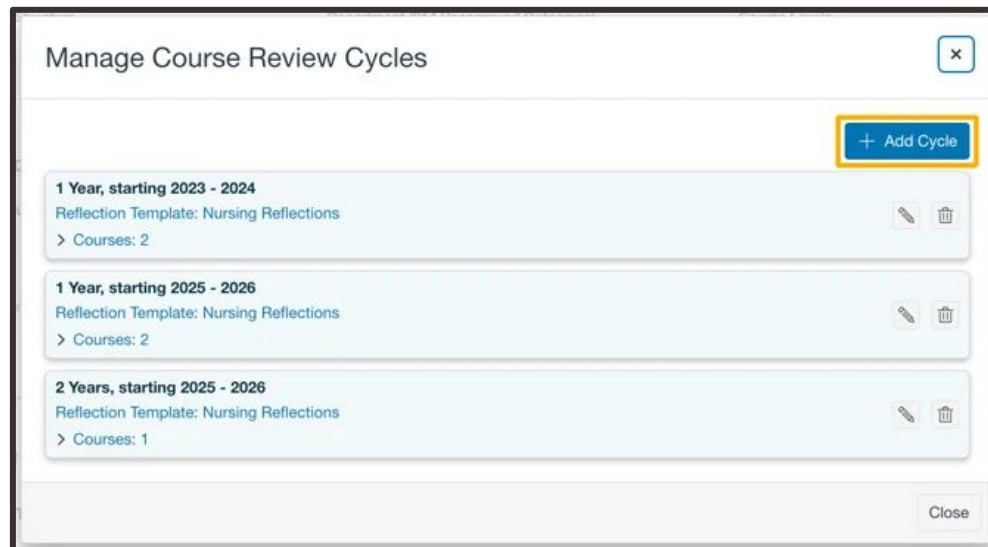
Course Review Cycles

Course Review Cycles define when a course review begins, how long it remains active, and which reflection template is used during that period.

****Before a Course Coordinator can conduct a course review, an Assessment Coordinator (AC) or Program Coordinator (PC) must first configure a Course Review Cycle for the course.****

Who Can Configure Course Review Cycles:

- Assessment Coordinators can configure review cycles for all courses.
- Program Coordinators can configure review cycles only for courses within the departments they manage.



Review Cycle Visibility

Once a course has an associated review cycle:

ENG110 1 ENG110: Composition and Reading ▾ Review Cycle: 2 Years, starting 2024 - 2025 Blueprint 5 Unapproved Outcomes

ENG110: Composition and Reading Upload Outcomes

- > ENG110 - CLO1: Analyze and interpret various forms of written works to enhance critical thinking and writing skills. Unapproved
- > ENG110 - CLO2: Analyze and criticize various forms of texts in effective written communication. Unapproved

- The Review Cycle will appear on the course outcomes on the **Course Central** page.

My Courses

63 : Current View

Payroll Finalize Results

Accounting ACCT130 | Fall 2025

Assignments >

Composition and Reading! Finalize Results

ENG110 | Spring 2024

Assignments >

Details for: Composition and Reading!

Course Coordinators: None

Cycle Period: 2024 - 2025 - 2025 - 2026

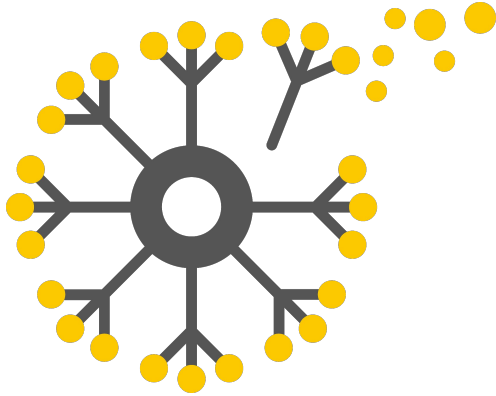
Learning Outcome Results ENG Outcome Quality: 19% | Unapproved Outcomes: 11

Disclaimer

Mastery Results over time for ENG

Semester	Cohort 1 (2021-2022)	Cohort 2 (2022-2023)	Cohort 3 (2023-2024)	Cohort 4 (2024-2025)
Fall 2021	100%	100%	100%	100%
Fall 2022	100%	100%	100%	100%
Spring 2023	100%	100%	100%	100%
Summer 2024	100%	100%	100%	100%

- The Review Cycle will also appear on the Course Details on the **Faculty Dashboard**.



**This ensures
consistency
while still
allowing
authentic
faculty voice.**

Reflection Templates



What is it?

**Standardized, flexible reflection
prompts**

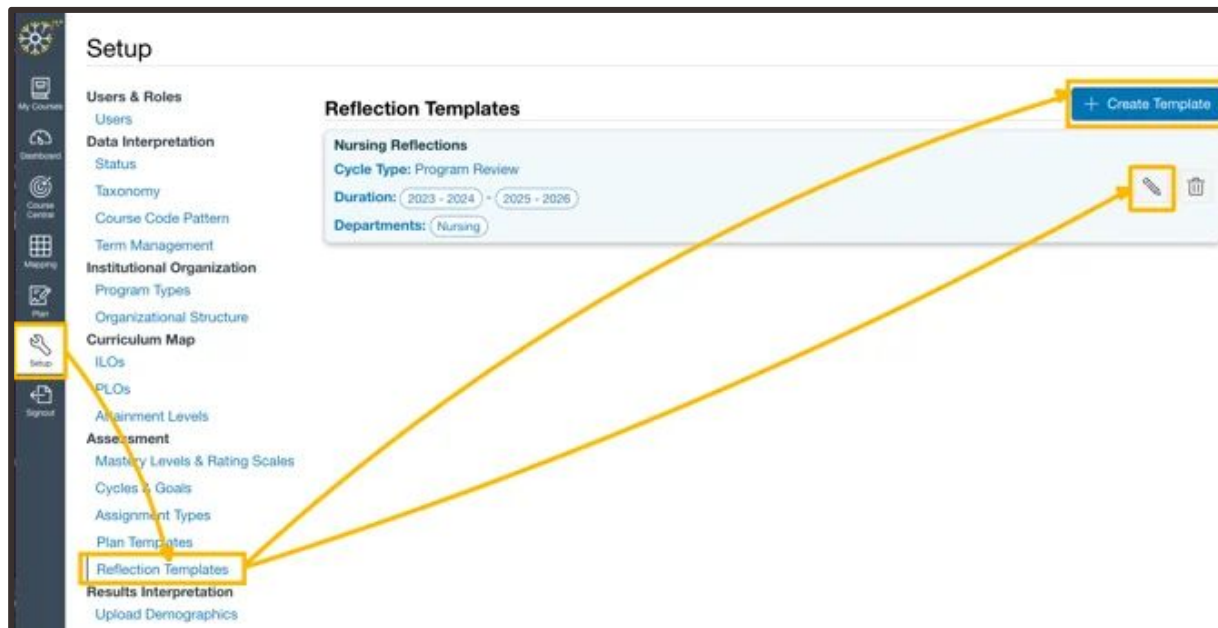
- Created once
- Used consistently
- Aligned to accreditation language

How do I create and manage Reflection Templates?

Rather than presenting faculty with an empty text box, templates allow institutions to define clear questions and guidance aligned with assessment goals.

Who Can Manage Reflection Templates

Only users with the *Assessment Coordinator (AC)* or *Program Coordinator (PC)* role can create or modify Reflection Templates.



When creating a Reflection Template, you must configure the following required fields:

- **Template Name** – A descriptive name for internal identification.
- **Cycle Type** - Assign the type of Cycle this template will be associated with.
- **Duration** – Select a start year and end year.
- **Departments** – Assign one or more departments to the template.

Then you can add questions to the template.

Create Template

Template Name	Cycle Type
English Course Reflections	Institutional Assessment
Start Year	End Year
2024 - 2025	2025 - 2026
Departments	
English	

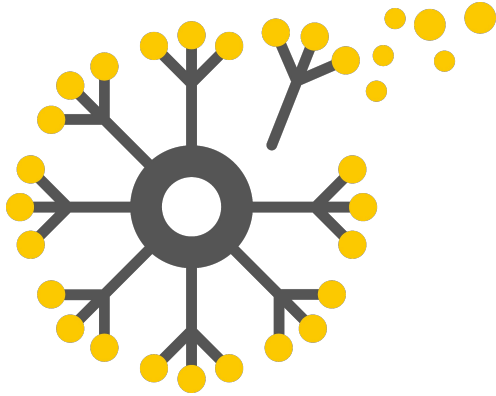
+ Add Question

Question

What changes (if any) would you make to the current learning objectives for this course?

Additional Instructions (optional)

Please provide any **specific changes** you recommend making to the current Learning Objectives. Provide **justification** for those changes.



**Highlight
collaboration
and
transparency —
reflections
aren't siloed
anymore.**

Faculty Reflections and Action Items



Faculty can:

- **Submit reflections**
- **Propose action items**
- **Share insights across sections**

How do I add Reflections & Actions to my Course Review?

During a Course Review, users with the Course Coordinator role can compile, revise, and summarize faculty reflections and actions submitted over the review cycle period. This process helps consolidate faculty input into a clear, actionable course-level review.

Existing Reflections

Authors

Benita Jackson

Benita Jackson
01/07/2026, 06:00 PM



Did students have the prerequisite knowledge and skills upon beginning the course?

If no, please elaborate on what was missing. | Some students missing training on

Were there any challenges bridging theory and practice?

None

What were your key observations and successes?

Students did well on reflections, especially in peer groups.

Did students have any challenges mastering the curriculum?

Some challenges with development of critical thinking skills.

> Reflection Version History

Existing Actions

Authors

Benita Jackson

01/07/2026, 06:10 PM

Add a session at the writing center at the start of the course to ensure st

Benita Jackson

01/07/2026, 06:00 PM

Need to add some additional instruction on professional writing and cita

Action Type

No change needed

Course Material

Assessment Design

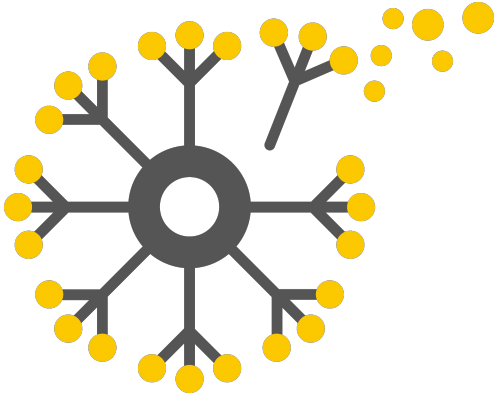
Teaching and Instruction

Curriculum Change

Review Data

Test

Test



**Assessment
flexibility is
now built in.**

Flexible Score Inputs



What is it?

Faculty choose how results are submitted:

- Learning Mastery Gradebook
- Signature assignment
- Uploaded results: Third-party systems

Insights Ingestion & Score Finalization

Real-Time Ingestion (Immediate & Dynamic)



Insights ingests Canvas assessment data in near real time. Upon ingestion, Insights:



Immediately aggregates results into longitudinal outcome mastery



Automatically calculates indirect outcomes (ILOs and PLOs) using the Curriculum Map



While useful for immediacy, this approach can result in:



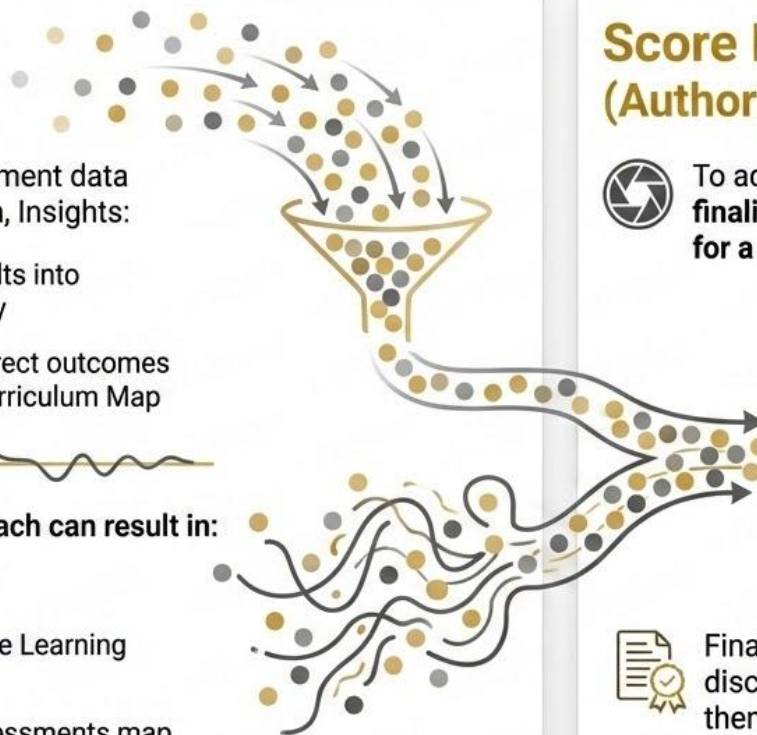
Frequently changing scores



Discrepancies between Canvas, the Learning Mastery Gradebook, and Insights



High variability when multiple assessments map to the same outcome



Score Finalization (Authoritative & Fixed)



To address this, Insights NOW supports **finalizing assessment results for a Section** (Canvas course).



Finalization captures outcomes at a discrete moment in time and treats them as authoritative for reporting.

How do I finalize scores at the end of the semester?

Insights now supports score finalization, offering faculty and coordinators a clear, reliable way to “lock in” assessment data at a chosen moment in time. The workflow also gives faculty a clear sense of when their part of the process is complete.

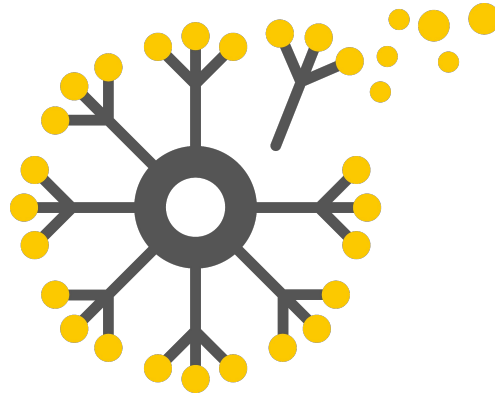
The screenshot displays the NURS365 course interface. On the left is a dark sidebar with a logo at the top, followed by 'My Courses' and 'Signout' links. The main content area is titled 'NURS365' and features a progress bar with four steps: 1. Method of Finalization (active), 2. Reflections, 3. Actions, and 4. Review & Finalize. Below the progress bar, the 'Method of Finalization' section contains three options: 'Canvas Assignment' (with a document and pencil icon), 'Learning Mastery Gradebook' (with a document and checkmark icon), and 'Upload Scores' (with a cloud and upload arrow icon). To the right of these options is a blue information box containing the following text:

Select a Method of Finalization for your course's outcome results.

You may do one of the following: select the results for a single assignment, import bulk Learning Mastery Gradebook scores from Canvas, or upload CLO results from a file (ILO and PLO result import not currently supported).

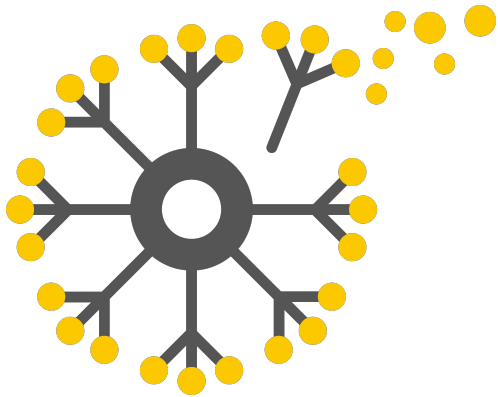
i Finalized results will be included in your official course data aggregates and appear on Insights graphs. Note that finalization is a one-time activity. You may reattempt finalization if it fails, but once finalized, you cannot finalize alternate or additional assignments in your course.

Reflections and Actions created during finalization will be added to your course's current set of reflections and actions. Published reflections will be reviewable by your course coordinator.



End to End Workflow: How it all fits together

1. Scores collected
2. Faculty reflect
3. Action items documented
4. Course Coordinator reviews
5. Cycle closes



**LET'S SEE A
DEMO!**

Ticketing through HubSpot



HubSpot ticketing can be found on the same page as our Knowledge Base - it is the preferred method of keeping track of requests, issues, and lapses in functionality so we can swiftly aid in its resolution and follow up as needed.

Questions?

Contact Erin

Already graduated? That's ok! I am still your CSM and still here to support you throughout your time with Insights.

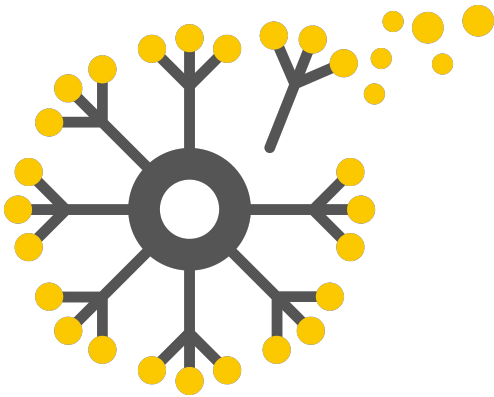


erin@elumen.info



support.elumenconnect.com/insights

Until Next Time...



**Please reach out to
Erin directly with
any feedback!**