

# 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

The screenshot shows the eLumen interface for a Faculty user. Callout 1 points to the role dropdown menu (Faculty). Callout 2 points to the department dropdown menu (Sandbox - NonAcademic - Learn). Callout 3 points to the term dropdown menu (Spring 2017 - F). Callout 4 points to the course selection area (ADV 100 - Walk-In Advising - Feb 2017). Callout 5 points to the 'Add Assessment' button.

**ADV 100 - Walk-In Advising - Feb 2017**  
Context Coordinator(s): <unassigned>  
Evaluator(s): Jennifer Alvizo , Julie Razuri

Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> Student Survey	Students will complete a pre and post survey.	0/5	
<input type="checkbox"/> Student Survey Collective	ZZZ	0/5	

**ADV 100 - Walk-In Advising - Jan 2017**  
Context Coordinator(s): <unassigned>  
Evaluator(s): Jennifer Alvizo , Jolinda Ramsey , Julie Razuri

Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> Student Survey Collective-NO students loaded in context	ZZZ	0/5	

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

The screenshot shows the eLumen system interface. At the top, the user is identified as Julie Razuri as Faculty in the Sandbox - NonAcademic - Learn environment. The 'SLOs & Assessment' tab is selected, and a callout '6' points to it. Below the navigation bar, the 'Define this Assessment' form is displayed. The form is divided into three main sections:

- Select the Assessment Type:** Two buttons are visible: 'Individual Student Scorecard & Rubric' and 'Collective Student Score Entry'.
- Define this Assessment:**
  - Assessment Name\*:** 'Financial Aid Survey' (Callout 7)
  - Assessment Description\*:** 'This survey will evaluate how much students learned from the workshop on how to fill out the FAFSA application.' (Callout 8)
  - Assessment Type\*:** 'Participation' (Callout 9)
  - Allow Faculty Annotations
  - [Add Reflections Template](#)
  - [Upload Evaluator Assessment Guide](#) (Callout 10)
- Define Assessment Outcome Type:**
  - Activity Name\*:** 'Financial Aid Survey' (Callout 11)
  - Activity Description\*:** 'This survey will evaluate how much students learned from the workshop on how to fill out the FAFSA application.' (Callout 12)
  - Assessment Scale\*:** 'Rating Scale: SAC Scale'
  - Rubric Type\*:** 'Outcomes-Oriented'
  - Scoring Views\*:**  Scorecard View  Rubric View
  - Number of SLOs\*:** '1'

At the bottom right, a callout '13' points to the 'Generate Rubric Template' button.

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
Exceeds expectations	Meets expectations	Does not meet expectations

14 Link SLO

+ 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

15 Trying this out

16 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
Exceeds expectations	Meets expectations	Does not meet expectations

17 + add Row

18 Save and add to Library of Shared Assessment

Cancel Save Save and add to Library of Shared Assessment