



Spring 2016

Step by Step Guide to Creating Assessments



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.

The screenshot shows the Taft College website homepage. At the top, the header includes the West Kern Community College District logo and the Taft College logo with the tagline "Dedicated to Success!". A search bar is located in the top right corner. Below the header is a navigation menu with tabs for "About Us", "Getting Started", "Students", "Academics", "Distance Learning", and "Athletics". A red arrow points to the "Academics" tab. Under the "Academics" tab, there are five columns of links: "General Information", "Programs/Depts", "Student Resources", "Faculty Resources", and "Connect With Us". A red arrow points to the "SLOs" link in the "General Information" column. Below the navigation menu, there is a "NEWS" section with a "Read all the news" button and an "Upcoming Events" section with a list of events. At the bottom, there are social media icons for Facebook and Twitter.

WEST KERN COMMUNITY COLLEGE DISTRICT

Taft College *Dedicated to Success!*

Search...

Sitemap | Faculty | Cougar Tracks | Contact/Email

About Us | Getting Started | Students | **Academics** | Distance Learning | Athletics

General Information	Programs/Depts	Student Resources	Faculty Resources	Connect With Us
Academic Calendar	Office of Instruction	Add Code Instructions	Faculty Resources/Forms	Facebook
Accreditation	Career Technical Education	Add/Drop Deadlines	Campus Meeting Schedule	Twitter
Approved TC CORs	Dental Hygiene	Catalog & Student Handbook	Class Cancellations	Echo Online
Campus Map	Instructional Div/Depts	Class Cancellations	Class Schedule	Join the TC Book Club
Catalog & Student Handbook	Library	Class Schedule	Distance Learning Faculty Support	Student Activities Calendar
Curriculum	STEM	DegreeWorks	District Email	
Directions	Tech-Prep	Foreign Evaluation Services	Emergency Alert	
Employee Directory	TIL	Forms	Emergency Alert Login	
Faculty Directory/Office Hours	WESTEC	General Education-CSU	Emergency Response Guide	
Jobs	WESTEC/TC Course Crosswalk	General Education-IGETC/UC	High Tech Support	
Mission		General Education-TC	Lost & Found	
Organizational Chart		Lost & Found	Policies and Procedures	
SLOs		Payment Deadlines	Safety Gram	
		Priority Registration	Violence Prevention Guide	
		Register for Classes		
		Student Wireless/Emails Reserve Waitlist		

Photo taken by Taft College student Johnathan McCann during a...

NEWS

Welcome to Taft College! We are pleased you have chosen Taft College as the institution to pursue your education and create your future. [Read more](#)

First-time students or students returning after an absence: [click here](#) for your Steps to Success!

[Read all the news](#)

Upcoming Events

- [MAPP Workshop](#) on November 5, 2014 1:00 pm
- [Citizens' Oversight Committee](#) on November 5, 2014 4:00 pm
- [STEM STAR PARTY](#) on November 7, 2014 6:00 pm
- [Veteran's Holiday](#) on November 10, 2014
- [MAPP Orientation](#) on November 11, 2014 10:00 am

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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.elumena.com/taft/>

Taft College
West Kern Community College District

Home | About Us | Academics | Student Services | Admin/Faculty/Staff | Athletics | Foundation | Distance Learning | Westec | Jobs | Calendar | Library

Mission Statement
Resources & Quick Links
Course, Program & Institutional Learning Outcomes

Student Learning Outcomes

Vicki Jacobi, SLO Coordinator 661-763-7919 vjacobi@taftcollege.edu
Brandy Young, Learning Outcomes Technician 661-763-7944 byoung@taftcollege.edu

Resources and Quick Links

RESOURCES	FORMS & TEMPLATES
<u>TRAINING</u>	Course Level SLO Template
Authentic Assessment Resources	GANTT CHART for COURSE or MAJOR
Process for Writing Course Level SLOs	SLO Matrix Template
How to Guide 2014 – 2015	
Assessment Options and Resources	
Taft Presentation-Authentic Assessment	

QUICK LINKS

<u>eLumen Log In Page</u>	Taft College Institutional Research Home Page
Accreditation Reports	RP Group – Outcomes Assessment Tool Kit

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.

elumen

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...

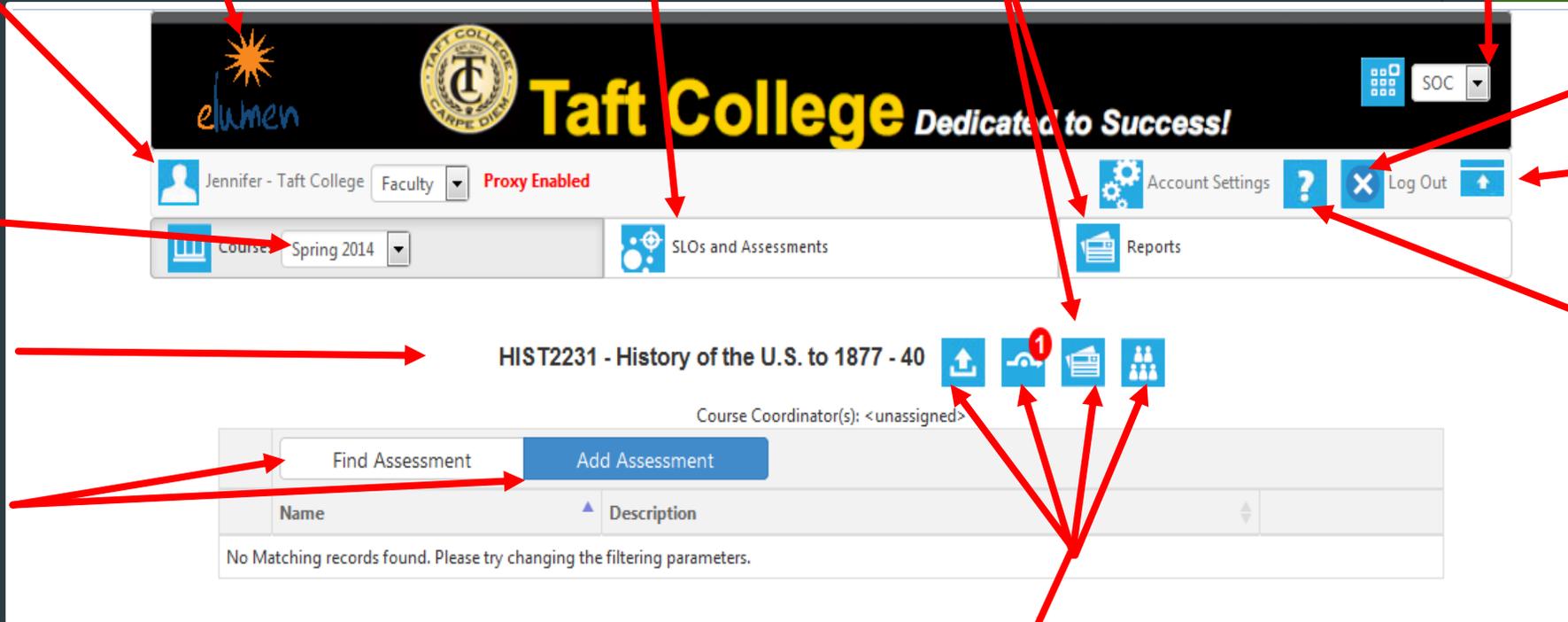
Your Course Title

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.



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.

The screenshot shows the 'elumen' interface for Taft College. The header includes the college logo and name, 'Dedicated to Success!', and a 'SOC' dropdown menu. The user is logged in as 'Victoria - Taft College' (Faculty) with 'Proxy Enabled'. Navigation options include 'Courses' (Fall 2014), 'SLOs and Assessments', and 'Reports'. Account settings, help, and log out options are also visible.

The main form area is divided into two columns for 'Assessment' and 'Activity' details:

- Assessment:** Name: Assessment; Description: Assessment Description; Type: [dropdown]; Rubric Type: Outcomes-Oriented; Scoring Views: Scorecard View Rubric View; Scale: * New 4 level scale
- Activity:** Name: Activity; Description: Activity Description; Number of SLOs: 1

A 'Generate Rubric Template' button is located at the bottom right of the form area.

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.

elumen  **Taft College** *Dedicated to Success!*

Jennifer - Taft College Faculty **Proxy Enabled** Account Sett

Courses Spring 2014 SLOs and Assessments Reports

Assessment: Spring 2014 - Example Assessment **Activity:** Oral Presentation

Assessment Description: This is an example assessment. **Activity Description:** Student will give an oral pre

Assessment Type:

- Course-ending review of overall student achievement
- Early Formative Assessment
- External assessment
- Major mid-course assessment
- Participation
- Student Self-Assessment

Rubric Type: **Scoring Views:** **Selected SLO:**

Assessment Scale: * 5 level scale **Number of criteria:** 1



The Outcomes Oriented Rubric is the default rubric in eLumen.



Assessment:	Spring - 2015 Example Assessment	Activity:	Oral Presentation
Assessment Description:	This is an example assessment.	Activity Description:	Student will give a oral presentation.
Assessment Type:	Early Formative Assessment		
Rubric Type:	Outcomes-Oriented		
Scoring Views:	<input checked="" type="checkbox"/> Scorecard View <input checked="" type="checkbox"/> Rubric View		
Assessment Scale:	* New 4 level scale	Number of SLOs:	1

Generate Rubric Template

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**

The screenshot shows the eLumen interface for Taft College. The header includes the eLumen logo, Taft College logo, and the slogan "Dedicated to Success!". The user is identified as Jennifer - Taft College, Faculty, with Proxy Enabled. Navigation options include Account Settings, Log Out, Courses (Spring 2014), SLOs and Assessments, and Reports.

The main form is titled "Generate Rubric Template" and contains the following fields:

- Assessment:** Spring 2014 - Example Assessment
- Activity:** Oral Presentation
- Assessment Description:** This is an example.
- Activity Description:** Student will give an oral presentation.
- Assessment Type:** Early Formative Assessment
- Rubric Type:** Outcomes-Oriented
- Scoring Views:** Scorecard View Rubric View
- Assessment Scale:** * New 4 level scale
- Number of SLOs:** 1

A blue button labeled "Generate Rubric Template" is located at the bottom right. A red arrow points to the "Assessment Scale" field, another red arrow points to the "Number of SLOs" field, and a third red arrow points to the "Generate Rubric Template" button.

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 [Mastery Scales](#) section of the [Help](#) menu.

The screenshot shows the Taft College eLumen interface. The header includes the eLumen logo, the Taft College logo with the motto 'CARPE DIEM', and the text 'Taft College Dedicated to Success!'. The user is identified as Jennifer - Taft College, Faculty, with 'Proxy Enabled' status. Navigation options include 'Courses' (Spring 2014), 'SLOs and Assessments', and 'Reports'. The main form area contains fields for 'Assessment' (Spring 2014 - Example Assessment), 'Activity' (Oral Presentation), 'Assessment Description' (This is an example.), 'Activity Description' (Student will give an oral presentation.), 'Assessment Type' (Early Formative Assessment), 'Rubric Type' (Outcomes-Oriented), and 'Scoring Views' (Scorecard View checked, Rubric View unchecked). Below the form is a table with columns for scores 3, 2, 1, and 0, and a 'Save as Default' checkbox. A row is added with 'Link SLO' and 'Perf Ds'. A red arrow points to the 'addRow' button below the table. At the bottom right are 'Cancel', 'Save', and 'Save and add to Library of Shared Assessment' buttons.

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.

The screenshot shows the Taft College LMS interface. At the top, there is a header with the 'elumen' logo, the Taft College seal, and the text 'Taft College Dedicated to Success!'. Below the header, there is a navigation bar with the user's name 'Jennifer - Taft College', a 'Faculty' dropdown, 'Proxy Enabled', 'Account Settings', 'Log Out', and a 'SOC' dropdown. The main navigation area includes 'Courses' (Spring 2014), 'SLOs and Assessments', and 'Reports'. The central focus is a 'Pick SLOs for Assessment' dialog box with three columns: 'Available CSLOs', 'Available PSLOs', and 'Available ISLOs'. Each column has a 'Course' dropdown, an 'SLO Class' dropdown, and an 'SLO Category' dropdown. The 'Available CSLOs' column shows a list of SLOs for the course 'HIST2231 - History of the U.S. to 1877', with the selected SLO being 'HIST 2231 Course #1 - Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support.' The 'Available PSLOs' column shows 'PSLOs' as the SLO Class and 'Administration of Justice AS-T Degree' as the SLO Category, with the selected SLO being 'Administration of Justice AS-T Program #3 - Legal Aspects - Comprehend and demonstrate familiarity with criminal law, legal terms, legal aspects of evidence, ethics, and legal theory...'. The 'Available ISLOs' column shows 'ISLOs' as the SLO Class and 'Basic Skills Program' as the SLO Category, with the selected SLO being 'Basic Skills Program - Information Competency #1 - Identifies, locates, and ethically uses'. A 'Close' button is located at the bottom right of the dialog box.

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

The screenshot displays the 'SLOs and Assessments' interface. At the top, the user is logged in as Jennifer - Taft College (Faculty) with Proxy Enabled. The page shows a form for creating an assessment for 'Spring 2014 - Example Assessment' with an activity of 'Oral Presentation'. The form includes fields for 'Assessment Description', 'Assessment Type', 'Rubric Type', and 'Scoring Views'. The 'Scoring Views' section has two checkboxes: 'Scorecard View' (checked) and 'Rubric View' (unchecked). Below the form is a rubric table with columns for 'Exceeds expectations', 'Meets expectations', and 'Does not meet expectations'. A red arrow points to the 'addRow' link at the bottom left, and another red arrow points to the 'Save' button at the bottom right.

	Exceeds expectations	Meets expectations		Does not meet expectations
	3	2	1	0
 HIST 2231 Course #1 - Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support.	Mastery	Developmental	Introductory	Student still attending class, but did not complete the assessment. No test or assignment.

[addRow](#) Cancel Save

The screenshot shows the Taft College elumen system interface. At the top, there is a header with the elumen logo, Taft College logo, and the text "Taft College Dedicated to Success!". Below the header, there is a navigation bar with a user profile for "Jennifer - Taft College" (Faculty), "Proxy Enabled", "Account Settings", "Log Out", and a dropdown menu for "SOC". The main content area shows the course "HIST2231 - History of the U.S. to 1877 - 40" with a "Course Coordinator(s): <unassigned>" label. Below this, there is a table with two columns: "Name" and "Description". The table contains one row for "Oral Presentation" with the description "Student will give an oral presentation." and a scorecard icon showing "0/15". A red arrow points to a checkbox in the "Name" column, and another red arrow points to the scorecard icon.

Name	Description	Scorecard
<input type="checkbox"/> Oral Presentation	Student will give an oral presentation.	0/15

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.

The screenshot displays the eLumen interface for Taft College. At the top, the header includes the eLumen logo, Taft College logo, and the tagline "Dedicated to Success!". The user is identified as Jennifer - Taft College, Faculty, with a "Proxy Enabled" status. Navigation options include "Courses" (Spring 2014), "SLOs and Assessments", and "Reports".

The main content area is titled "Rubric for History of the U.S. to 1877: 21" and shows the scoring for Alaniz, Cecilia. The rubric is for an "Oral Presentation" where the student "will give an oral presentation." The rubric scale is as follows:

Exceeds expectations	Meets expectations	Does not meet expectations
3	2	0

The SLO (Student Learning Outcome) is: "HIST 2231 Course #1 - Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support." The performance levels are: Mastery, Developmental, and Introductory. The student's score is 0, with a note: "Student still attending class, but did not complete the assessment. No test or assignment."

At the bottom, there is a "Pending Action Plans" section with the following entry:

Name	Description
Section Level Findings Report	This plan is to describe the improvements you think would benefit the students in your section of the course you teach.

Navigation buttons at the bottom include "Save and Next" and "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.”

Scorecard for History of the U.S. to 1877: 21

Assessment: Oral Presentation
Description: Student will give an oral presentation.

Download: Blank Scorecard, Completed Scorecard
Switch to: Rubric View

		Exceeds expectations	Meets expectations		Does not meet expectations		
SLO		3	2	1	0	N/A	
Alaniz, Cecilia	HIST 2231 Course #1 - Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support.	3	2	1	0	<input type="checkbox"/>	
Anfield, Leslie	HIST 2231 Course #1 - Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support.	3	2	1	0	<input type="checkbox"/>	
Baltazar, Erika	HIST 2231 Course #1 - Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support.	3	2	1	0	<input type="checkbox"/>	
Caldasso-smith, Chloe	HIST 2231 Course #1 - Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support.	3	2	1	0	<input type="checkbox"/>	
Coleman, Mathew	HIST 2231 Course #1 - Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support.	3	2	1	0	<input type="checkbox"/>	
Figueroa, Lizbeth	HIST 2231 Course #1 - Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support.	3	2	1	0	<input type="checkbox"/>	
Fowler, Breanne	HIST 2231 Course #1 - Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support.	3	2	1	0	<input type="checkbox"/>	
Galvan, Selina	HIST 2231 Course #1 - Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support.	3	15	2	1	0	<input type="checkbox"/>

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

Briefly describe where your students demonstrated gaps in their learning.

Response

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

Response

Add Resource Request

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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

Add Resource Request

Resource Name

Resource Type

- 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

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

Add Resource Request

Resource Name

Resource Type

Amount (\$)

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

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

Course Coordinator(s): <unassigned>

Find Assessment		Add Assessment
Name	Description	
<input type="checkbox"/> Oral Presentation	Student will give an oral presentation.	

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.