

Entering Scores into eLumen

More detailed directions and a “How To” video is available on our SWC ISLO website at www.swccd.edu/~islo/ under “How To: Store Data.”

1. Go to the eLumen web site at <http://elumen.swccd.edu:8080/elumen/> or navigate to the ISLO page at <http://swccd.edu/~islo> and **click** an eLumen link.

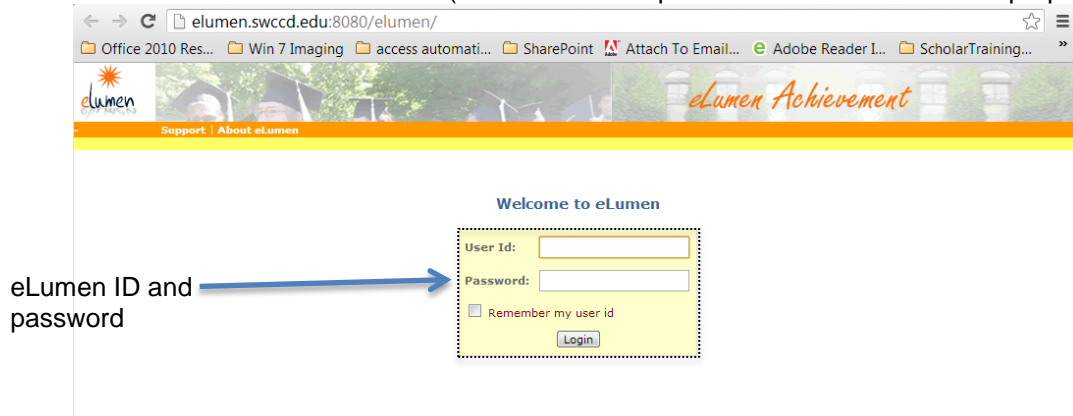


2. Log in to eLumen using the same username and password used to access your email through the SWC server.

For example:

Log in: rwo[n]iewicz (first initial of your first name followed by your complete last name)

Password: eLumenC00rdin8ter (this is a fictitious password used for illustrative purposes)



If you have your email forwarded to your home address, you may need to call the SWC Help Line to obtain your password or create a new one. Passwords expire and need to be updated every 6 months. **SWC Help Desk:** 619 421-6700 x4357

3. At the top of the screen, **click the “Member”** tab listing the discipline in which the course resides.

Welcome to eLumen Click on a role below to begin work or on [Help](#) for more information

Program Coordinator Member Program Coordinator Member Program Coordinator Member Help

CIS Computer Information Systems CIS Computer Information Systems CL Computer Literacy CL Computer Literacy Sample Discipline Sample Discipline

Select a Term Summer 2009

Select a Section

Course Code	Course Name	Section	# Students
1. CIS122B	SPREADSHEET SOFTWARE---EXCEL	360	0
2. CIS122B	SPREADSHEET SOFTWARE---EXCEL	76	29

Discipline member tab

4. The next screen will show all the courses you are scheduled to teach according to semester.
 5. Note the dropdown menu listing the semester. Choose the current semester.

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Select a Term Summer 2009

Select a Section

Course Code	Course Name	Section	# Students
1. CL120	COMPUTER LITERACY 360	12	
2. CL120	COMPUTER LITERACY 70	26	

Term drop-down

- a. If you are only teaching one course, you will not get a list, but be sent directly to the course. Skip to number 6.

7. **Click on the course for which you have data to enter.**

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Course Code	Course Name	Section	# Students
1. CL120	COMPUTER LITERACY 360	12	
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Sections available

8. At the bottom of the screen, **click “Consider Recommended Assessments.”** This option is in the yellow pane.

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Select a Term Summer 2009

CL120 COMPUTER LITERACY Sec 360 Show all settings

These are the SLOs that have been assigned to this course

SLO Description	Owner	Rubric	Magnitude	Specific Expectations
1. Demonstrate application-specific functions utilizing the capabilities of the word processing, spreadsheet, data base, graphics and Internet-related software.	SWC SOUTHWESTERN	Campus Wide Rubric	End of Term	

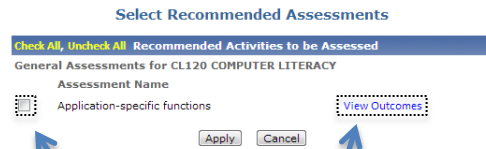
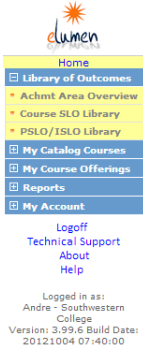
You have not set up assessments for this section

What would you like to do ?

- Consider recommended assessments 1 assessment is available
- Create an assessment
- View roster

Recommended assessments

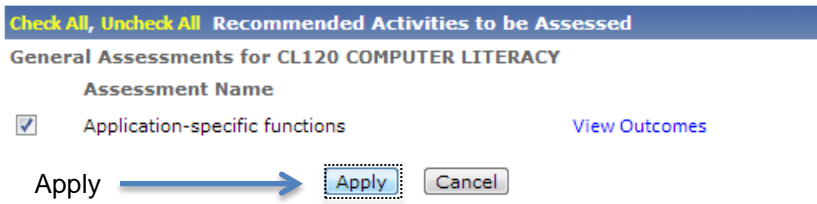
9. Place a check mark in the box for each SLO for which you have data. If the titles do not make sense, **click** the blue [“View Outcomes”](#) link to the right of each title and a pop-up window will show the SLO.



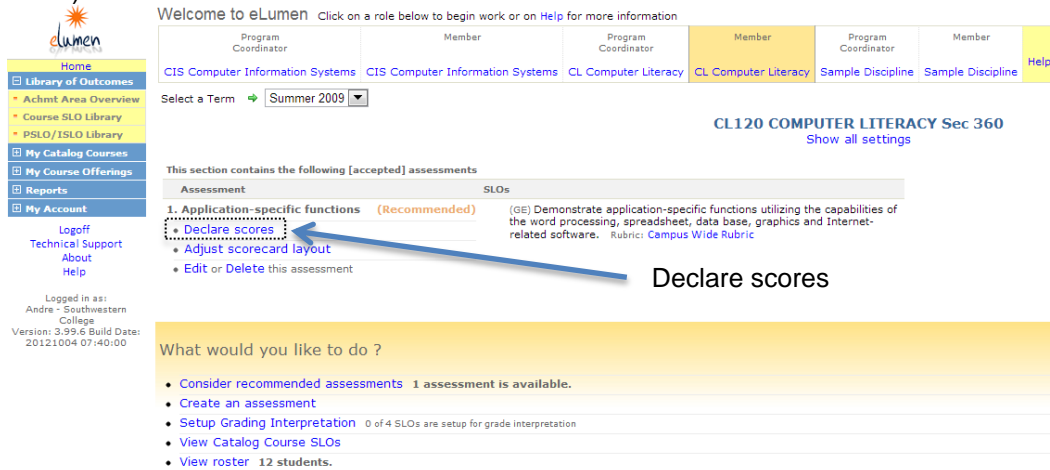
Check box and View Outcomes link

10. **Click** “Apply” to return to the main course section page.

Select Recommended Assessments

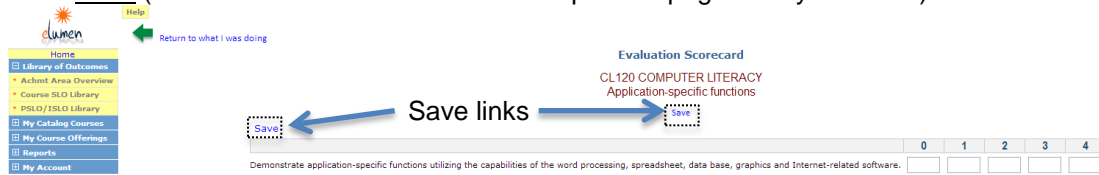


11. Look at SLOs available. **Click** the blue [“Declare Scores”](#) link for the SLO you have data for. If you see “Score Students,” a simple change needs to be made to the course settings. Please email Rebecca Wolniewicz at rwolniewicz@swccd.edu. In the email, please include the course designator (i.e. CIS), the number (i.e. 122B), and title (i.e. Spreadsheet Software – Excel).

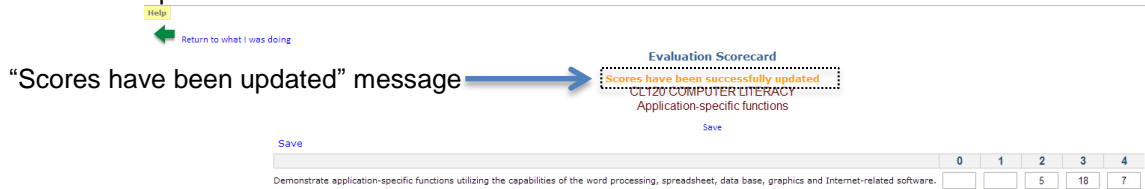


Declare scores

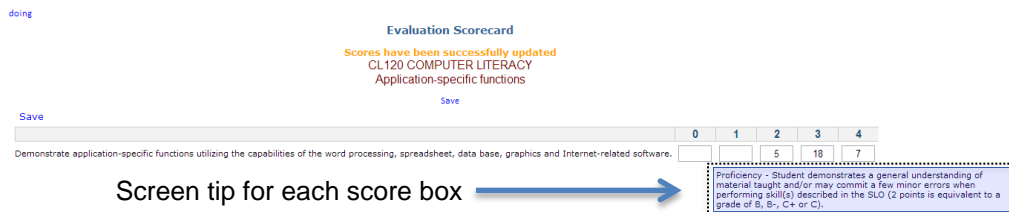
12. You should now be on the scoring page. Simply enter your scores in the boxes provided and **click Save** (there are two Save links near the top of the page. They are blue.).



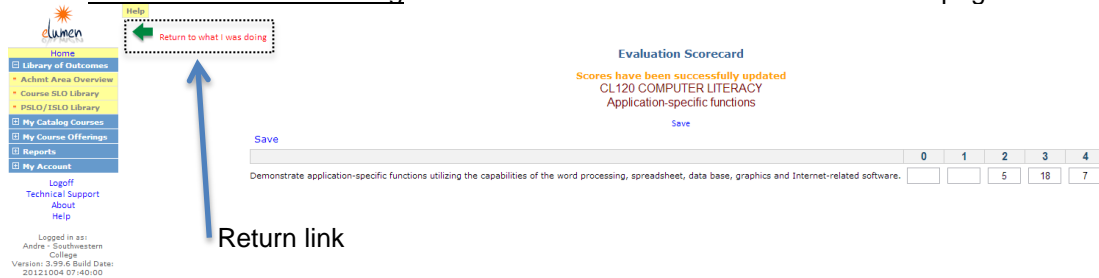
13. It will look like nothing happened after you clicked save, not to worry. The page has been saved. Look for the orange writing at the top of the page stating “Scores have been successfully updated.”



14. Note: If you place the cursor over a box, a screen tip window will appear explaining what each box's score represents.



15. Click “Return to what I was doing.” It is in blue text on the left hand side of the page.



16. Your data has been logged. To double-check; look again at the term “Declare Scores.” It should say “scores exist” just to the right. Also, you may note that the “Edit” link has disappeared.

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Select a Term [Summer 2009](#)

CL120 COMPUTER LITERACY Sec 360
Show all settings

[Pre-assessment Actions](#) [Post-assessment Actions](#)

This section contains the following [accepted] assessments

Assessment	SLOs
1. Application-specific functions (Recommended) <ul style="list-style-type: none"> • Declare scores Scores exist • Adjust scorecard layout 	(GE) Demonstrate application-specific functions utilizing the capabilities of the word processing, spreadsheet, data base, graphics and Internet-related software. Rubric: Campus Wide Rubric

What would you like to do ?

- [Consider recommended assessments](#) 1 assessment is available.
- [Create an assessment](#)
- [Setup Grading Interpretation](#) 0 of 4 SLOs are setup for grade interpretation
- [View Catalog Course SLOs](#)
- [View roster](#) 12 students.

17. At this point, you can move on to the next SLO in the course or **click the blue “Show All Settings” link to return to your class list.**

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