

Elumen Guide for Faculty CSLO Assessment

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User Roles Available in eLumen
Roles in eLumen allow users to delegate tasks and empower the faculty, staff, and administration to take ownership of the SLOs, assessments, and ultimately the quality improvement of their courses, departments, programs, and the whole institute. The roles available within eLumen provide a more detailed control of permissions and responsibilities of users.

eLumen’s main contact for initial user roles is designated to the Data Steward. The four primary roles within eLumen are Division Coordinator, Program Coordinator, Course Coordinator, and Faculty or Staff. Division and Program Coordinators can add scorers, run reports, track usage in the Planner, create action plans, and create initiatives. A Course Coordinator has less permission than the Division or Program Coordinator and cannot run reports, but is entered in a Faculty or Staff role where there are some reports available to them.

A breakdown of the roles in eLumen is below.
**Coordinators (Division or Program)**

If a college chooses to distribute some of the responsibility for outcomes assessment, the Data Steward sets up both the Division and Program coordinator role for each division/program. All courses, course sections, class rosters, and faculty of record are loaded into eLumen each semester. DO NOT attempt to add courses, course sections, or students in eLumen regardless of the role used in eLumen. In addition, all CSLOs and PSLOs are approved by the Curriculum Committee first and then the data steward adds them to the eLumen. DO NOT attempt to add CSLOs or PSLOs in eLumen as an instructional program coordinator. One or more faculty members may be assigned in any coordinator role. If there is a need to change the user(s) in a Division Coordinator or Program Coordinator role, please contact the Data Steward. Currently the SLOA Committee Chair, the SLOA Coordinator, and the eLumen Data Steward are one in the same. The Division Coordinator is the SLOA Committee Division Representative for your division. The Program Coordinator is typically the department coordinator, but may be assigned to any faculty member. The Program Coordinator helps design and manages the assessment process for his or her department/program, including assessment set-up, distribution of learning outcomes and assessments to courses when appropriate, and generating assessment reports for further discussion by the department/program. Some of the more common duties of a Program Coordinator are:

1. Help faculty logon, add assessments, and score a scorecard
2. Assessment completion by faculty verification
3. Run reports for department/division meeting discussions
4. Add notes/minutes of discussions to eLumen
5. Assign Course Coordinators in eLumen for multi-section courses
6. Assign proxy scorers for a course section
7. Facilitates in the implementation of a department assessment plan or schedule

Department/Program Coordinators have access to **Strategic Planning** (including the Planner, Initiatives, Requests for Information (RFIs) and Action Plans, **SLOs and Assessments**, **Org Management**, and **Reports**.

**Course Coordinators**

All courses, course sections, class rosters, and faculty of record are loaded into eLumen each semester. DO NOT attempt to add courses, course sections, or students in eLumen.

A Course Coordinator oversees a course and its respective sections if there are multiple sections for a course. If the course typically has one section, it is not necessary to assign a course coordinator in eLumen. The Program or Division coordinator can add a course coordinator for each multi-section course, and add scorers to a course section when appropriate. Course Coordinators can create Action Plans, RFIs.

**Faculty or Staff**

Each assigned course instructor of record has immediate access to his or her course sections. There they can respond to requests for information (RFI), select distributed assessments, or add (and share) their own assessments, and assess student work using these assessments. Faculty can access the **Results Explorer in eLumen** with data from their assigned courses. The Results Explorer tab is a new feature for eLumen 6.5 and replaces the Reports tab in eLumen 6.1 in the Faculty view. Along with a graphical and
table view of faculty data, the Results Explorer now contains a link to Available Reports and the Document Library that used to be in the tab named Reports.

Staff and managers do not have sufficient permission to view instructor courses in the instructional portion of eLumen and likewise, faculty do not have sufficient permission to view context and settings in the non-instructional portion of eLumen.

**How to Logon to eLumen**

Access to eLumen by logging on to MyGateway on the Employee page on the Employee Links. An analogous way to logon to eLumen is to use the Faculty tab and under Faculty Links, you will find the same access to eLumen as described below. Use either the Employee page or the Faculty page in MyGateway to access eLumen.

eLumen now uses Single Sign On (SSO) at MyGateway! Point your browser to MyGateway at mg.nocccd.edu or on the Fullerton College home page at www.fullcoll.edu

**How to logon:**

1. Logon at the Fullerton College homepage or enter mg.nocccd.edu
2. Login to MyGateway using your Banner or MyGateway ID and password

![MyGateway Login](image)

3. Click on the Employee tab or the Faculty tab.

On the Employee tab, the link to eLumen is listed under Employee Links.
For Faculty Login:

On the Faculty tab, the link to eLumen is listed under Faculty Links (below the WebStar link).

4. Scroll down to the Elumen links.
The test site is a “sandbox” and is used for practice only, eLumen SSO (TEST).

Enter all final assessments on the live production site, eLumen SSO (PROD)

Important eLumen Changes/Updates
eLumen changes the user interface and functionality during version updates. Fullerton college is currently (end of Fall 2016) using eLumen Version 6.1 but will migrate to eLumen Version 6.5 in the near future, possibly Spring 2017 or the summer 2017. The Results Explorer is available on the main page of eLumen and has replaced Reports tab in version 6.1. Below is the previous view in eLumen 6.1. The difference in the faculty view is the re-naming of the tab Reports in version 6.1 to Results Explorer in version 6.5. The Reports section and the Document Library reside in the Results Explorer in version 6.5. The screenshots below show changes that affect the faculty view in eLumen.

1. Now Results Explorer is in the place of Reports. All available reports are listed within the Results Explorer tab.

2. To run a report, click on the Available Reports link.
3. To access a previously run report, upload student examples of work, upload any SLO related documentation, download reports, or view any file or folder in eLumen, click on the Document Library link.

If you have any questions about eLumen access or use contact the data steward, Nora Spencer at nspencer@fullcoll.edu
How to Add a 2-Level Scorecard Assessment in eLumen for SLOs

1. When first logging in, these instructions are followed if:
   a) The correct semester for data entry is selected
   b) The role is set as “Faculty”
   c) The correct department is selected.

2. 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 used or added the assessment to the library.
3. Add Assessments send you to the page where you build and save an assessment.

4. **Assessment Name**: Type in a name for the assessment. Enter an assessment name. It helps to identify if you add a descriptive name and it helps to add a semester (term). Assessments may be re-used or cloned for future use; the title and description will identify the assessment as time goes on.

Ignore the message in yellow about the student roster – in a faculty role – you will not see this message.
5. **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 you are selecting to provide some description of the assessment. A more detailed description of what you are using (observation, survey type, number of student, semester etc.) and what the basis is for success (68% or better, etc.) for later identification since these assessments can be reused. It is useful to copy & paste the Assessment Title and the Assessment Description into the Activity and Activity Description for later use. Notice a text editing bar is available to help enhance your description of the assessment. The description box is expandable.

6. **Assessment Type**: Use the pull-down menu to select a type of assessment. If you don’t find one that fits, the data steward with your preferred listing.
7. **Multiple-raters and Assessment Guide** (Optional): Select the checkbox for Multiple-Raters if more than one person is entering a set of scores for a given assessment. Assessment Guide: If there are multiple scorers for the assessment, it might be useful to add an assessment guide. This link permits you to upload a guide from your computer that details how to score the assessment. Often both are skipped.
8. Reflection Template: Click on the Link Reflection Template and add “A Fullerton College Reflection Template”. This is a two question reflection about your findings and what you will about the findings. It can be brief or be very in depth; that’s up to you. Do not just score the assessment; use either a reflection or an action plan associated with the assessment to show that improvement is ongoing. Note: This is a multi-part step and many people miss the second part! The first part is check the box to the left of “Allow evaluator reflections” as below.

Next, click on “Link Reflection Template” – this is often missed...
The next part is selecting a reflection template. Select the template titled “A Fullerton College Reflection Template” by clicking anywhere inside the template. Do not create a new reflection template! To add the reflection template, click anywhere in the text of the Fullerton College Reflection Template.

Once the template is selected, the template will be a dark blue and the two questions in the template are shown on the right. It should look as below:
Selection of the template activates the Add button so it is no longer greyed out. Scroll to the bottom of the page and on the right-hand side click on the Add button.

If the reflection template adds correctly, the “A Fullerton College Reflection Template” name will appear:
9. **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 in their use prior to adding these.

10. **Scoring Mode**: Select Rubric and Scorecard
11. **Scoring View:** 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 and this will simplify the view. If Rubric View is de-selected, there is only one icon to select for scoring rather than two.

12. **Assessment Scale:** Use the pull-down menu to select a scale. If you want the simplest scale, select “a 2-level Successful/Unsuccessful”. This scores students as Meets Expectations (Successful), Does Not Meet Expectations (Unsuccessful) and Not Assessed (N/A). There are many other scorecards and rubrics to select from. If a more elaborate rubric or scorecard is preferred, contact the SLOA Division Representative or the Data Steward.
13. 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.

14. You have to link your assessment to a SLO. It might be necessary to scroll down a bit. The Save and Save to Shared Assessment Library are greyed out until you link an SLO. Click on Link SLO. The SLOs are available in eLumen. Click on the appropriate SLO(s). There may be only one SLO for the setting shown on the left even if there are several SLOs. Select the SLO by clicking anywhere inside the SLO. Do not add any CSLOs to the course! If there are modifications needed for a CSLO or PSLO, contact the Curriculum Division Representative and discuss this with them first.
Select a 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.
15. You have two choices here. Click on Save or Save and add to Library of Shared Assessment. Please click on 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 others associated with the assessment. Re-use of the assessment in future terms is available if Save and add to Library of Shared Assessments is selected. You won’t have to go through this set-up again in a future term if it is in the library!

Tip: Before clicking on Save and add to Library of Shared Assessment, take a screen shot with the computer or use a cell phone to take a picture of your assessment set up. It might be useful in the future. You can view the assessment in the library, but the view is not the same as when it was first added.

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:

Now is a good time to use your cell phone or Snipping Tool to capture a snap shot of the assessment page creation.
How to Use a Previous Assessment Again Using Find Assessment

For a variety of other reasons, you might want to use an assessment used in an earlier semester or if more than one section taught in the same semester, there is no need to create the assessment more than once. Using Find Assessment, an assessment in the library is selected and added to the section. Once added to the section the course is ready to score. There is no need to create the same assessment over and over again using Add Assessment in. You can now easily add an assessment template used earlier using Find Assessment.

1. Instead of selecting Add Assessment, click on Find Assessment

![Find Assessment](image1)

2. Find the assessment you want to use and click on the check box to the left.

![Find Assessment](image2)
3. Click on Add to Section

4. You are ready to score!
Viewing Previous Assessments in the Assessment Library

If unsure about what assessment to use, the previous assessment conditions may be viewed in the Assessment Library.

1. Click on SLOs & Assessments

2. Click on the Assessment Library tab.

3. Click on the check box to the left of the assessment of interest and then click on View.
How to Score a 2-Level Rosterless Scorecard SLO Assessment in eLumen

To enter data with a student roster in eLumen, the data is entered on a “Scorecard.

When first logging in, these instructions are followed if:

a) The correct semester for data entry is selected
b) The role is set as “Faculty”
c) The correct department is selected.

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. If there are two icons that appear, one is for the scorecard and the other is a rubric view. Select the icon on the left to score a scorecard for your entire roster.

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:

<table>
<thead>
<tr>
<th>Score</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Score total: 0 0 0 0

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.

Here is how to score:
A partially completed scorecard will look something like this:

<table>
<thead>
<tr>
<th>Name</th>
<th>Identify fundamental chemical principles</th>
<th>Meets expectations</th>
<th>Does not meet expectations</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathews, R</td>
<td></td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Park, J</td>
<td></td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Rivera, P</td>
<td></td>
<td><strong>2</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Rodriguez, N</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Villa, V</td>
<td></td>
<td><strong>2</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Villarreal, E</td>
<td></td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Yusef, N</td>
<td></td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Zavala, B</td>
<td></td>
<td><strong>2</strong></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Score total: 5 1 1

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.

Click on Save when finished. Partial scoring is fine, just come back and complete the 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 a PDF of the partial scoring.

![Scorecard Image]

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.

![Reflection Prompt Image]

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:

![Scorecard](image)

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.
Add your reflections and click on Submit or Save Draft. There are prompts and more instructions at the SLO website for reflections.
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. If there are two icons, select the one farthest to the left.
Closing the Loop

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 in a variety of ways, but it should be documented somewhere. Some departments develop their own reports and upload a copy into eLumen for evidence and archival purposes. A SLOA Division Representative or the Data Steward should have a Word copy of the SLOAC approved action plan available for use and it could be completed in Word and then uploaded into the Document Library of eLumen. However, this could be accomplished by using an Action Plan template already available in eLumen. A Division SLOA Rep or a Program Coordinator will need to distribute the eLumen Action Plan to you. 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 some documentation that there was a meaningful discussion of the assessment results and some evidence of plans for improvement. Some of the improvement plans may be presented in Section 6.0 of the comprehensive three-year program review.

If an action plan is requested and distributed in eLumen, the action plan icon on the row of icons should be available and look like this:

![Action Plan Icon]

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, and directions are available in this guide; check Contents for the page number. Discuss strategies for action plans within your department and the Division SLOA Committee Rep or SLOA Coordinator.
Using the Results Explorer – An Overview

4. The Results Explorer is available on the main page of eLumen and has replaced Reports tab in version 6.1. Below is the previous view in version

5. Now Results Explorer is in the place of Reports. All available reports are listed within the Results Explorer tab.

6. To run a report, click on the Available Reports link.

7. To access a previously run report, upload student examples of work, upload any SLO related documentation, view any file or folder in eLumen, click on the Document Library link.
Using the Results Explorer to View Assessment Results

1. In Results Explorer, to view the results for an assessment, scroll down and find the assessment. It may be on another page since by default, only ten assessments are shown per page. Click on the title of the assessment to access assessment results.

2. CSLO results are viewed either graphically or tabulated. The lightly greyed tab is the active tab. The Chart View is the default view. The first graph is just the number of students assessed in the course for each semester assessed. The second graph is a bar histogram of student assessment results based on mastery level. Hover over each bar to view the percentage or count for the SLO.
3. Both percentages and counts are available for results. Use the “Show results as” pull-down menu to toggle between results reported as a count or percentage. Note that the number of students in the first graph is shown as a straight line if percent is selected in the “Show results as” pull-down menu.

4. The charts and tables both can be saved as a PDF file and printed by clicking on the Print button.
5. To view results as a table, click on Table View.

6. The table view shown below is viewed as percentages. Each semester is shown as well as an overall assessment result at the bottom. In this case, each student scored the same on both SLOs. Note at the bottom of the page in the table view only are the reflections. Currently faculty cannot print out their own reflections. Reflections are available to Course and Program Coordinators based on aggregated scores and
they can print them out for you.

## How to Run a Report

1. Besides the Results Explorer, there are two reports available to the faculty of record for a course. Click on the Available Reports link to view the reports.
2. To choose a report, click on the name of the report.

3. Select the semester for the report. If the report is too long or difficult to read, run a report for each semester.

4. There are many parameters when running a report. Use the selections below as a starting point, but you might find other selections that may be an improvement over the selections below. Click on generate report when ready to run the report. The report results will be in the Document Library.
Using the Document Library to Download a Report

1. Make sure you have clicked on Results Explorer on the main page. Click on the Document Library to view the report.

![Click on Document Library](image)

<table>
<thead>
<tr>
<th>Report name</th>
<th># in Library</th>
<th>Last run</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty SLO by Course</td>
<td>1</td>
<td>11/21/2016 19:24</td>
</tr>
<tr>
<td>SLO by Term</td>
<td>5</td>
<td>11/21/2016 19:29</td>
</tr>
</tbody>
</table>

2. When running a report, once the Generate Report button is clicked eLumen is re-directed to the Document Library. All reports are processed in the Document Library and will reside there until they are downloaded, moved, shared, or deleted.

![This is the Document Library. The report is being processed in the Document Library.](image)

3. Once the report is complete, click on the check box to the left of the report and scroll up to select what to do. Download or move the documents into a created folder.

![To download, move, share, or delete, select the checkbox](image)
4. To download the report, click on Download

Using the Document Library to Upload Files

1. Make sure you are in the Results Explorer and have clicked on the Document Library link.
2. Click on Upload Files.

3. Click on Choose File to upload on your computer or on a USB flash drive.
4. Select a file from your computer or flash drive.

5. Add a description of the file.

6. Click on Add Document.
7. There is a notification that the file loaded.

8. Click on Close. This returns to the Document Library.
9. Click on the checkbox to the left of a file to Delete, Download, Share (the document with others uses or Share a link to the document), or Move it to another folder. Use the Create Folder to create folders and/or sub folders in eLumen.