# eLumen: Adding Assessment Scores for a Distributed Assessment

Entering scores for assessment results is a critical component of our SLO assessment cycle. SLO Program Liaisons/Coordinators may choose to "distribute" assessments to faculty at the beginning of the semester or term as a way of simplifying the process for entering scores and asserting more controls over which assessments are used. Think of the SLO Program Liaison/Coordinator as your instructor and the assessment distribution is your homework. These instructions are for entering scores when an assessment has been distributed by a program liaison/coordinator.

Logging into eLumen
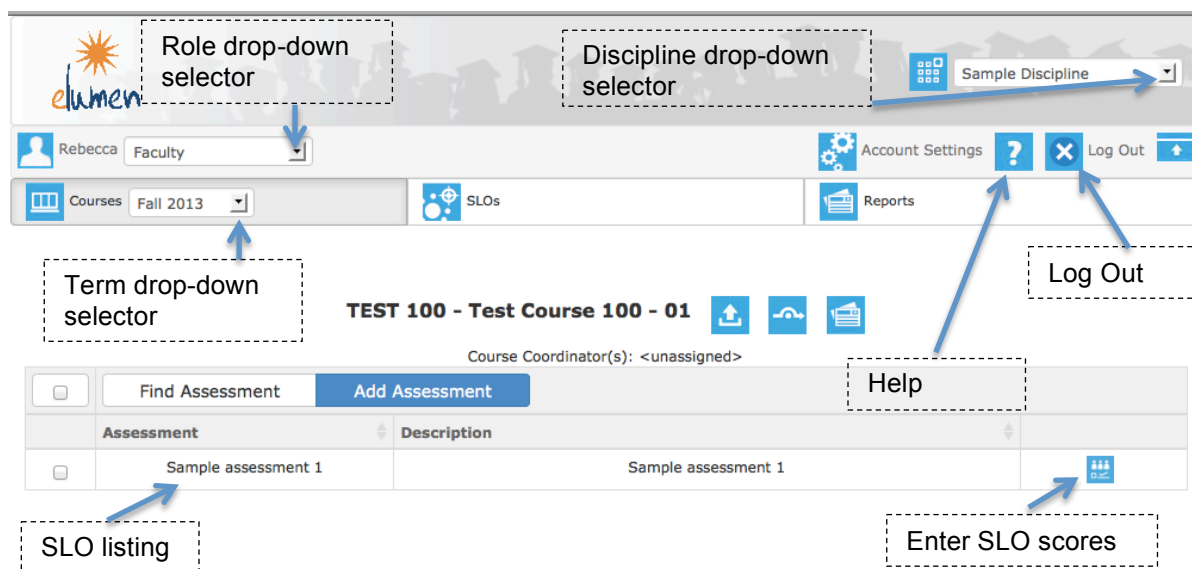
1. Web Address: swccd.elumenapp.com/swccd/
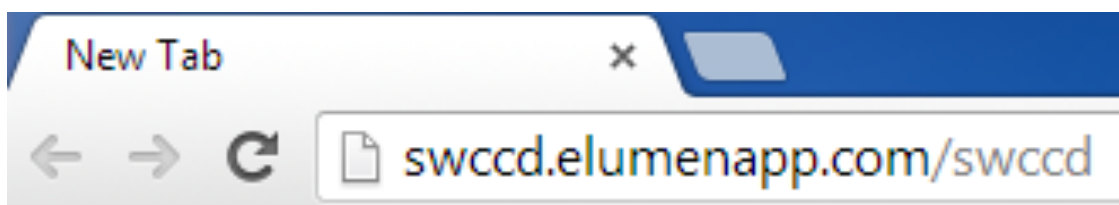
2. Use your SWC server (email) username and password.

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.

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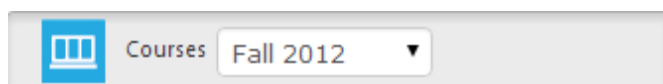4. Once logged into eLumen, your main page will look similar to this:

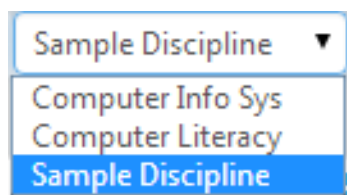## Entering Scores into eLumen for a Distributed Assessment

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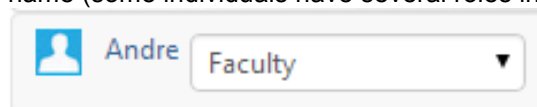
2. Just below your name on the top left of the screen (in the middle of the "Courses" button) make sure the drop-down menu shows the **correct semester and year**.

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

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

5. To the right of each course section, <u>click</u> 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 with numbers.

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

🛑 *If you do not see this blue button return to the Student Learning Outcomes Training page and download the file "Adding Assessment Scores for a Non-Distributed Assessment."*

6. After you click the blue button you will see a row of boxes labeled "0-4" (representing proficiency level) and an additional box labeled "N/A" (Not Assessed/Not Applicable). No data is required for the N/A column; however, you may put the number of students on your roster who did not take the assessment.

Mastery	High Proficiency	Proficiency	Low Proficiency	No Proficiency	
4	3	2	1	0	N/A
0	0	0	0	0	0

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

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

9. 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 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.

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