SLO Assessment Completion Quick Guide

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1. Log in to *Passport*. A link is on the college website at www.ltcc.edu. Then click on the *eLumen* link in the **Miscellaneous Quick Links** on the right. Or you may click the following link and login using your *Passport* username and password: https://ltcc.elumenapp.com (You may wish to create a bookmark in your browser for easy access.)

2. Choose "Faculty" as your role in the first drop-down menu. If not already selected, click on the "Courses" tab and verify that the term is the correct one. You should see a list of the courses you taught.

3. If you have an assessment due for a course, you should see scorecard icons on the right side of the screen under "Scorecards." There are two different scorecard view icons:

   - The first icon is a **Scorecard view**, where 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.

4. Scoring Students

   - Enter the assessment using either of the scorecard views.
   - Assess all students by selecting the boxes in the rubric
      - If using the first option, "Scorecard View," all students are on a single page.
      - If using the second view option, "Rubric View," select "**Save and Next**" to move from one student to the next.
   - Saving your scores
      - 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.
      - 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.
      - 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.