



**eLumen: Faculty Training
Assessing Student Learning
December 30, 2021**

I. Signing into eLumen	2
II. Top banner	2
III. Bottom banner	2
1. Courses tab (controlled by academic term)	2
(a) Roster icon	3
(b) Curriculum Map icon	3
(c) Assessment score submission	3
i. Scorecard icon	3
ii. Rubric icon	3
iii. Actions menu	4
iv. Import Scores icon	4
(d) Action Plans	6
2. SLOs & Assessments tab	7
(a) SLO tab	7
(b) Assessments tab	7
3. Results Explorer tab	8
(a) Results Explorer	8
(b) Available Reports	10
(c) Document Library	12

I. Signing into eLumen

1. Log in <https://honolulu.elumenapp.com>
2. Use UH system's ID and password



II. Top banner

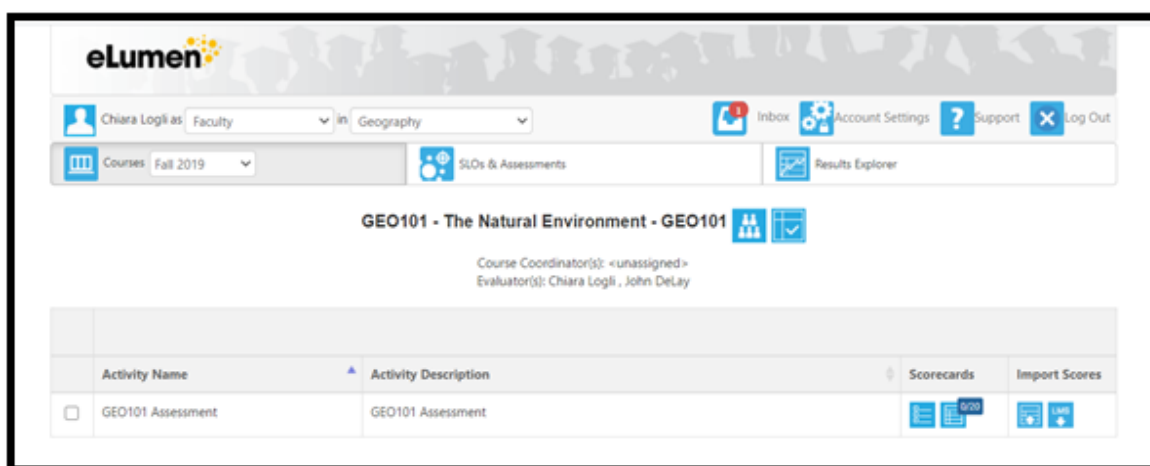
From left to right, beneath the logo:

1. Faculty's name
2. Faculty's roles
3. Unit that owns the courses that the Faculty is assigned to teach
4. Inbox (e.g., with messages if your Action Plan is due)
5. Account Settings
6. Link to the Knowledge Base and Technical Support
7. Log Out

III. Bottom banner



1. Courses tab (controlled by academic term)



Select a term in the drop-down menu to view the sections taught by the Faculty.

(a) Roster icon







Displays the list of all students enrolled in the section.

(b) Curriculum Map icon

Displays a read-only view of the alignment of course learning outcomes (CLOs) with broader outcomes, such as at the program, institution, and certificate outcomes.

(c) Assessment score submission

The table below lists the planned assessments. By the end of the academic term, Faculty score their assessment by selecting the *Scorecard*, *Rubric*, or *Import Scores* icon.

MATH100 - Mathematics for General Education - 2018f-015-100-004			
Course Coordinator(s): Joan Neilson, Marianna Padilla			
Evaluator(s): Marianna Padilla, Dana Brown (Inactive)			
Add Assessment		Find Assessment	
Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> ISLO Quantitative Thinking for Math	Assessment for Math ISLO Quantitative Thinking	 0/5	
<input type="checkbox"/> MATH100 Default CSLO Assessment	MATH100 Default CSLO Assessment	 0/5	
<input type="checkbox"/> Solve Equations and Exponential and Logarithmic Functions - SLO Assessment	SLO Assessment for Math 100	 0/5	

i. Scorecard icon

The Scorecard icon displays all students in one page. From the left:

- Students in the section
- Course outcomes (or *criteria*)
- Performance (or *mastery levels*): Faculty score each student by clicking inside the cell:
 - 1 for met
 - 0 for not met
 - N/A for students who (a) withdrew, (b) did not finish, (c) received an incomplete, and (d) did not provide evidence
- Annotations: Faculty can record confidential notes on each student and later export them via report
- When finished assessing all students, Faculty can either *Save* or *Save and Continue to Action Plan* at the bottom of the page

O101 Assessment			
		Meets outcome	Does not meet outcome
SLO		1	0
Jennifer	Apply geographic principles, theories, and methods to the study of the physical environment.	1	0
	Demonstrate knowledge of, and ability to apply, scientific systems of measurement to describe natural phenomena.	1	0

ii. Rubric icon

The Rubric icon displays one student per page. From the left, Faculty see:

- Students in the section—the current student is highlighted
- Course outcomes (or criteria)
- Performance (or mastery levels): Faculty score each student by clicking inside the cell:
 - 1 for met
 - 0 for not met
 - N/A for students who (a) withdrew, (b) did not finish, (c) received an incomplete, and (d) did not provide evidence
- Assessment Comments: Faculty can record confidential notes on the overall course assessment, but CANNOT later export them via report
- When finished assessing a student, Faculty select *Save and Next* at the bottom of the page to reveal the next student to score
- When finished assessing all students, Faculty can select *Save* and then *Go to Action Plan*

Students		Meets outcome	Does not meet outcome	
		1	0	N/A
Jennifer				
Kaylee-ann	SLO: Apply geographic principles, theories, and methods to the study of the physical environment.	The outcome has been met.	The outcome has not been met.	<input type="checkbox"/>
Richard	Demonstrate knowledge of, and ability to apply, scientific systems of measurement to describe natural phenomena.	The outcome has been met.	The outcome has not been met.	<input type="checkbox"/>
Yan	Describe the primary interactions between human societies and the physical environment.	The outcome has been met.	The outcome has not been met.	<input type="checkbox"/>
Samantha	Identify the key physical processes shaping the Earth's surface, their interrelationships, and their spatial distribution.	The outcome has been met.	The outcome has not been met.	<input type="checkbox"/>
Kaleo	Interpret maps of physical phenomena to identify patterns.	The outcome has been met.	The outcome has not been met.	<input type="checkbox"/>
Shame				
Mark				
Kahaonelani				

Assessment Comments


B I U x₂ x² I_x **¶** **☰** **☲** **☱** **☴** **☵** **☶** **☷** **↶** **↷** **Size** ▾


iii. Actions menu


Inside both Scorecard and Rubric views, Faculty can select the Actions drop-down menu to:


- Go to Results Explorer
- Download a blank Scorecard or Rubric
- Download a completed Scorecard or Rubric
- Switch to Scorecard or Rubric view
- Note: Avoid selecting here *Go to Action Plan* and *Go to RFI responses*
- Note: Scores are automatically saved when you navigate to Actions menu


Actions ▾


 Go to **Action Plan**

 Go to **RFI Responses**

 Go to **Results Explorer**

 Download **Blank Rubric**



 Download **Completed Rubric**

 Switch To **Scorecard View**

iv. Import Scores icon



In addition to the Scorecard and Rubric views, eLumen also supports Faculty in uploading scores for an assessment through an Excel spreadsheet.

Activity Name	Activity Description	Scorecards	Import Scores
MATH101 Default CSLO Assessment	MATH101 Default CSLO Assessment	 0/28	

The spreadsheet must contain:

- A column with the Student ID—not all students must be in the spreadsheet
- A column for each CLO—all CLOs must be in the spreadsheet
- The import tool will ignore extra columns
- The spreadsheet may have one or more header rows
- The scores must be in the first spreadsheet in the Excel workbook
- Tip: To obtain a list of all student names and IDs, select the Roster icon on the Courses screen and copy all entries in the Roster table. Paste this table into an Excel spreadsheet using “Paste Special” option and then choosing “Text.”

Optional: Student Name	Student ID	SLO/Criteria1	SLO/Criteria2	SLO/Criteria3
John Doe	123456789	0	1	N/A

0=Not met; 1=Met; N/A=Not applicable

To upload the spreadsheet:

- Select the Import Scores icon. In order to import scores, there must be no existing student scores for the assessment. Additional scores or score modifications may be entered after the import
- Select Choose File
- Select the Excel spreadsheet
- Select Upload
- The Importing Scores from Excel worksheet screen records the alignment of the columns in the spreadsheet to the SLOs and Criteria
- For Student ID and each SLO, select the column in the spreadsheet containing the values
- Select Align selected column for the appropriate field. eLumen will list the column in the box to the left of the Align selected column box and will color the column in a corresponding color
- The confirmation screen will display the number of students whose scores were imported

Student Id

Criteria:

Interpret

Infer

Analyze

Evaluate

Cancel Import scores

	A	B	C	D	E	F	G	H	I	J	K	L	M
1							Critical T...						
2		Student...	Last Na...	First Na...	Campus	CRN	SLO	Interpret	Infer	Analyze	Evaluate	Subtotal	
3	1	S635488...	Mark	Fatima	WC	61772	CT	1	3	3	1	8	
4	2	S601147...	Michelle...	Karla	WC	61772	CT	0	0	0	1	1	

(d) Action Plans

Once you have completed your assessment via Scorecard, Rubric, or Import Scores, proceed to your Action Plan by either

- Selecting *Save and Continue to Action Plan* or
- Entering your *Inbox* and selecting *Respond*—the red number indicates the Action Plan responses needing attention.

Inbox

Workflows Action Plans ¹ RFIs ¹

Organization: All Term: All

In your Queue

Spring 2016 Course Improvement

Organization: Mathematics

Course: MATH100

Section: 2016s-01S-100-001

Respond

- Save as *Draft* as often as necessary to complete all responses
- When finished responding to all actions, select *Submit* at the bottom of the screen. The Action Plan will no longer be available in the inbox after submit

Action Plan: Instructional Areas

1) What are some key instructional strategies that supported your students' mastery of the Course Learning Outcomes (CLO)? In other words, what teaching strategy, instructional design, assignment, content material, or anything else you have done has been the MOST influential on students' learning? If relevant, note any NEW strategies used. (Reflection)

Response

Response

2. SLOs & Assessments tab

There are two tabs under *SLOs & Assessments*: SLOs and Assessments.

(a) SLO tab

It displays all outcomes regarding a course (CLOs), institution (ILOs), program or certificate. Focus on the outcomes relevant to your courses only.

- Select the box in front of each outcome to view *Show History*, including valid dates for the outcomes
- Select *SLO Explorer* for a listing of the curriculum map (PLOs, ILOs, Certificate tabs)

Sustainability Certificate						
<input type="checkbox"/>	Show History		More ▾			
	PLO	Start Date	End Date	SLO Performance		SLO Explorer
				Expected	Fall 2020	
<input checked="" type="checkbox"/>	Apply concepts of sustainability to local, regional and/or global challenges.	01/13/2020	Not specified	70 %	-	
<input type="checkbox"/>	Define sustainability on local, national, and international levels.	01/13/2020	Not specified	70 %	-	

(b) Assessments tab

- Select an assessment from the table list
- Select the *Results Explorer* icon

	Courses	Fall 2019 ▾		SLOs & Assessments		Results Explorer
SLOs		Assessments				
Assessment Library						Show Filters ➤
<input type="checkbox"/>	Deactivate		View			
<input type="checkbox"/>	Assessment Name ⇅	Assessment Description ⇅	Type ⇅	Planned Terms	Actions	
<input checked="" type="checkbox"/>	GEO101L assessment Active since 08/2019	GEO101L assessment	Instructional assessment	• Fall 2019		
<input type="checkbox"/>	GEO101 Assessment Active since 08/2019	GEO101 Assessment	Instructional assessment	• Fall 2019		

3. Results Explorer tab

There are three tabs under *Results Explorer*

- (a) *Results Explorer*: To view assessment results
- (b) *Available Reports*: To generate downloadable and printable reports
- (c) *Document Library*: To access generated reports

(a) Results Explorer

- Results Explorer is an assessment-specific report
- Please, use the *Filters* to target specific assessments
- Select an assessment from the table list

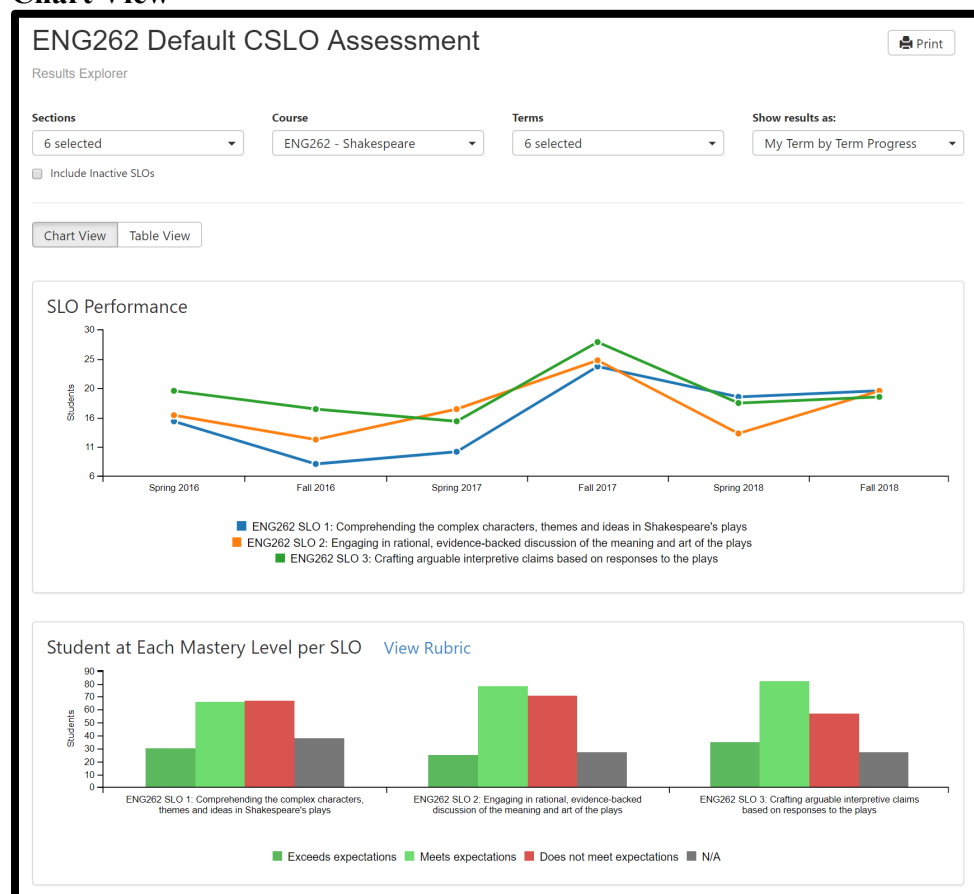
The screenshot shows the 'Results Explorer' tab in a web application. At the top, there's a navigation bar with 'Chiara Logli as Faculty in Geography'. Below this, there are tabs for 'Courses', 'SLOs & Assessments', and 'Results Explorer'. The 'Results Explorer' tab is active, showing a 'Filters' section with 'SLO class' (CLOs), 'SLOs' (Apply geographic principles, theories, and methods to the study of the physical environment, ... (9)), and 'Options' (Planned to future terms, Faculty created, Include inactive assessments). Below the filters, there's a 'Show 10 entries' dropdown and a 'Previous 1 Next' pagination. A table lists assessments with columns: Name, Description, Type, and Terms. The first row shows 'GEO101L assessment' with description 'GEO101L assessment', type 'Instructional assessment', and terms 'Fall 2019'.

Name	Description	Type	Terms
GEO101L assessment	GEO101L assessment	Instructional assessment	Fall 2019

- Use the drop-downs to select *Sections*, *Terms*, and to *Show Results* (i.e., by either *My Term by Term Progress* or *My Sections vs Course Overall*) as well as *Chart* versus *Table View*.

The screenshot shows the detailed view of the 'GEO101L assessment' in the 'Results Explorer' tab. It includes a 'Print' button and a 'Results Explorer' sub-tab. Below this, there are dropdowns for 'Sections' (GEO101L - GEO101L), 'Course' (GEO101L - The Natural Envir...), and 'Terms' (Fall 2019). There's also a checkbox for 'Include Inactive SLOs'. A 'Show results as:' dropdown is open, showing options: 'My Sections vs Course Overall' (selected), 'My Term by Term Progress', and 'My Sections vs Course Overall'. At the bottom, there are 'Chart View' and 'Table View' buttons.

Chart View



Select *View Rubric* to view the Mastery Level per Criteria.

Table View

When the *Show Results As: My Term by Term Progress*, changes in student performance on the outcomes from last term are indicated with a green arrow pointing up for increased performance, or a red arrow pointing down for decreased performance.

SLO	Default Performance Measure	Fall 2017				Spring 2018			
		Exceeds expectations	Meets expectations	Does not meet expectations	N/A	Exceeds expectations	Meets expectations	Does not meet expectations	N/A
ENG262 SLO 1: Comprehending the complex characters, themes and ideas in Shakespeare's plays	70%	17.02% ▲ 0%	34.04% ▼ 13%	48.94% ▲ 12%	11	16.67% ▼ 11%	46.67% ▼ 17%	36.67% ▲ 28%	3
ENG262 SLO 2: Engaging in rational, evidence-backed discussion of the meaning and art of the plays	70%	12.77% ▲ 5%	40.43% ▼ 4%	46.81% ▼ 1%	11	8% ▼ 15%	44% ▼ 24%	48% ▲ 39%	8
ENG262 SLO 3: Crafting arguable interpretive claims based on responses to the plays	70%	16.67% ▼ 7%	41.67% ▲ 4%	41.67% ▲ 4%	10	24.14% ▲ 6%	37.93% ▼ 30%	37.93% ▲ 24%	4

When in *Show Results As: My Sections vs Course Overall*, the color indicators of green and red mean the same (e.g. increased or decreased performance) and the larger number indicates values from the section, while the smaller number indicates overall courses performance on outcome.

SLO	Default Performance Measure	Fall 2017				Spring 2018			
		Exceeds expectations	Meets expectations	Does not meet expectations	N/A	Exceeds expectations	Meets expectations	Does not meet expectations	N/A
ENG262 SLO 1: Comprehending the complex characters, themes and ideas in Shakespeare's plays	70%	17.02% 14.43%	34.04% 43.30%	48.94% 42.27%	11	16.67% 20%	46.67% 42%	36.67% 38%	3
ENG262 SLO 2: Engaging in rational, evidence-backed discussion of the meaning and art of the plays	70%	12.77% 14.58%	40.43% 45.83%	46.81% 39.58%	11	8% 21.28%	44% 40.43%	48% 38.30%	8
ENG262 SLO 3: Crafting arguable interpretive claims based on responses to the plays	70%	16.67% 12.63%	41.67% 46.32%	41.67% 41.05%	10	24.14% 20.37%	37.93% 42.59%	37.93% 37.04%	4

Large Text: Section performance values
 Small Text: Course Overall performance values

Select *Show Score Level* box above the table for further breakdown of the data.

(b) Available Reports

Faculty can generate two reports for their courses:

- *SLO by Course*
- *SLO by Term*

Please select one of the following reports		
Report name	# in Library	Last run
Faculty SLO by Course	0	
SLO by Term	0	

To run a report, select the *Report Name*, then the *Dimensions Desired*, and *Generate Report*.

SLO by Term

Report File Name prefix suffix

[Customize file name](#)

Report Folder

Select By **Terms**

☒ Exclude terms with No Data

Show by Mastery Levels or Score Levels ☒ Mastery Level ☐ Score Level

Show by Assessment ☒ Group SLOs by Assessment

Show Catalog Courses or Contexts ☒ Course ☐ Context

Select a Course

Select a Set of SLOs

Show Inactive

☐ Include results for inactive ISLOs

☐ Include results for inactive PSLOs

☐ Include results for inactive CSLOs

Output format ☒ PDF ☐ XLS ☐ DOCX ☐ HTML

Link duration Hours Days

☐ Make this a Permanent Link

Link duration configures how long the URL in the report notification email will work after the report is generated.

Generate Report

- **Report File Name:** Type the title of your document
- **Report Folder:** Select the folder where to save the report—by default all reports are sent to the Faculty's *Document Library* folder
- **Select by Terms:** Select the academic terms to include in the report
- **Show by Mastery Levels or Score Levels:** Select columns for each Mastery Level (i.e., not met, met) or for each Score Level (i.e., 0, 1)
- **Show by Roster or Aggregate Scores:** Includes student names or aggregate scores
- **Show by Assessment:** This option reports the results for each assessment separately
- **Show Catalog Courses and Contexts:** Display the results for either academic courses or non-academic contexts
- **Select a Course:** Choose a course to display assessment results for
- **Select a Set of SLOs:** Choose a set of outcomes to show the scores through the Curriculum Map
- **Show Inactive:** Display the results for older versions of the outcomes
- **Output format:** Choose the report output format, such as PDF, XLS, DOCX, HTML
- **Link Duration:** Specify how long you want the link to the report to last—ensure that the link duration is *Permanent* if it will be posted on a website. User will receive the link via email.

The link can be posted on the website or forwarded, so anyone can download the report without logging into eLumen.

(c) Document Library

All generated reports are housed in the *Document Library*.

Select each folder to

- Delete it
- Rename it
- Share it
- Move it

Select each report to:

- Delete it
- Rename it
- Rerun it (with the same report settings that you initially selected)
- Move it
- Note: To use the Share feature, move reports inside a folder