

How to Input Data into eLumen

Faculty Role

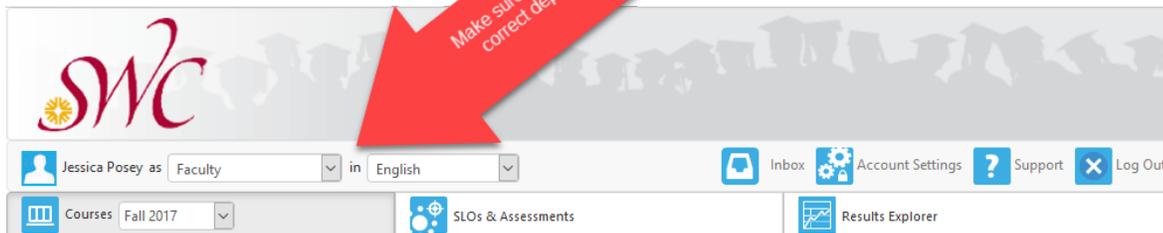
1. Log on to  and then click on



2. Next click on



3. On the screen check to see that your name, department, year, and the current CSLOs being assessed are accurate. Then click on the scorecard button to begin entering data. It should look like this:



ENGL115 - COLLEGE COMPOSITION: READING AND WRITING ANALYTICALLY - 07

Course Coordinator(s): <unassigned>
Evaluator(s): Jessica Posey

Find Assessment		
Activity Name	Activity Description	Scorecards
<input type="checkbox"/> Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources.	Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources.	 0/29
<input type="checkbox"/> Evaluate the effectiveness and validity of written arguments and assess the effectiveness of rhetorical strategies used by authors.	Evaluate the effectiveness and validity of written arguments and assess the effectiveness of rhetorical strategies used by authors.	 0/29 

Click on the blue square under 'scorecards' to start entering disaggregated data.

4. The scorecard will list each student's name on the left (blurred in the directions below) and provides a rubric. Click on the score that coincides with each student's SLO level of competence. See the image below.

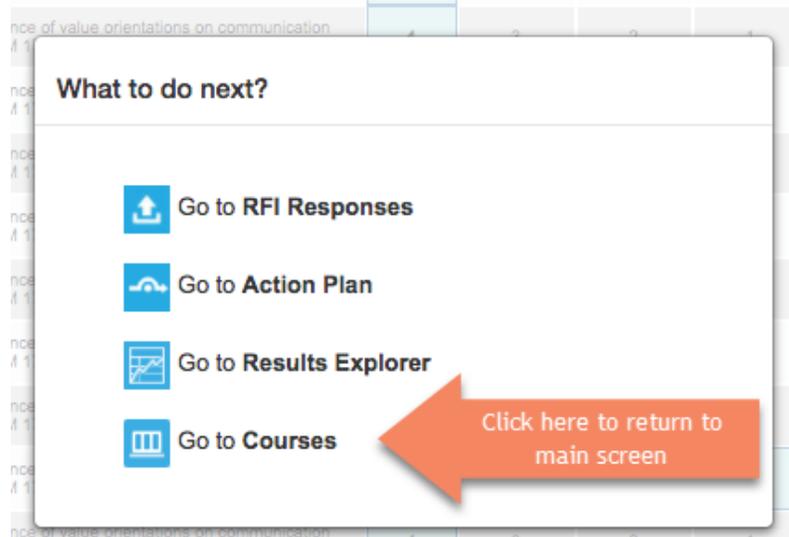
Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources.

Assessment Type
Summative Assessment

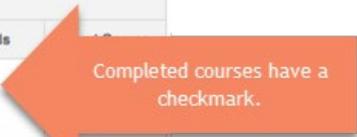
Assessment Description
Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources.

		Mastery	High Proficiency	Proficiency	Low Proficiency	No Proficiency	
	SLO	4	3	2	1	0	N/A
[blurred]	Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources.	4	3	2	1	0	<input type="checkbox"/>
[blurred]	Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources.	4	3	2	1	0	<input type="checkbox"/>
[blurred]	Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources.	4	3	2	1	0	<input type="checkbox"/>
[blurred]	Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources.	4	3	2	1	0	<input type="checkbox"/>
[blurred]	Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources.	4	3	2	1	0	<input type="checkbox"/>
[blurred]	Compose well-developed argumentative and analytical essays, incorporating appropriate rhetorical strategies and properly cited sources.	4	3	2	1	0	<input type="checkbox"/>

5. Once complete, scroll to the bottom of the screen and click  . A small green banner will briefly appear in the bottom right corner of the screen to notify you that scores were successfully saved. Then a menu will open up asking you what you would like to do next. Click on “Go to Courses.”



6. From here you can see which course sections have been completed.

Find Assessment			
Activity Name	Activity Description	Scorecards	
<input type="checkbox"/> Apply strategies to manage intercultural communication conflict (COMM 176, ISLO 12).	Apply strategies to manage intercultural communication conflict (COMM 176, ISLO 12).		
<input type="checkbox"/> Explain the influence of value orientations on communication behaviors (COMM 176, ISLO 10).	Explain the influence of value orientations on communication behaviors (COMM 176, ISLO 10).		