**eLumen Quick Guide**

**What:** Setting Up and Scoring Assessments with eLumen  
**Role:** Faculty  
**When:** A week after census date, for any term

**Step-by-Step Video Guide:** [https://youtu.be/-9cdOYpNsEM](https://youtu.be/-9cdOYpNsEM)

Logging into eLumen and Locating Your Course Sections for an Academic Term

Go to this website: https://alamo.elumenapp.com

1. Enter your user ID and password. User ID: Username is the same as your ACES ID. For first time users, the Password is `alamo1234#` (all lowercase). You can change the password under “Account Settings” once in the eLumen system.
2. Click “Login.”
3. Faculty should highlight “eLumen User” and Click “Continue.”

4. Be sure that you have logged in correctly by checking that your name is in eLumen and in the role of Faculty.
5. Be sure you are in the correct discipline.
6. Select the correct Term.
7. **NOTE** if you get lost in the system, click the Courses icon to return to this home page.
**Entering Assessment Activities**

An assessment is designed to measure student learning outcomes as Exceeds, Meets, or Does Not Meet mastery level. Your discipline will decide on what determines each of those levels. *(You will also be able to see all the outcomes in a BLUE BOX above the course section name. Once you begin to enter assessments and tie them to outcomes, the outcomes in the BLUE BOX will begin to count down the number of outcomes until all are used and the box will disappear.) If you do not see a blue box, this means your coordinator/DAR has already identified the common assessments that will be used. If common assessments are being using, go directly to Scoring Assessments.

All outcomes in a course must be assessed in a direct way. Several outcomes may be tied to one assessment, but should be measured directly. There are two ways to enter an assessment into eLumen: **Add Assessment or Find Assessment**

**ADD ASSESSMENT [new assessment to the system]**

8. **OPTIONAL** Click this drop down arrow to view the student learning outcomes (SLOs)
9. Click Add Assessment
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10. Be sure the Individual Student Scored & Rubric is highlighted in gray
11. Identify whether the assessment is a Summative or Formative Assessment
12. Enter the Assessment Name (many faculty will include their initials to identify this assessment as theirs – not adding initials might be a way of identifying a common assessment)
13. Enter the Assessment Description
14. Select the Assessment Type by clicking on the drop down menu
15. Click the Upload Evaluator Assessment Guide
16. A - In the pop up window, Drag the assessment into the dashed box or Click in the dashed box to search for the assessment on your computer.
   B - Click Upload
17. In the Activity Name, copy and paste the information from step #12 Assessment Name
18. In the Activity Description, copy and paste the information from step #13 Assessment Description
19. Click Generate Rubric Template

2017-2018: Please do not use these areas unless you are part of a pilot group instructed to use them.

Thank you.
20. After clicking the Generate Rubric Template, the following graphic information will appear at the bottom of the page. **NOTE** Your discipline as a whole should determine the standards for the Exceeds Expectations, Meets Expectations and Does Not Meet Expectation requirements.

21. Click Link SLO.

22. Select the outcome that links to the assessment
23. **AS NEEDED** If more than one SLO is tied to the assessment, click Add Row and repeat steps #21-22. You must use a minimum of one SLO per assessment and a maximum to equal that of the number of total SLOs for the course.

24. When all SLOs have been linked, click Save and Add to Library of Shared Assessment.

25. It will return you to the homepage. Here you will see the assessment populated and the number of SLOs Planned in the blue box minus the number linked to the assessment.
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FIND ASSESSMENT [assessment that was previously saved to system]

This option is for assessments that have already been entered into the eLumen system in a previous semester or have been entered to another section this semester.

26. Click Find Assessment

27. Click on any one or multiple assessments to be uploaded to your course.
28. Click Add to Section to add it only to the section you are currently working on or click Add to All My Sections of this Course to add it to all.
29. Be sure to add or find assessments until the blue box has disappeared.
30. The assessments are ready to be scored when you see the scorecard with a fraction.
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**TO SCORE ASSESSMENTS**

31. Click the scorecard to the left for the scorecard view or the right for the rubric view. (Most people feel that the scorecard view is easier to work with.)

32. **RUBRIC VIEW** To score, click on Exceeds Expectation, Meets Expectations, Does Not Meet Expectations or N/A for each student.

33. You may make assessment comments for your students to view. [Starting Fall 2017, selected students will pilot the eLumen student dashboard.]

34. Click Save and Next – continue until all student have been scored.
**SCORECARD VIEW**

To score, click on 3, 2, or 1 presenting Exceeds Expectation, Meets Expectations, Does Not Meet Expectations or N/A for each student.

When all students have been scored, click Save.

37. Click Go to Course to navigate you back to the homepage.
38. Scorecard is complete when you see a green checkmark in place of the fraction. Be sure all scorecards reflect a green checkmark.