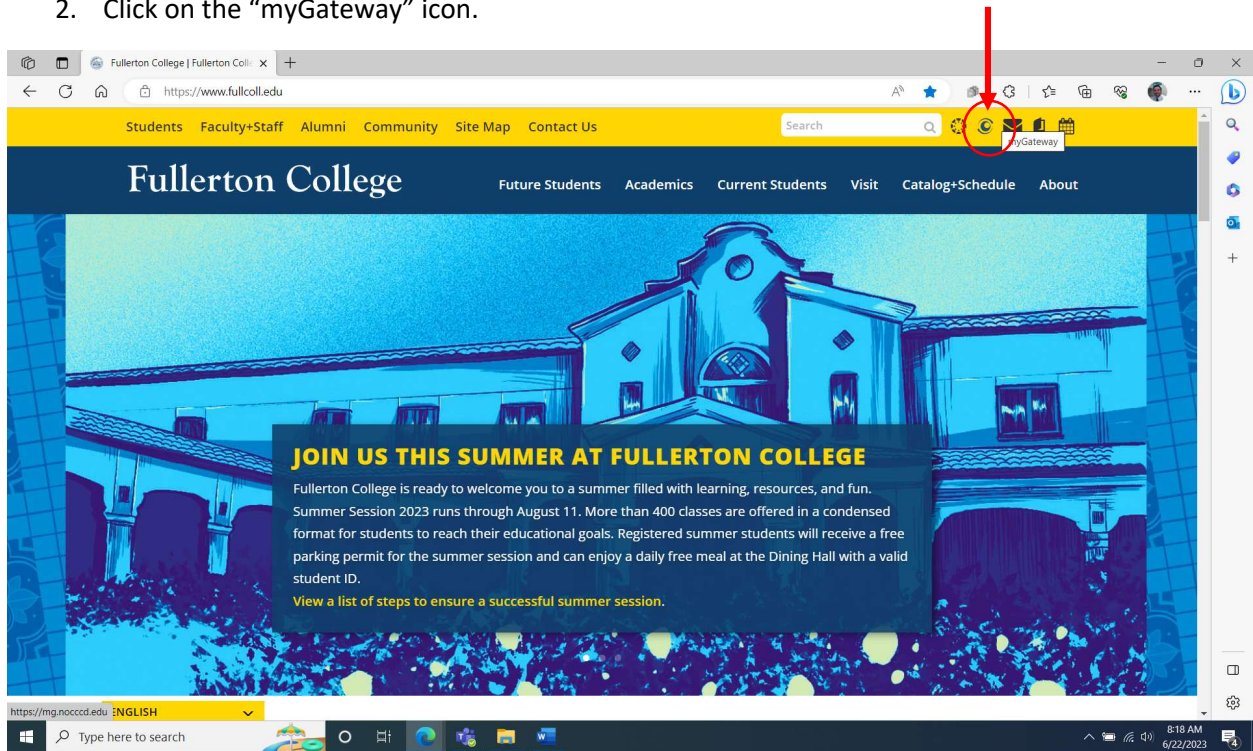
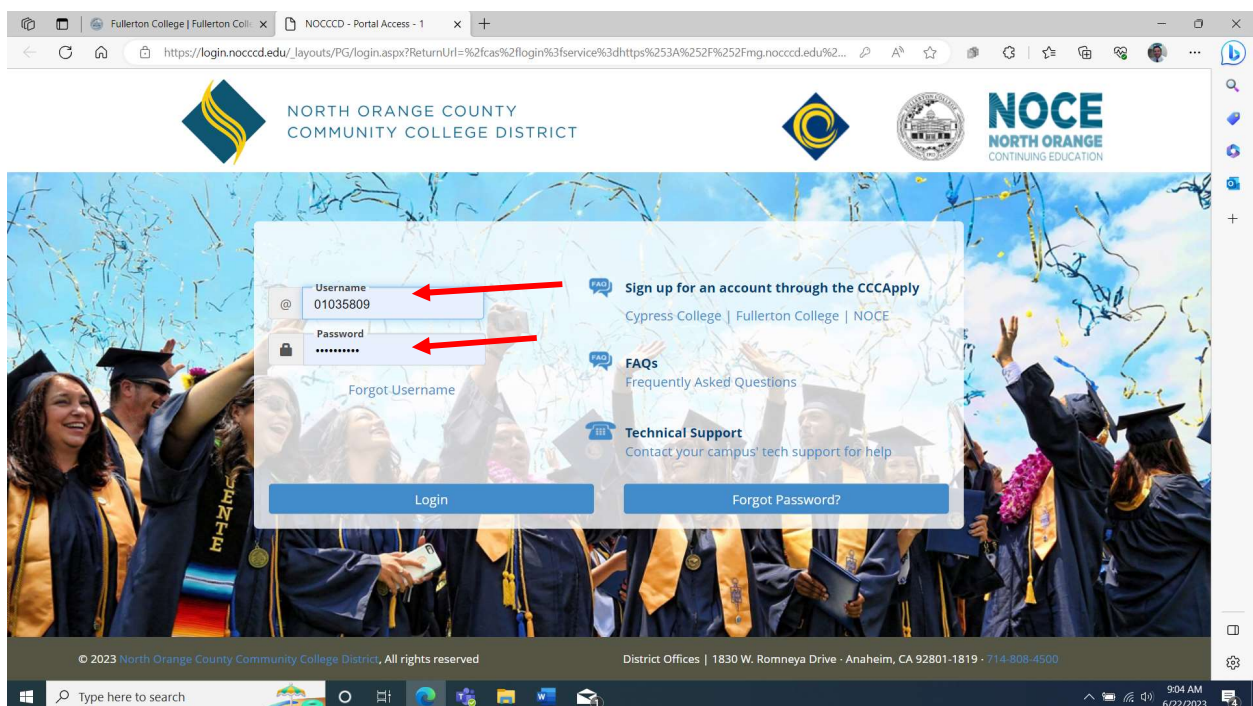


Elumen Login Procedure and Completing Assessments

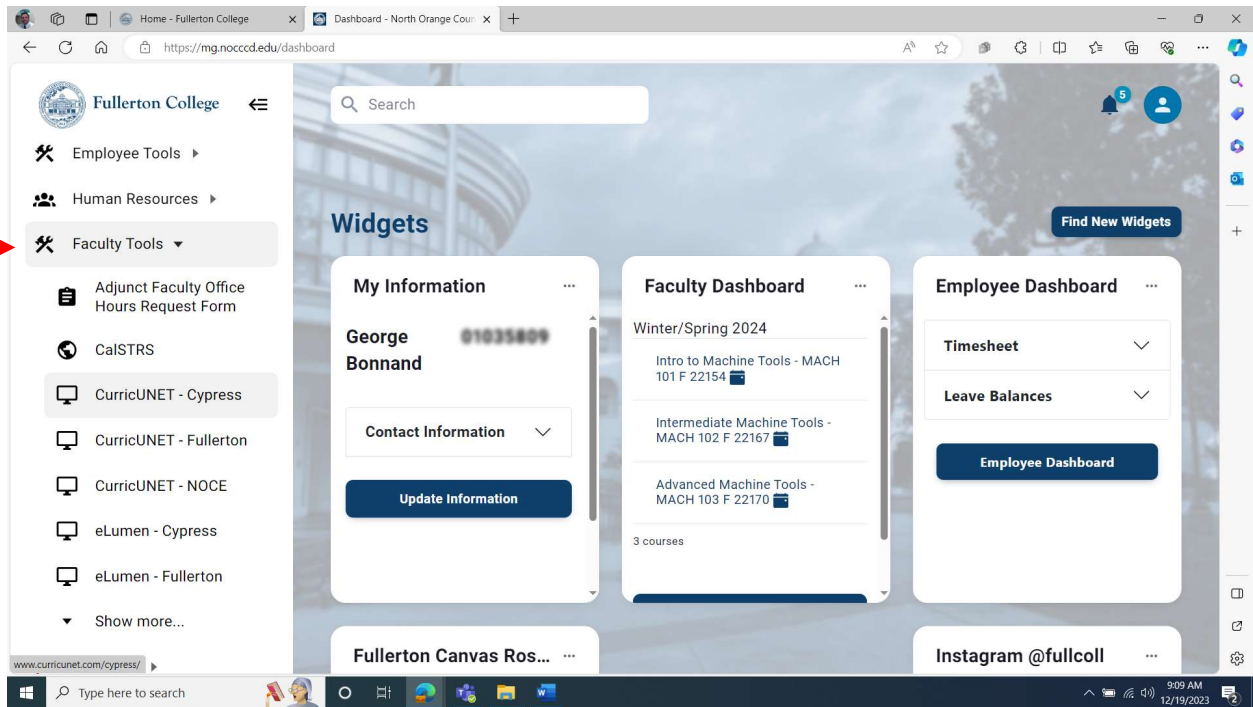
1. Go to Fullerton College home page. (www.fullcoll.edu)
2. Click on the “myGateway” icon.



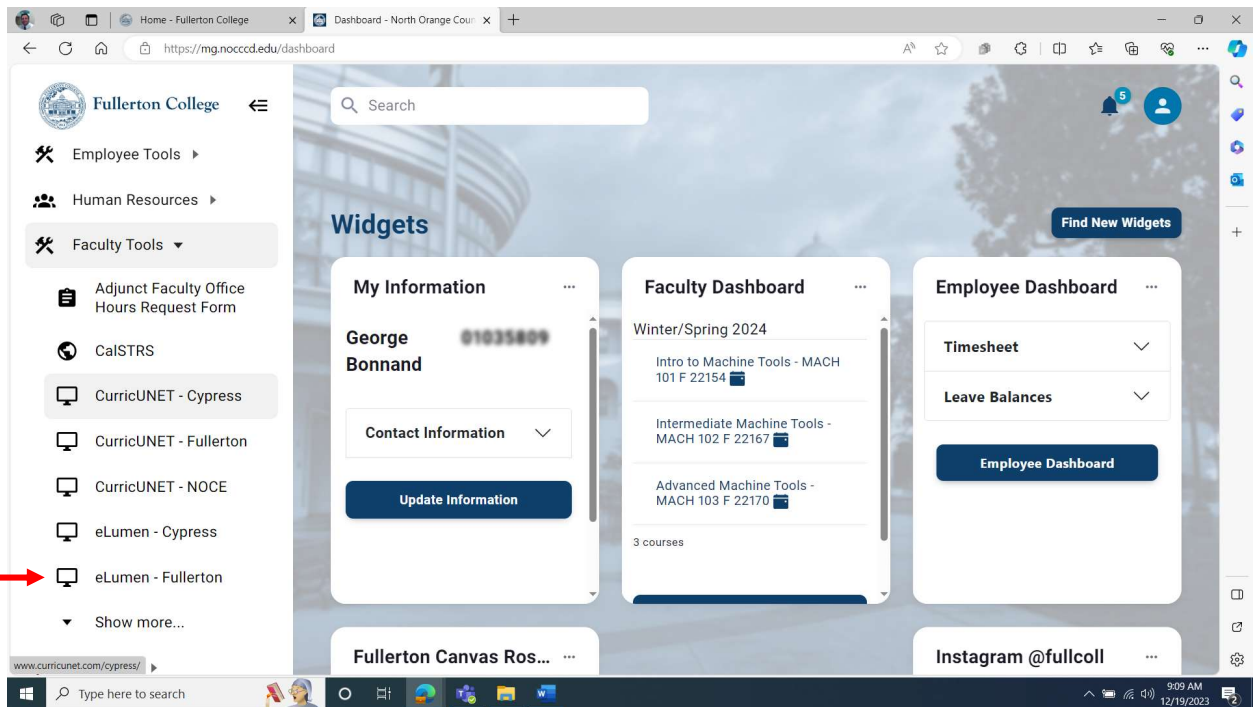
3. Log into “myGateway” using your Username (typically your employee ID number) and your password.



4. In “myGateway” scroll down and click on the “Faculty Tools” tab in the left column.



5. Scroll down to the “eLumen – Fullerton” icon and click on it.



6. This will bring up the Elumen Faculty home page which is your “Inbox”. The “Inbox” will display your “To Do” list for assessments and your “Complete” list of assessments. If you have the SLO assessments already attached to each course, then you can click on the “Score” icon to the right and complete the assessments directly. Note: Clicking on the “Inbox” icon at the top will always bring you back to the “Inbox” To Do List. If you do not see any courses listed or any assessments, then proceed to step 9 to “Find” your assessments.

The screenshot displays the Elumen Faculty home page, which serves as the 'Inbox'. At the top, there is a navigation bar with the user's name 'George Bonnard as Faculty', a dropdown menu for 'Administration of Justice Org', and icons for 'Inbox' (highlighted with a red box), 'Account Settings', 'Support', and 'Log Out'. Below the navigation bar, there are tabs for 'Courses' (Spring 2022), 'SLOs & Assessments', and 'Results Explorer'. The main content area is titled 'Inbox' and has tabs for 'My Assessments' (12), 'Workflows', 'Action Plans', and 'RFIs'. A search bar is located below the tabs. The 'To Do' section is highlighted with a red arrow and contains a list of assessments. Each assessment entry includes the course name, assessment name, activity name, student progress (e.g., '0 / 18 students scored'), and a 'Score -' button (circled in red). The 'Complete' section is also highlighted with a red arrow and shows completed assessments with their respective scores (e.g., '12 / 12 students scored') and 'View -' buttons.

Inbox

My Assessments **12** | Workflows | Action Plans | RFIs

Search by course code or name, assessment, activity, term, section

To Do

MACH101 F - Intro to Machine Tools - 12931
Assessment name: Demonstrate basic procedures for the set-up and operation of engine lathes, milling machines, surface grinders and support equipment.
Activity name: Demonstrate basic procedures for the set-up and operation of engine lathes, milling machines, surface grinders and support equipment.
0 / 18 students scored | Fall 2022 | **Score -**

MACH101 F - Intro to Machine Tools - 12931
Assessment name: Solve mathematical calculations necessary for machining processes.
Activity name: Solve mathematical calculations necessary for machining processes.
0 / 18 students scored | Fall 2022 | **Score -**

MACH101 F - Intro to Machine Tools - 12931
Assessment name: Select appropriate measuring tools to evaluate machined parts to blueprint specifications.
Activity name: Select appropriate measuring tools to evaluate machined parts to blueprint specifications.
0 / 18 students scored | Fall 2022 | **Score -**

TECH160 F - Infrared Thermography - 12757
Assessment name: Define infrared technology and demonstrate its use in a sUAV IR camera.
Activity name: Define infrared technology and demonstrate its use in a sUAV IR camera.
0 / 13 students scored | Fall 2022 | **Score -**

MACH101 F - Intro to Machine Tools - 12931
Assessment name: Interpret basic engineering drawings related to machining processes.
Activity name: Interpret basic engineering drawings related to machining processes.
0 / 18 students scored | Fall 2022 | **Score -**

TECH160 F - Infrared Thermography - 12757
Assessment name: Prepare a sUAS thermal mission and demonstrate data acquisition.
Activity name: Prepare a sUAS thermal mission and demonstrate data acquisition.
0 / 13 students scored | Fall 2022 | **Score -**

Complete

MACH110 F - CNC Mach Set-Up and Operation - 12939
Assessment name: Demonstrate the ability to set fixture offsets, tool length offsets, geometry and wear offsets to manufacture parts to blueprint specifications.
Activity name: Demonstrate the ability to set fixture offsets, tool length offsets, geometry and wear offsets to manufacture parts to blueprint specifications.
12 / 12 students scored | Fall 2022 | **View -**

MACH101 F - Intro to Machine Tools - 12930
Assessment name: Analyze and solve mathematical calculations necessary to determine part feature locations of machined parts to fabricate piece parts to drawing specifications.
Activity name: Analyze and solve mathematical calculations necessary to determine part feature locations of machined parts to fabricate piece parts to drawing specifications.
14 / 14 students scored | Fall 2022 | **View -**

7. Score students accordingly to the score card. If the student meets expectation of the Student Learning Outcome (SLO) listed, they should receive a 2. If the student does not meet the expectations of the Student Learning Outcome listed, they should receive 1. The student may receive a “NA” if:
 - a. The student dropped the course but is still showing up on roster.
 - b. The student did not complete the assessment evaluation.
 - c. The student was not assessed during the course on this SLO by the instructor.
 - d. For other possibilities on when to use the “NA” box please consult with the SLOA Coordinator.

Select appropriate measuring tools to evaluate machined parts to blueprint specifications.

Assessment Type
Examination

Assessment Description
Select appropriate measuring tools to evaluate machined parts to blueprint specifications.

SLO	Meets expectations	Does not meet expectations	N/A
Select appropriate measuring tools to evaluate machined parts to blueprint specifications.	2	1	☐
Select appropriate measuring tools to evaluate machined parts to blueprint specifications.	2	1	☐
Select appropriate measuring tools to evaluate machined parts to blueprint specifications.	2	1	☐
Select appropriate measuring tools to evaluate machined parts to blueprint specifications.	2	1	☐
Select appropriate measuring tools to evaluate machined parts to blueprint specifications.	2	1	☒
Select appropriate measuring tools to evaluate machined parts to blueprint specifications.	2	1	☐
Select appropriate measuring tools to evaluate machined parts to blueprint specifications.	2	1	☐
Score total:	6	0	1

☐ Clear all scores from this scorecard

Cancel Save Save and Continue to Reflection

8. Once you complete all your SLO assessments click on the “Save” or “Save and Continue to Reflections” buttons at the bottom. Please refer to step 15 on for further information. We ask all faculty to complete the information in the reflections tab so that they can close the loop. Once you complete the Reflections tab information, **you are done for now.**

Note: Closing the loop can be accomplished in a variety of ways, but it should be documented somewhere. While not required, budgets and other comments may be included along with documentation from future dialog within your program. 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 within your department/division.

9. If the course is not shown in the “To Do” list, then the assessments are not attached to the course. Hence you will need to find the SLO assessments and attach them to the course to complete them. To “Find” the SLO assessment for your course click on the Course tab in the upper left side to go to the courses that need to be assessed by you. Be sure that you select the appropriate semester and year from the drop-down menu and that you select the appropriate department.

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← Courses Spring 2023 SLOs & Assessments Results Explorer

Inbox

My Assessments **12** Workflows Action Plans RFIs

Search by course code or name, assessment, activity, term, section

To Do

1 2

MACH101 F - Intro to Machine Tools - 12931
Assessment name: Demonstrate basic procedures for the set-up and operation of engine lathes, milling machines, surface grinders and support equipment.
Activity name: Demonstrate basic procedures for the set-up and operation of engine lathes, milling machines, surface grinders and support equipment.
0 / 18 students scored Fall 2022 Score ▾

MACH101 F - Intro to Machine Tools - 12931
Assessment name: Solve mathematical calculations necessary for machining processes.
Activity name: Solve mathematical calculations necessary for machining processes.
0 / 18 students scored Fall 2022 Score ▾

MACH101 F - Intro to Machine Tools - 12931
Assessment name: Select appropriate measuring tools to evaluate machined parts to blueprint specifications.
Activity name: Select appropriate measuring tools to evaluate machined parts to blueprint specifications.
0 / 18 students scored Fall 2022 Score ▾

TECH160 F - Infrared Thermography - 12757
Assessment name: Define infrared technology and demonstrate its use in a sUAV IR camera.
Activity name: Define infrared technology and demonstrate its use in a sUAV IR camera.
0 / 13 students scored Fall 2022 Score ▾

MACH101 F - Intro to Machine Tools - 12931
Assessment name: Interpret basic engineering drawings related to machining processes.
Activity name: Interpret basic engineering drawings related to machining processes.
0 / 18 students scored Fall 2022 Score ▾

10. Clicking on the “Course tab” will bring you to the courses that need to be assessed by you. Be sure that the correct semester and year in the drop-down menu is displayed. Click on the “Find Assessment” tab for the course you wish to assess.

The screenshot displays the Fullerton College eLumen interface. At the top, the header includes the college logo and navigation links like 'Inbox', 'Account Settings', 'Support', and 'Log Out'. Below the header, a navigation bar shows 'Courses' selected with a dropdown menu set to 'Spring 2023'. A red arrow points to this dropdown. The main content area lists three courses: 'TECH081 F - Technical Mathematics I - 23756', 'TECH108 F - Manufacturing Processes - 23757', and 'TECH131 F - Basic Elctri and Basic Elctron - 23264'. Each course entry includes icons for 'Add Assessment' and 'Find Assessment'. A red circle highlights the 'Find Assessment' button for the first course, with a red arrow pointing to it. Below the course list, a table shows the assessment details for 'TECH108 F - Manufacturing Processes - 23757'.

Activity Name	Activity Description	Scorecards	Import Scores
☐ Demonstrate ability to apply correct manufacturing processes to a simple product design.	Demonstrate ability to apply correct manufacturing processes to a simple product design.		
☐ Identify fabricating techniques and processes used in the metals and plastics industries.	Identify fabricating techniques and processes used in the metals and plastics industries.		

11. Clicking on the “Find Assessment” tab will bring up all the assessments for the department/division. This can be overwhelming and is typically not desired. Click on the check box entitled “Only show assessments used in offerings of this course” to filter the selection.

Note: Please be sure that the SLOs and SLO assessments are current. You can check to see if your SLOs are current by going to “CurricUNET” ([Curriculum | Curriculum \(fullcoll.edu\)](#)) to make sure that the Course Student Learning Outcomes (CSLOs) are current. If they are not current then you will need to revise the CSLOs in Elumen. For help with this please contact your SLOA Division Representation or the SLOA Chairperson.

Find Assessment

TECH081 F - Technical Mathematics I - 23756

Show Filters

Add Assessment

☐ Only show assessments used in offerings of this course

☐	Assessment Name	Assessment Description	Type	Planned Terms
☐	Communicate clearly and appropriately for a variety of purposes and audiences. Active since 01/2021	Communicate clearly and appropriately for a variety of purposes and audiences.	Achievement Data	Fall 2022
☐	Technical Math1 Active between 08/2014 and 08/2018	Assess geometric applications and formulas	Examination	- Fall 2016 - Spring 2017
☐	Analyze the interconnectedness of racial, cultural, political, social, economic, and environmental issues from multiple perspectives and recognize the individual agency and collective responsibility necessary for positively influencing those systems. Active since 01/2021	Analyze the interconnectedness of racial, cultural, political, social, economic, and environmental issues from multiple perspectives and recognize the individual agency and collective responsibility necessary for positively influencing those systems.	Achievement Data	- Fall 2022 - Spring 2023
☐	Solve simple technical mathematical problems by selecting and applying appropriate formulas. Active since 08/2018	Solve simple technical mathematical problems by selecting and applying appropriate formulas.	Examination	- Fall 2020 - Spring 2021
☐	Missing angles & trigonometric ratios Active since 08/2014	assess Missing angles & trigonometric ratios	Examination	- Fall 2016 - Spring 2017
☐	Interpret, appreciate, and create artistic forms of knowledge and expression. Active since 01/2021	Interpret, appreciate, and create artistic forms of knowledge and expression.	Achievement Data	- Fall 2022 - Spring 2023
☐	Articulate personal values and goals as well as explain the skills, mindsets, and behaviors necessary to achieve well-being and professional success. Active since 01/2021	Articulate personal values and goals as well as explain the skills, mindsets, and behaviors necessary to achieve well-being and professional success.	Achievement Data	- Fall 2021 - Fall 2022 - Spring 2023
☐	Solve missing angles and trigonometric ratios Active since 08/2014	Assess Solve missing angles and trigonometric ratios	Examination	Spring 2017
☐	Solve for missing angles and lengths on a right triangle using trigonometric ratios. Active since 08/2014	Assess Solve for missing angles and lengths on a right triangle using trigonometric ratios.	Examination	- Fall 2016 - Spring 2017 - Fall 2020 ...1 more
☐	Analyze and synthesize data/information in	Analyze and synthesize data/information in	Achievement Data	Fall 2022

12. Once you click in the check box it will filter the selection of assessments for those associated with this course. Click on the appropriate assessments then you can either “Add to Section” or “Add to All My Sections of this Course”.

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Find Assessment

TECH081 F - Technical Mathematics I - 23756 [Show Filters](#)

[Add to Section](#) [Add to All My Sections of this Course](#)

☐	Assessment Name	Assessment Description	Type	Planned Terms
☐	Technical Math1 Active between 08/2014 and 08/2018	Assess geometric applications and formulas	Examination	- Fall 2016 - Spring 2017
☒	Solve simple technical mathematical problems by selecting and applying appropriate formulas. Active since 08/2018	Solve simple technical mathematical problems by selecting and applying appropriate formulas.	Examination	- Fall 2020 - Spring 2021
☐	Missing angles & trigonometric ratios. Active since 08/2014	assess Missing angles & trigonometric ratios	Examination	- Fall 2016 - Spring 2017
☐	Solve missing angles and trigonometric ratios Active since 08/2014	Assess Solve missing angles and trigonometric ratios	Examination	Spring 2017
☒	Solve for missing angles and lengths on a right triangle using trigonometric ratios. Active since 08/2014	Assess Solve for missing angles and lengths on a right triangle using trigonometric ratios.	Examination	- Fall 2016 - Spring 2017 - Fall 2020 ...1 more

Close

TECH131 F - Basic Electri and Basic Electron - 23264

13. Once you click on either “Add to Section” or “Add to All My Sections of this Course” it will add the assessments to the course listing. Click on the “Score Card” view icon to assess each student.



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Courses Spring 2023
 SLOs & Assessments
 Results Explorer

TECH081 F - Technical Mathematics I - 23756


 Course Coordinator(s): George Bonnard
 Evaluator(s): Jose Robledo , George Bonnard

Add Assessment		Find Assessment	
Activity Name	Activity Description	Scorecards	Import Scores
☐ Solve for missing angles and lengths on a right triangle using trigonometric ratios.	Assess Solve for missing angles and lengths on a right triangle using trigonometric ratios.	 0/10	
☐ Solve simple technical mathematical problems by selecting and applying appropriate formulas.	Solve simple technical mathematical problems by selecting and applying appropriate formulas.	 0/10	

TECH108 F - Manufacturing Processes - 23757


 Course Coordinator(s): George Bonnard
 Evaluator(s): George Bonnard , Matthew Martinez

Add Assessment		Find Assessment	
Activity Name	Activity Description	Scorecards	Import Scores
☐ Demonstrate ability to apply correct manufacturing processes to a simple product design.	Demonstrate ability to apply correct manufacturing processes to a simple product design.	 0/17	
☐ Identify fabricating techniques and processes used in the metals and plastics industries.	Identify fabricating techniques and processes used in the metals and plastics industries.	 0/17	

TECH131 F - Basic Elctri and Basic Elctron - 23264

14. Click on the “Score Card” view icon to assess each student will display the assessment. In the example below a two-level score card (Meets expectations; Does not meet expectations) is displayed which is the preferred score card assessment to be used at Fullerton College.



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Technology Related Courses Dept.

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Courses
 Spring 2023

SLOs & Assessments

Results Explorer

TECH081 F - Technical Mathematics I / 23756

Actions

15. Score each student by clicking on the 2 for “Meets expectations” or 1 for “Does not meet expectations”. If a student has dropped the course and their name is still listed in the assessment, please click on the “N/A” checkbox. Once all assessments scores are complete, please click on the “Save” or “Save and Continue to Reflections” buttons. It is strongly encouraged to click on the “Save and Continue to Reflections” button so that reflections about the course may be submitted for your future reference.

George Bonnard as Faculty in Technology Related Courses Dept.
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Courses Spring 2023
SLOs & Assessments
Results Explorer

TECH081 F - Technical Mathematics I / 23756

Actions

Solve for missing angles and lengths on a right triangle using trigonometric ratios.

Assessment Type
Examination

Assessment Description
Assess Solve for missing angles and lengths on a right triangle using trigonometric ratios.

		Meets expectations	Does not meet expectations		
	SLO	2	1	N/A	
Student 1	Solve for missing angles and lengths on a right triangle using trigonometric ratios.	2	1	☐	
Student 2	Solve for missing angles and lengths on a right triangle using trigonometric ratios.	2	1	☐	
Student 3	Solve for missing angles and lengths on a right triangle using trigonometric ratios.	2	1	☐	
Student 4	Solve for missing angles and lengths on a right triangle using trigonometric ratios.	2	1	☐	
Student 5	Solve for missing angles and lengths on a right triangle using trigonometric ratios.	2	1	☐	
Student 6	Solve for missing angles and lengths on a right triangle using trigonometric ratios.	2	1	☐	
Student 7	Solve for missing angles and lengths on a right triangle using trigonometric ratios.	2	1	☐	
Student 8	Solve for missing angles and lengths on a right triangle using trigonometric ratios.	2	1	☐	
Student 9	Solve for missing angles and lengths on a right triangle using trigonometric ratios.	2	1	☐	
Student 10	Solve for missing angles and lengths on a right triangle using trigonometric ratios.	2	1	☐	
Score total:		8	2	0	

☐ Clear all scores from this scorecard

Cancel
Save
Save and Continue to Reflection

16. The Reflections template- Ultimately SLOs assessment results are used to make informed decisions based on collected data and findings are shared with appropriate stakeholders. To provide findings and make informed decisions requires faculty to reflect on collected data and develop improvement plans. The improvement plans and SLO findings are reported in program review. Faculty will provide reflections in eLumen for future planning during the program review cycle. The reflection template is listed on the SLO website and is shown below. Please answer the two questions in the Reflections Template to best of your ability and then click on the "Submit and Share" or "Submit and Share Anonymously" button.

The image shows a dialog box titled "Fullerton College Reflection Template" with a close button (X) in the top right corner. Below the title, it says "Currently Not answered". The main text area contains the following instructions:

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..

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..

At the bottom of the dialog box, there are three buttons: "Save Draft", "Submit and Share", and "Submit and Share Anonymously". The background of the image shows a grid of math problems, including "Solve for missing angles and lengths on a right triangle using trigonometric ratios." and "Solve for missing angles and lengths on a right triangle using trigonometric ratios.".

17. Departments should use the eLumen reports to produce aggregated results. Elumen data entry, reflection, documentation, and reporting is available for SLO assessment use to help oversee improving learning outcomes for courses. A checklist to follow progress on 'closing the loop' including examples of prompts for reflections and an action plan template is provided on the Fullerton College SLO website ([Student Learning Outcomes | Fullerton College \(fullcoll.edu\)](https://slo.fullcoll.edu)).



What is a SLO?

Student Learning Outcomes are defined in terms of the knowledge, skills, and abilities that a student has attained at the end (or as a result) of his or her engagement in a particular set of higher education experiences.

Why do SLOs matter?

"Employers and elected officials have never been clearer in their demand that the graduates of U.S. colleges and universities should possess an increasingly specific set of higher-order literacies and communications skills. Students, parents, and the public are looking not only at the price of a college credential, but also at the quality of general education and career education that lies behind the credential. In particular, they want to know what the learning gained in these programs will mean in the marketplace of employment and in their lives as citizens and community members." Council for Higher Education workshops

Need help with eLumen?

Videos, step-by-step instructions, and training presentations are available at the two links above. The page is currently under construction so please check

Resources

[Fullerton College Student Learning Outcomes and Assessment Preferred Practice Handbook](#)



Home SLOA SLOA Committee SLOs Training Close-the-Loop/Reflections Institutional/Disaggregation Resources

Program SLO Assessment

Close-the-Loop and Reflections

eLumen data entry, reflection, documentation, and reporting is available for SLO assessment use to help oversee improving learning outcomes for our courses. To prepare for the next accreditation visit, eLumen is available for data input, documentation, and analysis beginning with Fall 2014.

[Close the Loop Checklist, Reflections and Action Plans](#)

[Download PDF](#)

[About the FC Reflection Template](#)

[Download PDF](#)

[Reflection Template](#)

[Download Word Doc](#)



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