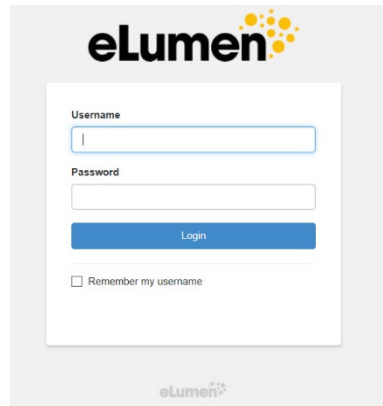
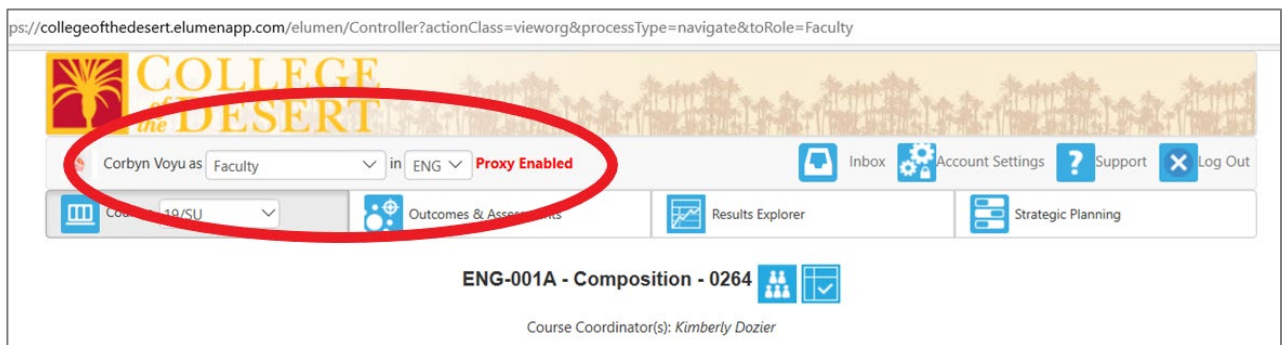


How to Create an Assessment in eLumen

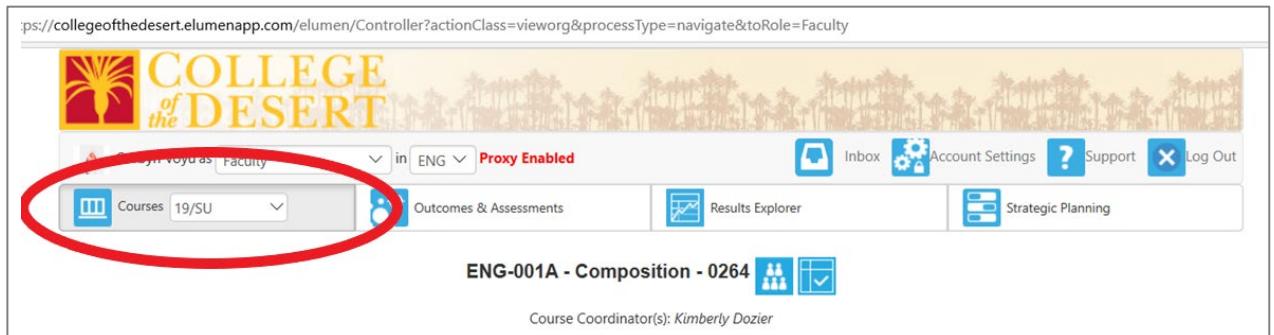
1. Log into [eLumen](https://collegeofthedesert.elumenapp.com) (collegeofthedesert.elumenapp.com) using your COD credentials.





2. Be sure your role at the top of the screen is set to “Faculty” in the appropriate department.



3. On the “Courses” button, select the term and year for the course you are assessing.



4. If you have a blue banner above your course, click "Find Assessment." This is your departmentally planned outcome for assessment.

ENG-001A - Composition - 1256  

Course Coordinator(s): Kimberly Dozier



Evaluator(s): Corbyn Voyu

You have 1 Outcome Planned for this Section Find Assessment

Add Assessment	<input type="text" value="Find Assessment"/>		
Activity Name	Activity Description	Scorecards	Import Scores
No Assessments found. Find or Add an Assessment			

If you do not have a blue banner, scroll to the course you are assessing and click the blue "Add Assessment" button. You can pick the SLO you'd like to assess.

Courses 19/SU Outcomes & Assessments Results Explorer Strategic Planning

ENG-001A - Composition - 0264  

Course Coordinator(s): Kimberly Dozier

Evaluator(s): Corbyn Voyu

Add Assessment	<input type="text" value="Find Assessment"/>		
Activity	Activity Description	Scorecards	Import Scores
No Assessments found. Find or Add an Assessment			

5. Fill out the assessment form:

The screenshot shows a web form titled "Select the Assessment Type" with two tabs: "Individual Student Scorecard & Rubric" (selected) and "Collective Student Score Entry". Below the tabs is a section "Define this Assessment" containing fields for "Assessment Name*", "Assessment Description*", and "Assessment Type*" (a dropdown menu). There are also checkboxes for "Make this assessment formative" (with a note: "(Formative assessments are solely for student evaluation and instructor reflection and have no impact on institutional reporting.)") and "Allow Faculty Annotations". A link "Add Reflections Template" is present, with a sub-section "Initial Assessment Reflection" containing a red 'X' icon and a link "Upload Evaluator Assessment Guide". Below this is a section for "Activity Name*" and "Activity Description*". The next section is "Include Student Portfolio" with checkboxes for "Attach a portfolio to this assessment" and "Allow multiple portfolio raters". The "Self-Assessment" section has a checkbox for "Allow student self-assessments". The final section is "Define Assessment Outcome Type" with a dropdown for "Assessment Scale*" (set to "Rating Scale: 3 Level Assessment Scale"), a checkbox for "Activity Benchmark", a dropdown for "Rubric Type*" (set to "Activity-Oriented, Single Outcome"), and a text input for "Number of criteria*" (set to "1"). A "Link Outcomes" link is at the bottom.

- a. First, select “Individual Student Scorecard & Rubric” or “Collective Student Score Entry.”
 - i. The “Individual Student Scorecard & Rubric” view has you attribute assessment results to each individual student and can be integrated with Canvas.
 - ii. “Collective Student Score Entry” lets you enter in the number of students who achieved the SLO but does not communicate with Canvas.
- b. Under “Define this Assessment”:
 - i. Enter an “Assessment Name” and “Assessment Description”: This is a name and description of the purpose of the assessment.
 - ii. Choose “Assessment Type”: Use this drop-down menu to choose your assessment tool This can be anything from an exam to a participation activity.

- iii. “Activity Name” and “Activity Description”: This area allows faculty to specify the name and description of the assessment to meet their instructional needs. More detail is better here.
- c. In the “Self-Assessment” section: Do not check “Allow student self-assessments.” We do not have the component to enable this feature.
- d. In the “Define Assessment Outcome Type” section:

	Exceeds expectations	Meets expectations	Does not meet expectations
	3	2	1
✘ Demonstrate process-driven writing that includes drafting, revising, and editing strategies.	Student work exceeds	Student work meets expectations (C level).	Student work does not meet expectations (D or lower)

add Row

- i. Select an “Assessment Scale” to provide the basis for your rubric. Choose the number of levels you’d like to map assessment results to. You could choose a 2-level (pass or fail), 3-level (high pass, pass, fail), 4-level (A, B, C, D/F), 5-level (A, B, C, D, F).
- ii. Once you choose your Assessment Scale, click on the blue “Generate Rubric Template” button. A rubric will appear. Click on the “Link Outcome” link on the left side of the rubric.
- iii. In the “Pick Outcomes for Assessment” pop-up window, choose the SLO you will be assessing and click on the “Close” button.
- iv. Press “Save and add to Library of Shared Assessment.” This option means you do not have to reenter all of this information if you’d like to use this assessment in other sections of your course, new semesters, or share it with colleagues.

Reinforces SLO

Cancel Save **Save and add to Library of Shared Assessment**

6. Once saved, you will be directed back to your course menu. Select a blue button under “Scorecards” to enter your assessment results.

Add Assessment		Find Assessment		
Activity Name	Activity Description	Scorecards	Import Scores	
<input type="checkbox"/> Essay 2 Assessment of SLO 1	Essay prompt and connection to SLO	 0/28		

- The “Scorecard view” (blue button on the left) is the fastest and easiest way to score students. Once in the “Scorecard view,” enter the results for your assessment.
 - If you chose “Rubric” or the individual student scorecard (blue button on the right), simply map the student’s performance to the appropriate level on the rubric you created.
 - If you chose collective student entry, enter the number of students who performed at each level.
7. When you’re done entering your data, click “Save and Continue to Reflection.”
8. Fill out the “Initial Assessment Reflection” questions with as much detail as possible. The more specific you are here, the more valuable the assessment. Choose your submission preference (“Submit and Share” or “Submit and Share Anonymously”) and submit!

Initial Assessment Reflection

Currently Not answered

Reflect on assessment results

What are your thoughts on the results of your assessment?

What changes will you make based on the results?

Do you plan to make any other changes to your course? (i.e., try a new activity, adjust points, change presentation method, etc.)