Planning an Assessment as Department Coordinator

In eLumen, an assessment has been “Planned” if it has been attached to at least one section.

If an Assessment has been “Saved”, then it is in the Shared Library. The assessment is available for instructors to attach the assessment to their sections.

These instructions will demonstrate how a Department Coordinator can attach an assessment to all sections or to select sections.

Step 1:

Log into eLumen and select Department Coordinator from the drop-down next to your name.

Move to the right and select the Department from the drop-down to the right for which you are planning the assessment.

Click on the Planner tab

Select the “Term” you wish to Assess

Make sure the box next to “Assessments” is checked, under “Show” (all boxes are checked by default. This is fine)

Select “without a Plan”, under “View”

Click anywhere in the white box under the light blue department banner
All courses will appear. Scroll down to locate the course you’re planning an assessment for.

**Step 2a:**

If the Assessment is going to be planned (attached) for every section.

Drag the dark blue “Assessments” button into the light blue course banner.

Skip to Planning the Assessment on page 4
Step 2b:

If the Assessment is going to be planned (attached) for **select sections**

- Click anywhere in the white box below the light blue course banner.

- All sections of the course will appear.

- Click on the box in the upper left corner of each section you want to plan (attach) the assessment to.

- Drag the dark blue “Assessments” button into one of the selected sections. This only needs to be done one time. You do not need to drag the Assessments button into each section separately.
Step 3: Planning the Assessment

Once you’ve dragged the dark blue “Assessments” button into the course, you will see the following popup:

Click the arrow next to “Sections” to confirm the sections that you want to Plan (attach) the assessment to.

Both “Find Assessment” and “Section” are selected by default (leave these selected).

Click Next

Locate the Assessment you want to Plan (attach) to the sections and click the box to the left of it.

Click Next
The next page allows you to optionally send Notifications and Alerts.

Uncheck the box next to “Send Notification and Alerts” if you do not want to use this feature. You’ll see this.

Click Confirm.

You’ll see a green banner “Planned Successfully” in the lower right corner.
Step 4:

You can confirm that the Assessment has been Planned (attached) to each of the sections from the Planner tab.

Click “with Plan” under View, then click the dark blue Refresh button.

Scroll down to the course and click in the white box. You’ll see the sections that have been planned with the assessment.

Instructors will now see the assessment attached to their section when they enter eLumen. (Faculty will not need to “Find Assessment”)

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