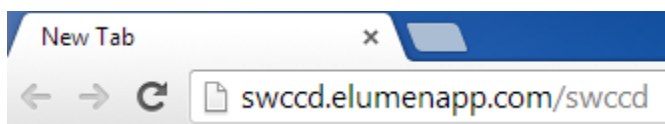


eLumen: Adding Assessment Scores for a Non-Distributed Assessment

Logging into eLumen

1. Web Address: swccd.elumenapp.com/swccd/



2. Use your SWC server (email) username and password.

Welcome to eLumen

User Id:

Password:

☐ Remember my user id

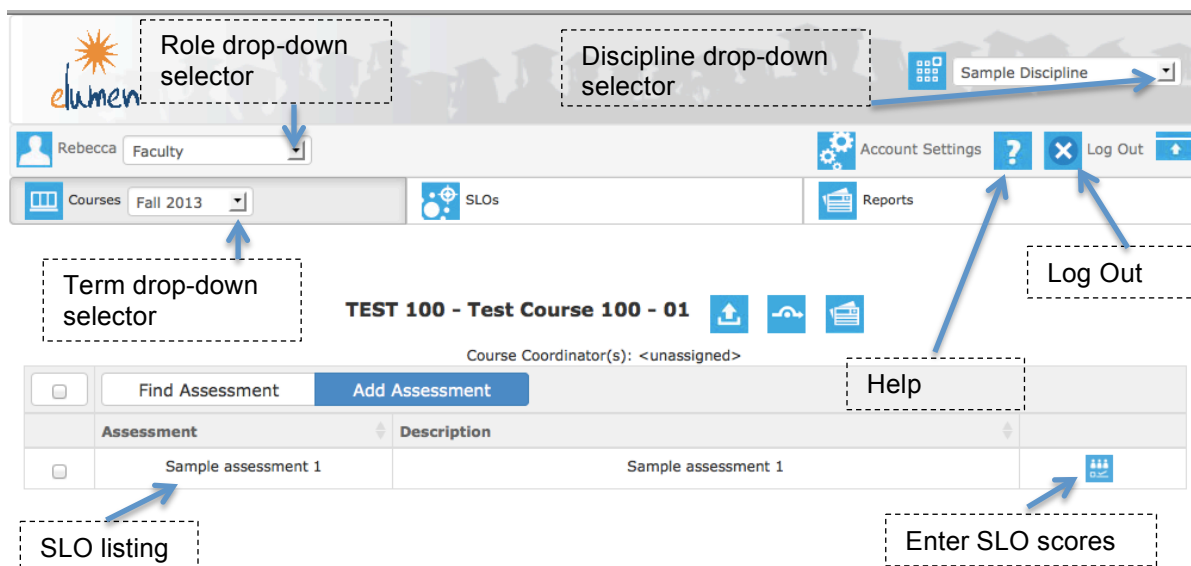
Login

3. If you cannot log in, please contact the Help Desk (619 421-6700 x4357). Only the Help Desk can assist with login issues.

The **three main reasons** people experience problems logging in:

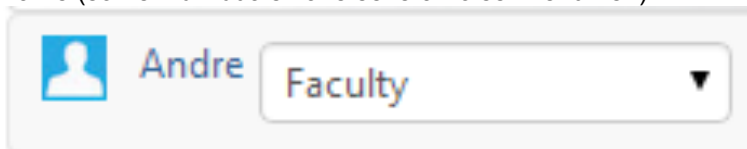
- a) Incorrectly entering a username or password
- b) An expired SWC server password (must be updated every 6 months)
- c) Being newly hired or in a new position on campus.

4. Once logged into eLumen, your main page will look similar to this:

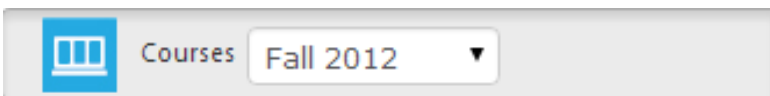


Entering Scores into eLumen for a Non-Distributed Assessment

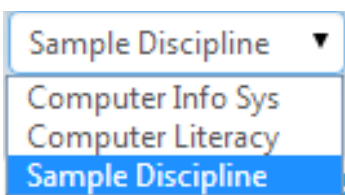
1. At the top left of the screen make sure “**Faculty**” is selected in the drop-down menu next to your name (some individuals have several roles in eLumen).



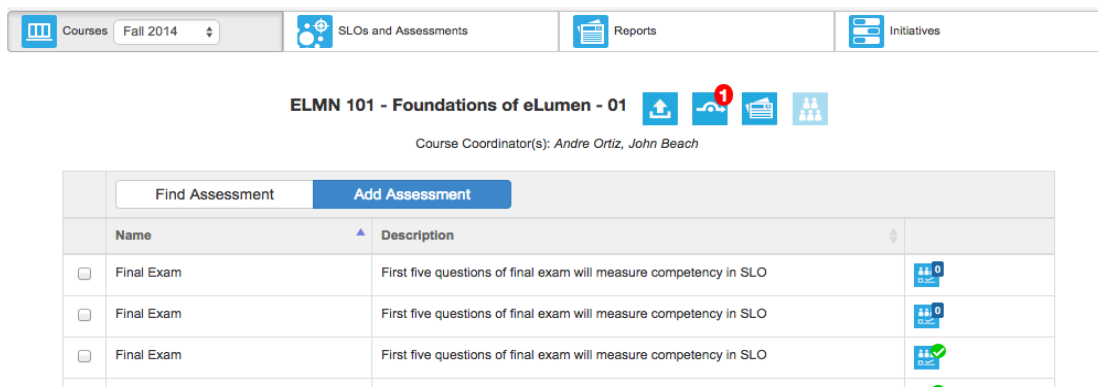
2. Just below your name on the top left of the screen (in the middle of the “Courses” button) make sure the drop-down menu shows the **correct semester and year**.



3. At the top right of the screen, make sure the drop-down menu lists **your course(s) discipline**.



4. All the course sections you are teaching for the semester selected should be listed in the center of the screen.







The screenshot shows the eLumen interface with the course title 'ELMN 101 - Foundations of eLumen - 01' and the course coordinator(s) 'Andre Ortiz, John Beach'. Below this, there is a table with two columns: 'Name' and 'Description'. The table lists three 'Final Exam' entries, each with a description: 'First five questions of final exam will measure competency in SLO'. To the right of each entry is a blue button with a person icon and the number '0'.




Name	Description	
<input type="checkbox"/> Final Exam	First five questions of final exam will measure competency in SLO	
<input type="checkbox"/> Final Exam	First five questions of final exam will measure competency in SLO	
<input type="checkbox"/> Final Exam	First five questions of final exam will measure competency in SLO	



If you see this blue button with numbers  in the far right column next to your course title, your assessment has been distributed for you by a Program Coordinator. Please return to the Student Learning Outcomes Training page and download the file “Adding Assessment Scores for a Distributed Assessment.”

ELMN 101 - Foundations of eLumen - 01    



Course Coordinator(s): Andre Ortiz, John Beach



Find Assessment		Add Assessment
Name	Description	
<input type="checkbox"/> Final Exam	First five questions of final exam will measure competency in SLO	
<input type="checkbox"/> Final Exam	First five questions of final exam will measure competency in SLO	
<input type="checkbox"/> Final Exam	First five questions of final exam will measure competency in SLO	





See a blue button with numbers? That means your assessment was distributed and you can put in your scores.





5. If you do not see a blue button with numbers click on Find Assessment at the top of a section's *assessment table* to access the Assessment Library.

Find Assessment

 Education 

John Faculty  Account Settings ? Log Out 

 Courses Spring 2011  SLOs and Assessments  Reports  Initiatives

ED100 - TUTOR TRAINING LEVEL I - 601    

Course Coordinator(s): <unassigned>

Find Assessment		Add Assessment
Name	Description	
No Matching records found. Please try changing the filtering parameters.		

There is no blue button, so you will need to click "Find Assessment"

- Use the dropdown menus to filter to the course and course student learning outcome for which you are finding the assessment.

Find Assessment

Filter SLOs in Assessment Library by selecting from options below. Assessments will only appear for assessments linked DIRECTLY to the SLOs or SLO scopes selected (the SLO Matrix/Curriculum Map is not followed in this filter).

Program
Sample Discipline

Course/Context
(ELMN 101) Foundations of eLumen

CSLOs
((ELMN 101) Foundations of eLumen)

☒ [Select all]
☒ (ELMN 101) Foundations of eLumen
☒ Define a variety of student learning outcomes and explain the importance of each.
☒ Demonstrate knowledge of basic functions in eLumen
☒ Represent in narrative or visual form the assessment cycle

	Name	Description	Type
<input type="checkbox"/>	ELMN 101 Basics of eLumen	This assessment measures the SLO... student will be able to demonstrate the fundamental uses of eLumen.	Summative Assessment
<input type="checkbox"/>	eLumen 101 Assessment for FA 14	This assessment measures the SLO..."	Formative Assessment

- Check one of your assessments and **click on Add to Section** to add it to your section (you must repeat this step for each available assessment).



If you are presented with multiple assessments, or if you receive the message “No Matching records found” it is recommended you contact your discipline’s SLO Liaison/Coordinator.

Click the “Add to Section” button to link this assessment to your CSLO



Find Assessment

Filter SLOs in Assessment Library by selecting from options below. Assessments will only appear for assessments linked DIRECTLY to the SLOs or SLO scopes selected (the SLO Matrix/Curriculum Map is not followed in this filter).

Program
Sample Discipline

Course/Context
(TEST 100) Test Course 100

CSLOs
((TEST 100) Test Course 100)

PSLO Class
PSLO


ISLO Class
ISLO

PSLOs
ISLOs

☒ [Select all]

Add to Section

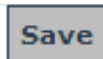
	Name	Description	Type
<input checked="" type="checkbox"/>	Assessment title for SLO	Assessment description for SLO	Aggregate Scores

- Now that you have found and assessment and added it to your section, to the right of each course section, click the blue button  in the third (last) column. Note that the icon has 3 tiny people in it which are blocked by a progress meter by numbers.

9. You will see a row of boxes labeled “0-4” (representing proficiency level) and an additional box labeled “N/A” (Not Assessed/Not Applicable).


Mastery	High Proficiency	Proficiency	Low Proficiency	No Proficiency	
4	3	2	1	0	N/A
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

10. Enter your scores in each box and click the **Save** button.



Scores successfully saved

Note that a green box stating, “*Scores successfully saved*” appears on the lower right screen.

11. After you click  you will automatically go back to your course and assessment listing to continue setting up your assessments, or continue with entering your scores.

Congratulations, you have successfully entered your SLO scores for a Non-Distributed Assessment.

Please contact Randy Beach at rbeach@swccd.edu or ext. 5897 or Andre Ortiz at aortiz@swccd.edu or ext. 6430 if you have questions regarding inputting scores.