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

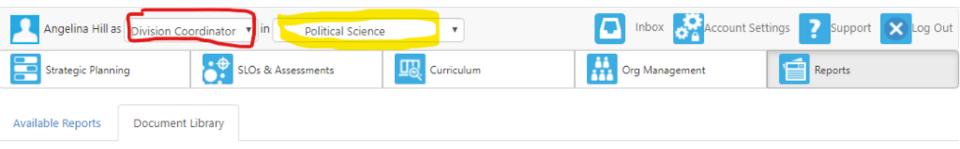
Log into eLumen at:

https://redwoods.elumenapp.com/

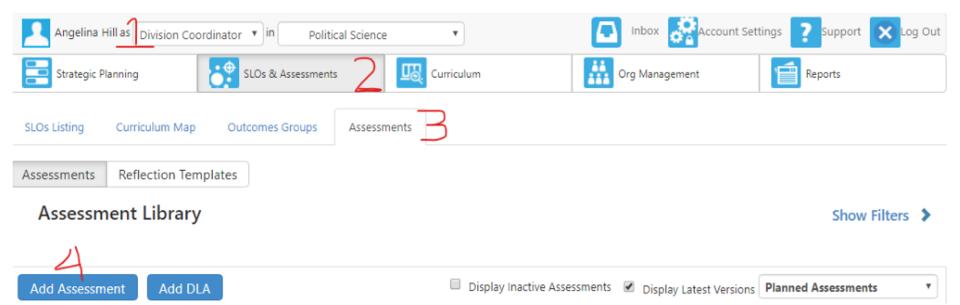
This is the same site used for curriculum.

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.



- 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.



- 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
Assessment Type*	Course-ending review of overall student achievement
	Make this assessment formative
	(Formative assessments are solely for student evaluation and instructor reflection and have no impact on institutional reporting.)

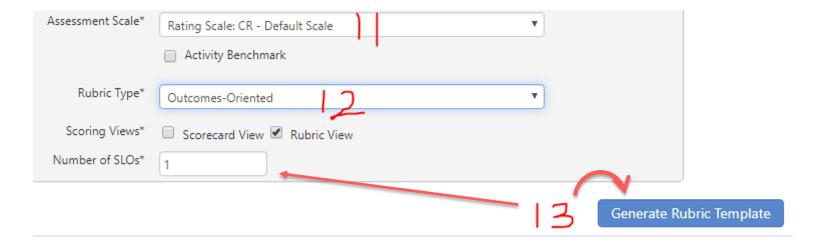
- 8. Leave unchecked
- 9. Leave unchecked. (These two options are advanced and should be left unchecked until we get more familiar with eLumen.)
- 10. You should see "Reflection Template" with a red X next to it showing that the default reflection template is already loaded.

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			
\circ	(Formative assessments are solely for student evaluation and instructor reflection and have no impact on institutional reporting.)			
9	Allow Faculty Annotations			
	Add Reflections Template			
	Reflection Template 🗙			
	Upload Evaluator Assessment Guide			
	Add Activity Name & Description			

11. Make sure the Assessment Scale is set to "Rating Scale: CR - Default Scale.

12. Make sure the Rubric Type is "Outcomes-Oriented"

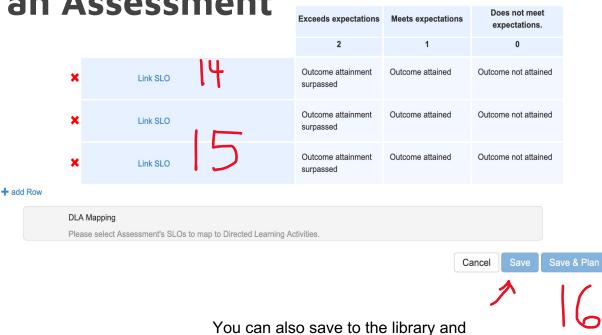
13. Select the number of SLOs to be included in the assessment and click on Generate Rubric Template



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."



plan from the "Planner" later on.

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*.

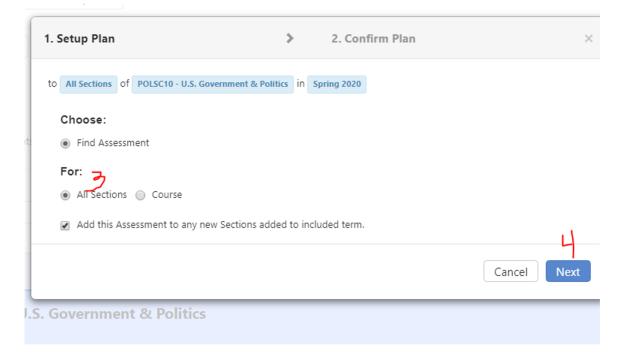
- 1. Make sure the appropriate term is selected
- 2. Click on and drag the dark blue button with the assessment title and drop it onto the light blue box surrounding the course and coordinator names.



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"



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.

			Org management	inchoire
2	🗸 Setup Plan	> 2. Cor	nfirm Plan	×
F	to All Sections of I	POLSC10 - U.S. Government & Politics in Spring 2020		
	POLSC-10 SLO 3			>
le	Send Notification	is and Alerts		
-		by Sections by Faculty	Back	Confirm

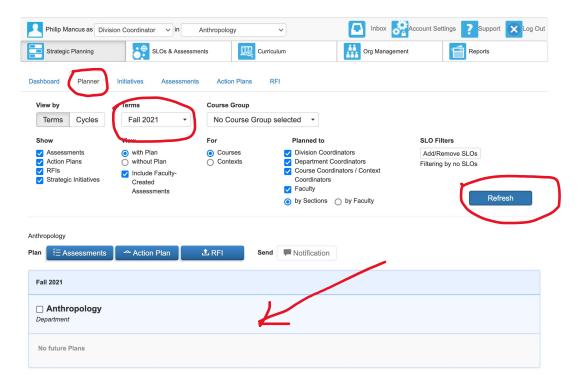
You can check to see what you have planned under Strategic Planning > the "Planner" subtab. Make sure to select the correct term and hit "Refresh."

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

View by	Terms	Course Group		
Terms Cycles	Spring 2020 🔹	No Course Grou	up selected 🔹	
Show	View	For	Planned to	
 Assessments Action Plans 	 with Plan without Plan 	 Courses Contexts 	 Department Coordinators Course Coordinators / Context 	
RFIs	 Include Faculty- 	Contexts	Coordinators Faculty	
Strategic Initiatives Created Assessments			 by Sections by Faculty 	
	Action Plan	🗈 RFI Send	Notification	
an 🗄 Assessments	Action Plan	L RFI Send	Notification	
	Action Plan	RFI Send	Notification	
an 🗄 Assessments	Action Plan	L RFI Send	Notification	
an 🗄 Assessments Spring 2020 Political Science	Action Plan	L RFI Send	Notification	
Spring 2020 Political Science Department		RFI Send	Notification	

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.

View by	Terms	Course Group		
Terms Cycles	Fall 2021 -	No Course Gro	up selected 👻	
Show	View	For	Planned to	SLO Filters
 Assessments Action Plans 	 j with Plan j without Plan 	 Courses Contexts 	 Division Coordinators Department Coordinators 	Add/Remove SLOs Filtering by no SLOs
RFIs Strategic Initiatives	Include Faculty- Created		Course Coordinators / Context Coordinators	
	Assessments		Faculty	Defeet
			by Sections O by Faculty	Refresh
Fall 2021 ANTH1 - Introd Course	duction to Biologic	cal Anthropolog	y	
No future Plans	V			
Course	oduction to Biolog	ical Anthropolo	gy Lab	
No future Plans				
Course	oduction to Biolog	ical Anthropolo	gy - Honors	

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	up selected 👻	
Show Assessments Action Plans RFIs	View with Plan without Plan 	For Courses Contexts	Planned to Division Coordinators Department Coordinators Course Coordinators / Context	SLO Filters Add/Remove SLOs Filtering by no SLOs
Strategic Initiatives	 Include Faculty- Created Assessments Setup Plan 	> 2. Pick As	Coordinators Faculty seessment 3. Confirm Plan	Refresh
Anthropology / Anthropo Plan 🗄 Assessmen Fall 2021	to All Sections of ANTH1 - Inf Choose:		thropology in Fall 2021	
Course	For: All Sections O Course Atd this Assessment to		t to included term.	
No future Plans	Y		Can	cel Next
Course	troduction to Biologi	cal Anthropolog	gy Lab	
No future Plans				
Course	troduction to Biologi	cal Anthropolog	gy - Honors	

 Anthropology / Anthropology Course List

 Setup Plan
 2. Pick Assessment
 3. Confirm Plan

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

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Show Filters

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.

Assessment Name	Assessment Description	Туре	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

