eLumen: Adding Assessment Scores for a Non-Distributed Assessment

Entering scores for assessment results is a critical component of our SLO assessment cycle. If your SLO Liaison has not chosen to “distribute” your SLO assessment for you, you will be prompted to find an SLO assessment linked to your SLO in order to input your data. Think of an SLO assessment as a box that is waiting for you to put in your scores. These boxes are kept in the “Assessment Library” and you must add this assessment box to your course section(s) to continue. These instructions are for SLO assessments that have NOT been distributed.

Logging into eLumen

1. Web Address: swccd.elumenapp.com/swccd/

2. Use your SWC server (email) username and password.

   Welcome to eLumen

   User Id: 
   Password: 

   Remember my user id
   Login

3. If you cannot log in, please contact the Help Desk (619 421-6700 x4357). Only the Help Desk can assist with login issues.

   The three main reasons people experience problems logging in:
   a) Incorrectly entering a username or password
   b) An expired SWC server password (must be updated every 6 months)
   c) Being newly hired or in a new position on campus.

Developed by:  
Rebecca Wolniewicz, Ph.D., ISLO Coordinator  
Andre Ortiz, Training Services Coordinator  
Randy Beach, Institutional Program Review and Outcomes Coordinator
4. Once logged into eLumen, your main page will look similar to this:

![eLumen Main Page Screenshot]

**Entering Scores into eLumen for a Non-Distributed Assessment**

5. At the top left of the screen make sure "Faculty" is selected in the drop-down menu next to your name (some individuals have several roles in eLumen).

![Role Drop-down Menu]

6. Just below your name on the top left of the screen (in the middle of the “Courses” button) make sure the drop-down menu shows the correct semester and year.

![Term Drop-down Menu]

7. At the top right of the screen, make sure the drop-down menu lists your course(s) discipline.

![Discipline Drop-down Menu]
8. All the course sections you are teaching for the semester selected should be listed in the center of the screen.
9. If you do **NOT** see a blue button click on the Find Assessment button to access the Assessment Library.
10. Use the dropdown menus to filter to the course and course student learning outcome you have measured. This will show you which assessment “boxes” are available for you.

11. Check on the appropriate assessment and **click on Add to Section** to add it to your section.

**STOP** If you are presented with multiple assessments, or if you receive the message “No Matching records found” that means there are no assessments available to input your scores into. Contact your discipline’s SLO Liaison/Coordinator or department chair.
12. Now that you have found an assessment and added it to your section, to the right of each course section, click the blue button in the third (last) column. Note that the icon has 3 tiny people in it which are blocked by a progress meter.

13. You will see a row of boxes labeled “0-4” (representing proficiency level) and an additional box labeled “N/A” (Not Assessed). Make sure to include the number of students who were not assessed and are on your roster. The “Current” number and “Total” number should match.
14. Enter your scores in each box and click the Save button. A green box stating, “Scores successfully saved” appears on the lower right screen.

**Save**

Scores successfully saved

**STOP**

Be sure that the number of scores you input is equal to the number of students on your roster. Use the NA column to indicate the number of students that were not assessed. Your goal is to have an equal number of scores, including NA scores, as you see students in eLumen. If these numbers don’t match, the assessment will be incomplete and can be altered in the future.

15. After you **click** you will automatically go back to your course and assessment listing to continue setting up your assessments, or continue with entering your scores.

Congratulations, you have successfully entered your SLO scores for a Non-Distributed Assessment.

Please contact Randy Beach at rbeach@swccd.edu or ext. 5897 or Andre Ortiz at aortiz@swccd.edu or ext. 6430 if you have questions regarding inputting scores.

Developed by: Rebecca Wolniewicz, Ph.D., ISLO Coordinator  
Andre Ortiz, Training Services Coordinator  
Randy Beach, Institutional Program Review and Outcomes Coordinator