

How to load assessments into Elumen (revised)

1. In Elumen under the Department Coordinator role click on the “Org Management” tab to view courses that are being offered for the current semester that you want to load assessments to.

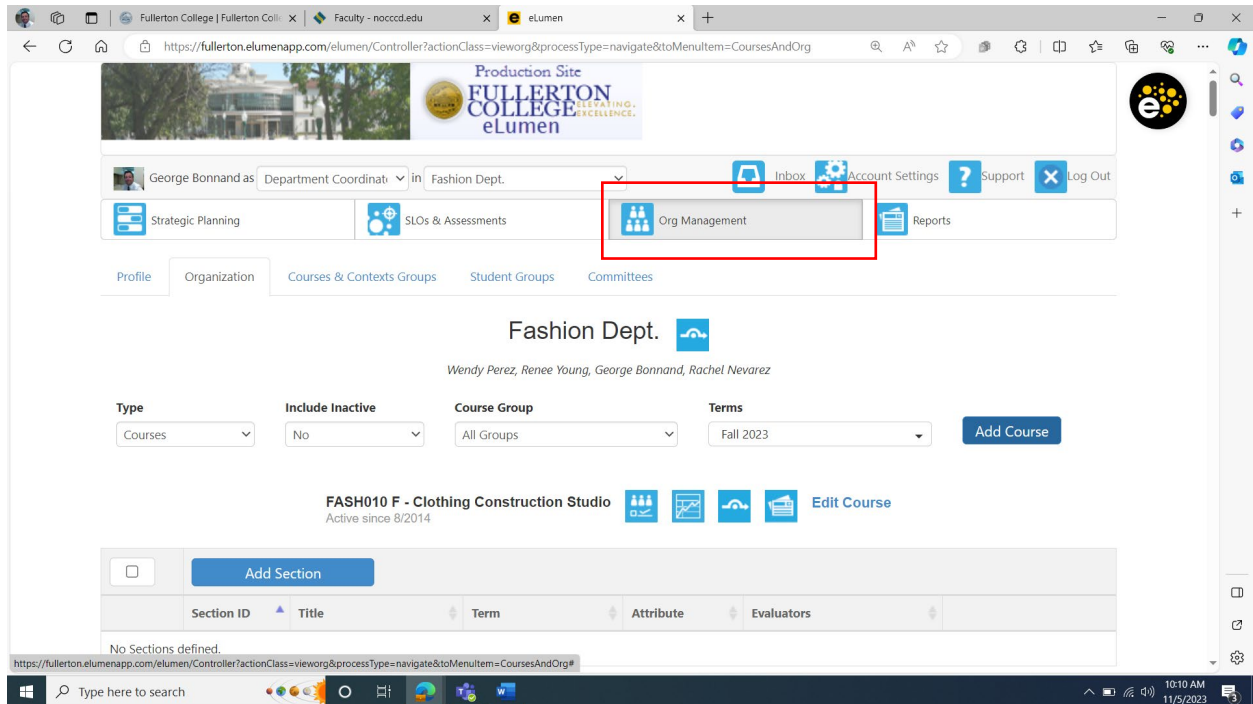


Figure 1

2. Make a list of the courses that are currently being offered that semester by reviewing the list in the Org Management tab. When reviewing the courses listed make sure that you only note the courses that are actively being offered that semester.



Figure 2

Please note that courses which have evaluators assigned (instructors) under the “Evaluator” column are typically those active courses that are being offered that semester (see Figure 3). Courses that have “No Evaluators assigned” (instructors) under the “Evaluator” column are typically courses that were offered but were later cancelled (see Figure 3). Courses that have “No Sections defined” in the white row underneath the main title headings are courses that were not offered that semester (see Figure 3). Only courses that are actively offered (with listed Evaluators) that semester should have assessments loaded.

FASH260 F - Fashion Forecasting
Active since 8/2014
Course Coordinator(s): Renee Young, Add Course Coordinator

Section ID	Title	Term	Attribute	Evaluators
20231012747	12747	Fall 2023	Online class	Rachel Nevarez

FASH284 F - Fashion Design
Active since 8/2014

Section ID	Title	Term	Attribute	Evaluators
20231012748	12748	Fall 2023	Day class Lecture	Renee Young
20231014288	14288	Fall 2023	No attributes assigned.	No Evaluators assigned.

FASH285 F - Fashion Design - Advanced
Active since 8/2014

Section ID	Title	Term	Attribute	Evaluators
No Sections defined.				

FASH288 F - Adv CAD for Apparel-Fash Illus

Course is being offered this semester

Course was offered this semester but was later cancelled.

Course was not offered this semester.

Figure 3

- To load the assessments, click on the “Strategic Planning” tab. See Figure 4

Strategic Planning

Dashboard Planner Initiatives Assessments Action Plans RFI

Add Widget

No widgets to display, add new ones with the «Add Widget» button.

Figure 4

4. Click on the “Planner” sub-tab to bring up all the courses in the department. See Figure 5

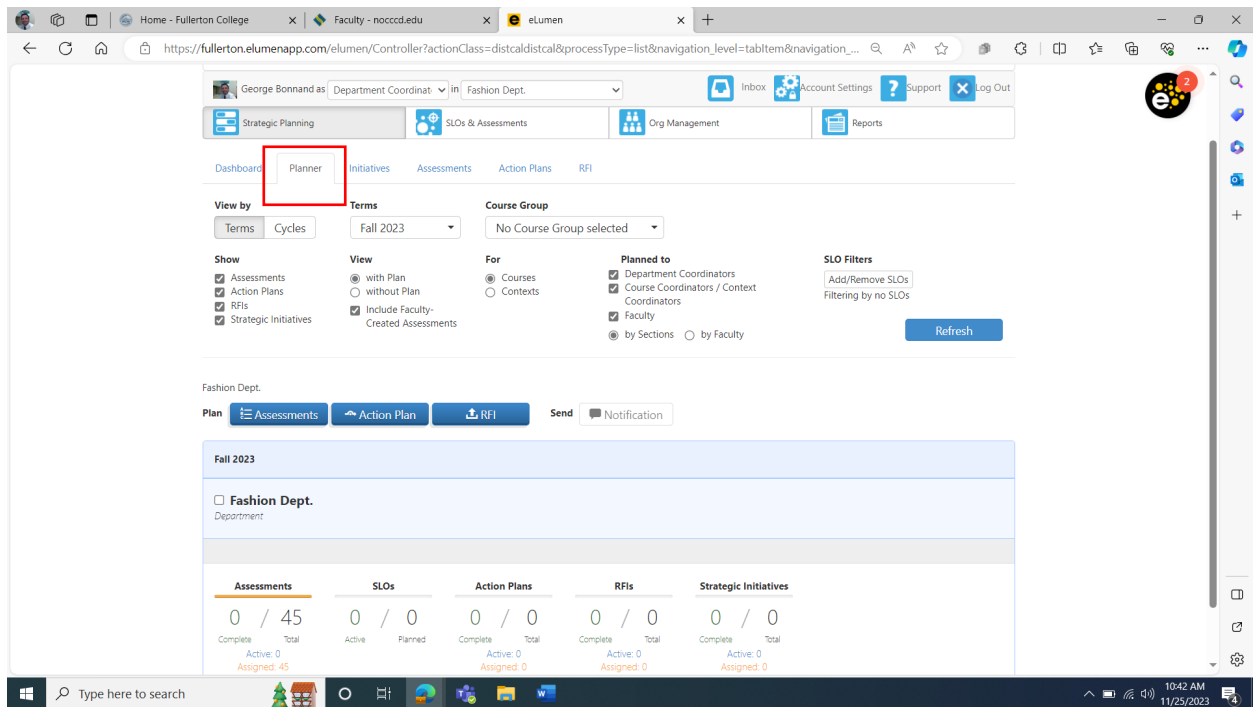


Figure 5

5. Place the cursor or mouse anywhere in the White area below the department name and double click. This will display all the courses that are offered in that department that are active. See Figure 6

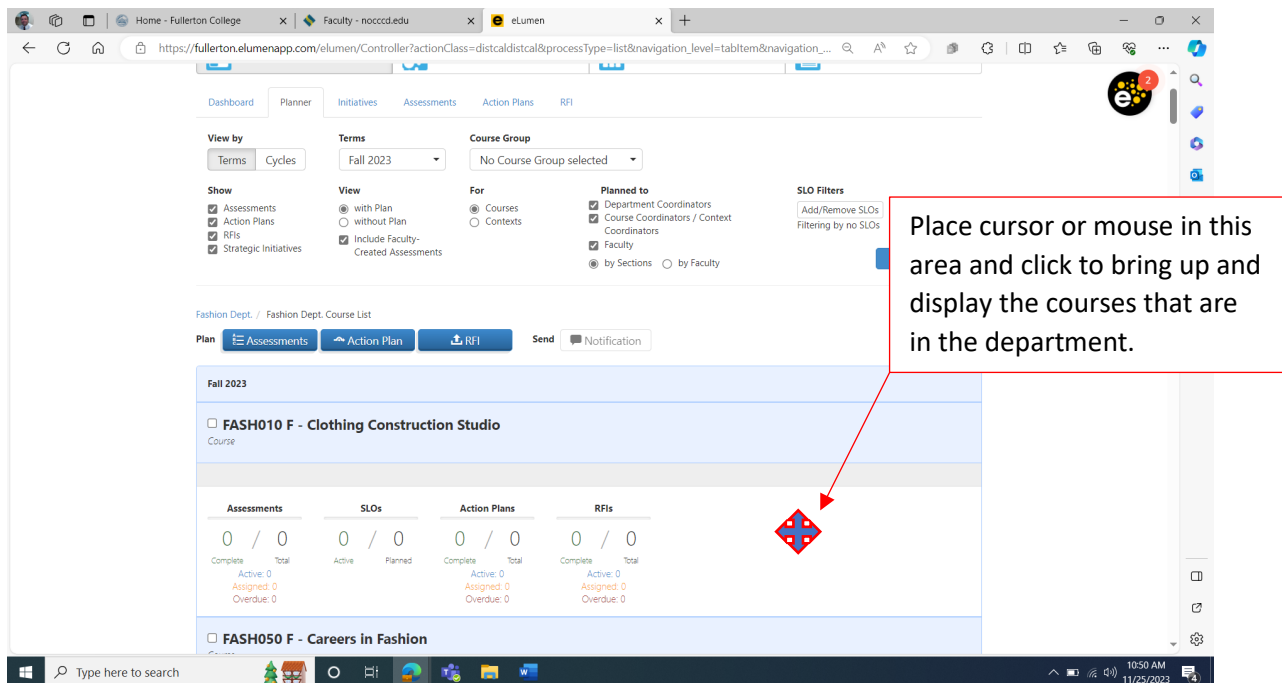


Figure 6

6. Scroll down the page to select the courses you would like to load assessments to. See Figure 7

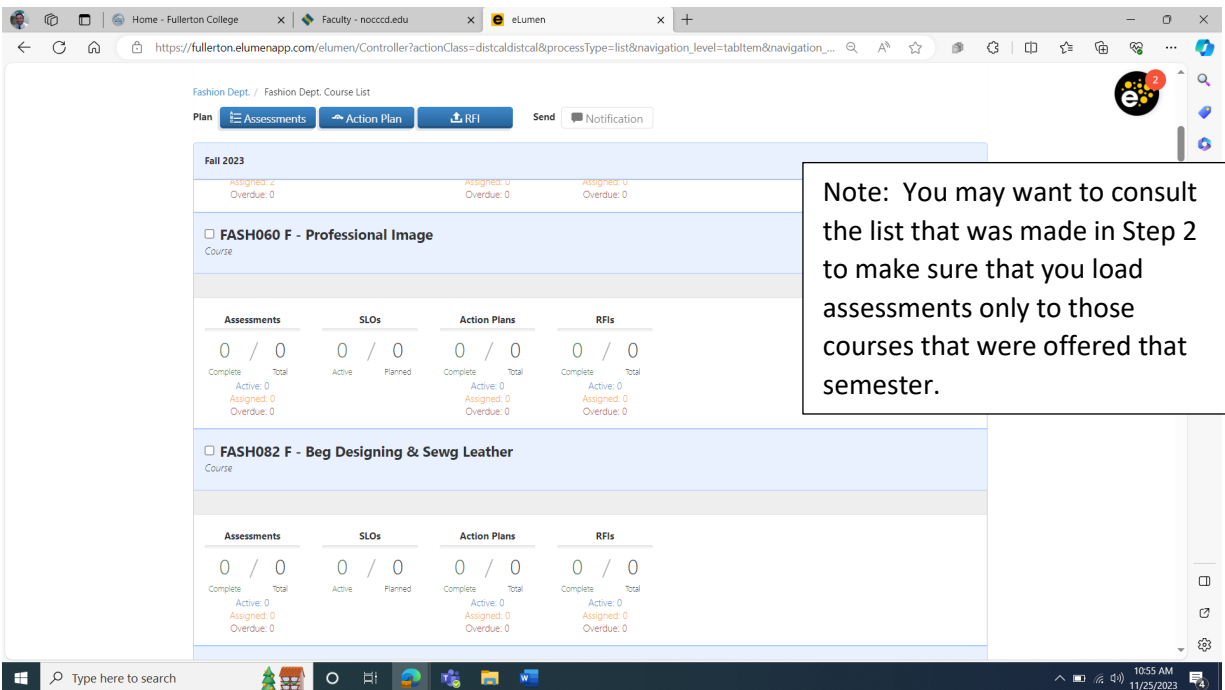


Figure 7

7. To load assessments into a course (FASH 107 F) place the cursor over the “Assessments” icon (left click hold) to drag and drop the “Assessments” icon (left click release) into the white area of the course. See Figure 8 and 9

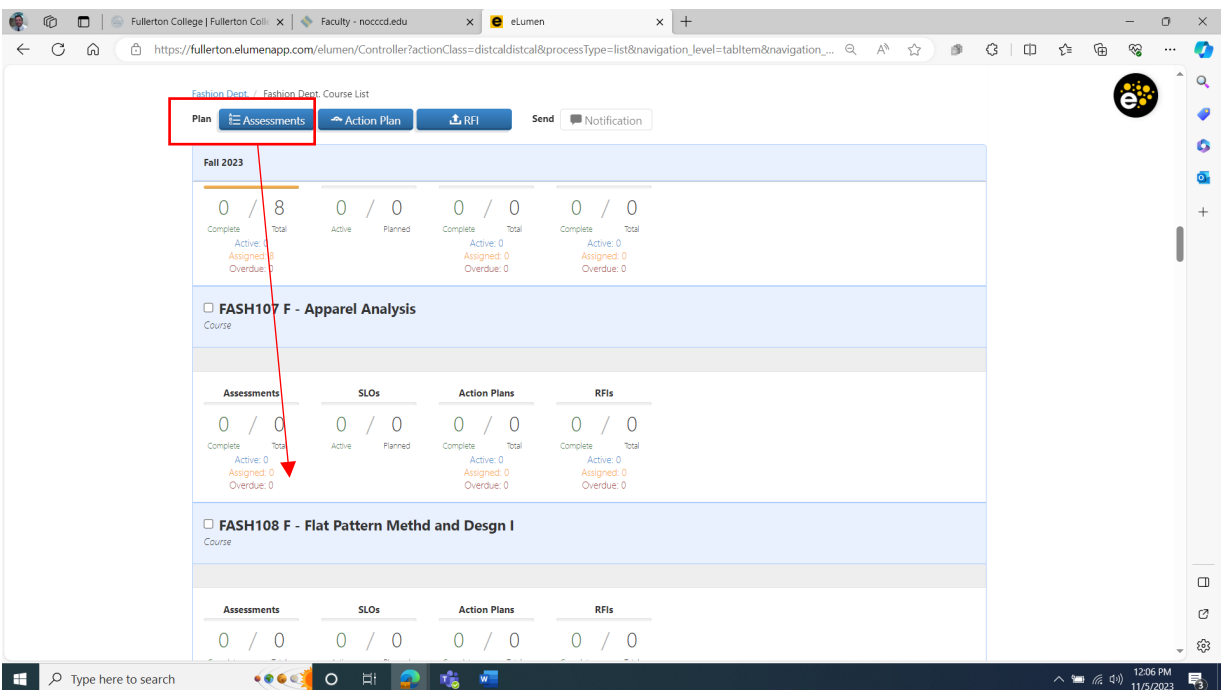


Figure 8

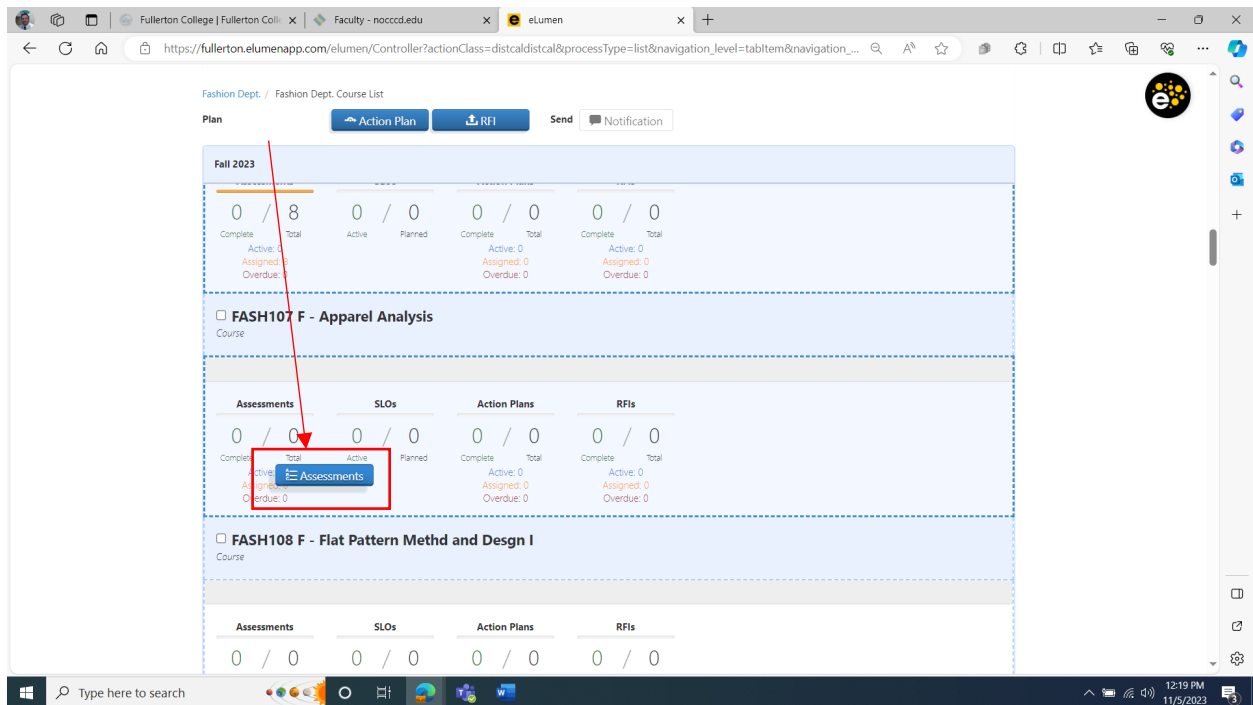


Figure 9

8. Once the assessments are dragged and dropped into the white area of the course, the pop-up window below will appear. Select the "Find Assessment" radio button and the "All Sections" (if the assessment is for all sections-if not then select the "course") radio button. See Figure 10

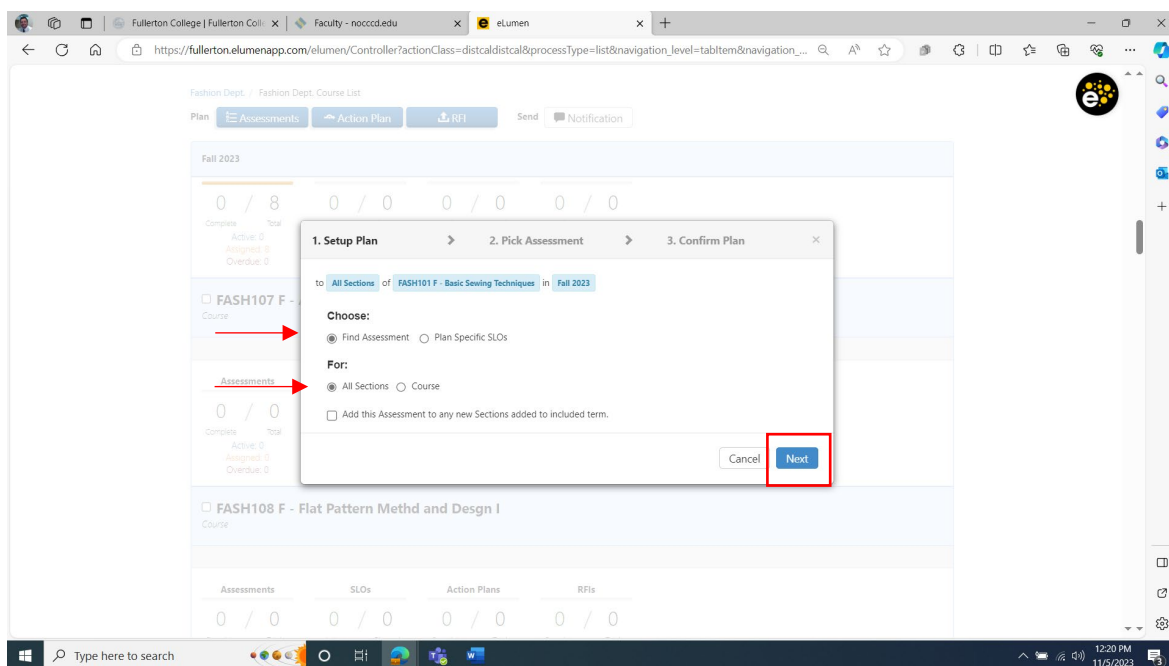


Figure 10

- On the pop-up screen prompt, select the appropriate and active CSLOs (checkbox) for this course then click on the “Next” button at the bottom. See Figure 11 Note: Please verify active CSLOs in CurriUNET against those that are in Elumen. If the CSLOs are not up to date then the active current CSLOs and assessments must be placed into Elumen.

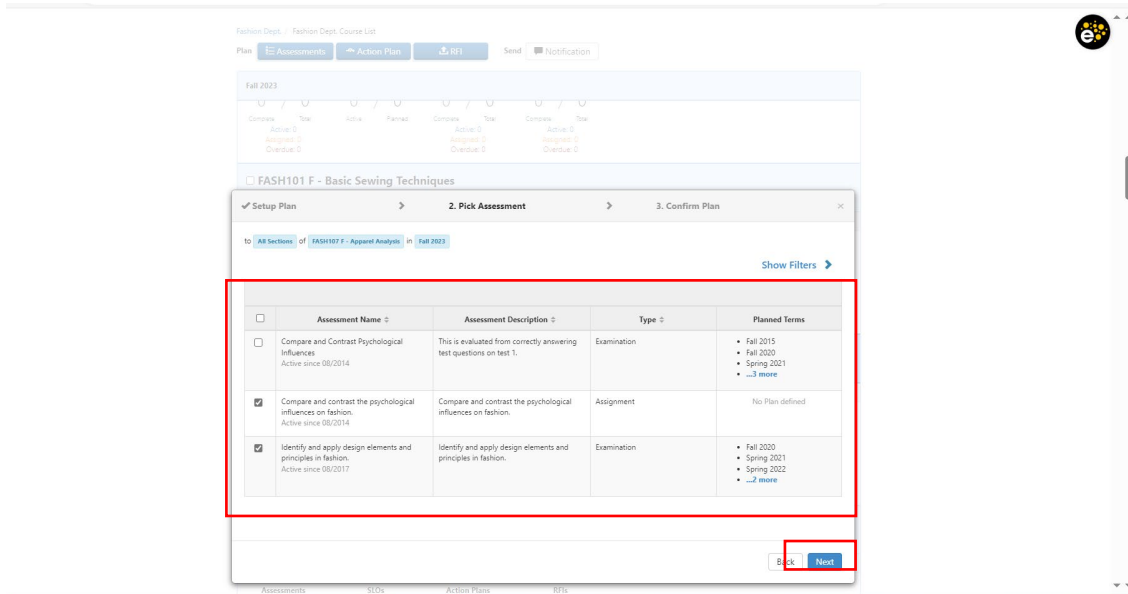


Figure 11

- Click on the “Confirm” button when next pop-up screen prompt is displayed. See Figure 12

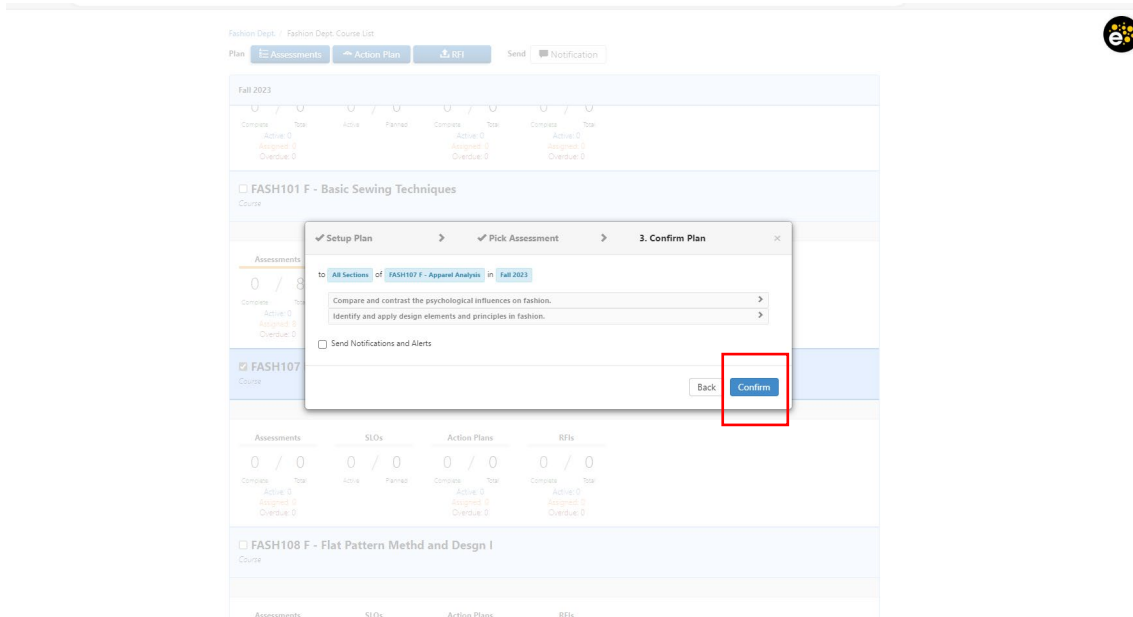


Figure 12

11. Once you have clicked on the “Confirm” button it will bring you back to the initial screen. Click on the Refresh button to verify that the assessment is complete. In the case below for FASH 107 F it displays “Assessments 0 / 4” are completed with an Orange bar. See Figure 13 This Orange bar will change to a Green bar once the assessments are entered and completed by the faculty. If all assessments are complete it will display “Assessments 4 / 4” with a Green bar.

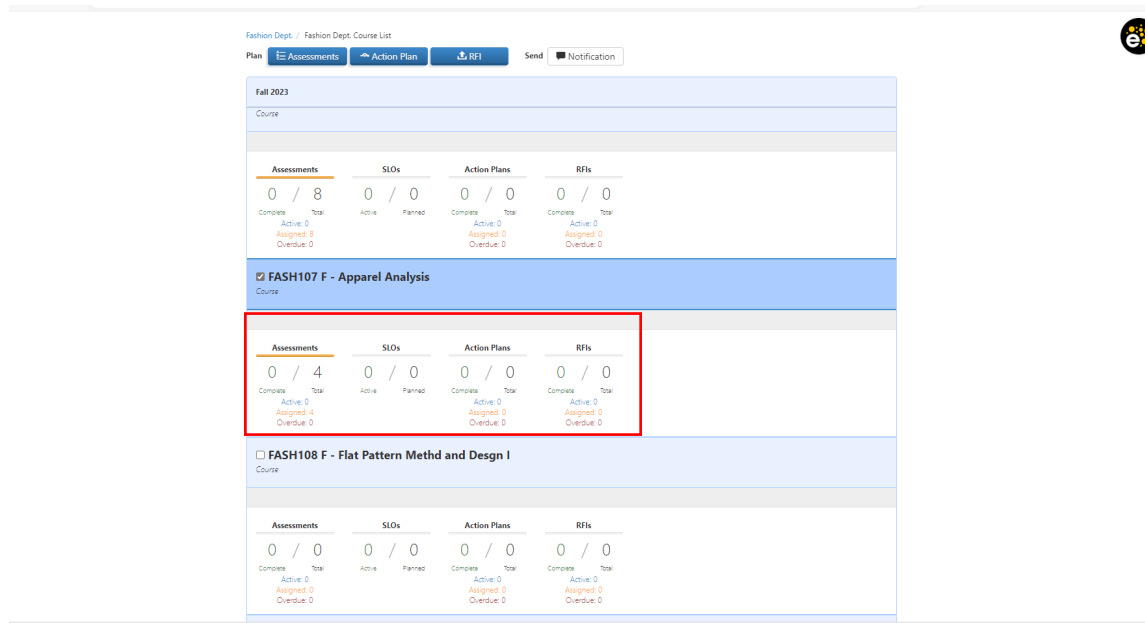


Figure 13

12. Once all the assessments are loaded into the department it can be verified by going back into the “Org Management” tab and clicking on the “Scorecard” icons to the right of each course. See Figure 14

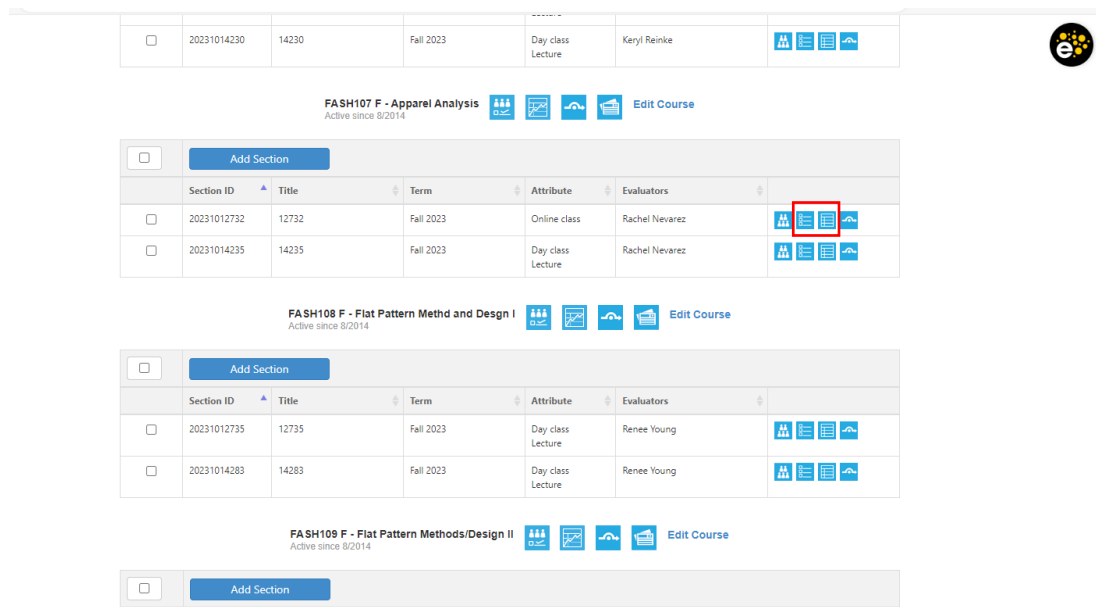


Figure 14

13. Click on the score card icon and a pop-up window will appear. Highlight the assessment you would like to see and click directly on the assessment name and the score card will appear. See Figure 15 and 16 Note: This is proof that the assessment has been loaded and is read for faculty assessment.

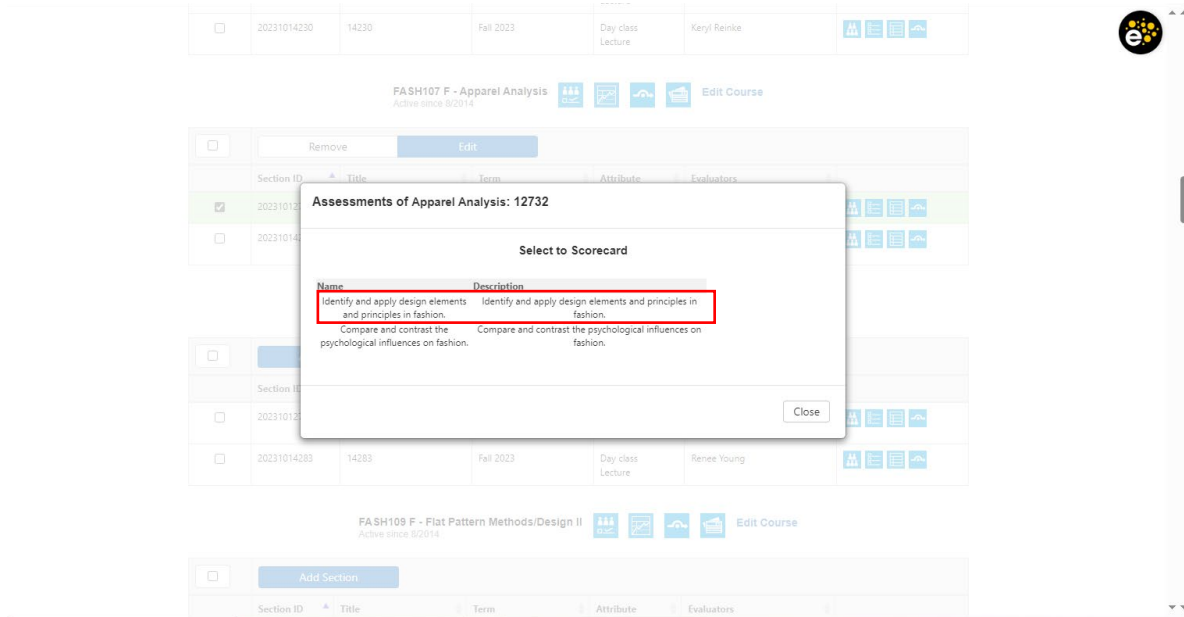


Figure 15

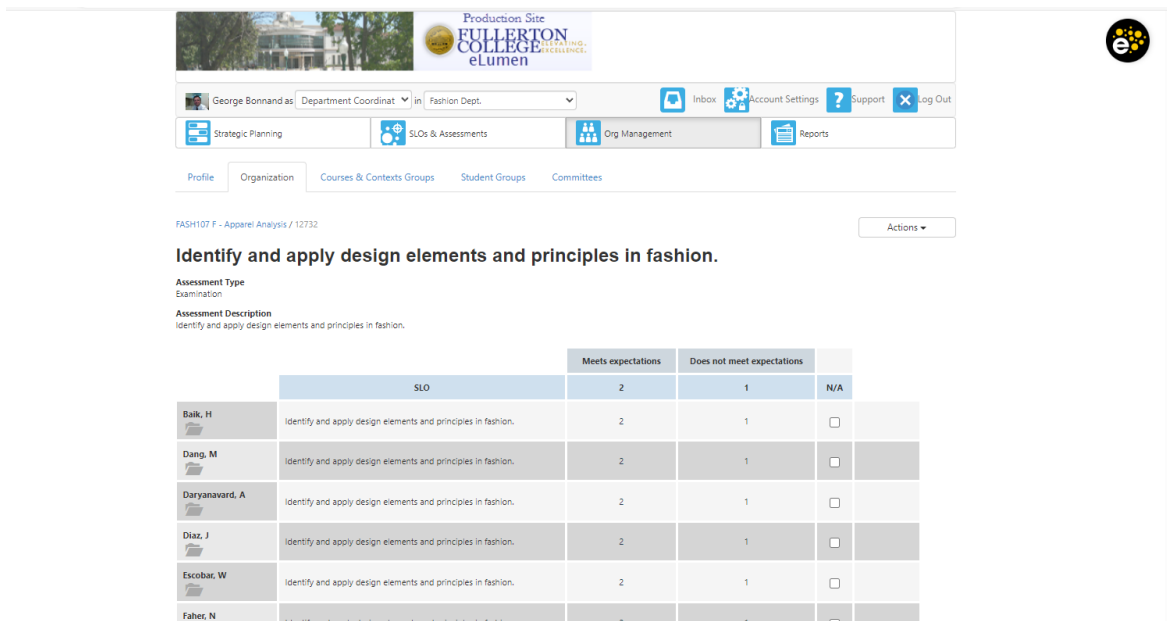


Figure 16

How to verified CSLOs in CurriUNET against Elumen CSLOs

1. Log into CurriUNET through the Fullerton College Website under the Faculty + Staff tab. See Figure 17

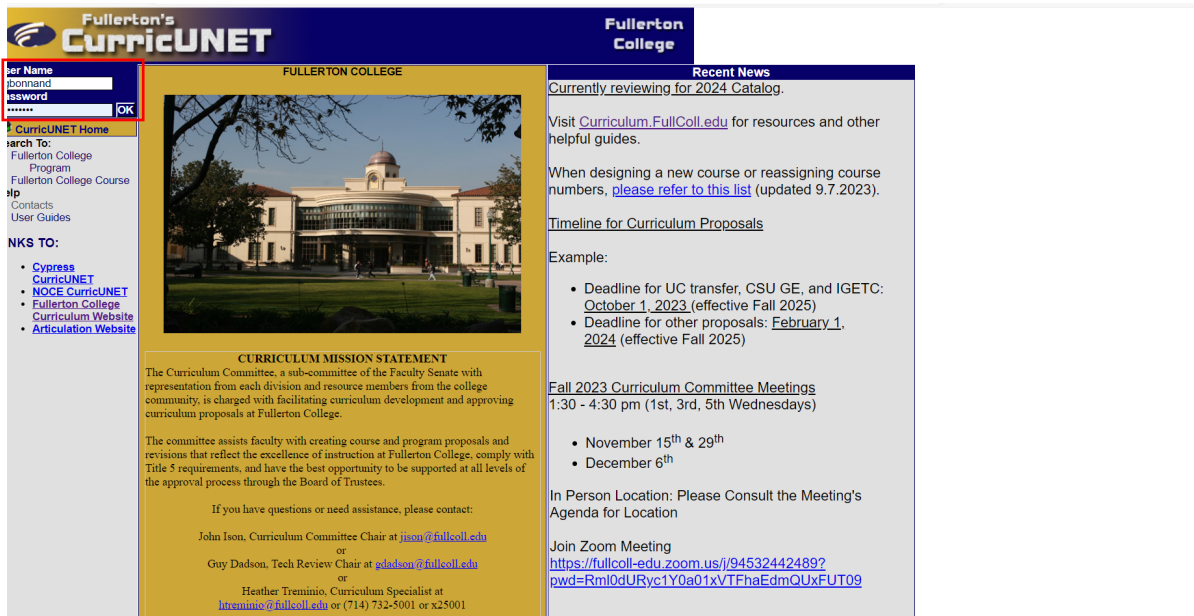


Figure 17

2. Once you log into CurriUNET In the main menu click on the “Fullerton College Course” below the “Search To:” heading. See Figure 18

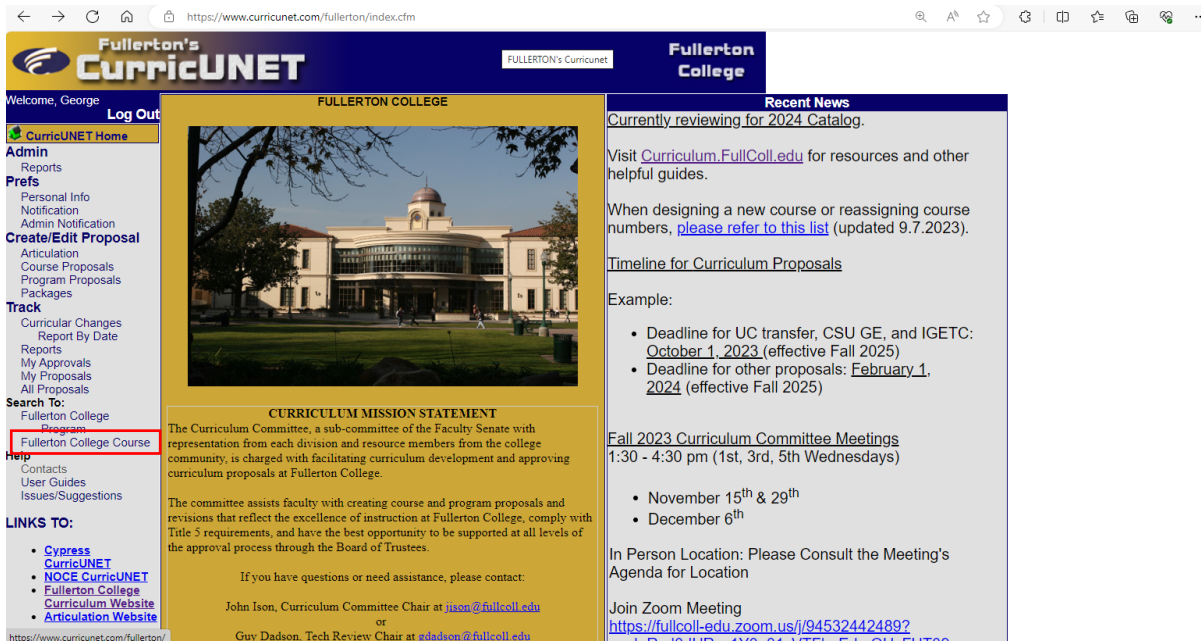


Figure 18

3. Select the department under “Discipline” category and click on the “Active” radio button in the Status area. Then click on the “all” button. See Figure 19

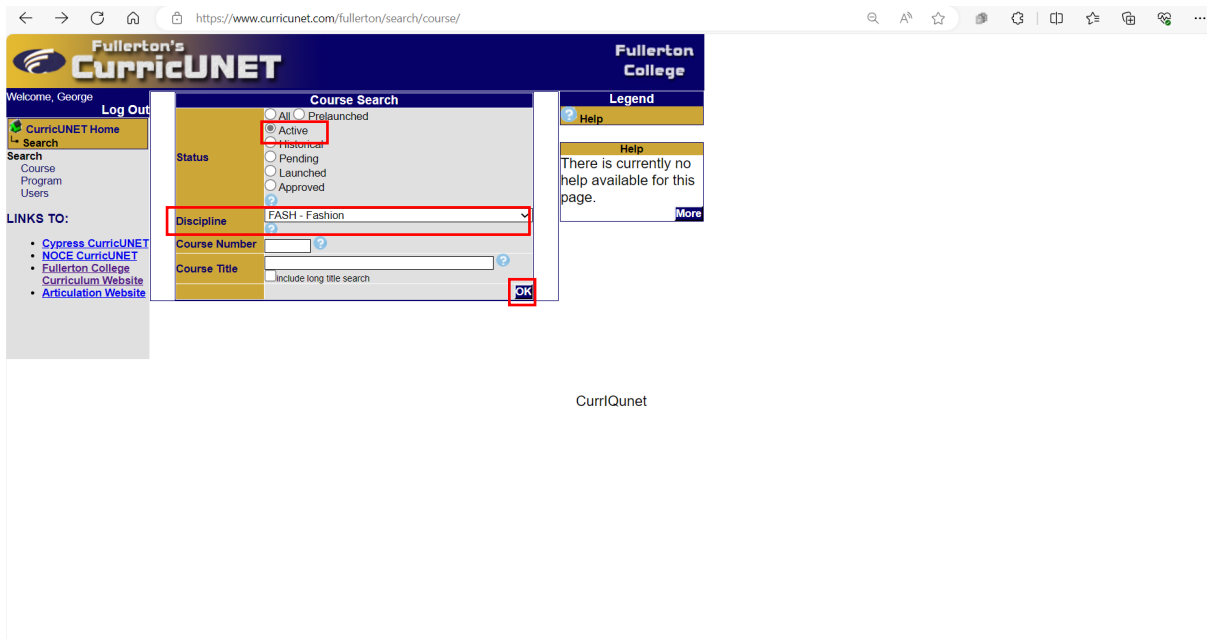


Figure 19

4. Once you click on the “all” button it should display all the active courses in Red. Click on the  icon to display the “Course Outline of Record” (COR). Item III in the COR will be the Course Student Learning Outcomes. See Figure 20 and 21

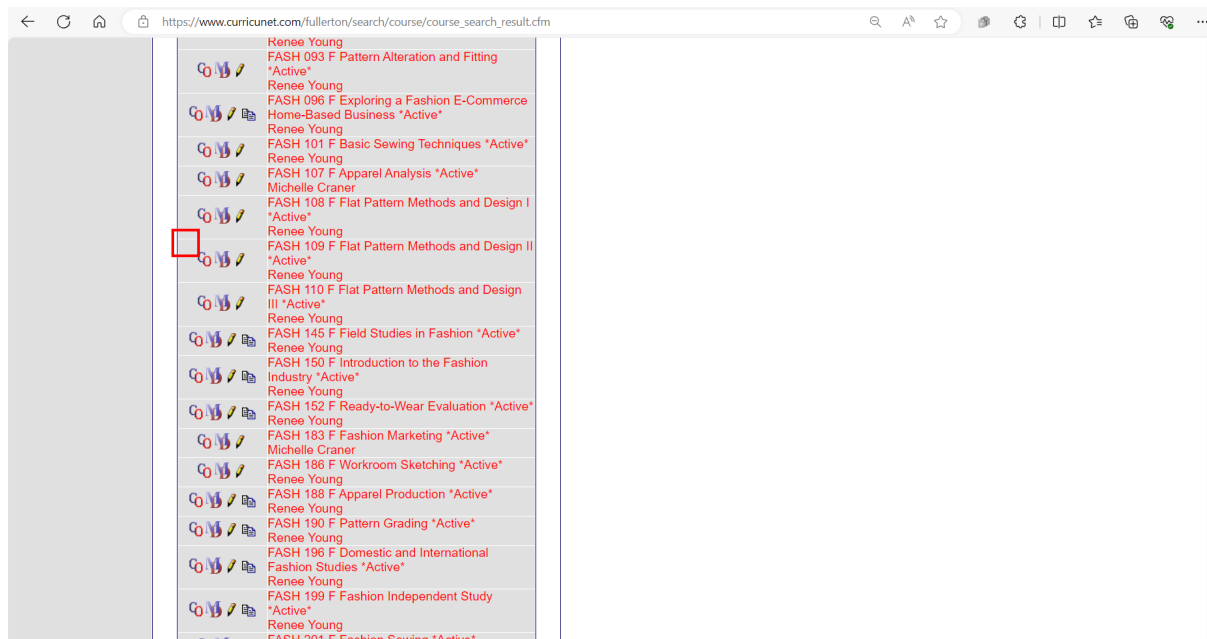


Figure 20

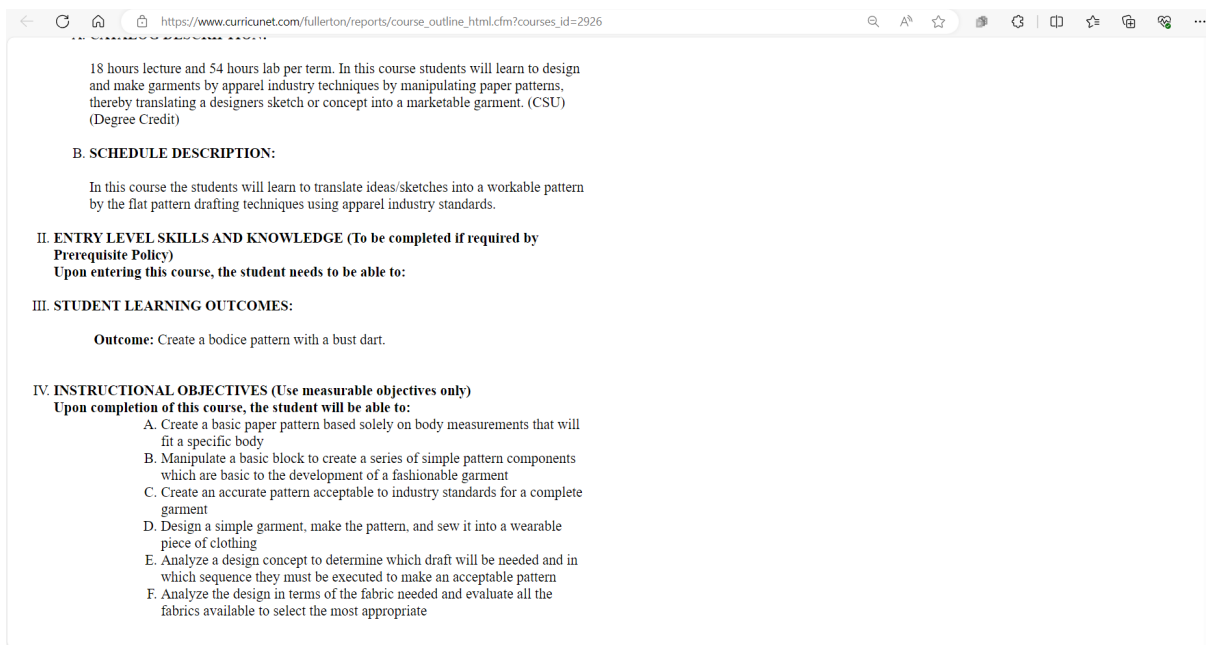


Figure 21

5. To help view the CurricUNET screen and the Elumen screen view together you will need to adjust the size of the view for each item so that they are next to each other. This will facilitate the verification process. Note: Course Student Learning Outcome Assessments can be named something different than the CSLO however it must be linked appropriately when the assessment for CSLO is created. See Figure 22

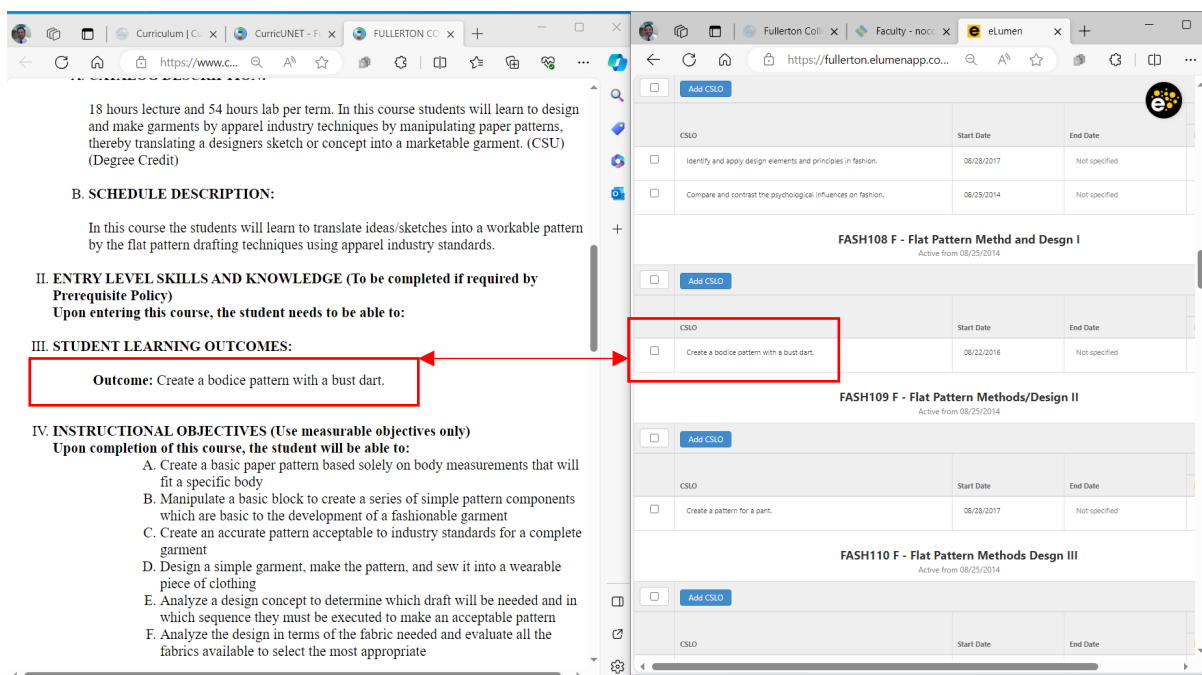


Figure 22