# TAFTCOLLEGE

# Spring 2016

## Step by Step Guide to Creating Assessments

elumen

Start at the Taft College website.
http://www.taftcollege.edu/

Under the Academics tab, you will find the Student Learning Outcomes (SLOs) link.

Click on this link and it will take you to the SLO webpage.

In the upper left hand corner you will see the Resources & Quick Links tab. Click here and it will take you to the page shown. Here you will find the eLumen Log In Page link highlighted in red.

Click here and you will be redirected to the eLumen Log In webpage.

https://taft.elumenapp.com/taft/



# Taft College
## West Kern Community College District

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**Mission Statement**

**Resources & Quick Links**

Course, Program & Institutional Learning Outcomes

## Student Learning Outcomes

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### Resources and Quick Links

| RESOURCES | FORMS & TEMPLATES |
|---|---|
| **TRAINING** | Course Level SLO Template — GANTT CHART for COURSE or MAJOR |
|  | Roadmap to Sustainability Form — SLO Matrix Template |
| Authentic Assessment Resources | **QUICK LINKS** |
| Process for Writing Course Level SLOs |  |
| How to Guide 2014 – 2015 | **eLumen Log In Page** — Taft College Institutional Research Home Page |
| Assessment Options and Resources | Accreditation Reports — RP Group – Outcomes Assessment Tool Kit |
| Taft Presentation-Authentic Assessment |  |

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To log in to your faculty home page, enter your User ID which is your first name initial and last name. All lower case and no spaces. For example: byoung

Your Password will be your A#. Capital A and numbers.
For example: A0001234

Click log in and you will be redirected to your faculty home page.

**Welcome to eLumen**

User Id: _____

Password: _____

☐ Remember my user id

Login

Your name and role is here...

Clicking this icon will bring you back to your home page at anytime.

You can view all CSLOs, PSLOs and ISLOs by clicking here...

To view reports you can click here or here....

If you teach courses within multiple divisions, this drop down will allow you to switch between divisions.
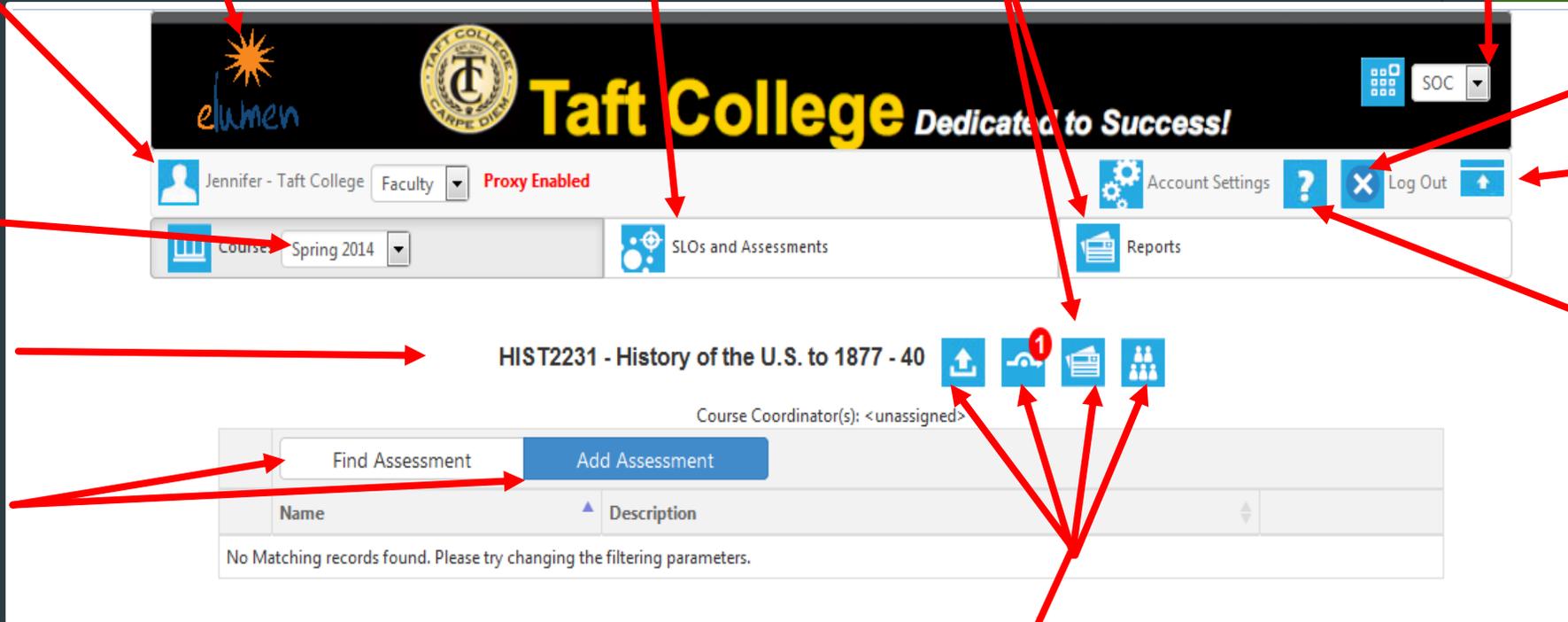
Select your terms here...

Your Course Title

Find an assessment that has already been created or create a new one. Clicking Add Assessment will take you to the blank template.

To log out.

To hide the TC logo

This will take you to the eLumen Knowledge Base.

eLumen

Taft College Dedicated to Success!

SOC

Jennifer - Taft College    Faculty    Proxy Enabled

Account Settings    ?    X Log Out

Course:    Spring 2014    SLOs and Assessments    Reports

HIST2231 - History of the U.S. to 1877 - 40

Course Coordinator(s): <unassigned>

Find Assessment    Add Assessment

Name    ▲ Description

No Matching records found. Please try changing the filtering parameters.

Mouse over these icons and they will display what they are. RFI is Request for Information. (See Knowledge Base) Action Plan is the new Section Improvement Plan, Reports and Rosters.

Proxy Enabled (See Knowledge Base by clicking the ? Button)

This is the new template to create an assessment. The following slides will demonstrate how to fill in the fields.

Most fields are self explanatory. The Assessment Type field has a drop down that will allow you to choose which type of assessment you are conducting. This list can be added to by contacting Brandy Young at ext. 7944.

The Outcomes Oriented Rubric is the default rubric in eLumen.

A new feature in eLumen is the drop down button within the Assessment Scale field. There are 3 default rubric levels to choose from. This feature is still a work in progress and will need more institution-wide discussion before it can be totally utilized. For now, please start with the 4 level scale. Once you link your SLO, if your rubric scale does not populate correctly, click the cancel button and select the level 5 scale. If you have trouble with this feature or you have questions, please contact Vicki Jacobi at ext. 7719 or Brandy Young at ext. 7944. ** Note, the zero level and the N/A level will not display in the rubric template but will display in

There are many ways to create the rubric template. The traditional way would be to click the Link SLO tab and the rubric that was attached to your SLO in the earlier version of eLumen will display. You may have to change rubric scales from level 4 to level 5, depending on what your original rubric was.

A new feature available now is to create your own rubric scale. (Perf Ds stands for Performance Descriptors). You can type within the rubric level scale and create your own rubric.

**Note** Mastery Level Scales are set at a default within the system organization of this new version of eLumen. All assessment scores will be aggregated on the same Mastery Scale Level regardless of how many rubric scales you choose to use when scoring your students. For more information, please see the Mastery Scales article in the

Once you have clicked on the Link SLO tab, the SLOs linked to your course will become available for selection.

Using the grey scroll bars, you can view all SLOs categorized by Course, Program and Institution Level.

Click on the box that displays the SLO you would like to assess.

Your rubric template will now display your chosen SLO.

To add another SLO click the Add Row link and you will be able to add as many SLOs as you like. To delete SLOs, click the red X to the left of the template.

Note** You will not be able to delete the original row. You will need to click the Cancel button. This will delete the entire assessment form and you will have to start from the beginning and fill out all the fields again.

Please remember to select both Scorecard View and Rubric View by checking the boxes. This will allow you to switch from one view to the other while assessing your students.

Once you have finished linking all of your SLOs, click the Save button at the bottom of the screen. This will take you back to your Faculty Home

Once an assessment has been created, it will be listed under your course. To edit the assessment, click on the square box on the right hand side of the Name field. This will allow you to make changes to your assessment or to delete it.

Note ** An assessment can not be deleted if students have been scored. You must clear the Scorecard FIRST before you can delete an assessment.

In the last field of the Assessment box there will be a blue icon with your Scorecard status. If students have not been assessed, a zero will be displayed above the total number of students on the scorecard.

To score students, click on the blue box.

This is the Rubric View, a brand new feature in eLumen. Students can be scored individually using the rubric template. To score a student, click on the rubric level that represents how that student meets the outcome. You will notice that the list will move down automatically as you click the rubric scores.

**Note** The Mastery Levels are listed above the rubric scales. Depending on what rubric scale level you use, the Mastery Levels will be different. For example: This is a Level 4 scale rubric. The Mastery Scales are fairly similar. In a Level 5 scale rubric, Mastery Levels might encompass the 0 & 1 as "Does not meet expectations", the 2 & 3 may encompass the "Meets expectations." This will need to be discussed and Mastery Levels will need to be decided upon by the Academic Senate.

Notice in the upper right hand corner there is a blue box that says, "Switch to Scorecard View."

Clicking this will switch to the traditional scorecard view.

If you click Save and Next this will advance you to the next student. It is not necessary to click this in order to advance. You can select the student manually and it will automatically save.

When finished scoring students, click on the Save and Continue to Action Plan.

This is the traditional Scorecard View.

Students can be scored by clicking the rubric levels.

**Note** One change to the new version is that the rubric text will no longer display when mousing over the rubric values.

Also, in Rubric View, the N/A is not displayed as it is in Scorecard view.

When finished scoring students click "Save and Continue to Section Innovation Plan".

There is a new feature in this area. As you will see, some of the  Responses have a check box titled Add Resource Request.

A drop down will display when this box is checked.

**Please note:**

**If you plan to edit or add information to your Section Level Findings Report, PLEASE CHECK THE "SAVE AS DRAFT" BUTTON. Once you have clicked the Submit Button, you will not be able to edit the document again.**

**Section Level Findings Report**                                              ×

Briefly describe where your students demonstrated strengths in their learning.

**Response**     [Response                                                    ]

Briefly describe where your students demonstrated gaps in their learning.

**Response**     [Response                                                    ]

What types of changes within your course do you think would assist your students in mastery of the SLOs?

**Response**     [Response                                                    ]

☐    Add Resource Request

Fill in the field titled Resource Name as appropriate.

Select the Resource Type.

**Note** Resource Types can be added to this list. Please contact Brandy Young at ext. 7944.

Enter projected dollar amount for this Resource Request.

These new Action Plans/Section Improvement Plans will be used for COR revision as well as Program Review.

What types of changes within your course do you think would assist your students in mastery of the SLOs?

**Response**
Response

☑ Add Resource Request

**Resource Name**

**Resource Type**
Capital Expenditures

| Capital Expenditures |
| Lab Space |
| Classroom Space |
| Additional Staff |
| Budget Request |

**Amount ($)**

What types of assistance outside of the classroom would benefit the students in mastery of the SLOs, ie tutoring, workshops, resources in the library, from student services, etc?

**Response**
Response

This is an example of a completed Resource Request.
These requests can be compiled into a report by Program.

What types of changes within your course do you think would assist your students in mastery of the SLOs?

**Response**

Response

☑ Add Resource Request

**Resource Name**      New Book - example

**Resource Type**      Budget Request

**Amount ($)**      $1500 - example

When the Assessment and Action Plan is complete, a green checkmark will appear on the icons.



There are many new features in eLumen that we will be exploring. This PowerPoint covers the basics of setting up an assessment. As we continue to discover all the new features, we will add them to the Step by Step Guide. If you have questions or need assistance in navigating eLumen, please call Brandy Young at ext. 7944 or email byoung@taftcollege.edu.