

## 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](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.

The screenshot shows the eLumen interface for CHEM103 F - Chemistry in a Changing World - 24025. The course page includes a navigation bar with 'Courses', 'SLOs and Assessments', 'Reports', and 'Informs'. Below the navigation bar, there is a table of assessments with columns for 'Name', 'Description', 'Scorecards', and 'Report Scores'. Three rows are visible, each with a different assessment type and status:

Name	Description	Scorecards	Report Scores
4 level 75 activity-oriented sample	4 level 75 activity-oriented sample shared to library	Completed scorecard (green check)	
A Sample Activity-Oriented, Single SLO RUBRIC	Example of a 3-level Rubric	Incomplete Activity-Oriented Rubric (0/23 scored)	
A Sample Outcome-Oriented Scorecard	2 level scorecard example	Incomplete Outcomes-Oriented Scorecard	

Annotations in red text point to the 'Scorecards' column for each row, explaining the status of the assessment. A note at the top right says: 'If you have added assessments, the course page might look something like this.'

If several types of assessment are used, it is sometimes useful to notice the icon.

The screenshot shows the eLumen interface for CHEM103 F - Chemistry in a Changing World - 24025. The course page includes a navigation bar with 'Courses', 'SLOs and Assessments', 'Reports', and 'Informs'. Below the navigation bar, there is a table of assessments with columns for 'Name', 'Description', 'Scorecards', and 'Report Scores'. Three rows are visible, each with a different assessment type and status:

Name	Description	Scorecards	Report Scores
4 level 75 activity-oriented sample	4 level 75 activity-oriented sample shared to library	Completed scorecard (green check)	
A Sample Activity-Oriented, Single SLO RUBRIC	Example of a 3-level Rubric	Notice the subtle difference in a rubric and scorecard icon.	
A Sample Outcome-Oriented Scorecard	2 level scorecard example	Notice the subtle difference in a rubric and scorecard icon.	

Annotations in red text point to the 'Scorecards' column for the rubric and scorecard rows, highlighting the subtle difference in their icons.

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.

The screenshot shows the eLumen interface for the course CHEM103 F - Chemistry in a Changing World - 24025. The table below lists three assessment types:

Name	Description	Scorecards	Support Scores
4 level 25 activity-oriented sample	4 level 25 activity-oriented sample shared to library		
4 Sample Activity-Oriented Single SLO RUBRIC	Example of a 3-level Rubric		
4 Sample Outcome-Oriented Scorecard	2 level scorecard example		

A red arrow points to the scorecard icon in the third row, with the text: "The scorecard assessment is used as an example for scoring".

Scoring is simple. Click on the icon and the scorecard appears.

This screenshot is identical to the one above, but with a red arrow pointing to the scorecard icon in the third row, accompanied by the text: "To access the scorecard, click on the icon".

Scoring is the first three steps, but first, check to see the assessment was added correctly.

Notice at the bottom of this page there is only a Save button. The bottom of the page should look like this:

██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
<b>Score total:</b>		<b>0</b>	<b>0</b>	<b>0</b>

Clear all scores from this scorecard

**Save** **Save and Continue to Reflection**

Notice that the bottom of the page below only has the Save button and does not have the Save and Continue to Reflection button. This means you did not add the Fullerton College Reflection Template when you used Add an Assessment. If that is the case, you need to add the Fullerton College Reflection Template **now** and [instructions](#) are found at the SLO website.

**Scorecard for Chemistry in a Changing World: 24025**

**Course title and section** →

**Assessment description** →

**Last name, first initial of students are removed in these instructions, but student roster is listed here (no student IDs)** ↓

**Download**  
Blank Scorecard  
Completed Scorecard  
A blank scorecard in PDF format is available if needed prior to scoring.

	SLO	Meets expectations	Does not meet expectations	N/A
██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
<b>Score total:</b>		<b>0</b>	<b>0</b>	<b>0</b>

Clear all scores from this scorecard

**Save**

Here is how to score:



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 a PDF of the partial scoring.

Scorecard for Chemistry in a Changing World: 24025

Assessment: 4 Service Outcomes-Organic Scorecard  
 Description: 2 level conceptual exam  
 Type: Embedded assessment

		Meets expectations	Does not meet expectations	
	SLO	2	1	N/A
Assessment	Identify fundamental chemical principles	1	1	<input checked="" type="checkbox"/>
Assessment	Identify fundamental chemical principles	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles	1	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles	1	1	<input checked="" type="checkbox"/>
Assessment	Identify fundamental chemical principles	2	1	<input type="checkbox"/>
	Score total	6	3	3

Download  
 Blank Scorecard Completed Scorecard

Click here to print a PDF of a partial or completed Scorecard

All Students are Scored!

Clear all scores from this scorecard

Save Save and Continue to Reflection

You can select Save or Save and Continue to Reflection button. The SLOAC recommends working on the reflection while it is fresh in your mind. There are [prompts and more instructions](#) at the SLO website for reflections.

Assessment	Identify fundamental chemical principles	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles	2	1	<input type="checkbox"/>
Assessment	Identify fundamental chemical principles	2	1	<input type="checkbox"/>
	Score total:	0	0	0

Select one of these

Clear all scores from this scorecard

Save Save and Continue to Reflection

After scoring an assessment, you will need to complete a report just as was done previously without eLumen. There are two reflective questions to complete in the Fullerton College Reflection Template, but these are the same as the questions on the Course – Level Assessment Form previously submitted to the Division SLOA Committee Representative prior to the adoption of eLumen. The questions ask, “What did you learn about the course from the assessment?” and “What do you want to do to improve your course based on these results?” You will need to add a reflection, but it can be completed or edited later on. It is advisable to enter something in **now**.

Notice there is a score total at the bottom of the Scorecard:

██████	Identify fundamental chemical principles.	2	1	<input checked="" type="checkbox"/>
██████	Identify fundamental chemical principles.	2	1	<input checked="" type="checkbox"/>
██████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
<b>Score total:</b>		<b>16</b>	<b>4</b>	<b>3</b>

Clear all scores from this scorecard

**Score totals for analysis**

When all students are scored, answer the reflective questions. Reflections can edit them at any time later on. To add your reflections, click on Save and Continue to Reflections.


Chemistry Dept.

██████ - Default eLumen client Faculty
Account Settings ? X Log Out

CO198 | Spring 2022
ILC and Assessments
Reports
Initiatives

**Scorecard for Chemistry in a Changing World: 24025**

Assessment: A Sample Outcome-Oriented Scorecard  
 Description: 2-year concurrent semester  
 Type: Embedded Assessment

Download

		Meets expectations	Does not meet expectations	N/A
██████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
██████	Identify fundamental chemical principles.	2	1	<input type="checkbox"/>
<b>Score total</b>		<b>6</b>	<b>4</b>	<b>0</b>

Clear all scores from this scorecard

1 Recommendation: Any students not assessed, click on N/A first.

2 Next, click on any unsuccessful students that did not meet expectations.

3 Finally, select all the rest of the successful students.

4 De-select if an error is made or clear all scores and start again.

5 Click on Save and Continue to Reflection

Add your reflections and click on Submit or Save Draft. There are [prompts and more instructions](#) at the SLO website for reflections.

### Fullerton College Reflection Template

REFLECTION ON RESULTS: This is an important part of the SLOA process. It does not suffice to simply enter scores in the scorecard or rubric since ACCJC requires evidence of reflection on the results with the goal of continuous quality improvement. This template is used to reflect on SLOA findings and planned actions in response to the findings. As an alternative to using this template, you may also choose to either: 1) Create a course or program reflection template, or 2) Create an action plan. Please consult with your program and/or division prior to choosing one of these other options. To use this template for your reflection, please respond to these questions sometime after inputting assessment scores into eLumen. You may enter as much detail as needed.

**1. What were the most important findings from the assessment? How did the results compare to previous assessment results (if applicable)**

Please complete this field..

**Enter comments here**

**2. What improvement measures will be used to address the needs and issues revealed by your assessment? (Copy and paste <http://slo.fullcoll.edu/list.html> into a new browser tab to view a list of potential improvement measures). How will you implement these measures? What are the expected outcomes?**

Please complete this field..

**... and enter comments here**

**Submit when done** →

When done with reflections, click on either Save Draft or Submit. The reflections are editable at a later time regardless of whether you select Save Draft or Submit. After clicking on Submit, the window returns to the main page and shows an updated number of students scored for the assessment. To access the scores or the reflection template again, just click on the blue icon to the left of the assessment as shown below.

Prattice Site  
FULLERTON COLLEGE  
eLumen

Chemistry Dept.

Jenice - Default eLumen client | Faculty

Inbox Account Settings ? Log Out

Course: Spring 2019 S.O.S. Assessments Reports Strategic Initiatives

**CHEM103 F - Chemistry in a Changing World - 24025**

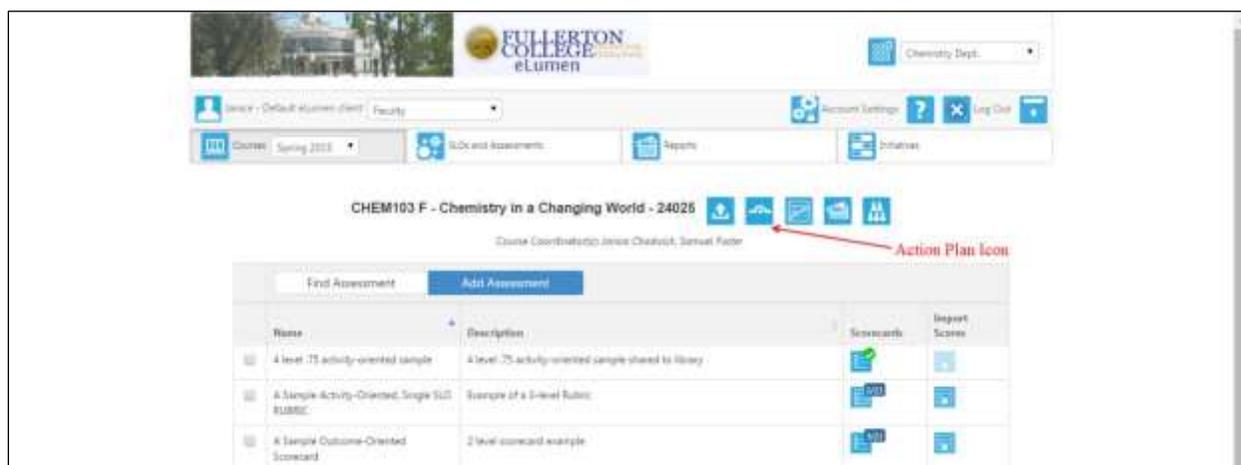
Course Coordinator(s): Jenice Chastock, Janet Foster

Add Assessment Find Assessment Carry Forward Prior Assessments

Name	Description	Scorescard
Chem 103 Final Exam Q1	In general, when an aqueous solution is heated, what happens to the solubility of ionic compounds within it?	
Chem 103 Final Exam Q2	What are spectator ions?	
Chem 103 Final Exam Q3 scorecard	What are the common products of neutralization reactions?	
Chem 103 Final Exam Q5 scorecard	What happens to the pressure of a gas when the temperature rises if there are no other factors that change?	
Chem 103 Final Exam Q6 scorecard	What is an electrolyte?	
Chem 103 Final Exam Q7 Scorecard	What is the difference between mass and weight?	
Chem 103 Final Exam Question Q4	What do all exothermic reactions produce?	
Chem 103 quiz	a 20 point quiz on neutralization reactions where a 7/10 or greater is considered a successful outcome.	

Click on the first (left) blue icon to edit data or reflections

Are you done yet? Well, it depends...you still need to close the loop by suggesting improvements for your course and program. This can be accomplished using an Action Plan in eLumen. However, a Division SLOA Rep or a Program Coordinator will need to distribute the eLumen Action Plan to you. This will be discussed in another “How-To” session. While not required, budgets and other comments may be included along with documentation from future dialog within your program. You are not required to complete the action plan immediately, but the assessment is not complete without this report. When an action plan is requested and distributed, the action plan icon on the row of icons



should be available and look like this:



If it does not have the red one , and you would like an action plan sent to you to complete, contact the Division SLOA Committee Representative, SLO Coordinator, or eLumen Program Coordinator and let them know they need to distribute an Action Plan for your course section. Another option is to upload a report or action plan in the Document Library, but directions are in other “How-To” instructions. Discuss strategies for action plans within your department and the Division SLOA Committee Rep or SLOA Coordinator.