Faculty SLO Steps

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What's Covered Today

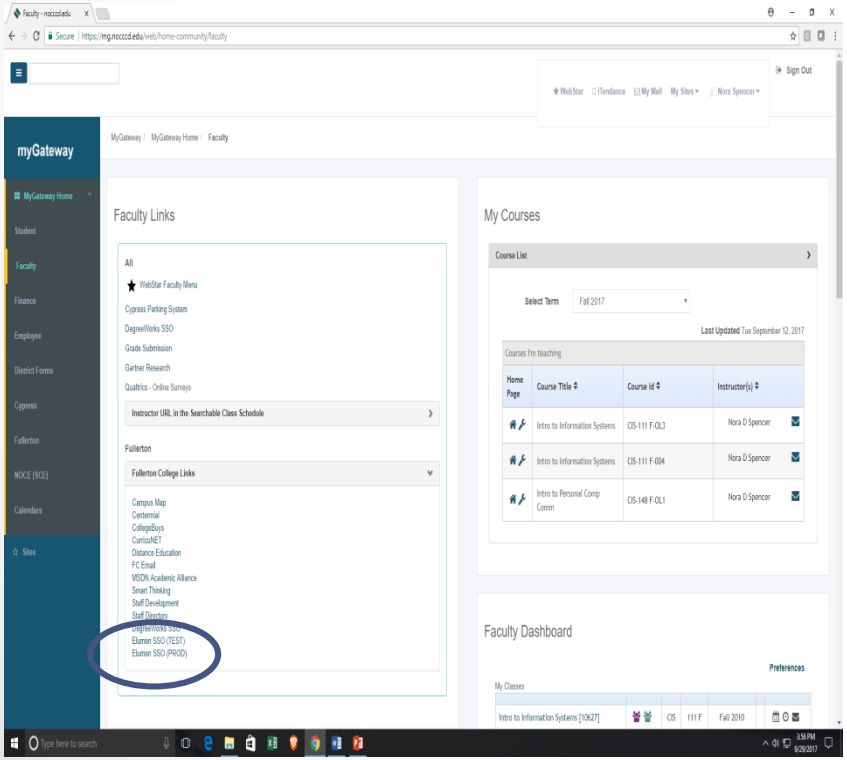
A few steps taken from the checklist at slo.fullcoll.edu

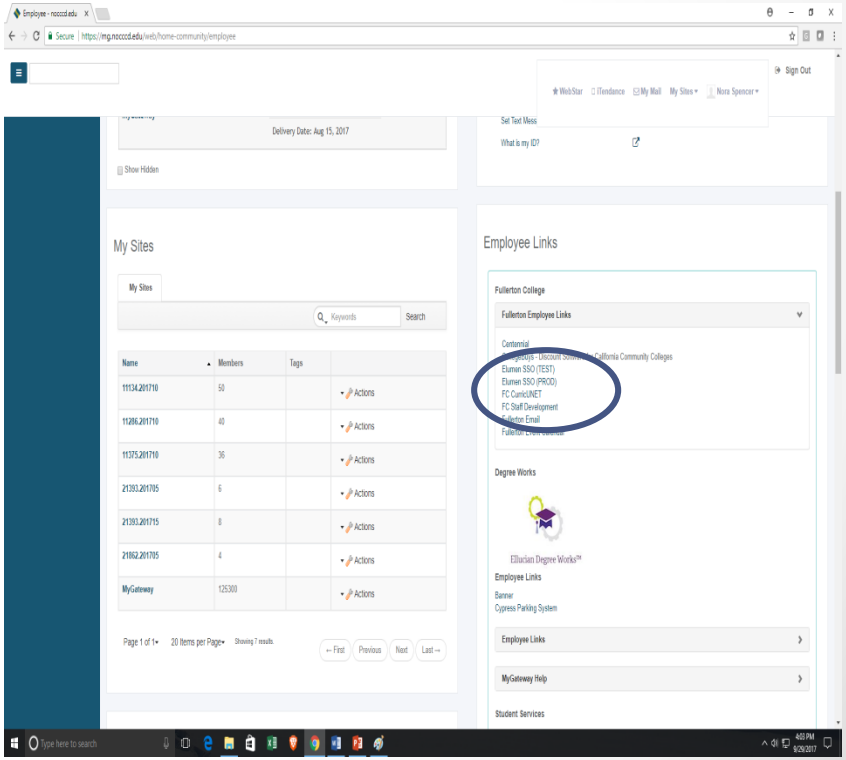
- Create or have already in the eLumen Assessment Library an Outcomes-oriented Scorecard
- Enter data into eLumen
- Answer Reflection Questions
- Uploading student samples
- Closing the Loop

How do I Log on eLumen?

- To access eLumen, log on to MyGateway.

- There are Single Sign On (SSO) links on the Employee Tab (to the right and scroll down) and on the Faculty Tab (to the left and scroll down)



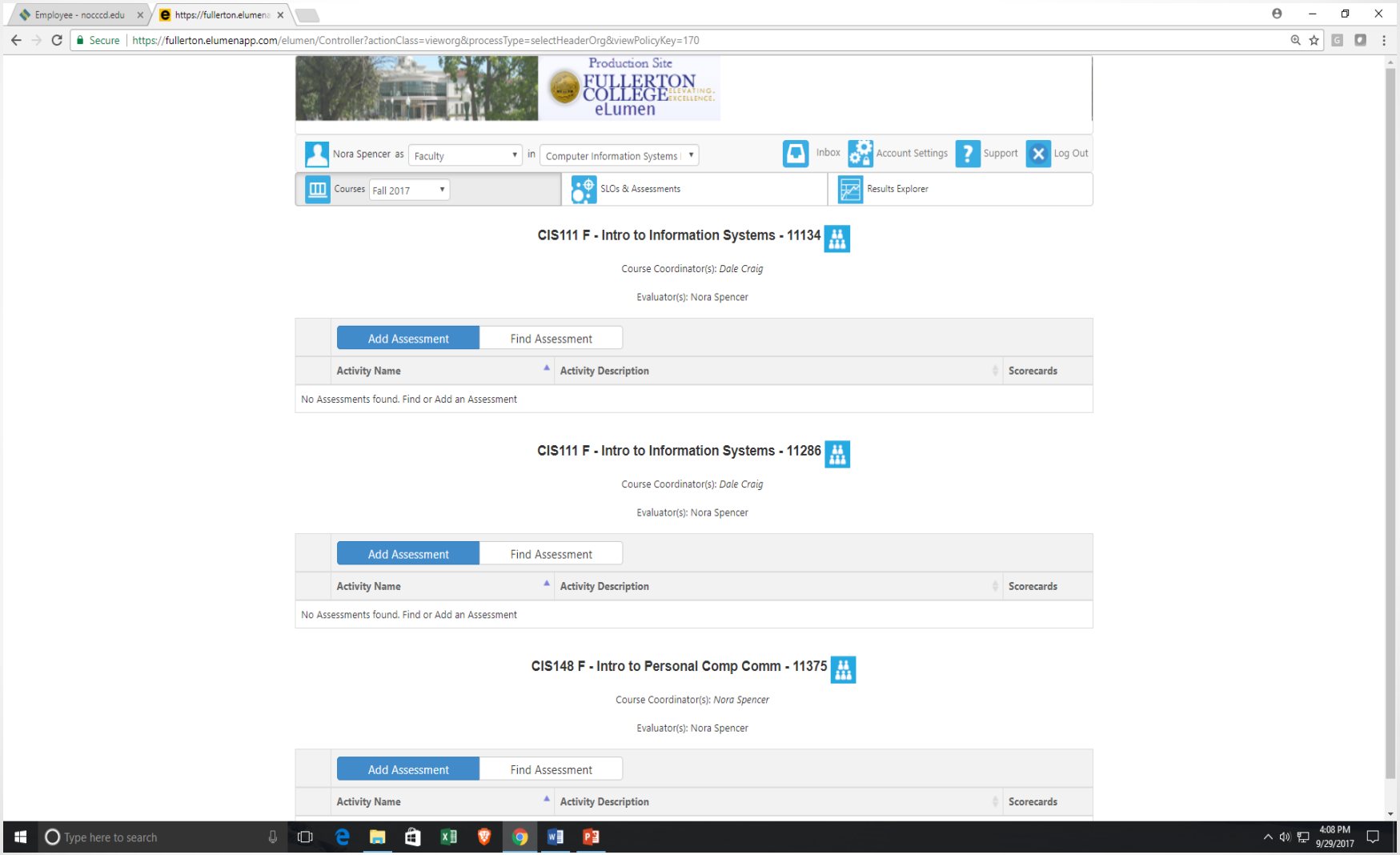


Do I use the Test or Prod Link?

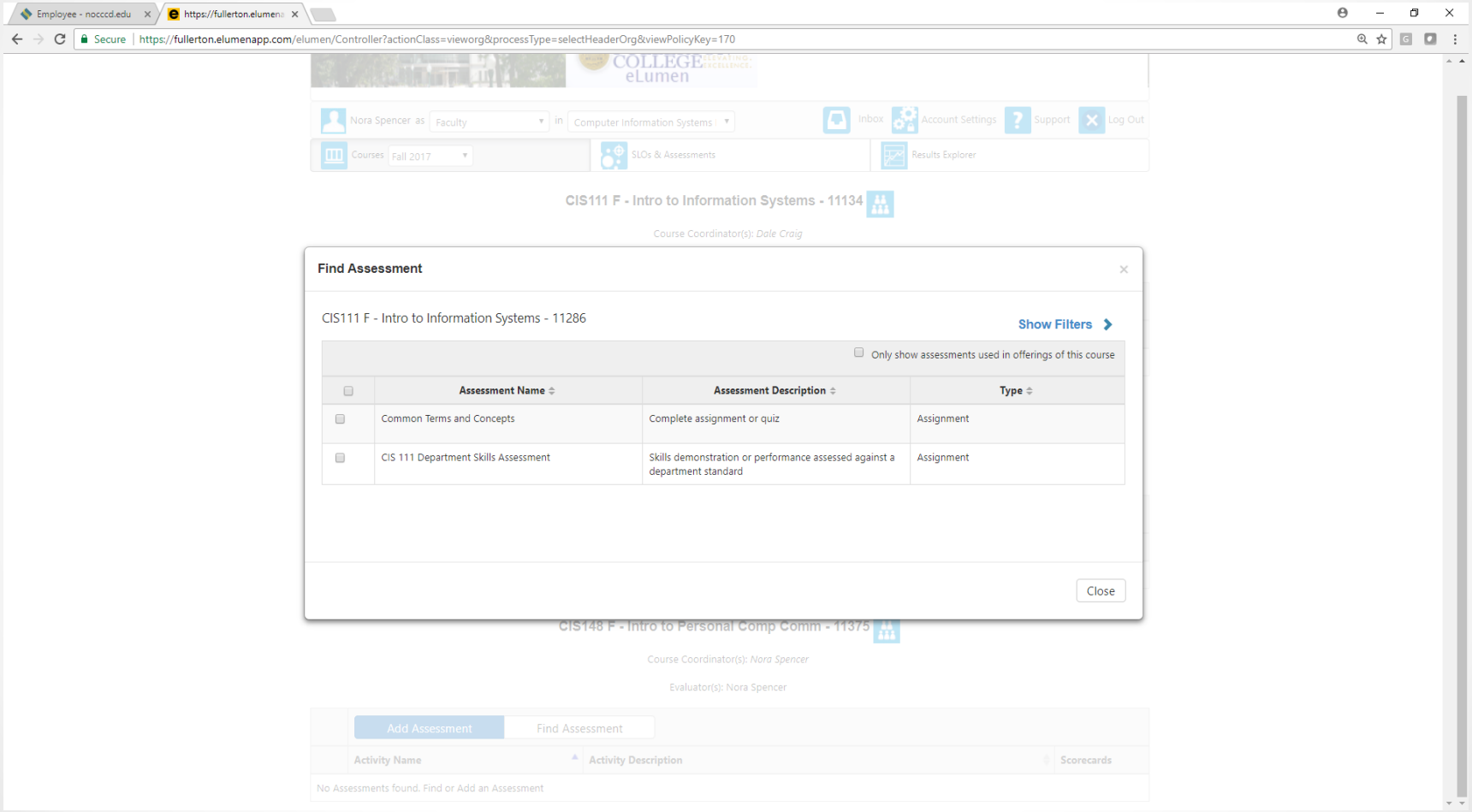
- There are two links: Test and Prod

- The test site is a practice site. You can try out different types of assessment modes here. If you create a rubric and score it, it cannot be deleted. Always try out what you are doing on the test site first.
- Prod is the production site. This will contain your official assessment records that the college will use to aggregate data and provide as evidence for accreditation. Don't use the production site until you have had some practice on the test site first!

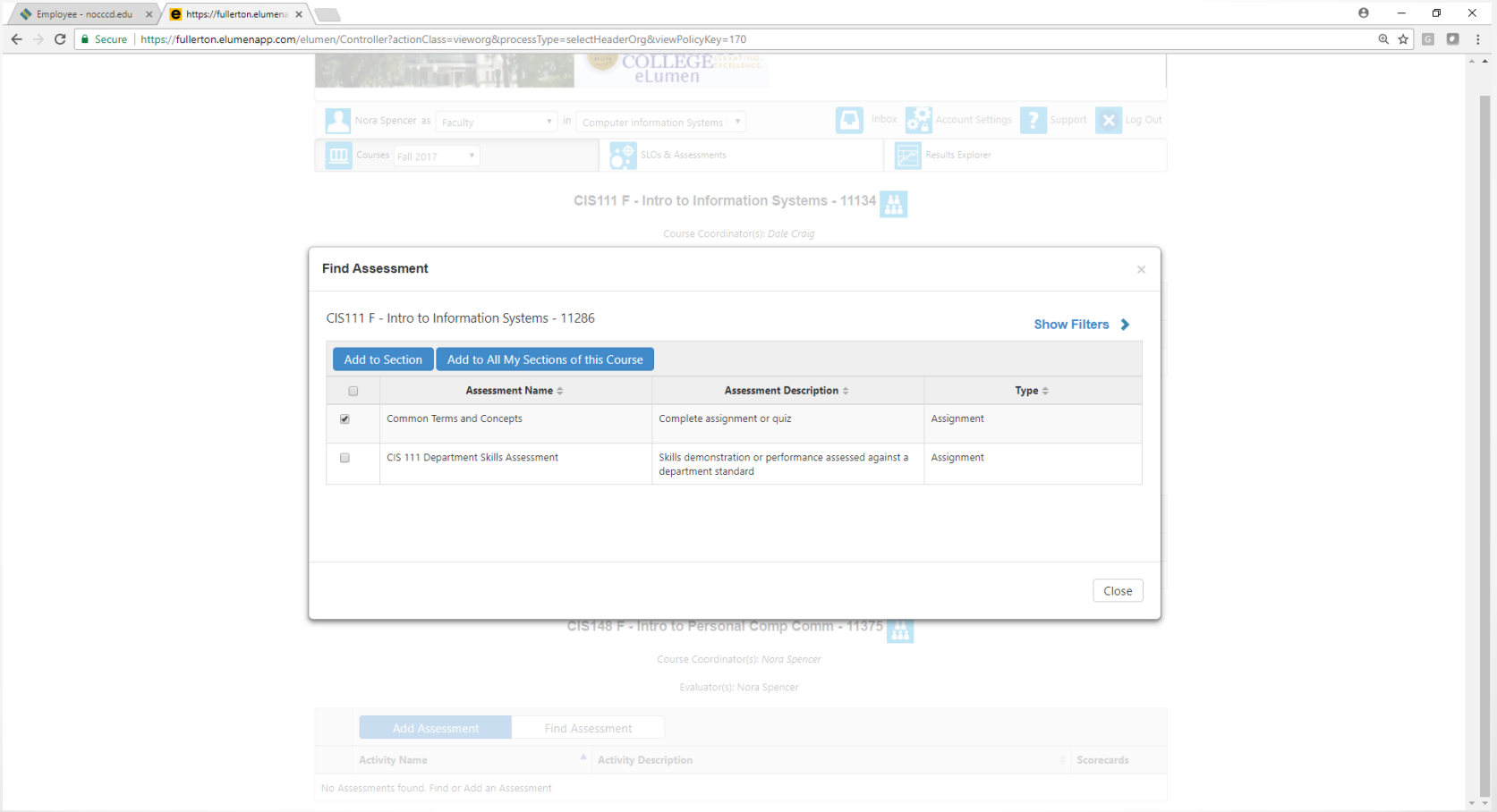
Create Assessment



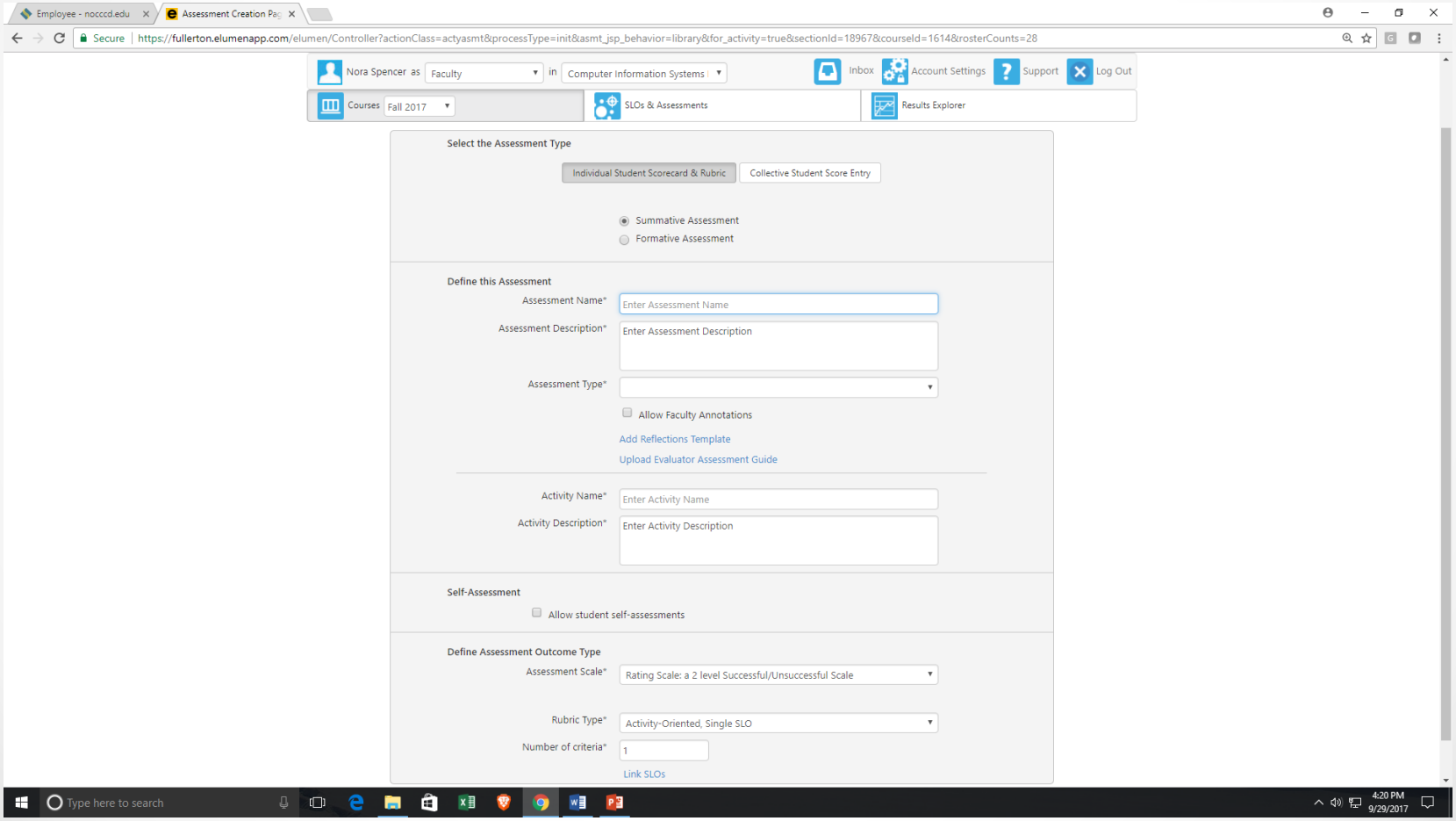
Click on “Find Assessment” first
If there is one that you can use then select it



Click on either “Add to Section” or if you teach multiple sections then “Add to All My Sections of this Course (skip to slide 13)



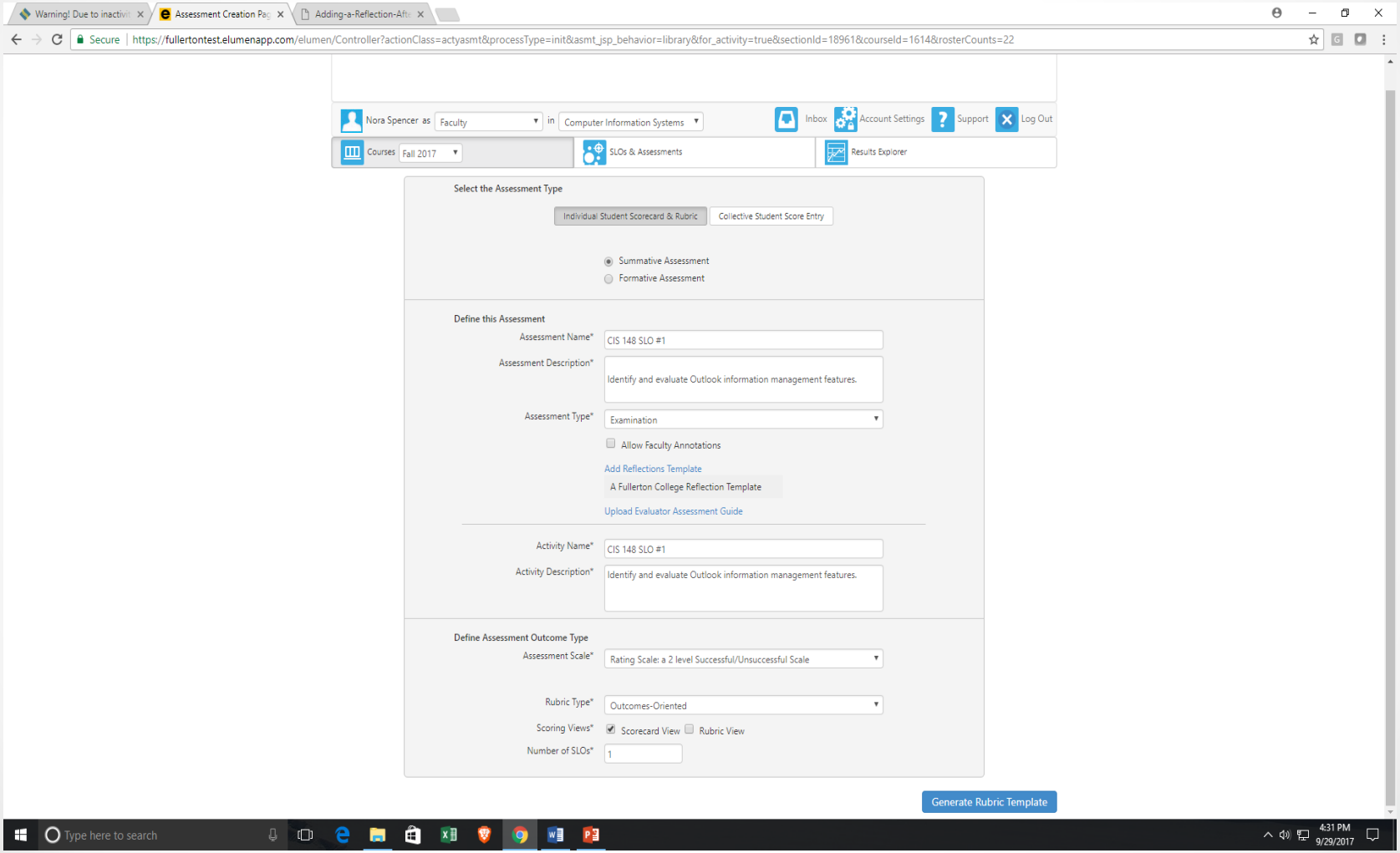
If no assessments are present or you do not want to use what is available, click “Close” and then click “Add Assessment”. You will see this screen.



Fields to fill out

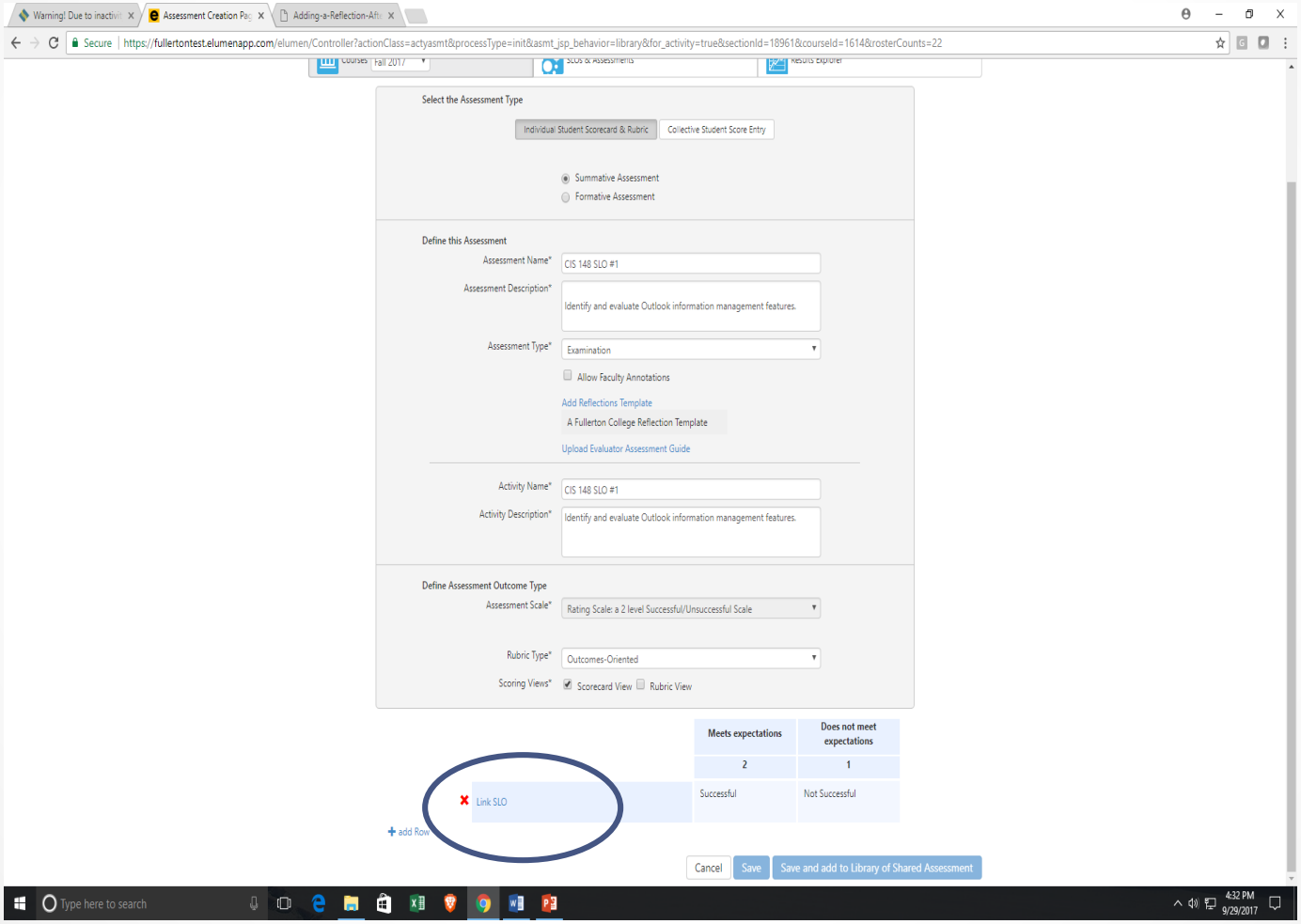
1. "Individual" will show a roster of students
2. Enter Assessment Name example:
   "COUN 100 SLO #1"
3. Enter Assessment Description example:
   "wording of SLO"
   Click on Link SLO at bottom, choose your SLO and copy text at bottom and paste into Assessment Description
4. Select the appropriate Assessment Type from the list (Method of Assessment in Curriculum)
5. Copy and Paste same info into Activity Name and Activity Description
6. Click on Add Reflections Template link
7. Select the Fullerton College Reflection Template (Top left) scroll down and click Add
8. Two level rating scale
9. Rubric Type Outcomes Oriented
10. Remove Rubric View Checkmark
11. Click on button Generate Rubric Template

Filled in Assessment

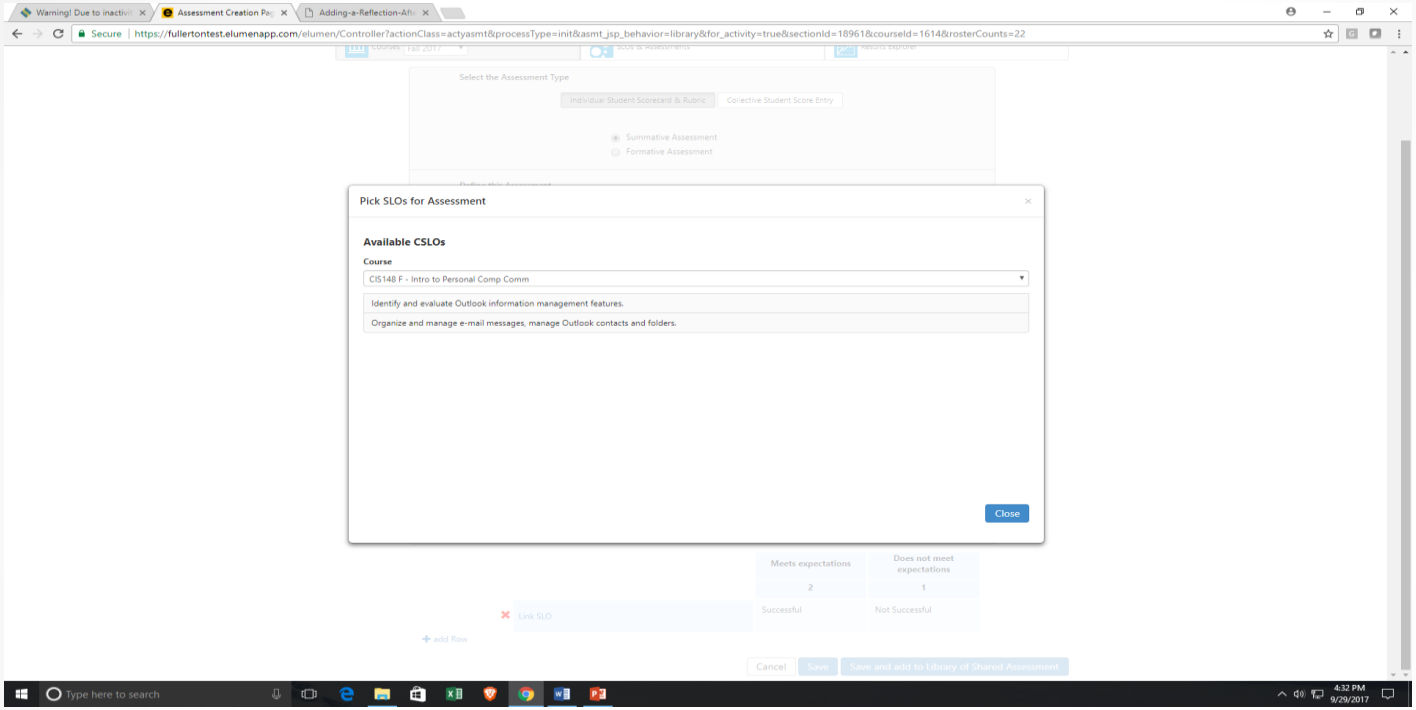


Assessment Cont.

Click on “Link SLO” on the bottom



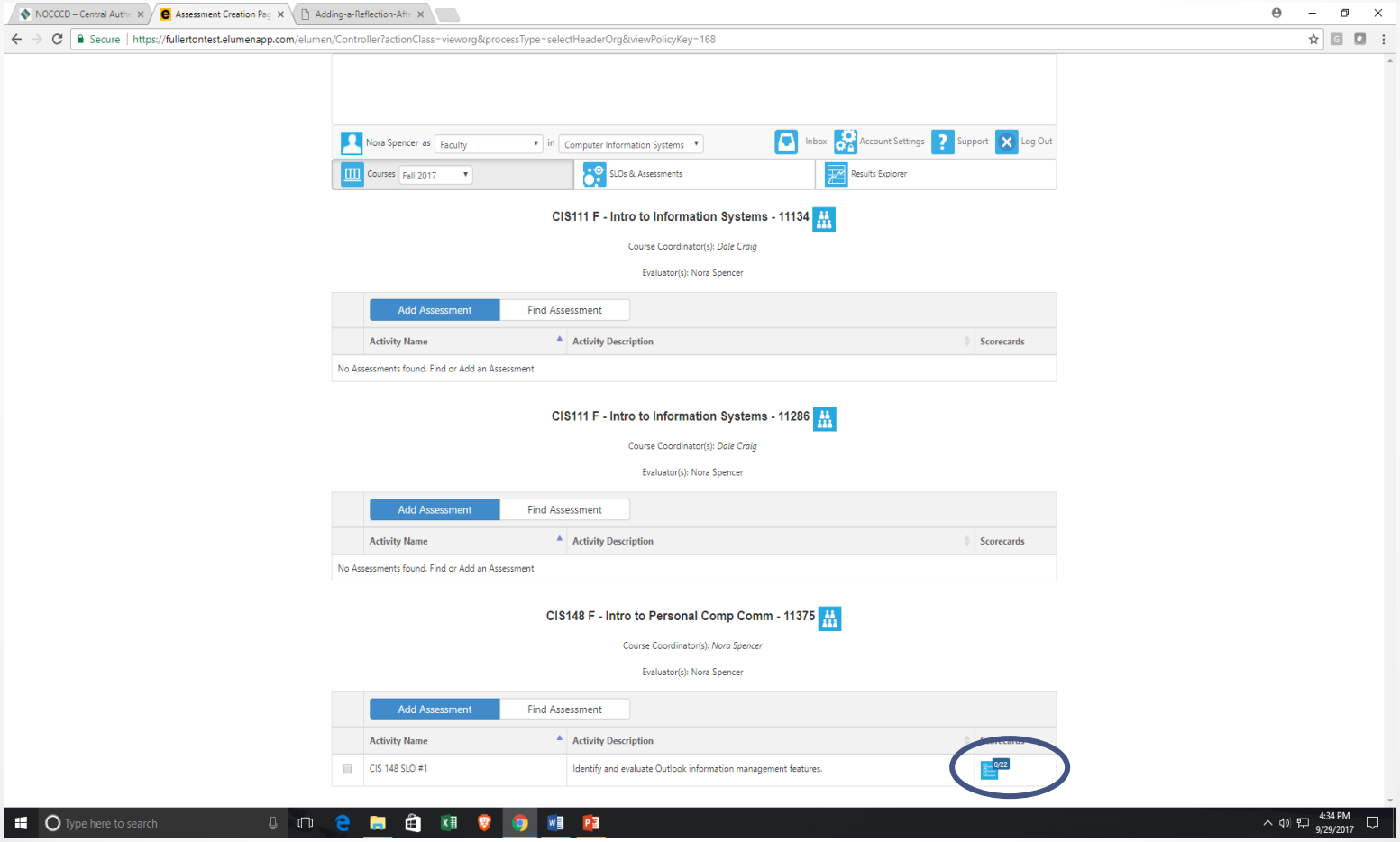
Pick the SLO that corresponds to this assessment



Click on “Save and add to Library of Shared Assessment”

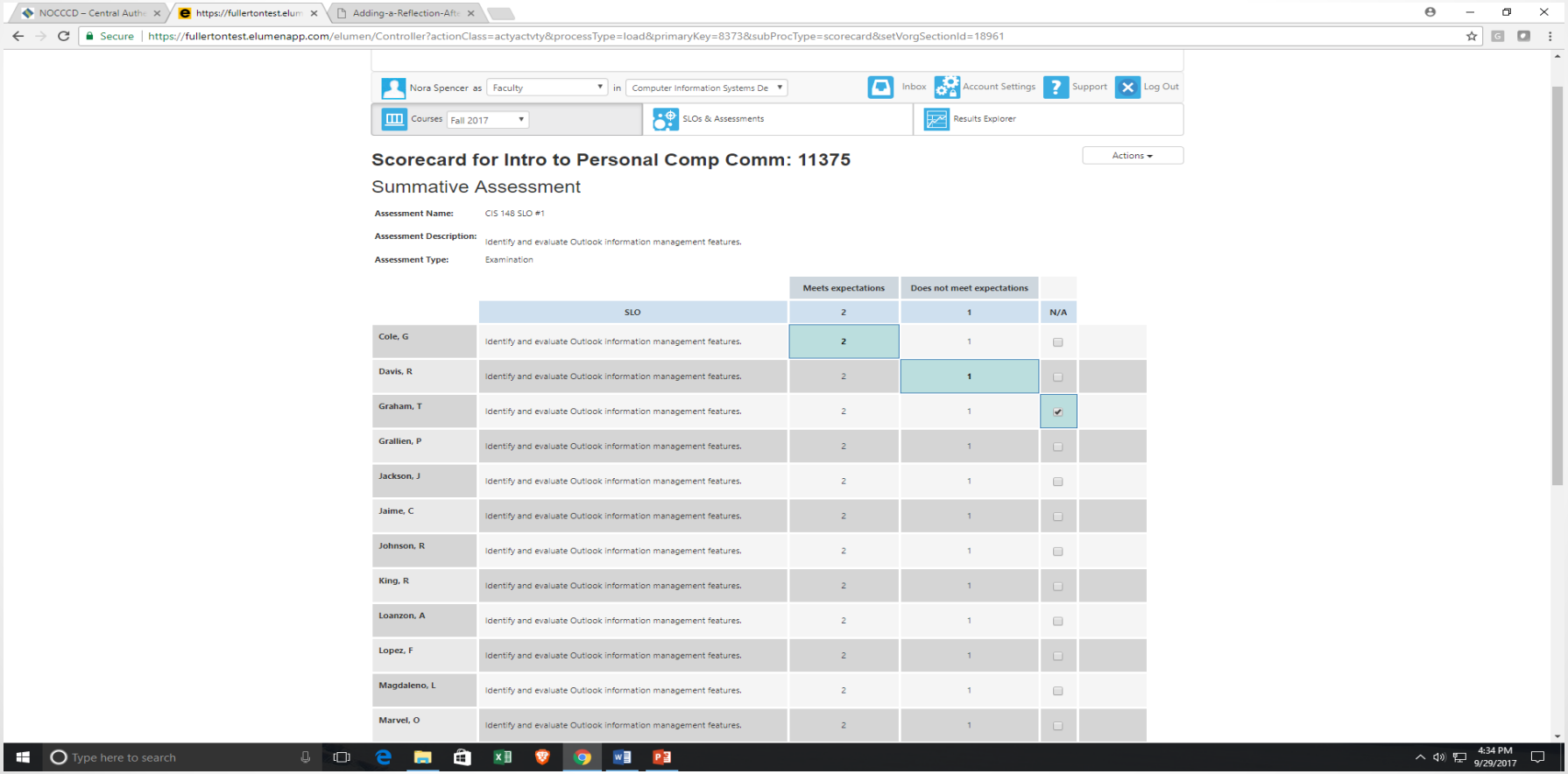
Enter Data

Scorecard will be available



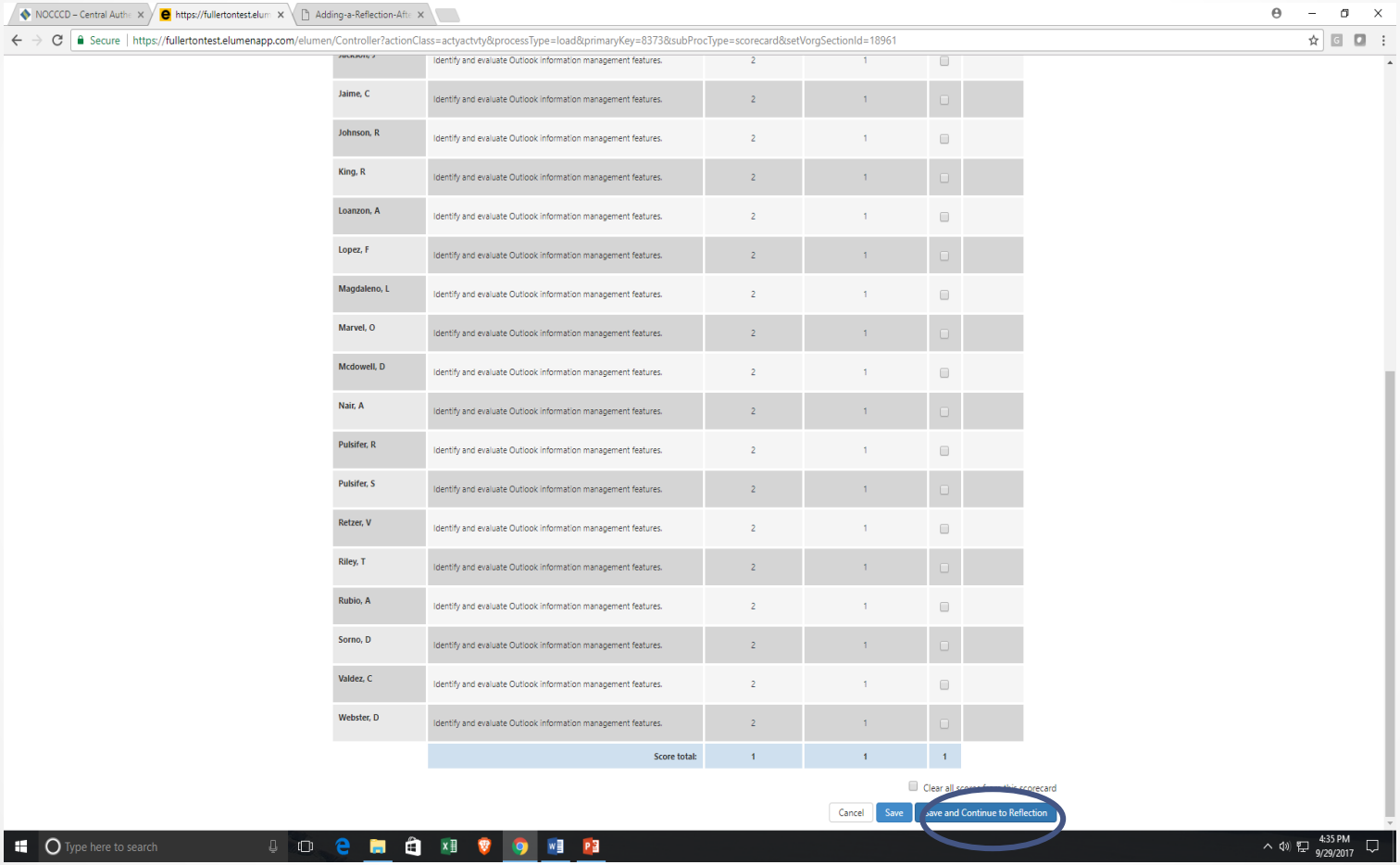
Enter Data

Click on “2” for successful “1” for unsuccessful or “N/A” for not assessed



Reflections

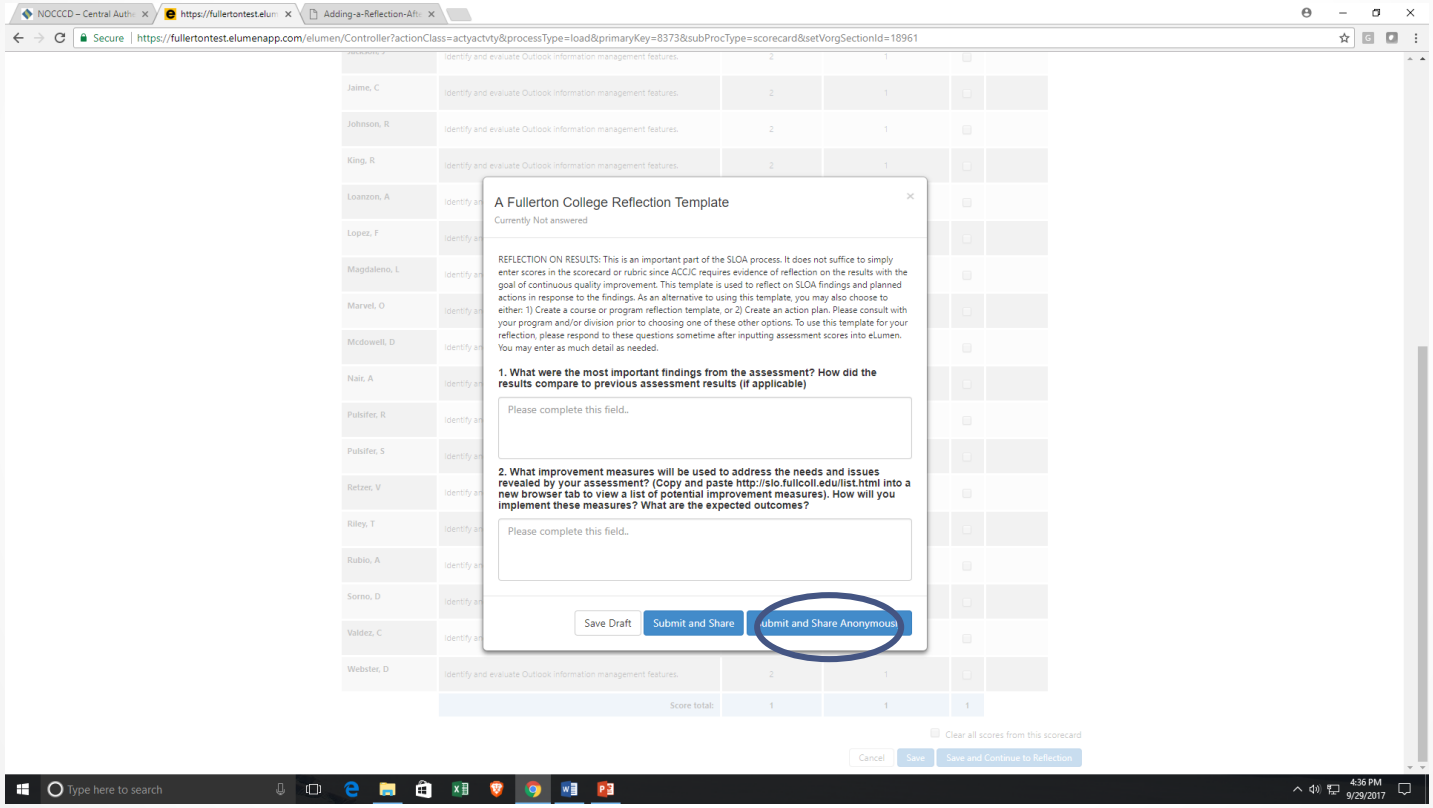
Click on “Save and Continue to Reflection”



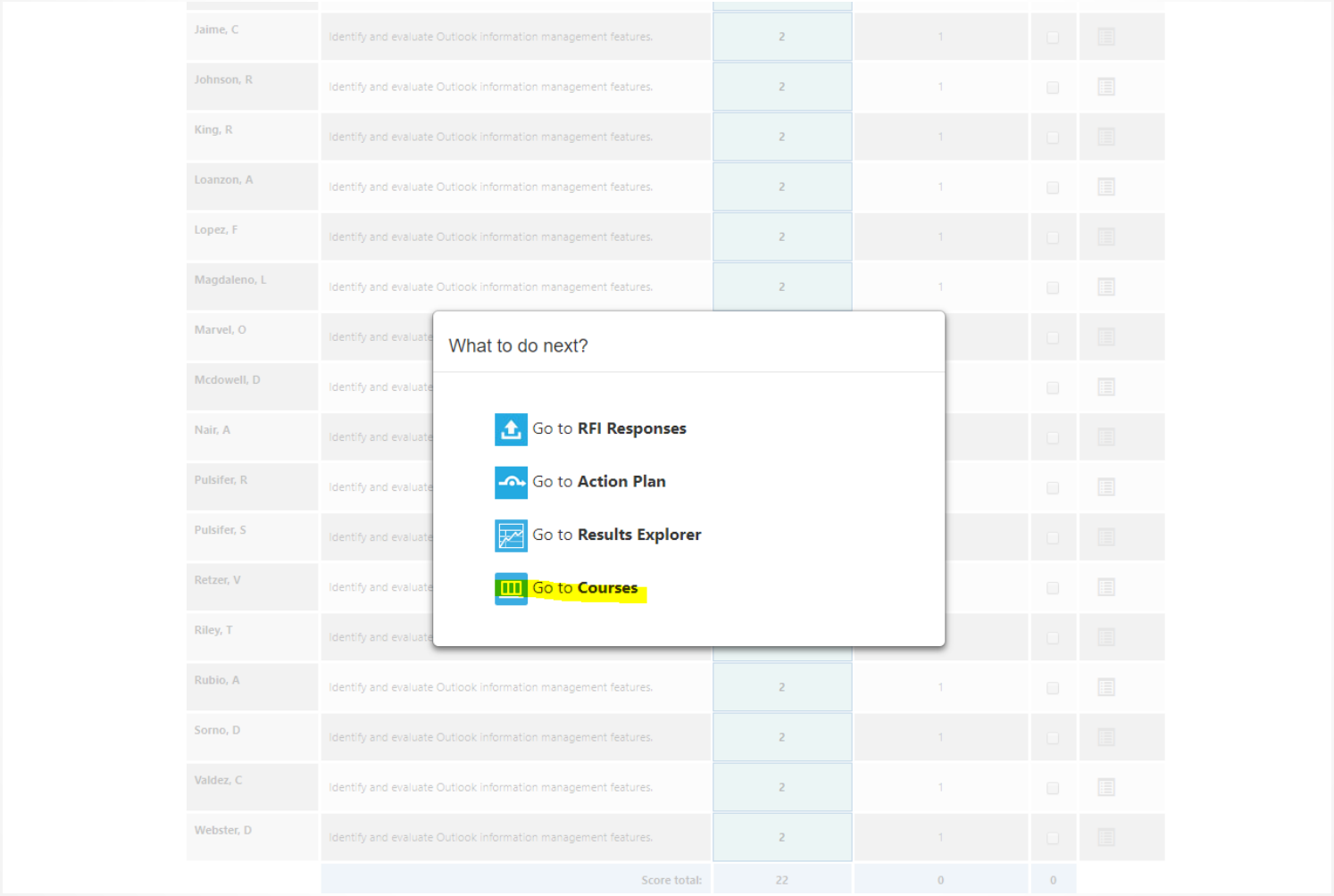
Reflections

Answer both questions

Click on Submit and Share Anonymously

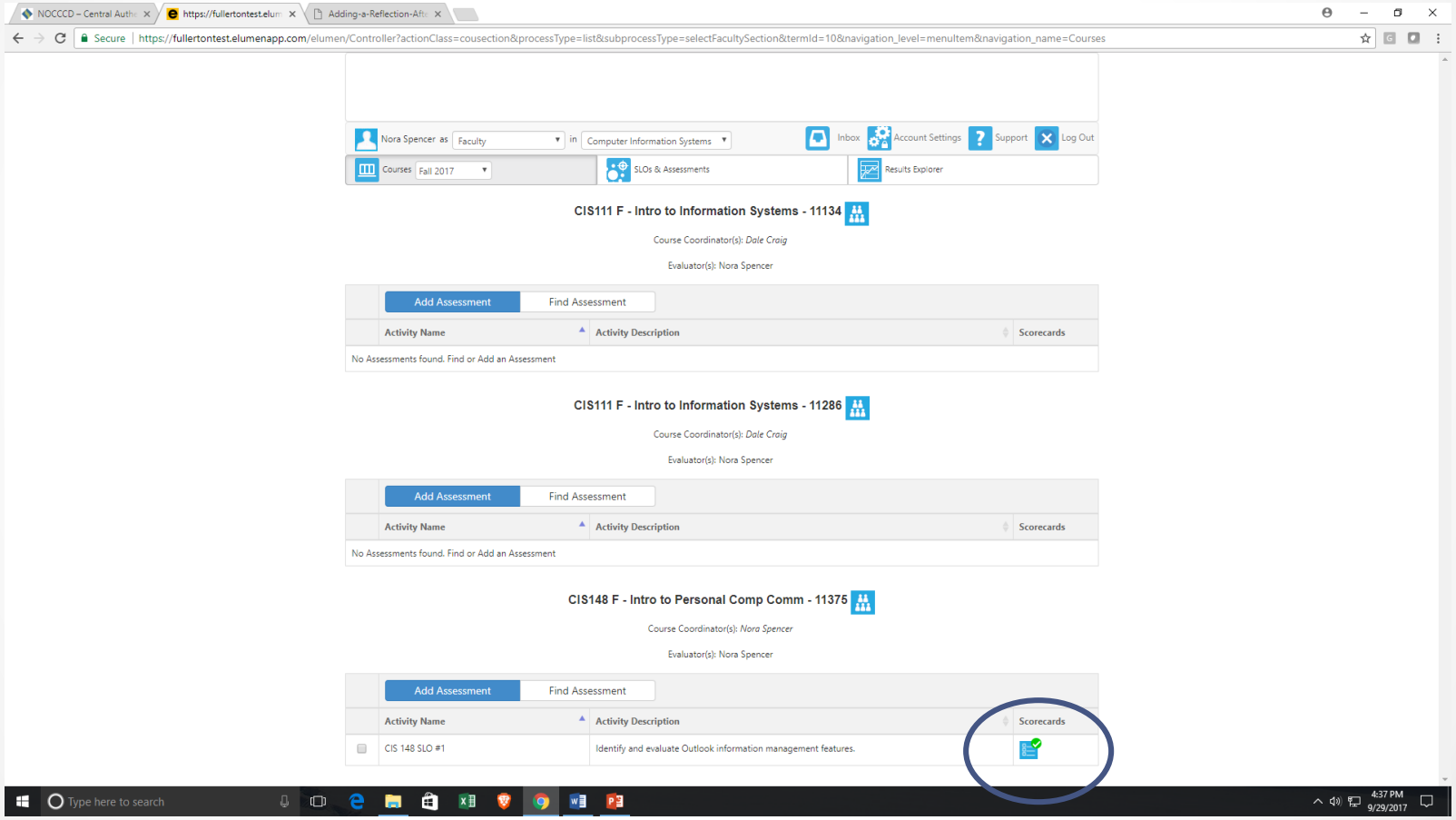


Click on “Go to Courses” to go back



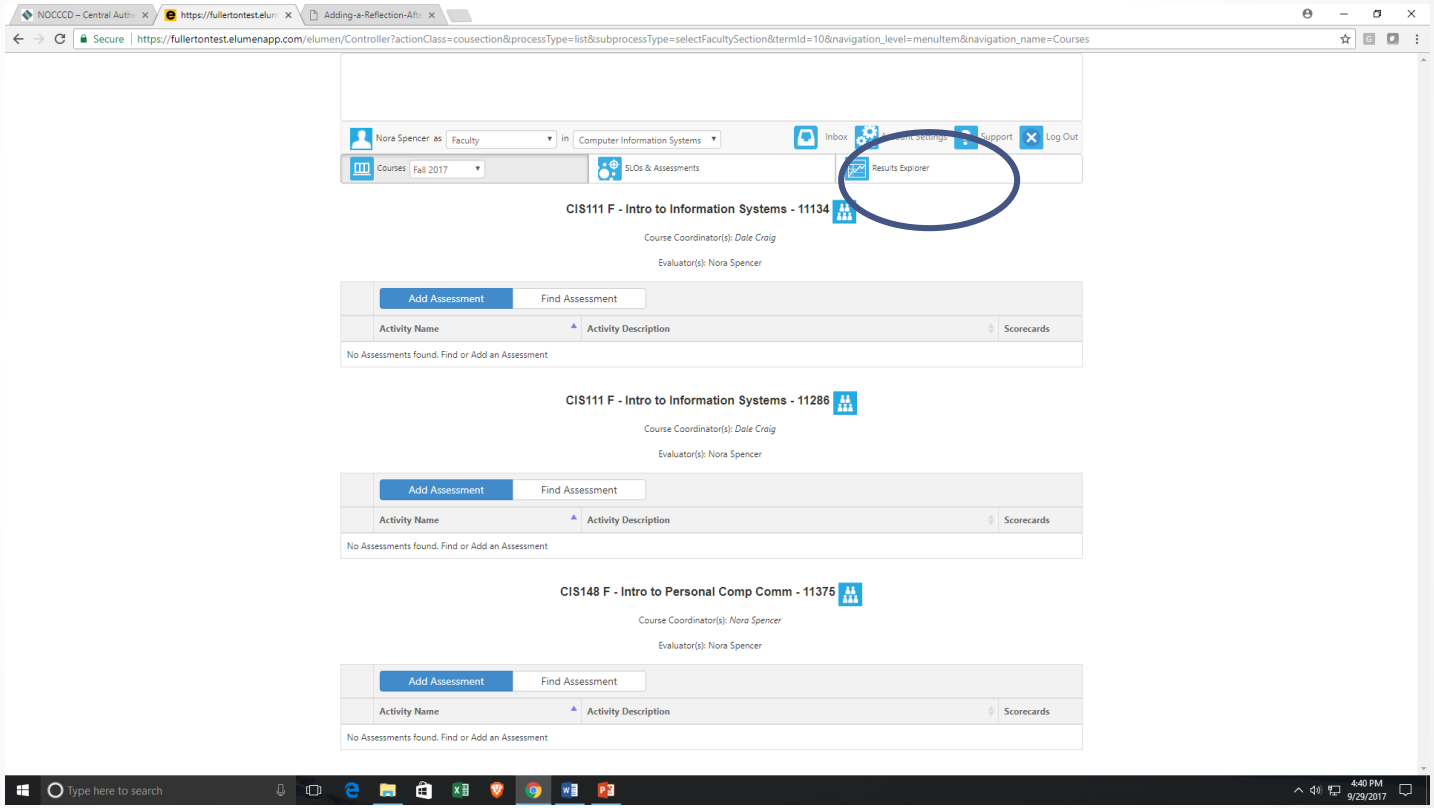
Data Entry Complete

You want to look for the Green Checkmark



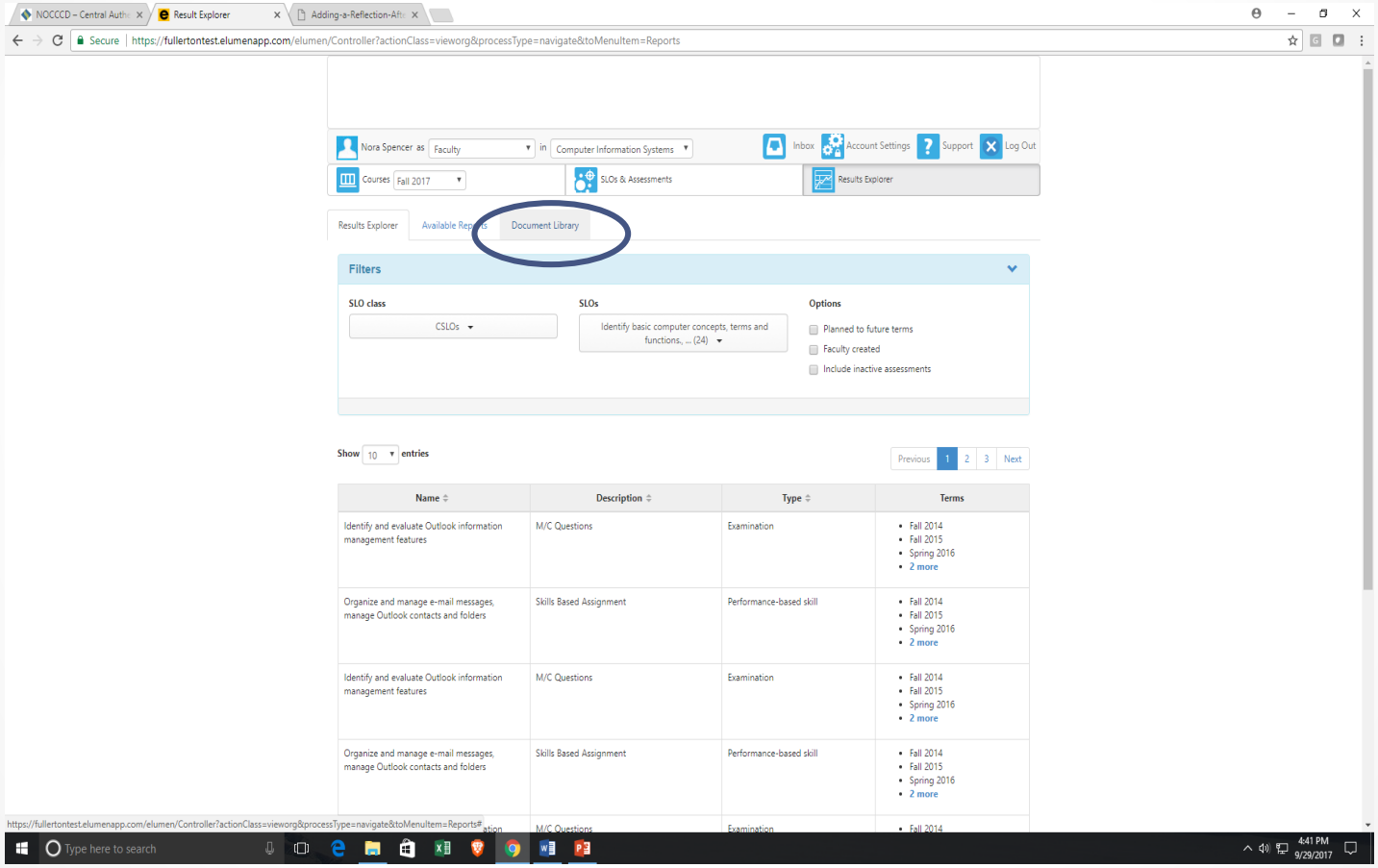
Upload Student Samples

Click on Results Explorer



Upload Cont.

Click on Document Library

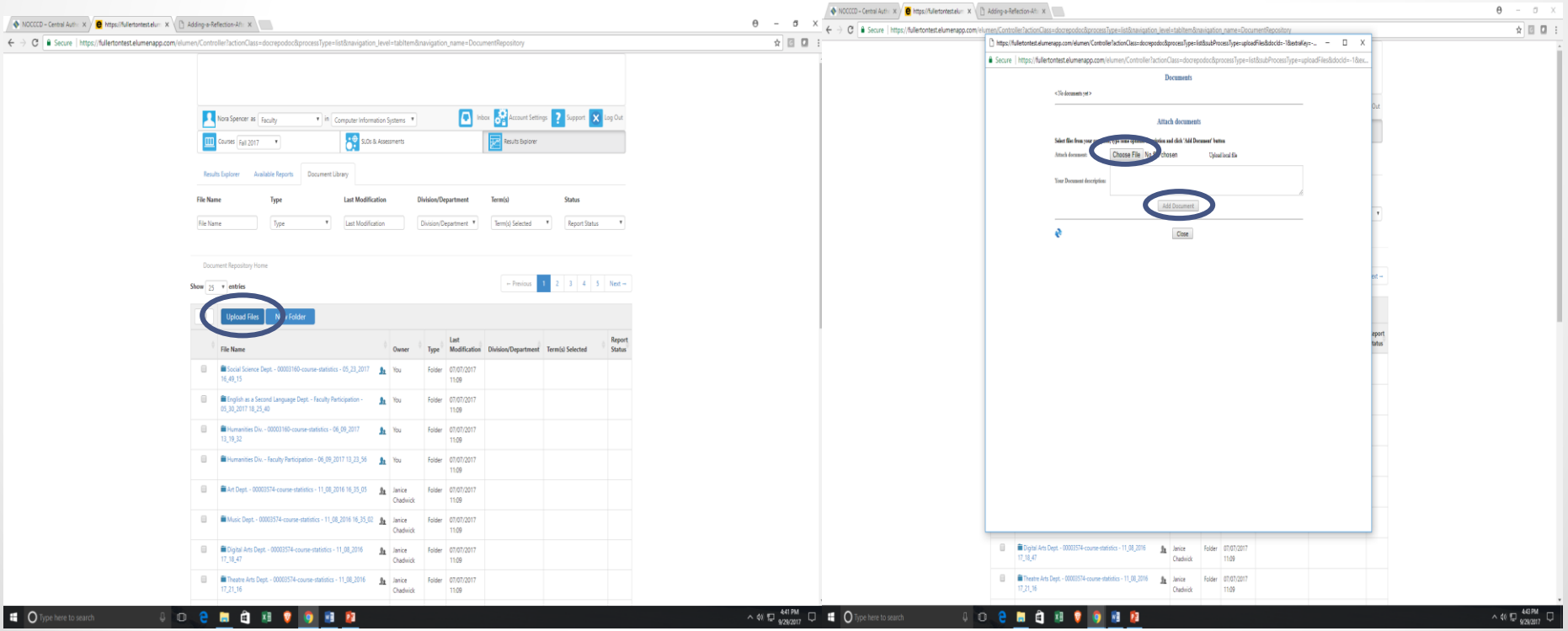


Upload Cont.

Click Upload Files

Choose File and Add Document

When all done click on Close



Closing the Loop

- Discuss the impact of your course assessment on your program with your colleagues and create an action plan (if appropriate) to improve teaching and learning, based on the analysis of the data.

- Discuss the impact of your course and/or program assessment and improvement(s)/action plan(s) yearly

Congratulations, you've closed the loop!