

eLumen Quick Guide – Student Success

What: How to Score Assessments with an Uploaded Roster

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 fraction in the right upper corner – in the example here you see 0/5; if you score 4 out of 5, the fraction will change to 4/5 to show your progress.

**** Please Note Difference in Scorecards ****

5A. For entries with two scorecards side by side, click on the left icon

5B. For entries with one scorecard, click on the only one available

The screenshot shows the eLumen interface for a Faculty member. At the top, the user is identified as Julie Razuri. The interface includes navigation links for Inbox, Account Settings, Support, and Log Out. A dropdown menu shows the role as Faculty, and another dropdown shows the department as Sandbox - NonAcademic - Learn. A third dropdown shows the term as Spring 2017 - F. Below this, there are sections for SLOs & Assessments and Results Explorer. A specific assessment is highlighted: ADV 100 - Walk-In Advising - Feb 2017, with Context Coordinator(s) as <unassigned> and Evaluator(s) as Jennifer Alvizo, Julie Razuri. A table lists activities with scorecards: Financial Aid Survey, Student Survey, and Student Survey Collective. A callout circle labeled '4' highlights the scorecard icons in the table. Below the table, two callouts labeled '5A' and '5B' point to enlarged views of scorecard icons. Callout '5A' points to a pair of icons, and callout '5B' points to a single icon. Both icons show a fraction of 0/5.

Activity Name	Activity Description	Scorecards	Import Scores
Financial Aid Survey	This survey will evaluate how much students learned from the workshop on how to fill out the FAFSA application.	0/5	
Student Survey	Students will complete a pre and post survey.	0/5	
Student Survey Collective	ZZZ	0/5	

6A. Score each student by clicking on Exceeds Expectations, Meets Expectations, Does Not Meet Expectations or N/A – click box again to erase a score
 7B. When all students have been scored, click Save

Scorecard for Walk-In Advising: Feb 2017

Assessment Name: Financial Aid Survey

		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	
	SLO	3	2	1	N/A
James, Emma	Trying this out	3	2	1	
Long, Michayla	Trying this out	3	2	1	
Mccoy, Dillon	Trying this out	3	2	1	
Rubac, Abby	Trying this out	3	2	1	
Sonnier, Tyshee	Trying this out	3	2	1	
Score total:		3	1	1	0

Save

6B. Score each group by entering the number of students who Exceeds Expectations, Meets Expectations, Does Not Meet Expectations or N/A
 7B. When all group numbers have been entered, click Save

Collective Scores for Walk-In Advising: Feb 2017

Assessment: Student Survey Collective

Reset to previously-generated scores

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	N/A	Scored Students
SLO	3	2	1	N/A	Current/Total
Trying this out	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	5 / 5

Cancel Save

**** AS NEEDED****

8. When you click Save, if you are prompted with the below graphic, click Go to Courses

What to do next?

- Switch To **Rubric View**
- Go to **RFI Responses**
- Go to **Action Plan**
- Go to **Results Explorer**
- Go to **Courses** ← 8

Scorecards are complete when you see green checkmarks as opposed to fractions in the right hand corner of the scorecard icons.

Julie Razuri as Faculty in Sandbox - NonAcademic - Learn Proxy Enabled Inbox Account Settings Support Log Out

Courses Spring 2017 - F SLOs & Assessments Results Explorer

ADV 100 - Walk-In Advising - Feb 2017

Context Coordinator(s): <unassigned>
Evaluator(s): Jennifer Alvizo, Julie Razuri

Add Assessment		Find Assessment	
Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> Financial Aid Survey	This survey will evaluate how much students learned from the workshop on how to fill out the FAFSA application.		
<input type="checkbox"/> Student Survey	Students will complete a pre and post survey.		
<input type="checkbox"/> Student Survey Collective	ZZZ		