The Assessment Process

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1. **Defining the new Assessment Process**

In fall 2020, the Academic Senate approved the following SLOAC recommendations to begin in the 2021-2022 academic year:

- Move from a three-year to a four-year cycle; each year a department/IU will assess 25% of their course offerings,
- A minimum of 25% of the SLOs in each course will be assessed each time the course is due for assessment.

**The most critical takeaway from the new assessment process:**
*We are assessing individual course SLOs as opposed to individual courses.*

This might seem like a daunting task, but it really is very straightforward. eLumen will allow us to assess single or multiple SLOs. Each department may define assessment differently dependent on their needs and that is absolutely fine. eLumen will allow for that flexibility.

For now, there are general templates that you can refer to in this document that give you a starting point. You can create your own more customized assessments in the future.
2. Creating an Assessment in eLumen

First, log on to eLumen:

- Click on the eLumen link from the SLOAC homepage
  - On the “Faculty/Staff” page under “Log ins / Info Systems”, click on “Student Learning Outcomes”.

Or you can go there directly:
https://dvc.elumenapp.com

All course SLO assessments start with an “SLO Assessment Template”, created and stored in eLumen. A template is basically a rubric that includes (1) a list of one or more of the course’s SLOs per its Course Outline of Record (COR, which you can find here: https://dvc.elumenapp.com/public/), arranged in rows, and (2) a list of possible outcomes to apply to each student, arranged in columns. For example, something like this:

<table>
<thead>
<tr>
<th>SLO</th>
<th>Meets expectations</th>
<th>Does not meet expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply a variety of data structure and program design techniques.</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Analyze, evaluate, and compare data structures for appropriateness in programs. Structures covered include: singly and doubly linked lists, arrays, binary trees, graphs, stacks, queues, B-Trees, and hash tables.</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Implement a variety of data structures. Some programs may require 1500-2500 lines.</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Use recursion effectively.</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
2a. Preparation for Creating a Template

This goes more easily if you prepare and make notes before you ever even sign-in to eLumen. First you need to know the SLOs for the course for which you are creating an SLO assessment template, and which one(s) are to be assessed using the template. SLOs are published in the COR.

Then you need to decide on (1) an assessment type and (2) an assessment scale. You have to choose from among the options that are available in eLumen. This is so that there is a common way in which results are expressed, making it possible to do college-wide comparisons and analyses.

Assessment Type

There are three ways you can designate the type of assessment you wish to create. Pick the most appropriate one of the three. Your choice doesn’t affect anything else you’ll do for the remainder of this task to create an assessment template — it’s used later to disaggregate SLO results.

The Student Self-Assessment is for Student Services only.

Assessment Scale

There are three assessment scales from which you can chose. The Academic Senate determines the eLumen scales and their wordings, so they are subject to change.
Here is what these scales mean:

**Decimal Scale:**
The percentage is imported directly from Canvas. 70% or above is considered meeting the SLO.

**Rating Scale: 0-5**
0 = Not Attempted = The student did not attempt the assessment materials.
1 = Incomplete = The student did not complete the assessed materials.
2 = Does Not Meet Expectations = The student has not demonstrated any mastery.
3 = Meets Expectations = The student is making progress towards but has not yet achieved mastery.
4 = Above Expectations = The student as met and gone beyond expectations but has not yet achieved mastery.
5 = Exceeds Expectations = The student demonstrated mastery.

**Met / Not Met:**
Met = Student meets expectations.
Not Met = Student does not meet expectations.

It is possible for you to overwrite the wording in a scale. You may do so if you are doing an assessment for your own use. Otherwise, it’s best to leave the wording decided by the Academic Senate.

*Now with your notes in hand — course, SLO(s) to assess, assessment type, and assessment scale — you’re ready for eLumen.*
If You Do Not Teach the Course…

It is possible that you may be writing an assessment for other faculty in your area to use. If you teach the course for which you are creating this assessment, skip ahead to If You Teach the Course on the next page. Otherwise, you need to have been designated as a Department Coordinator in eLumen and follow these instructions.

Launch and sign-in to eLumen, and choose “Department Coordinator” from the pull-down menu to the right of your name, and then choose the department responsible for the course for which you wish to create an assessment:

Then click the “SLOs & Assessments” button (partially obscured above).

You should then see a (very) long scrolling list of the courses and their SLOs for the selected department. Locate the subject course and put a checkmark in the box at the far left:

That changes the above display for that course to something like this:

Click “Create Assessment” and skip ahead to 2b. Creating the Template.
If You Teach the Course…

Launch and sign-in to eLumen. On the eLumen home page you should see something like this with your name and your department. If not, choose “Faculty” from the left-most drop-down menu and your department from the menu to its right:

Choose the appropriate semester from the pull-down menu embedded inside the “Courses” button.

If you are teaching only one course in the selected semester, its title will appear, with your name as “Evaluator”. If you are teaching more than one, scroll vertically to the first listed section of the course for which you wish to create a template. In either case, click “Add Assessment” for that course:

If you see the following message, stop right there and contact the Instruction Office:

You have selected to add a Direct Student Assessment to a section without a roster. Until a roster of students is added, you will not be able to enter scores.
2b. Creating the Template

On the screen display that appears next, leave everything alone except for Assessment Name, Description, and Type, and Activity Name and Description, until you get to the last box named “Define Assessment Outcome Type”.

For “Assessment Name” and “Assessment Description” enter something like this:

![Image of a UI form with fields for Assessment Name, Description, and Type]

For consistency across departments, certain naming conventions are recommended:

**Assessment Name:** Dept – Course # SLO #

**Assessment Description:** Type of assignment* - Year Semester – Description of assignment assessed.

*Again, for consistency we should try to use the following descriptors for our assignment types: project, exam, presentation, performance, writing, portfolio, lab

For “Activity Name” and “Activity Description” copy/paste what you entered for !Assessment Name” and !Assessment Description” — something like this:

![Image of a UI form with fields for Activity Name and Description]

Next, choose the “Assessment Type” that you should have decided upon from among the three options listed previously (early, mid, or end of semester).
2c. Reflection Template

By default the General Reflection Template will be attached to your assessment. Please do not delete this template or create and attach a different reflection template. The purpose of a reflection is for each instructor to, well, reflect on how well the students performed on the assessment. The reflection template is available for completing in eLumen after students have taken the assessment. We recommend doing this as it will allow you to more easily address your action plan once you have received your assessment results.

Below are the contents of the General Reflection Template
2d. Completing and Saving the Assessment

Under the section “Define Assessment Outcome Type” select the type of scale that is appropriate to your assessment.

Now for the box named “Define Assessment Outcome Type”. Choose the “Assessment Scale” which you should have already decided and written in your notes. Then choose “Outcomes Oriented” as your “Rubric Type”, like this:

To continue, click

Now you should see a rubric matching your selection of “Assessment Scale”. Click “Link SLO” to choose the course SLO being assessed. If assessing more than one SLO, either increase the “Number of SLOs” box to match the amount of SLOs you are assessing or use “+ add Row” in order to add another SLO from the list that appears.
Once the SLOs are linked, you should see them in the left column.

<table>
<thead>
<tr>
<th>Meets expectations</th>
<th>Does not meet expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

- Identify, discuss and apply the basic principles of digital photography, as well as comparable concepts in traditional photography.
- Demonstrate resolution management skills.

FINALLY - Click “Save and add to Library of Shared Assessment”.

If the assessment is specific for your class section, you can select “Save” and it will be saved in your personal library. However, for consistency between course sections, we recommend saving your assessments to the Shared Library for department use.

Once you click “Save,” and are back on the “Courses” screen, you should see your template listed by its Activity Name and Activity Description, something like this:
3. Linking your Assessment to Canvas

*If you are NOT using Canvas, skip to section 4.

The advantage to using Canvas as the data entry vehicle for SLOs is that you can enter your assessment while you grade. It is just one extra mouse click per student. That data then will be auto-reported back to eLumen.

Each faculty member needs to associate the assessment template to the Canvas shell they are using for their class. After that is done, faculty have to modify their assignment grading rubrics in Canvas (or add new ones). This makes it possible for SLO assessment entries to be made using SpeedGrader at the same time grading takes place. Entries are automatically sent back to eLumen to be recorded, so unless faculty wish to see aggregated results, there is no need to return to eLumen.

The rest of this document explains how to (1) link a template to Canvas using eLumen, (2) how to set up Canvas, and (3) record SLO results in Canvas using SpeedGrader.

3a. Sending your SLOs to Canvas

Launch and sign-in to eLumen. On the eLumen home page you should see something like this with your name and your department. If not, choose “Faculty” from the left-most drop-down menu and your department from the menu to its right:

Choose your semester from the “Courses” drop-down menu.

If you are teaching only one section in the selected semester, its title will appear with your name as “Evaluator”. Otherwise scroll vertically to the appropriate course and section. The template assigned by your department should be listed, something like this:
If you see your template, *skip to the next page*. Otherwise, either the department has not yet assigned one for your use, or the section is not included in the semester’s SLO assessments, or you created your own template for your own use. In the latter case, click “Find Assessment” to locate the template:

![Image of the interface with options to add or find assessment](image)

Then in the pop-up window, put a checkmark next to the template you wish to use, and click either “Add to Section” or “Add to All My Sections of the Course”:

Now you should see the chosen template(s) listed with your course.

![Image of the interface showing selected templates](image)

Once you find your assessment template listed under your course and section, whether your department put it there or you did (per the previous page’s instructions), **click in the check box** to select the template. You should then see an option to “Send To LMS”. **Click that.**
eLumen should know the Canvas shells that are already assigned to you. In the popup window, **select your Canvas shell** from the pull-down menu and **click “Send to canvas”**, like this (FYI: It may take a moment for your courses to populate. Courses are listed by section number. Check to ensure you are selecting the correct course, section, and semester):

If your Canvas shell is not listed, this is as far as you can go. Contact your department or Canvas coordinator for what to do next.

**Otherwise, that’s it for eLumen until you have completed assessing your class!**

**Now, we can move onto Canvas.**
3b. Outcomes in Canvas

Linking an eLumen template to Canvas preloads Canvas with SLOs for the selected course. In Canvas they are called “Outcomes”.

You don’t have to do anything with them until you already have an assignment or quiz to which you want to add a (zero-point) SLO achievement “question”. You can even do this after an assignment has been graded. If you don’t wish to associate SLO assessment with an existing assignment or quiz, then just create an assignment or quiz for that purpose only — SLO assessment.

3c. Adding your Outcome to your Rubric

Adding an Outcome to a Canvas Assignment that Has a Rubric

Looking at an assignment in Canvas, scroll down to where the rubric appears, something like this:

![Rubric](image)

…and click the pencil icon (to edit the rubric). It’s best to edit the rubric name, so that it’s unique and other assignments that use the same rubric are not effected — something like this:

![Edited Rubric](image)
Scroll down to end of the rubric and **click “Find Outcome”**: 

Choose an SLO from the popup list and **uncheck “Use this criterion for scoring”**. **Click “Import”** and then “**Update Rubric**”. That’s it until you are ready to use SpeedGrader to grade and also record each student’s SLO achievement level.

**Adding an Outcome to a Canvas Assignment that has no Rubric**

Looking at an assignment in Canvas, scroll to the end and **click “+Rubric”**:

In the default rubric that appears, looking like this:

...**click the trash can icon** to delete the default criterion. Now you have a rubric, albeit blank, for the assignment, so go back to the previous instructions for “Adding SLOs to a Canvas Assignment that Already Has a Rubric”.

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Adding SLOs to a Canvas Quiz or Discussion

The only difference between using an assignment and using a quiz or discussion is that the rubric is accessed differently in the editor. To find it, click the triple-dot icon and choose “Show Rubric” or “Add Rubric”, and then follow the same instructions as for assignments as presented above.

Changing the Rating Scale Language in your Outcome

If you want to alter or remove the language of the outcome, you can do so by going to Outcomes and then editing the language.

You can edit it the language however you want, but when you import the assessment data back into eLumen, the rating scale language will revert to the default language.

Click on an Outcome:

Click on the “Edit” button:
Click on the pencil icon next to each one of the boxes that you want to edit.

Enter the amended language and click “Ok”.

Using SpeedGrader to Enter SLO Results

In Canvas SpeedGrader there is a button “View Rubric”. You have to click it for each student for whom you wish to record SLO results:

Simply click in the box with the appropriate assessment level to select it, and click “Save” when you’re done grading that student. It’s not necessary to fully complete grading before clicking “Save” and you can return to the student in SpeedGrader and make updates and changes as needed. This is why it’s possible to enter SLO results to an already-graded assignment or quiz.

Helpful Hints and Explanations

1. Unless you have reason to do otherwise, be sure to uncheck !Use this criterion for scoring” when adding an outcome to a rubric.

2. Your department can provide you with SLO assessment templates in eLumen and even assign them to your classes. But they cannot do the next step, which is to tie a template to a Canvas shell — that is something faculty have to do for themselves in eLumen, because only faculty have access to their own Canvas shells.
4. Things to Consider

4a. Keep it simple!
Make it efficient – meet as a dept and develop plug-and-play templates for specific courses or for program areas.

4b. Assessing multiple SLOs with one Assessment
Create assessments that can be used to assess several SLOs at the same time.

4c. Don’t want to use Canvas?
You can use the Scorecard feature of eLumen to enter scores manually.

You can enter the results for each student by clicking on the appropriate box.

4d. Collaborative data
Once the data has been collected at the end of the semester, faculty will be able to see the department results as a whole. The hope is that reviewing the data will help facilitate a collaborative discussion about how assessment can be used in a meaningful way.
5. Reporting your Assessment Data with Canvas

5a. Sending the data back to eLumen
After grading student work in SpeedGrader with an outcome attached to the rubric, you can then go back to eLumen and import your scores.

Sign into eLumen as “Faculty” and select the appropriate department. From the “Courses” dropdown, pick the correct semester and year. Your classes and any added assessments should appear. On the right side, select the “LMS” box for the assessment scores you wish to import.

The “Import Scores” box will appear. Select your corresponding course from the drop-down menu. Remember, the list may be long. Courses are generally ordered by section number.
After you’ve selected your course, all of your assignments will appear. Only the assignments with an assessment attached will have the option to “Import Assessments”, all other assignments will have a “Rubric Mismatch”. Select the scores you want to import by clicking on the blue button.

You should see the assessments imported after a few seconds.

Click on the “View Scorecard” button.
5b. Reviewing the data

The scorecard view of the assessment data will have the original assessment rating scale language as headers (even if you altered it in Canvas). You can review the data and make changes if needed. You can also select “N/A” if the student should not be included in the assessment data (if they did not submit the assignment, for example).

If you want to return to this view later, you can click on the first scorecard icon back on the initial “Courses” page.
5c. Filling out the Reflection Template

After looking over the Scorecard, the next step is to fill out the reflection template. Scroll to the bottom of the assessment results and click on the “Save and Continue to Reflection” box.

The Reflection Template will appear. Fill it out and then select “Submit and Share”.
You will then see the below box appear:

![Image of a box with options]

You can go to Results Explorer to review the course.

**5d. Results Explorer**

To see the aggregate results of your course assessment (along with any other sections of the same course), click directly on the SLO you want to look at.

![Image of Results Explorer interface]
You can then see the reported data for ALL your sections of that course. If you want to limit your data, you can turn modify it by using the “Sections,” “Course,” “Terms,” and “Show results as”. You can alter the presentation of the data by selecting either “Chart View” or “Table View”.

In “Table View,” you will be able to see your Reflection Template responses as well as the responses of others teaching the same course.
5e. Running Reports

As faculty, you can run two types of reports. “Faculty SLO by Course” and “SLO by Term”. To run a report, click directly on the one you want.

These reports allow you to export data to various formats for use outside of eLumen. You will set the parameters for the report (course, terms, SLOs, degree, etc.). Then you will select “Generate Report”.

![DVC Faculty portal interface showing report selection and customization options](image-url)
You will be redirected to the "Document Library". Your report may take a few minutes to generate, but once it is available, you can highlight it and download the file.

Here is one example of an XLS report:

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