

## How to Score an Outcomes-based Scorecard in eLumen

These instructions assume you have already added an assessment as an Outcomes-oriented scorecard in eLumen. Previous instructions at [http://slo.fullcoll.edu/eLumen/eLumen\\_Instruction\\_Page.htm](http://slo.fullcoll.edu/eLumen/eLumen_Instruction_Page.htm) explain how to add a 2-level scorecard assessment. If you prefer to use a rubric or more levels, please discuss this with your Division SLOA Committee Representative or the SLO Coordinator.

Log in as a faculty member and the main page appears. The default screen is in the Courses tab.

**Chemistry Dept.**

Janice - Default eLumen client | Faculty

Account Settings ? Log Out

Courses Spring 2015 SLOs and Assessments Reports Initiatives

**CHEM103 F - Chemistry in a Changing World - 24025**

Course Coordinator(s): Janice Chadwick, Samuel Foster

If you have added assessments, the course page might look something like this.

Name	Description	Scorecards	Import Scores
4 level .75 activity-oriented sample	4 level .75 activity-oriented sample shared to library		
A Sample Activity-Oriented, Single SLO RUBRIC	Example of a 3-level Rubric		
A Sample Outcome-Oriented Scorecard	2 level scorecard example		

Completed scorecard (green check)

Incomplete Activity-Oriented Rubric (0/23 scored)

Incomplete Outcomes-Oriented Scorecard

If several types of assessment are used, it is sometimes useful to notice the icon.

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A Sample Activity-Oriented, Single SLO RUBRIC	Example of a 3-level Rubric		
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Notice the subtle difference in a rubric and scorecard icon.

Note: In eLumen, rubrics (activity-oriented assessments) are more involved than Scorecards. The rubric is difficult to edit extensively or remove from the faculty eLumen page, but Outcomes-oriented scorecard assessments can be edited and/or removed. The SLO Coordinator recommends you first learn how to use a Scorecard prior to using rubrics as assessments. Scorecards are easy to input and interpret across a multi-section course.

The screenshot shows the eLumen interface for a course. At the top, there is a navigation bar with the user's name 'Janice - Default eLumen client' and the role 'Faculty'. Below this is a menu with 'Courses' (Spring 2015), 'SLOs and Assessments', 'Reports', and 'Initiatives'. The course title is 'CHEM103 F - Chemistry in a Changing World - 24025'. Below the course title is a table of assessments:

Name	Description	Scorecards	Import Scores
<input type="checkbox"/> 4 level .75 activity-oriented sample	4 level .75 activity-oriented sample shared to library		
<input type="checkbox"/> A Sample Activity-Oriented, Single SLO RUBRIC	Example of a 3-level Rubric		
<input type="checkbox"/> A Sample Outcome-Oriented Scorecard	2 level scorecard example		

A red arrow points to the 'Scorecards' icon for the 'A Sample Outcome-Oriented Scorecard' row, with the text: "The scorecard assessment is used as an example for scoring".

Scoring is simple. Click on the icon and the scorecard appears.

This screenshot is identical to the one above, showing the eLumen interface and the table of assessments. A red arrow points to the 'Scorecards' icon for the 'A Sample Outcome-Oriented Scorecard' row, with the text: "To access the scorecard, click on the icon".

Scoring is the first three steps, but don't forget to SAVE YOUR WORK!

**Scorecard for Chemistry in a Changing World: 24025**

Assessment: A Sample Outcome-Oriented Scorecard  
 Description: 2 level scorecard example  
 Type: Embedded Assessment

Download  
 Blank Scorecard  
 Completed Scorecard

A blank scorecard in PDF format is available if needed prior to scoring.

	SLO	Meets expectations	Does not meet expectations	
		2	1	N/A
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
	<b>Score total:</b>	<b>0</b>	<b>0</b>	<b>0</b>

Clear all scores from this scorecard

Save

Here is how to score:

**Scorecard for Chemistry in a Changing World: 24025**

Assessment: A Sample Outcome-Oriented Scorecard  
 Description: 2 level scorecard example  
 Type: Embedded Assessment

Download  
 Blank Scorecard  
 Completed Scorecard

	SLO	Meets expectations	Does not meet expectations	
		2	1	N/A
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
[Name]	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
	<b>Score total:</b>	<b>0</b>	<b>0</b>	<b>0</b>

Clear all scores from this scorecard

Save

1 Recommendation: Any students not assessed, click on N/A first.

2 Next, click on any unsuccessful students that did not meet expectations.

3 Finally, select all the rest of the successful students.

4 De-select if an error is made or clear all scores and start again.

5 Click on Save when finished. Partial scoring is fine, just come back and complete the scoring.

A partially completed scorecard will look something like this:

Scorecard for Chemistry in a Changing World: 24025

Assessment: A Sample Outcome-Oriented Scorecard  
 Description: 2 level scorecard example  
 Type: Embedded Assessment

		Meets expectations	Does not meet expectations	
	SLO	2	1	N/A
Assessment	Identify fundamental chemical principles.	2	1	<input checked="" type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input checked="" type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Score total:		6	1	2

Download  
 Blank Scorecard  
 Completed Scorecard

Clear all scores from this scorecard

Save

You can download a copy of the completed scorecard or the blank scorecard. If the Scorecard is only partially completed, click on Completed Scorecard will provide you with the partial scoring.

Scorecard for Chemistry in a Changing World: 24025

Assessment: A Sample Outcome-Oriented Scorecard  
 Description: 2 level scorecard example  
 Type: Embedded Assessment

		Meets expectations	Does not meet expectations	
	SLO	2	1	N/A
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
Score total:		0	0	0

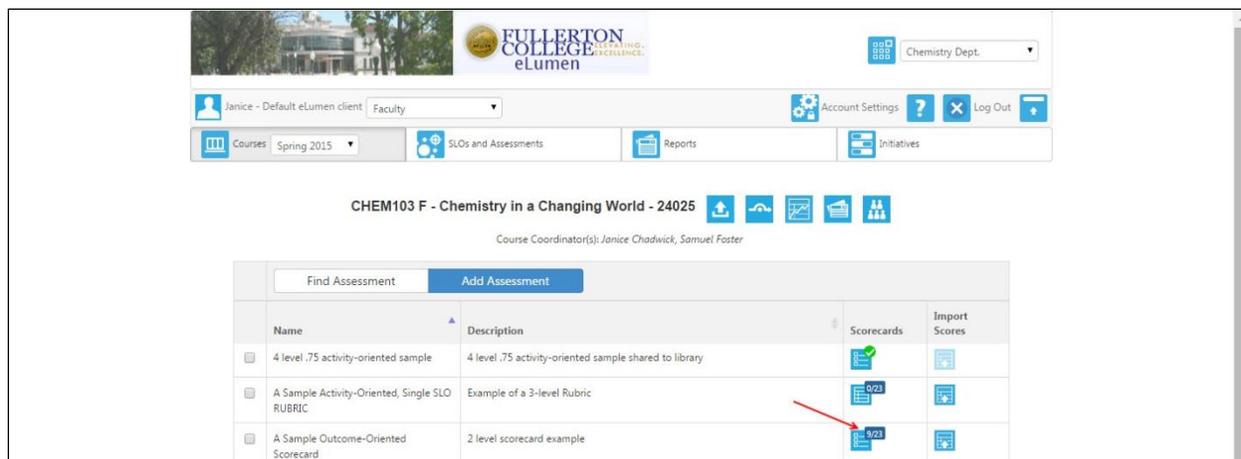
Download  
 Blank Scorecard  
 Completed Scorecard

Once the scorecard is complete, you can download a PDF copy

Clear all scores from this scorecard

Save

After saving scores, the window returns to the main page and shows an updated number of students scored for the assessment.

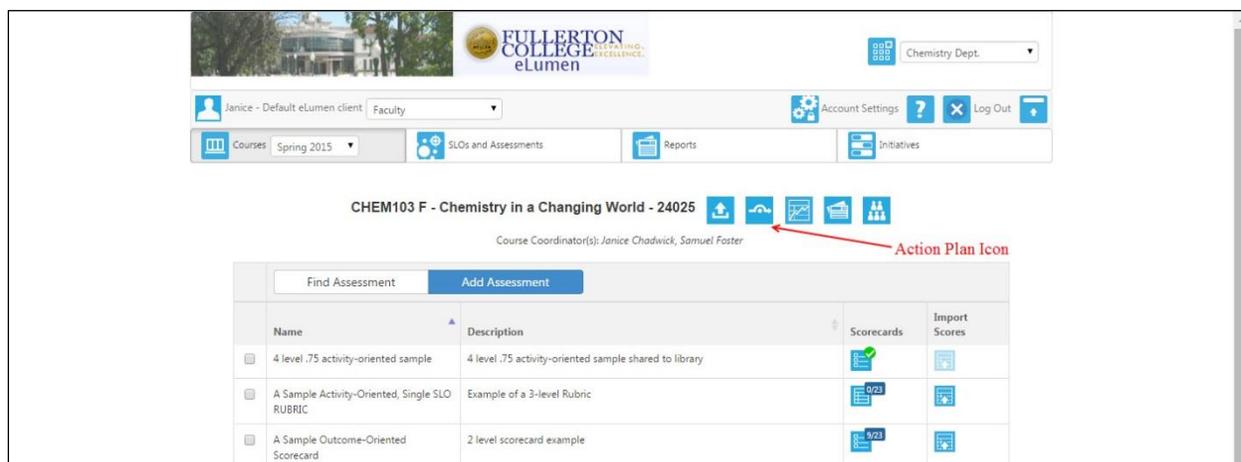


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After scoring an assessment, you will need to complete a report just as was done previously without eLumen. There are a few reflective questions to complete, but these are the same as the questions on the Course – Level Assessment Form previously submitted to the Division SLOA Committee Representative when eLumen was not in use. The only difference is that eLumen calls these “Action Plans” and these plans in eLumen are capable of detailed information. While not required, budgets and other comments may be included along with documentation for future dialogue within your program. You are not required to complete the action plan immediately, but the assessment is not complete without this report. After the scoring is completed, the action plan icon on the row of icons



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Action Plan Icon

should be available and look like this:



If it does not have the red one , contact the Division SLOA Committee Representative, SLO Coordinator, or eLumen Course/Program Coordinator and let them know they need to distribute an Action Plan for your course section.