Welcome to eLumen.

This handout contains information about Faculty Assessments using the Faculty main courses page in eLumen.

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CSLO: (Course level Student Learning Outcome):
A student learning outcome (SLO) is a skill that a student should know/understand and/or be able to demonstrate from taking the course. SLOs are specific to courses and programs. They are usually not changed for sections. Assessments are the way in which an instructor evaluates the student’s skill or ability of the SLO.

Assessment: In eLumen, an “assessment” is any activity that you use to rate the students’ level of achievement of one or more SLOs. For example: an essay, a test, a question on a test, a final exam, and/or a homework assignment are all considered “assessments” from this perspective.
Note that you may create as many assessments as you like in eLumen; you may measure more than one SLO within an assessment (for example, a final exam or research paper may measure all of your course’s SLOs); and you may measure an SLO in more than one assessment (for example, with a midterm and a final exam, or a first and second research paper).

Section Improvement Plan/Action plan :( Evaluation)
The Section Improvement Plan is the way that instructors evaluate the assessment process and the results. The section improvement plans are completed after scoring students. These plans are used by the program coordinators to create course improvement plans and program improvement plans used in the Program Review process. The section improvement plan is sometimes called an action plan when using eLumen.
Assessment in eLumen

Getting started: - Faculty Main Page

Once logged into eLumen instructors will see the faculty main page. Faculty can always get back to the faculty main page by clicking on the Courses Tab on the left of the screen. (Do not use the back button in the browser to go back to pages in eLumen.) Do use the tabs. Make sure the “Faculty role” is picked in the left hand corner of the screen.

Create an Assessment

1. Choose the correct term and then select the discipline tab at the top right of the screen.

2. Locate the course section within eLumen which you plan to work.

3. Click on “Add Assessment” in the Assessment Table.
Assessment fields: (each field needs to be filled in)

1. **Assessment** – This is the name of an assessment. For example “JAPN101A Communication Research Paper”.

2. **Assessment Description** – This is a description of the assessment.

3. **Activity Description (optional)** - The activity is specific to a section in a term. (If the Activity is left blank it will fill in the same information from the Assessment boxes)

4. **Assessment Type** – Pull down menu: Choose the option that best fits the assessment.

5. **Rubric Type** – An Outcomes-Oriented (pre filled out) assess using the SLO.

6. **Scoring Mode** – There are two scoring mode options. *Rubric and Scorecard are preferred when feasible*
   - Rubric and Scorecard (Direct) allow for the assessment of individual students. This is the Oxnard College recommended choice.
   - Collective Score Entry (Declared) allows for collective assessment at the section level. (i.e. Number of students that received 0s, 1s, 2s, 3s,)

7. **Assessment Scale and Number of SLOs** – Choose the appropriate scale. Recommended “5 items scale (OC 0-4)” for the rubric.

8. **Click on Generate Rubric Template** to begin designing the rubric for this assessment:

   ![Rubric Template](image)

   **Rubric Template**: Each row is an SLO & each column is a Performance Descriptor (Perf Ds).
   - Click the Link SLO hyperlink to select an SLO to assess.
Assessment in eLumen

Find the appropriate SLO using the drop down menus and then click on the SLO to assign it to the assessment.

Once the SLO is chosen performance descriptors should automatically populate the fields.

Save Options:

- Click Save for use in this section, this class only.
- Assessments that you would like to use in future sections of this class, or would like available for other instructors, should be saved to the Library of Shared Assessments by clicking on “Save and add to Library of Shared Assessment.”

Congratulations!

You have added an assessment to your course and/or library of shared assessments.

Elumen should automatically take you back to the faculty main page.

You can also navigate back to the faculty main page by clicking on the Courses tab. The assessment created is now available to score on the assessment table for the course section the assessment was created.

To add the assessment you just created to another section within the same course or add an assessment from the assessment library follow the directions for Adding an Assessment from the Assessment Library.
Adding an assessment from the Assessment Library.

The assessment library holds assessments that can be reused. To add an assessment from the library:

1. Click on **Find Assessment**

![Image of Find Assessment button](image1)

2. Click on the check box next to the assessment to be added and click **Add to Section**.

![Image of Add Assessment interface](image2)

Congratulations! You have added an assessment from the assessment library.

You will be taken back to the Faculty Main Page.
Assessment in eLumen

Scoring Assessments

Faculty should start on the faculty main screen: The main faculty screen in eLumen contains the courses and sections being taught for each semester.

To Score your students make sure that you are in the correct course and section on the faculty main page.

Rubric view and Scorecard view: To assess the students, click on the icon to the right of the assessment description. Most instructors will prefer to use Scorecard view.

- **Rubric View:** The rubric view shows the entire rubric for one student at a time.
- **Score Card View:** The scorecard view gives you a one page view of all your students and columns where their score can be recorded. (checked off)
- **Collective View** (not shown). The Collective view allows the instructor to input the total number of students for each score.

To score using the Rubric View,

To view the rubric or score an assessment one student at a time:

1. Click on the Rubric icon which is usually covered by a fraction indicating the number of students assessed out of those enrolled.

In rubric view: The current student is highlighted in the student table on the left and at the top of the rubric.
Assessment in eLumen

Each row shows the assessed SLOs. Each column shows the mastery levels and score levels. Each cell shows the performance descriptors.

1. To score the current student, click on the appropriate performance descriptor for each SLO.

2. When finished scoring a student, click the Save and Next button under the rubric table to move on to the next student.

3. When finished with all students, click the **Save and Continue to Action Plan** (Section Improvement Plan)

To go to Scorecard view from this screen: Click on the **Switch to Scorecard view** icon in the top right hand corner.

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**Scoring All Students using the Scorecard View**

To score a student assessment by assigning scores to all students in your roster in a single view, click the **Scorecard view** icon.

The **First column** on the left lists students. The **Second column** lists all assessed SLOs.
The Last columns list the available scores highest to lowest.

1. Click on the appropriate rubric value for each SLO in the right part of the table to assign a score to a student. (The scored box will be highlighted blue when checked)

2. When finished scoring all students, click the Save button to go back to the main screen or Save and Continue to Action Plan to continue to your section improvement plan.

Once all students are scored and saved, the assessment should have a green checkmark on the main faculty page where the fraction icon was sitting.

Congratulations! You have finished entering/scoring an assessment.
If this is your last assessment make sure to complete the five questions in the section improvement plan for each section of the course taught.