

# Chabot College

## eLumen: The Basics

**Get on / Log on / Prepare your section / Enter your scores / Reflect**

### **GETTING ON / LOGGING ON**

#### **To get on the elumen site:**

Start at Chabot Website and *follow these links:*

Faculty & Staff

Student Learning Outcomes (SLOs)

eLumen (on the left)

*For info and guidance on eLumen, select:*

[eLumen - The Basics – Read Me First! \[This document\]](#)

[eLumen Manual for Faculty](#)

[eLumen Terminology and Information](#)

#### **To log on, select:**

[the eLumen server for on-campus access](#)

[the eLumen server for off-campus server](#)

depending on where you are.

**\*\*\*Do not be alarmed by the scary security notice!\*\*\***

This is a glitch in our district software.

We have been assured that this is a secure site.

→ Click continue or yes

**User ID:** first name initial/complete last name (all one word - like Groupwise)

**PW:** newuser

**Institution:** Chabot College.

Click **Login**

### **FIRST, CHANGE YOUR PASSWORD!**

*Follow these links:*

**My Account** (on the left)

**Settings**

Change from *newuser* to a password you can remember.

Can be same as or different from Groupwise.

**NOTE** If you forget your password, email Carolyn Arnold to reset to Newuser.

---

### **TO ENTER YOUR SCORES**

*Go to step #9 on next page* or see detailed instructions in the Manual for Faculty

**But first, do this:**

**PREPARE YOUR SECTION FOR ENTERING SCORES on next page ->**

## **PREPARING YOUR SECTION FOR ENTERING SCORES**

(Starting in Fall 2009, most instructors will need to do this before entering scores)

### **Go into 'My Course Offerings' → 'Preparation'**

- 1) Select the term and the section you want
- 2) Look below the SLOs to the 'Planned Assessment' section (blue heading)
- 3) If there is a "Multiple Assessment" listed, ***you can go to Scoring (step #9)***
  
- 4) IF there is no assessment listed:
- 5) Click on the button "**View and Copy Recommended Assessments**"
- 6) You will see a list of "Multiple Assessments" for each course in your discipline.  
[Multiple assessments are a placeholder, so you can use any assessment you want]
  
- 7) Check the "Multiple Assessments" with your Course number on it.  
**CAREFUL!** If there are several groups of these lists, look at the heading of these groups (blue shading), and pick your course from the group marked 'NEWEST!'
- 8) Scroll down to the bottom of the page and click "Apply"

## **TO ENTER YOUR SCORES**

- 9) Go to **'My Course Offerings' → 'Scoring'**
  - 10) Select the term and the section you want
  - 11) Select "Multiple Assessments for your course"
  - 12) Your students and your SLOs should appear, with the right rubrics attached!
  - 13) Enter the score(s) for each student for each SLO you assessed, and SAVE.
- 

## **TO SEE YOUR RESULTS**

- 1) Go to **'My Course Offerings' → 'Class Achievements'**
  - 2) Select the term and the section you want
  - 3) Choose **Actuals** and click on **'Report'**
    - a. Check that the numbers in the top area are what you entered
    - b. NS means Not Scored (students with no assessment or not in class)
    - c. Check the 'All sections' area to see results for all sections of your course.
    - d. Ignore the 'All courses' unless you are using a college-wide learning goal.
  - 4) Choose **Percentages** and click on **'Report'**
    - a. The percents in the top area are your assessment results;
    - b. Percent NS (Not Scored) does not count in the total percent.
    - c. Check the 'All sections' area to see results for all sections of your course.
    - d. Ignore the 'All courses' unless you are using a college-wide learning goal
    - e. Print this page and talk about it with your colleagues!
- 

## **TO RECORD YOUR REFLECTION ON YOUR RESULTS**

- 1) Go to **'My Course Offerings' → 'Assessment Analysis'**
- 2) Write in your thoughts about how well your students learned and why
- 3) Print this page if you want to share it (only you have access to this page)

**PROBLEMS/SOLUTIONS**

1. You go into 'My Course Offerings' → 'Scoring' and

- 1) Your Fall 2009 sections are NOT listed or
- 2) It says "There is no planned assessment for this class"

**Solution:** Follow steps 1 through 12 above.

2. There are one or more Multiple Assessments listed in Preparation for your section but on the Scoring page, the SLO or rubric or both are not right!

**Solution:** Go to 'Preparation':

- 1) To the left of the Multiple Assessment for your course, Click Edit
- 2) Choose Delete, to get rid of this old assessment. Repeat for all.
- 3) Follow the directions in **Preparing Your Section**, starting at **step #4**.
- 4) Check in Scoring to see if the correct SLOs and/or rubrics are now there.

**SLO and/or rubric still incorrect or not there?**

**Please Email to:** Carrie Conover [CConover@chabotcollege.edu](mailto:CConover@chabotcollege.edu)  
With a cc to Carole Splendore [CSplendore@chabotcollege.edu](mailto:CSplendore@chabotcollege.edu)  
& Carolyn Arnold [Carnold@chabotcollege.edu](mailto:Carnold@chabotcollege.edu)

**Please include:** Your name, course subject, number and section  
The correct SLO(s) and the correct rubric(s)

NOTE: if you do not know the SLO/rubric, it is OK .

We probably have them, but if you know them,  
we can help you faster.