

eLumen Faculty SLO Guide September 10, 2021

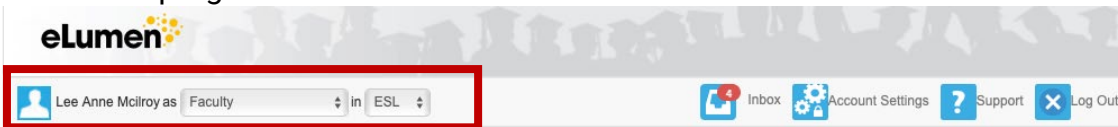
Step 1: Getting Started

Login to [eLumen](#) using your Cerritos College credentials (i.e., username – without @cerritos.edu and password).

Step 2: Navigating to your SLO Assessment in eLumen

At the top of eLumen, verify the following:

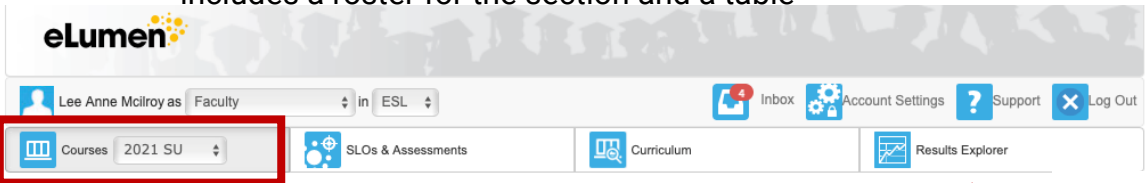
- Your role is listed as Faculty
- Your program



Step 3: Completing a SLO Assessment in eLumen

Note: usually, the SLO specialist will create all of the SLO assessment templates for your department (so most faculty will just need to sign in to eLumen)

- On the tabs at the top, select **Courses** and then select the **term** in the drop down you want to assess
 - On this page, you will see a list of all the section that you are assigned to teach in the selected semester
 - For each section that you are assigned, you will see a course header, which includes a roster for the section and a table



ESL152 - Introduction to College Composition for Non-Native English Speakers - 23651 ← Section

Table



Roster



Course Coordinator(s): Lee Anne McIlroy

Evaluator(s): Lee Anne McIlroy

Add Assessment		Find Assessment	
Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> ESL 152 Direct V5	ESL 152 Direct V5		

Assessing

There are two ways to assess: **Option 1:**

Scorecards

- Click on the icon in the **Scorecards** column of the table to open the assessment

ESL152 - Introduction to College Composition for Non-Native English Speakers - 23651

Course Coordinator(s): Lee Anne McIlroy
 Evaluator(s): Lee Anne McIlroy

Add Assessment		Find Assessment	
Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> ESL 152 Direct V5	ESL 152 Direct V5		

ESL152 - Introduction to College Composition for Non-Native English Speakers - 23652

Course Coordinator(s): Lee Anne McIlroy
 Evaluator(s): Lee Anne McIlroy

Add Assessment		Find Assessment	
Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> ESL 152 Direct V5	ESL 152 Direct V5		

- There are two types of **Scorecards**:
 - Score students on Scorecard view** (the first scorecard):

Add Assessment		Find Assessment	
Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> ESL 152 Direct V5	ESL 152 Direct V5		

- After you select on the **Score students on Scorecard view**, you will be promoted to give score each student by SLO

ESL 152 Direct V5

		Good Performance	Satisfactory Performance	Emergent Performance	
Last Name, First Name	SLO	3	2	1	N/A
	Students analyze, discuss, and evaluate methods of development, themes, tone, and author's point of view in written texts.	3	2	1	<input type="checkbox"/>
	Students employ the techniques of the writing process, including pre-writing, revising, and editing to understand and complete a writing.	3	2	1	<input type="checkbox"/>

- **Score students on Rubric view (the second scorecard):**

		Add Assessment	Find Assessment		
Activity Name	Activity Description	Scorecards	Import Scores		
<input type="checkbox"/> ESL 152 Direct V5	ESL 152 Direct V5				

- After you select on the **Score students on Rubric view**, you will be promoted to give score each SLO by student

ESL 152 Direct V5

Students		Good Performance	Satisfactory Performance	Emergent Performance	
Last Name, First Name		3	2	1	N/A
SLO:		Performance Ds:			
Last Name, First Name	<i>Students analyze, discuss, and evaluate methods of development, themes, tone, and author's point of view in written texts.</i>	Good Performance	Satisfactory Performance	Emergent Performance	<input type="checkbox"/>
Last Name, First Name	<i>Students employ the techniques of the writing process, including pre-writing, revising, and editing to understand and complete a writing.</i>	Good Performance	Satisfactory Performance	Emergent Performance	<input type="checkbox"/>
Last Name, First Name	<i>Students will analyze, evaluate, and determine proper use of standard American English grammar, sentence structure, punctuation, and vocabulary in model and peer essays.</i>	Good Performance	Satisfactory Performance	Emergent Performance	<input type="checkbox"/>
Last Name, First Name	<i>Students will create cohesion and coherence in an essay using complex transitions and grammar.</i>	Good Performance	Satisfactory Performance	Emergent Performance	<input type="checkbox"/>
Last Name, First Name	<i>Students will write multi-paragraph essays and a research paper using two or more outside sources and incorporating paraphrases and direct quotes with MLA citation to logically support a thesis.</i>	Good Performance	Satisfactory Performance	Emergent Performance	<input type="checkbox"/>
Last Name, First Name	<i>Students write essays and summaries showing variety and complexity in sentence structure, grammar, punctuation, and vocabulary.</i>	Good Performance	Satisfactory Performance	Emergent Performance	<input type="checkbox"/>
Last Name, First Name	<i>Students write essays with a clear thesis, logical support, specific details,</i>	Good Performance	Satisfactory	Emergent Performance	<input type="checkbox"/>

- Through **Score student on Rubric view**, you may add **Assessment Comments**

<i>Students employ the techniques of the writing process, including pre-writing, revising, and editing to understand and complete a writing.</i>	Good Performance	Satisfactory Performance	Emergent Performance	<input type="checkbox"/>
<i>Students will analyze, evaluate, and determine proper use of standard American English grammar, sentence structure, punctuation, and vocabulary in model and peer essays.</i>	Good Performance	Satisfactory Performance	Emergent Performance	<input type="checkbox"/>
<i>Students will create cohesion and coherence in an essay using complex transitions and grammar.</i>	Good Performance	Satisfactory Performance	Emergent Performance	<input type="checkbox"/>
<i>Students will write multi-paragraph essays and a research paper using two or more outside sources and incorporating paraphrases and direct quotes with MLA citation to logically support a thesis.</i>	Good Performance	Satisfactory Performance	Emergent Performance	<input type="checkbox"/>
<i>Students write essays and summaries showing variety and complexity in sentence structure, grammar, punctuation, and vocabulary.</i>	Good Performance	Satisfactory Performance	Emergent Performance	<input type="checkbox"/>
<i>Students write essays with a clear thesis, logical support, specific details, examples, and illustrations.</i>	Good Performance	Satisfactory Performance	Emergent Performance	<input type="checkbox"/>

Assessment Comments

B I U x_e x₂ I_x **1= 2=** **☰ ☲** **↶ ↷** **Size ▾**

- Once you are done, a green checkmark under **Scorecards** will indicate that the assessment for your course SLOs has been completed

Lee Anne McIlroy as Faculty in ESL

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Courses 2021 SU SLOs & Assessments Curriculum Results Explorer

ESL152 - Introduction to College Composition for Non-Native English Speakers - 23651

Course Coordinator(s): Lee Anne McIlroy
Evaluator(s): Lee Anne McIlroy

Add Assessment		Find Assessment		Scorecards	Import Scores
Activity Name	Activity Description	Scorecards	Import Scores		
<input type="checkbox"/> ESL 152 Direct V5	ESL 152 Direct V5				

Option 2: Import Scores from Excel

- Click on the icon in the **Import Scores** column of the

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Course Coordinator(s): Lee Anne McIlroy
Evaluator(s): Lee Anne McIlroy

Add Assessment		Find Assessment		Scorecards	Import Scores
Activity Name	Activity Description	Scorecards	Import Scores		
<input type="checkbox"/> ESL 152 Direct V5	ESL 152 Direct V5				

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Courses 2021 SU SLOs & Assessments Curriculum Results Explorer

ESL152 - Introduction to College Composition for Non-Native English Speakers - 23652

Course Coordinator(s): Lee Anne McIlroy
Evaluator(s): Lee Anne McIlroy

Add Assessment		Find Assessment		Scorecards	Import Scores
Activity Name	Activity Description	Scorecards	Import Scores		
<input type="checkbox"/> ESL 152 Direct V5	ESL 152 Direct V5				

- Import Scores** using XLS or CSV format

Import Scores
Select a file format to use

Cancel

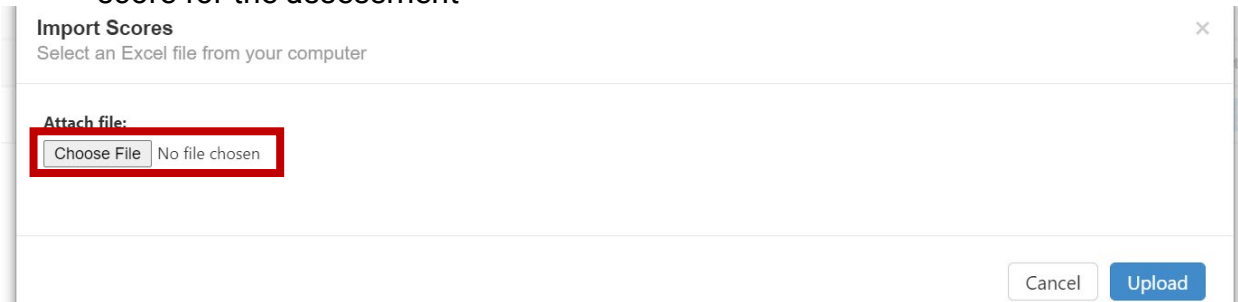
- To upload student scores individually, you may use an Excel file
 - Format the Excel file for upload:

Name (optional)	Student ID*	Score**
Amber Hroch	0111555	

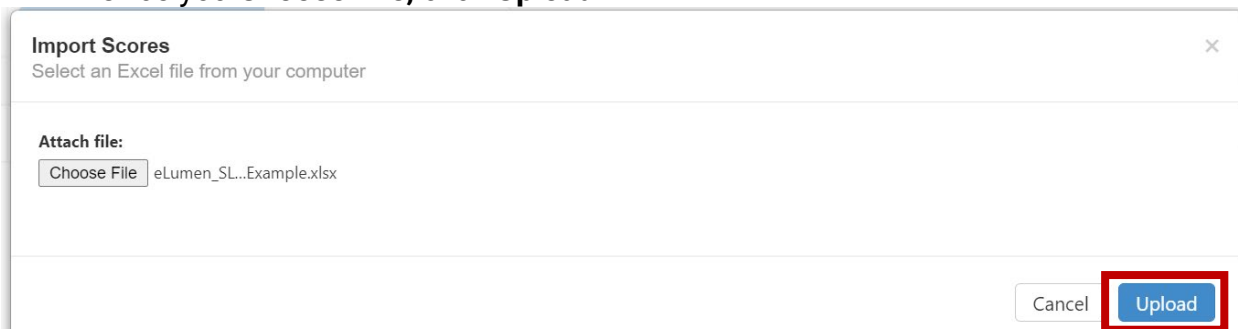
*Note: If a number is missing from a Student ID, add a zero at the beginning of the Student ID (e.g., 111555 → 0111555)

**Scores in the Excel file must match the mastery scale score selected in eLumen

- Select **Choose File** and navigate to the Excel spreadsheet containing the score for the assessment



- Once you **Choose File**, click **Upload**



- Then, you will see the following screen

Please select the columns from your excel file that contain the **Student ID** and the **SLOs** for this Assessment.

Student ID	<input type="checkbox"/>	Align selected column
SLOs:		
Students analyze, discuss, and evaluate methods of development, themes, tone, and author's point of view in written texts.	<input type="checkbox"/>	Align selected column
Students employ the techniques of the writing process, including pre-writing, revising, and editing to understand and complete a writing.	<input type="checkbox"/>	Align selected column
Students will analyze, evaluate, and determine proper use of standard American English grammar, sentence structure, punctuation, and vocabulary in model and peer essays.	<input type="checkbox"/>	Align selected column
Students will create cohesion and coherence in an essay using complex transitions and grammar.	<input type="checkbox"/>	Align selected column
Students will write multi-paragraph essays and a research paper using two or more outside sources and incorporating paraphrases and direct quotes with MLA citation to logically support a thesis.	<input type="checkbox"/>	Align selected column
Students write essays and summaries showing variety and complexity in sentence structure, grammar, punctuation, and vocabulary.	<input type="checkbox"/>	Align selected column
Students write essays with a clear thesis, logical support, specific details, examples, and illustrations.	<input type="checkbox"/>	Align selected column
		Cancel Import scores

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Name	ID	Score														