Creating & Planning Assessments in eLumen

College of the Redwoods

Working with eLumen: Things to Remember

- Pay attention to the role and division/program you are working in. Some features are not available in all roles.
- Make sure you are working with the correct term or terms. This especially important when planning. Whenever you change the term you must "Refresh." If you change the program or division and the term defaults back to the current one, you'll need to change the term again and hit "Refresh" again to get back to where you wanted. When in doubt, refresh.
- You may need to periodically log out and log back in to see a change you have made. The system sometimes takes more time to update than you'd think.
- The Planner and the Assessment library are usually, but not always reconciled. When in doubt, consult the Planner. If the assessment or action plan is not in the Planner, then it won't show up for the individual faculty.
- If you have a question that you can't resolve, contact the Data Steward and/or the Assessment Coordinator.

Creating the Assessment

Log into eLumen at:

https://redwoods.elumenapp.com/

This is the same site used for curriculum.

Creating an Assessment

An assessment must be developed and linked to specific course outcomes before the assessment can be planned to a course in a given semester. After an assessment has been created it can be reused.

Select the role next to your name. Make sure to select Division or Department Coordinator. Then select the discipline of the assessment.

Creating an Assessment

1. Your role must be Department Coordinator or Division Coordinator to create the assessment.
2. Select the SLOs & Assessment tab
3. Select the Assessments subtab
4. To create an active assessment for a course, click the Add Assessment button.

Creating an Assessment

5. Assessment Name: Enter course prefix-# SLO #s (example: POLSC-3 SLOs 1-3). CR's convention is to now assess all course outcomes at a time.
6. Assessment Description: Enter "." or desired description (e.g., COR updated 2020F). When you create an assessment it can be reused, so you'll want to keep track to make sure it accurately reflects the current Course Outline of Record (COR).
7. Assessment Type: Select "Course-ending review of overall student achievement" if not selected already.

Creating an Assessment

8. Leave unchecked
9. Leave unchecked. (These two options are advanced and should be left unchecked until we get more familiar with eLumen.)
10. You should see "Reflection Template" with a red X next to it showing that the default reflection template is already loaded.

Creating an Assessment

11. Make sure the Assessment Scale is set to "Rating Scale: CR - Default Scale.
12. Make sure the Rubric Type is "Outcomes-Oriented"
13. Select the number of SLOs to be included in the assessment and click on Generate Rubric Template

Creating an Assessment

		Exceeds expectations	Meets expectations	Does not meet expectations.
		2	1	0
✖	Link SLO _14_	Outcome attainment surpassed	Outcome attained	Outcome not attained
✖	Link SLO	Outcome attainment surpassed	Outcome attained	Outcome not attained
✖	Link SLO _15_	Outcome attainment surpassed	Outcome attained	Outcome not attained

+ add Row

14. When at the Rubric, click on "Link SLO." A list of courses in that discipline show up. Select the course and click on the first CLO to be assessed.

15.Repeat and select the next outcome in line. Repeat for all CLOs.

16. Click "Save & Plan."

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

Cancel | Save | Save & Plan _16_

You can also save to the library and plan from the "Planner" later on.

Planning an Assessment

When scheduling semester course assessment, you have two options.

Option A: Immediately after creating an assessment (if you clicked "Save and Plan" on the previous step), the course for which you created an assessment should display. This is the planner view for *that specific course*.

1. Make sure the appropriate term is selected
2. Click on and drag the dark blue button with the assessment title and drop it onto the light blue box surrounding the course and coordinator names.

Planning an Assessment

In the next dialogue box, "Setup Plan," make sure that,

3. "For: All Sections" is selected. Otherwise only the course coordinator can view the assessment. (Also make sure that "Add this Assessment to any new Sections…" is checked. This will push the assessment to any sections that have been added after the start of the term.)

4. Click "Next"

1. Setup Plan > 2. Confirm Plan ✕

to All Sections of POLSC10 - U.S. Government & Politics in Spring 2020

Choose:

◉ Find Assessment

For:

◉ All Sections ○ Course

☑ Add this Assessment to any new Sections added to included term.

Cancel   Next

.S. Government & Politics

Planning an Assessment

5. If selected, uncheck the "Send Notifications and Alerts." This has been shut off because it was causing problems on the Curriculum side. It will remain off until it is fixed for curriculum.

6. Click Confirm.

You will see a green message appear and disappear in the bottom right of your screen telling you that it was planned successfully.

Planning an Assessment

You can check to see what you have planned under Strategic Planning > the "Planner" subtab. Make sure to select the correct term and hit "Refresh."

You can also plan already existing assessments from here if you wish. See next slide.

Planning Assessments From the Planner

Option B): Go to Strategic Planning > Planner. Select the desired term and click "Refresh." Click the discipline box (light blue).

The Planner

- This opens the discipline course list.
- From here you drag the Assessments button to the desired course.

The Planner

- You'll see the Setup Plan dialogue – remember to add to new sections.
- Then, "Next."

The Planner

You're then shown assessments for that course.
1) Select and click "Next."
2) In the final box, "Confirm."

Remember, you have two options:

A) Creating an assessment for a specific course and then immediately planning that assessment to sections of that course.

B) Going straight to the Planner to plan existing assessments to specific sections in that discipline.

✔ Setup Plan ❯ **2. Pick Assessment** ❯ 3. Confirm Plan ✕

to **All Sections** of **ANTH1 - Introduction to Biological Anthropology** in **Fall 2021**

Show Filters ❯

	Assessment Name	Assessment Description	Type	Planned Terms
☐	ANTH-1-E8112 All CLOs Active since 08/2018	Assessment of all SLOs in ANTH-1-E8112	Review of student achievement	• Spring 2020
☑	ANTH-1 SLOs 1-4 Active since 08/2018	Collective Student Score Entry	Review of student achievement	• Fall 2020

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Back **Next**

☑ ANTH1 -
Course

No future Plans

☐ ANTH1B
Course

No future Plans

✔ Setup Plan ❯ ✔ Pick Assessment ❯ **3. Confirm Plan** ✕

to **All Sections** of **ANTH1 - Introduction to Biological Anthropology** in **Fall 2021**

ANTH-1 SLOs 1-4 ❯

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Back **Confirm**