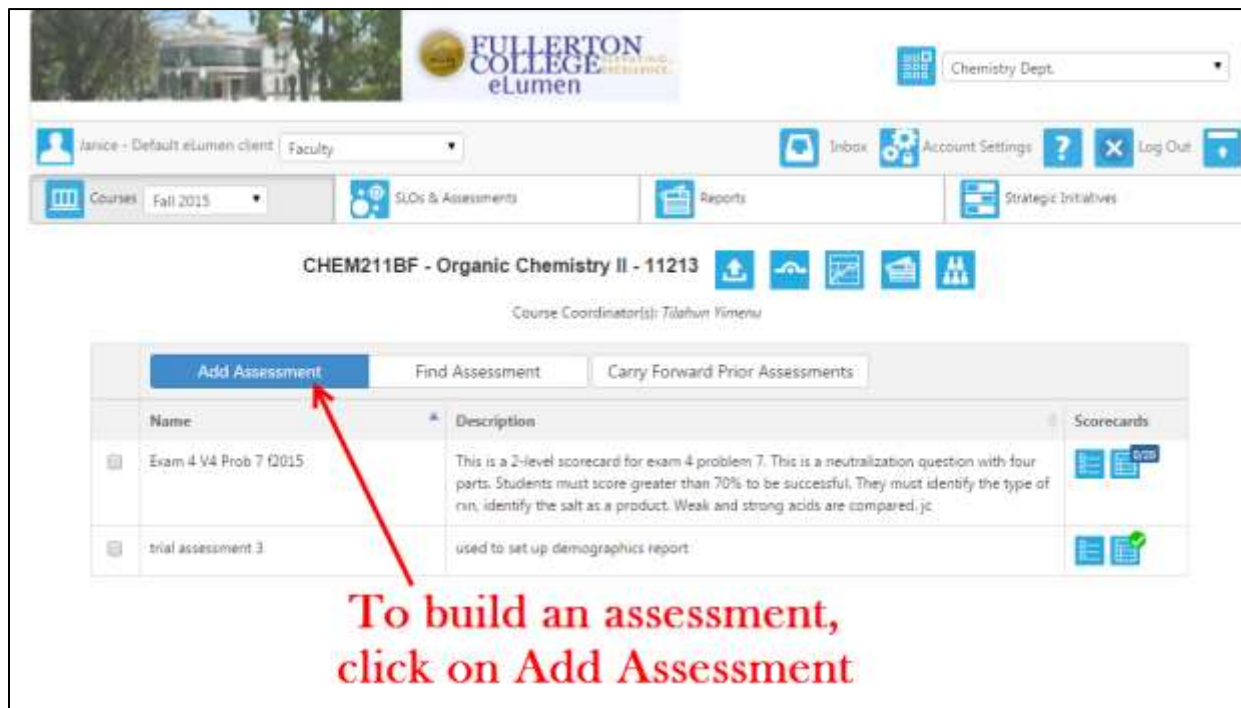


How to Add a 2-Level Scorecard Assessment in eLumen

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.



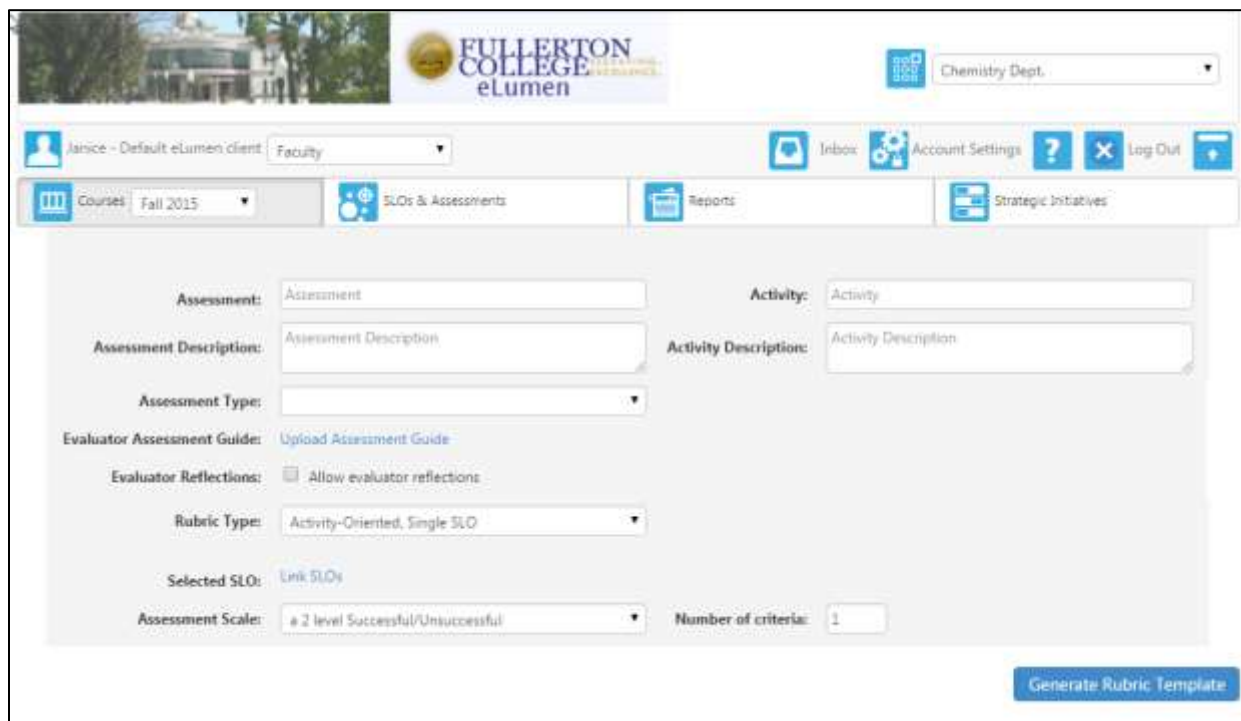
The screenshot shows the eLumen interface for the course 'CHEM211BF - Organic Chemistry II - 11213'. The 'Add Assessment' button is highlighted with a red arrow. Below the button, a table lists existing assessments:

Name	Description	Scorecards
Exam 4 V4 Prob 7 (2015)	This is a 2-level scorecard for exam 4 problem 7. This is a neutralization question with four parts. Students must score greater than 70% to be successful. They must identify the type of rxn, identify the salt as a product. Weak and strong acids are compared. jc	
trial assessment 3	used to set up demographics report	

**To build an assessment,
click on Add Assessment**

How to build an assessment.

2. Add Assessments send you to the page where you build and save an assessment.



The screenshot shows the 'Add Assessment' form in eLumen. The form includes the following fields:

- Assessment:
- Activity:
- Assessment Description:
- Activity Description:
- Assessment Type:
- Rubric Type:
- Assessment Scale:
- Number of criteria:

Buttons: [Upload Assessment Guide](#), Allow evaluator reflections, [Generate Rubric Template](#)

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.

The screenshot shows the 'SLOs & Assessments' section of the eLumen system. The 'Assessment' field is highlighted with a blue box and a blue arrow pointing to it. The text in the field is '2-level scorecard for Sp2015 Exam4 V4 Prob 7'. The 'Assessment Description' field is empty. The 'Assessment Type' is set to 'Activity-Oriented, Single SLO'. The 'Evaluator Assessment Guide' is 'Upload Assessment Guide'. The 'Evaluator Reflections' checkbox is checked. The 'Rubric Type' is 'Activity-Oriented, Single SLO'. The 'Selected SLO' is 'Link SLOs'. The 'Assessment Scale' is 'a 2 level Successful/Unsuccessful'. The 'Number of criteria' is '1'. The 'Activity' field contains 'Activity' and the 'Activity Description' field contains 'Activity Description'. A 'Generate Rubric Template' button is located at the bottom right.

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.

The screenshot shows the 'SLOs & Assessments' section of the eLumen system. The 'Assessment Description' field is highlighted with a blue box and a blue arrow pointing to it. The text in the field is 'a 2-level scorecard for exam 4 problem 7. This is a neutralization question with four parts. Students must score greater than 70% to be successful. They must identify the type of xox, identify the salt as a product. Weak and strong acids are compared.' The 'Assessment' field contains '2-level scorecard for Sp2015 Exam4 V4 Prob 7'. The 'Assessment Type' is 'Activity-Oriented, Single SLO'. The 'Evaluator Assessment Guide' is 'Upload Assessment Guide'. The 'Evaluator Reflections' checkbox is checked. The 'Rubric Type' is 'Activity-Oriented, Single SLO'. The 'Selected SLO' is 'Link SLOs'. The 'Assessment Scale' is 'a 2 level Successful/Unsuccessful'. The 'Number of criteria' is '1'. The 'Activity' field contains 'Activity' and the 'Activity Description' field contains 'Activity Description'. A 'Generate Rubric Template' button is located at the bottom right.

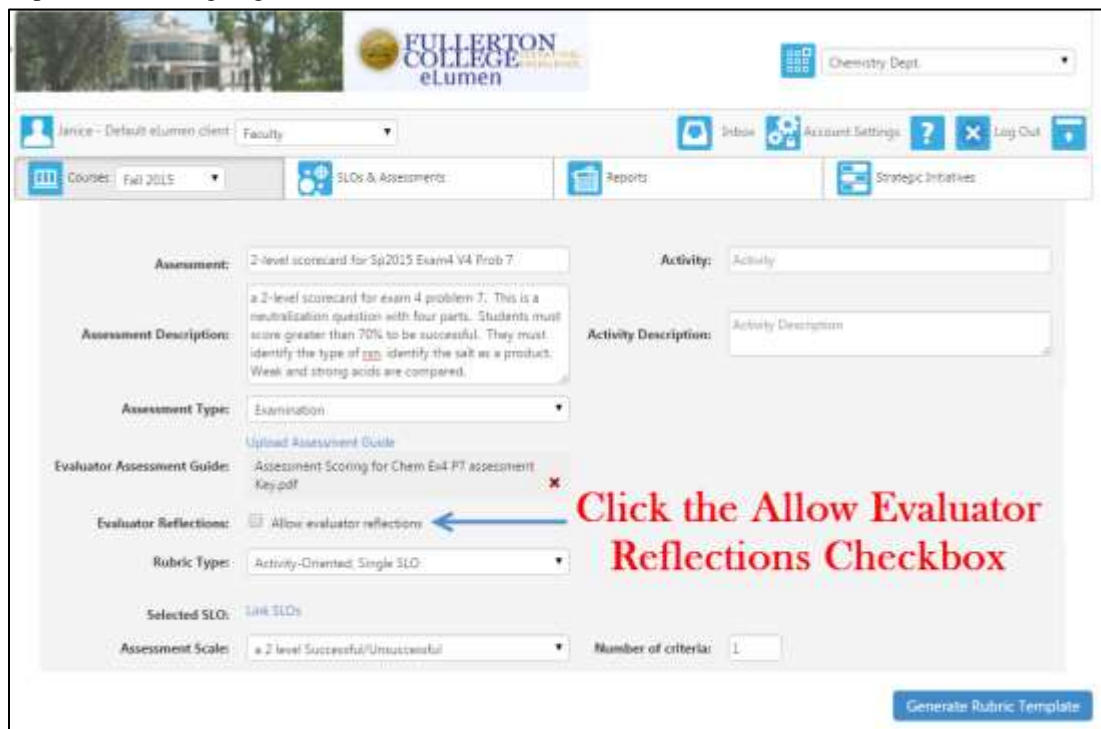
5. Assessment Type: Use the pull-down menu to select a type of assessment. If you don't find one that fits, contact your SL Division Rep and they will contact the data steward with your preferred listing.

The screenshot shows the 'Assessment' configuration page in the eLumen system. The 'Assessment Type' dropdown menu is set to 'Examination' and is highlighted with a blue arrow. A red text overlay with the instruction 'Use the pull-down menu and select an appropriate assessment type.' is positioned to the right of the dropdown. Other fields include 'Assessment Description', 'Activity', 'Rubric Type', and 'Assessment Scales'. A 'Generate Rubric Template' button is located at the bottom right.

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.

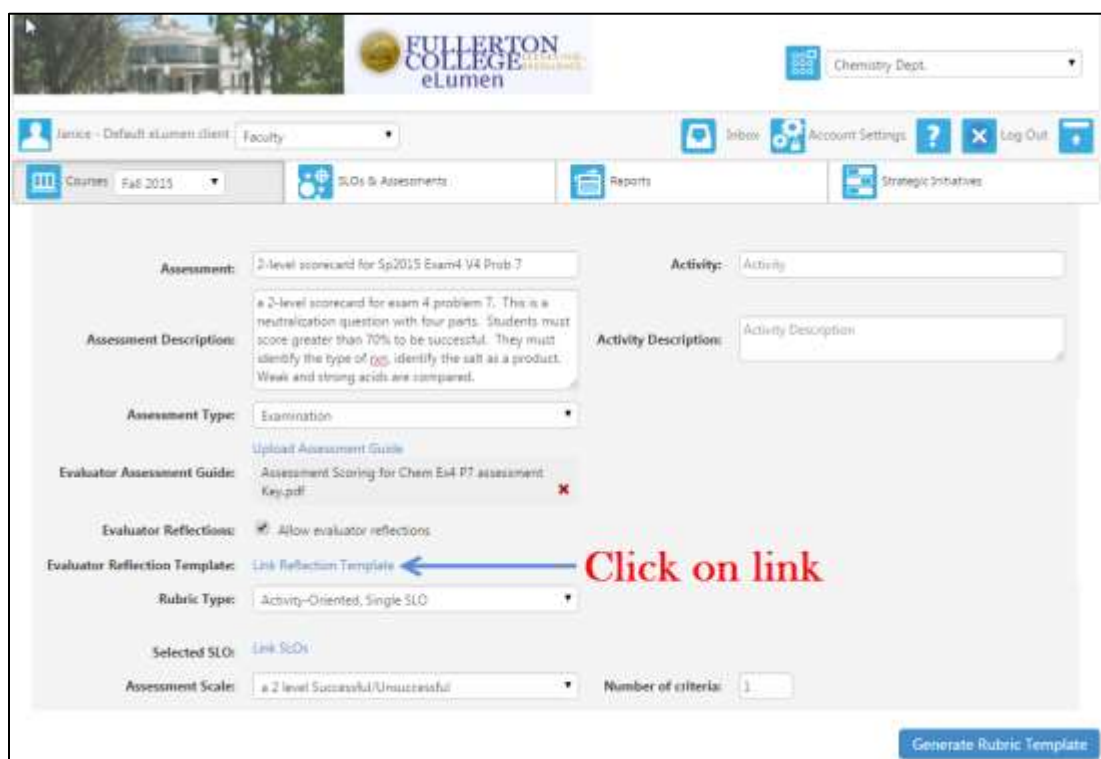
The screenshot shows the 'Assessment' configuration page in the eLumen system. The 'Upload Assessment Guide' link is highlighted with a blue arrow. A red text overlay with the instruction 'New as of 11/15 Click on link to add an optional scoring guide.' is positioned to the right of the link. Other fields include 'Assessment Description', 'Activity', 'Rubric Type', and 'Assessment Scales'. A 'Generate Rubric Template' button is located at the bottom right.

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.



The screenshot shows the eLumen assessment form for a chemistry course. The form includes fields for Assessment, Activity, Assessment Description, Activity Description, Assessment Type, Evaluator Assessment Guide, Evaluator Reflections, Rubric Type, Selected SLO, and Assessment Scale. A red arrow points to the 'Allow evaluator reflections' checkbox, which is currently unchecked. A red text overlay reads 'Click the Allow Evaluator Reflections Checkbox'. A 'Generate Rubric Template' button is visible at the bottom right.

8. Click on Link Reflection Template.



The screenshot shows the eLumen assessment form with the 'Allow evaluator reflections' checkbox now checked. A red arrow points to the 'Link Reflection Template' dropdown menu, which is currently set to 'Link Reflection Template'. A red text overlay reads 'Click on link'. A 'Generate Rubric Template' button is visible at the bottom right.

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.

1. Click anywhere in here

2. Click on Add

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.

Select only Outcomes-Oriented for a Scorecard

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

12. Scoring View: Select Scorecard. Both of the check boxes are selected by default; one makes less mistakes in scoring if only the Scorecard is select. De-select the Rubric view to score an entire roster (it's faster) and not students one-by-one.

Assessment: 2-Level Scorecard for Chem 103 sp2015

Activity: Activity

Assessment Description: Outcomes-Oriented Scorecard using the default Successful/Unsuccessful

Activity Description: Activity Description

Assessment Type: Embedded Assessment

Rubric Type: Outcomes-Oriented

Scoring Mode: Rubric and Scorecard Collective Score Entry

Scoring Views: Scorecard View Rubric View

Assessment Scale: 3 level scale

Number of SLOs: 1

Generate Rubric Template

It is easier if you de-select the rubric view and only select Scorecard View

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

Assessment: 2-level scorecard for Sp2015 Exam4 V4 Prob 7

Activity: Activity

Assessment Description: a 2-level scorecard for exam 4 problem 7. This is a neutralization question with four parts. Students must score greater than 70% to be successful. They must identify the type of salt, identify the salt as a product. Weak and strong acids are compared.

Activity Description: Activity Description

Assessment Type: Examination

Upload Assessment Guide: Assessment Scoring for Chem Ex4 P7 assessment key.pdf

Evaluator Reflections: Allow evaluator reflections

Evaluator Reflection Template: Link Reflection Template

Rubric Type: Outcomes-Oriented

Scoring Mode: Rubric and Scorecard Collective Score Entry

Scoring Views: Scorecard View Rubric View

Assessment Scale: a 2-level Successful/Unsuccessful

Number of SLOs: 1

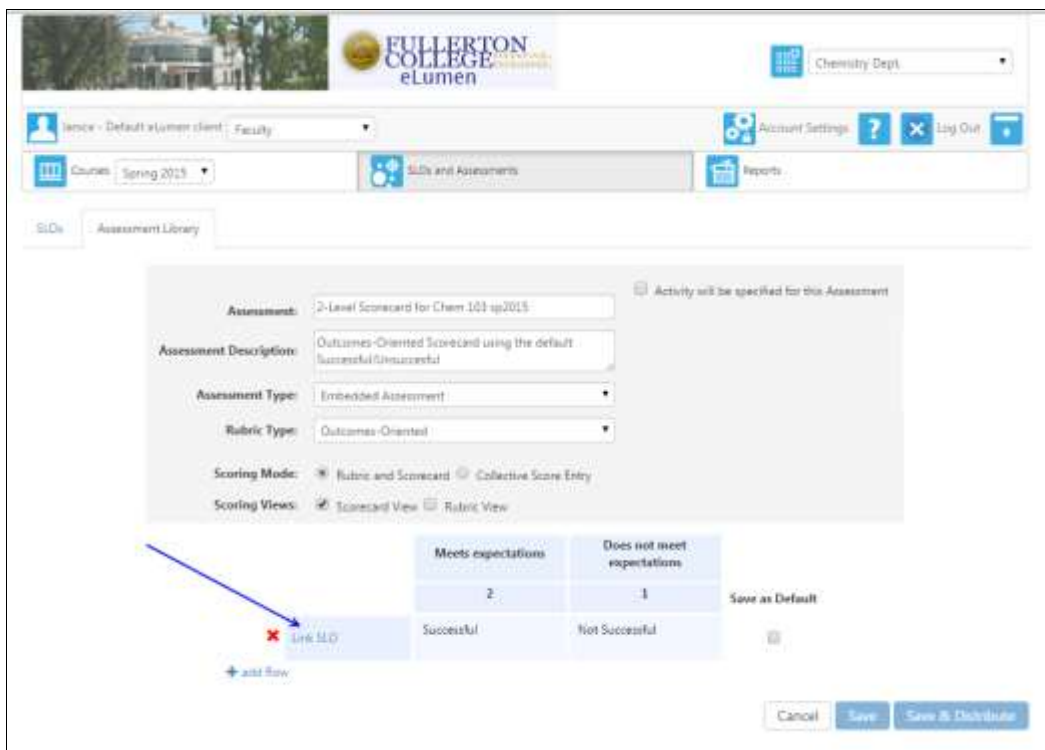
Generate Rubric Template

Select the scale of choice

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.

The screenshot displays the eLumen assessment configuration page. At the top, it shows the Fullerton College eLumen logo and the user's department (Chemistry Dept.). The main content area is divided into two columns. The left column contains fields for: Assessment (2-level scorecard for Sp2015 Exam4 V4 Prob 7), Assessment Description (a 2-level scorecard for exam 4 problem 7...), Assessment Type (Examination), Evaluator Assessment Guide (Assessment Scoring for Chem: Ex4-P7 assessment Key.pdf), Evaluator Reflections (Allow evaluator reflections checked), Evaluator Reflection Template (Link Reflection Template), Rubric Type (Outcomes-Oriented), Scoring Mode (Rubric and Scorecard selected), Scoring Views (Scorecard View and Rubric View checked), and Assessment Scale (a 2-level Successful/Unsuccessful). The right column contains fields for: Activity (Activity), Activity Description (Activity Description), and Number of SLOs (1). A blue button labeled 'Generate Rubric Template' is located at the bottom right. A red text overlay with arrows points to the 'Number of SLOs' field and the 'Generate Rubric Template' button.

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.

Assessment: 2-Level Scorecard for Chem 103 sp2013

Activity: Activity

Assessment Description: Outcomes-Oriented Scorecard using the default Successful/Unsuccessful

Activity Description: Activity Description

Assessment Type: Embedded Assessment

Rubric Type: Outcomes-Oriented

Scoring Mode: Rubric and Scorecard Collective Score Entry

Scoring Views: Scorecard View Rubric View

	Meets expectations	Does not meet expectations	
	2	1	Save as Default
✖ Identify fundamental chemical principles.	Successful	Unsuccessful	<input type="checkbox"/>

+ add Row

Cancel Save Save and add to Library of Shared Assessment

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

A complete assessment build with an Evaluator Guide should look something like this:

The screenshot displays the Lumen system interface for Fullerton College. The top navigation bar includes the college logo, a search bar, and user information for 'James - Default Lumen client'. The main content area is divided into two columns: 'Assessment' and 'Activity'. Both columns contain a description of a 2-level scoredcard for exam 4 problem 7, which is a neutralization question with four parts. The 'Assessment' column includes fields for 'Assessment Type' (Exam), 'Evaluator Assessment Guide' (Upload Assessment Guide), 'Evaluator Reflections' (Allow evaluator reflections), 'Evaluator Reflection Template' (Fullerton College Reflection Template), 'Rubric Type' (Outcome-Oriented), 'Scoring Mode' (Rubric and Scorecard), 'Scoring Views' (Scorecard View, Rubric View), and 'Assessment Scale' (2 level Successful/Unsuccessful). The 'Activity' column has similar fields but lacks the 'Assessment Type' and 'Assessment Scale' options. Below these fields is a table with two columns: 'Meets expectations' and 'Does not meet expectations'. The table contains a rubric for 'Design and outline synthetic schemes for preparing organic molecules' with two levels: 'Successful' and 'Not Successful'. The 'Meets expectations' column has a value of '2' and the 'Does not meet expectations' column has a value of '1'. At the bottom right, there are 'Cancel' and 'Save' buttons.

	Meets expectations	Does not meet expectations
	2	1
✖ Design and outline synthetic schemes for preparing organic molecules	Successful	Not Successful