

How to check your assessment from a previous semester

To make sure an assessment is completed from a previous semester,

Step 1 Log into eLumen through your mycom portal or www.elumenapp.com

Step 2 Make sure you are in your faculty role and toggle on the semester tab to find the semester you would like to check. See the red arrow below. Once you have selected the correct semester click on the gray part of the box. This will bring up the page with your courses listed.

Step 3 To the right side of the page (see the red arrow) you will see two small blue boxes. This will either show you a green check or a fraction as in the example above.

The screenshot shows the eLumen interface for a faculty member. At the top, the user is logged in as 'Robyn Wood as Faculty' in the 'Fine & Visual Arts' department. The 'Courses' menu is open, showing 'Spring 2021' selected. Below this, the course 'ART170 - Ceramics I - 010' is displayed, with 'Robyn Wood' as the coordinator and evaluator. A table of assessments is shown below, with columns for 'Activity Name', 'Activity Description', 'Scorecards', and 'Import Scores'. The 'Scorecards' column contains two entries: 'ART 170 CSLO Assessment' with a green checkmark, and 'sgraffito sphere formative assessment' with a fraction '13/11'. Red arrows highlight the 'Spring 2021' dropdown and the 'Scorecards' column.

Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> ART 170 CSLO Assessment	ART 170 CSLO Assessment		
<input type="checkbox"/> sgraffito sphere formative assessment	sgraffito sphere formative assessment		

The green arrows means your assessment was completed. If you have a fraction it means you have not completed the assessment and some students still need to be scored. The example above shows one assessment was completed and one with 13 students out of 15 scored.

To complete your assessment, click on the blue square with the fraction, which will bring up the rubric. You can scroll through the rubric and find the student(s) that need to be assessed to complete the assessment.