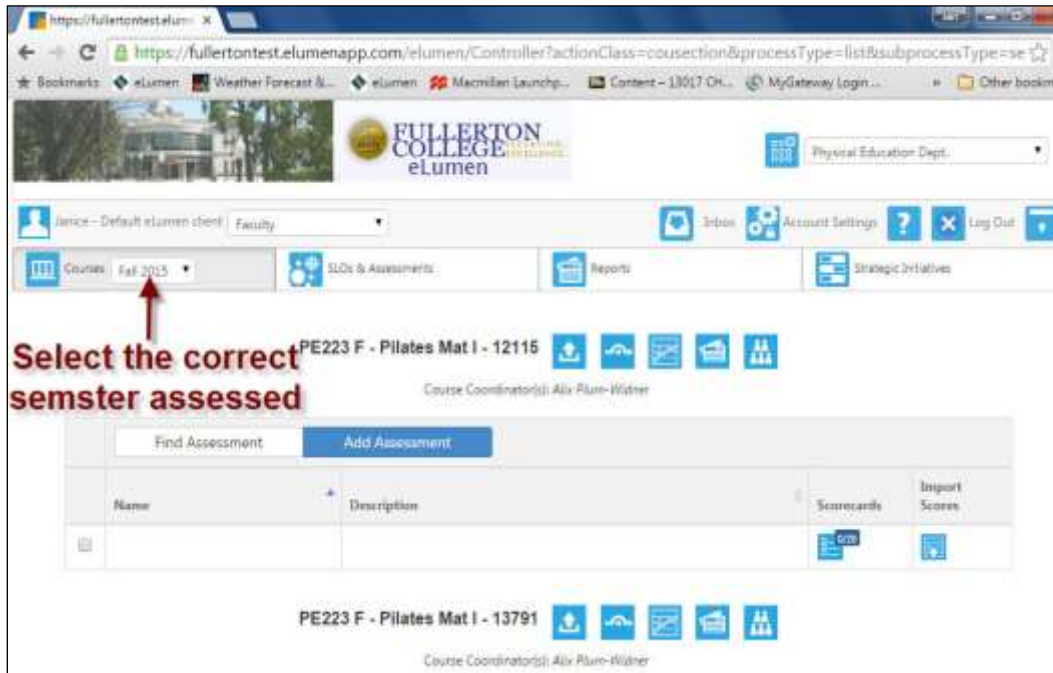
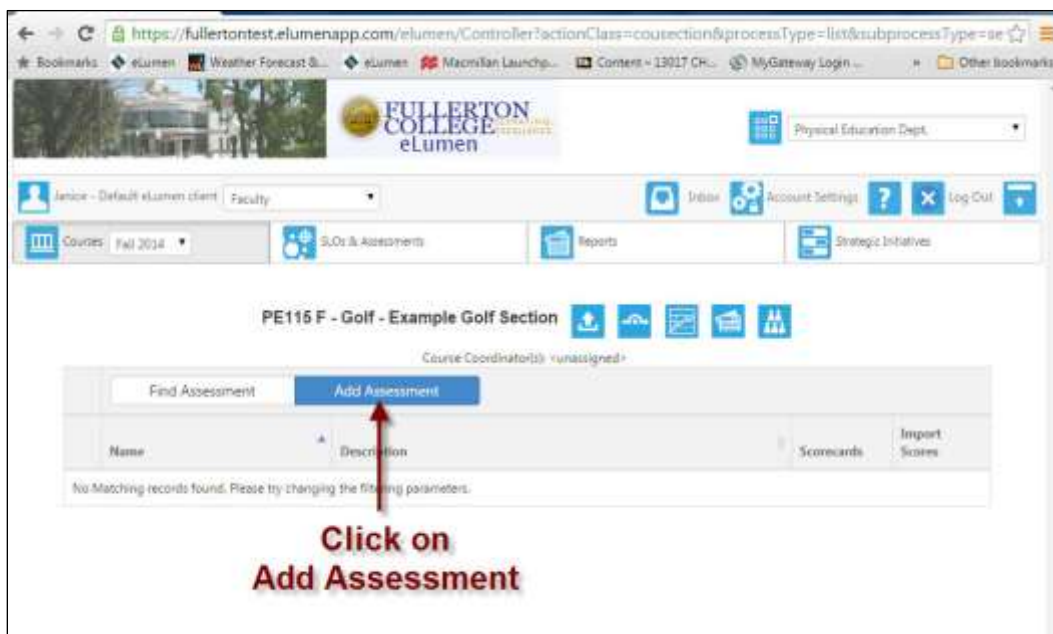


I have a mock golf section in PE 115 on the eLumen practice site in Fall 2014 to show how add a 3-level assessment. A 3-level assessment has three mastery levels: Exceeds Expectations, Meets Expectations, and Does Not Meet Expectations. Note: This is not a real assessment and the mastery levels do not reflect the mastery in PE 115. I am not an expert in this discipline, so this is merely an example of how to build an assessment in eLumen.

Since this was created in a past semester, ensure you have the correct semester. On the Courses & Org menu, click on Fall 2014 and here is my example golf section.



Click on Add Assessment



Enter a name for the assessment that can identify the assessment later on.

The screenshot shows the eLumen assessment creation interface. At the top, there is a header with the Fullerton College eLumen logo and a dropdown menu for 'Physical Education Dept.'. Below the header, there is a navigation bar with 'Courses: Fall 2015', 'SLOs & Assessments', 'Reports', and 'Strategic Initiatives'. The main form area contains several fields: 'Assessment' (text input with 'Golf Drive Assessment'), 'Activity' (text input with 'Activity'), 'Assessment Description' (text area with 'Assessment Description'), 'Activity Description' (text area with 'Activity Description'), 'Assessment Type' (dropdown menu), 'Evaluator Assessment Guide' (text input with 'Upload Assessment Guide'), 'Evaluator Reflections' (checkbox for 'Allow evaluator reflections'), 'Rubric Type' (dropdown menu with 'Activity-Oriented, Single SLO'), 'Selected SLOs' (text input with 'Link SLOs'), 'Assessment Scale' (dropdown menu with 'a 2 level Successful/Unsuccessful'), and 'Number of criteria' (text input with '1'). A blue button labeled 'Generate Rubric Template' is located at the bottom right. A red arrow points to the 'Assessment' field with the text 'Type in a Title for the Assessment'.

Add an assessment description.

The screenshot shows the eLumen assessment creation interface. The 'Assessment' field contains 'Golf Drive Assessment'. The 'Assessment Description' field contains '3-Level Outcomes-Oriented Scorecard for a golf drive in Spring 2015 with a reflection added. Exceeds if ...'. A red arrow points to the 'Assessment Description' field with the text 'Type in an Assessment Description'. The other fields and the 'Generate Rubric Template' button are the same as in the previous screenshot.

Either copy & paste the Assessment Title and the Assessment Description into the Activity and Activity Description for later use or write a more detailed description here. Do not leave the Activity and Activity Description blank.

Assessment: Golf Drive Assessment

Assessment Description: 3-Level Outcomes-Oriented Scorecard for a golf drive in Spring 2015 with a reflection added. Exceeds if ...

Assessment Type:

Evaluator Assessment Guide: Upload Assessment Guide

Evaluator Reflections:  Allow evaluator reflections

Rubric Type: Activity-Oriented, Single SLO

Selected SLO: Link SLOs

Assessment Scale: a 2-level Successful/Unsuccessful

Activity: Golf Drive Assessment

Activity Description: 3-Level Outcomes-Oriented Scorecard for a golf drive in Spring 2015 with a reflection added. Exceeds if greater than 150 yards, between 149 and 50 yards meets and less than 50 yards does not meet.

**Copy & Paste Assessment Title and Assessment Description here. Include more detail if needed**

Number of criteria: 1

Generate Rubric Template

There are several different types. Selecting Performance-based skill is appropriate for a golf drive distance assessment.

Assessment: Golf Drive Assessment

Assessment Description: 3-Level Outcomes-Oriented Scorecard for a golf drive in Spring 2015 with a reflection added. Exceeds if ...

Assessment Type: Performance based skill

Evaluator Assessment Guide: Project, Quiz, Survey, Essay, Examination, Embedded Assessment, Final Exam, Extended or Unit Projects, Performance based skill, Laboratory Experience, Resume/Cover Letter, Course-ending review of overall student achievement, Early Formative Assessment, Major mid-course assessment, Oral/Written Report, External assessment, Participation

Evaluator Reflections:  Allow evaluator reflections

Rubric Type: Activity-Oriented, Single SLO

Selected SLO: Link SLOs

Assessment Scale: a 2-level Successful/Unsuccessful

Activity: Golf Drive Assessment

Activity Description: 3-Level Outcomes-Oriented Scorecard for a golf drive in Spring 2015 with a reflection added. Exceeds if greater than 150 yards, between 149 and 50 yards meets and less than 50 yards does not meet.

**Select an Assessment Type**

Number of criteria: 1

Generate Rubric Template

If there are multiple sections or other folks that might use your assessment, you can upload an assessment guide, solution key, or simply additional directions here and they will appear as a PDF in the upper right hand corner of the assessment when scoring.

Assessment: Golf Drive Assessment

Activity: Golf Drive Assessment

Assessment Description: 3-Level Outcomes-Oriented Scorecard for a golf drive in Spring 2015 with a reflection added. Exceeds if ...

Activity Description: 3-Level Outcomes-Oriented Scorecard for a golf drive in Spring 2015 with a reflection added. Exceeds if greater than 150 yards, between 149 and 50 yards meets and less than 50 yards does not meet.

Assessment Type: Performance based skill

Evaluator Assessment Guide: [Upload Assessment Guide](#)

Evaluator Reflections:  Allow evaluator reflections

Rubric Type: Activity-Oriented, Single SLO

Selected SLO: Link SLOs

Assessment Scale: a 2 level Successful/Unsuccessful

Number of criteria: 1

**If you have a scoring key or an assessment guide, you can upload it here**

Generate Rubric Template

Click on the Allow Evaluator reflections checkbox.

Assessment: Golf Drive Assessment

Activity: Golf Drive Assessment

Assessment Description: 3-Level Outcomes-Oriented Scorecard for a golf drive in Spring 2015 with a reflection added. Exceeds if ...

Activity Description: 3-Level Outcomes-Oriented Scorecard for a golf drive in Spring 2015 with a reflection added. Exceeds if greater than 150 yards, between 149 and 50 yards meets and less than 50 yards does not meet.

Assessment Type: Performance based skill

Evaluator Assessment Guide: [Upload Assessment Guide](#)

Evaluator Reflections:  Allow evaluator reflections

Evaluator Reflection Template: [Link Reflection Template](#)

Rubric Type: Activity-Oriented, Single SLO

Selected SLO: Link SLOs

Assessment Scale: a 2 level Successful/Unsuccessful

Number of criteria: 1

**Click on the Allow evaluator reflections checkbox and make**

Generate Rubric Template

Click on the Link Reflection Template here and add the Fullerton College Reflection Template.

The screenshot shows the eLumen interface for the Physical Education Dept. The 'Add Reflection Template' form is displayed with the following fields:

- Assessment:** Golf Drive Assessment
- Activity:** Golf Drive Assessment
- Assessment Description:** 3-Level Outcomes-Oriented Scorecard for a golf drive in Spring 2015 with a reflection added. Exceeds if ...
- Activity Description:** 3-Level Outcomes-Oriented Scorecard for a golf drive in Spring 2015 with a reflection added. Exceeds if greater than 150 yards, between 140 and 50 yards meets and less than 50 yards does not meet.
- Assessment Type:** Performance based skill
- Evaluator Assessment Guide:** Upload Assessment Guide
- Evaluator Reflections:**  Allow evaluator reflections
- Evaluator Reflection Template:** [Link Reflection Template](#) (indicated by a red arrow)
- Rubric Type:** Activity-Oriented, Single SLO
- Selected SLO:** [Link SLOs](#)
- Assessment Scale:** a 2 level Successful/Unsuccessful
- Number of criteria:** 1

A blue button labeled "Generate Rubric Template" is located at the bottom right of the form.

Click anywhere in the template description and then scroll down and click on Add.

The screenshot shows the 'Add Reflection Template' dialog box. The 'Select one template' section contains the following text:

**A Fullerton College Reflection Template**  
REFLECTION ON RESULTS: This is an important part of the SLOA process. It does not suffice to simply enter scores in the scorecard or rubric since ACJC requires evidence of reflection on the results with the goal of continuous quality improvement. This template is used to reflect on SLOA findings and planned actions in response to the findings. As an alternative to using this template, you may also choose to either: 1) Create a course or program reflection template, or 2) Create an action plan. Please consult with your program and/or division prior to choosing one of these other options. To use this template for your reflection, please respond to these questions sometime after inputting assessment scores into eLumen. You may enter as much detail as needed.  
2 questions

The 'Preview' section shows a placeholder: "Select a Reflection Template from the list".

A red arrow points to the "Add" button at the bottom of the dialog box.



Scroll down and click on Add.

(findings and interventions) and one can respond with as much detail as needed. The questions are answered sometime after the assessment scoring input in eLumen. It does not suffice to simply enter scores in the scorecard or rubric. A response to these two questions ensure that faculty reflect on their finding in order to improve their courses. There are additional options to this template: 1) Create a course or program reflection template or 2) Create an action plan. Please consult with your program and/or division prior to choosing other options such as the one mentioned above.  
2 questions

Example without any description  
2 questions

Reflection Template Example  
desc  
3 questions

Reflection Template Example 2  
another example with directions for copy and paste to list  
3 questions

try 1  
added description  
2 questions

Create New

Cancel Add

**Scroll down and click on Add**

On the Rubric Type pull-down menu: For a scorecard.

FULLERTON COLLEGE eLumen

Physical Education Dept.

Janice - Default eLumen client Faculty

Info Account Settings ? Log Out

Courses Fall 2014 SLOs & Assessments Reports Strategic Initiatives

Assessment: Golf Drive Assessment Activity: Golf Drive Assessment

Assessment Description: 3-level outcomes-oriented scorecard assessment of a golf drive in F 2014 with a reflection added -chadwick Activity Description: 3-level outcomes-oriented scorecard assessment of a golf drive in F 2014 with a reflection added. Three out of four sections were assessed on outcome #1, using a driver only. Drive quality based on distance-chadwick

Evaluator Reflection Template: Link Reflection Template Example with description1

Assessment Type: Performance based skill

Rubric Type: Activity-Oriented, Single SLO

Selected SLO: Link SLOs

Assessment Scale: a 2 level Successful/Unsuccessful Number of criteria: 1

Generate Rubric Template

**Click on Rubric Type pull-down menu**

**Very Important!** Use the pull-down menu to select **Outcomes-Oriented** at the bottom.

Assessment: Golf Drive Assessment      Activity: Golf Drive Assessment

Assessment Description: 3-level outcomes-oriented scorecard assessment of a golf drive in F 2014 with a reflection added -chadwick      Activity Description: 3-level outcomes-oriented scorecard assessment of a golf drive in F 2014 with a reflection added. Three out of four sections were assessed an outcome #1 using a driver only. Drive quality based on distance -chadwick

Evaluator Reflection Template: [Link Reflection Template](#)  
Example with description1

Assessment Type: Performance based skill

Rubric Type: **Outcomes-Oriented**

Selected SLOs: Activity-Oriented, Single SLO  
Activity-Oriented, Single SLO  
Activity-Oriented, Multiple SLO  
Activity-Oriented, Multi-Rubric

Assessment Scale: **Outcomes-Oriented**      Number of criteria: 1

**Select Outcomes-Oriented**

Generate Rubric Template

Select an assessment scale.

Assessment: Golf Drive Assessment      Activity: Golf Drive Assessment

Assessment Description: 3-level outcomes-oriented scorecard assessment of a golf drive in F 2014 with a reflection added -chadwick      Activity Description: 3-level outcomes-oriented scorecard assessment of a golf drive in F 2014 with a reflection added. Three out of four sections were assessed an outcome #1 using a driver only. Drive quality based on distance -chadwick

Evaluator Reflection Template: [Link Reflection Template](#)  
Example with description1

Assessment Type: Performance based skill

Rubric Type: Outcomes-Oriented

Scoring Mode:  Rubric and Scorecard     Collective Score Entry

Scoring Views:  Scorecard View     Rubric View

Assessment Scale: **a 2 level Successful/Unsuccessful**      Number of SLOs: 1

**Click on Assessment Scale pull-down menu**

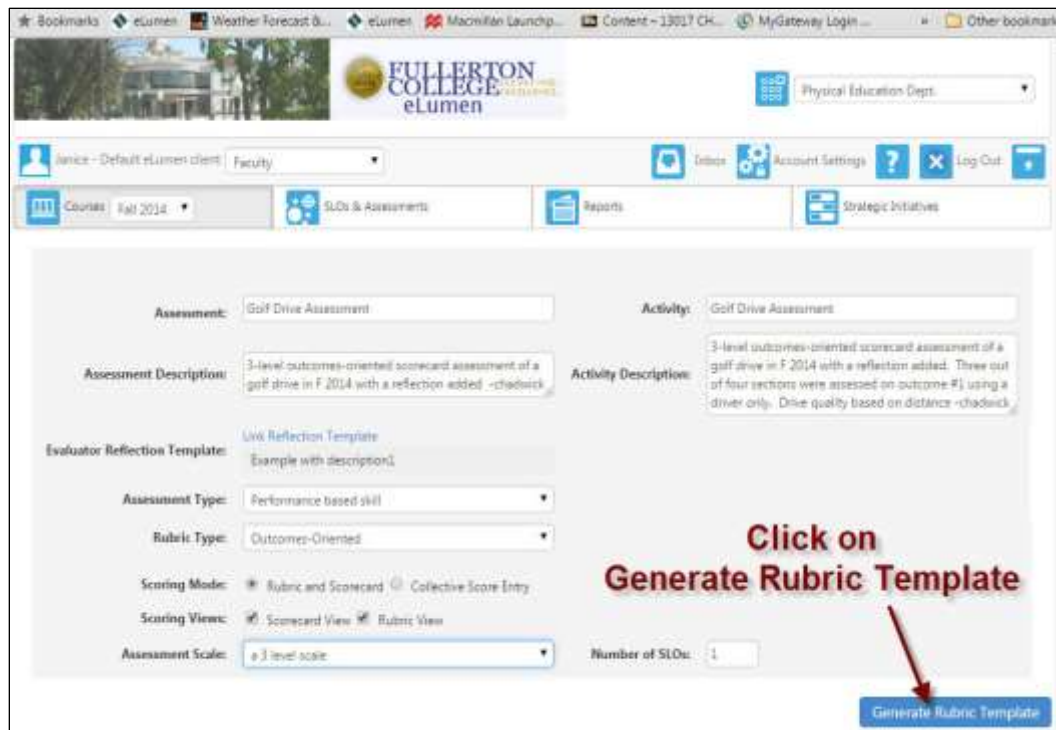
Generate Rubric Template

Since we said we were going to do a 3-level scale, exceeds expectations, meets expectations, and does not meet expectations, select a 3-level scale.

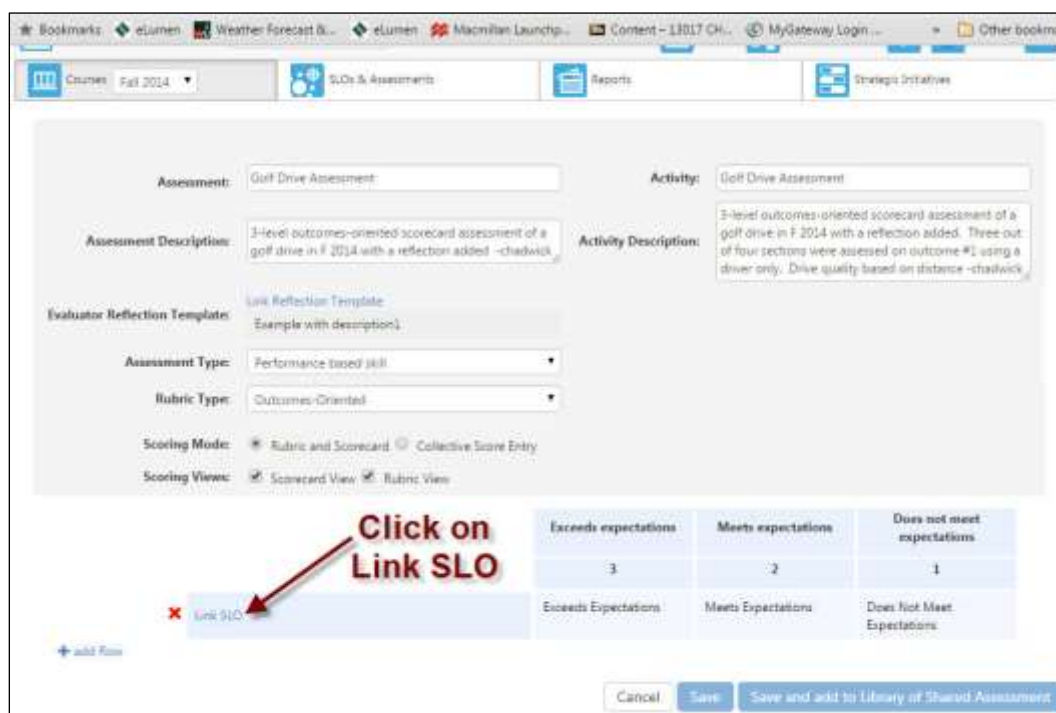
The screenshot shows the Fullerton College eLumen interface. The main content area is titled 'Assessment: Golf Drive Assessment'. A dropdown menu for 'Assessment Description' is open, showing options: 'a 2 level Successful/Unsuccessful', 'a 2 level meets/does not meet expectations', '3 level scale' (selected), 'a 4 level scale', 'a 5 level scale', 'for a 0-10 level scale', 'for a 0-2', 'for a 0-3 level scale', 'for a 0-4,75 meets', 'for a 0-4 level scale', 'for a 0-5 level scale', 'for a 0-6 Scale', 'for a 0-7 level scale', 'for a 0-8 level scale', 'for a 0-9 level scale', 'for a 0 level scale', and 'New 5 level scale'. A red arrow points to the '3 level scale' option with the text 'Select a 3-level scale'. Other fields include 'Assessment Type: for a 0-4 level scale', 'Rubric Type: for a 0-5 level scale', 'Scoring Mode: for a 0-8 level scale', 'Scoring Views: for a 0 level scale', and 'Assessment Scale: a 2 level Successful/Unsuccessful'. A 'Number of SLOs' field is set to '1'. A 'Generate Rubric Template' button is at the bottom right.

Click on Generate Rubric Template.

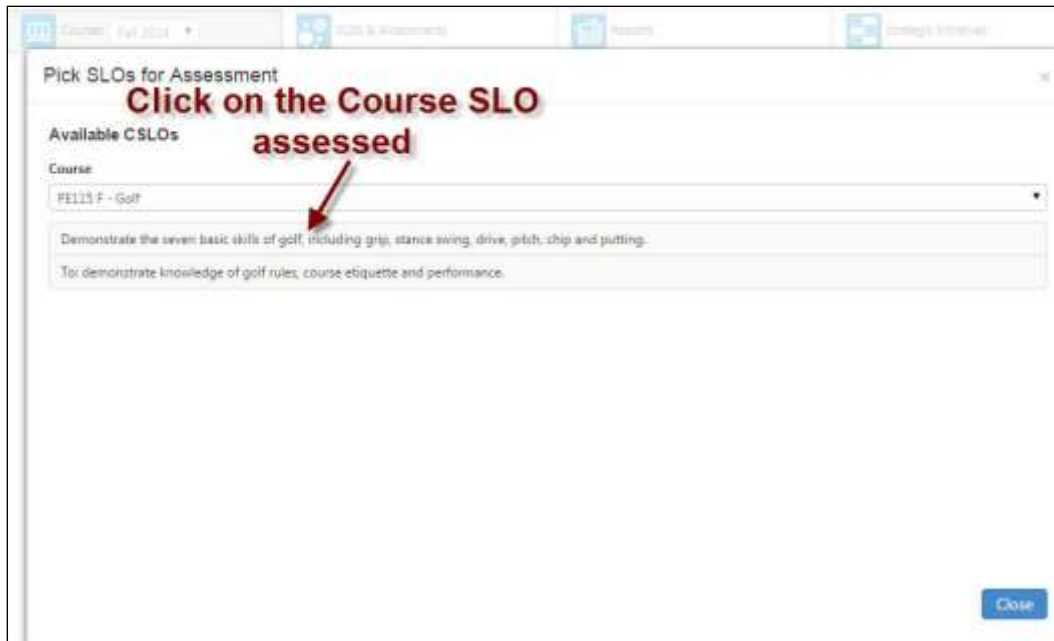




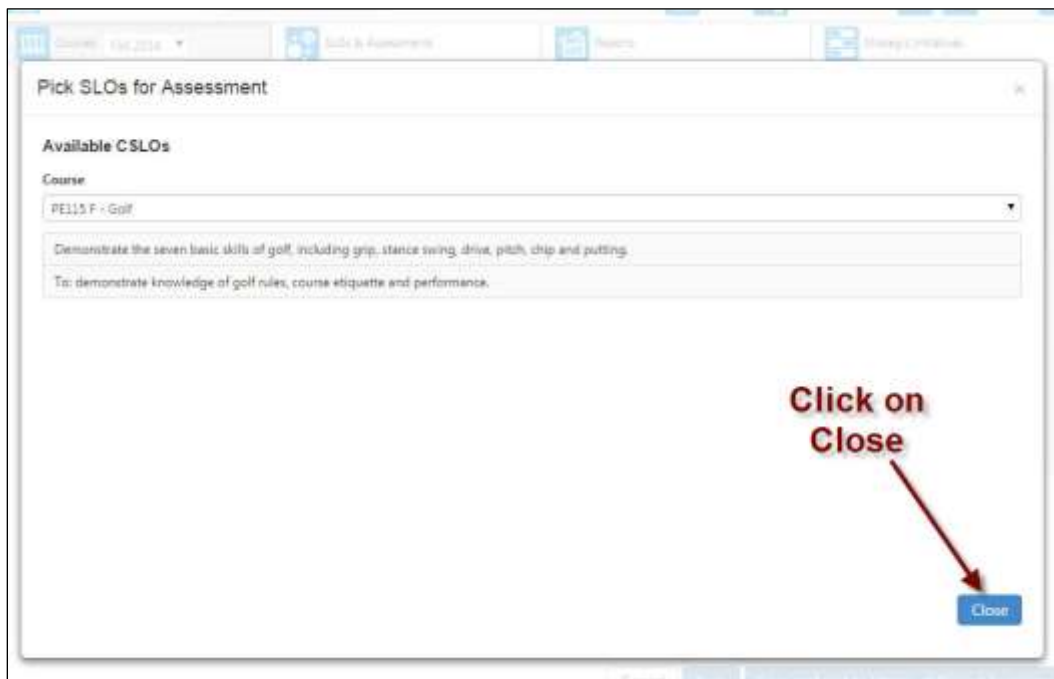
Click on Link SLO and select an appropriate course SLO .



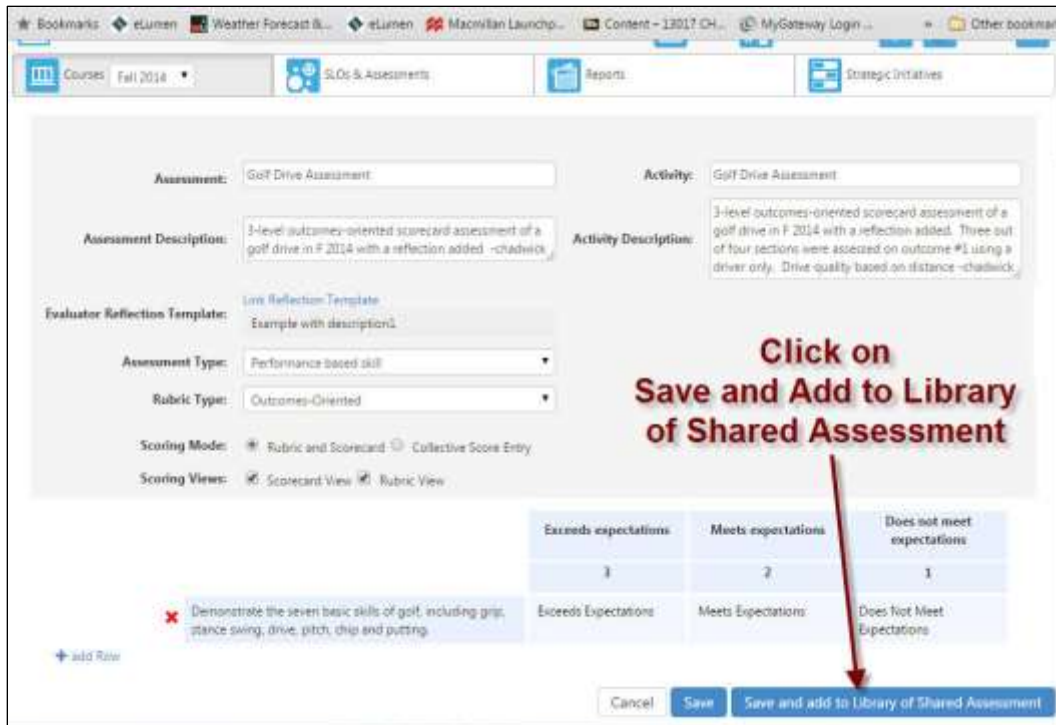
Select the CSLO assessed.



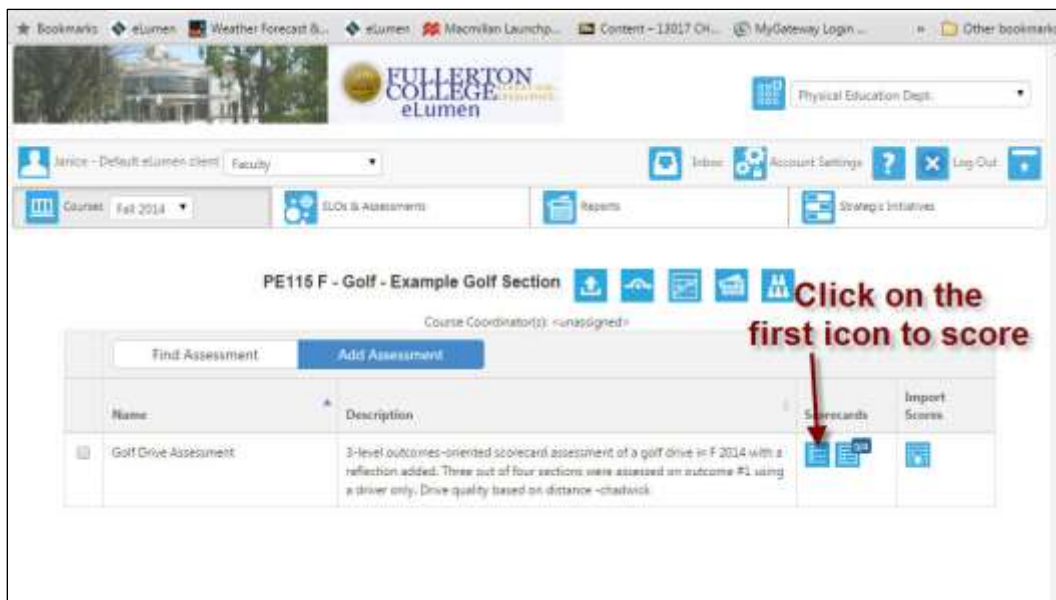
Click on Close



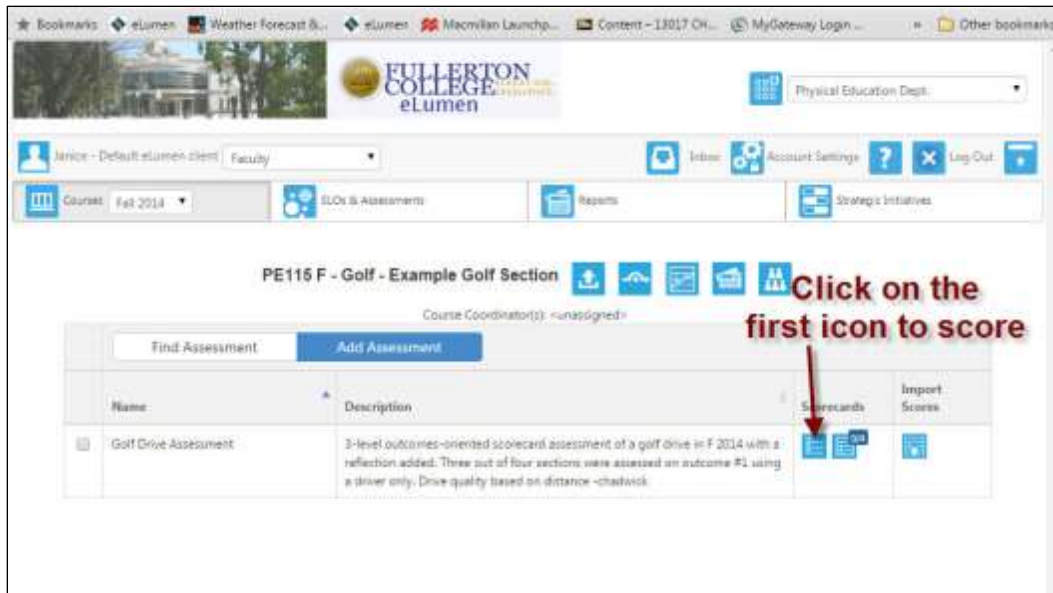
Click on Save and add to Library of Shared Assessment otherwise you will have to continue creating these every semester. So click on Save and Add to Library of Shared Assessments.



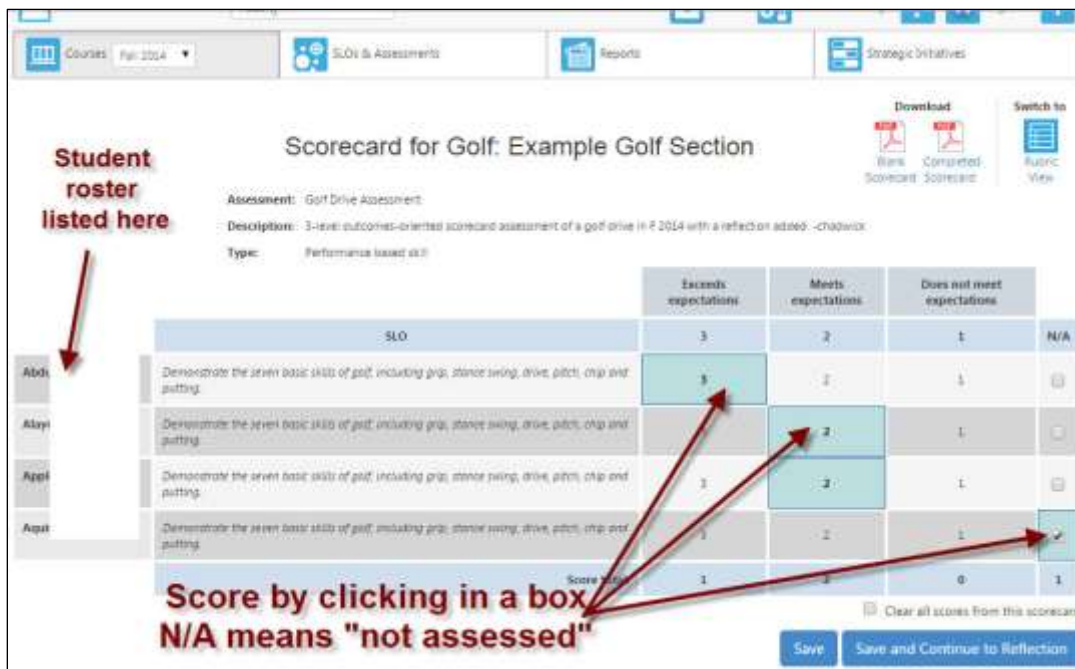
Okay, so now I have my assessment. This is a fictitious assessment so there are only four students in this course. If I want to score all four students, all I have to do is click on the scorecard view (first icon).



When I click on the first icon, I can score each of the students. You can partially score the Scorecard. Save, and come back to it at a later time if needed.



The student roster is automatically loaded from Banner. Score the students by clicking in the appropriate box: Either the student exceeded expectations, met expectations, did not meet expectations, or was not assessed (N/A).



Choose either to Save or Save and Continue to Reflection. You can continue to reflection or do the reflection later on by coming back into this by clicking on the first icon again.

**Scorecard for Golf: Example Golf Section**

Assessment: Golf Drive Assessment  
 Description: 3-level, outcome-oriented scorecard assessment of a golf drive in F 2014 with a reflection added -cratick  
 Type: Performance based skill

		Exceeds expectations	Meets expectations	Does not meet expectations	
	N/A	3	2	1	N/A
Abdulmoneem, A	Demonstrate the seven basic skills of golf, including grip, stance swing, drive, pitch, chip and putting.	3	2	1	
Aleyoubi, C	Demonstrate the seven basic skills of golf, including grip, stance swing, drive, pitch, chip and putting.	1	2	1	
Apple, B	Demonstrate the seven basic skills of golf, including grip, stance swing, drive, pitch, chip and putting.	3	2	1	
Aqarso, M	Demonstrate the seven basic skills of golf, including grip, stance swing, drive, pitch, chip and putting.	1	1	1	✓
Score total:		1	2	0	1

**When finished scoring, click on Save or Save and Go to Reflection**

Clear all scores from this scorecard

Save Save and Continue to Reflection

If I want to add my reflection later, I can continue on to the reflection by clicking on the first icon again. Enter findings...What you plan to do. Click on Submit and you're done! If you have any questions, make sure you ask your SLOA Division Representative and they can help you out.

Type:

**1. What were the most important findings from the assessment? How did the results compare to previous assessment results (if applicable)**

Please comment on the results

**Add reflective comments**

**2. What improvement measures will be used to address the needs and issues revealed by your assessment? (Copy and paste <http://slo.fullcoll.edu/list.html> a new browser tab to view a list of potential improvement measures). How will you implement these measures? What are the expected outcomes?**

Please comment on the results

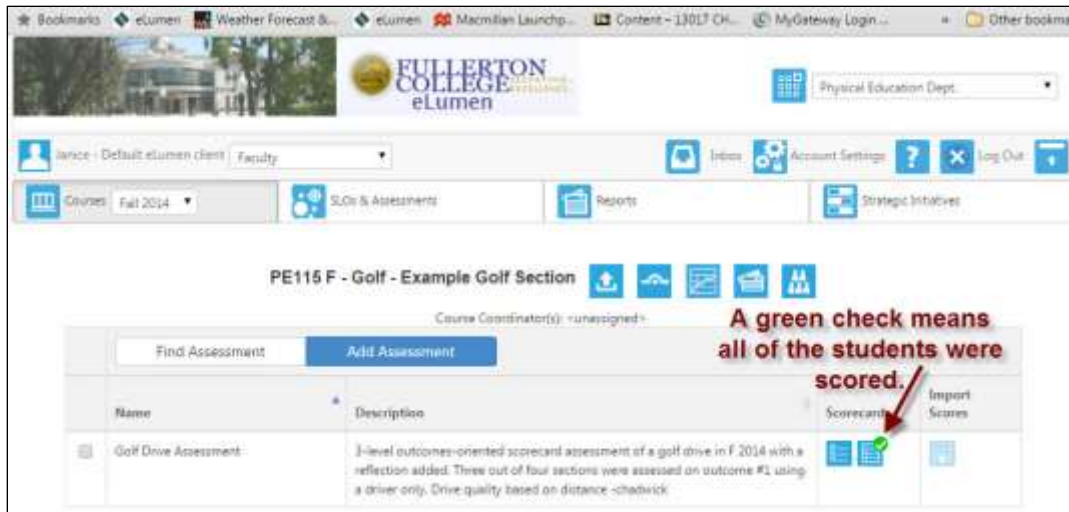
**Add reflective comments**

**Click on Submit to Save**

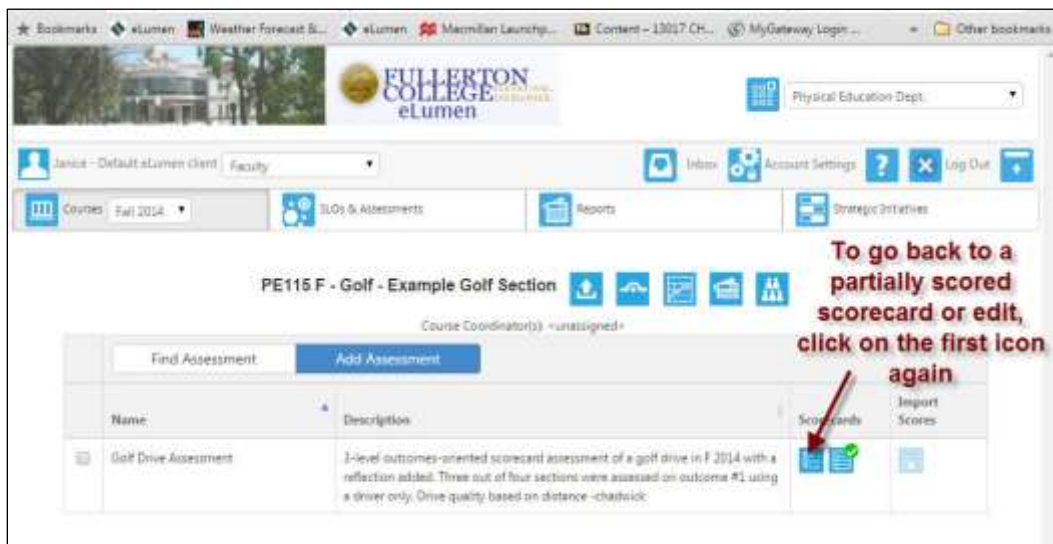
Save Draft Submit

If I click on Save, I see a green check mark which means I have scored all the students, but it doesn't indicate whether the reflection was completed or not.

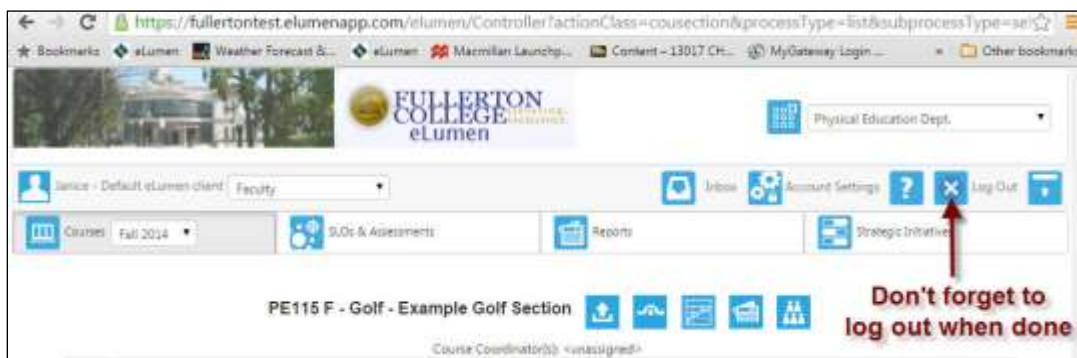




To add the reflection later, add more scores, or edit, just click on the first icon again.



Don't forget to log out when done.



More videos, instructions, and a checklist is available at [slo.fullcoll.edu](http://slo.fullcoll.edu)