Creating and Planning Course Assessments in eLumen

Tips for working with eLumen

- Pay attention to the role and /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.

From CR's homepage, click on the Faculty & Staff link that is circled below.

Click on Faculty & Staff Resources and click on eLumen in the first column.

Committees | **Faculty & Staff Resources**

- Associate Faculty Information
- Budget Feedback
- Calendar
- Canvas / CR-Online Information
- Committee Digest
- Course Outlines
- eLumen
- F-0 (Professional Responsibilities Annual Inventory)

- Finals Schedule
- Flex
- Forms & Resources
- Future Courses
- Grants
- Human Resources
- Parking Information
- Professional Development
- Meeting Room Reservations
- Submit a Help Ticket
- Syllabus
- Webmail

Departments & Offices

- Academic Departments
- Business Office
- Communications & Marketing
- Divisions
- Division Documents
- Human Resources
- Institutional Research
- Public Safety
- Printing Services
- Tech Support

Processes

- Accreditation
- Assessment
- Behavior Intervention
- Planning
- Program Review

Handbooks

- 2022 Committee Handbook
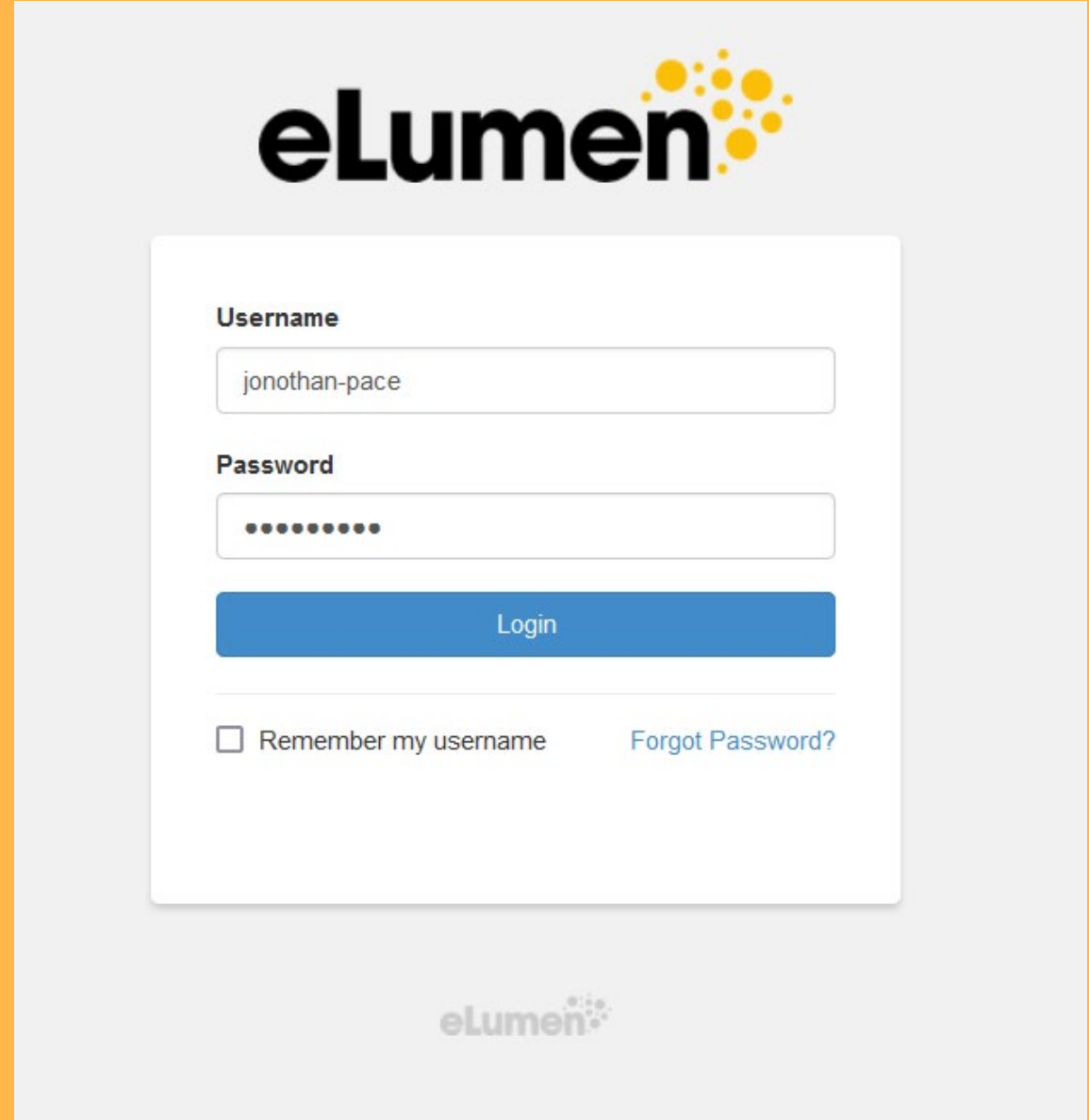- Faculty Handbook

Username

firstname-lastname

The fist half of your CR email address (without the @redwoods.edu)

Password

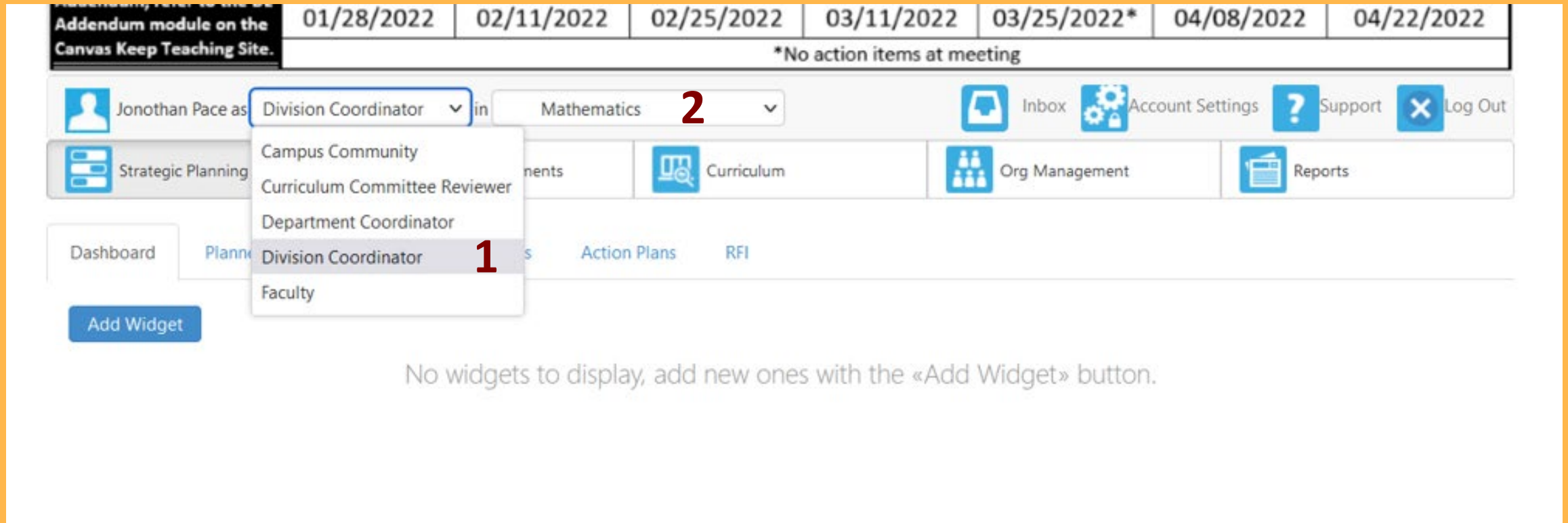**The password you created when you first logged in.**

First time users must click on Forgot Password? and follow the directions.

Creating Course Assessments

1. **Next to your name, set your role as Division Coordinator.**
2. **Select the discipline you want to work with.** (I selected Mathematics.)

1. **Select the SLOs & Assessment tab.**
2. **Select the Assessments subtab.**
3. **Click the Add Assessment button.**

1. Select the **Collective Student Score Entry** option.
2. Enter the name of the course.
3. Add a description. (I used "Course Assessment" for this example)
4. Select Review of student achievement. (It's the only option.)

1. **Leave all boxes unchecked and leave Reflection Template as is.**
2. **Select Rating Scale: Cr – Default Scale.** **(It's the only option.)**
3. **Rubric type can not be altered.**
4. **Leave the Number of SLOs as 1.**
5. **Click on the Generate Rubric Template button.**

1. To add the course SLOs, click on **Link SLO** in the Rubric Template.

When you click **Link SLO**, a window will open displaying Course learning outcomes (CLOs), Program learning outcomes (PLOs), and Institutional learning outcomes (ILOs). We will focus on the first column, CLOs.

1. **From the drop-down menu in the 1st column, select the course to be assessed.**

1. After you select the course, all the CLOs will appear in the 1st column. Click on the top CLO.

Available CLOs

Course

[MATH55 - Differential Equations ▾]

Apply the mathematics of differential equations to real-world problems and applications such as circuits, mixture problems, population modeling.

1

Apply the use of computer technology to solve differential equations and systems, explore

Available PLOs

SLO Class

[Liberal Arts: Mathematics ▾]

Complete projects and assignments both independently and cooperatively.

Communicate mathematical ideas effectively, both in oral and written presentations.

Use numerical, graphical, symbolic, and verbal

Available ILOs

SLO Class

[ILOs]

SLO Category

[Institutional Learning Outcom]

Academic and Career Technic
Students will successfully acq
outcomes and complete deg

2. That CLO now appears in the Rubric Template. Click on **+ add Row** , and repeat this process to add all CLOs to the Rubric Template.

	Exceeds expectations	Meets expectations	Does not meet expectations.
	2	1	0
✖ Apply the mathematics of differential equations to real-world problems and applications such as circuits, mixture problems, population modeling.	Outcome attainment surpassed	Outcome attained	Outcome not attained

+ add Row **2**

[Cancel] [Save] [Save & Plan]

1. When all CLOs are added to the Rubric Template, click on the **Save & Plan** button at the bottom right.

		Exceeds expectations	Meets expectations	Does not meet expectations.
		2	1	0
✖	Apply the mathematics of differential equations to real-world problems and applications such as circuits, mixture problems, population modeling.	Outcome attainment surpassed	Outcome attained	Outcome not attained
✖	Identify the type of a given differential equation and then find exact analytical solutions for first- and second-order differential equations, and systems of differential equations, including the existence and uniqueness of solutions.	Outcome attainment surpassed	Outcome attained	Outcome not attained

✚ add Row

1

Cancel | Save | Save & Plan

Planning Assessments: The Assessment Planning Page

1. **This page will default to what is shown here. The only thing we will change is the Terms. It defaults to the current term, but we will want to select each term this course is planned for. See the next slide.**

2. **Pay special attention that the Planned to option by Sections is selected.**

1. By clicking on the **Terms** box, you can select as many semesters as the course is planned for.
2. After selecting the terms, we must click **Refresh**.

3. We should see all term selected after we Refresh.

1. **Click & hold the dark blue box with the course name next to Plan.**
2. **Drag the dark blue box down into the light blue box directly below it. You will see a new window pop up.**

View by

| Terms | Cycles |

Terms

Fall 2023, Fall ... ▼

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

Filtering by no SLOs

Back to Assessment List

Refresh

1

Select None ▼ Completed ▼ **Plan** ☰ Math-55 ☐ Show other Assessments **Send** 💬 Notification

2

Fall 2022	Fall 2023
☐ **MATH55 - Differential Equations** *Course*	

1. This window should already default to the option we want. However, we want to double check that we select both **All Sections** and **Add this Assessment to any new Sections added to included term**.
2. When you click on **Next** a final confirmation window will pop up.

1. You can open the menu to view the course outcomes is desired. Otherwise, we can click the **Confirm** button.

Our course assessment is now planned and ready to go!