

# eLumen Quick Guide

**What:** Setting Up and Scoring Assessments with eLumen

**Role:** Faculty

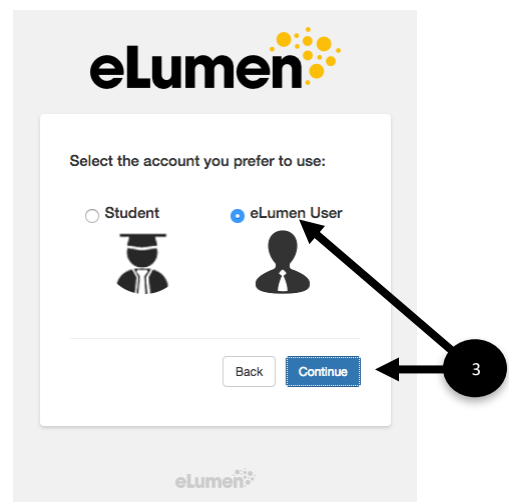
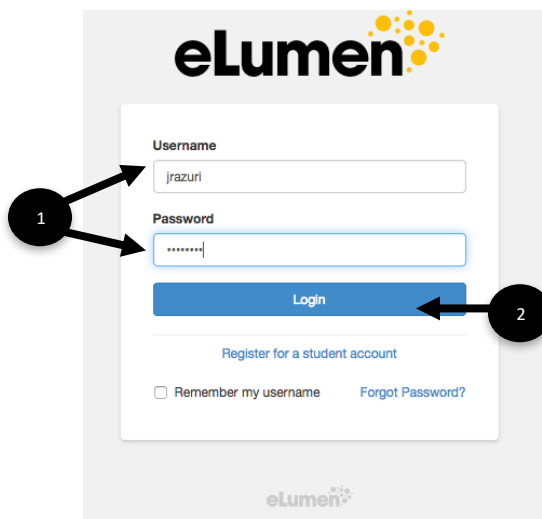
**When:** A week after census date, for any term

**\*\*Step-by-Step Video Guide:** <https://youtu.be/-9cdOYpNsEM>

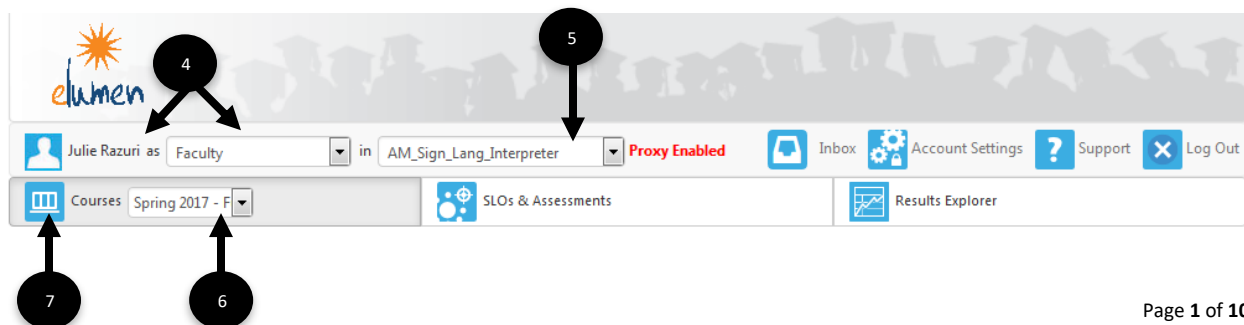
## Logging into eLumen and Locating Your Course Sections for an Academic Term

Go to this website: <https://alamo.elumenapp.com>

1. Enter your user ID and password. User ID: Username is the same as your **ACES ID**. For first time users, the Password is **alamo1234#** (all lowercase). You can change the password under “Account Settings” once in the eLumen system.
2. Click “Login.”
3. Faculty should highlight “eLumen User” and Click “Continue.”



4. Be sure that you have logged in correctly by checking that your name is in eLumen and in the role of Faculty.
5. Be sure you are in the correct discipline.
6. Select the correct Term.
7. **\*\*NOTE\*\*** if you get lost in the system, click the Courses icon to return to this home page.



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## Entering Assessment Activities

An assessment is designed to measure student learning outcomes as Exceeds, Meets, or Does Not Meet mastery level. Your discipline will decide on what determines each of those levels. (You will also be able to see all the outcomes in a BLUE BOX above the course section name. Once you begin to enter assessments and tie them to outcomes, the outcomes in the BLUE BOX will begin to count down the number of outcomes until all are used and the box will disappear.) If you do not see a blue box, this means your coordinator/DAR has already identified the common assessments that will be used. If common assessments are being using, go directly to Scoring Assessments.

All outcomes in a course must be assessed in a direct way. Several outcomes may be tied to one assessment, but should be measured directly. There are two ways to enter an assessment into eLumen: **Add Assessment or Find Assessment**

## ADD ASSESSMENT [new assessment to the system]

8. **\*\*OPTIONAL\*\*** Click this drop down arrow to view the student learning outcomes (SLOs)
9. Click Add Assessment

The screenshot shows the top navigation bar of the eLumen system. It includes a user profile for Julie Razuri (Faculty), a course dropdown set to 'Spring 2017 - F', and a 'SLOs & Assessments' button. Other navigation options include 'Inbox', 'Account Settings', 'Support', and 'Log Out'. A 'Results Explorer' button is also visible.

SLNG1211 - Fingerspelling and Numbers - 14431

Course Coordinator(s): <unassigned>  
Evaluator(s): Julie Razuri

You have 4 SLO Planned for this Section

8

Find Assessment

9

Add Assessment

Find Assessment

Activity Name

Activity Description

Scorecards

Import Scores

No Assessments found. Find or Add an Assessment

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10. Be sure the Individual Student Scored & Rubric is highlighted in gray
11. Identify whether the assessment is a Summative or Formative Assessment
12. Enter the Assessment Name (many faculty will include their initials to identify this assessment as theirs – not adding initials might be a way of identifying a common assessment)
13. Enter the Assessment Description
14. Select the Assessment Type by clicking on the drop down menu
15. Click the Upload Evaluator Assessment Guide
16. A - In the pop up window, Drag the assessment into the dashed box or Click in the dashed box to search for the assessment on your computer.  
B - Click Upload
17. In the Activity Name, copy and paste the information from step #12 Assessment Name
18. In the Activity Description, copy and paste the information from step #13 Assessment Description
19. Click Generate Rubric Template

Select the Assessment Type

Individual Student Scorecard & Rubric    Collective Student Score Entry

Summative Assessment  
Formative Assessment

Define this Assessment

Assessment Name\*    Enter Assessment Name

Assessment Description\*    Enter Assessment Description

Assessment Type\*    [Dropdown]

Allow Faculty Annotations

Add Reflections Template

Upload Evaluator Assessment Guide

Activity Name\*    Enter Activity Name

Activity Description\*    Enter Activity Description

Include Student Portfolio

Attach a portfolio to this assessment    Allow multiple portfolio raters

Self-Assessment

Allow student self-assessments

Define Assessment Outcome Type

Assessment Scale\*    Rating Scale: SAC Scale

Rubric Type\*    Outcomes-Oriented

Scoring Views\*    Scorecard View    Rubric View

Number of SLOs\*    1

Upload Evaluator File

Drag files here or click to select from your computer.

Cancel    Upload

2017-2018: Please do not use these areas unless you are part of a pilot group instructed to use them.

Generate Rubric Template

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20. After clicking the Generate Rubric Template, the following graphic information will appear at the bottom of the page. **\*\*NOTE\*\*** Your discipline as a whole should determine the standards for the Exceeds Expectations, Meets Expectations and Does Not Meet Expectation requirements.

21. Click Link SLO.

The screenshot shows a rubric table with three columns: Exceeds Expectations, Meets Expectations, and Does Not Meet Expectations. Below the table is a 'Link SLO' button. A dialog box titled 'DLA Mapping' is open, containing a text area with the message '2017-2018: for use with pilots groups only. Thank you.' and three buttons: 'Cancel', 'Save', and 'Save and add to Library of Shared Assessment'.

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
3	2	1
Exceeds expectations	Meets expectations	Does not meet expectations

+ add Row

DLA Mapping  
Please select Assessment's SLOs to map to Directed Learning Activities.

2017-2018: for use with pilots groups only. Thank you.

Cancel Save Save and add to Library of Shared Assessment

22. Select the outcome that links to the assessment

The screenshot shows the 'Pick SLOs for Assessment' dialog box. It has a title bar with a close button. Below the title bar is a section titled 'Available CSLOs'. Under this section, there is a dropdown menu for 'Course' with 'SLNG1211 - Fingerspelling and Numbers' selected. Below the dropdown are four text boxes, each containing a student outcome statement. A callout bubble with the number '22' points to the first outcome statement.

Pick SLOs for Assessment

Available CSLOs

Course  
SLNG1211 - Fingerspelling and Numbers

The student will demonstrate an understanding of fingerspelling theories and concepts including exercises and strategies for preventing injuries with a minimum of 70% accuracy.

The student will demonstrate an understanding of numbering theories and concepts with a minimum of 70% accuracy.

The student will demonstrate the ability to comprehend information presented in American Sign Language fingerspelling and numbering conventions including lexicalized fingerspelling with a minimum of 70% accuracy.

The student will demonstrate the ability to express information into American Sign Language fingerspelling and numbering convention including lexicalized fingerspelling using accuracy, fluidity and clarity with 70% accuracy.

Close

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23. **\*\*AS NEEDED\*\*** If more than one SLO is tied to the assessment, click Add Row and repeat steps #21-22. You must use a minimum of one SLO per assessment and a maximum to equal that of the number of total SLOs for the course.
24. When all SLOs have been linked, click Save and Add to Library of Shared Assessment

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
	3	2	1
Link SLO	Exceeds expectations	Meets expectations	Does not meet expectations

DLA Mapping  
Please select Assessment's SLOs to map to Directed Learning Activities.

Cancel Save Save and add to Library of Shared Assessment

25. It will return you to the homepage. Here you will see the assessment populated and the number of SLOs Planned in the blue box minus the number linked to the assessment.

Julie Razuri as Faculty in AM\_Sign\_Lang\_Interpreter Proxy Enabled

Courses Spring 2017 - F SLOs & Assessments Results Explorer

**SLNG1211 - Fingerspelling and Numbers - 14431**

Course Coordinator(s): <unassigned>  
Evaluator(s): Julie Razuri

You have 3 SLO Planned for this Section Find Assessment

Activity Name	Activity Description	Scorecards	Import Scores
JAR - Theory Quiz #1	This quiz covers the topics of Fingerspelling definitions, Hints and Guidelines for Fingerspelling and Registers of a Language. This quiz all ties tonto SLO #1.	0/21	

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## FIND ASSESSMENT [assessment that was previously saved to system]

This option is for assessments that have already been entered into the eLumen system in a previous semester or have been entered to another section this semester.

### 26. Click Find Assessment

The screenshot shows the top navigation bar with user information (Julie Razuri as Faculty), course information (AM\_Sign\_Lang\_Interpreter), and various utility icons (Inbox, Account Settings, Support, Log Out). Below this, there are tabs for 'Courses' (Spring 2017 - F), 'SLOs & Assessments', and 'Results Explorer'. The main content area displays 'SLNG1211 - Fingerspelling and Numbers - 14431' with course coordinator and evaluator information. A blue banner indicates 'You have 4 SLO Planned for this Section' and contains a 'Find Assessment' button. Below the banner, a table header shows 'Add Assessment' and 'Find Assessment' buttons, with a callout circle labeled 26 pointing to the 'Find Assessment' button. The table below has columns for 'Activity Name', 'Activity Description', 'Scorecards', and 'Import Scores'. A message at the bottom of the table reads 'No Assessments found. Find or Add an Assessment'.

27. Click on any one or multiple assessments to be uploaded to your course.

28. Click Add to Section to add it only to the section you are currently working on or click Add to All My Sections of this Course to add it to all.

The screenshot shows a table of assessments with columns for 'Assessment Name', 'Assessment Description', and 'Type'. Above the table are two buttons: 'Add to Section' and 'Add to All My Sections of this Course'. A callout circle labeled 28 points to the 'Add to All My Sections of this Course' button. A callout circle labeled 27 points to the checkboxes in the first column of the table. The table contains the following data:

<input type="checkbox"/>	Assessment Name	Assessment Description	Type
<input type="checkbox"/>	MT - Midterm	Midterm covers LO 1, 2, 3	Exam
<input type="checkbox"/>	MT - Final	Final covers LO 1, 2, 3	Exam
<input checked="" type="checkbox"/>	MT - Top 10 grades for Fingerspelling Practices	top 10 Fingerspelling Practice grades	Quiz
<input type="checkbox"/>	MT - Top 10 grades for Numbering Practices	top 10 Numbering Practice grades	Quiz
<input type="checkbox"/>	MT - Lexicalized Fingerspelling Video	Video of student doing Lexicalized Fingerspelling	Performance
<input type="checkbox"/>	MT - Fingerspelled Words from Graphics	video of students spelling words from graphics shown	Performance
<input type="checkbox"/>	MT - Number Practices	Practice in class with number slides	Participation

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29. Be sure to add or find assessments until the blue box has disappeared.
30. The assessments are ready to be scored when you see the scorecard with a fraction.

Julie Razuri as Faculty in AM\_Sign\_Lang\_Interpreter Proxy Enabled Inbox Account Settings Support Log Out

Courses Spring 2017 - F SLOs & Assessments Results Explorer

## SLNG1211 - Fingerspelling and Numbers - 14431

Course Coordinator(s): <unassigned>  
Evaluator(s): Julie Razuri



<input type="button" value="Add Assessment"/>		<input type="text" value="Find Assessment"/>		
Activity Name	Activity Description	Scorecards	Import Scores	
<input type="checkbox"/> JAR - Theory Quiz #1	This quiz covers the topics of Fingerspelling definitions, Hints and Guidelines for Fingerspelling and Registers of a Language. This quiz all ties tonto SLO #1.			
<input type="checkbox"/> MT - Fingerspelled Words from Graphics	video of students spelling words from graphics shown			
<input type="checkbox"/> MT - Midterm	Midterm covers LO 1, 2, 3			
<input type="checkbox"/> MT - Top 10 grades for Fingerspelling Practices	top 10 Fingerspelling Practice grades			



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## TO SCORE ASSESSMENTS

31. Click the scorecard to the left for the scorecard view or the right for the rubric view. (Most people feel that the scorecard view is easier to work with.)

SLNG1211 - Fingerspelling and Numbers - 14431

Course Coordinator(s): <unassigned>  
Evaluator(s): Julie Razuri

Activity Name	Activity Description	Scorecards	Import Scores
JAR - Theory Quiz #1	This quiz covers the topics of Fingerspelling definitions, Hints and Guidelines for Fingerspelling and Registers of a Language. This quiz all ties tonto SLO #1.		
MT - Fingerspelled Words from Graphics	video of students spelling words from graphics shown		
MT - Midterm	Midterm covers LO 1, 2, 3		
MT - Top 10 grades for Fingerspelling Practices	top 10 Fingerspelling Practice grades		

32. **\*\*RUBIC VIEW\*\*** To score, click on Exceeds Expectation, Meets Expectations, Does Not Meet Expectations or N/A for each student.

33. You may make assessment comments for your students to view. [Starting Fall 2017, selected students will pilot the eLumen student dashboard.]

34. Click Save and Next – continue until all student have been scored.

Assessment Name: Razuri - Differentiating Interpreting & Transliterating

Scoring: Bays, Kaetlyn

**Students**

- Bays, Kaetlyn
- Becerra, Sara
- Folsom, Pamela
- Gonzales, Michael
- Hernandez, Shaylene
- Hull, Olivia
- Ivy, Brittany
- Marck, Richelle
- McMahon, Casey
- Morgan, Bonnie
- Orton, ...

**SLO:**  
Differentiate between production of an ASL interpretation and transliteration of identified texts.

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	N/A
3	2	1	

Performance Ds:

Exceeds expectations	<input checked="" type="radio"/> Meets expectations	Does not meet expectations	<input type="checkbox"/>
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**Assessment Comments**

**32** (points to 'Meets expectations' radio button)

**33** (points to 'Assessment Comments' text area)

**34** (points to 'Save and Next' button)

Cancel Save and Next



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35. **\*\*SCORECARD VIEW\*\*** To score, click on 3, 2, or 1 presenting Exceeds Expectation, Meets Expectations, Does Not Meet Expectations or N/A for each student.
36. When all students have been scored, click Save.

## Scorecard for Fingerspelling and Numbers: 14431

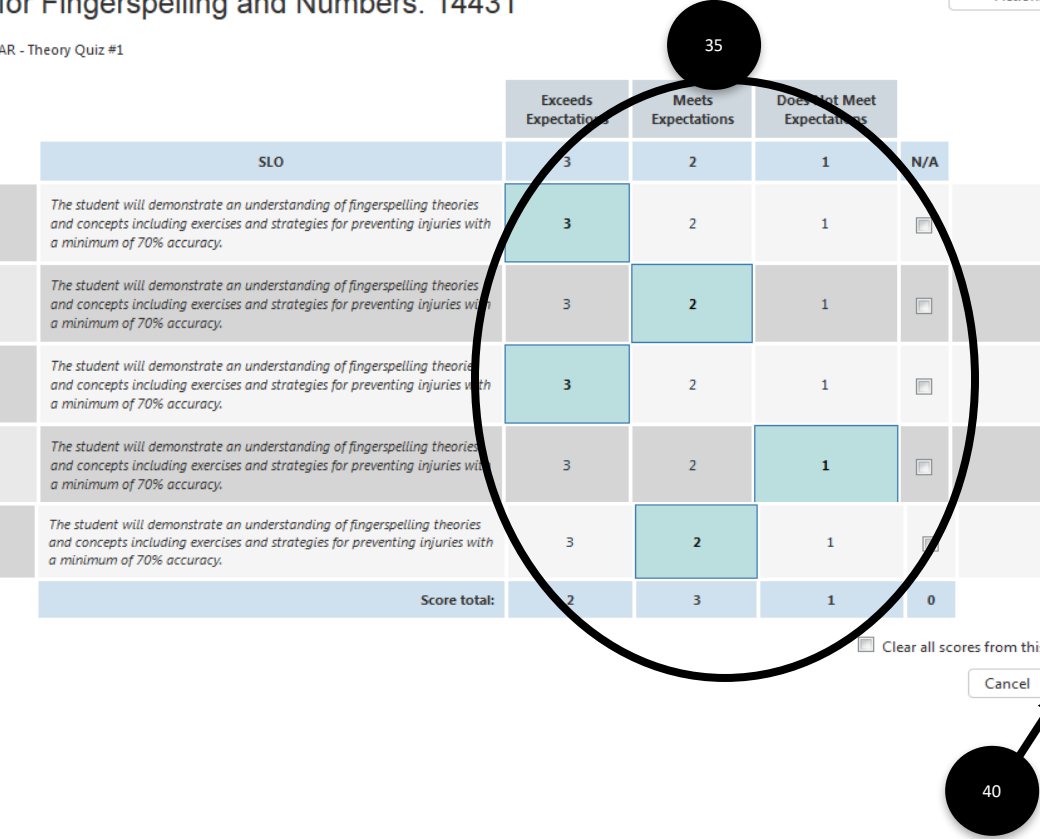
Assessment Name: JAR - Theory Quiz #1

Actions ▾

SLO		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	N/A
Barton, Lauren	The student will demonstrate an understanding of fingerspelling theories and concepts including exercises and strategies for preventing injuries with a minimum of 70% accuracy.	3	2	1	<input type="checkbox"/>
Brewer, Jennifer	The student will demonstrate an understanding of fingerspelling theories and concepts including exercises and strategies for preventing injuries with a minimum of 70% accuracy.	3	2	1	<input type="checkbox"/>
Cloud, Caitlin	The student will demonstrate an understanding of fingerspelling theories and concepts including exercises and strategies for preventing injuries with a minimum of 70% accuracy.	3	2	1	<input type="checkbox"/>
Coker, Lana	The student will demonstrate an understanding of fingerspelling theories and concepts including exercises and strategies for preventing injuries with a minimum of 70% accuracy.	3	2	1	<input type="checkbox"/>
Ybarra, Melanie	The student will demonstrate an understanding of fingerspelling theories and concepts including exercises and strategies for preventing injuries with a minimum of 70% accuracy.	3	2	1	<input type="checkbox"/>
Score total:		2	3	1	0


Clear all scores from this scorecard

Cancel Save




37. Click Go to Course to navigate you back to the homepage.


### What to do next?

 Switch To **Rubric View**

 Go to **RFI Responses**

 Go to **Action Plan**

 Go to **Results Explorer**


 Go to **Courses**



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## SCORECARD COMPLETE

38. Scorecard is complete when you see a green checkmark in place of the fraction.  
Be sure all scorecards reflect a green checkmark.

**SLNG1211 - Fingerspelling and Numbers - 14431** 

Course Coordinator(s): <unassigned>  
Evaluator(s): Julie Razuri

38

Add Assessment		Find Assessment	
Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> JAR - Theory Quiz #1	This quiz covers the topics of Fingerspelling definitions, Hints and Guidelines for Fingerspelling and Registers of a Language. This quiz all ties tonto SLO #1.		
<input type="checkbox"/> MT - Fingerspelled Words from Graphics	video of students spelling words from graphics shown		
<input type="checkbox"/> MT - Midterm	Midterm covers LO 1, 2, 3	 	
<input type="checkbox"/> MT - Top 10 grades for Fingerspelling Practices	top 10 Fingerspelling Practice grades	