

How to Score an Outcomes-based Scorecard in eLumen

These instructions assume you have already added an assessment as an Outcomes-oriented scorecard in eLumen. Previous instructions at http://slo.fullcoll.edu/eLumen/eLumen_Instruction_Page.htm explain how to add a 2-level scorecard assessment. If you prefer to use a rubric or more levels, please discuss this with your Division SLOA Committee Representative or the SLO Coordinator.

Log in as a faculty member and the main page appears. The default screen is in the Courses tab.

If several types of assessment are used, it is sometimes useful to notice the icon. Note: In eLumen, rubrics (activity-oriented assessments) are more involved than Scorecards. The rubric is difficult to edit extensively or remove from the faculty eLumen page, but Outcomes-oriented scorecard assessments can be edited and/or removed. The SLO Coordinator recommends you first learn how to use a Scorecard prior to using rubrics as assessments. Scorecards are easy to input and interpret across a multi-section course.

Scoring is simple. Click on the icon and the scorecard appears. Don't forget to **SAVE YOUR WORK!**

Step 1. Any students not assess for whatever reason, click on the check box N/A for these students.

Step 2. Click on the area where there is a 1 for any unsuccessful students that did not meet expectations.

Step 3. If you score the not assessed and unsuccessful students first, the rest of the students are successful. Go through and click on 2 for all the successful students.

Step 4. If you make any mistakes, simply de-select the score and re-select the correct score. If many changes are needed, click the clear all scores check box at the bottom of the page and start again.

Step 5. Don't forget to Save your work. Click on Save for any work done. The save button will save partial scoring or complete scoring.

You can download a copy of the completed scorecard or the blank scorecard. If the Scorecard is only partially completed, click on Completed Scorecard will provide you with the partial scoring.

After saving scores, the window returns to the main page with showing an updated number of students scored for the assessment. After completion of an assessment, each faculty member or a course coordinator will generate a report for the course known in eLumen lingo as an **Action Plan**.

After scoring an assessment, you will need to complete a report just as was done previously without eLumen. There are a few reflective questions to complete, but these are the same as the questions on the Course – Level Assessment Form previously submitted to the Division SLOA Committee Representative when eLumen was not in use. The only difference is that eLumen calls these “Action Plans” and these plans in eLumen are capable of detailed information. While not required, budgets and other comments may be included along with documentation for future dialogue within your program. You are not required to complete the action plan immediately, but the assessment is not complete without this report. After the scoring is completed, the action plan icon on the row of icons should have a red number on it such as a large red number 1. The number denotes how many action plans are available.

If the icon does not have a number superscripted *after completion* of an assessment, contact the Division SLOA Committee Representative, SLO Coordinator, or eLumen Course/Program Coordinator and let them know they need to distribute an Action Plan for your course section.