eLumen tips for entering student scores

1. Entering student scores when students have no scores
   a. Students with no scores
      They could have no scores because:
      • they are no longer enrolled
      • they never were enrolled
      • they just did not turn in the assignment.
      Treat them all the same – leave them blank or n/a (see discussion below)
   b. Using n/a vs. leaving them blank
      Choosing ‘n/a’ for a student is the same as leaving the line blank.
      Both are counted in the aggregated results as “NS” (not scored).
   c. Interpretation of the NS (not scored) results
      The number & percent NS of the total are shown in the aggregated results.
      So you can see the number and percent of students who did not have a score.
      However, the NS number does NOT count in the total of those assessed,
      so it does not affect the percentages of students who scored at each level.

2. Use of the zero value
   a. Most rubrics at Chabot are on a scale from 0 to 4:
      1=Beginning; 2=Developing; 3=Competent and 4=Accomplished
   b. Zero (0) is often labeled “no measurable achievement’, but this is mislabeled.
      If there really is no measurable achievement, then they should be left blank.
   c. Zero should be used only if the student participates in the assessment, and
      only if he/she earns the lowest possible score – something below beginning
      level in this area.
   d. The zero WILL be counted in the percentages of all students who assess.
      THEREFORE:
      → Use the zero value only if students take the assessment, and perform at less
      than beginning level.
      If they don’t take the assessment, it should be left blank.

3. Using the 0-4 scale when you only have
   • 3 levels of assessment (low/med/high) or
   • 2 levels of assessment (fail/pass)
   a. For three levels:
      i. Use 0 and 2 and 4
   b. For two levels
      i. Use 0 and 3