

Assigning an Evaluator to Score a Course in eLumen

Evaluators are faculty members assigned to score a Scorecard, rubric, or work on an Action Plan for a course section. Only Coordinators (Division, Program, or Course) can add Evaluators. If there is a need for additional instructors or assigned scorers to work on a course section in eLumen, ask a Coordinator.

The Division Coordinators are able to edit the Evaluators if they have the Division selected in the top Organization menu and they select the Department using the menu in the page.

Tech Support as **Division Coordinator** in **Social Science Div.** Inbox Account Settings Support Log Out

Strategic Planning | SLOs & Assessments | **Org Management** | Reports

Profile | Organization | Co **Select the Division Here**

Anthropology Dept.

Karen Markley

Organization
Anthropology Dept. **Select the Department Here**

Type: Courses | Include Inactive: No | Course Group: All Groups | Terms: Fall 2017 | Add Course

ANTH101 F - Physical Anthropology Edit Course

Course Coordinator(s): <unassigned> Add Course Coordinator

Then they can edit evaluators

Section ID	Title	Attribute	Evaluators
<input type="checkbox"/> 10711		Day class Lecture	Tracy Evans
<input type="checkbox"/> 10718		Day class Lecture	Jalpa Parikh
<input type="checkbox"/> 10725		Day class Lecture	John McDermott
<input type="checkbox"/> 10728		Day class Lecture	Janell Mort
<input type="checkbox"/> 10746		Online class	Karen Markley
<input type="checkbox"/> 11787		Day class	Maria Cadena

1. Scroll down to the course section for assessment evaluator (scorer) assignment and select the checkbox to the left of the section.

CHEM103 F - Chemistry in a Changing World [Edit Course](#)
 Course Coordinator(s): Janice Chadwick, Samuel Foster, Add Course Coordinator

Scroll to Course and Select Checkbox for Section →

	Remove	Edit	Sections ▲	Attribute	Evaluators
<input checked="" type="checkbox"/>			12284	No attributes assigned.	James Yano
<input type="checkbox"/>			13017	No attributes assigned.	Janice Chadwick

3. Click on Edit

CHEM103 F - Chemistry in a Changing World [Edit Course](#)
 Course Coordinator(s): Janice Chadwick, Samuel Foster, Add Course Coordinator

Click on Edit →

	Remove	Edit	Sections ▲	Attribute	Evaluators
<input checked="" type="checkbox"/>			12284	No attributes assigned.	James Yano
<input type="checkbox"/>			13017	No attributes assigned.	Janice Chadwick

4. The evaluators already assigned are listed in the lower left.

Create Section

Section* Term*

Campus

Start Date (mm/dd/yyyy) End Date (mm/dd/yyyy)

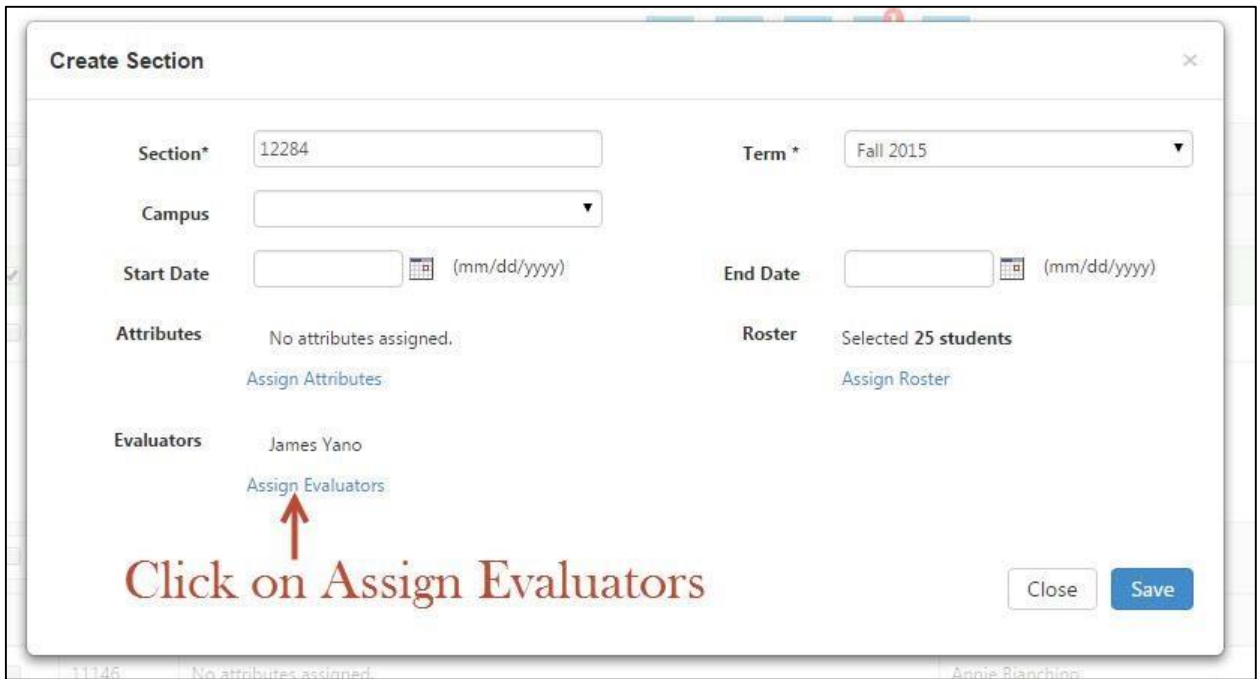
Attributes No attributes assigned. [Assign Attributes](#)

Roster Selected 25 students [Assign Roster](#)

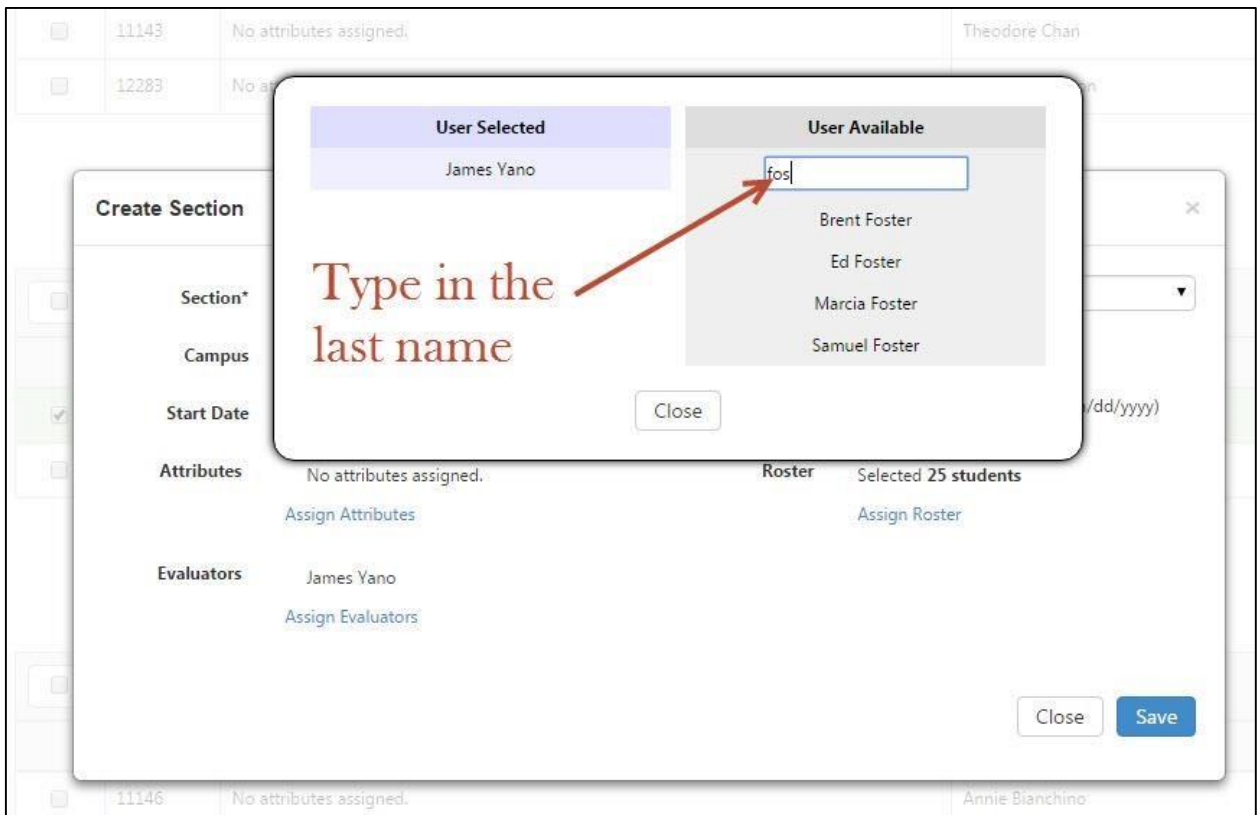
Evaluators James Yano [Assign Evaluators](#) → Evaluators are listed here

11146 No attributes assigned. Annie Bianchino

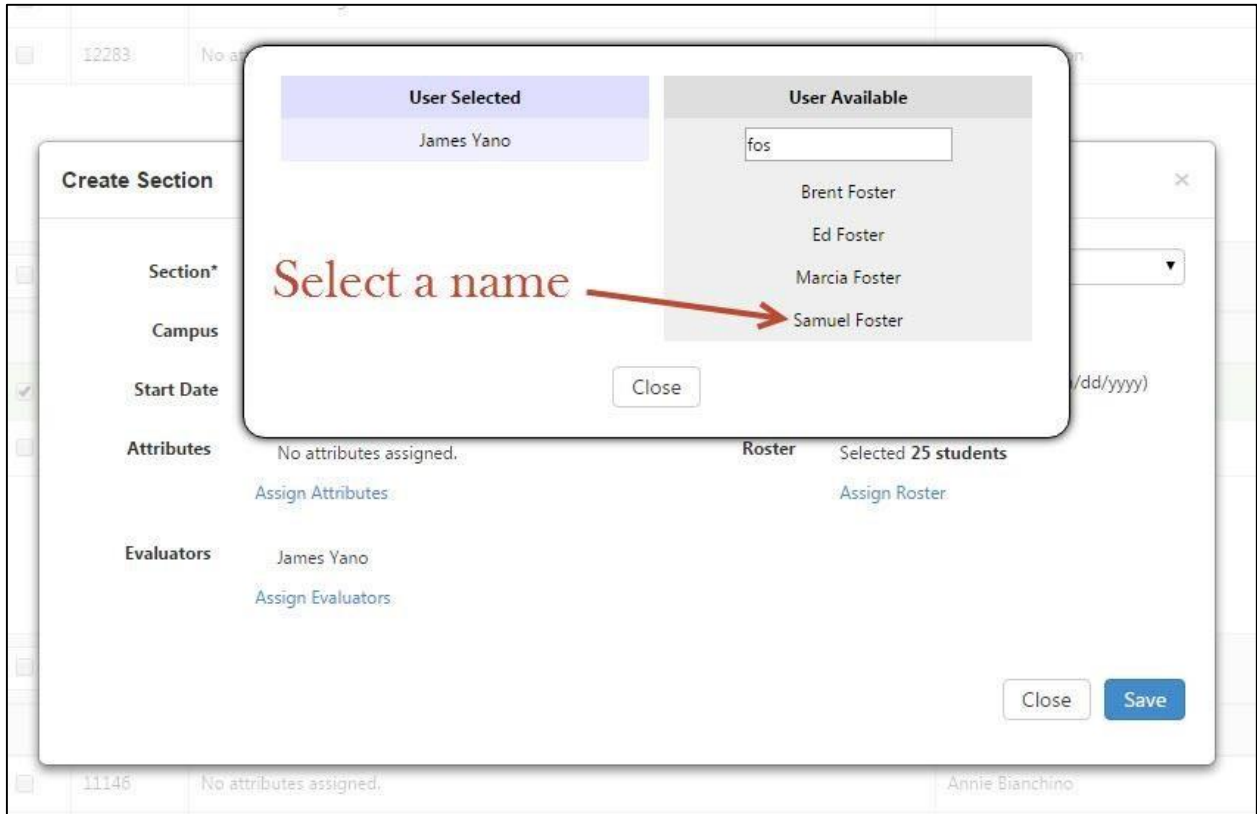
5. Click on Assign Evaluators



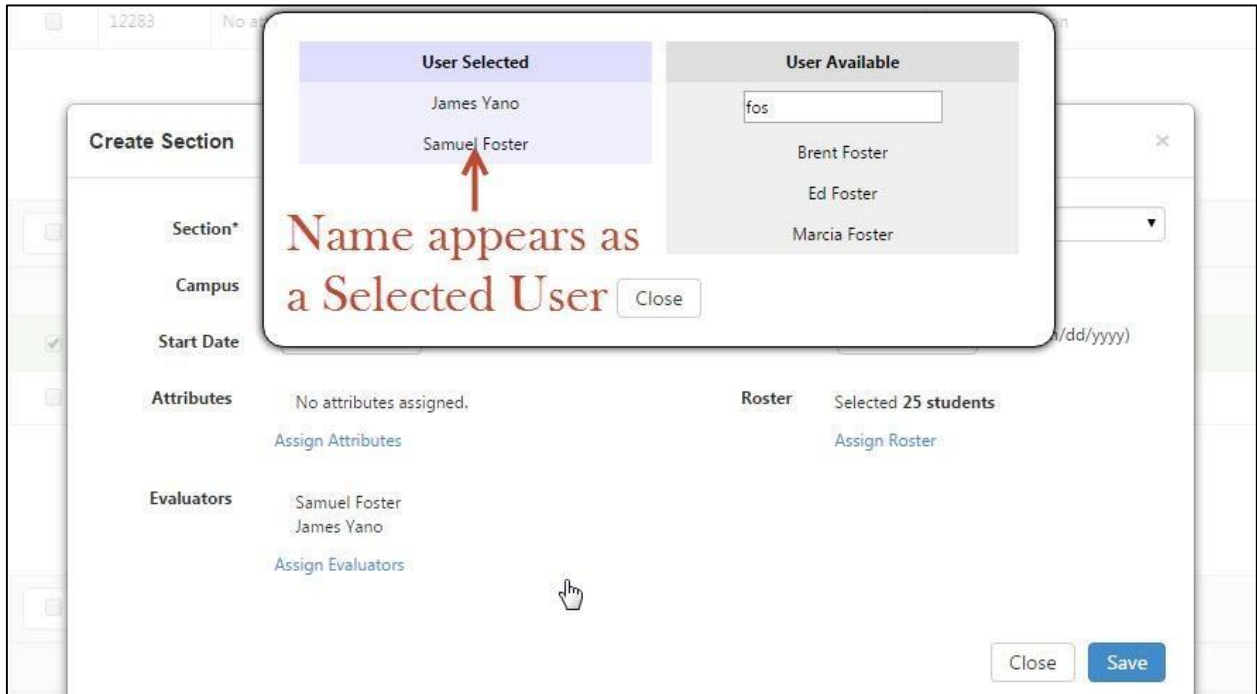
6. Type in the last name of the person you want to add. You usually only have to type in about four letters of the last name.



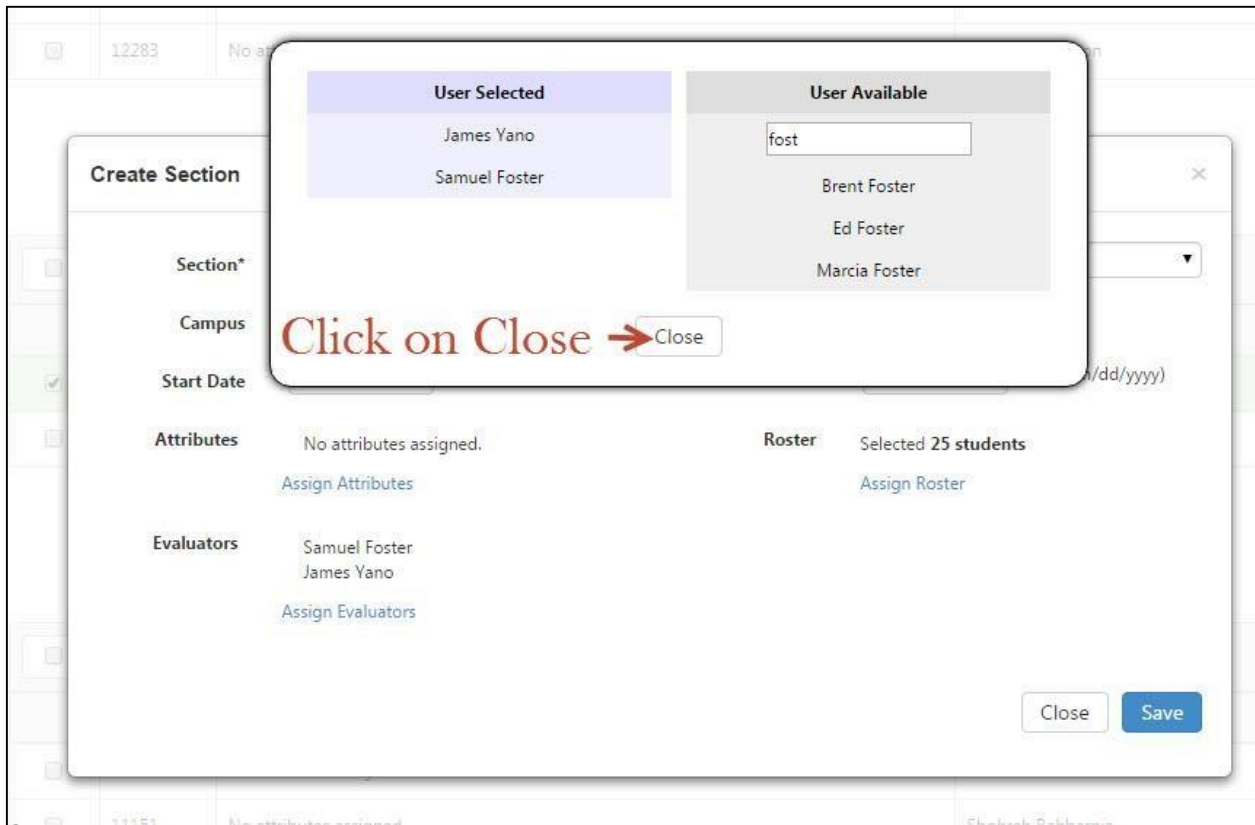
7. Select the name you want to add by clicking on the name.



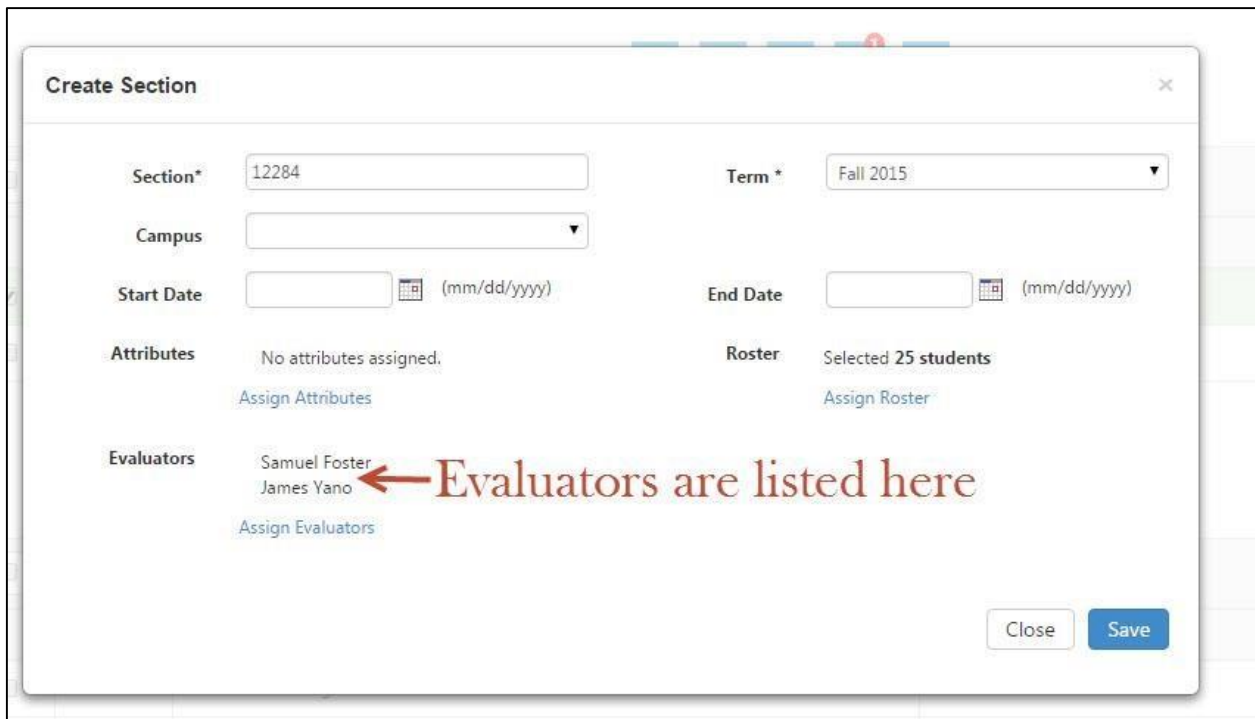
8. This moves the name over to the User Selected column on the left-hand side and the name is now selected as an assigned evaluator.



9. Click on Close



10. The list of evaluators are viewed in the lower left-hand corner.



11. Click on Save

Create Section ✕

Section*

Campus

Start Date (mm/dd/yyyy)

Attributes No attributes assigned.
[Assign Attributes](#)

Evaluators Samuel Foster
James Yano
[Assign Evaluators](#)

Term *

End Date (mm/dd/yyyy)

Roster Selected 25 students
[Assign Roster](#)

Click on Save

12. The names of the Evaluators are listed in the right-hand column of the Course in Courses & Orgs.

CHEM103 F - Chemistry in a Changing World
[Edit Course](#)

Course Coordinator(s): Janice Chadwick, Samuel Foster, Add Course Coordinator

<input type="checkbox"/>	Add Section		Updated list of evaluators
Sections	Attribute	Evaluators	
<input type="checkbox"/>	12284	No attributes assigned.	Samuel Foster James Yano
<input type="checkbox"/>	13017	No attributes assigned.	Janice Chadwick