

## **eLumen MSE Directions Spring 2017**

In advance of going to elumen, know which SLO/s you are assessing for each section that you are teaching this semester.

You will be entering scores for each student in a particular section.

I suggest that you mark your roster with the scores for each student for that SLO.

\* Scorecard Rubric:

4 Mastery (= A Grade)

3 High Proficiency (=B Grade)

2 Proficiency (= C Grade)

1 Low Proficiency (= D Grade)

0 No Proficiency (= F Grade)

NA = was not assessed, i.e. did not take the quiz or dropped the class.

### Course-Section

Student Names	SLO name Recognize and apply algebraic vocabulary, symbols, and properties, and evaluate and perform operations on algebraic expressions.  *Student proficiency score (see rubric above)	SLO name Graph lines and inequalities in two variables and apply to linear models.  *Student proficiency score (see rubric above)	SLO name Solve linear equations, quadratic equations and linear inequalities, including applications.  *Student proficiency score (see rubric above)
Abernathy, G	1	1	0
Bruder, S	3	4	4
Cruz, N	4	4	4
Crick, F	0	2	2
Lamarck, J	2	4	3
Nobel, F	4	4	1

You now are ready to enter your scores in eLumen.

Continue on...

**STEP 1 - Access eLumen:** (Note: if you already know how to access eLumen, skip to Step 2)

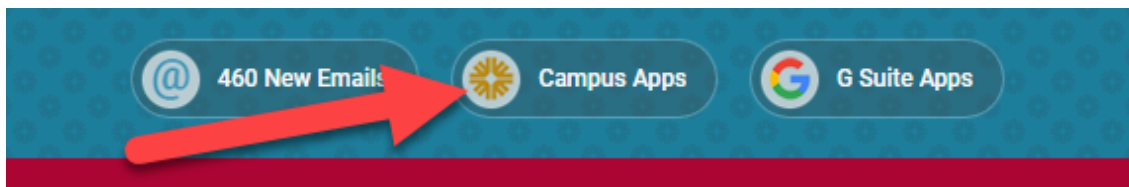
1. Go to the SWC website: <http://www.swccd.edu/>

At the top of the page, select “myswc”. (Note, do not use the WebAdvisor link in the menu of the SWC homepage. Do not use the WebAdvisor link in “Most Popular Links”.)

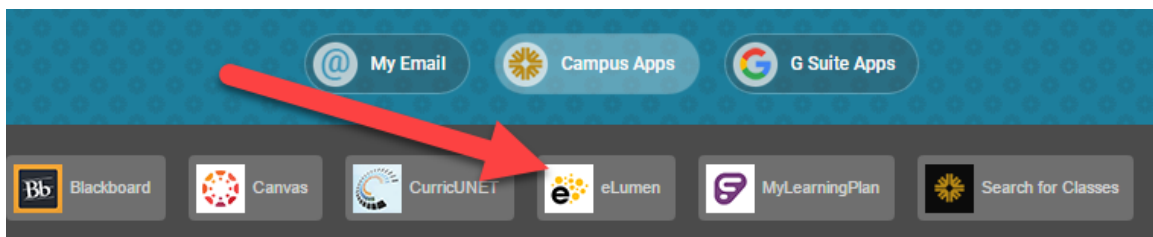


2. Log in.

At the top of the page, select “Campus Apps”.



3. Select “eLumen”.

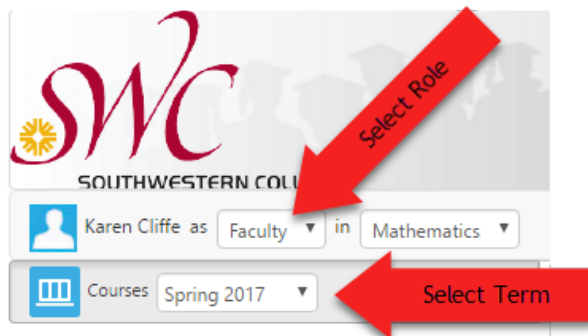


Log in (again) using the same information that you used to log in to your “myswc”.

**IF YOUR PASSWORD DISAPPEARS THAT MEANS YOU ARE BEING LOGGED IN (IT TAKES A WHILE).** Be patient, don't keep trying to log in. It should take less than a minute for eLumen to open up. Look at the lower left of the screen to see if your browser is loading eLumen.

Congratulations! You are now in eLumen.

## Step 2 - Using eLumen:



At the top of the page on the left, you will see your name and then “Faculty”. For those of you, who have other access status, such as Department or Course Coordinator, be sure to select the “Faculty” option. Also be sure to select the appropriate term. For example, Spring 2017.

There is a lot on the elumen screen that you will NOT use, so please just follow these instructions:

Scroll down, and you will see the sections that you are teaching this semester. For example, I see my section “MATH 45 – Elementary Algebra – 23”.

Under the title of your section you will see a table listing the section’s SLOs. **Important, at the top of the table IGNORE the button “Find Assessment”.**

The first two columns “Activity Name” and “Activity Description” of the table are the same. They show the name of the SLO.

In the next column to the right, titled “Scorecard”, you will notice two blue icons layered on top of each other. This is the important button that you will be using.

Find Assessment	Activity Name	Activity Description	Scorecards	Import Scores
	Graph lines and inequalities in two variables and apply to linear models.	Graph lines and inequalities in two variables and apply to linear models.		
	Recognize and apply algebraic vocabulary, symbols, and properties, and evaluate and perform operations on algebraic expressions.	Recognize and apply algebraic vocabulary, symbols, and properties, and evaluate and perform operations on algebraic expressions.		

The top layer of the icon shows two numbers. The “0” indicates the number of scores you have entered for that SLO and the other number is the number of students eLumen *thinks* are registered in your section. eLumen downloads your roster periodically and it does not continually update itself as students drop. As you enter student scores, that initial “0” will change. When you have entered scores for all students, a green checkmark will appear.

To enter student scores for that SLO, simply click the double blue icon in the “Scorecard” column.

You will now see your roster with student names, the SLO you are assessing, and the columns, “Mastery” (A), “High Proficiency” (B), “Proficiency” (C), “Low Proficiency”, “No Proficiency”, and “NA” (if the student could not be assessed...i.e. they did not take the exam or they dropped the class).

### Scorecard for ELEMENTARY ALGEBRA: 23

Actions ▾

**Assessment Name:** Graph lines and inequalities in two variables and apply to linear models.

**Assessment Description:** Graph lines and inequalities in two variables and apply to linear models.

**Assessment Type:** Summative Assessment

Just click on the appropriate level of proficiency, and the numbered box will be highlighted.

		Mastery	High Proficiency	Proficiency	Low Proficiency	No Proficiency		
	SLO	4	3	2	1	0	N/A	
	Graph lines and inequalities in two variables and apply to linear models.	4	3	2	1	0	<input type="checkbox"/>	
	Graph lines and inequalities in two variables and apply to linear models.	4	3	2	1	0	<input type="checkbox"/>	
	Graph lines and inequalities in two variables and apply to linear models.	4	3	2	1	0	<input type="checkbox"/>	
	Graph lines and inequalities in two variables and apply to linear models.	4	3	2	1	0	<input type="checkbox"/>	
	Graph lines and inequalities in two variables and apply to linear models.	4	3	2	1	0	<input type="checkbox"/>	

To mark the student’s proficiency, just click on the proficiency box for that student (for example, “Mastery”). Again, you do not have to type anything, just click the box marking that student’s proficiency level for the SLO.

When you are done entering all of your students’ scores, scroll to the at bottom right side of page and click “Save”.

	Graph lines and inequalities in two variables and apply to linear models.	4	3	2	1	0	<input type="checkbox"/>	
	Graph lines and inequalities in two variables and apply to linear models.	4	3	2	1	0	<input type="checkbox"/>	
Score total:		0	0	0	0	0		

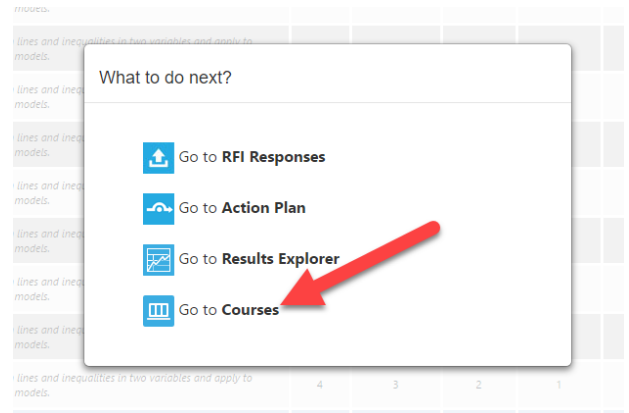
☐ Clear all scores from this scorecard

Cancel Save

A new “What to do next” window/box will appear.

Select the “Courses” word of the last option “Go to **Courses**”.

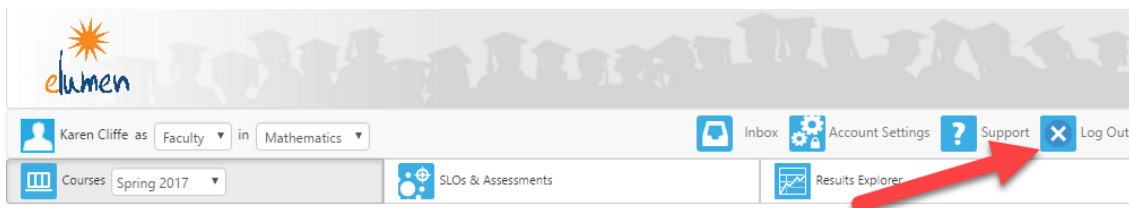
If you scored all students for that SLO, you will now see a green/white checkmark in the “Scorecard” column.



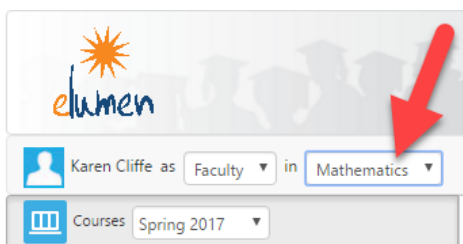
**What if you want to go back and change a score?** Just go back to that SLO and click the blue double icon in the “Scorecard” column.

You are now ready to go to the second SLO for that section. You would just repeat this process.

Once you are done, select “Log Out” at the top right side of page.



**What if you teach in different disciplines?** For those of you who teach in different MSE disciplines, at the top left side of the page, to the right of the box “Faculty”, drag down and select the *in* \_\_\_\_\_. You will see your disciplines listed. For example, if you teach in both Geology and Geography, both of those disciplines will appear.



You will go to each discipline separately and scrolling down you will see the sections you teach in that particular discipline.