

Assigning an Evaluator to Score a Course in eLumen

Evaluators are faculty members assigned to score a Scorecard, rubric, or work on an Action Plan for a course section. Only Coordinators (Division, Program, or Course) can add Evaluators. If there is a need for additional instructors or assigned scorers to work on a course section in eLumen, ask a Coordinator.

Program or Division Coordinators will need to set permissions at a previous time for evaluator(s) assignment. Program or Division Coordinators: Please view “Edit Course” instructions to set permissions for course management such as assigning evaluators.

1. Ensure you have the correct department, role, courses are selected if teaching, you are in Courses & Orgs, and Coures selecting if teaching a course, and Context selected if non-instructional. The assigned evaluators are listed to the right.

The screenshot shows the eLumen interface for a user named Janice Chadwick, Guy Dadson, who is a Program Coordinator in the Chemistry Department. The interface includes a navigation bar with options like Strategic Planning, SLOs & Assessments, Courses & Org, and Reports. The 'Courses & Org' section is active, showing filters for Type (Courses), Include Inactive (No), Course Group (All Groups), and Terms (Fall 2015). Below the filters, there are two course entries: 'CHEM100 F - Chemistry for Daily Life' and 'CHEM101 F - Introduction to Chemistry'. The 'CHEM100 F' course is selected, and its 'Evaluators' column is expanded, showing a table of assigned evaluators.

Role

In Courses & Org

Instructional Courses or Non-instructional Context

Assigned evaluators listed here

Sections	Attribute	Evaluators	
<input type="checkbox"/>	11137	No attributes assigned.	Anthony Hollow
<input type="checkbox"/>	11139	No attributes assigned.	Sonali Shah

2. Scroll down to the course section for assessment evaluator (scorer) assignment and select the checkbox to the left of the section.

Scroll to Course and Select Checkbox for Section →

CHEM103 F - Chemistry in a Changing World Edit Course
Course Coordinator(s): Janice Chadwick, Samuel Foster, Add Course Coordinator

<input type="checkbox"/>	Remove	Edit	Sections ▲	Attribute	Evaluators
<input checked="" type="checkbox"/>			12284	No attributes assigned.	James Yano
<input type="checkbox"/>			13017	No attributes assigned.	Janice Chadwick

3. Click on Edit

CHEM103 F - Chemistry in a Changing World Edit Course
Course Coordinator(s): Janice Chadwick, Samuel Foster, Add Course Coordinator

<input type="checkbox"/>	Remove	Edit	Sections ▲	Attribute	Evaluators
<input checked="" type="checkbox"/>			12284	No attributes assigned.	James Yano
<input type="checkbox"/>			13017	No attributes assigned.	Janice Chadwick

Click on Edit

4. The evaluators already assigned are listed in the lower left.

Create Section

Section* Term*

Campus

Start Date (mm/dd/yyyy) End Date (mm/dd/yyyy)

Attributes No attributes assigned. Assign Attributes

Roster Selected 25 students Assign Roster

Evaluators James Yano Assign Evaluators

Evaluators are listed here

Close Save

11146 No attributes assigned. Annie Bianchino

5. Click on Assign Evaluators

The screenshot shows the 'Create Section' dialog box. It contains the following fields and options:

- Section***: 12284
- Term***: Fall 2015
- Campus**: (empty dropdown)
- Start Date**: (empty date field) (mm/dd/yyyy)
- End Date**: (empty date field) (mm/dd/yyyy)
- Attributes**: No attributes assigned. [Assign Attributes](#)
- Roster**: Selected 25 students. [Assign Roster](#)
- Evaluators**: James Yano. [Assign Evaluators](#)

A red arrow points to the 'Assign Evaluators' link. Below the arrow, the text 'Click on Assign Evaluators' is written in red. At the bottom right, there are 'Close' and 'Save' buttons.

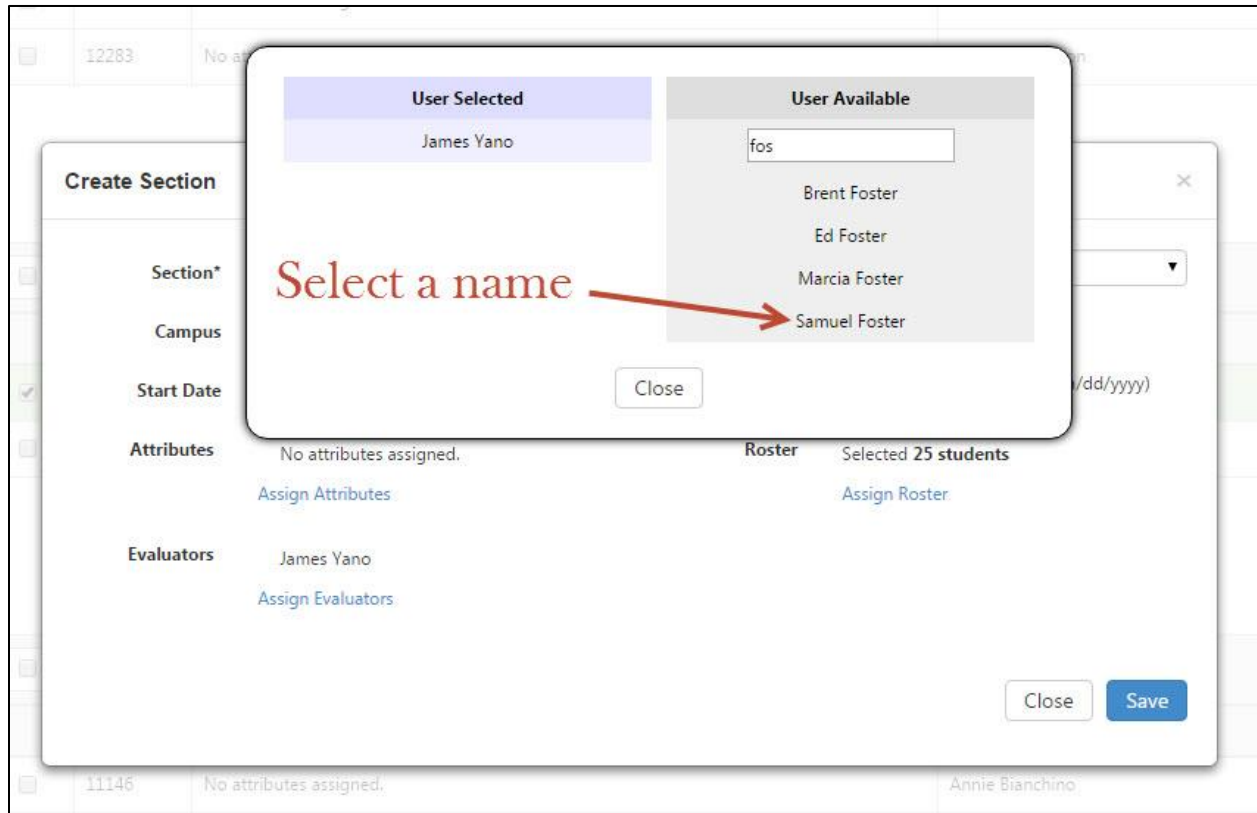
6. Type in the last name of the person you want to add. You usually only have to type in about four letters of the last name.

The screenshot shows the 'Create Section' dialog box with a search overlay. The overlay has two columns: 'User Selected' and 'User Available'.

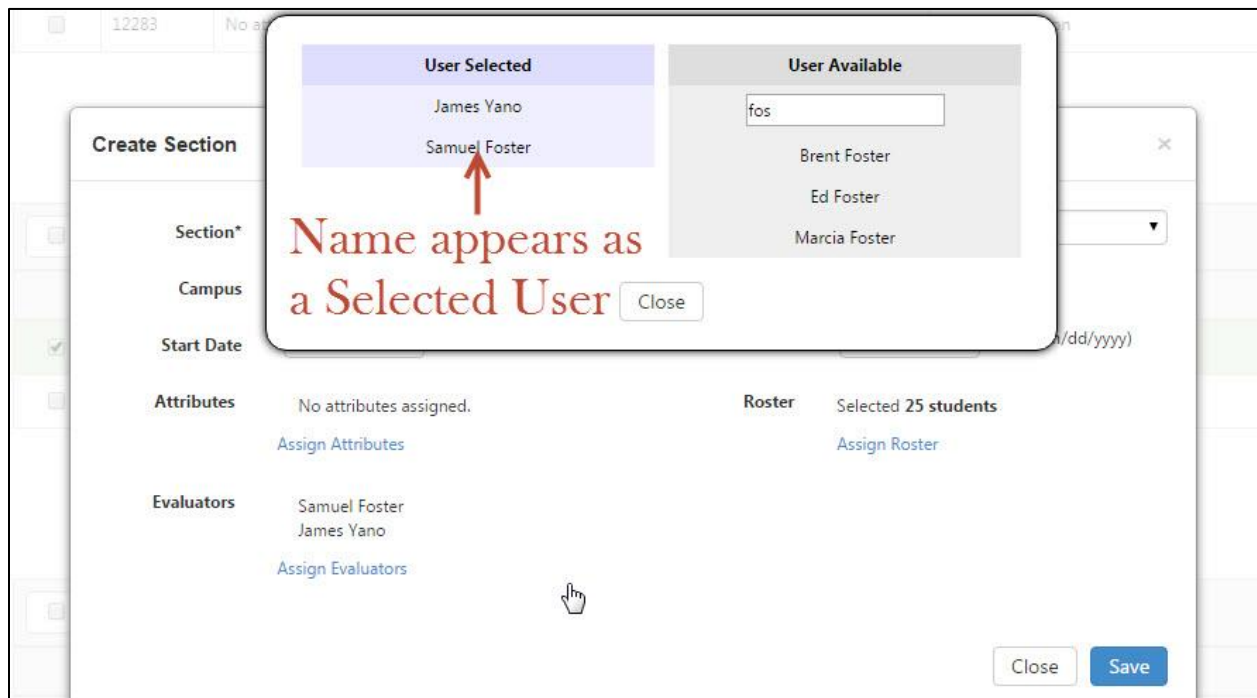
- User Selected**: James Yano
- User Available**: A search input field containing 'fos' with a dropdown list of names: Brent Foster, Ed Foster, Marcia Foster, and Samuel Foster.

A red arrow points to the search input field. Below the arrow, the text 'Type in the last name' is written in red. At the bottom of the overlay, there is a 'Close' button. The background dialog box is partially visible, showing the 'Assign Evaluators' link and the 'Save' button.

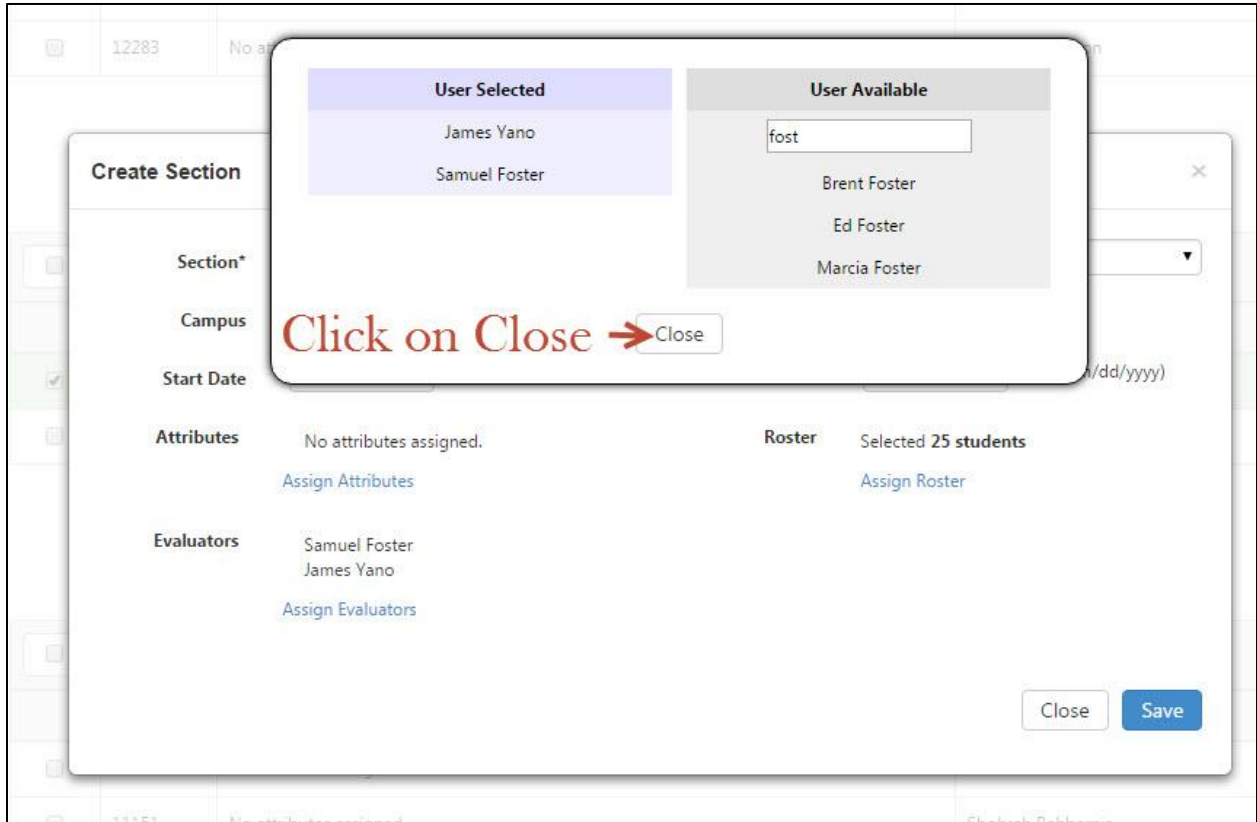
7. Select the name you want to add by clicking on the name.



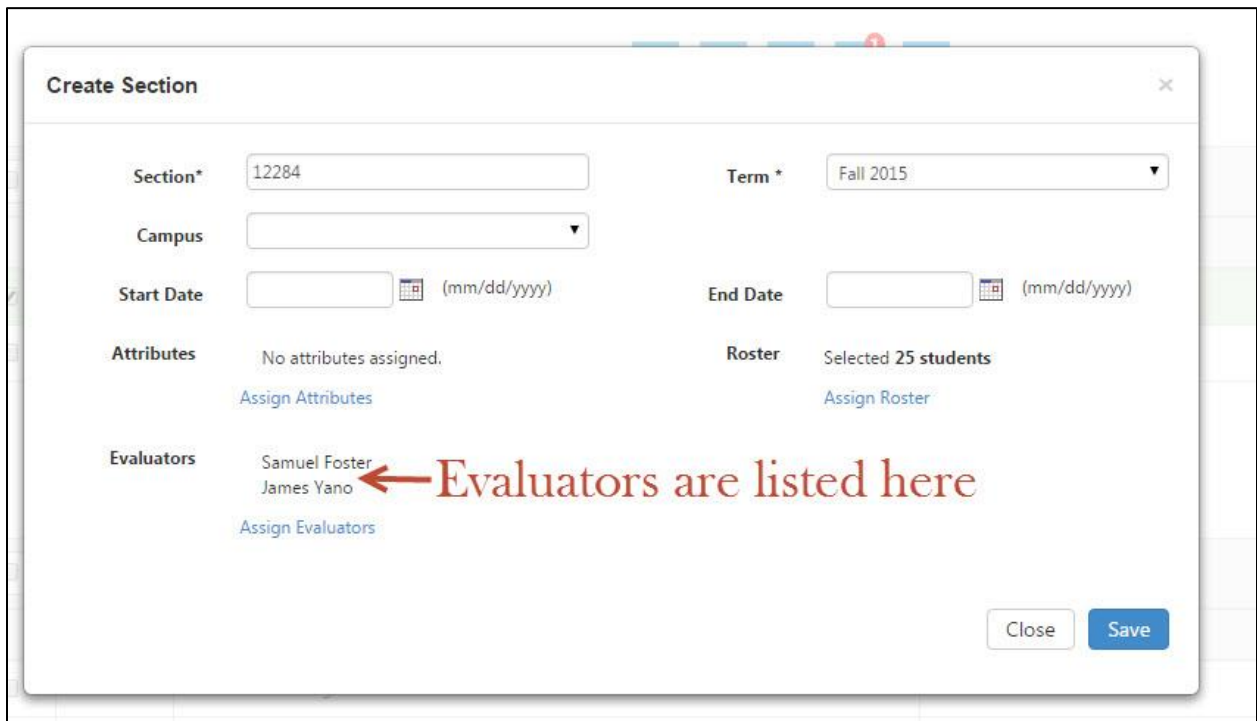
8. This moves the name over to the User Selected column on the left-hand side and the name is now selected as an assigned evaluator.



9. Click on Close



10. The list of evaluators are viewed in the lower left-hand corner.



11. Click on Save

Create Section

Section* 12284 Term * Fall 2015

Campus

Start Date (mm/dd/yyyy) End Date (mm/dd/yyyy)

Attributes No attributes assigned. Assign Attributes

Roster Selected 25 students Assign Roster

Evaluators Samuel Foster James Yano Assign Evaluators

Click on Save

Close Save

12. The names of the Evaluators are listed in the right-hand column of the Course in Courses & Orgs.

CHEM103 F - Chemistry in a Changing World Edit Course

Course Coordinator(s): Janice Chadwick, Samuel Foster, Add Course Coordinator

Add Section

Sections	Attribute	Evaluators
12284	No attributes assigned.	Samuel Foster James Yano
13017	No attributes assigned.	Janice Chadwick

Updated list of evaluators