Planning Existing Assessments onto a New Term

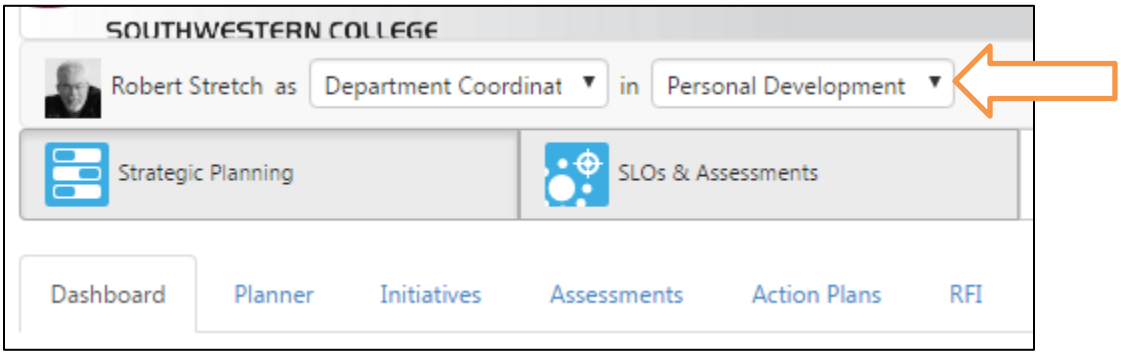
23 May 2017

Target Audience: Department Coordinators

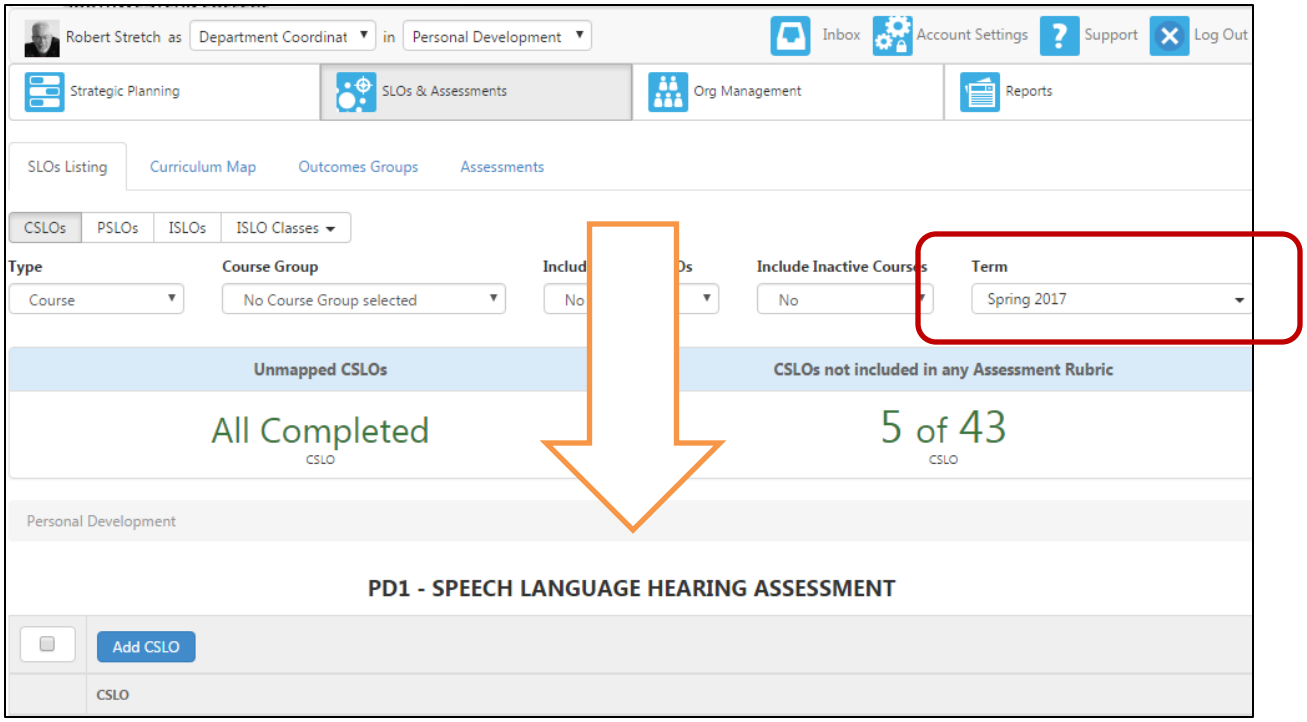
Note: eLumen is a SLOW system. If at any time during this process things seem to have hung up or some option is not available, look at the lower left corner of the screen (in Chrome) and if you see a message that says "Waiting for…." then you need to be patient while eLumen catches up with you.

1. Log into eLumen (http://swccd.elumenapp.com) using your SWC domain name and password. If the password disappears but no pink warning box appears, then eLumen is slowly logging you in. Do not reenter your password!

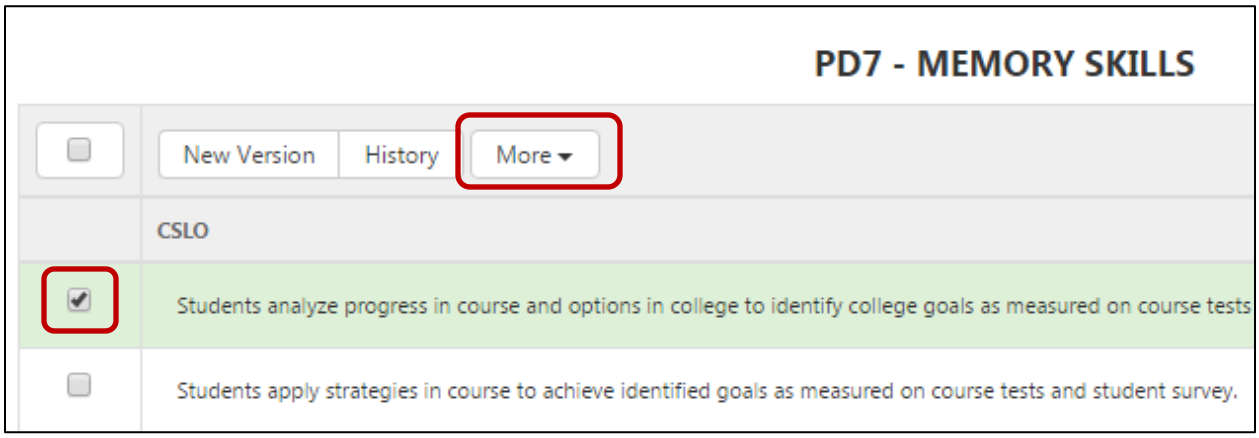
2. Ensure you are logged in as Department Coordinator in the department you wish to work on. Click on SLO & Assessment top tab. The secondary tab should default to SLOs Listing.



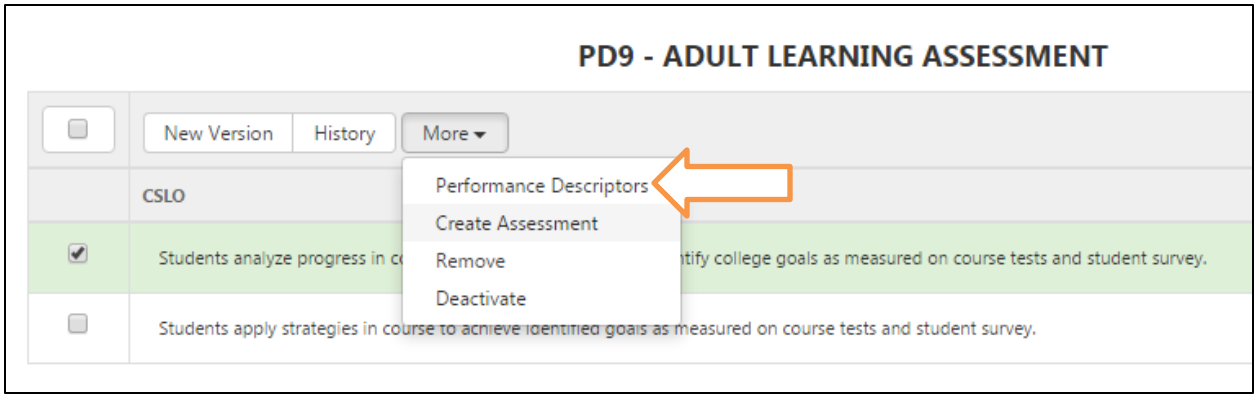
3. When the screen refreshes, scroll down to the course you wish to plan an assessment for and ensure that you are in the correct term (current or future):



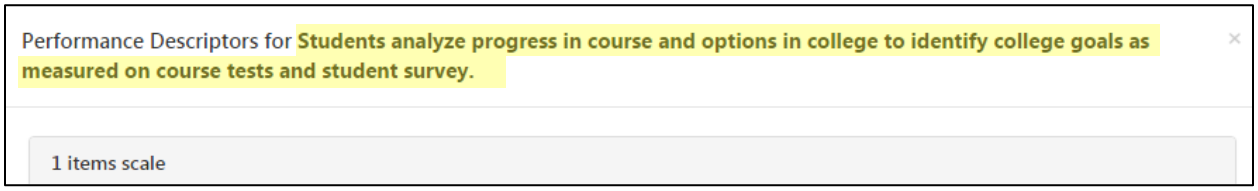
4. In that class area, click on the box in front of the learning outcome you wish to assess in this term. You can only do one at a time. The process will have to be repeated for each outcome you wish to assess in this class this term. Then click on the "More" button.



5. To save some typing and avoid entry errors, select "Performance Description" from the "More" pulldown. We are doing this to allow us to directly cut and paste the narrative of the SLO.



6. In the pop-up that appears, highlight the bold text (your SLO) and copy (CTRL-C for PCs). Click the tiny "x" in the upper right corner of the pop-up. Then click the "More" button again and then time choose "Create Assessment".



7. This will open up a new window where you will need to make a number of entries:

    a. Choose the "Individual Student Scorecard & Rubric" assessment type in order to do disaggregated assessments. "Collective" was our old method of entering assessment data as summaries.

    b. In both the Assessment Name and Assessment Description click in the textbox and paste (PC = CTRL-V) to enter the SLO being assessed.

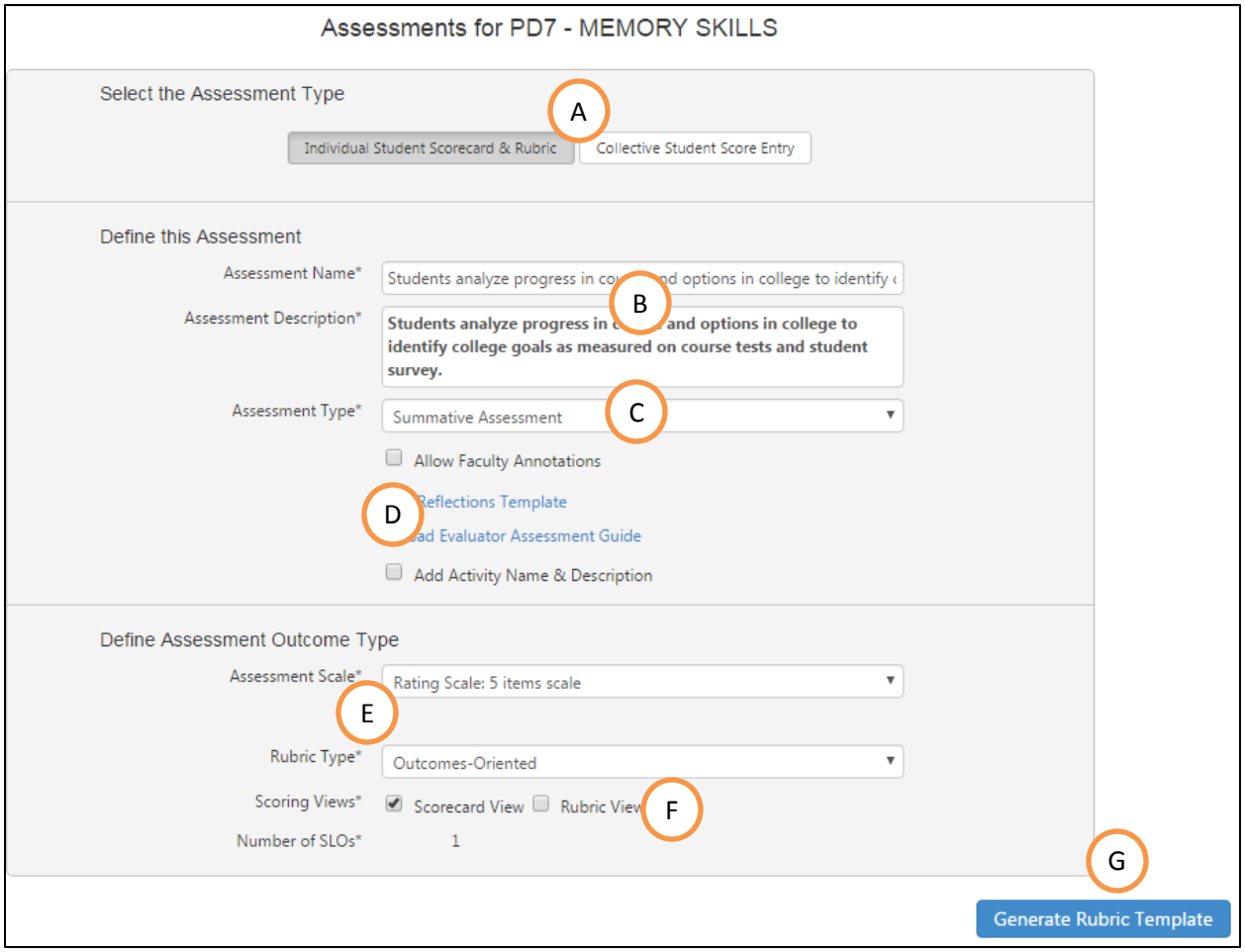
    c. Choose "Summative" assessment as the assessments are generally given at the end of instruction. "Formative" assessments are given along the learning path before the student is actually able to complete course outcomes.

    d. Do NOT click "Faculty Annotations" or "Add Activity Name & Descriptions" as we are not currently using these options.

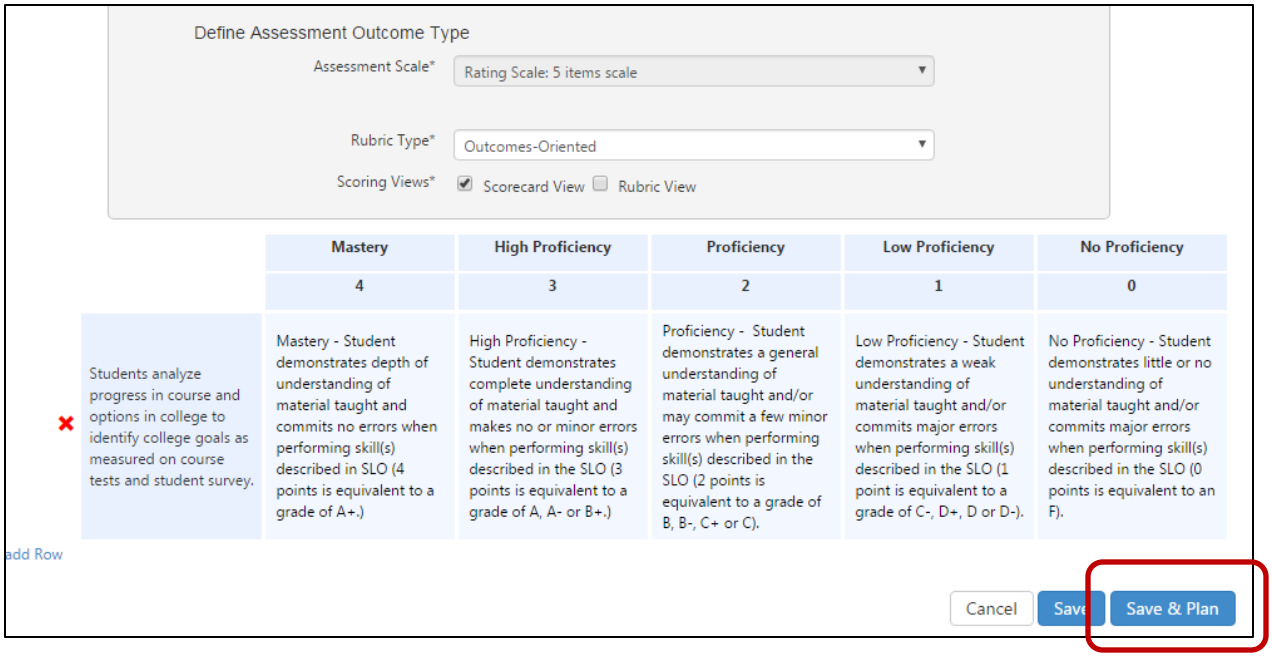
    e. Choose "Rating Scale: 5 Items Scale" and the Rubric Type of "Outcomes-Oriented".

    f. UNCLICK the "Rubric View" scoring view (keep "Scorecard View" checked).

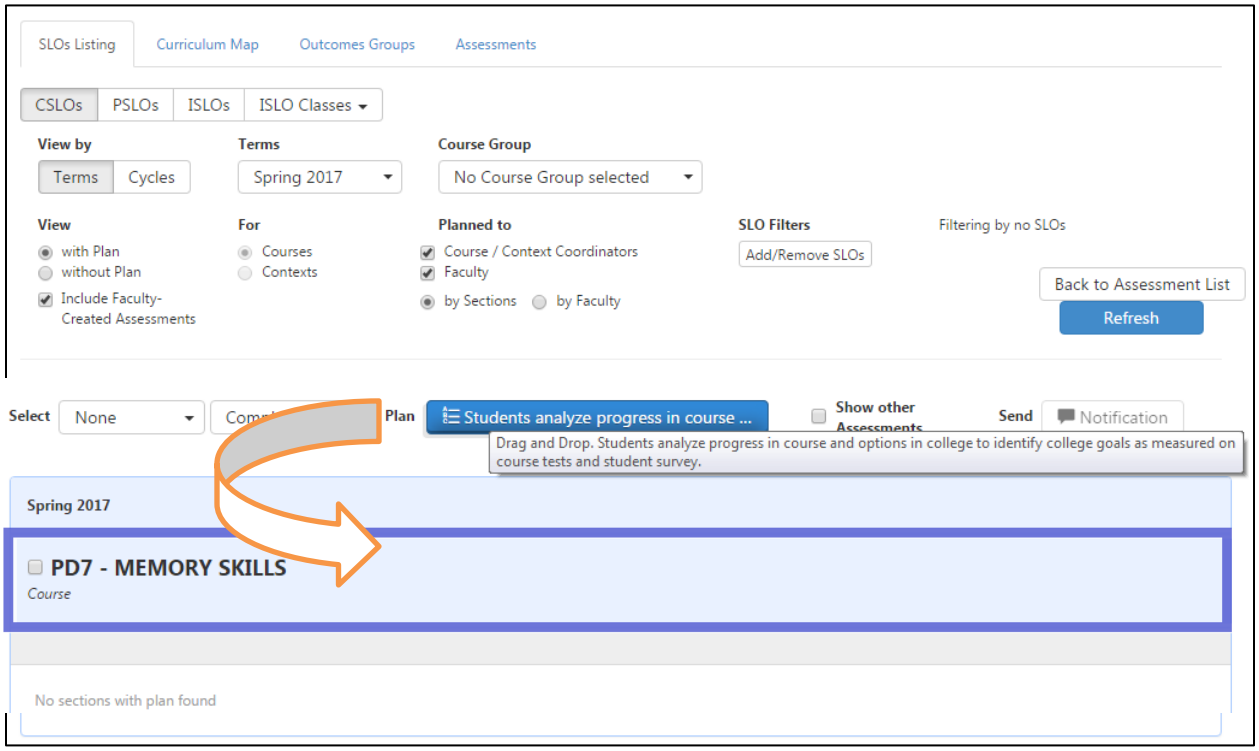
    g. When done click "Generate Rubric Template".



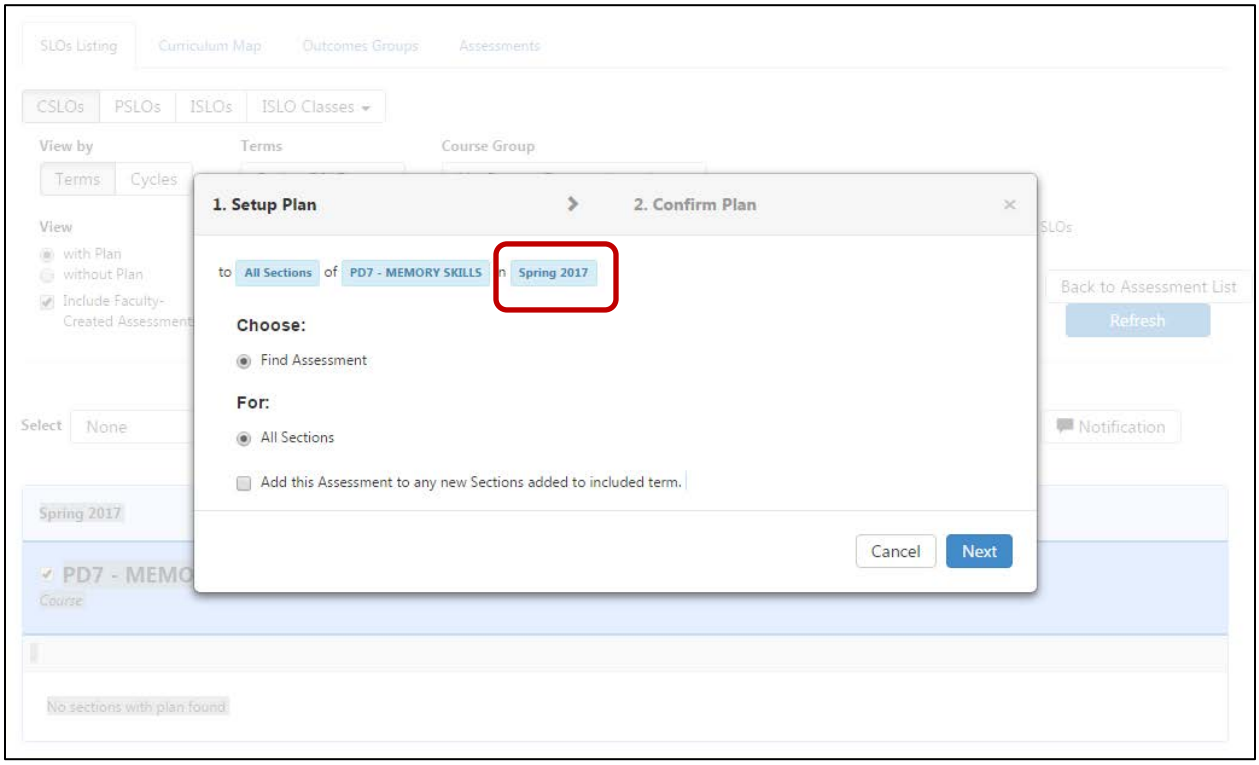
8. The associated rubric will appear at the bottom of the screen. Simply pick the button to "Save & Plan" the assessment. If no descriptors have been previously loaded for the levels in the rubric, the "Save" and "Save & Plan" buttons will be inactive and grey. You will need to enter the descriptors for each level by typing them in the space provided in the rubric. In the event you don't have that information, you can get away with retyping the titles of each level (*Mastery, High Proficiency… etc.*) as descriptors. That will allow the "Save & Plan" button to be activated and you can proceed with the process.



9. Now comes the tricky part. On the SLO Listing page you now see a blue "Plan" button with the assessment title written on it located above the course you were working on. CLICK HOLD and DRAG that "button" and release your mouse when over the course. You will see the Course Title section outlined by a blue-dashed box when you are over the course and ready to drop.



10. A pop-up will appear above the page but it takes a few minutes to fully load. DO NOT DO ANYTHING until the term indicator background color matches the “all sections” and “course name”. Once eLumen is caught up the “Next” button will turn dark and be active. Click Next.

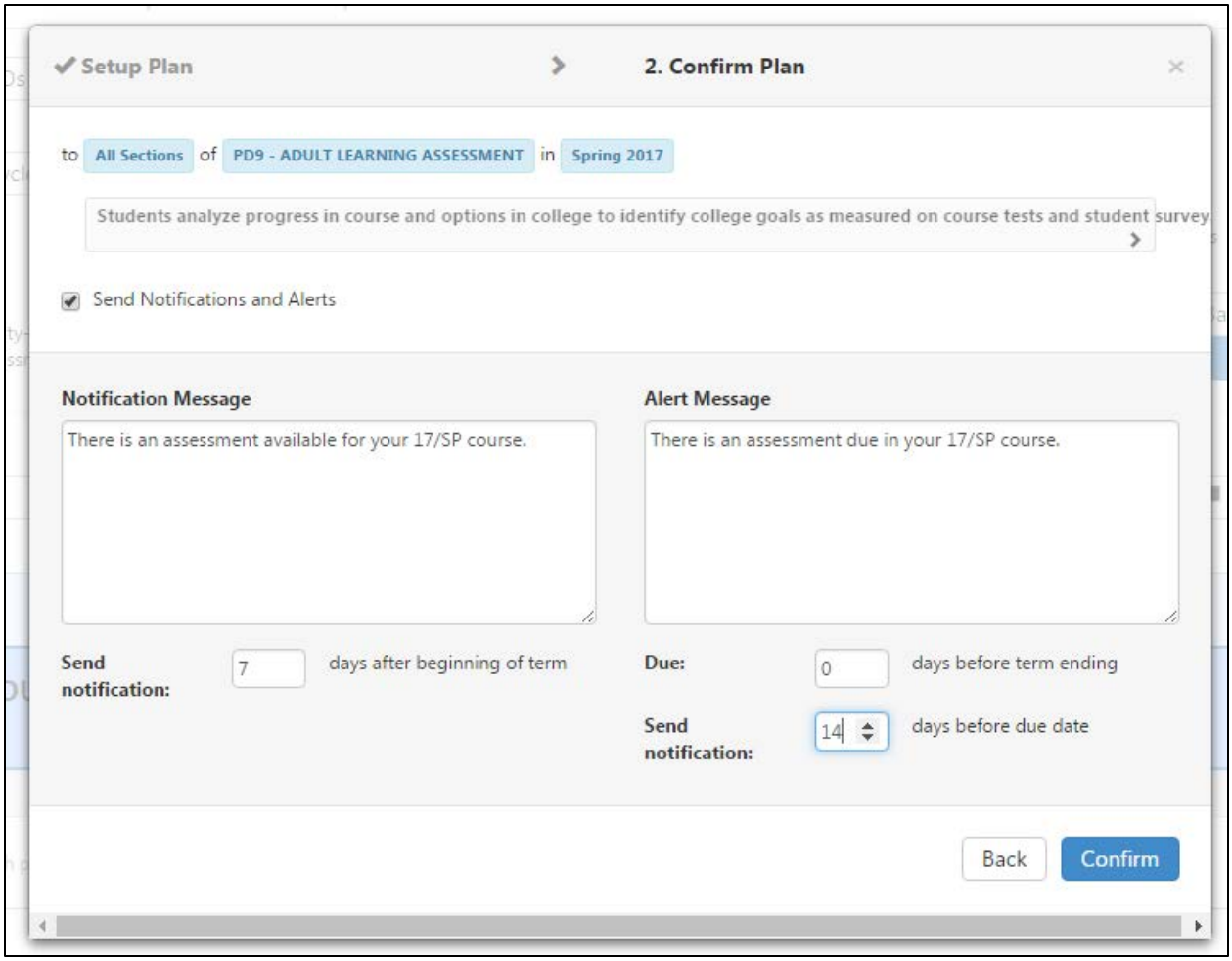


11. In the next pop-up that appears you can choose to send notifications to the faculty and alerts when assessments are due. This is a good practice, but you don’t need to do for all assessments (remember you could have multiple assessments for a given course). Generally enter the notifications for the first outcome being assessed for a course and unclick the “Send Notifications and Alerts” box for the remaining outcomes so that you don’t swamp the faculty with reminders. The screen below provides a basic set of messages and date parameters.

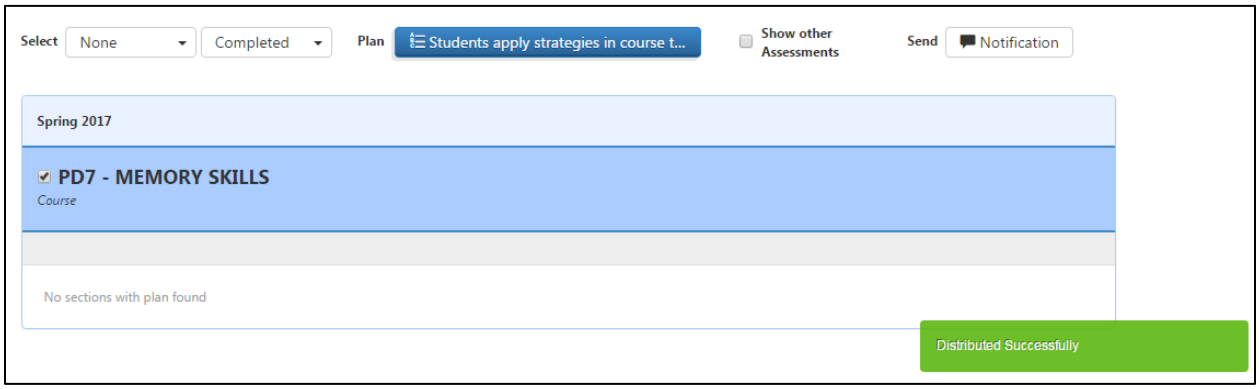
    a. A seven day prior to term start notice is helpful in reminding the faculty of the need to assess.

    b. Alerts at the end of the term do help to remind faculty of this additional duty while they are focused on finals and grade entry.

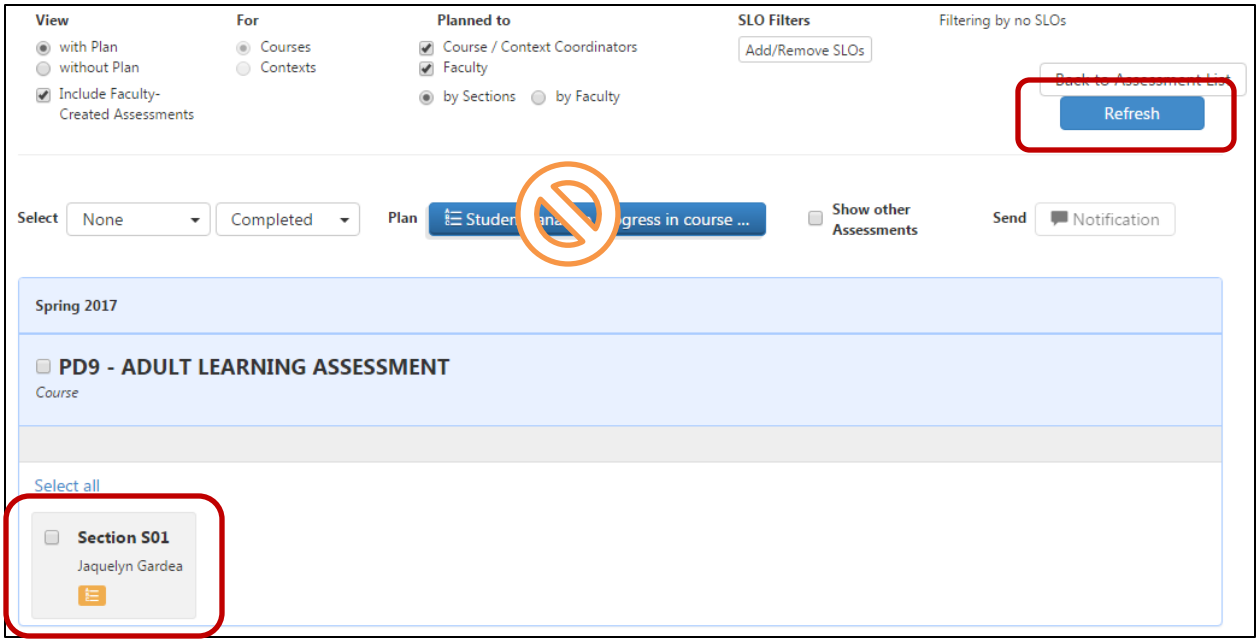
    c. When done with your messages, click the blue “Confirm” button at the bottom of the pop-up to continue.



12. A green banner on the lower right of the screen will appear briefly when you are successful.

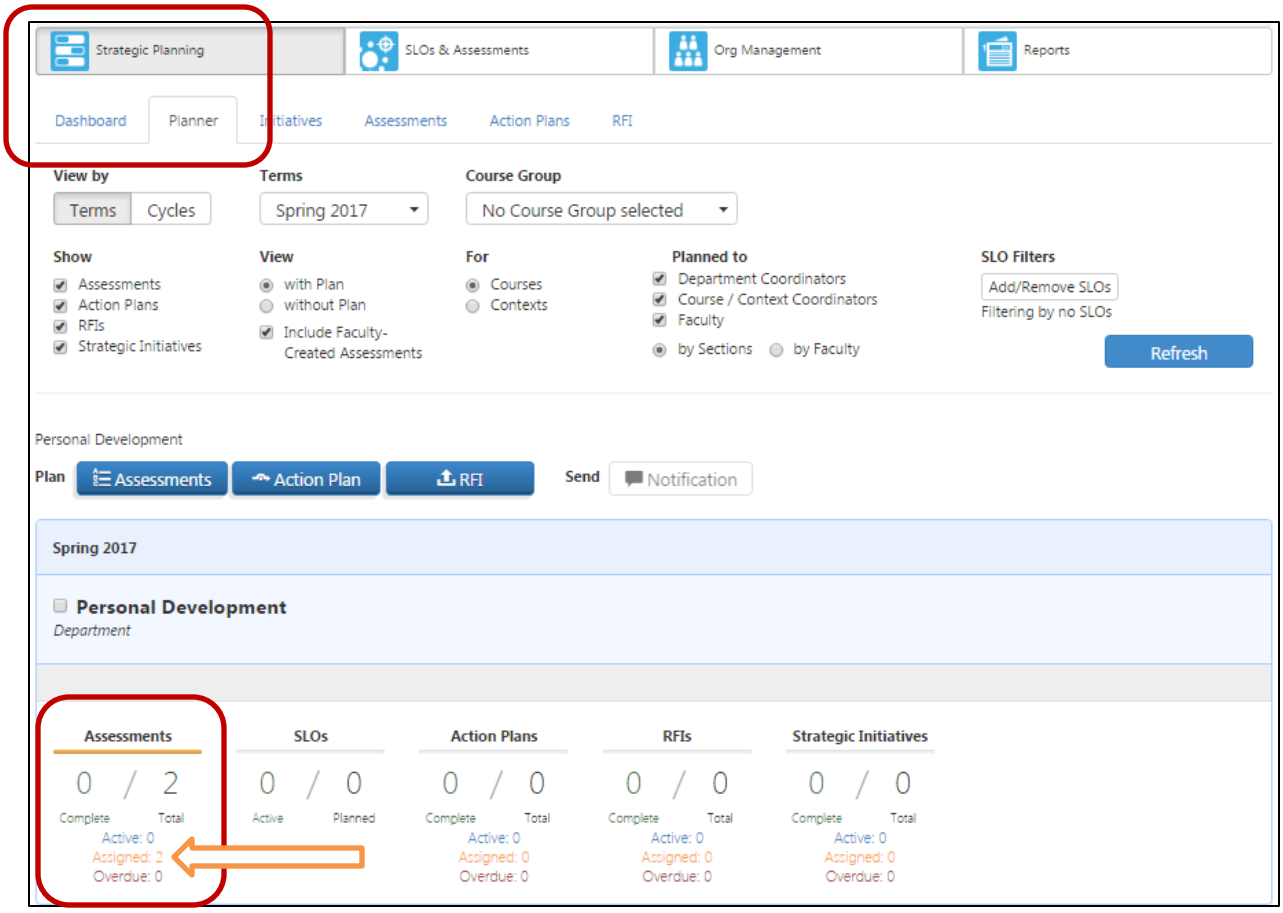


13. This is a confusing result because the blue plan button still shows the assessment you were working on and the course indicates “No sections with plan found”. Click the blue “Refresh” button on the middle right of the screen to see the results of your work. When you do you should see the sections appear as boxes with a golden assessment icon below the instructor’s name in that box. The plan button will still show the old assessment, but just ignore that.

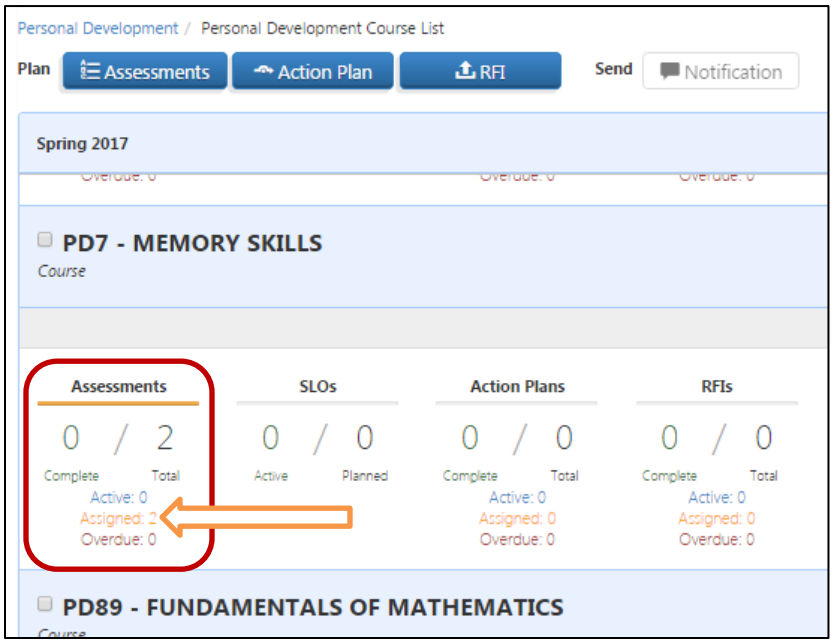


14. To repeat this process for your next outcome to be assessed in the course, DO NOT use the "Back to Assessment List" button above the Refresh button. That takes you to the Assessment Library. Instead click on the "SLOs List" tab at the top of the page to be returned to the courses page where you can start over with the next outcome.

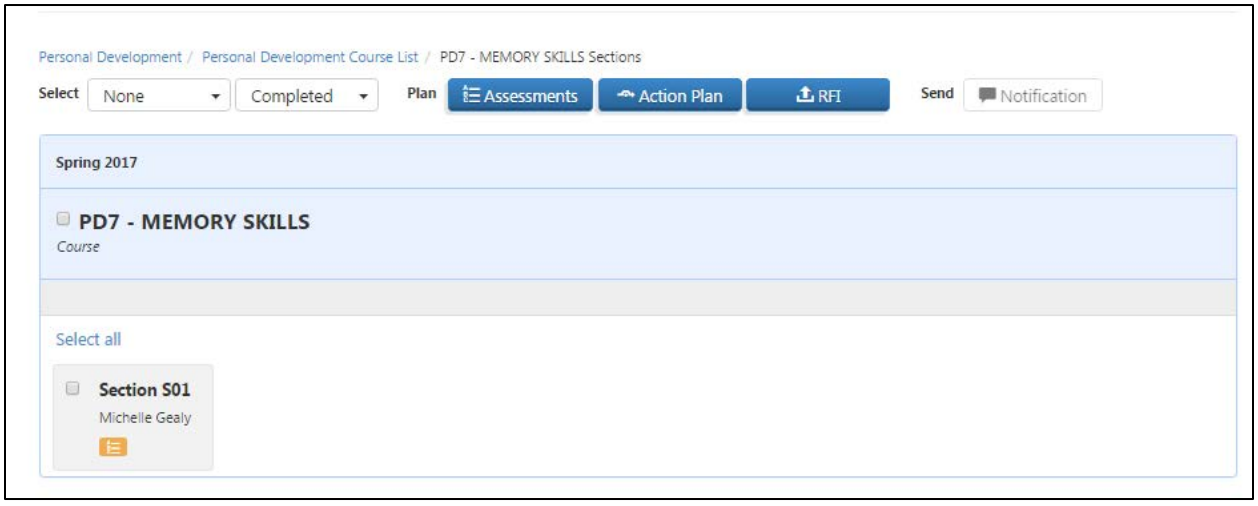
15. If you wish to check the status of your planned assessments, again it is not a very intuitive process, but it can be done. From the Strategic Planning Tab, click the "Planner" secondary tab to see the status of your department. We will need to drill down to get back to your course-level work. As you can see here two assessments are in the department. We don't yet know which classes they are in, but two have been added. Click on the golden word "Assigned" under the "Assessments" area.

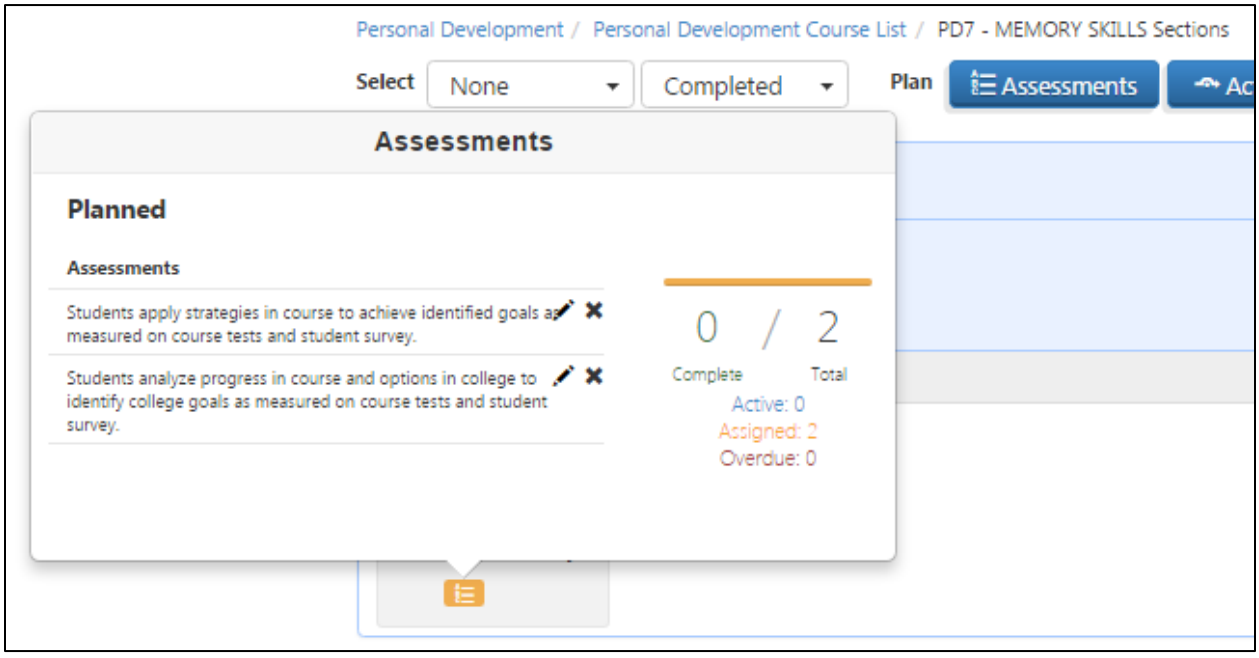


16. Doing so will open the department data and show the course-level data. Scroll to find your course and again click on the golden word “Assigned” to drop to the next level.



17. Now you will see the course and assigned sections. Hover your mouse over the gold assessment icon in the section you are interested in.





18. This will reveal the planned assessments for that section of the class.

Please note that you will need to do this each term for all the outcomes you plan to assess.

Many thanks to the points and liaisons who shared their process which enabled this crib sheet.