

eLumen Quick Guide – Student Success

What: How to Score Assessments Without an Uploaded Roster
Scoring Collective Student Score Entry

eLumen Role: Faculty

Login to eLumen at <https://alamo.elumenapp.com/elumen/>

When in the role of Faculty, the below image is the home page view.

1. Click the drop down menu and select Faculty your role
2. Click the drop down menu to select the correct Department
3. Verify you are in the correct Term
4. Scorecards that need to be completed will show in blue with a zero in the right upper corner
5. Click on the collective scorecard

The screenshot shows the eLumen Faculty home page. At the top, there is a navigation bar with the user's name 'Julie Razuri as Faculty' and a dropdown menu (callout 1). To the right of the dropdown is another dropdown menu for the department 'Sandbox - NonAcademic - Learn' (callout 2). Further right are links for 'Inbox', 'Account Settings', 'Support', and 'Log Out'. Below the navigation bar, there is a section for 'SLOs & Assessments' and 'Results Explorer'. A dropdown menu for the term 'Spring 2017 - F' is also visible (callout 3). Below this, there is a section for 'ADV 100 - Walk-In Advising - Jan 2017' with a table of activities. The table has columns for 'Activity Name', 'Activity Description', 'Scorecards', and 'Import Scores'. One activity is 'Collective Scoring - no students in roster' with a description: 'This option is for assessment in which student names and/or banner IDs cannot be collected. Might be information gathered from a report.' The 'Scorecards' column for this activity shows a blue icon with a zero in the top right corner (callout 4). Below the table, there is a larger view of the scorecard icon (callout 5A).

- You will see that all boxes are at zero. In the areas, you will enter the number of students who Exceeds Expectations, Meets Expectations, Does Not Meet Expectations or N/A.

Collective Scores for Walk-In Advising: Jan 2017

Assessment: Collective Scoring - no students in roster

Reset to previously-generated scores

SLO	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	N/A	Scored Students
Trying this out	0	0	0	0	0

Mark as completed

Cancel Save

- After you have entered all the student data, you will see the grand total of Scored Students
- Click Mark As Completed
- Click Save

Collective Scores for Walk-In Advising: Jan 2017

Assessment: Collective Scoring - no students in roster

Reset to previously-generated scores

SLO	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	N/A	Scored Students
Trying this out	53	44	3	0	100

Mark as completed

Cancel Save