eLumen Quick Guide – Student Success
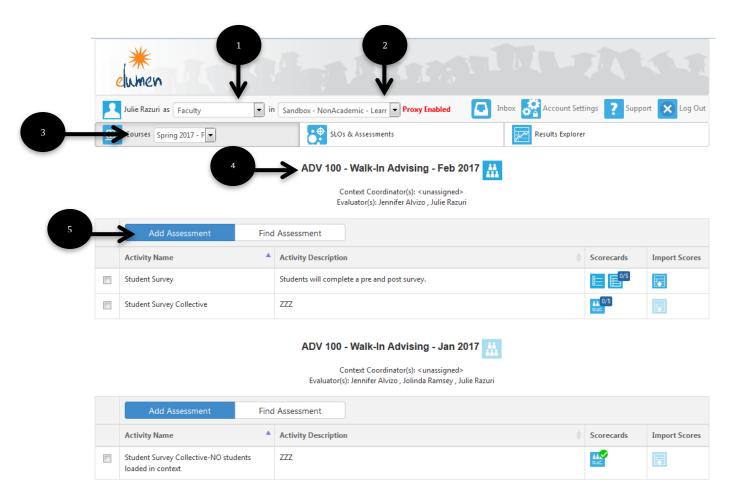
What: Creating an Assessment for Scoring
eLumen Role: Faculty
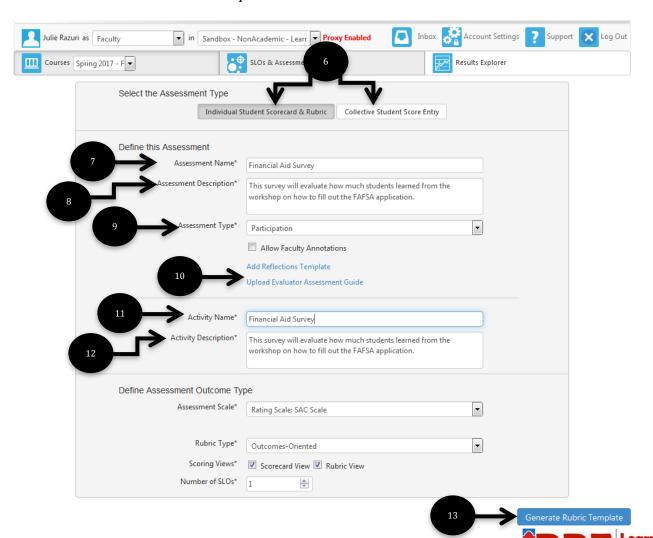
Login to eLumen at https://alamo.elumenapp.com/elumen/

When in the role of Faculty, the below image is the home page view.

1. Click the drop down menu and select Faculty your role
2. Click the drop down menu to select the correct Department
3. Verify you are in the correct Term
4. Verify that you have all your Settings listed
5. Click Add Assessment to create a new assessment
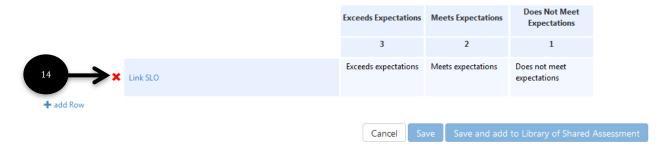   Click Find Assessment if an assessment was created already

6. Identify whether this assessment will rate the Individual Student Scorecard & Rubric (a roster has been uploaded) or if it will rate it by the Collective Student Score Entry (a roster has or has NOT been upload)
7. Type the Assessment Name. You can also include the semester and year used. Name/Initials can be used if multiple people are entering assessments in the eLumen system.
8. Include a short Assessment Description of what the assessment is measuring. You can also include the SLO in this step
9. Click the drop down button under Assessment Type to select the appropriate type. (surveys most probably will be Participation and collective score most probably will be Degree of Improvement)
10. Click Upload Evaluator Assessment Guide, drag guide in or click in the box to search for in on your computer then click Upload – this would be a copy what was given to the students, i.e. survey form, or printed reports to support collective results
11. Copy the information exactly from the Assessment Name to the Activity Name
12. Copy the information exactly from Assessment Description to the Activity Description
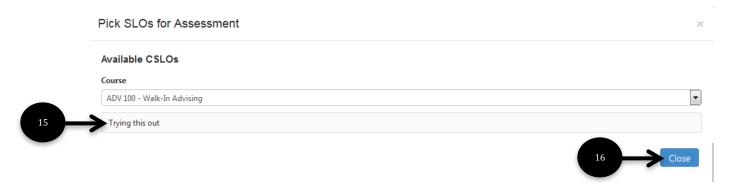13. Click Generate Rubric Template

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After Generating the Rubric Template the following graphic will appear at the bottom of the page.

   14. Click Link SLO

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
		3	2	1
✖	Link SLO	Exceeds expectations	Meets expectations	Does not meet expectations

+ add Row

Cancel Save Save and add to Library of Shared Assessment

   15. Click an SLO that applies to the assessment in the pop up window
   16. Click Close

Pick SLOs for Assessment   ✕

Available CSLOs

Course

ADV 100 - Walk-In Advising ▼

Trying this out

Close

   17. ** AS NEEDED ** If more than one SLO is to be linked, click Add Row and follow step
       14 – 17 until all SLOs are included
   18. Click Save and Add to Library of Shared Assessment

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
		3	2	1
✖	Trying this out	Exceeds expectations	Meets expectations	Does not meet expectations

+ add Row

Cancel Save Save and add to Library of Shared Assessment

iPPE | Learning Assessment

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