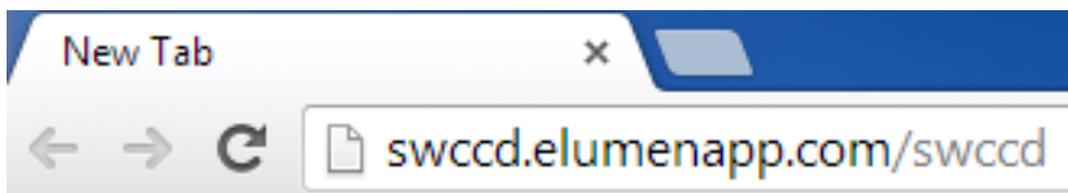


eLumen: Adding Assessment Scores for a Non-Distributed Assessment

Entering scores for assessment results is a critical component of our SLO assessment cycle. If your SLO Liaison has not chosen to “distribute” your SLO assessment for you, you will be prompted to find an SLO assessment linked to your SLO in order to input your data. Think of an SLO assessment as a box that is waiting for you to put in your scores. These boxes are kept in the “Assessment Library” and you must add this assessment box to your course section(s) to continue. These instructions are for SLO assessments that have NOT been distributed.

Logging into eLumen

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



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

Welcome to eLumen

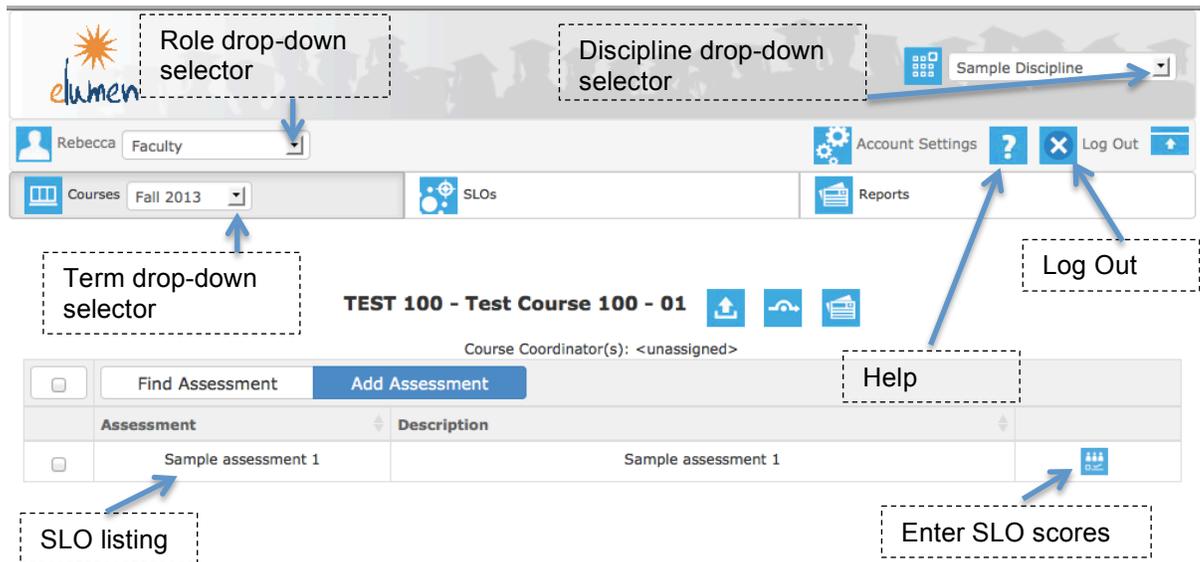
A screenshot of the eLumen login interface. It features a light blue background with the text "Welcome to eLumen" at the top. Below this, there are two input fields: "User Id:" and "Password:". Under the "User Id:" field is a checkbox labeled "Remember my user id". At the bottom of the form is a "Login" button.

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:

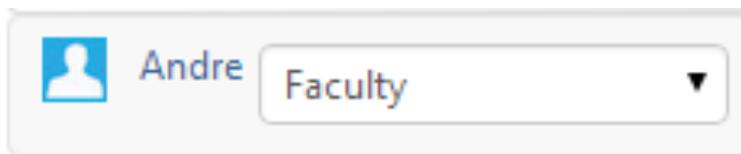
- a) Incorrectly entering a username or password
- b) An expired SWC server password (must be updated every 6 months)
- c) Being newly hired or in a new position on campus.

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



Entering Scores into eLumen for a Non-Distributed Assessment

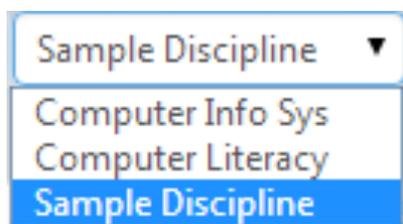
5. At the top left of the screen make sure **“Faculty”** is selected in the drop-down menu next to your name (some individuals have several roles in eLumen).



6. 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**.



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



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

Courses Fall 2014 SLOs and Assessments Reports Initiatives

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	0	
<input type="checkbox"/> Final Exam	First five questions of final exam will measure competency in SLO	0	
<input type="checkbox"/> Final Exam	First five questions of final exam will measure competency in SLO	0	



If you see this blue button 0/45 in the far right column next to your course title, your assessment has been distributed for you by a Program Coordinator. You can click on this button to put in your scores, or you may return to the [Student Learning Outcomes HELP](#) page and download the file “How to Log into eLumen and Enter Scores Into a Course WITH Assessment Distribution”

ES/A264 - BEGINNING YOGA - 76

Course Coordinator(s): *John Beach*

Find Assessment		Scorecards
Name	Description	
<input type="checkbox"/> ES/A 264 Students will identify and demonstrate a minimum 10 yoga postures	ES/A 264 Students will identify and demonstrate a minimum 10 yoga postures	0/22
<input type="checkbox"/> ES/A 264 Students will identify and demonstrate affirmations and yoga mantras with respect to personal goal setting and creating calmness and balance.	ES/A 264 Students will identify and demonstrate affirmations and yoga mantras with respect to personal goal setting and creating calmness and balance.	0/22

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

ES/A265 - INTERMEDIATE YOGA - 70

9. If you do **NOT** see a blue button  click on the Find Assessment



button at the top of a section's *assessment table* to access the Assessment Library.

10.

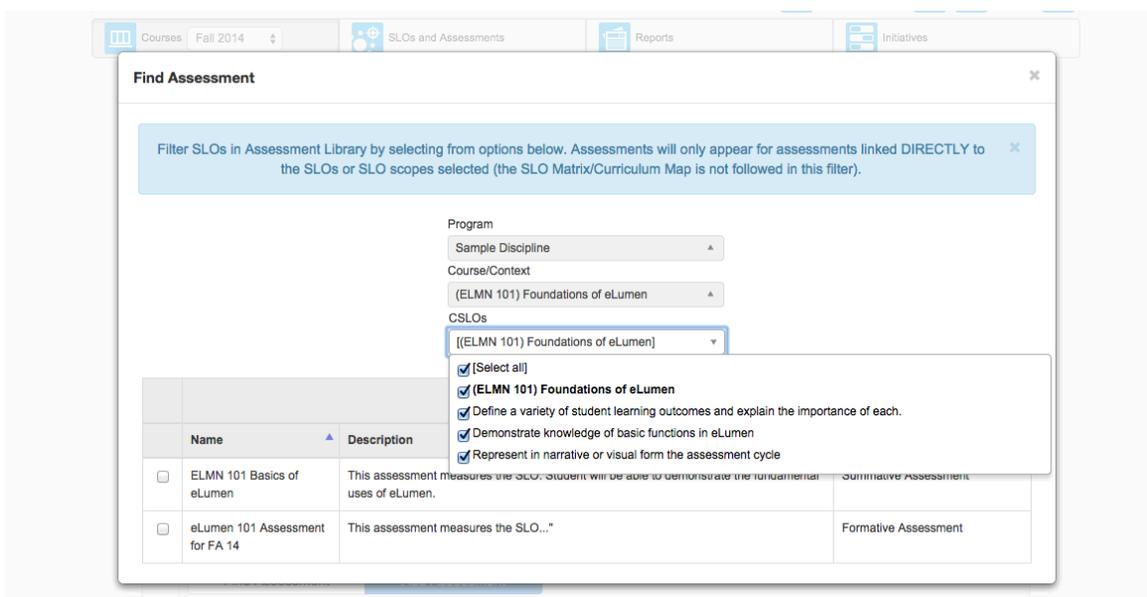


BIOL100 - PRINCIPLES OF BIOLOGY - 03     

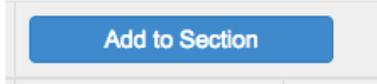
Course Coordinator(s): <unassigned>

Find Assessment		
Name	Description	Scorecards
<input type="checkbox"/> describe the anatomy, morphology and physiology	describe the anatomy, morphology and physiology of plants; as well as explain taxonomic characteristics, evolutionary relationships, and adaptations of major groups of producers.	
<input type="checkbox"/> apply critical thinking skills and the scientific method	apply critical thinking skills and the scientific method to understand and evaluate issues relevant to biology.	
<input type="checkbox"/> apply critical thinking skills and the scientific method	apply critical thinking skills and the scientific method to design experiments, to analyze data, and to present experimental results and conclusions visually, orally and in writing.	
<input type="checkbox"/> approach and examine issues related to biology	approach and examine issues related to biology from an evidence-based perspective and communicate this information verbally, visualiv, and in writing.	

11. Use the dropdown menus to filter to the course and course student learning outcome you have measured. This will show you which assessment “boxes” are available for you.



12. 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.

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 <input type="text" value="Sample Discipline"/>	PSLO Class <input type="text" value="PSLO"/>	ISLO Class <input type="text" value="ISLO"/>
Course/Context <input type="text" value="(TEST 100) Test Course 100"/>	PSLOs <input type="text"/>	ISLOs <input type="text"/>
CSLOs <input type="text" value="[(TEST 100) Test Course 100]"/>		

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

Add to Section

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

13. Now that you have found an 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.

14. 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"/>					

15. Enter your scores in each box and click the Save button. A green box stating, “Scores successfully saved” appears on the lower right screen.



Be sure that the number of scores you input is equal to the number of students on your roster. Use the NA column to indicate the number of students that were not assessed. Your goal is to have an equal number of scores, including NA scores, as you see students in eLumen. If these numbers don't match, the assessment will be incomplete and can be altered.

16. 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.

ve questions regarding inputting scores.