

Faculty Guide

How To Score A Default Assessment In eLUMEN

Step 1 How to Login to eLumen

1. Open up a web browser and go to **marin.elumenapp.com** (note that the eLUMEN web URL ends in *.com* not *.edu*)
2. The MyCom login screen will appear.
3. Sign in with your MyCom username and password

Step 2 Navigation

You will be logged in as faculty. Some of you may have additional roles, such as Curriculum Committee member, that can be accessed in a drop down menu from the faculty tab. To score an assessment you will need to be logged in as faculty.

The screenshot shows the eLUMEN web interface. At the top left is the College of Marin logo with the tagline "Dream · Learn · Achieve". Below the logo, the user's name "Robyn Wood" is displayed as "Faculty" in a dropdown menu. To the right of the name, it says "Proxy Enabled" in red text. Further right are icons for "Inbox", "Account Settings", "Support", and "Log Out". Below this is a navigation bar with tabs for "Courses", "BLDe S. Assessments", "Curriculum", and "Results Explorer". The "Courses" tab is selected, showing "Spring 2011" in a dropdown. Below the navigation bar, the course "ART130 - Drawing and Composition I - 010" is listed. Underneath the course name, there is a red circle around the text "Course Coordinator(s): <unassigned>" and "Evaluator(s): Robyn Wood". To the right of this text is a blue icon of three people, with a red arrow pointing to it and the text "Click this icon see your class list".

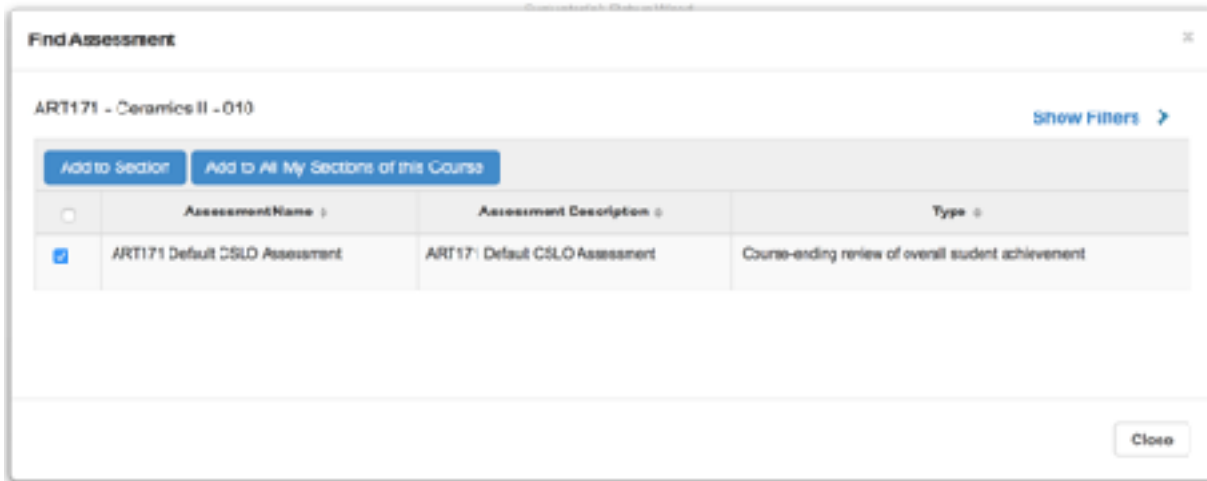
Privacy - Notice the red **Proxy Enabled** in red lettering next to your name. This indicates that your Department Coordinator can see your results. You will notice four tabs below your name.

You will automatically be logged into the Courses tab with the current semester appearing in the sub tab.

Step 3 Finding the Default Assessment

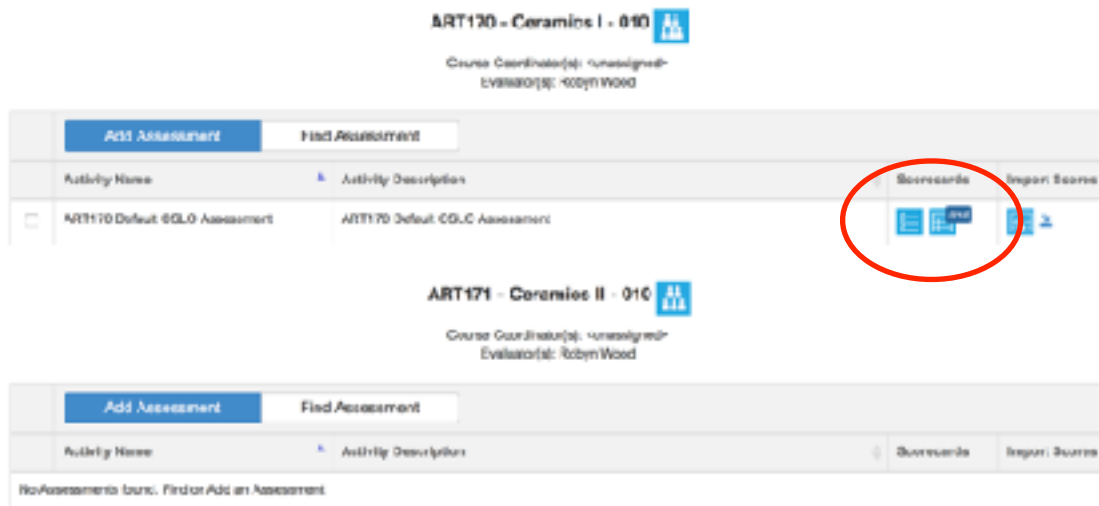
The first time you go to your courses tab you will not see the default assessment listed under the class(es) you are teaching. To find the default assessment click on the Find Assessment tab. A box will appear with the default assessment. It is named by the department followed by the course number

Click on the small square to the right and you will have the option of adding this assessment to a section or all of your sections for this course.



Step 4 Scoring the Assessment

To score the assessment, you can click on either of the scorecard icons to the left of the screen. Each method of scoring, either the rubric or scorecard view have the same information just a visual different layout.



To begin scoring, put the cursor over a box and click. The box will highlighted. Continue to move down the rubric scoring each SLO. At the end of the rubric continue to scroll down the page. You will see a box for assessment comments. If you want to make any comments about the assessment, do it here. This will be for your records only, no one else will see these comments, unless you team teach.

Students	SLO:	Exceeds expectations	Meets expectations		Does not meet expectations		N/A
		5	4	3	2	1	
drawings, ink	Demonstrates basic black and white drawing skills/techniques.	exceeds expectations	proficient achievement	adequate achievement	developing but does not meet	minimal demonstrated achievement	<input type="checkbox"/>
drawings, oil	Uses principles of composition.	exceeds expectations	proficient achievement	adequate achievement	developing but does not meet	minimal demonstrated achievement	<input type="checkbox"/>
drawings, watercolor	Express themselves visually by rendering forms in a two-dimensional format.	exceeds expectations	proficient achievement	adequate achievement	developing but does not meet	minimal demonstrated achievement	<input type="checkbox"/>
drawings, mixed media	Analyze expressive works created by their peers and colleagues. Examine alternative interpretations with an awareness of diverse cultural contexts through	exceeds expectations	proficient achievement	adequate achievement	developing but does not meet	minimal demonstrated achievement	<input type="checkbox"/>

Finally, at the bottom left of the page you will see Save and next. Click here and it will take you to the next student.

After finishing the scoring for the last student you will click on the tab at the bottom of the screen that says “save and continue on to reflection template” A box with the reflection template will appear with two questions for you to answer.

The screenshot shows a 'Default Reflection Template' form. At the top, it says 'Currently Not Answered'. Below that, it asks: 'What were the most important findings from the assessment? If you taught this course previously, how did the results compare to previous assessment results?' followed by a text input field. The second question is: 'What improvement measures could be considered to address the needs and issues revealed in your assessment?' followed by another text input field. At the bottom, there are three buttons: 'Give Draft', 'Submit and Share', and 'Submit and Share Anonymously'. The 'Submit and Share' and 'Submit and Share Anonymously' buttons are circled in red.

If you don't finish this in one sitting you can save draft and work on this later. If finished you have two options for sharing, either with your name attached to the results or anonymously.

Step 5 Last Step

After the last student is assessed and you click save a next, a box will appear that gives you four options.



You only need to concern yourself with the last two options. Results Explorer will give you two graphic view of your results with percentages for each assessment level. Courses will bring you back to the listing of your courses to start scoring a new assessment of the next course.