



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.

The image shows the top navigation bar of the College of the Redwoods website. At the top, there is a red banner with white text: "COVID-19 Updates" and "Proof of Vaccination Required on Campus". Below this is a dark grey navigation bar containing links for "WebAdvisor", "Canvas", "Student Email", and "Faculty & Staff". The "Faculty & Staff" link is circled in white. To the right of these links is a search bar with the text "ENHANCED BY Google" and a magnifying glass icon. Below the navigation bar is a dark red section featuring the college's logo on the left and three icons on the right: a checkmark in a square labeled "Apply", a speech bubble labeled "Contact Us", and a hand holding a dollar sign labeled "Donate". At the bottom of this section is a dark red horizontal bar with white text links for "About CR", "Admissions & Financial Aid", "Academics", "Student Services", and "Student Life".

COVID-19 Updates Proof of Vaccination Required on Campus

WebAdvisor Canvas Student Email **Faculty & Staff**

ENHANCED BY Google

CR COLLEGE OF THE REDWOODS

Apply **Contact Us** **Donate**

About CR Admissions & Financial Aid Academics Student Services Student Life

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.O (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

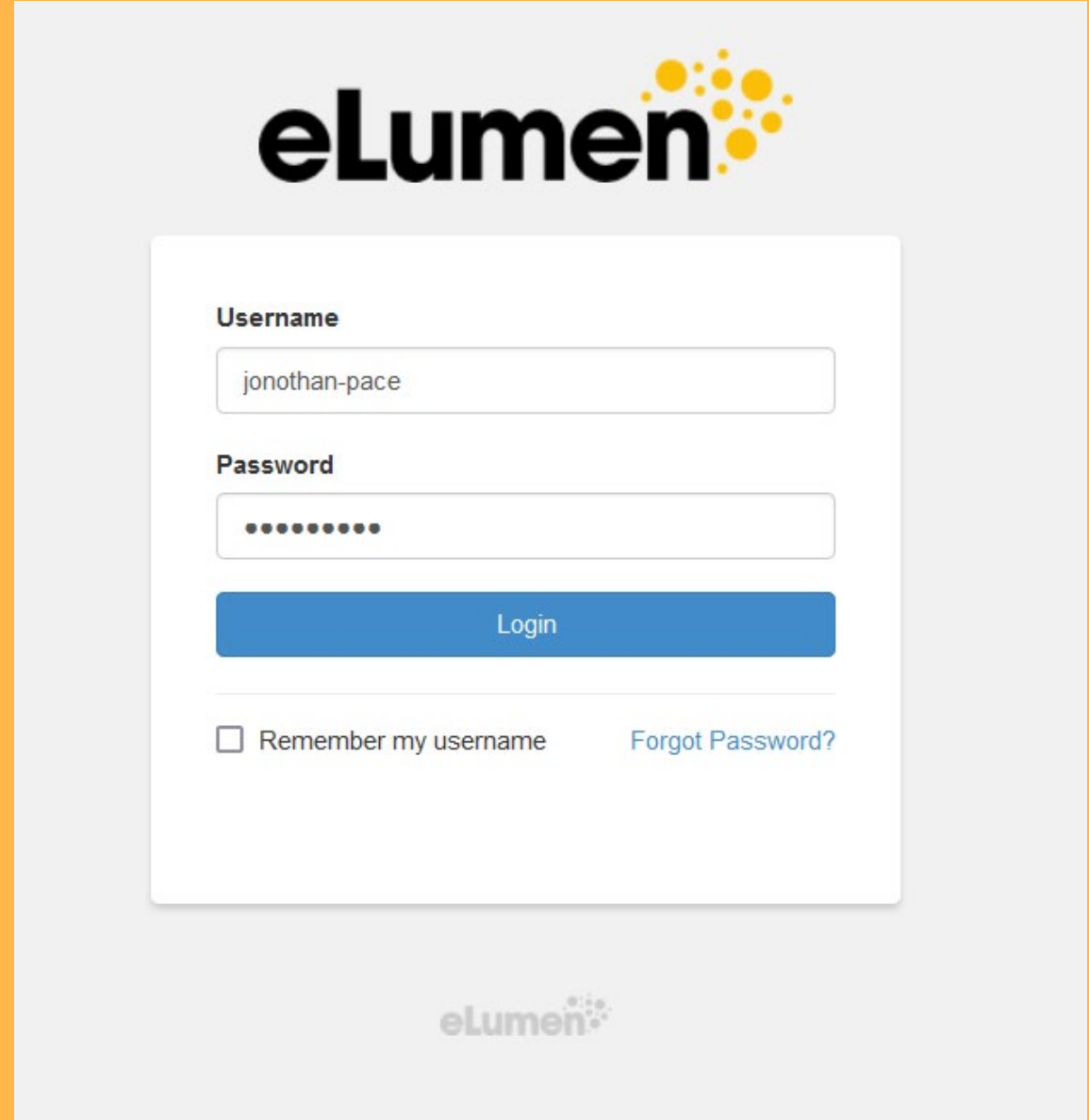
firstname-lastname

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

Password

The password you created when you first logged in.

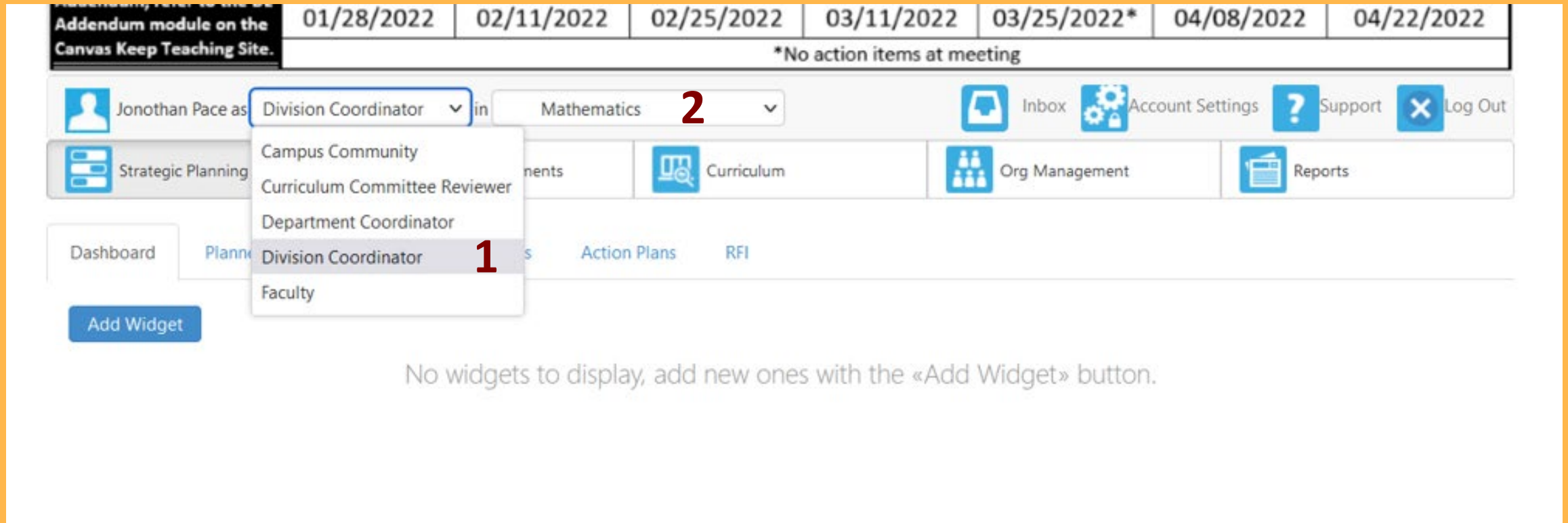
First time users must click on [Forgot Password?](#) and follow the directions.



The screenshot shows the eLumen login interface. At the top center is the eLumen logo, which consists of the word "eLumen" in a bold, black, sans-serif font, followed by a cluster of yellow dots of varying sizes. Below the logo is a white login form with a light gray border. The form contains two input fields: "Username" with the text "jonothan-pace" and "Password" with a series of black dots. Below the password field is a blue "Login" button. At the bottom of the form, there is a checkbox labeled "Remember my username" and a blue link labeled "Forgot Password?". The eLumen logo is also visible in a smaller, lighter font at the bottom center of the page.

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.)



The screenshot shows a user interface with a header section containing dates: 01/28/2022, 02/11/2022, 02/25/2022, 03/11/2022, 03/25/2022*, 04/08/2022, and 04/22/2022. Below the header, there is a notification: "Addendum module on the Canvas Keep Teaching Site." and a status message: "*No action items at meeting".

The user profile section shows "Jonathan Pace as" followed by a dropdown menu. The dropdown menu is open, showing the following options: "Division Coordinator" (highlighted with a red '1'), "Campus Community", "Curriculum Committee Reviewer", "Department Coordinator", "Division Coordinator", and "Faculty".

Next to the user profile is a dropdown menu for the discipline, currently set to "Mathematics" (highlighted with a red '2').

The interface also includes several navigation and utility buttons: "Inbox", "Account Settings", "Support", "Log Out", "Strategic Planning", "Curriculum", "Org Management", and "Reports".

At the bottom, there is a message: "No widgets to display, add new ones with the «Add Widget» button."

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

The screenshot displays the user interface for the SLOs & Assessments section. At the top, the user is identified as Jonathan Pace, a Division Coordinator in Mathematics. The main navigation bar includes tabs for Strategic Planning, SLOs & Assessments (marked with a red '1'), Curriculum, Org Management, and Reports. Below this, sub-tabs for SLOs Listing, Curriculum Map, Outcomes Groups, Assessments (marked with a red '2'), and Sync Rubrics are visible. A secondary filter bar shows 'Assessments' and 'Reflection Templates'. The 'Assessment Library' section features a 'Show Filters' button and a pagination control showing page 1 of 3. A blue 'Add Assessment' button (marked with a red '3') is located at the top left of the table. The table itself has columns for Assessment Name, Assessment Description, Type, Planned Terms, and Actions. A single row is visible for a '50B test' with a description of 'test' and planned terms for 'Spring 2022'.

Jonathan Pace as Division Coordinator in Mathematics

Inbox Account Settings Support Log Out

Strategic Planning SLOs & Assessments 1 Curriculum Org Management Reports

SLOs Listing Curriculum Map Outcomes Groups Assessments 2 Sync Rubrics

Assessments Reflection Templates

Assessment Library

Show Filters >

<< 1 2 3 >>

Add Assessment 3 Display Inactive Assessments Planned Assessments

<input type="checkbox"/>	Assessment Name	Assessment Description	Type	Planned Terms	Actions
<input type="checkbox"/>	50B test	test	Review of student achievement	• Spring 2022	

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.)

SLOs Listing Curriculum Map Outcomes Groups Assessments Sync Rubrics

Assessments Reflection Templates

Select the Assessment Type

Individual Student Scorecard & Rubric **Collective Student Score Entry** **1**

Define this Assessment

Assessment Name* Math-55 **2**

Assessment Description* Course Assessment **3**

Assessment Type* Review of student achievement **4**

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

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

Allow Faculty Annotations

Add Reflections Template

Reflection Template **x**

Upload Evaluator Assessment Guide

Add Activity Name & Description

Define Assessment Outcome Type

Assessment Scale* Rating Scale: CR - Default Scale **2**

Rubric Type* Outcomes-Oriented **3**

Number of SLOs* 1 **4**

5

Generate Rubric Template

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

Rubric Type* Outcomes-Oriented

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

+ add Row

Cancel Save Save & Plan

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.

Pick SLOs for Assessment

Available CLOs **1**

Course

MATH3 - Introduction to Computational Method

MATH3 - Introduction to Computational Methods Using Python and Fortran
MATH4 - MATLAB Programming
MATH5 - Contemporary Mathematics
MATH10 - Contemporary Mathematics for Technical Fields
MATH15 - Introduction to Statistics
MATH15S - Support for Statistics
MATH16 - Introduction to Statistics with Support
MATH25 - College Trigonometry
MATH30 - College Algebra
MATH30S - Support for College Algebra
MATH45 - Linear Algebra
MATH50A - Differential Calculus
MATH50B - Integral Calculus
MATH50C - Multivariable Calculus
MATH52 - Math Lab
MATH55 - Differential Equations
MATH101 - Elementary & Intermediate Algebra Review
MATH102 - Pathway to Statistics

Available PLOs

SLO Class

Liberal Arts: Mathematics

Available ILOs

SLO Class

ILOs

SLO Category

Institutional Learning Outcomes

Academic and Career Technical Objectives: Students will successfully acquire program outcomes and complete degrees and/or certifi...

Community and Global Responsibility: Students will develop the awareness and skills needed to contribute to local and global communities. Thi...

Personal and Professional Development: Students will reach their career, transfer, or personal goals. This outcome indicates if a student's individual...

Close

Cancel Save Save & Plan

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

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

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 dea



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

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.

The screenshot shows the 'Assessments' tab in a software interface. At the top, there are navigation tabs: 'SLOs Listing', 'Curriculum Map', 'Outcomes Groups', 'Assessments', and 'Sync Rubrics'. Below these are sub-tabs for 'Assessments' and 'Reflection Templates'. The main area contains several filter sections: 'View by' (Terms, Cycles), 'Terms' (Fall 2022), '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). A 'Filtering by no SLOs' message is present. On the right, there are buttons for 'Back to Assessment List' and 'Refresh'. At the bottom, there are 'Select' (None, Completed), 'Plan' (Math-55), 'Show other Assessments', and 'Send' (Notification) options. A table below shows a row for 'Fall 2022' with a checkbox for 'MATH55 - Differential Equations' and the word 'Course' below it. A red '1' is placed over the 'Terms' dropdown, and a red '2' is placed over the 'by Sections' radio button.

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**.

The screenshot shows a web interface for managing assessments. On the left, there are filters for 'View by' (Terms, Cycles), 'View' (with Plan, without Plan, Include Faculty-Created Assessments), and a 'Select' dropdown. The 'Terms' dropdown menu is open, showing options for Fall 2023, Fall 2022, Summer 2023, Spring 2023, Summer 2022, and Spring 2022. 'Fall 2023' and 'Fall 2022' are selected. In the center, there are filters for 'Course Group' (No Course Group selected), 'Planned to' (Course Coordinators / Context Coordinators, Faculty, by Sections, by Faculty), and 'SLO Filters' (Add/Remove SLOs). On the right, there is a 'Back to Assessment List' button and a blue 'Refresh' button. A red '1' is placed to the left of the 'Terms' dropdown, and a red '2' is placed to the left of the 'Refresh' button.

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

The screenshot shows a table with two columns: 'Fall 2022' and 'Fall 2023'. The first row is for 'MATH55 - Differential Equations' with a 'Course' sub-row. There are checkboxes in both the 'Fall 2022' and 'Fall 2023' columns for this course. A red '3' is placed in the center of the table.

Fall 2022	Fall 2023
<input type="checkbox"/> MATH55 - Differential Equations Course	<input type="checkbox"/> MATH55 - Differential Equations Course
No sections with plan found	No sections with plan found

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](#)

Select None Completed

Plan **ABC Math-55** Show other Assessments Send [Notification](#)

Fall 2022	Fall 2023
<input type="checkbox"/> MATH55 - Differential Equations <i>Course</i>	

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.

Fall 2023, Fall ... No Course Group selected

1. Setup Plan > **2. Confirm Plan** ×

to **All Sections** of **MATH55 - Differential Equations** in **Fall 2022** **Fall 2023**

Choose:

Find Assessment

For:

All Sections Course

Add this Assessment to any new Sections added to included terms.

Cancel **Next**

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

✓ Setup Plan > 2. Confirm Plan

to All Sections of MATH55 - Differential Equations in Fall 2022 Fall 2023

Math-55

Back Confirm **1**

Our course assessment is now planned and ready to go!

Select None Completed Plan Math-55 Show other Assessments Send Notification

Fall 2022	Fall 2023
<input checked="" type="checkbox"/> MATH55 - Differential Equations <i>Course</i>	