

SCC eLUMEN GUIDELINES TO COMPLETING THE END-OF-TERM SLO ASSESSMENT

As a reminder, in order to generate default assessments, we had to determine which type of scale or “Score Level Interpretation” would be used to reflect the individual “Mastery Levels” (Does not meet, Almost meets, Meets, Exceeds). Subsequently, each of your division coordinators requested feedback and determined the best scale for each department. The results are the following:

- Math and Science – Four-point General Scale
Chemistry requested their own Five-point Scale
- Health Sciences – Four-point General Scale
Nursing requested their own Four-point Scale
- Everyone else – 10-Point Traditional Grading Scale

These are the scales that have been used to generate the End-of-Term SLO Assessments. If, as a department you would like to use a different scale then please reach out to your division coordinator. Please note that due to the nature of default assessments, individual faculty are unable to choose their own desired scale. This must be a department/division decision.

PLEASE NOTE: EVERYTHING YOU SUBMIT (BLUE BUTTONS) IN THE eLUMEN PRODUCTION (LIVE) SITE IS PERMANENT!!

Unless you are 100% sure of the information you are inputting, it is highly recommended that you test everything out first in eLumen Test.

For the purposes of instruction, I will be using the eLumen Test Site (these are identical instructions to Production). It is also important to note that, with the exception of their individual top banners, both eLumen sites are identical! So it is imperative that you are aware at all times of which site you are currently using.

The top banners look as follows:



I: BEFORE YOU BEGIN:

- eLumen is optimized for Google Chrome . Browsers such as Bing, Internet Explorer, and Safari do not work correctly or at all.
- It is also highly recommended that you have the results from your courses ready so that you can make the process of completing the End-of-term SLO assessments as quick and painless as possible.

II: LOGGING IN:

There are two methods entering the eLumen site: going through My.Solano or typing the url directly into your address box (either way will take you to the MySolano log-in page).

- **Entering through My.Solano.edu**

1. Enter My.Solano as you normally would and click on the faculty tab.



2. Once on your Faculty page scroll down to the bottom left to the box labeled Curriculum Links



3. In order to enter the eLumen **Test** Site click on the second link labeled eLumen test Site.



- For the **Production** site click on the eLumen icon on the top and it will take you directly to the eLumen Production Site



- Typing the URL directly into the address bar:**

- TEST
 - www.solanotest.elumenapp.com
- PRODUCTION
 - www.solano.elumenapp.com

NOTE: If you choose to directly enter the address you will momentarily be redirected to your My.Solano login page.

III: YOUR eLUMEN FACULTY PAGE

Once in eLumen your faculty page will automatically appear with the current term:

The screenshot shows the eLumen TEST site interface. At the top is the Solano Community College logo and the text 'eLumen TEST site'. Below this is a navigation bar with several icons and labels: 'Andrew Wesley as Faculty in Music', 'Inbox' (with a red notification bubble), 'Account Settings', 'Support', and 'Log Out'. Below the navigation bar are several menu items: 'Courses' (with a dropdown for 'Spring 2020'), 'SLOs & Assessments', 'Curriculum', and 'Results Explorer'. Below these is the course information: 'MUSC013 - Multicultural Music in America - 202010-10445' with icons for 'Faculty' and 'Checklist'. Below the course information are the roles: 'Course Coordinator(s): <unassigned>' and 'Evaluator(s): Andrew Wesley'. At the bottom is a table with columns for 'Activity Name', 'Activity Description', and 'Scorecards'. The table contains one row: 'MUSC013 Default SLO Assessment' with a 'Scorecards' icon showing '0/21'.

The page icons are as follows:

- This is your SCC role. Unless you have been assigned multiple roles "Faculty" will be the default, otherwise you can click on the dropdown menu and select the desired role. NOTE: For purposes of assessments you must be marked as Faculty.
- This is your department. If you are assigned to multiple departments then click on the dropdown menu and select the desired department.
- This is your inbox. The red number indicates an unfinished action plan or workflow.
- Account Settings will allow you to add a profile picture and change your preferred email address.

5. Support send you to the eLumen help page (not overly helpful to be honest)
6. Log Out: Sometimes when you save eLumen will indicated that changes will take place on your next Log In. In those instances just log out and log back in to resume your work.
7. The courses tab (which is currently displayed) also includes a dropdown menu for term. It generally opens up in the current term so make sure you select the appropriate term if you are wanting to look at other information.
8. The SLO & Assessments tab opens up a page that includes all the SLOs for your departmental courses, and the assessments attributed to them.
9. The Curriculum tab takes you to the course curriculum module. There you can create, edit, and view CORs. For a detailed set of instructions on this module click on the "Creating/Viewing Course Proposals in eLumen" tab in My.Solano.
10. The Results explorer tab takes you to the historical data related to an individual SLO, course, and/or department (currently there is little or no data to be viewed in this section).
11. This  tab is your Roster Tab for that particular course being displayed. Roster uploads currently occur several times a term in order to maintain proper accuracy.
12. This  tab is the Curriculum Map tab. It shows the mapping for the course listed. NOTE: Currently courses are in the process of being mapped so do not worry if there is no current map. This has zero effect on the ability to complete assessments.
13. The Scorecard Tab is the tab that will open up your assessment rubric to input the scores. The number indicates the number of students on your roster.

 **NOTE: FOR THE PURPOSES OF COMPLETING A DEFAULT SLO ASSESSMENT YOU SHOULD ONLY NEED THE COURSES TAB** 

IV: FILLING OUT A DEFAULT SLO ASSESSMENT

Your faculty page will show all the courses and sections you are currently teaching: as you can see, my page currently displays my one course from Spring 2020, Music 13.

Find Assessment		
Activity Name	Activity Description	Scorecards
<input type="checkbox"/> MUSC013 Default SLO Assessment	MUSC013 Default SLO Assessment	

Under each section you there will be an assigned Default SLO Assessment (until advance training occurs you can ignore the "Find Assessment" tab.

- Click on the Scorecard icon on the right side 

- Once clicked eLumen will generate the SLO Assessment Rubric for the course.

Collective Scores for Multicultural Music in America: 202010-10445

Assessment: MUSC013 Default SLO Assessment
 Description: MUSC013 Default SLO Assessment
 Type: OPTIONAL - SP 2020 End-of-term SLO assessment

[Reset to previously-generated scores](#)

SLO	Exceeds expectations		Meets expectations		Almost meets expectations	Does not meet expectations					N/A	Current/Total	Scored Students	
	10	9	8	7	6	5	4	3	2	1				
Demonstrate an understanding of what multiculturalism means and how it relates not only to the music of America/US but society as a whole.	<input type="text" value="0"/>	0 / 21												
Apply reasonable aural (listening) skills through the identification of various musical genres, performers, and all relevant information pertaining to individual listening examples.	<input type="text" value="0"/>	0 / 21												
Discuss the cultural and historical influences that enabled individual genres to evolve in America.	<input type="text" value="0"/>	0 / 21												
Demonstrate by comparison and contrast the contributions made by various cultural groups in the development of a uniquely American music style.	<input type="text" value="0"/>	0 / 21												

Pending Action Plans

Name	Description
SLO Default Self-Reflection	Five-question reflection meant to accompany the default SLO assessment.

[Cancel](#)
[Save](#)
[Save and Continue to Action Plan](#)

- Notice that my rubric is using the 10-point Traditional Grading Scale. Depending on your departmental decision, your rubric may look different.
- For default assessments, eLumen combines ALL the SLOs for a particular course into one rubric. Subsequently, my rubric contains the four SLOs for Music 13.
 - Please note that these default assessments are NOT ascribing actual assignments; that is the purview of each instructor (or department if they have standardized assessment assignments/activities).
 - The method of assessing each SLO is up to you to decide (the default assessment does not require inputting the method of assessment).
- Additionally, the rubrics utilize “Collective Scoring” meaning that you input your scores as one unit instead of individually. For Example:
 - If I am inputting my scores for SLO 1 (top) and I had 8 students that achieved a score in the 80th percentile, I place an 8 in the 8 box. Notice how the “Current/Total” score adjusts.

SLO	Exceeds expectations		Meets expectations		Almost meets expectations	Does not meet expectations					N/A	Current/Total
	10	9	8	7	6	5	4	3	2	1		
Demonstrate an understanding of what multiculturalism means and how it relates not only to the music of America/US but society as a whole.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input style="border: 2px solid red;" type="text" value="8"/>	<input type="text" value="0"/>	<input style="border: 2px solid red;" type="text" value="8 / 21"/>							

- Continue inputting your scores until the “Current/Total” score is complete (depending on your class size this number will obviously be different).

SLO	Exceeds expectations		Meets expectations		Almost meets expectations	Does not meet expectations					N/A	Current/Total
	10	9	8	7	6	5	4	3	2	1		
Demonstrate an understanding of what multiculturalism means and how it relates not only to the music of America/US but society as a whole.	0	3	8	5	2	2	0	0	0	0	1	21 / 21

- If a student is missing on the day you assessed an SLO (or the roster is incorrect), you can place the apropos number in the N/A box.

- Continue on inputting scores for your remaining SLOs.
- Once your entire assessment rubric is filled out you have two options:
 1. “Save”
 2. “Save and Continue to Action Plan”

Pending Action Plans	
Name	Description
SLO Default Self-Reflection	Five-question reflection meant to accompany the default SLO assessment.

- It is recommended that you choose the latter option and “Save Continue to Action Plan”
 - The “Action Plan” in question is the qualitative portion of the SLO End-of-Term Assessment: namely the Default Self-Reflection.
 - The committee has designed a general five-question template to answer and submit.
 - Clicking on the blue “Save and Continue to Action Plan will open up the Self-Reflection.

SLO Default Self-Reflection ×

ANALYSIS: What are your overall impressions of your students' performance in this course? *(Reflection)*

Response

EVALUATE - PROS: What aspects of the course went well when addressing the course as a whole? *(Reflection)*

Response

EVALUATE - CONS: What are some areas of improvement you think are needed when addressing the course as a whole? *(Reflection)*

Response

The image shows a web form for self-reflection. It contains two sections, each with a title and a text input field. The first section is titled "PLANNED ACTION 1: What are your goals for this course moving forward? (Reflection)" and the second is "PLANNED ACTION 2: Are there any resources needed or desired for this course to evolve? (Reflection)". At the bottom right of the form, there are three buttons: "Cancel", "Save Draft", and "Submit". The "Submit" button is highlighted with a red square, and a red arrow points to it from the right.

- Upon completion of the Self-Reflection you once again have two options: “Save Draft” or click the blue “Submit” tab. It is recommended that you complete the Self-Reflection in one sitting and utilize the “Submit” tab as it will avoid the hassle of having to find the self-reflection again in order to complete and submit it at a later date. NOTE: Once you hit the blue Submit you CANNOT return and edit your work! At this point your SLO End-of-Term Assessment for this particular course section is now complete.
 - You simply return to your “Courses” tab on your Faculty page and select another course/section (if you have more)

**YOU HAVE NOW COMPLETED YOUR
END-OF TERM SLO ASSESSEMT!**

V: TROUBLESHOOTING

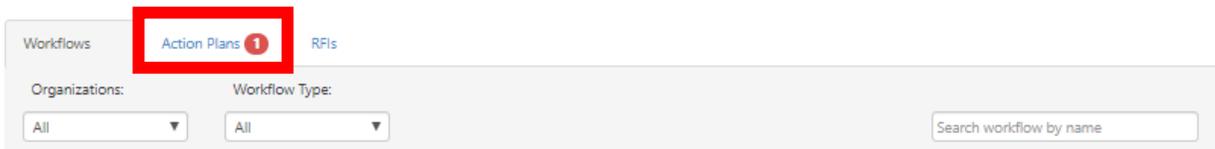
- “ERROR”: You click the “Save and Continue to Action Plan” and a relatively blank screen opens up and reads “No Action Plans found”. This should NOT happen but it could. The following illustrates how to navigate around this error in order to allow you to complete your assessments.
 - PLEASE NOTE: THESE ARE THE SAME INSTRUCTIONS YOU WILL USE IF YOU CHOOSE TO “SAVE” YOUR RUBRIC AS OPPOSED TO “SAVE AND CONTINUE TO ACTION PLAN” AND IF YOU CHOOSE TO “SAVE DRAFT” ON YOUR SELF-REFLECTION.
- Return to your Faculty Page. You will see your Inbox tab and on it will be a number encased in red. This number indicates the number of Action Plans (in this case Self-Reflections) and Workflow items you have to complete.



NOTE: If you are not in the midst of doing any curriculum work then that number be referring only to the number of Action Plans you have scheduled.

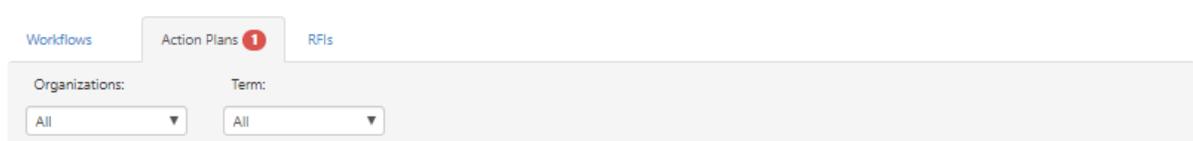
- Click on the “Inbox” tab. Your Inbox page will open.

Inbox

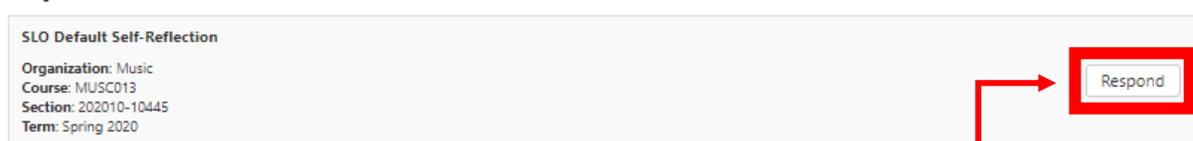


- Click on the “Action Plans” tab.
 - Another page will open up with all your scheduled Action Plans.

Inbox



In your Queue



- Locate the SLO Default Self-Reflection that corresponds to the course and section you are completing and click the respond tab on the right.
- The Self-Reflection will open up and you can fill it out (or complete it if you had hit the “Save Draft” tab)
- Remember to hit the blue “Submit” tab to fully complete your SLO Assessment and add it to the eLumen Assessment Library.

NOW YOU HAVE COMPLETED YOUR END-OF TERM SLO ASSESSEMT 😊