How to Add a 2-Level Scorecard Assessment in eLumen

1. To build an assessment so you can enter your data, click on Add Assessment. Use the Find Assessment tab if you already created an assessment and added them to the library for the course viewed.
    2. Add Assessments send you to the page where you build and save an assessment.

3. Assessment: Type in a name for the assessment. Enter an assessment name. It helps to identify if you add the course ID and the semester. You might even want to add the section number. if you teach multiple sections of the course and if saved to the library, you can always copy (Clone) the assessment and re-name it for another course section.

4. Assessment Description: Type in a description. This will be saved as an outcomes-oriented scorecard and it is useful to include the type of assessment your are selecting to provide some description of the assessment. A more detailed description of what you are using (observation in class, quiz #10, exam II, etc.) and what the basis is for success (68% or better, etc.) to identify later on in the library is useful as well.   It is useful to copy & paste the Assessment Title and the Assessment Description into the Activity and Activity Description for later use.

5. Assessment Type: Use the pull-down menu to select a type of assessment. If you don't find one that fits, contact your SL Division Rep and they will contact the data steward with your preferred listing.

6. Evaluator Guide (Optional): Evaluator Guide: If there are multiple evaluators for a course or there are multiple sections using the same assessment, it might be useful to add a guide for evaluating the assessment. This link permits you to upload a guide from your computer that details how to score the assessment.

7. Reflection Template: Click on the Link Reflection Template and add the Fullerton College Reflection Template.
This is a two question reflection about your findings and what you will do that faculty should include. Faculty cannot just score their assessment; there needs to be either a reflection or an action plan associated with the assessment to show that course improvement is ongoing.   As of 11/15, first click on the checkbox next to Allow Evaluator Reflections.

8. Click on Link Reflection Template.

9. To add the reflection template, click anywhere in the text of the Fullerton College Reflection Template.
Once the template is selected, the background of the template will be blue. Selection of the template
activates the Add button so it is no longer greyed out. Click on the Add button.

10. Rubric Type: For a scorecard, use the pull-down menu to select **Outcomes-Oriented**. The other selections are used to add rubrics and are available, but further discussion and training is needed to add these.

11. Scoring Mode: Skip this, by default it includes the Scorecard.

12. Scoring View: Select Scorecard.

13. Assessment Scale: Use the pull-down menu to select a scale. If you want the simplest scale, select
 "a 2-level Successful/Unsuccessful".

14. If you have more than one SLO that your assessment meets, click on the Number of SLOs and select the correct number of SLOs, otherwise leave it at 1. You can always add more SLOs on the next page. Click on Generate Template.

15. You have to link your assessment to an SLO for the course. The Save and Save to Shared Assessment Library are greyed out until you link an SLO. Click on Link SLO. The SLOs are available for the course in eLumen. Click on the appropriate SLO(s).

16. Select one SLO. If you have more than one SLO that satisfies this assessment and need to link more SLOs, click on add row after you have linked one SLO.

17. You have two choices here. Click on Save or Save and add to Library of Shared Assessment. If you are teaching a single section course, just click on Save and it will be added to your library listed in the Courses tab.

If you teach one or two sections of a multi-section course, you might want to Save and add to Library of Shared Assessment. Clicking on Save and add to Library of Shared Assessment allows sharing of the assessment set-up with other faculty teaching the course to use with their section(s). The assessment will not be usable by other courses since the assessment is linked to specific course SLOs. Faculty teaching another course section of the course can add the assessment to their section listed in the SLO & Assessment tab in the Shared Library.

Congratulations, you have added an assessment! Now it is time to enter data. Let's move on to How to score your Scorecard.