

Creating & Planning Assessments In

The logo for eLumen, featuring the word "eLumen" in a bold, black, sans-serif font. To the right of the text is a cluster of yellow dots of varying sizes, arranged in a roughly circular pattern, resembling a stylized sun or a group of stars. The logo is centered within a white rectangular box.

eLumen

A Step-by-Step Guide

Los Angeles Harbor College

Fall 2020

Logging Into eLumen

Start by logging into eLumen

Step 1: Go the LAHC Website at www.lahc.edu
Step 2: Click on the Faculty and Staff Link

The screenshot displays the LAHC website interface. At the top left is the LAHC logo with the tagline "Education Changes Everything". To the right is a search bar and navigation links for "Registration Student Portal Login" and "Search Classes". Below this is a "Quick Links" section with a horizontal menu containing: MySIS, About Us, Admissions, Bookstore, Library, Online Classes/Canvas, Search Classes, Current Students, Faculty/Staff (circled in red), and Community. A red arrow points from the text in the second box to the "Faculty/Staff" link. Below the menu is a row of six service icons: New Student Application, New Student, Financial Aid, Academic Programs & Majors, Schedules & Catalogs, and Online Student Services. The main content area features three vertical panels: a "STUDENTS" panel with links for job opportunities, resumes, and career resources; an "ALUMNI" panel with similar links; and an "EMPLOYERS" panel with links for job opportunities and resumes. To the right is a "WINTER 2021 CLASS OFFERINGS" banner for January 4 to February 7, 2021, featuring a photo of two women. Below the banner are sections for "INFORMATION TECHNOLOGY SUPPORT" and "FACULTY I.T. SUPPORT" with the URL WWW.LACCD.EDU/ITSUPPORT.

FACULTY & STAFF

Latest News & Information

- [Campus Calendars](#)
- [Committee Agendas](#)
- [Annual Program Review/Unit Planning](#)
- [Comprehensive Program Review](#)
- [SLO Assessments](#)
- [Committee Self Evaluation Form \(log in required\)](#)
Please use Internet Explorer or Firefox as your browser.

College Mission & Performance

- [Mission and Institutional Outcomes](#)
- [CCCCO Student Success Metrics Dashboard](#)
- [Harbor College Annual Profile](#)
- [SEMP 2018-2023](#)

- [Zoom Video Tutorials](#)
- [NEW! Office 365/SIS Email Info](#)
- [College Phone Directory](#)
- [Instructor Login](#)

- [College Administration](#)
- [Facilities Work Request System](#)
- [IT Work Request System](#)
- [Committee Chair Information](#)

- [Professional Development](#)
- [Quick Voicemail Basics Guide](#)
- [Login in to Outlook 365](#)

Step 3: Click on the SLO Assessment Link

Campus Offices

- [President's Office](#)
- [Academic Affairs](#)
- [Administrative Services](#)
- [Student Services](#)
- [College Administration](#)
- [Economic Development](#)
- [Facilities Department](#)
- [Foundation](#)
- [Information Technology](#)
- [Institutional Effectiveness](#)
- [Professional Learning Center](#)

College Resources

- [2014 LAHC Faculty Handbook](#)
- [Campus Procurement](#)
- [Classified Staff](#)
- [Complaint Process Notice](#)
- [Cultural Equity](#)
- [Distributed Learning Manual](#)
- [Harbor Advantage](#)

Participatory Governance Committees

- [Academic Affairs Cluster](#)
- [Administrative Services Cluster](#)
- [Bond Steering \(CORE\)](#)
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- [College Planning Council](#)
- [Human Resources](#)
- [Guided Pathways](#)
- [Staff Development](#)
- [Student Services Cluster](#)
- [Student Success Coordinating](#)
- [Technology Advisory](#)
- [Work Environment](#)

Academic Senate Committees

- [Academic Senate](#)
- [Academic Planning and Policies](#)
- [Academic Rank Advancement](#)
- [Assessment](#)

Online Services

- [College Phone Directory](#)
- [Electronic Curriculum Development System Menu](#)
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- [SARS-CALL](#)

Assessment & Planning

- [Achieving The Dream](#)
- [Annual Program Review/Unit Planning](#)
 - [APR/UP Training Calendar](#)
- [Harbor College Plans](#)
- [College Planning Documents](#)
- [Comprehensive Program Review](#)
- [SLO Assessments](#)

eLumen Instructions


- To log into eLumen, use the following link: <https://lahc.elumenapp.com/elumen/>
- eLumen is linked to the SIS, once you click on the link, it should redirect you to the college's SIS login screen. The user name and password is the same as your SIS log in and password.

Step 4: Scroll down on the SLO Assessment Page and under the heading eLumen Instructions. Click on the eLumen website link.

You will be redirected to the LACCD login screen.

Step 5: Log in using your LACCD email and password.

CITY
—
EAST
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HARBOR
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MISSION
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PIERCE
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SOUTHWEST
—
TRADE-TECH
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VALLEY
—
WEST



Enroll today for the Winter and Spring 2021 term. Click on the "Manage Classes" tile then the "Class Search and Enroll" button to register for classes. First time users, watch the informational videos to learn how to use the system by clicking the "Key Links & Help" tile and then "FAQ" button

Sign in with your organizational account

Student ID, SAP ID or Office365 Email

.....

Sign in

1st time signing in?
Microsoft forget your password?

Step 6: You will see your name, followed by two drop-down boxes. Select the correct permission level in the first dropdown box (either division, discipline, or course coordinator), and make sure you are in the correct department.

The screenshot displays the eLumen user interface. At the top left is the eLumen logo. Below it, the user profile section shows the name 'Corrie Kato as', a dropdown menu for 'Discipline Coordinator' (marked with a circled '1'), and another dropdown menu for 'Psychology' (marked with a circled '2'). To the right of the profile are links for 'Inbox', 'Account Settings', 'Support', and 'Log Out'. Below the profile is a navigation bar with four main categories: 'Strategic Planning', 'SLOs & Assessments' (marked with a circled '3'), 'Org Management', and 'Reports'. Underneath this is a secondary navigation bar with links for 'Dashboard', 'Planner', 'Initiatives', 'Assessments', 'Action Plans', and 'RFI'. At the bottom left is an 'Add Widget' button. The main content area contains the text: 'No widgets to display, add new ones with the «Add Widget» button.'

To view a list of the course SLOs and to create assessments, click on SLOs & Assessments

Creating Assessments

SLOs PLOs PLO Classes for Program ISLOs

Type Course Course Group No Course Group Include Inactive SLOs No Include Inactive Courses No Term 2020 Fall

Unmapped SLOs	SLOs not included in any Assessment Rubric
All Completed SLO	33 of 36 SLO

Psychology

PSYCH001 - General Psychology I

Active from 01/06/2020

	SLO	Start Date	End Date	SLO Performance	
				Expected	2020 Fall
<input type="checkbox"/>	Identify and differentiate among the major historical theoretical perspectives regarding the nature and origins of psychology.	08/31/2020	Not specified	70 %	-
<input type="checkbox"/>	Evaluate empirical studies of psychological constructs using basic research methods of design and APA guidelines.	06/15/2020	Not specified	70 %	-
<input type="checkbox"/>	Demonstrate critical thinking skills and information competence as applied to psychological topics.	06/15/2020	Not specified	70 %	-
<input type="checkbox"/>	Develop insight into one's own and others' behavior and mental processes by applying psychological principles, theory, and research to personal, sociocultural, and organizational issues, including (but not limited to): age, race, ethnicity, culture, gender, gender identity, socioeconomic status, disability, and sexual orientation.	06/15/2020	Not specified	70 %	-

After clicking on the SLO & Assessments tab (shown on slide 6), you will then see a list of all of the courses you have access to and the SLOs listed below each course title.

To create an assessment, click on the box you would like to create the assessment for.

1

Once you click on the box, two more buttons will appear on the top left corner. Click on More.

2

Two choices will appear. Click on Create Assessment.

PSYCH001 - General Psychology I
Active from 01/06/2020

SLO	Performance Descriptors	Start Date	End Date	SLO Performance	
				Expected	2020 Fall
<input checked="" type="checkbox"/>	Identify and differentiate among the major historical theoretical perspectives regarding the nature and origins of psychology.	08/31/2020	Not specified	70 %	-
<input type="checkbox"/>	Evaluate empirical studies of psychological constructs using basic research methods of design and APA guidelines.	06/15/2020	Not specified	70 %	-

Select the Assessment Type

Individual Student Scorecard & Rubric

Define this Assessment

Assessment Name*

Assessment Description*

Assessment Type*

Make this assessment formative
(Formative assessments are solely for student evaluation and instructor reflection and have no impact on institutional reporting.)

Allow Faculty Annotations

Add Reflections Template

LAHC Reflection Template

Upload Evaluator Assessment Guide

Add Activity Name & Description

Faculty to specify activity name

Activity Name*

Activity Description*

Include Student Portfolio

Attach a portfolio to this assessment Allow multiple portfolio raters

Self-Assessment

Allow student self-assessments

Define Assessment Outcome Type

Assessment Scale*

Rubric Type*

Scoring Views* Scorecard View Rubric View

Number of SLOs* 1

Generate Rubric Template

After clicking on Create Assessment, the following the blank template used to create new assessments will appear. The following slides will demonstrate how to fill in the fields.

Click on this box to add the activity name and description fields. Instructions on these fields will be given in the next slide. (*If you are in the role of Faculty, this option is selected by default. If you are in the role of division, discipline, or course coordinator, you will need click on the box for the activity name and activity description fields to appear.)

**As a note, eLumen distinguishes the Assessment Name (what you call the assessment and how you faculty will differentiate it from other assessment options) versus the Activity (what specific activity/assignment you plan to give to the students).*

Select the Assessment Type

Individual Student Scorecard & Rubric

Define Assessment

1 Assessment Name* Enter Assessment Name

2 Assessment Description* Enter Assessment Description

3 Assessment Type*

Make this assessment formative
(Formative assessments are solely for student evaluation and instructor reflection and have no impact on institutional reporting.)

Allow Faculty Annotations

4 Add Reflections Template
LAHC Reflection Template

Upload Evaluator Assessment Guide

Add Activity Name & Description

Faculty to specify activity name

6 Activity Name* Enter Activity Name

7 Activity Description* Enter Activity Description

Include Student Portfolio

Attach a portfolio to this assessment Allow multiple portfolio raters

Self-Assessment

Allow student self-assessments

Define Assessment Outcome Type

Assessment Scale* Rating Scale: LAHC Assessment Scale

Rubric Type* Outcomes-Oriented

Scoring Views* Scorecard View Rubric View

Number of SLOs* 1

Generate Rubric Template

**Leave these boxes unchecked

5 *Make sure this box has been clicked (if not, the fields next to 6 and 7 will not appear)

1 For the Assessment Name: Use the Name of Course Number and SLO Number (e.g., PSYCH001 SLO1)

2 For the Assessment Description: Put in the details of who created the assessment and when it was created (e.g., created by L. Kato, Fall 2020)

3 For the Assessment Type: Click on the downward facing arrow and select the Assessment Type from the drop-down menu.

4 *The LAHC Reflection Template will be added to all the assessments by default. Nothing has to be done here.

6 *For the Activity Name: Create a name for your assessment assignment (e.g., What is Your Theoretical Orientation Quiz).

7 *For the Activity Description: Explain what activity you are using to assess the SLO (e.g., Students will take the quiz emailed to all instructors and explain their results).

Select the Assessment Type

Individual Student Scorecard & Rubric

Define this Assessment

Assessment Name*

Assessment Description*

Assessment Type*

Make this assessment formative
(Formative assessments are solely for student evaluation and instructor reflection and have no impact on institutional reporting.)

Allow Faculty Annotations

Add Reflections Template

LAHC Reflection Template

Upload Evaluator Assessment Guide

Add Activity Name & Description

Faculty to specify activity name

Activity Name*

Activity Description*

Include Student Portfolio

Attach a portfolio to this assessment Allow multiple portfolio raters

Self-Assessment

Allow student self-assessments

Define Assessment Outcome Type

1 Assessment Scale*

2 Rubric Type*

Scoring Views* Scorecard View Rubric View

Number of SLOs* 1

Leave these boxes unchecked.

1 For the Define Assessment Outcome Type Assessment Scale: The Default Scale will be automatically selected

2 For the Rubric Type: The Default Scale will be automatically selected

Leave these boxes checked.

Once everything else has been filled in, click on Generate Rubric Template.

After clicking on Generate Rubric as directed on the last page, you will see the SLO you are assessing and the Simple Rubric appear.

	Meets expectations	Does not meet expectations
	2	1
✗ Identify and differentiate among the major historical theoretical perspectives regarding the nature and origins of psychology.	1 Scored at least 70% or above on the assessment.	Scored below 70% on the assessment.

+ add Row

DLA Mapping
Select which Directed Learning Activities should be assigned to students that under perform in this Assessment's SLOs.

DLA	Reinforces SLO
+ Add DLA	

Cancel Save Save & Plan

If you would like to edit the text descriptions, you can click on the boxes with the current descriptions and change them. You can also leave the default descriptions if they satisfy your needs.

To save the assessment, click on Save. The assessment will be saved to the Assessment Library. To access the Assessment Library, see slide 15.

If you would like to Save the assessment and start to plan the assessment (assign who will be conducting the assessment and when, click on Save & Plan). If you select Save and Plan, you will be taken to the planning screen. See Slide 19 for further instructions.

Planning Assessments

Once you have created an assessment in eLumen, you can start the planning process.

Step 1: Make sure you have selected the correct role (e.g., division coordinator, discipline coordinator, course coordinator, or faculty)

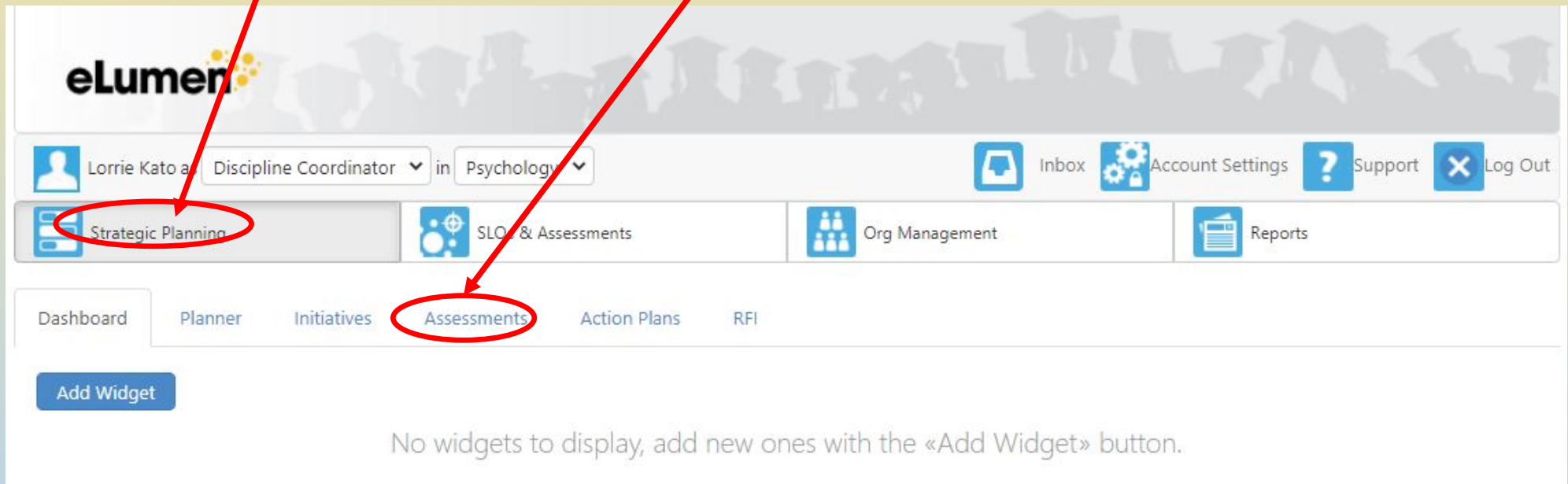
Step 2: Make sure you have selected the correct department

The screenshot shows the eLumen dashboard interface. At the top left is the eLumen logo. Below it, the user profile is displayed as 'Lorrie Kato as Discipline Coordinator' in the 'Psychology' department. Both the role and department dropdown menus are circled in red, with arrows pointing from the instructional text boxes above. The dashboard includes a navigation bar with icons for 'Strategic Planning', 'SLOs & Assessments', 'Org Management', and 'Reports'. A secondary navigation bar contains links for 'Dashboard', 'Planner', 'Initiatives', 'Assessments', 'Action Plans', and 'RFI'. A blue 'Add Widget' button is located below the navigation bar. At the bottom of the dashboard area, a message reads: 'No widgets to display, add new ones with the «Add Widget» button.'

You will first need to access the Assessment Library. The following steps will take you to the Assessment Library:

Step 1: Click on the Strategic Planning Tab.

Step 2: Click on the Assessments Tab.



The screenshot shows the eLumen dashboard interface. At the top left is the eLumen logo. Below it, the user profile for Lorrie Kato is displayed, including her role as Discipline Coordinator and her department as Psychology. To the right of the profile are links for Inbox, Account Settings, Support, and Log Out. Below the profile information is a navigation bar with four main sections: Strategic Planning, SLO & Assessments, Org Management, and Reports. The Strategic Planning section is highlighted with a red circle, and a red arrow points from the 'Step 1' instruction to this circle. Below the navigation bar is a sub-navigation bar with tabs for Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI. The Assessments tab is highlighted with a red circle, and a red arrow points from the 'Step 2' instruction to this circle. Below the sub-navigation bar is an 'Add Widget' button. At the bottom of the dashboard, there is a message: 'No widgets to display, add new ones with the «Add Widget» button.'

After clicking on the Assessment tab, you will see the Assessment Library Screen. This is where you can view all of the Assessments you have already created.




To begin planning an assessment, click on the button to the left of the assessment you would like to plan.

Dashboard Planner Initiatives Assessments Action Plans REI

Assessments Reflection Templates

Assessment Library Show Filters >

[Add Assessment](#) Display Inactive Assessments **Planned Assessments** ▾

<input type="checkbox"/>	Assessment Name ▾	Assessment Description ▾	Type ▾	Planned Terms	Actions
<input type="checkbox"/>	Psych 1 Active between 06/2020 and 08/2020	SLO Assessment	Class Assignment	No Plan defined	
<input type="checkbox"/>	SLO 1 Active between 06/2020 and 08/2020	Theories Test	Class Assignment	No Plan defined	
<input type="checkbox"/>	SLO 1 Fall 2020 Active between 06/2020 and 08/2020	theories test	Written Assignment	No Plan defined	

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Once you have clicked on the box next to the assessment you would like to plan, a new menu with more options will appear above it.

To start the planning process, click on Plan.

The screenshot displays the 'Assessment Library' interface. At the top, there are navigation tabs: Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI. Below these are sub-tabs for Assessments and Reflection Templates. The main heading is 'Assessment Library' with a 'Show Filters' link on the right. A table lists three assessments, each with a checkbox in the first column. The 'Plan' button in the table's header row is circled in red. Two red arrows point from the text boxes above to the 'Plan' button and the first assessment row.

<input checked="" type="checkbox"/>	Assessment Name	Assessment Description	Type	Planned Terms	Actions
<input checked="" type="checkbox"/>	Psych 1 Active between 06/2020 and 08/2020	SLO Assessment	Class Assignment	No Plan defined	
<input type="checkbox"/>	SLO 1 Active between 06/2020 and 08/2020	Theories Test	Class Assignment	No Plan defined	
<input type="checkbox"/>	SLO 1 Fall 2020 Active between 06/2020 and 08/2020	theories test	Written Assignment	No Plan defined	

Once you have clicked on plan, the following planning screen will appear.

Step 1: Use the dropdown menu to select the correct term you are planning the assessment for.

*If you want to plan the assessment for ALL course sections, click on and drag the blue box next to Plan into the light blue area with the course name.

***If you want to plan for only SOME sections, skip to slide 21.*

The screenshot shows the assessment planning interface. At the top, there are tabs for 'Assessments' and 'Reflection Templates'. Below this, there are several filter sections: 'View by' (Terms, Cycles), 'Terms' (2020 Fall), 'Course Group' (No Course Group selected), 'View' (with Plan, without Plan, Include Faculty-Created Assessments), 'For' (Courses, Contexts), 'Planned to' (Course Coordinators / Context Coordinators, Faculty, by Sections, by Faculty), and 'SLO Filters' (Add/Remove SLOs). There are also buttons for 'Back to Assessment List' and 'Refresh'. Below the filters, there are dropdowns for 'Select' (None) and 'Completed', a 'Plan' button with a dark blue box containing a menu icon and 'Psych 1', a checkbox for 'Show other Assessments', and a 'Send' button with a notification icon. The main content area is a light blue box with a header '2020 Fall' and a list of courses. The first course is 'PSYCH001 - General Psychology I' with 'Lorrie Kato' as the coordinator. Below the course list, it says 'No sections with plan found'. A red arrow points from the 'Terms' dropdown to the '2020 Fall' text. Another red arrow points from the 'Plan' button to the 'PSYCH001' course name. A third red arrow points from the 'Plan' button to the '2020 Fall' header.

When you drag the dark blue box into this area, you will see a dotted-line border appear, indicating it is the place to drop it in.

Once you have put the dark blue box in the correct area, the following screen will appear.

Click on the box next to the individuals you would like CC'd on the notification and alert messages.

Setup Plan > 2. Confirm Plan

to All Sections of PSYCH001 - General Psychology I in 2020 Fall

Psych 1

Send Notifications and Alerts

CC: Division Coordinator Discipline Coordinator Course Coordinator

Notification Message

Alert Message

Sample Message: Just wanted to let you know you have a SLO Assessment in eLumen you will need to score.

Sample Message: Your assessment data is due 1 week after the semester is over.

Send notification: [] days after beginning of term

Due: [] days before term ending

Send notification: [] days before due date

Back Confirm

Enter in the notification message you would like the faculty member(s) to receive.

Enter in the number of days after the beginning of the terms you want the SLO Assessment Reminder to be emailed to the instructor.

Enter in the alert message you would like the faculty member(s) to receive.

Enter in the due date for the assessment.

Enter in the number of days before the due date that you want a reminder to be emailed to the faculty.

To complete the plan, click on Confirm. Once you click on Confirm, the assessment has been planned.

****If you would like to only plan for some sections of the course, follow the instructions on the next few slides. First, complete the steps on Slide 15-18. Then begin with Step 1 below.**

Step 1: Click on Without Plan.

Step 2: Use the dropdown menu to select the correct term you are planning the assessment for.

Step 3: Click on Refresh

The screenshot shows a web interface for planning assessments. At the top, there are tabs for 'Assessments' and 'Reflection Templates'. Below this, there are several filter sections: 'View by' (Terms, Cycles), 'Terms' (2020 Fall), 'Course Group' (No Course Group selected), 'View' (with Plan, Without Plan), 'For' (Courses, Contexts), 'Planned to' (Course Coordinators / Context Coordinators, Faculty), 'SLO Filters' (Add/Remove SLOs), and 'Include Faculty-Created Assessments' (checked). A 'Refresh' button is circled in red. Below the filters, there are 'Select' (None), 'Completed', 'Plan' (Psych 1), 'Show other Assessments' (unchecked), and 'Send' (Notification) buttons. The main content area shows a list for '2020 Fall' with one entry: 'PSYCH001 - General Psychology I' by 'Lorrie Kato, Coordinators'. Below this entry, it says 'No sections with plan found'.

Once you have clicked on Refresh, the sections will appear.

Step 1: Click on the boxes in the sections you plan to assess.

Step 2: Drag and drop the dark blue box into one the sections you selected.

Select None None Plan **Psych 1** Show other Assessments Send Notification

2020 Fall

PSYCH001 - General Psychology I
Course
Lorrie Kato
Coordinators

Select all

<input type="checkbox"/> Section 15918 Lorrie Kato	<input type="checkbox"/> Section 15919 Lorrie Kato	<input type="checkbox"/> Section 15920 Kim-Lien Nguyen	<input type="checkbox"/> Section 15922 Linda Mcgee	<input type="checkbox"/> Section 15927 Milan Suzuki	<input type="checkbox"/> Section 15929 Elena Reigadas
<input type="checkbox"/> Section 15931 Jontae Watkins	<input type="checkbox"/> Section 15941 Elena Reigadas	<input type="checkbox"/> Section 15946 Elena Reigadas	<input type="checkbox"/> Section 17699 Wendy Karnes	<input type="checkbox"/> Section 21115 Wendy Karnes	<input type="checkbox"/> Section 21116 Jontae Watkins
<input type="checkbox"/> Section 21117 Wendy Karnes	<input type="checkbox"/> Section 23029 Danny Tokusata	<input type="checkbox"/> Section 23632 Arianna Yates	<input type="checkbox"/> Section 29126 Arianna Yates		

Once you have put the dark blue box in the correct area, the following screen will appear.

Click on the box next to the individuals you would like CC'd on the notification and alert messages.

Setup Plan > 2. Confirm Plan

to All Sections of PSYCH001 - General Psychology I in 2020 Fall

Psych 1

Send Notifications and Alerts

CC: Division Coordinator Discipline Coordinator Course Coordinator

Notification Message

Alert Message

Send notification: [] days after beginning of term

Due: [] days before term ending

Send notification: [] days before due date

Back Confirm

Enter in the notification message you would like the faculty member(s) to receive.

Enter in the number of days after the beginning of the terms you want the SLO Assessment Reminder to be emailed to the instructor.

Enter in the alert message you would like the faculty member(s) to receive.

Enter in the due date for the assessment.

Enter in the number of days before the due date that you want a reminder to be emailed to the faculty.

To complete the plan, click on Confirm. Once you click on Confirm, the assessment has been planned.