SLO Assessment Completion Quick Guide

1. When you launch into *eLumen* from *Passport*, as "Faculty," you will see either:

    a. Your scorecards on the right side of the screen (then jump to step 2), or
    b. "**Add Activity**" in BLUE on the left side of the screen. If you get this screen:
        (1). Click on "**Add Activity**" and a new window will pop up.   Type:
        - Title: Course Number (for example, ENG 102)
        - Description: Final Assessment
        - Hit "**Save**"

2. You should now land on the screen with your scorecard icons on the right side of the screen. Note that there are two different scorecard view icons:

    - The first icon is a **Scorecard view**, wherein all students are shown on one page.
    - The second icon is a **Rubric Scorecard view**, where each page is the full assessment for each student.
    - There is **no preference** which scorecard is selected for the completion of a course assessment.
    - You can switch between views using the "**Actions"** dropdown menu, and your work will be saved.

3. Scoring Students

    - Enter the assessment using either of the scorecard views
    - Assess all students by selecting the boxes in the rubric
        o   If using the first option, "Scorecard View," all students are on a single page.
        o   If using the second view option, "Rubric View," select "**Save and Next**" to move from one student to the next.
    - Saving your scores
        o   If after all students are scored you *only* see "**Save,**" select it. This will take you to pop up box with option to either Go to RFI, Go to Action Plan, Go to Results Explorer, or Go to Courses. We recommend you select "**Go to Courses**." From there, you will launch into another screen where you can see "completed" green scorecard checkmarks; then close out.
        o   If you are using the second rubric, assess all students by selecting the boxes in the rubric and selecting "**Save and Next**" to move from one student to the next.
        o   If you have the option to "**Save and Continue to Reflection,**" please insert a reflection.
            ▪   "**Save Draft**" allows you to return later to share your reflection.
                - After saving, you'll get the same pop up box to select "**Go to Courses.**" You will want to return later to complete and submit your reflection.
            ▪   "**Submit and Share**" allows your reflection responses to be shared through the Results Explorer with other evaluators for this course and administrative users. Your name will be visible. Select "**Go to Courses**" to verify you have the green checkmark next to your scorecards.
            ▪   "**Submit and Share Anonymously**" allows your reflection responses to be shared through the Results Explorer (same as above); however, your name will not be visible. Select "**Go to Courses**" to verify you have the green checkmark next to your scorecards.

    You know your assessment is completed when you view the "Courses" tab and see a green check mark next to your scorecards. When all scorecards in your "Courses" view have a green check mark, you can close *eLumen*; your assessment(s) are complete.