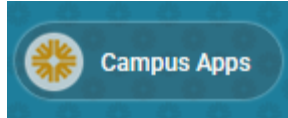# How to Input Data into eLumen

## Faculty Role
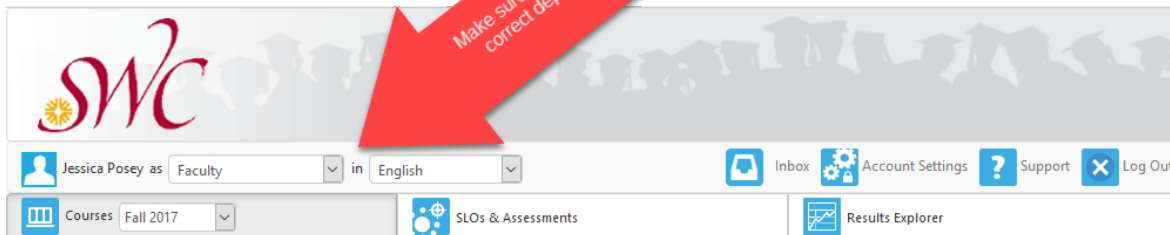
1. Log on to **mySWC** and then click on **Campus Apps**

2. Next click on **eLumen**

3. On the screen check to see that your name, department, year, and the current CSLOs being assessed are accurate. Then click on the scorecard button to begin entering data. It should look like this:



Make sure you are logged in as faculty in the correct department for the correct year.

**SWC**

Jessica Posey as Faculty in English | Inbox  Account Settings  ? Support  ✕ Log Out

Courses Fall 2017 | SLOs & Assessments | Results Explorer

**ENGL115 - COLLEGE COMPOSITION: READING ANDÝWRITING ANALYTICALLY - 07**

Course Coordinator(s): <unassigned>
Evaluator(s): Jessica Posey

Find Assessment

| Activity Name | Activity Description | Scorecards | |
|---|---|---|---|
| Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources. | Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources. | 0/29 | |
| Evaluate the effectiveness and validity of written arguments and assess the effectiveness of rhetorical strategies used by authors. | Evaluate the effectiveness and validity of written arguments and assess the effectiveness of rhetorical strategies used by authors. | 0/29 | |

Click on the blue square under 'scorecards' to start entering disagregated data.

4. The scorecard will list each student's name on the left (blurred in the directions below) and provides a rubric. Click on the score that coincides with each student's SLO level of competence. See the image below.

## Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources.
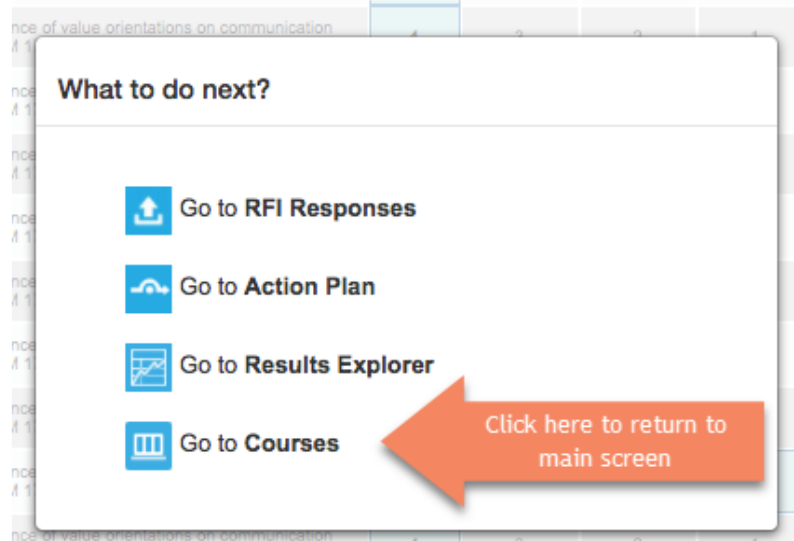
**Assessment Type**
Summative Assessment

**Assessment Description**
Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources.

| | SLO | Mastery 4 | High Proficiency 3 | Proficiency 2 | Low Proficiency 1 | No Proficiency 0 | N/A |
|---|---|---|---|---|---|---|---|
| | Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources. | **4** | 3 | 2 | 1 | 0 | ☐ |
| | Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources. | **4** | 3 | 2 | 1 | 0 | ☐ |
| | Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources. | 4 | 3 | **2** | 1 | 0 | ☐ |
| | Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources. | 4 | **3** | 2 | 1 | 0 | ☐ |
| | Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources. | 4 | **3** | 2 | 1 | 0 | ☐ |
| | Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources. | 4 | 3 | 2 | **1** | 0 | ☐ |

5. Once complete, scroll to the bottom of the screen and click [Save] . A small green banner will briefly appear in the bottom right corner of the screen to notify you that scores were successfully saved. Then a menu will open up asking you what you would like to do next. Click on "Go to Courses."



6. From here you can see which course sections have been completed.