

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. This is terminology used by eLumen and should not be construed as faculty evaluation in any way. 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. The process and screens for adding are the same for either role. 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 Courses selecting if teaching a course, and Context selected if non-instructional. The assigned evaluators are listed to the right.
2. Scroll down to the course section for assessment evaluator (scorer) assignment and select the checkbox to the left of the section.
3. Click on Edit
4. The evaluators already assigned are listed in the lower left.
5. Click on Assign Evaluators
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.
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
12. The names of the Evaluators are listed in the right-hand column of the Course in Courses & Orgs.