

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.

1. Click on Add Assessment
2. Enter a name for the assessment that can identify the assessment later on.
3. Add an assessment description.
4. 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.
5. There are several different types. Selecting Performance-based skill is appropriate for a golf drive distance assessment.
6. 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.
7. Click on the Allow Evaluator reflections checkbox.
8. Click on the Link Reflection Template here and add the Fullerton College Reflection Template.
9. Click anywhere in the template description and then scroll down and click on Add.
10. Scroll down and click on Add.
11. On the Rubric Type pull-down menu: For a scorecard.
12. Very Important! Use the pull-down menu to select Outcomes-Oriented at the bottom.
13. Select an assessment scale.
14. 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.
15. Click on Generate Rubric Template.
16. Click on Link SLO and select an appropriate course SLO .
17. Select the CSLO assessed.
18. Click on Close
19. 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.
20. 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).
21. 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.
22. 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).
23. 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.
24. 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.
25. 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.
26. To add the reflection later, add more scores, or edit, just click on the first icon again.
27. Don't forget to log out when done.