

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 is 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.

 Angelina Hill as Division Coordinator in Political Science

 Inbox  Account Settings  Support  Log Out

 Strategic Planning  SLOs & Assessments  Curriculum  Org Management  Reports

[Available Reports](#) [Document Library](#)

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.

The screenshot shows the user interface for creating an assessment. At the top, a user profile bar shows 'Angelina Hill as **1** Division Coordinator' in the 'Political Science' course. Navigation icons include Inbox, Account Settings, Support, and Log Out. A main menu bar contains 'Strategic Planning', 'SLOs & Assessments **2**', 'Curriculum', 'Org Management', and 'Reports'. Below this, a sub-menu bar shows 'SLOs Listing', 'Curriculum Map', 'Outcomes Groups', and 'Assessments **3**'. A secondary sub-menu bar has 'Assessments' and 'Reflection Templates'. The main heading is 'Assessment Library' with a 'Show Filters' link. At the bottom, there are two buttons: 'Add Assessment **4**' and 'Add DLA'. On the right, there are checkboxes for 'Display Inactive Assessments' and 'Display Latest Versions', and a dropdown menu for 'Planned Assessments'.

Angelina Hill as **1** Division Coordinator in Political Science

Inbox Account Settings Support Log Out

Strategic Planning SLOs & Assessments **2** Curriculum Org Management Reports

SLOs Listing Curriculum Map Outcomes Groups Assessments **3**

Assessments Reflection Templates

Assessment Library

Show Filters ➤

4 Add Assessment Add DLA

☐ Display Inactive Assessments ☒ Display Latest Versions Planned Assessments ▼



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.

Define this Assessment

Assessment Name* POLSC-3 SLO 1 **5**

Assessment Description* Enter Assessment Description **6**

Assessment Type* Course-ending review of overall student achievement **7** ▼

☐ Make this assessment formative

(Formative assessments are solely for student evaluation and instructor reflection and have no impact on institutional reporting.)



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.

Assessment Name*

POLSC-3 SLO 1

Assessment Description*

Enter Assessment Description

Assessment Type*

Course-ending review of overall student achievement ▼

8

☐ Make this assessment formative
(Formative assessments are solely for student evaluation and instructor reflection and have no impact on institutional reporting.)

9

☐ Allow Faculty Annotations

Add Reflections Template

10

Reflection Template

×

Upload Evaluator Assessment Guide

☐ Add Activity Name & Description

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

The screenshot shows a form for creating an assessment. It includes the following fields and options:

- Assessment Scale***: A dropdown menu set to "Rating Scale: CR - Default Scale". A red vertical line is drawn next to the dropdown.
- ☐ Activity Benchmark
- Rubric Type***: A dropdown menu set to "Outcomes-Oriented". A red number "12" is written next to the dropdown.
- Scoring Views***: Two radio buttons. "Scorecard View" is unchecked, and "Rubric View" is checked.
- Number of SLOs***: A text input field containing the number "1". A red arrow points from this field to the "Generate Rubric Template" button.
- Generate Rubric Template**: A blue button. A red curved arrow points from the "Number of SLOs" field to this button, and a red number "13" is written next to the arrow.



Creating an Assessment

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.”

		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](#)

DLA Mapping

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

CancelSaveSave & Plan

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

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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.

The screenshot shows the 'Planning an Assessment' interface. At the top, there are filters for 'View by' (Terms, Cycles), 'Terms' (Spring 2020, with a red '1' above it), 'Course Group' (No Course Group selected), 'View' (with Plan, without Plan, Include Faculty-Created Assessments), 'For' (Courses, Contexts), 'Planned to' (Course Coordinators / Context Coordinators, Faculty, by Sections, by Faculty), and 'SLO Filters' (Add/Remove SLOs). Below these filters, there are dropdowns for 'Select' (None) and 'Completed', a 'Plan' button, a dark blue button labeled 'POLSC-10 SLO 3' (with a red '2' above it), a checkbox for 'Show other Assessments', and a 'Send' button. A red arrow points from the 'POLSC-10 SLO 3' button to a light blue box containing the course information: 'POLSC10 - U.S. Government & Politics', 'Course', 'Angelina Hill', 'Philip Mancus', and 'Coordinator'. The word 'Drag' is written in red next to the arrow. At the bottom, there is a section labeled 'No future Plans'.

View by: Terms Cycles

Terms: Spring 2020

Course Group: No Course Group selected

View: ☒ with Plan ☐ without Plan ☒ Include Faculty-Created Assessments

For: ☒ Courses ☐ Contexts

Planned to: ☒ Course Coordinators / Context Coordinators ☒ Faculty ☒ by Sections ☐ by Faculty

SLO Filters: Add/Remove SLOs

Select: None Completed Plan **POLSC-10 SLO 3** ☐ Show other Assessments Send

Spring 2020

☐ **POLSC10 - U.S. Government & Politics**
Course
Angelina Hill
Philip Mancus
Coordinator

No future Plans



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: 3

☐ All Sections ☐ Course

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

Cancel Next 4

U.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.

✓ Setup Plan > 2. Confirm Plan ✕

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

POLSC-10 SLO 3 >

☐ Send Notifications and Alerts

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Back Confirm 6



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.

Dashboard **Planner** Initiatives Assessments Action Plans RFI

View by
Terms Cycles

Terms
Spring 2020

Course Group
No Course Group selected

Show
☒ Assessments
☒ Action Plans
☒ RFIs
☒ Strategic Initiatives

View
☒ with Plan
☐ without Plan
☒ Include Faculty-Created Assessments

For
☒ Courses
☐ Contexts

Planned to
☒ Department Coordinators
☒ Course Coordinators / Context Coordinators
☒ Faculty
☒ by Sections ☐ by Faculty

Political Science

Plan Assessments Action Plan RFI Send Notification

Spring 2020

☐ **Political Science**
Department

Future Plans: 1

to all sections in POLSC10
 POLSC-10 SLO 3



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 screenshot shows the 'Planner' tab in the Strategic Planning system. The interface includes a top navigation bar with user information (Philip Mancus as Division Coordinator in Anthropology) and links to Inbox, Account Settings, Support, and Log Out. Below this is a secondary navigation bar with tabs for Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. The main content area has sub-tabs: Dashboard, Planner (highlighted with a red circle), Initiatives, Assessments, Action Plans, and RFI. Under the Planner tab, there are filters for 'View by' (Terms/Cycles), 'Terms' (Fall 2021, highlighted with a red circle), 'Course Group' (No Course Group selected), 'Show' (Assessments, Action Plans, RFIs, Strategic Initiatives), 'For' (Courses, Contexts), 'Planned to' (Division Coordinators, Department Coordinators, Course Coordinators / Context Coordinators, Faculty), and 'SLO Filters' (Add/Remove SLOs, Filtering by no SLOs). A 'Refresh' button (highlighted with a red circle) is located on the right. Below the filters, the 'Anthropology' section is expanded, showing a light blue box for the department. A red arrow points to this box. The bottom of the section shows 'No future Plans'.

Philip Mancus as Division Coordinator in Anthropology

Inbox Account Settings Support Log Out

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

Dashboard **Planner** Initiatives Assessments Action Plans RFI

View by Terms Cycles

Terms Fall 2021

Course Group No Course Group selected

Show

- ☒ Assessments
- ☒ Action Plans
- ☒ RFIs
- ☒ Strategic Initiatives

For

- ☒ Courses
- ☐ Contexts

Planned to

- ☒ Division Coordinators
- ☒ Department Coordinators
- ☒ Course Coordinators / Context Coordinators
- ☒ Faculty
- ☒ by Sections ☐ by Faculty

SLO Filters

Add/Remove SLOs

Filtering by no SLOs

Refresh

Anthropology

Plan Assessments Action Plan RFI Send Notification

Fall 2021

☐ **Anthropology**
Department

No future Plans



The Planner

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

View by

Terms Cycles

Terms

Fall 2021

Course Group

No Course Group selected

Show

☒ Assessments
☒ Action Plans
☒ RFIs
☒ Strategic Initiatives

View

☒ with Plan
☐ without Plan
☒ Include Faculty-Created Assessments

For

☒ Courses
☐ Contexts

Planned to

☒ Division Coordinators
☒ Department Coordinators
☒ Course Coordinators / Context Coordinators
☒ Faculty
☒ by Sections ☐ by Faculty

SLO Filters

Add/Remove SLOs
Filtering by no SLOs

Refresh

Anthropology / Anthropology Course List

Plan

Assessments

Action Plan

RFI

Send

Notification

Drag and Drop.

Fall 2021

☐ **ANTH1 - Introduction to Biological Anthropology**
Course
No future Plans

☐ **ANTH1B - Introduction to Biological Anthropology Lab**
Course
No future Plans

☐ **ANTH1H - Introduction to Biological Anthropology - Honors**
Course
No future Plans



The Planner

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

View by: Terms Cycles

Terms: Fall 2021

Course Group: No Course Group selected

Show: ☒ Assessments ☒ Action Plans ☒ RFIs ☒ Strategic Initiatives

View: ☒ with Plan ☐ without Plan ☒ Include Faculty-Created Assessments

For: ☒ Courses ☐ Contexts

Planned to: ☒ Division Coordinators ☒ Department Coordinators ☒ Course Coordinators / Context Coordinators ☒ Faculty

SLO Filters: Add/Remove SLOs Filtering by no SLOs

Refresh

Anthropology / Anthropology

Plan: Assessment

Fall 2021

☒ ANTH1 - Introduction to Biological Anthropology Course

No future Plans

☐ ANTH1B - Introduction to Biological Anthropology Lab Course

No future Plans

☐ ANTH1H - Introduction to Biological Anthropology - Honors Course

No future Plans

1. Setup Plan > 2. Pick Assessment > 3. Confirm Plan ✕

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

Choose: ☒ Find Assessment ☐ Plan Specific SLOs

For: ☒ All Sections ☐ Course

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

Cancel 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.

Anthropology / Anthropology Course List

✓ Setup Plan > 2. Pick Assessment > 3. Confirm Plan ✕

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

Show Filters >

<input type="checkbox"/>	Assessment Name	Assessment Description	Type	Planned Terms
<input type="checkbox"/>	ANTH-1-E8112 All CLOs Active since 08/2018	Assessment of all SLOs in ANTH-1-E8112	Review of student achievement	• Spring 2020
<input checked="" type="checkbox"/>	ANTH-1 SLOs 1-4 Active since 08/2018	Collective Student Score Entry	Review of student achievement	• Fall 2020

Back Next

1

✓ 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 >

Back Confirm

2