

Adding a Reflection After Creating an Assessment

Sometimes a person forgets to add the Fullerton College Reflection Plan when they are in the process of adding an assessment in eLumen for the first time. It is often not clear how to go back and add the assessment later so these step-by-step instructions should help. To add a reflection after creating an assessment, you can do so by following the steps below. To add a reflection after you have created an assessment, you need to edit the assessment and to do so, you will need to clear any students scored by the assessment.

It is simple to clear previously scored students, but you might want to download a copy of the completed assessment of scored students to re-input data easily. If you have already scored students, in a faculty role for the course, do the steps on this page first. If you haven't scored any students with the assessment, move on to **Step 5**.

1. Make sure you are in the Faculty role, and you select the correct semester! If there is a list of assessments, find the assessment that you want to add the reflection to. To enter a previously added and/or scored assessment look to the right for the icons. Depending on how the original assessment was added, there might be one or two icons shown. If two icons are shown, always select the first icon. The second icon allows you to enter scores student-by-student, but it takes more time and cannot be edited.
2. You can download a partial or completed scorecard for later data re-entry or archiving purposes.
3. You cannot edit or add a reflection template if students have scores; this is a data integrity design by eLumen. When the assessment is accessed, to remove scores, scroll down to the bottom of the page and select the "Clear all scores from this scorecard" checkbox, then click on "Clear Scores".
4. Click on Save to save the assessment without and student scores. Proceed on to Step 5.

To Edit an Unscored Scorecard and Add a Reflection

5. Find the course to add the reflection. If I want to add the reflection to the assessment named "sample", **click on the check box**. No students can be scored, but I see that 0/23 students have been scored so that works out okay.
6. With the check box selected, click on Edit box
7. You must have an Activity name and an Activity Description. This is what will appear as a title and description in the assessment library if one adds edits such as a Reflection Template to the original assessment. I recommend copying and pasting the Assessment title and Assessment Description into the Activity and Activity Description.
8. Next you need to add the reflection. First, click on the check box titled "Allow Evaluator Reflections"
9. Click on the link that appears titled "Link Reflection Template" below
10. Select a reflection template. You don't have to create a template unless you want to do so, just use Fullerton College Reflection Template. The generic reflection template titled "Fullerton College Reflection Template" can be used for any class.
11. To select the template, point your mouse at the template and click anywhere in the template. Once selected correctly, the template has a blue background. Normally a faculty member will just click on **Fullerton College Reflection Template** on the left-hand side of the page. For this instance, a faculty member created their own template and I am selecting Recording III Reflection Template. What the reflection template looks like on the page is shown on the right, but you will need to select the template on the left-hand side of the page.
12. Scroll down and click on Add.

If the template is added correctly, you will see the title of the template.

13. Click on Save Your assessment should have a reflection template added.
14. To score or access the scorecard for data entry or to access the reflection template, click on the icon.

15. The reflection template is at the bottom of the Scorecard and can be saved and/or edited at a later time. To access the reflection template, scroll down to the bottom of the Scorecard and click on Save and Continue to Reflection.
16. Enter your findings and either Save Draft or Submit. Regardless of whether you Save Draft or Submit, both may be edited at a later time. Just follow steps 14 through 16 to enter the scorecard and edit anything on the reflection template.