eLumen Assessment Guide

Scorecard Help for SLO Assessments

What You See After Login

When you log in as a **Faculty**, you will see your **Assessments** for the **Courses** and *Sections* you teach. They are listed individually by *Section*. The examples below use one section of Addictive Disorders Studies.

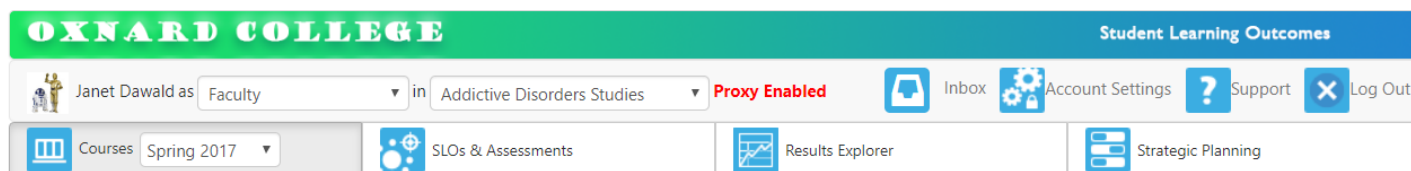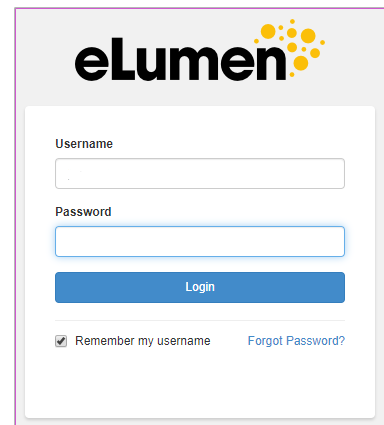The **Activity Name** of the first **Assessment** below is:

> **(ADSR 101) Diseases, Physical & Emotional, and Symptomology of Alcoholism**

A longer **Activity Description** is:

> Recognition of alcoholism and abuse, misuse of alcohol, and disease symptomology.

> *(this Description provides insight into what the individual Course SLO's are contained in this Assessment)*

The big blue people icon will display a popup window of the **Student Roster** for this *Section*.

This is a new icon. Clicking this will show how the **Course** SLO's in this assessment are mapped to their associated **Program** SLO's.

The **Scorecards** box has one (or two) blue Scorecard icons and numbers: **0/28**. This indicates that none of the **28** students in this *Section* have been scored. When all the students are scored, it turns to a green circle with a white checkmark.

Note: you may see just one blue icon here, if so, that is the one to use!

 This is the **Scorecard** view icon. (The other is the Rubric view, which is being phased out). Use this one to get to the actual scorecard screen.

You may have several *Sections* to score. They will be listed in the order of the Course Number.

These *Sections* have been assigned to you by your Department or Discipline. If you do not find any *Sections* to score, please contact Janet Dawald. Conversely, you may have been assigned too many *Sections* to score. This assignment process is a human operation, so simply contact the human (Janet) and the unwanted *Section(s)* will be deleted.

Clicking on the entire row will cause it to turn **green** . (You may have several rows of Assessments assigned to you.)

Start the Scoring

 Click on the left blue **Scorecard** icon.

The **Scorecard** for this **Assessment** will be shown:

Actions ▼ Clicking on the **Actions** button brings up a small popup window.

This document is the **Assessment Guide**. You can download this document any time you are scoring.

Blank and **Completed Scorecards** are useful. Use the blank to pencil in scores to enter later. More important, have proof that you entered the scores into *eLumen* by printing out the scored and the **Completed Scorecard!**

You can also switch to the **Rubric View** here, but it is being phased out.

The previous example is *the* Scorecard for *an* Assessment with *three Course Student Learning Outcomes* (CSLO's).

This Assessment uses a 5-part rubric with EXEMPLARY, EXCEEDS EXPECTATIONS, STANDARD, BELOW STANDARD and NO PROFICIENCY **mastery levels.** It also has a "Not Assessed" **N/A** checkbox if the student was not assessed.

To give a student a score for a single CSLO, simply **click the box** with the appropriate number. It is saved immediately, but you *must hit the blue* Save button later on to save the entire Scorecard.

Save!

When you have finished clicking on the mastery level scores (0 through 4 rubric) or the N/A checkbox, **you must hit the blue** Save **button when finished.** Even though each number *appears to be saved* immediately, you must make sure that the whole Scorecard is saved. You only get credit for the Scorecard if every row has a number or N/A.

Xander, Xenophon	CSLO ADS R101 - Recognize the differences between the disease of alcoholism and alcohol abuse. (optional)	**4**	3	2	1	0	☐	▤
	CSLO ADS R101 - Recognize the physical and emotional effects of the misuse of alcohol.	**4**	3	2	1	0	☐	▤
	CSLO ADS R101 - Recognize the symptomology of the disease of alcoholism.	**4**	3	2	1	0	☐	▤
Wilson, Wanda	CSLO ADS R101 - Recognize the differences between the disease of alcoholism and alcohol abuse. (optional)	4	**3**	2	1	0	☐	▤
	CSLO ADS R101 - Recognize the physical and emotional effects of the misuse of alcohol.	4	3	**2**	1	0	☐	▤
	CSLO ADS R101 - Recognize the symptomology of the disease of alcoholism.	4	**3**	2	1	0	☐	▤
Zweliger, Zarah	CSLO ADS R101 - Recognize the differences between the disease of alcoholism and alcohol abuse. (optional)	4	3	**2**	1	0	☐	▤
	CSLO ADS R101 - Recognize the physical and emotional effects of the misuse of alcohol.	4	**3**	2	1	0	☐	▤
	CSLO ADS R101 - Recognize the symptomology of the disease of alcoholism.	**4**	3	2	1	0	☐	▤
	Score total:	9	6	6	0	0	0	

☐ Clear all scores from this scorecard

Cancel   Save   Save and Continue to Reflection

Save and Continue to Reflection This is now optional, if available. The Reflection questions are no longer required.

Important Information on N/A

NOT ASSESSED: N/A   If you simply cannot, did not, or otherwise assess the student, use the N/A checkbox. A "zero" and a N/A are not the same thing*: a zero means that the student was assessed and failed.*

You can import Assessment scores from an Excel spreadsheet. You will need to do a little tricky cut-and-paste from the **roster** to get the student ID Numbers (the 900 numbers) into Excel. Or, you may already have this data from the Banner grading system. The student ID Numbers are identical in Banner and in *eLumen*. The directions are below.

1. Have Excel up and running in a separate window from the *eLumen* screen

You will need a blank Excel spreadsheet. You start out with a completely empty spreadsheet, but it will *eventually* have the following columns if you have **2** CSLO's in your Assessment:

Name	ID	CSLO1	CSLO2

2. First, go to the Student Roster icon to Cut-And-Paste the student names and IDs for the Section.

The roster icon is on the far right next to the Course title.
Click on this icon to bring up a popup widow of the **Student Roster.**

ADSR101 - Overview of Addiction - 30387-002

Course Coordinator(s): *Janet Dawald, Lois Zsarnay, Michael Webb*

Evaluator(s): William Shilley , Janet Dawald

Very carefully use your mouse to select everything from the grey row that says **Name** and **ID** on down.

Student roster for: [ADSR101] Overview of Addiction - 30387-002

Name	ID	Show
Last, First	900734561	Student History
Last, First	900299415	
Last, First	900352505	
Last, First	900459615	
Last, First	900752537	
Last, First	900530525	
Last, First	900717623	
Last, First	900436873	
Last, First	900434793	
Last, First	900599862	
Last, First	900184281	
Last, First	900568083	
Last, First	900506826	
Last, First	900747266	
Last, First	900601409	
Last, First	900595935	

Just keep pulling your cursor down until you hit the bottom of the roster. The Names and ID numbers should become highlighted.

Carefully *release* the mouse button, keeping the highlights intact.

(It may be helpful to reduce the font size of your browser (CTRL + -, the control key and the minus key).

While all the names are highlighted, and your mouse is released, on your keyboard, very carefully

Hit CTRL + c,

called "Control C" to **copy** the highlighted items into the clipboard. Nothing happens.

3. **Immediately go to your open *empty* Excel spreadsheet. Select the first cell, A1.**

   Hit CTRL + v, called "Control V" to **paste*** the names into the spreadsheet.

You should have two columns, A and B, filled in with the names and ID numbers. If column B looks like scientific notation, make column B wider. Or, highlight column B, right-click, Format Cells, Number, no decimals, no commas.

4. **Save the Excel spreadsheet.** Remember where you put it.
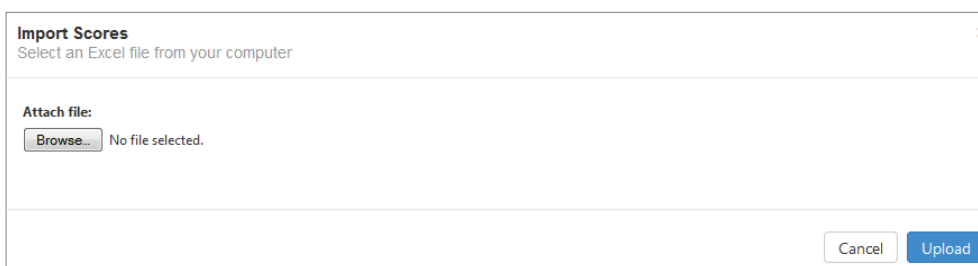
5. **Add column name(s) for every CSLO you will be assessing**. It is recommended that you use CSLO1, CSLO2, without spaces.

6. **Fill in the columns with the (whole) *numbers* that each student would be scored with**. Save the spreadsheet, remembering the name and where the heck you put it. *NOT ASSESSED scores are inputted as **NA**, **N/A**, **na**, **n/a**, or **-1**.*

7. **Click the Import Scores icon.** A popup window appears.

This is the familiar Browse business, where you hopefully remembered the name of the Excel file and where you put it.

Import Scores
Select an Excel file from your computer   ✕

Attach file:
[Browse...] No file selected.

                                                        [Cancel] [Upload]

Click the blue **Upload** button when you have found your Excel file.

* You can't use CTRL + **p** to paste, Control **p** is PRINT. In old-school manual proofreading marks, a caret (∧) or v was used, along with the words necessary, to indicate more words need to go here. That's why you use Control V to literally put stuff (that you have copied with CTRL C) where your cursor is at the moment.

This import/matchup screen looks intimidating, but it is very easy if you know the secrets! You *do not* need the student names in order to upload. The names were there just to help you, the human, to put CSLO scores into the spreadsheet.

You need only the **ID** and your **CSLO scores** to upload. It puts the text of those SLOs on the screen so you can check that there are two SLO's, and you have two columns of numbers.

Importing Scores from Excel worksheet

Activity: Rock Music Elements and Stylistic Periods (MUSR116)

Type: Type C - 1 or more SLOs, direct SLO scoring

Scale: 0 - 4

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

Student ID   [   ] [Align selected column]

SLOs:

Students will be able to explain and define the basic elements of music such as harmony, melody, rhythm, tone color, and dynamics.   [   ] [Align selected column]

Students will be able to explain and define the stylistic historical periods of rock music.   [   ] [Align selected column]

                                                        [Cancel] [Import scores]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Name	ID	cslo1	cslo2													
2	Berry...	900637728	4	3													
3	Holly....	900524410	3	2													
4	Lewis....	900586395	4	4													
5	Penni....	900653932	2	0													

First: Click the ID column, which is probably **B**. It turns darker.

Second: Go to the ← Student ID **Align selected column** button and click it. The grey box should say "B".

Third: Go to the first CSLO column, select it, and then go to the first CSLO text description and click **Align selected column.** Repeat for the next CSLO.

When done, the colors and columns match up (below).

Importing Scores from Excel worksheet

Activity: Rock Music Elements and Stylistic Periods (MUSR116)

Type: Type C - 1 or more SLOs, direct SLO scoring

Scale: 0 - 4

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

| Student ID | | B | Align selected column |

SLOs:

| Students will be able to explain and define the basic elements of music such as harmony, melody, rhythm, tone color, and dynamics. | | C | Align selected column |
| Students will be able to explain and define the stylistic historical periods of rock music. | | D | Align selected column |

Cancel   Import scores

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Name	ID	cslo1	cslo2												
2	Berry...	900637728	4	3												
3	Holly....	900524410	3	2												
4	Lewis....	900586395	4	4												
5	Penni....	900653932	2	0												

You can always change or correct any scores that were originally uploaded via Excel in error.

After clicking **Import scores,** you just follow the directions. If your spreadsheet was clean, with no strange characters in the ID or CSLO columns, everything will go just fine. Error messages will be self-explanatory, but there are far too many of them to be itemized here. If you realize you messed up completely, go to the Scorecard View, and at the bottom, check the box "☑ Clear all scores from this scorecard" – you can start all over again. Be careful of this checkbox, it does not warn you, it just clears everything. Which may be helpful, or not.

Some of the most common errors of uploading via Excel: (this is for any application, not just *eLumen*)

> **There is invisible *schmutz* in the columns to the right**. For example, you have three "good" columns, A, B and C. In D, you may have blank spaces (you can't see). Remove all doubt by deleting columns D through about H, this will get rid of everything to the right that is causing problems. Any import process will know that C is now the last legitimate column to be uploaded.

> **You have spaces in your column header names**. Most applications will reject these ("CSLO 1"). Thus the recommended "CSLO1" and "CSLO2". Also some programs will not accept column names that *start* with a number: "1CSLO" or "2CSLO". . . . Don't risk this.

> **You have spreadsheet values out of range.** If you are scoring a 0-4 rubric, and enter the number "5" for a student, the process will stop. This holds true of the N/A: use only **NA**, **N/A**, **na**, **n/a**, or **-1.**

> **Do a human checksum.** If you have 25 students in the **roster**, you should have **25 rows** of students in your Excel file. Add one more for the top column headers, and you should have **a total of 26** rows with data. Make sure, in the same manner as above, there is nothing in rows 27 through about 50. Delete them completely.

If you are having problems, contact the Data Steward immediately. Uploading Assessment scores should be fast and painless. However, there is a sound argument to be made that the actual number of *keystrokes* needed to create an Excel spreadsheet exceeds the keystrokes (and time) needed to just score the numbered blocks in the Scorecard. Just sayin'.

ICON KEY

	Assessment is scored and completed. Could have used either the Scorecard or Rubric View.
	Assessment is scored and completed using the Rubric View. Scorecard view not set up.
	Results Explorer – shows the Chart View and Table Views (graphs) for this Assessment. Does not work if the Assessment has not yet been scored.
	Goes to the Available **Reports** page – does not remember what Course you were on. Same as going to the top-level Reports bar.
	Goes to the **Student Roster** for this Course and Section. Used for cut-and-paste into Excel.
	Import Scores from a Excel spreadsheet. Requires the Student ID, and whatever score(s) are associated with that Student ID.
	Only 14 out of 15 students on the roster have been scored.
	None of the 19 students on the roster have been scored.