

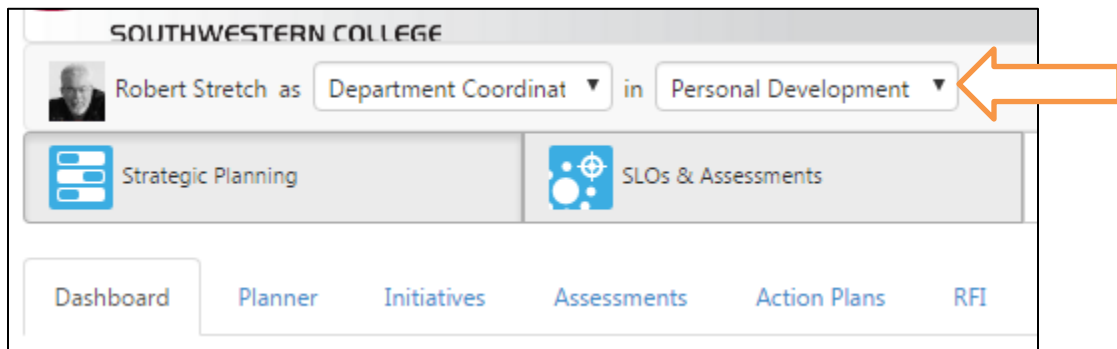
Planning Existing Assessments onto a New Term

23 May 2017 **Updated** 30 May 2017¹

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):

¹ Thanks to Lisa Karmel for the suggested changes.

Robert Stretch as Department Coordinat in Personal Development

Inbox Account Settings Support Log Out

Strategic Planning SLOs & Assessments Org Management Reports

SLOs Listing Curriculum Map Outcomes Groups Assessments

CSLOs PSLOs ISLOs ISLO Classes

Type Course Course Group No Course Group selected Include No Include Inactive Courses No Term Spring 2017

Unmapped CSLOs CSLOs not included in any Assessment Rubric

All Completed CSLO 5 of 43 CSLO

Personal Development

PD1 - SPEECH LANGUAGE HEARING ASSESSMENT

Add CSLO

CSLO

4. In that class area, click on the box in front of the learning outcome you wish to assess in this term. If no CLSOs exist, you will need to add them into the system.
 - a. To add a CSLO, click the blue “Add CSLO” button and enter the approved outcome from Curricunet (<http://www.curricunet.com/southwestern>) found in the *SLO Report* for your course. Always double-check your typing; there are few editing options in eLumen.
 - b. If the outcomes exist: click on the box in front of the outcome you wish to assess. 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.

PD7 - MEMORY SKILLS

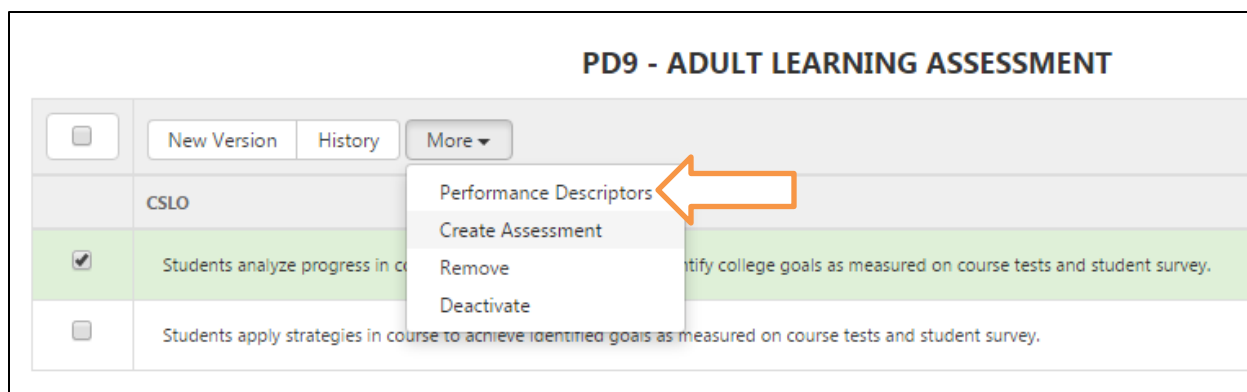
New Version History More

CSLO

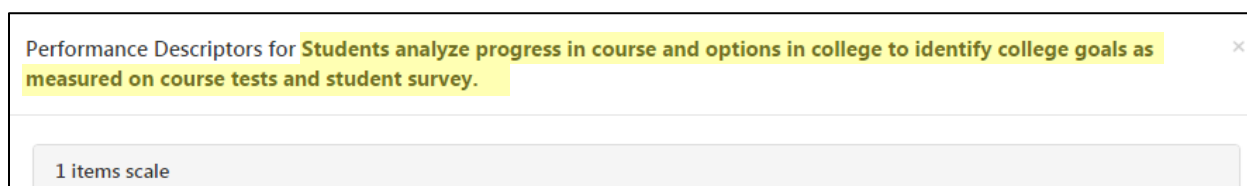
Students analyze progress in course and options in college to identify college goals as measured on course tests

Students apply strategies in course to achieve identified goals as measured on course tests and student survey.

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".

Assessments for PD7 - MEMORY SKILLS

Select the Assessment Type

Individual Student Scorecard & Rubric
Collective Student Score Entry

Define this Assessment

Assessment Name* Students analyze progress in college and options in college to identify c

Assessment Description* Students analyze progress in college and options in college to identify college goals as measured on course tests and student survey.

Assessment Type* Summative Assessment

☐ Allow Faculty Annotations

☐ Add Reflections Template
☐ Add Evaluator Assessment Guide

☐ Add Activity Name & Description

Define Assessment Outcome Type

Assessment Scale* Rating Scale: 5 items scale

Rubric Type* Outcomes-Oriented

Scoring Views* ☒ Scorecard View ☐ Rubric View

Number of SLOs* 1

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 retying 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. Here are some suggested descriptors:

Level	Proficiency	Descriptor
4	Mastery “A+”	Demonstrates depth of understanding of material taught and commits no errors when performing skill(s) described in SLO
3	High “A to B+”	Demonstrates depth of understanding of material taught and commits no or minor errors when performing skill(s) described in SLO
2	Proficient “B to C”	Demonstrates a general understanding of material taught and/or may commit a few minor errors when performing skill(s) described in SLO
1	Low “C- to D-”	Demonstrates a weak understanding of material taught and/or commits major errors when performing skill(s) described in SLO
0	No “F”	Demonstrates little or no understanding of material taught and commits major errors when performing skill(s) described in SLO

A score of “NA” is entered when a student was not assessed, perhaps due to an absence or late withdrawal.

Define Assessment Outcome Type

Assessment Scale* Rating Scale: 5 items scale

Rubric Type* Outcomes-Oriented

Scoring Views* ☒ Scorecard View ☐ Rubric View

	Mastery	High Proficiency	Proficiency	Low Proficiency	No Proficiency
	4	3	2	1	0
<div style="display: flex; align-items: center;"> ✕ <div> <p>Students analyze progress in course and options in college to identify college goals as measured on course tests and student survey.</p> </div> </div>	<p>Mastery - Student demonstrates depth of understanding of material taught and commits no errors when performing skill(s) described in the SLO (4 points is equivalent to a grade of A+.)</p>	<p>High Proficiency - Student demonstrates complete understanding of material taught and makes no or minor errors when performing skill(s) described in the SLO (3 points is equivalent to a grade of A, A- or B+.)</p>	<p>Proficiency - Student demonstrates a general understanding of material taught and/or may commit a few minor errors when performing skill(s) described in the SLO (2 points is equivalent to a grade of B, B-, C+ or C.)</p>	<p>Low Proficiency - Student demonstrates a weak understanding of material taught and/or commits major errors when performing skill(s) described in the SLO (1 point is equivalent to a grade of C-, D+, D or D-).</p>	<p>No Proficiency - Student demonstrates little or no understanding of material taught and/or commits major errors when performing skill(s) described in the SLO (0 points is equivalent to an F).</p>

Cancel
Save
Save & Plan

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.

SLOs Listing
Curriculum Map
Outcomes Groups
Assessments

CSLOs

PSLOs

ISLOs

ISLO Classes

View by

Terms
Cycles

Terms

Spring 2017

Course Group

No Course Group selected

View

☒ with Plan

☐ without Plan

For

☒ Courses

☐ Contexts

Planned to

☒ Course / Context Coordinators

☒ Faculty

SLO Filters

Add/Remove SLOs

Filtering by no SLOs

Back to Assessment List

Refresh

Select None

Completed None

Plan Students analyze progress in course ...

☐ Show other Assessments

Send Notification

Drag and Drop. Students analyze progress in course and options in college to identify college goals as measured on course tests and student survey.

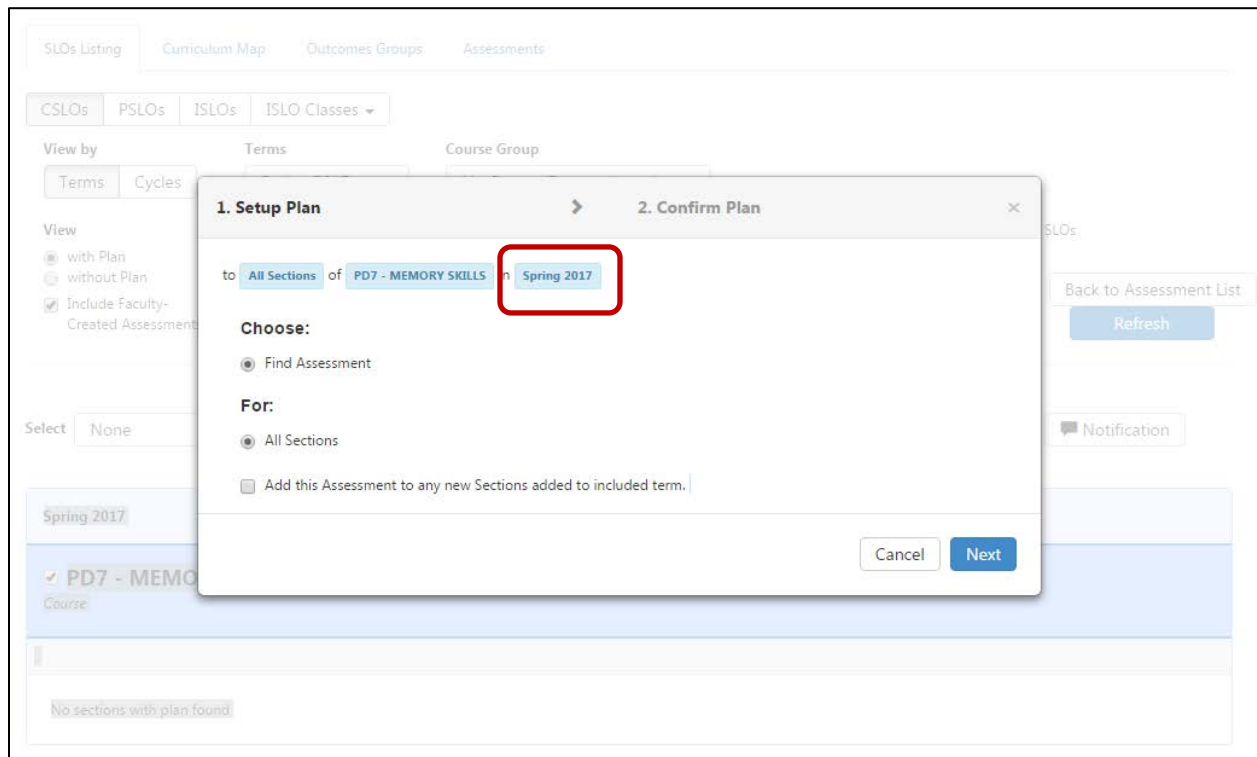
Spring 2017

☐ **PD7 - MEMORY SKILLS**

Course

No sections with plan found

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 seven day prior to term start notice is helpful in reminding the faculty of the need to assess.
 - 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.
 - When done with your messages, click the blue “Confirm” button at the bottom of the pop-up to continue.

✓ Setup Plan > 2. Confirm Plan

to All Sections of PD9 - ADULT LEARNING ASSESSMENT in Spring 2017

Students analyze progress in course and options in college to identify college goals as measured on course tests and student survey

☒ Send Notifications and Alerts

Notification Message
There is an assessment available for your 17/SP course.

Alert Message
There is an assessment due in your 17/SP course.

Send notification: 7 days after beginning of term

Due: 0 days before term ending

Send notification: 14 days before due date

Back Confirm

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

Select None Completed Plan Students apply strategies in course L... Show other Assessments Send Notification

Spring 2017

✓ PD7 - MEMORY SKILLS
Course

No sections with plan found

Distributed Successfully

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.

View

- ☒ with Plan
- ☐ without Plan
- ☒ Include Faculty-Created Assessments

For

- ☒ Courses
- ☐ Contexts

Planned to

- ☒ Course / Context Coordinators
- ☒ Faculty
- ☒ by Sections
- ☐ by Faculty

SLO Filters


Add/Remove SLOs


Filtering by no SLOs

[Back to Assessment List](#)

Refresh

Select

Plan  [Progress in course ...](#) ☐ Show other Assessments

Send  Notification

Spring 2017


☐ **PD9 - ADULT LEARNING ASSESSMENT**

Course

Select all

☐ **Section S01**

Jaquelyn Gardea



- 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.
- 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.

Strategic Planning | SLOs & Assessments | Org Management | Reports

Dashboard | **Planner** | Initiatives | Assessments | Action Plans | RFI

View by: Terms | Cycles | Terms: Spring 2017 | Course Group: No Course Group selected

Show: ☒ Assessments ☒ Action Plans ☒ RFIs ☒ Strategic Initiatives

View: ☒ with Plan ☐ without Plan ☒ Include Faculty-Created Assessments

For: ☒ Courses ☐ Contexts

Planned to: ☒ Department Coordinators ☒ Course / Context Coordinators ☒ Faculty ☐ by Sections ☐ by Faculty

SLO Filters: Add/Remove SLOs | Filtering by no SLOs | Refresh

Personal Development

Plan: **Assessments** | Action Plan | RFI | Send | Notification

Spring 2017

☐ **Personal Development**
Department

Assessments	SLOs	Action Plans	RFIs	Strategic Initiatives
0 / 2	0 / 0	0 / 0	0 / 0	0 / 0
Complete: 0 / Total: 2	Active: 0 / Planned: 0	Complete: 0 / Total: 0	Complete: 0 / Total: 0	Complete: 0 / Total: 0
Active: 0 Assigned: 2 Overdue: 0		Active: 0 Assigned: 0 Overdue: 0	Active: 0 Assigned: 0 Overdue: 0	Active: 0 Assigned: 0 Overdue: 0

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.

Personal Development / Personal Development Course List

Plan: **Assessments** | Action Plan | RFI | Send | Notification

Spring 2017

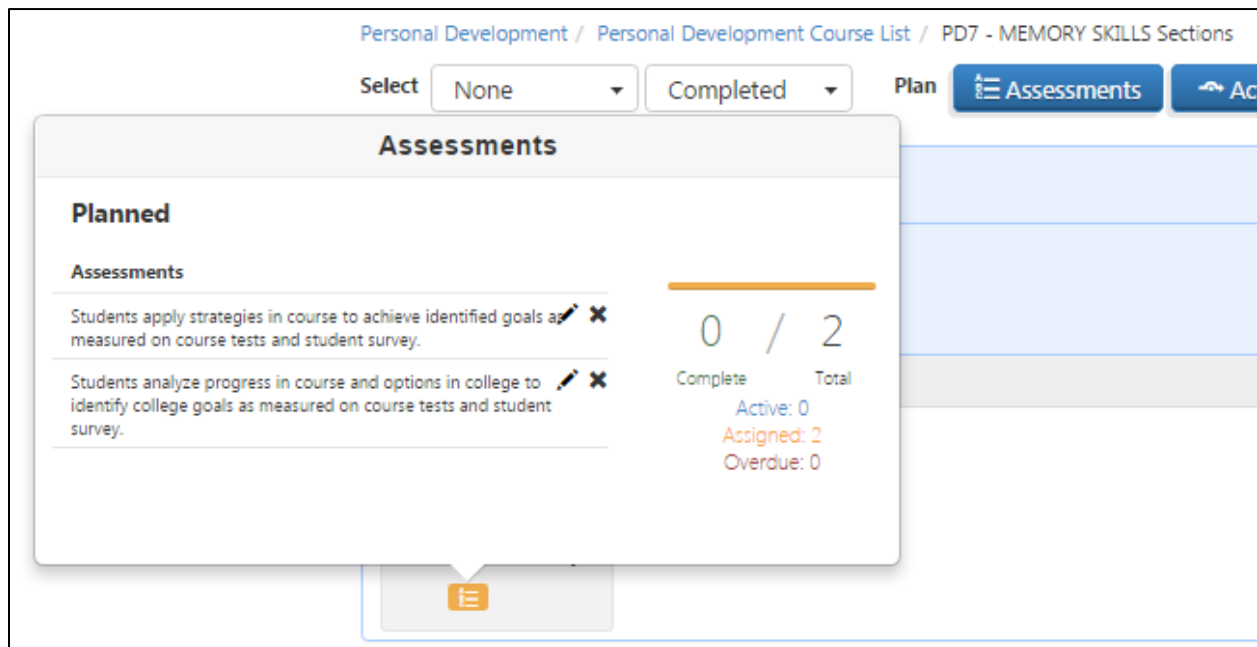
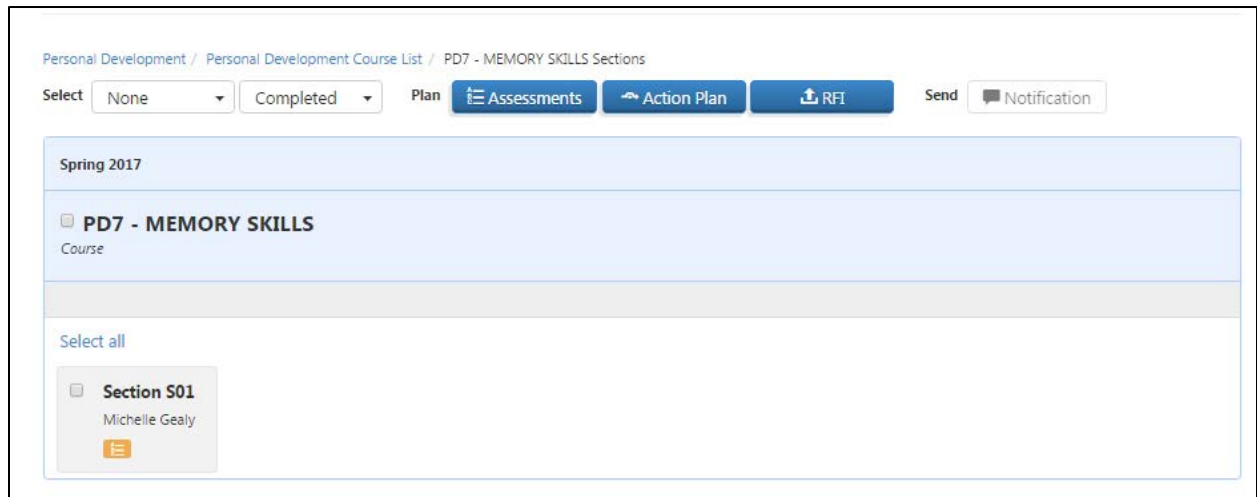
Overdue: 0 | Overdue: 0 | Overdue: 0

☐ **PD7 - MEMORY SKILLS**
Course

Assessments	SLOs	Action Plans	RFIs
0 / 2	0 / 0	0 / 0	0 / 0
Complete: 0 / Total: 2	Active: 0 / Planned: 0	Complete: 0 / Total: 0	Complete: 0 / Total: 0
Active: 0 Assigned: 2 Overdue: 0		Active: 0 Assigned: 0 Overdue: 0	Active: 0 Assigned: 0 Overdue: 0

☐ **PD89 - FUNDAMENTALS OF MATHEMATICS**
Course

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.