eLumen Quick Guide - Student Success

What: How to Score Assessments with an Uploaded Roster **eLumen Role:** Faculty

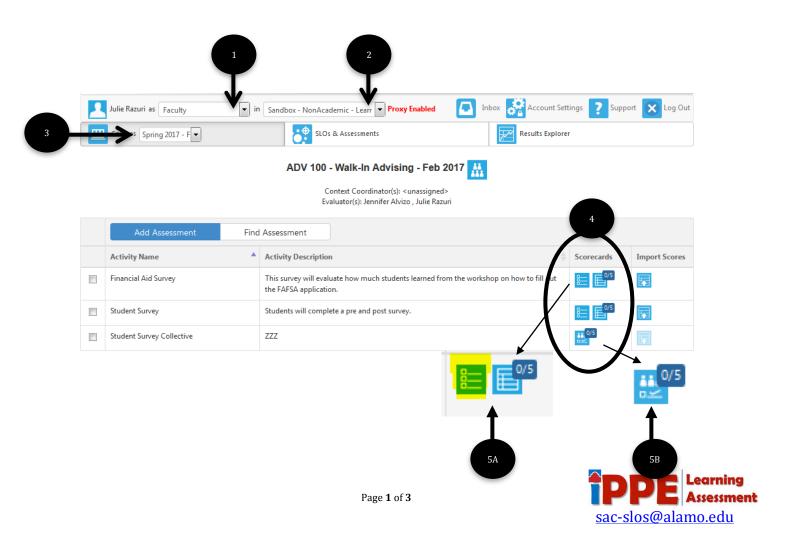
Login to eLumen at https://alamo.elumenapp.com/elumen/

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

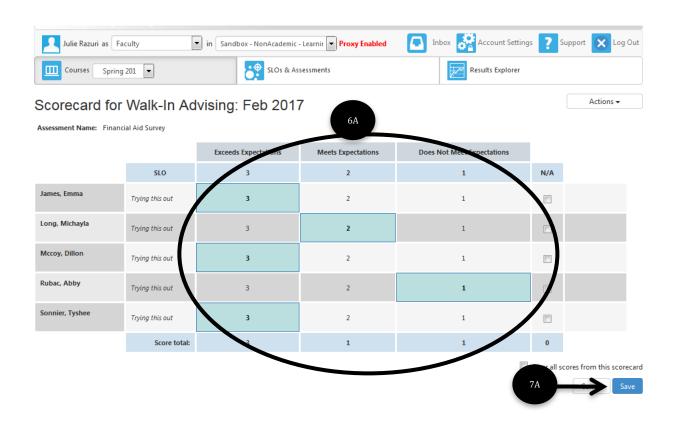
- 1. Click the drop down menu and select Faculty your role
- 2. Click the drop down menu to select the correct Department
- 3. Verify you are in the correct Term
- 4. Scorecards that need to be completed will show in blue with a fraction in the right upper corner in the example here you see 0/5; if you score 4 out of 5, the fraction will change to 4/5 to show your progress.

** Please Note Difference in Scorecards **

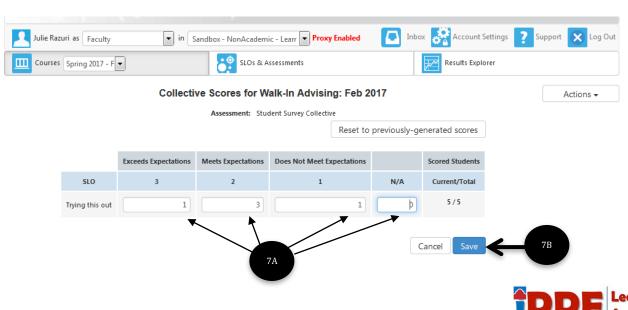
- 5A. For entries with two scorecards side by side, click on the left icon
- 5B. For entries with one scorecard, click on the only one available



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



- 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

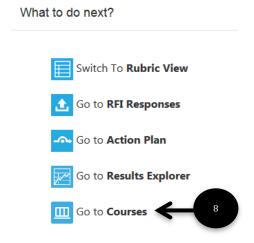


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** AS NEEDED**

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



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

