

# **Inputting Assessment Data In**



# **A Step-by-Step Faculty 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](http://www.lahc.edu)

Step 2: Click on the Faculty and Staff Link

The screenshot shows the LAHC website header with the logo and tagline "Education Changes Everything". A search bar is present. Navigation links include "MySIS", "About Us", "Admissions", "Bookstore", "Library", "Online Classes/Canvas", "Search Classes", "Current Students", "Faculty/Staff" (circled in red), and "Community". Below the navigation are 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 promotional banners:

- STUDENTS:** Includes links for "SEARCH JOB OPPORTUNITIES", "CREATE/POST ONLINE RESUMES AND PORTFOLIOS", and "FREE CAREER RESOURCES!".
- ALUMNI:** Includes links for "SEARCH JOB OPPORTUNITIES", "CREATE/POST ONLINE RESUMES AND PORTFOLIOS", and "FREE CAREER RESOURCES!".
- EMPLOYERS:** Includes links for "POST JOB OPPORTUNITIES" and "REVIEW ONLINE RESUMES AND PORTFOLIOS".

On the right side, there are two support banners:

- WINTER 2021 CLASS OFFERINGS:** "JANUARY 4 - FEBRUARY 7, 2021".
- INFORMATION TECHNOLOGY SUPPORT:** "FACULTY I.T. SUPPORT" with the URL [WWW.LACCD.EDU/ITSUPPORT](http://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 \(CORE\)](#)
- [Budget](#)
- [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](#)
- [Facilities Work Request System](#)
- [Faculty/Staff Email System](#)
- [Instructor Login](#)
- [IT Work Request System](#)
- [Login in to Outlook 365](#)
- [Marquee Request Form](#)
- [Quick Voicemail Basics Guide](#)
- [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  
HARBOR  
MISSION  
PIERCE  
SOUTHWEST  
TRADE-TECH  
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?

Once you login, the following screen will appear. You will see your name, followed by two drop-down boxes. By default, all faculty members have faculty level permissions (if you are a course, department, or division coordinator, make sure to select Faculty in the first dropdown box). Make sure you are also in the correct department.

The screenshot shows the eLumen user interface. At the top left is the eLumen logo. Below it, the user is identified as 'Lorrie Kato as Faculty' in a dropdown menu, with a callout box (1) pointing to it. To the right, the user is in the 'Psychology' department, with a callout box (2) pointing to it. A red circle highlights the 'Proxy Enabled' status. The top navigation bar includes 'Inbox', 'Account Settings', 'Support', and 'Log Out'. Below this, there are buttons for 'Courses' (set to '2020 Fall'), 'SLOs & Assessments', and 'Results Explorer'. The main content area displays 'PSYCH001 - General Psychology I - 15918' with icons for 'Course Coordinator(s): Lorrie Kato' and 'Evaluator(s): Lorrie Kato'. Below this are buttons for 'Add Assessment' and 'Find Assessment'. At the bottom, there is a table with columns for 'Activity Name', 'Activity Description', 'Scorecards', and 'Import Scores'. The table contains one row for 'SLO 1' with 'Theories Test' as the description. The 'Scorecards' column shows '0/43' and the 'Import Scores' column has an 'LMS' button.

1 This dropdown should be set to Faculty.

2 This dropdown should be set to your department.

Lorrie Kato as Faculty in Psychology Proxy Enabled

Inbox Account Settings Support Log Out

Courses 2020 Fall SLOs & Assessments Results Explorer

PSYCH001 - General Psychology I - 15918

Course Coordinator(s): Lorrie Kato

Evaluator(s): Lorrie Kato

Add Assessment Find Assessment

Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> SLO 1	Theories Test	0/43	LMS

\*If your screen says Proxy Enabled, that means you are able to enter assessment results for other individuals in your department. If it is missing, then you can only enter your own course results.

3 Use this dropdown menu to select the correct year and semester.

4 You will see the course name and section number for the semester you selected. \*You can continue to scroll down to see the rest of your courses.

3 Courses 2020 Fall

4 PSYCH001 - General Psychology I - 15918

Course Coordinator(s): Lorrie Kato

Evaluator(s): Lorrie Kato

Add Assessment

Find Assessment

5 SLO 1

Activity Description

Theories Test

6 Scorecards 0/43

Import Scores

5 Once you find the course you would like to enter your results for, click on the box to the left of the activity name for that course.

6 Next, click on the scorecard on the left.

Once you've clicked on the scorecard it will appear. It will have a description of your assessment activity at the top and your course roster with each student's name, the SLO you are assessing, and the mastery levels on it.

### Theories Test

**Assessment Type**  
Class Assignment

**Activity Description**  
Students will complete a theories test and discuss how the results relate to their own experiences.

	SLO	Meets expectations	Does not meet expectations	
Student Name	Identify and differentiate among the major historical theoretical perspectives regarding the nature and origins of psychology.	2	1	<input type="checkbox"/>
Student Name	Identify and differentiate among the major historical theoretical perspectives regarding the nature and origins of psychology.	2	1	<input type="checkbox"/>

7 Click on the square for either meets expectations or does not meet expectations for each student.

\*If the student did not complete the assessment, select N/A.

8 Once you finish entering all the scores, scroll to the bottom and click on save and continue to reflection.

Score total: 0 0 0

Clear all scores from this scorecard

Cancel Save **Save and Continue to Reflection**



9

Once you've clicked on save continue to reflection at the bottom of the scorecard, the following LAHC Reflection Template will appear. Provide a response to both of the questions by typing it into the field.

LAHC Reflection Template ×

Currently Not answered

Evaluator's reflection of SLO assessment results

**Discussion of Results: Please note any area(s) of strengths or area(s) in need of improvement observed during the assessment process.**

Please complete this field..

**Recommendations: Based on the results of the assessment, what changes would you suggest for future curriculum/instruction planning?**

Please complete this field..

Save Draft **Submit and Share** **Submit and Share Anonymously**

10

Once done answer the questions, click on either submit and share, or submit and share anonymously (if you do not want your name attached to the response).

Once you click on submit, you are done.