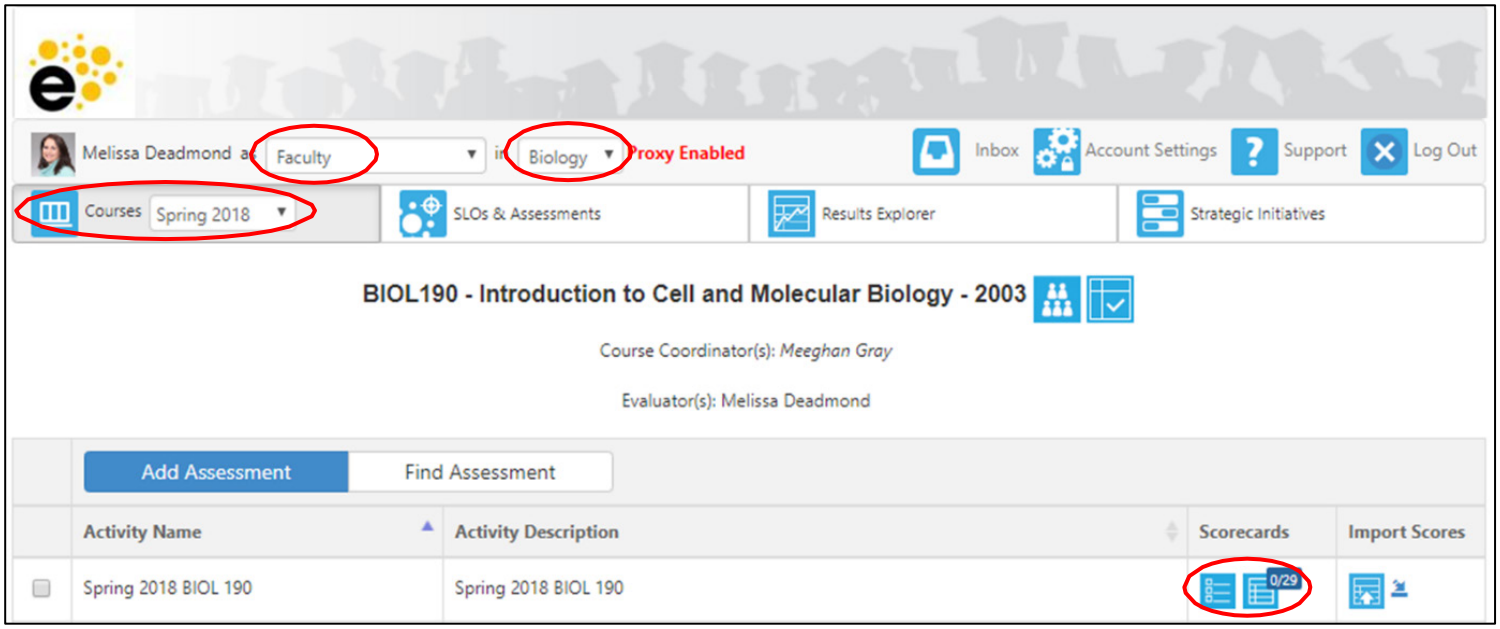
COMPLETING ASSESSMENT SCORECARDS

Completing Assessment Scorecards In The Faculty Role

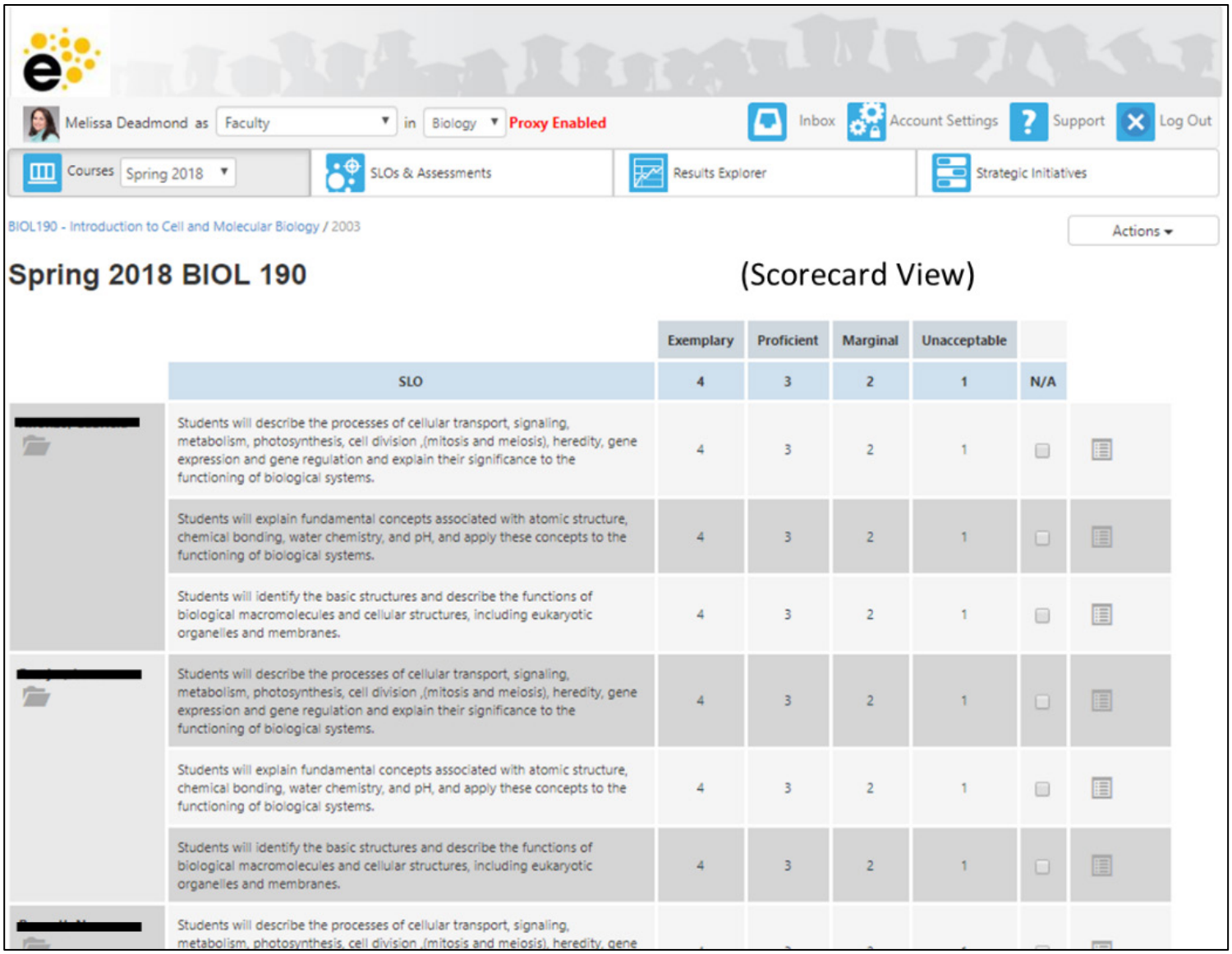
Assessment scorecards capture student-level assessment data for each course section. They can be completed in either the “Faculty” or “Course Coordinator” roles. The “Faculty” role allows faculty to complete assessment scorecards and view data for the course sections that they are teaching in a given semester. The follow-up Action Plan, step 2 of the assessment reporting process, describes the assessment methods used, analysis of results, and plans for continuous improvement. Faculty with the “Course Coordinator” role complete the Action Plan. Action Plans are addressed in a separate set of instructions.

1. Login to eLumen with your TMCC username and password. Use Chrome or Firefox as your browser.

2. If not selected already, select “Faculty” next to your name and the discipline of the course you want to score. Click on the Courses tab and select the semester your course was (is being) taught. Click on one of the Scorecard icons.

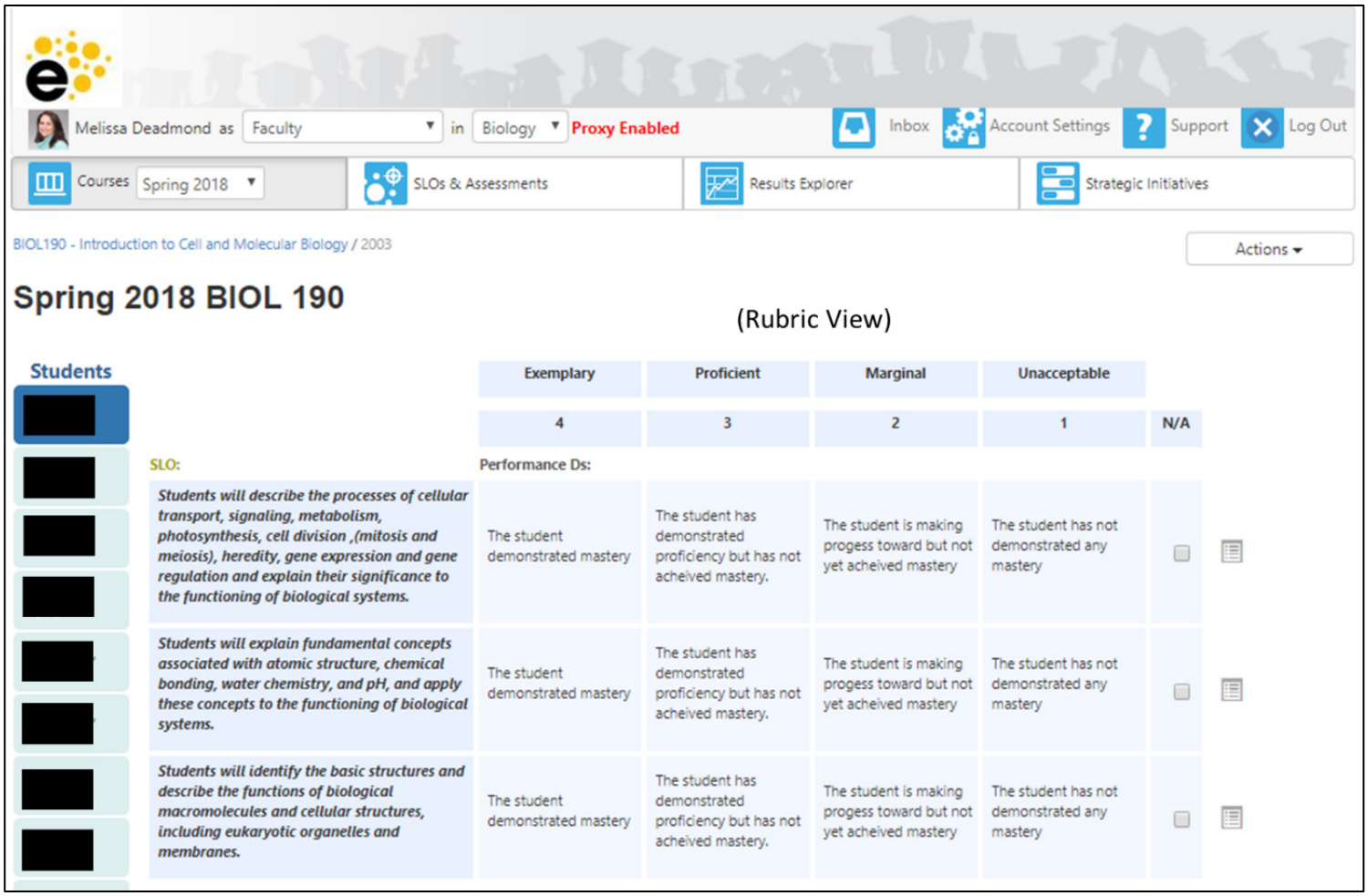


3. The left Scorecard icon connects you to the "Scorecard view." Here you will see your students and the scoring scale numbers (there will be no definition for the individual grading scale scores). If you have already scored your students outside of eLumen, this view will be the quicker one to use.

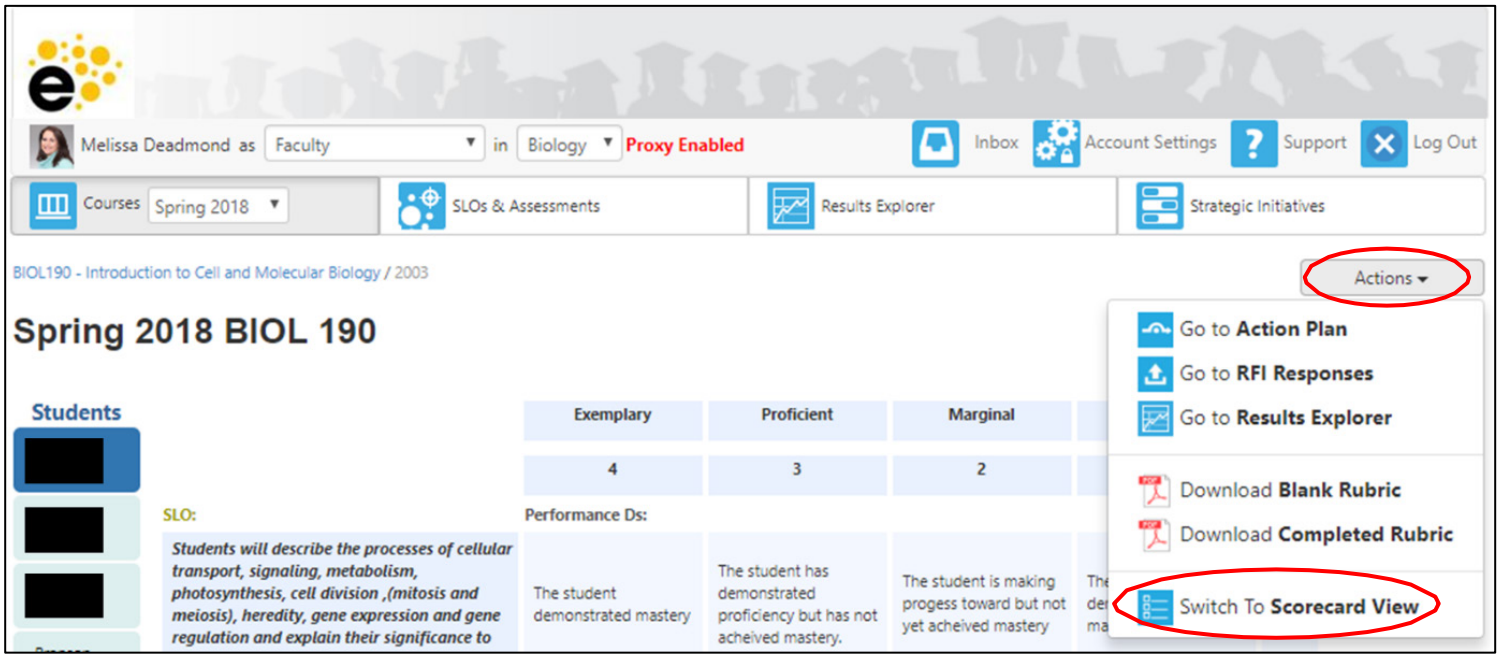


	SLO	Exemplary 4	Proficient 3	Marginal 2	Unacceptable 1	N/A
[redacted]	Students will describe the processes of cellular transport, signaling, metabolism, photosynthesis, cell division ,(mitosis and meiosis), heredity, gene expression and gene regulation and explain their significance to the functioning of biological systems.	4	3	2	1	
	Students will explain fundamental concepts associated with atomic structure, chemical bonding, water chemistry, and pH, and apply these concepts to the functioning of biological systems.	4	3	2	1	
	Students will identify the basic structures and describe the functions of biological macromolecules and cellular structures, including eukaryotic organelles and membranes.	4	3	2	1	
[redacted]	Students will describe the processes of cellular transport, signaling, metabolism, photosynthesis, cell division ,(mitosis and meiosis), heredity, gene expression and gene regulation and explain their significance to the functioning of biological systems.	4	3	2	1	
	Students will explain fundamental concepts associated with atomic structure, chemical bonding, water chemistry, and pH, and apply these concepts to the functioning of biological systems.	4	3	2	1	
	Students will identify the basic structures and describe the functions of biological macromolecules and cellular structures, including eukaryotic organelles and membranes.	4	3	2	1	
[redacted]	Students will describe the processes of cellular transport, signaling, metabolism, photosynthesis, cell division ,(mitosis and meiosis), heredity, gene					

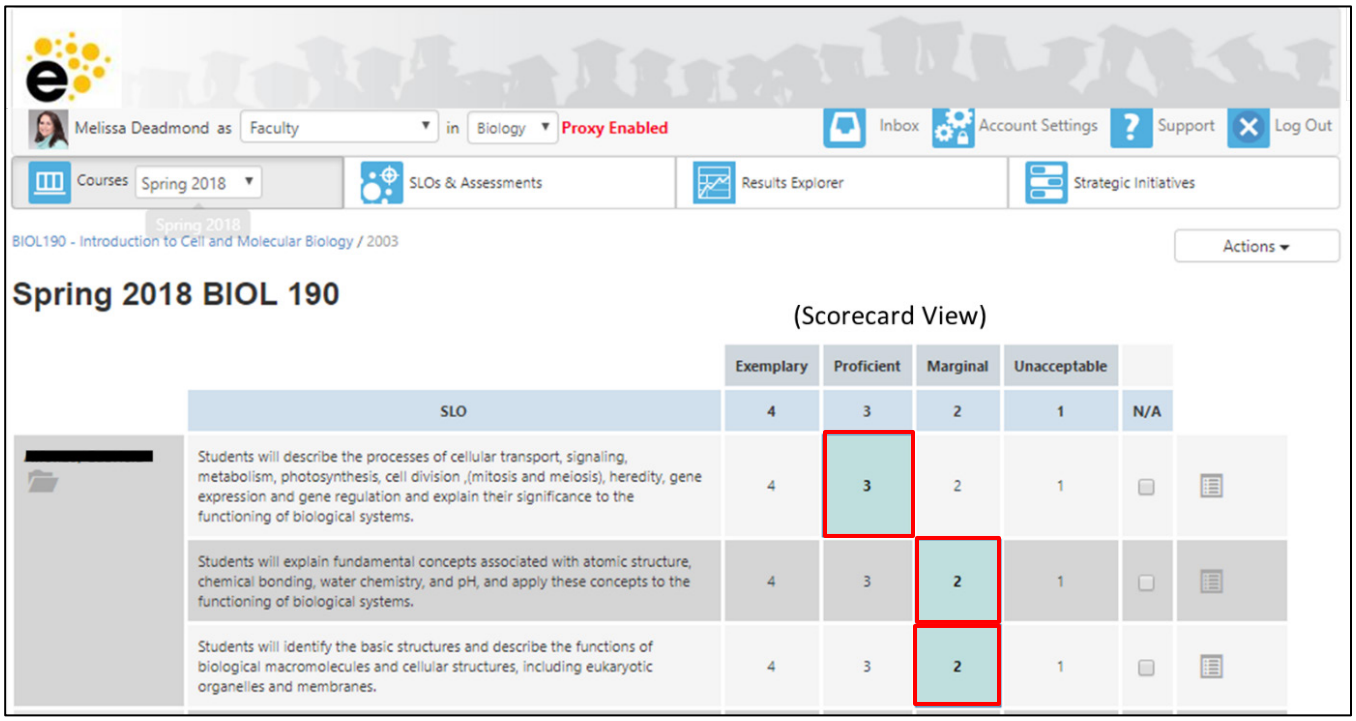
The right-most Scorecard icon connects you to the "Rubric view". Here you will see you students and the entire rubric (the scoring scale numbers AND the definitions for each of these numbers). If you have not yet scored your students, this view is best.

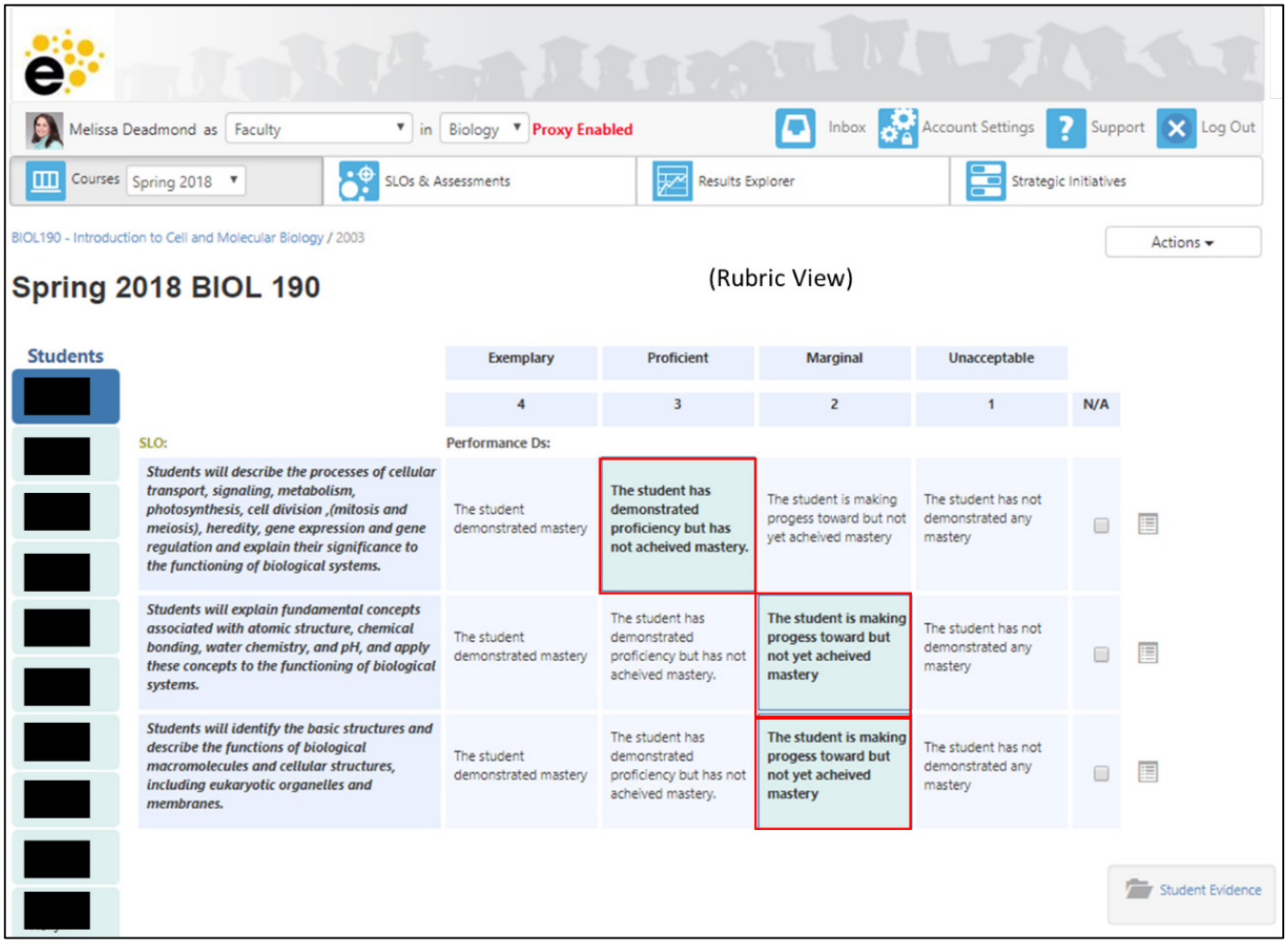


You can toggle between these two views by selecting the alternate view under "Actions," located on the upper right area of the page. The alternate view will be at the bottom of the drop-down list:



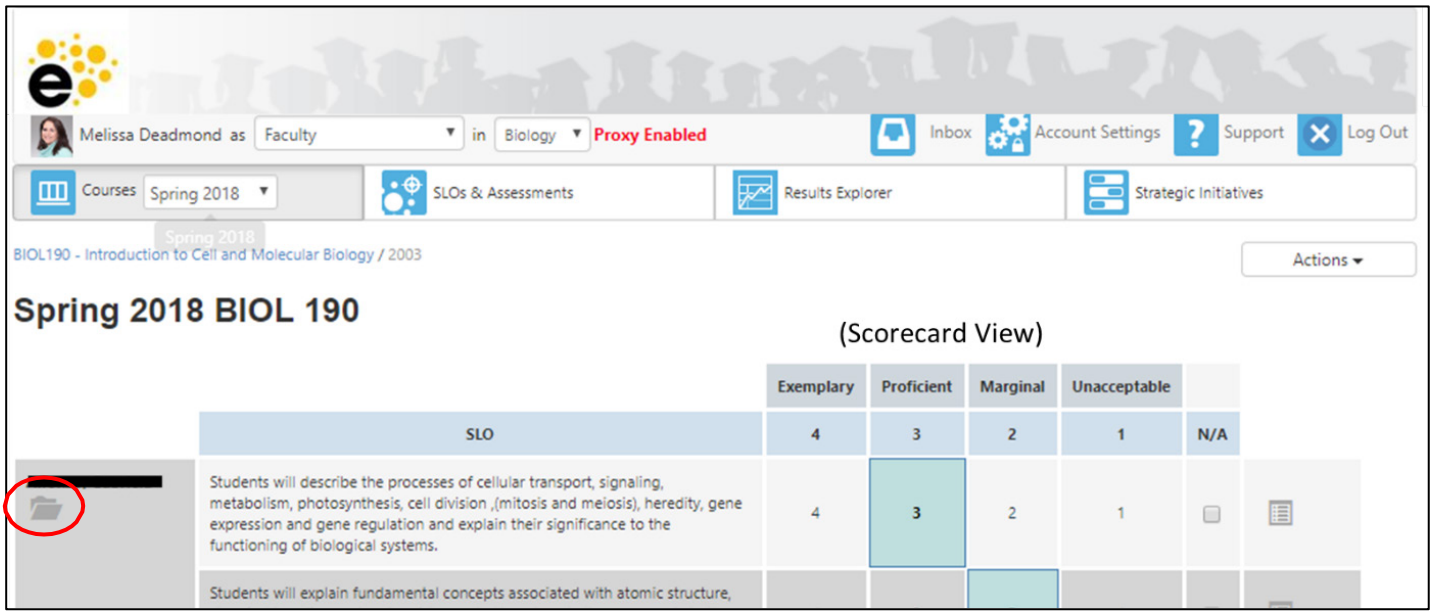
4. Click on a score for each CSLO to assign it to a student. To complete your scoring, every student must receive a score (or "N/A" if the student was absent or was no longer enrolled in the course) for every CSLO. Every row that contains a scoring button must have one button selected for your scoring to be complete. If you leave anything blank, eLumen will think you took a break and are coming back to finish the scoring later!

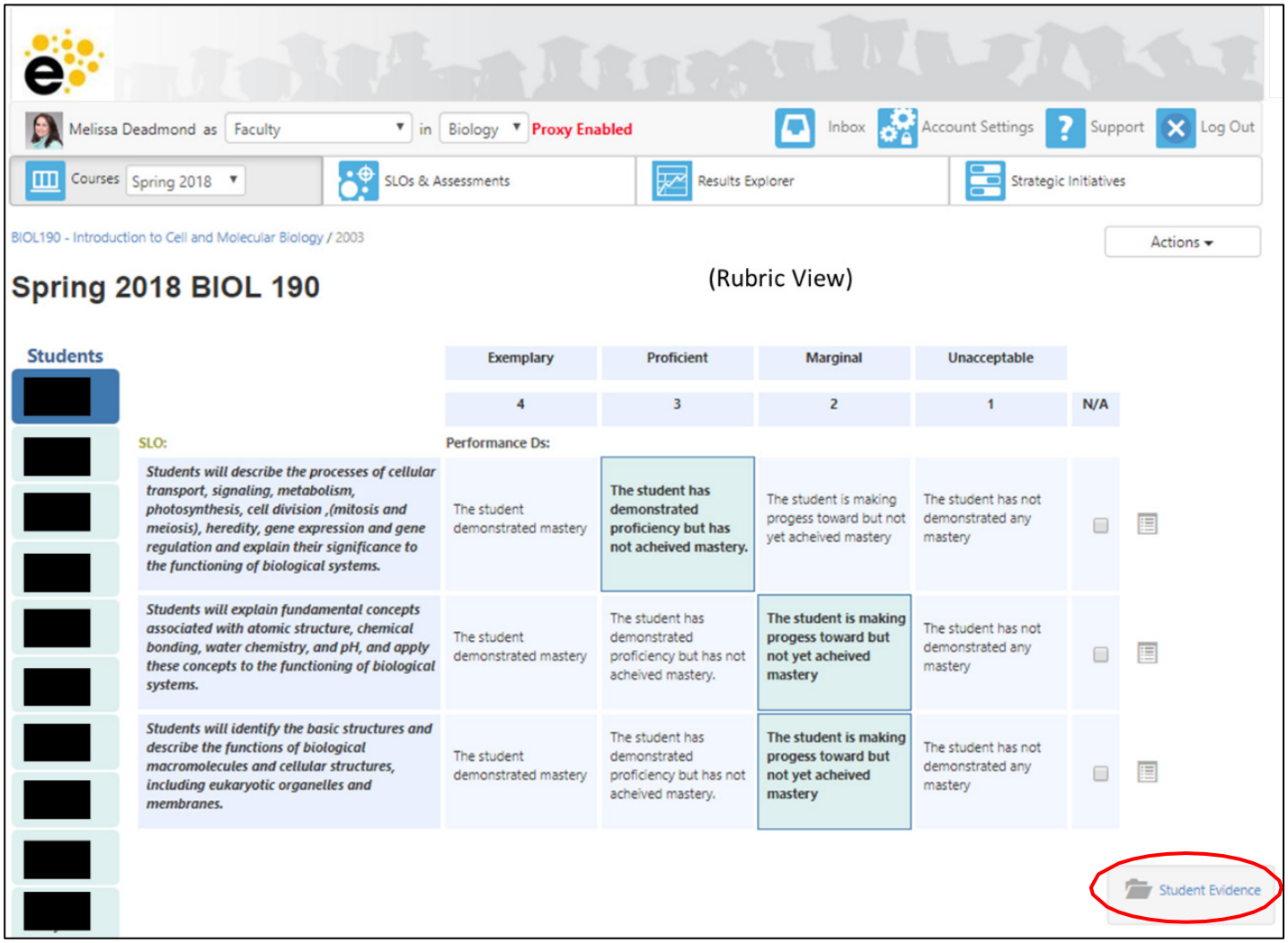




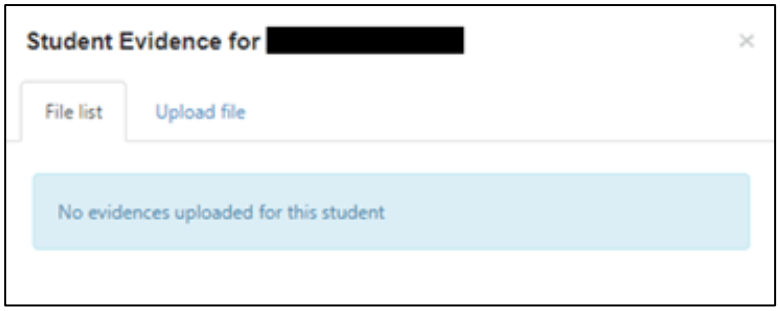
NOTE: If you want to score your students by uploading their scores on a spreadsheet (so you don't have enter student scores individually), here is a video to assist you.

5. If you would like to upload examples of student work (approximately 3-4 per section) as artifacts of assessment, click on the "Student Evidence" folder in either the Scorecard or Rubric view.

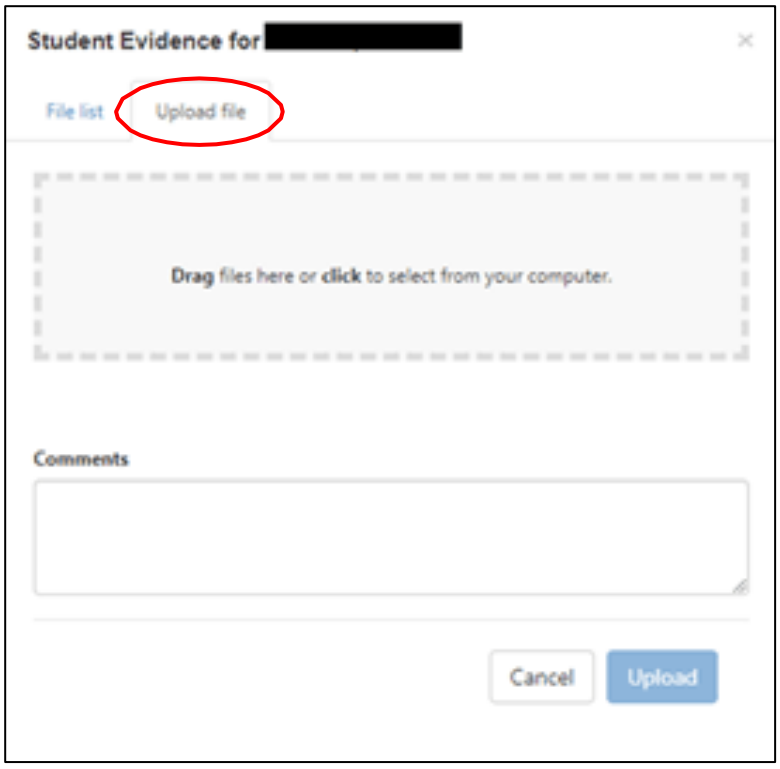




You will first see this prompt. Click on the Upload file tab.



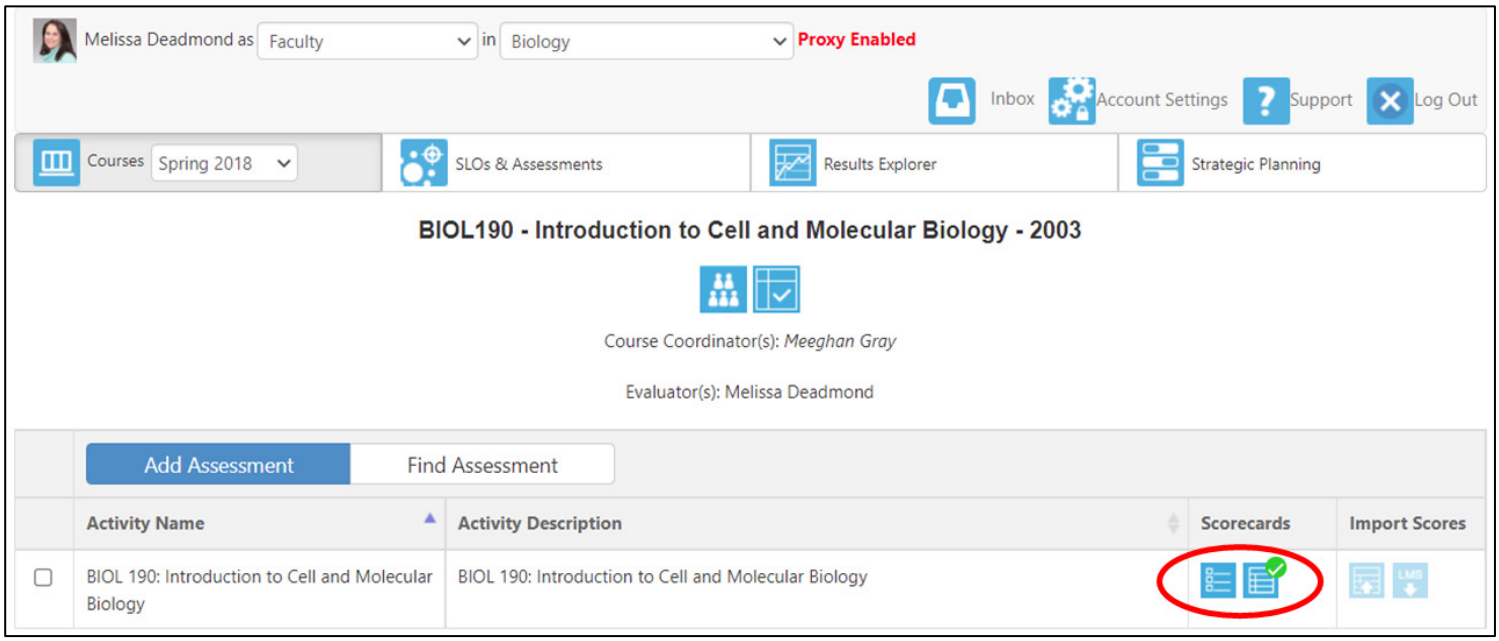
You can either drag and drop your file or use your computer file directory to attach your .pdf, .jpg, .docx, .xlsx, or .pptx file. To upload more than one file per student, click on the file folder for that student again and upload another file. You can also make comments about what you are uploading. When you have, click “Upload” and you are done! You should now see the folder highlighted in blue next to the student’s name in the scorecard.



NOTE: You can upload more than one file per student. Just click on the file folder for that student again and upload another file!

6. Once you have completed your scorecard click on "Save". Make sure all the students have a score or N/A for each CSLO even if you did not assess that student learning outcome. Mark N/A if a student was not assessed or is no longer attending the class.

7. You can go back to the Courses page to verify that your scorecard is complete. You will see a green checkmark in the Scorecards section if you successfully completed your assessment scorecard. If you do not see a green check mark you will need to click on the scorecard to review and verify that all the students enrolled in the course has been scored.



If you have questions or need assistance, please contact the Assessment and Planning Office:

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