



## Step by Step Guide to Creating Assessments

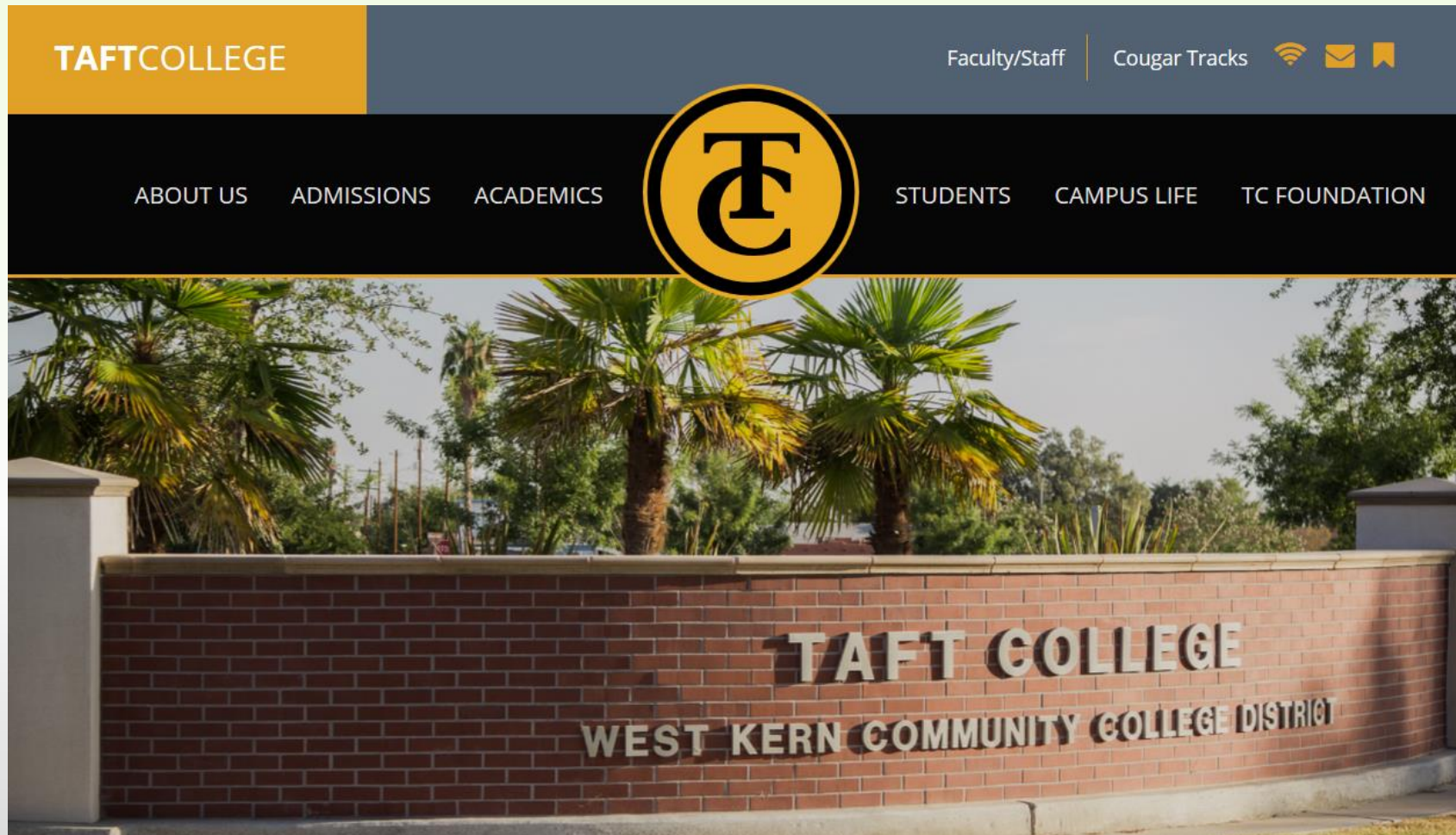


# Table of Contents

Getting Started - Navigation to Log In .....	1
Log In Instructions .....	5
Faculty Home Page .....	6
Blank Assessment Template .....	7
Assessment Template Instructions .....	8
Linking SLOs.....	11
Scoring Students .....	13
Rubric View .....	14
Scorecard View .....	15
Section Innovation Plan.....	16
Resource Request.....	18
Results Explorer.....	20

Start at the Taft College website. <http://www.taftcollege.edu/>

↓ Click on Faculty/Staff





# Welcome to Faculty and Staff Page

The goal of this site is to provide our faculty with the best personal customer service we can while also providing a means for self-sufficiency at our faculty's leisure. As always, please feel free to call, email, or drop by our office for any questions or concerns.

Also, please drop by or send us a message with any additions or ideas that you'd like to see on the Office of Instruction's webpage!



## Faculty Directory

Search for telephone



## Faculty Resources

Welcome to the one-stop



## Human Resources

Human

## Menu

Faculty And Staff Home

Faculty Directory

Faculty Resources

Human Resources

Information Technology & Services

Institutional Research

Maintenance And Operations

Office Of Instruction

Professional Development Center

**Student Learning Outcomes**

TC Committees

Click on this link and it will take you to the SLO webpage.





## Our Mission Statement

The Student Learning Outcomes team assists faculty and staff in the development of student learning outcomes, effective authentic assessment, and analysis of data with thoughtful considered improvements to courses, programs, and services with a culture of evidence and on-going dialogue. The SLO team values the culture of inquiry, integrity of the data, and the academic freedom of faculty to determine the best method for student learning and success. The SLO team houses and coordinates the assessment efforts as described by each unit, division, program, service, and course area.

In the lower left hand corner you will see Resources & Quick Links.

Here you will find the eLumen Log In Page link.



**Resources & Quick Links**



**Course, Program & Institutional SLOs**



**Student Guide to Learning Outcomes**

## Resources and Quick Links

Taft College > Faculty & Staff > Student Learning Outcomes > Resources and Quick Links



### Resources

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### Quick Links

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- [eLumen Log In Page](#)
- [Taft College Institutional Research Home Page](#)

Click here and you will be redirected to the eLumen Log In webpage.



To log in to your eLumen Faculty Home Page, enter your User ID which is your first name initial and last name. All lower case and no spaces.

For example: byoung

Your Password will be your A number #. Capital A and numbers and the pound sign.

For example:  
A0001234#

Click log in and you will be logged in to your Faculty Home Page.



The image shows a screenshot of the eLumen login interface. At the top center is the eLumen logo, which consists of the word "eLumen" in a bold, black, sans-serif font, followed by a cluster of yellow dots of varying sizes. Below the logo is a white rectangular login form with rounded corners. The form contains the following elements: a "Username:" label above a text input field containing "byoung"; a "Password:" label above a text input field containing "A0001234#"; a blue "Login" button; a checkbox labeled "Remember my username" which is currently unchecked; and a blue link labeled "Forgot Password?". At the bottom center of the page, below the login form, is a smaller, faint version of the eLumen logo.

## This is your Faculty Home Page.

Once logged in you will always be directed to this page. Here you can set up assessments, view your SLOs, view your student rosters, and run reports from your own assessment data.

If you teach courses within multiple departments, this drop down will allow you to switch between departments.

**Proxy Enabled** means Brandy Young can set up assessments for you.

Your name and role is here

Select your terms here

To create a brand new assessment

The screenshot shows the Taft College Faculty Home Page. At the top left is the Taft College logo and name. Below it, the user's name and role are displayed: "Victoria Jacobi as Faculty" in "Psychology". A "Proxy Enabled" status is shown next to the department name. To the right are links for "Inbox", "Account Settings", "Support", and "Log Out". Below this is a navigation bar with "Courses" (set to "Spring 2017"), "SLOs & Assessments", and "Results Explorer". The main content area shows the course "PSYC2200 - Elem Stats for Behav and SS - 21" with a roster icon. Below the course name, it says "Course Coordinator(s): <unassigned>" and "Evaluator(s): Victoria Jacobi". At the bottom, there are buttons for "Add Assessment" and "Find Assessment". A table header is visible with columns for "Activity Name", "Activity Description", and "Scorecards". A message at the bottom of the table says "No Assessments found. Find or Add an Assessment".

Ignore this for now.

You can view your rosters here

To find an old assessment within your department

Once your assessments are created they will be listed in this box



### Select the Assessment Type

Individual Student Scorecard & Rubric

### Define this Assessment

Assessment Name\*

Assessment Description\*

Assessment Type\*

Allow Faculty Annotations

[Add Reflections Template](#)

[Upload Evaluator Assessment Guide](#)

Activity Name\*

Activity Description\*

### Define Assessment Outcome Type

Assessment Scale\*

Rubric Type\*

Scoring Views\*  Scorecard View  Rubric View

Number of SLOs\*

Generate Rubric Template

This is the blank template used to create new assessments.

The following slides will demonstrate how to fill in the fields.

Most fields are self explanatory. The Assessment Type field has a drop down that will allow you to choose which type of assessment you are conducting. This list can be added to by contacting Brandy Young at ext. 7944.

Select the Assessment Type

Individual Student Scorecard & Rubric

Define this Assessment

Assessment Name\* Sample Assessment Name

Assessment Description\* Sample Assessment Name

Assessment Type\* Course-ending review of overall student achievement

- Course-ending review of overall student achievement
- Early Formative Assessment
- External assessment
- Major mid-course assessment
- Participation
- Student Self-Assessment

Activity Name\* Participation

Activity Description\* Student Self-Assessment

This is default. No need to select.

Most SLOs are linked to the 4 level scale rubric. This is the default rubric for eLumen. If you know that your SLO uses a different rubric, please use the dropdown to select the correct rubric.

**NOTE:** The template will not generate or save if you have the wrong rubric selected.

**Define this Assessment**

Assessment Name\*

Assessment Description\*

Assessment Type\*

Allow Faculty Annotations

Ignore these functions. We do not use them. → [Add Reflections Template](#)  
[Upload Evaluator Assessment Guide](#)

---

Activity Name\*

Activity Description\*

**Define Assessment Outcome Type**

Assessment Scale\*

Rubric Type\*

Scoring Views\*

Number of SLOs\*

Applied Tech Generic Rubric

Big Picture Rubric - Social Sciences

History 2202, 2204, 2219, 2231, 2232, 2270

Studio Art 6 Level

[Generate Rubric Template](#)

The Outcomes-Oriented Rubric is the default rubric in eLumen.

Define Assessment Outcome Type

Assessment Scale\* Rating Scale: \* New 4 level scale

Rubric Type\* Outcomes-Oriented

Scoring Views\*  Scorecard View  Rubric View

Number of SLOs\* 1 Ignore this for now.

Generate Rubric Template

There are two views available to score students. Rubric View or Scorecard View. **Scorecard view is the popular way to score students.** Uncheck Rubric View if you only want to use the Scorecard View.

Once the template has been completely filled out click here to select your SLOs.

Once the Generate Rubric Template button has been pushed the matrix below will become available.

To view SLOs click here. The SLO box will become available. See below.

	Mastery	Meets expectations	Does not meet expectations	
	3	2	1	0
Mastery		Developmental	Introductory	Student still attending class, but did not complete the assessment. No test or assignment.

The CSLOs for your course will be in the left hand column. PSLOs (if applicable) will be in the middle. All Institutional Level SLOs, including General Education and Basic Skills are on the right.

Pick SLOs for Assessment

**Available CSLOs**

Course: PSYC2200 - Elem Stats for Behav and SS

PSYC 2200 Course #1 - Identify, perform and correctly interpret the results of the appropriate statistical test when presented with research da...

**Available PSLOs**

SLO Class: Psychology AA - T Degree

Psychology AA-T Program #1 - Use critical thinking effectively.

Psychology AA-T Program #2 - Engage in creating thinking.

Psychology AA-T Program #3 - Approach problems effectively.

Psychology AA-T Program #4 - Assess and justify their engagement with respect to civic, social, and global responsibilities.

Psychology AA-T Program #5 - Uses appropriate statistical test with correct results. Includes a hypothesis test and gives accompanying p-leve...

**Available ISLO**

SLO Class: ISLO

ISLO Communication - Graduates should be able to deliver focused and coherent presentations; demonstrate active, discerning listening and sp...

ISLO Community/Global Consciousness and Responsibility - Graduates should be able to demonstrate social and cultural awareness, ethi...

ISLO Computation - Graduates should be able to solve problems involving data gathering and analysis, apply mathematical concepts, and use...

ISLO Critical Thinking - Graduates should be able to analyze, interpret, explain and evaluate texts, ideas, works of art, and scientific and mathemat...

Close

To select the SLO click in the appropriate box.

If your course is offered in multiple degrees and certificates you can use the drop down to view different PSLOs.

You can also use the dropdown for ISLOs to view Basic Skills and General Education SLOs.

Once you have selected the SLO you wish to assess it will populate in the template as seen below. To add another SLO click the [+add Row link](#).

	Mastery	Meets expectations	Does not meet expectations	
	3	2	1	0
PSYC 2200 Course #1 - Identify, perform and correctly interpret the results of the appropriate statistical test when presented with research data.	Mastery	Developmental	Introductory	Student still attending class, but did not complete the

[+ add Row](#)

Cancel Save Save and add to Library of Shared Assessment

To delete a row click on the red X.

**Note\*\*** You will not be able to delete the original row. You will need to click the Cancel button. This will delete the entire assessment form and you will have to start from the beginning and fill out all the fields again.

Once you have finished linking all of your SLOs, click the Save button at the bottom of the screen. **OR** if you would like to share this assessment, click Save and add to Library of Shared Assessments.

**Note: If you are unable to save, please recheck the Rubric Scale Level. See page 9.**

These actions will take you back to your Faculty Home Page.

**PSYC2200 - Elem Stats for Behav and SS - 21** 

Course Coordinator(s): <unassigned>  
Evaluator(s): Victoria Jacobi

<input type="button" value="Add Assessment"/>			<input type="button" value="Find Assessment"/>	<input type="button" value="Carry Forward Prior Assessments"/>
Activity Name	Activity Description		Scorecards	
<input type="checkbox"/> Sample Activity Name	Sample Activity Name		 0/35	

To score your students click here

Once an assessment has been created, it will be listed under your course. To edit the assessment, click on the square box on the left hand side of the Name field. This will allow you to make changes to your assessment or to delete it.

**Note \*\* An assessment can not be deleted if students have been scored. You must clear the Scorecard FIRST before you can delete an assessment.**

In the last field of the Assessment box there will be a blue icon with your Scorecard status. If students have not been assessed, a zero will be displayed above the total number of students on the scorecard.

To score students, click on the blue icon.

This is the Rubric View. Students can be scored individually using the rubric template. To score a student, click on the rubric level that represents how that student meets the outcome. You will notice that the list will move down automatically as you click the rubric scores.

If you click Save and Next this will advance you to the next student. It is not necessary to click this in order to advance. You can select the student manually and the score will automatically be saved.

When finished scoring students, click on the Save and Continue to Action Plan.

The Actions dropdown list is a new feature in eLumen.

Action Plan = Section Innovation Plan

RFI Responses – we do not use

Results Explorer – Shows assessment data in graphical format or table format

Options to download rubrics

Switch to Scorecard View

**TAFT COLLEGE**  
WEST KERN COMMUNITY COLLEGE DISTRICT

Victoria Jacobi as Faculty in Psychology Proxy Enabled

Courses Spring 201 SLOs & Assessments Results Explorer

### Rubric for Elem Stats for Behav and SS: 21

Activity Name: Sample Activity Name  
Activity Description: Sample Activity Name Assessment Type: Course-ending review of overall student achievement

Scoring: Sample Student

Students	Mastery	Meets expectations	Does not meet
Sample Student	3	2	1
Sample Student	SLO: PSYC 2200 Course #1 - Identify, perform and correctly interpret the results of the appropriate statistical test when presented with research data.		
Sample Student	Mastery	Developmental	Introductory
Sample Student			
Sample Student			
Sample Student			
Sample Student			

Actions dropdown menu options:

- Go to Action Plan
- Go to RFI Responses
- Go to Results Explorer
- Download Blank Rubric
- Download Completed Rubric
- Switch to Scorecard View

Student still attending class, but did not complete the assessment. No test or assignment.

Cancel Save and Next



This is the traditional Scorecard View. Students can be scored by clicking the rubric levels.

Also, in Rubric View, the N/A is not displayed as it is in Scorecard view.

When finished scoring students click “Save and Continue to Section Innovation Plan.”

The screenshot shows the Taft College interface. At the top left is the Taft College logo and name. Below it, a navigation bar shows the user 'Victoria Jacobi' as 'Faculty' in the 'Psychology' department, with a 'Proxy Enabled' status. Navigation icons include 'Inbox', 'Account Settings', 'Support', and 'Log Out'. Below this, there are tabs for 'Courses' (set to 'Spring 201'), 'SLOs & Assessments', and 'Results Explorer'. The main heading is 'Scorecard for Elem Stats for Behav and SS: 21' with an 'Actions' dropdown. Below the heading, activity details are shown: 'Activity Name: Sample Activity Name', 'Activity Description: Sample Activity Name', and 'Assessment Type: Course-ending review of overall student achievement'. The main table has columns for 'Mastery', 'Meets expectations', and 'Does not meet expectations', each with sub-columns for '3', '2', '1', and '0'. A fifth column is labeled 'N/A'. The table contains three rows for 'Sample Student' with the same SLO description: 'PSYC 2200 Course #1 - Identify, perform and correctly interpret the results of the appropriate statistical test when presented with research data.' Each row shows a score of 3 in the 'Mastery' column and 0 in the 'Does not meet expectations' columns. The 'N/A' column contains a checkbox. At the bottom right, there is a blue button labeled 'Save and Continue to Section Innovation Plan'.

		Mastery	Meets expectations	Does not meet expectations			
		3	2	1	0	N/A	
Sample Student	PSYC 2200 Course #1 - Identify, perform and correctly interpret the results of the appropriate statistical test when presented with research data.	3	2	1	0	<input type="checkbox"/>	
Sample Student	PSYC 2200 Course #1 - Identify, perform and correctly interpret the results of the appropriate statistical test when presented with research data.	3	2	1	0	<input type="checkbox"/>	
Sample Student	PSYC 2200 Course #1 - Identify, perform and correctly interpret the results of the appropriate statistical test when presented with research data.	3	2	1	0	<input type="checkbox"/>	

Filling out the Section Innovation Plan – Why it's important.  
UPDATED: Only 1 Response to Reflect on

This section is the qualitative portion of the evaluation of the SLO and provides an opportunity to reflect on the data. Using the “I wonder” and “What if” model, the information here may be considered for course outline changes, pedagogical changes within the course and resource allocations. This is the same model used in the Annual Program Review Report. Information for each section report can be aggregated into the APR. Reflect on the students who did not meet your expectation. What are their gaps in understanding or is there another way for the students to demonstrate their skills developed as a result of the learning experience. Do you need other resources to address the gaps? If so, what are the resources? If students are not doing well and you believe it's because they don't study, what can you do to help them study? Would a required SI session help? What if they had to fill out study sheets? These are just some examples.

Pending Section Innovation Plan	
Name	Description
Section Innovation Plan Spring 2017	

Clear all scores from this scorecard

## Section Innovation Plan Spring 2017



I wonder what might be the reasons students are below expectations, and what if I made these changes to improve the outcomes? Please only consider the changes you have control over. Are additional resources needed? If so, please describe using the Resource Request drop down. *(Reflection)*

**Response**

Response

[+ Add Resource Request](#)

Cancel

Save Draft

Submit

**If you plan to edit or add information to your Section Innovation Plan, PLEASE CHECK THE “SAVE AS DRAFT” BUTTON. Once you have clicked the Submit Button, you will not be able to edit the document again.**

## **\*\*Example Resource Request\*\***

Fill in the field titled Resource Name as appropriate.

Select the Resource Type.

**\*\*Note\*\*** Resource Types can be added to this list. Please contact Brandy Young at ext. 7944.

Enter projected dollar amount for this Resource Request.

These Section Innovation Plans will be used for COR revision as well as Program Review.

**If you plan to edit or add information to your Section Innovation Plan, PLEASE CHECK THE "SAVE AS DRAFT" BUTTON. Once you have clicked the Submit Button, you will not be able to edit the document again.**

Section Innovation Plan Spring 2017 ✕

I wonder what might be the reasons students are below expectations, and what if I made these changes to improve the outcomes? Please only consider the changes you have control over. Are additional resources needed? If so, please describe using the Resource Request drop down. *(Reflection)*

Response	<input type="text" value="Response"/>	
Resource Name	<input type="text" value="Name"/>	✕
Resource Type	<input type="text" value="Materials"/>	
Amount (\$)	<input type="text" value="Description"/> Materials Lab Space Classroom Space Staffing/Resources Miscellaneous Professional Development Technology	
Resource Name	<input type="text" value="Materials"/>	✕
Resource Type	<input type="text" value="Materials"/>	
Amount (\$)	<input type="text" value="Description"/>	

**PSYC2200 - Elem Stats for Behav and SS - 21** 

Course Coordinator(s): <unassigned>  
Evaluator(s): Victoria Jacobi

Add Assessment

Find Assessment

Activity Name

Activity Description

Scorecards



Sample Activity Name

Sample Activity Description



When the Assessment and Section Innovation Plan is complete, a green checkmark will appear on the icons.

The **Results Explorer** tab will direct you to a screen that will allow you to filter data by SLOs. You will have the option to select an assessment and view data in graphical format or table format.

Victoria Jacobi as Faculty in Psychology Proxy Enabled Inbox Account Settings Support Log Out

Courses Spring 2017 SLOs & Assessments Results Explorer

Results Explorer Available Reports Document Library



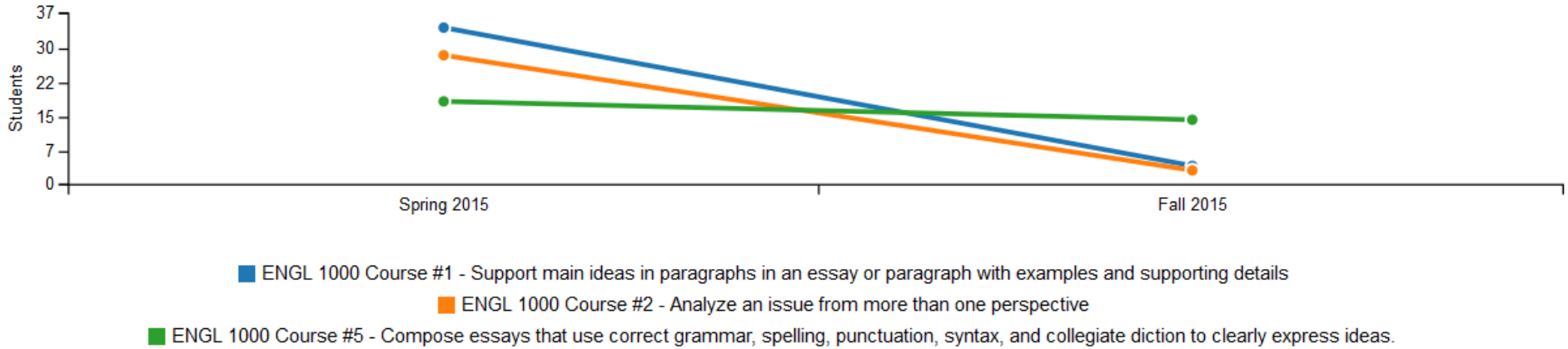
Please select one of the following reports

Report name	# in Library	Last run
Faculty SLO by Course	13	01/10/2017 23:09
SLO by Term	3	01/10/2017 19:08

Chart View

Table View

### SLO Performance



Using an **EXAMPLE** here is a snapshot of data in graphical format.

### Student at Each Mastery Level per SLO [View Rubric](#)

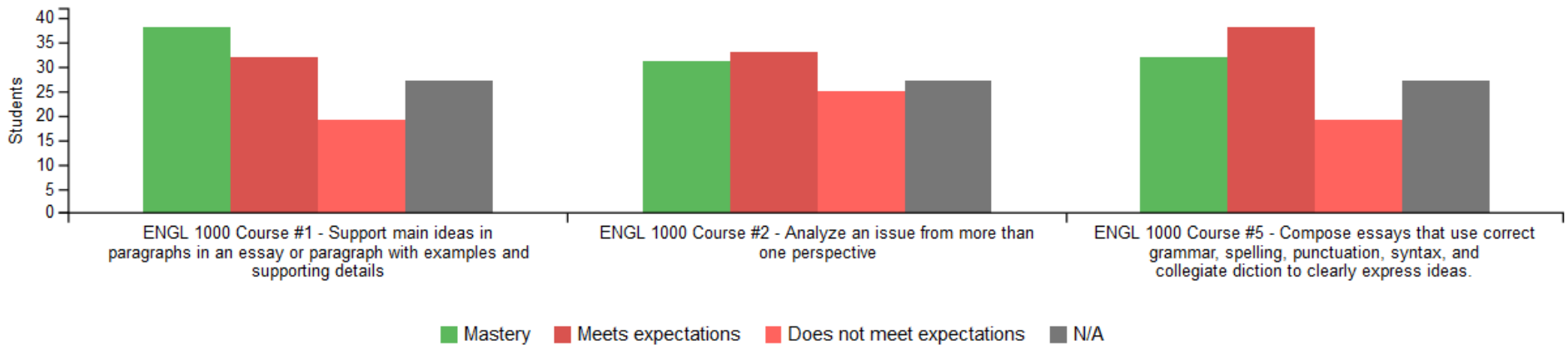


Chart View

Table View

## SLO Performance Term by Term

SLO	Default Performance Measure	Spring 2015						Fall 2015			
		Mastery	Not Observed	N/A	Exceeds expectations	Meets expectations	Does not meet expectations	Mastery	Not Observed	N/A	Exceeds expectations
ENGL 1000 Course #1 - Support main ideas in paragraphs in an essay or paragraph with examples and supporting details	100%	34	0	15	0	24	13	4 ▼-88%	0 -	12 ▼-20%	0 -
ENGL 1000 Course #2 - Analyze an issue from more than one perspective	100%	28	0	15	0	26	17	3 ▼-89%	0 -	12 ▼-20%	0 -
ENGL 1000 Course #5 - Compose essays that use correct grammar, spelling, punctuation, syntax, and collegiate diction to clearly express ideas.	100%	18	0	15	0	37	16	14 ▼-22%	0 -	12 ▼-20%	0 -

Using an **EXAMPLE** here is a snapshot of data in table format.

Assessment Rubric [View Rubric](#)

SLO	Mastery	Meets expectations	Does not meet expectations		N/A
	3	2	1	0	
ENGL 1000 Course #1 - Support main ideas in paragraphs in an essay or paragraph with examples and supporting details	38	32	12	7	27
ENGL 1000 Course #2 - Analyze an issue from more than one perspective	31	33	18	7	27
ENGL 1000 Course #5 - Compose essays that use correct grammar, spelling, punctuation, syntax, and collegiate diction to clearly express ideas.	32	38	12	7	27





There are many new features in eLumen that we will be exploring. This PowerPoint covers the basics of setting up an assessment. As we continue to discover all the new features, we will add them to the Step by Step Guide. If you have questions or need assistance in navigating eLumen, please call Brandy Young at ext. 7944 or email [byoung@taftcollege.edu](mailto:byoung@taftcollege.edu).