Step by Step Guide to Creating Assessments
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Start at the Taft College website. [http://www.taftcollege.edu/](http://www.taftcollege.edu/)

Click on Faculty/Staff
Welcome to Faculty and Staff Page

The goal of this site is to provide our faculty with the best personal customer service we can while also providing a means for self-sufficiency at our faculty's leisure. As always, please feel free to call, email, or drop by our office for any questions or concerns.

Also, please drop by or send us a message with any additions or ideas that you'd like to see on the Office of Instruction's webpage!

Click on this link and it will take you to the SLO webpage.
In the lower left hand corner you will see Resources & Quick Links.

Here you will find the eLumen Log In Page link.
Click here and you will be redirected to the eLumen Log In webpage.

- eLumen Log In Page
- Taft College Institutional Research Home Page
To log in to your eLumen Faculty Home Page, enter your User ID which is your first name initial and last name. All lower case and no spaces. For example: byoung

Your Password will be your A number #. Capital A and numbers and the pound sign. For example: A0001234#

Click log in and you will be logged in to your Faculty Home Page.
This is your Faculty Home Page.

Once logged in you will always be directed to this page. Here you can set up assessments, view your SLOs, view your student rosters, and run reports from your own assessment data.

If you teach courses within multiple departments, this drop down will allow you to switch between departments.

Proxy Enabled means Brandy Young can set up assessments for you.

Ignore this for now.

You can view your rosters here.

To create a brand new assessment:

To find an old assessment within your department:

Once your assessments are created they will be listed in this box.
This is the blank template used to create new assessments.

The following slides will demonstrate how to fill in the fields.
Most fields are self-explanatory. The **Assessment Type** field has a drop down that will allow you to choose which type of assessment you are conducting. This list can be added to by contacting Brandy Young at ext. 7944.

This is default. No need to select.
Most SLOs are linked to the 4 level scale rubric. This is the default rubric for eLumen. If you know that your SLO uses a different rubric, please use the dropdown to select the correct rubric.

**NOTE:** The template will not generate or save if you have the wrong rubric selected.
The Outcomes-Oriented Rubric is the default rubric in eLumen.

There are two views available to score students. Rubric View or Scorecard View. Scorecard view is the popular way to score students. Uncheck Rubric View if you only want to use the Scorecard View.

Once the template has been completely filled out click here to select your SLOs.

Ignore this for now.
Once the Generate Rubric Template button has been pushed the matrix below will become available.

To view SLOs click here. The SLO box will become available. See below.

The CSLOs for your course will be in the left hand column. PSLOs (if applicable) will be in the middle. All Institutional Level SLOs, including General Education and Basic Skills are on the right.

To select the SLO click in the appropriate box.

If your course is offered in multiple degrees and certificates you can use the drop down to view different PSLOs.

You can also use the dropdown for ISLOs to view Basic Skills and General Education SLOs.
Once you have selected the SLO you wish to assess it will populate in the template as seen below. To add another SLO click the **+add Row link**.

To delete a row click on the red X.

Note** You will not be able to delete the original row. You will need to click the **Cancel** button. This will delete the entire assessment form and you will have to start from the beginning and fill out all the fields again.

Once you have finished linking all of your SLOs, click the **Save** button at the bottom of the screen. OR if you would like to share this assessment, click Save and add to Library of Shared Assessments.

**Note: If you are unable to save, please recheck the Rubric Scale Level. See page 9.**

These actions will take you back to your Faculty Home Page.
Once an assessment has been created, it will be listed under your course. To edit the assessment, click on the square box on the left hand side of the Name field. This will allow you to make changes to your assessment or to delete it.

Note ** An assessment can not be deleted if students have been scored. You must clear the Scorecard FIRST before you can delete an assessment.

In the last field of the Assessment box there will be a blue icon with your Scorecard status. If students have not been assessed, a zero will be displayed above the total number of students on the scorecard.

To score students, click on the blue icon.

To score your students click here
This is the Rubric View. Students can be scored individually using the rubric template. To score a student, click on the rubric level that represents how that student meets the outcome. You will notice that the list will move down automatically as you click the rubric scores.

If you click Save and Next this will advance you to the next student. It is not necessary to click this in order to advance. You can select the student manually and the score will automatically be saved. When finished scoring students, click on the Save and Continue to Action Plan.

The Actions dropdown list is a new feature in eLumen.

Action Plan = Section
Innovation Plan

RFI Responses – we do not use

Results Explorer – Shows assessment data in graphical format or table format

Options to download rubrics

Switch to Scorecard View
This is the traditional Scorecard View. Students can be scored by clicking the rubric levels.

Also, in Rubric View, the N/A is not displayed as it is in Scorecard view.

When finished scoring students click “Save and Continue to Section Innovation Plan.”
Filling out the Section Innovation Plan – Why it’s important.
UPDATED: Only 1 Response to Reflect on

This section is the qualitative portion of the evaluation of the SLO and provides an opportunity to reflect on the data. Using the “I wonder” and “What if” model, the information here may be considered for course outline changes, pedagogical changes within the course and resource allocations. This is the same model used in the Annual Program Review Report. Information for each section report can be aggregated into the APR. Reflect on the students who did not meet your expectation. What are their gaps in understanding or is there another way for the students to demonstrate their skills developed as a result of the learning experience. Do you need other resources to address the gaps? If so, what are the resources? If students are not doing well and you believe it’s because they don’t study, what can you do to help them study? Would a required SI session help? What if they had to fill out study sheets? These are just some examples.
If you plan to edit or add information to your Section Innovation Plan, PLEASE CHECK THE “SAVE AS DRAFT” BUTTON. Once you have clicked the Submit Button, you will not be able to edit the document again.
**Example Resource Request**

Fill in the field titled Resource Name as appropriate.

Select the Resource Type.

**Note** Resource Types can be added to this list. Please contact Brandy Young at ext. 7944.

Enter projected dollar amount for this Resource Request.

These Section Innovation Plans will be used for COR revision as well as Program Review.

If you plan to edit or add information to your Section Innovation Plan, PLEASE CHECK THE “SAVE AS DRAFT” BUTTON. Once you have clicked the Submit Button, you will not be able to edit the document again.
When the Assessment and Section Innovation Plan is complete, a green checkmark will appear on the icons.
The **Results Explorer** tab will direct you to a screen that will allow you to filter data by SLOs. You will have the option to select an assessment and view data in graphical format or table format.
Using an EXAMPLE here is a snapshot of data in graphical format.
Using an EXAMPLE here is a snapshot of data in table format.
There are many new features in eLumen that we will be exploring. This PowerPoint covers the basics of setting up an assessment. As we continue to discover all the new features, we will add them to the Step by Step Guide. If you have questions or need assistance in navigating eLumen, please call Brandy Young at ext. 7944 or email byoung@taftcollege.edu.