

MJC eLumen Quick Start Guide

SLO Data Entry

December 2022

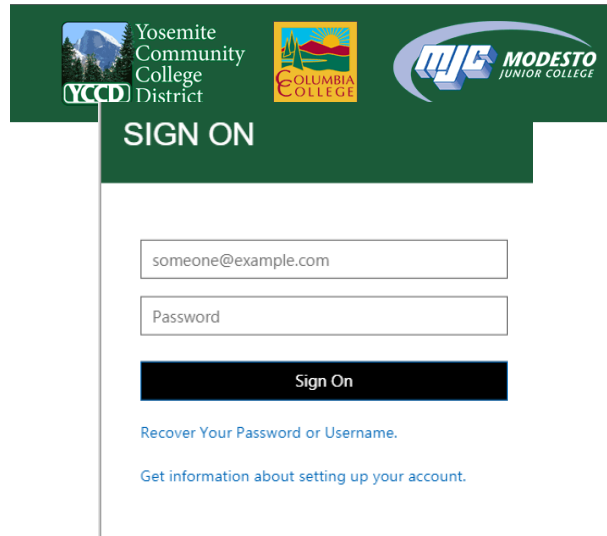


Written By

OFFICE OF PLANNING, RESEARCH,
INNOVATION, & INSTITUTIONAL
EFFECTIVENESS

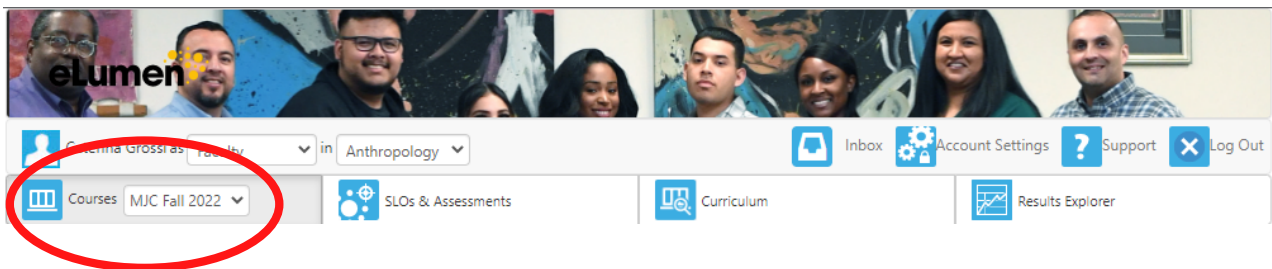
eLumen SLO Data Entry

1. Access the [eLumen page](#) and sign through single sign-on

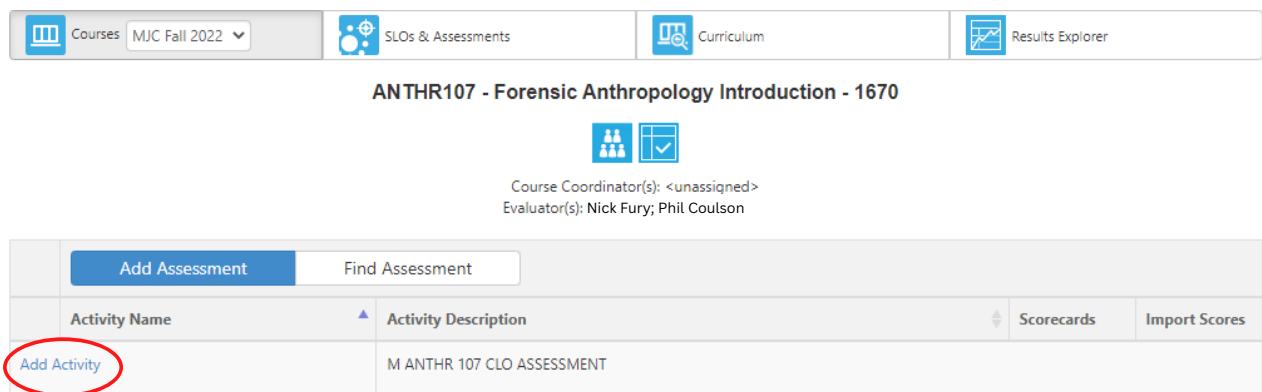


The image shows the eLumen Sign On page. At the top, there are logos for Yosemite Community College District (YCCD), Columbia College, and Modesto Junior College (MJC). Below the logos is a green box with the text "SIGN ON". Underneath, there are two input fields: one for an email address (pre-filled with "someone@example.com") and one for a password. A black "Sign On" button is positioned below the password field. At the bottom, there are two links: "Recover Your Password or Username." and "Get information about setting up your account."

2. Enter your "Courses" tab in eLumen. Be sure to choose the appropriate term.



3. Click on the "Add Activity" link as shown below.



The image shows the eLumen interface for a specific course. At the top, there is a navigation bar with tabs: "Courses" (selected), "SLOs & Assessments", "Curriculum", and "Results Explorer". Below the navigation bar, the course title "ANTHR107 - Forensic Anthropology Introduction - 1670" is displayed. Underneath the course title, there are icons for "Add Assessment" and "Find Assessment". Below these icons, the course coordinator and evaluator information is shown: "Course Coordinator(s): <unassigned>" and "Evaluator(s): Nick Fury, Phil Coulson". At the bottom, there is a table with columns for "Activity Name", "Activity Description", "Scorecards", and "Import Scores". The "Add Activity" link is highlighted with a red circle.

Activity Name	Activity Description	Scorecards	Import Scores
Add Activity	M ANTHR 107 CLO ASSESSMENT		

4. Enter the name of the activity and give a short description. An "activity" is the exam, test, paper, project, portfolio, presentation, or performance used to assess students' skills. Click "Save".

You will now be brought back to your main courses page. You may edit an activity at any time by simply checking the box on the left hand side of the activity's name and clicking "Edit Activity".

5. You will see two scorecard options for the activity to the right of your screen. Click on the left scorecard option.

<input type="button" value="Edit Activity"/> <input type="button" value="Send to LMS"/>			
Activity Name	Activity Description	Scorecards	Import Scores
<input checked="" type="checkbox"/> Essay Exam Evaluation	Evaluation of outcomes via essay questions requiring critical thought about key data sets	14/16	

6. Within the scorecard page, you will see a table with the following columns: Student Names, SLOs for the course, two scoring boxes (Meets Expectations & Does Not Meet Expectations), and a checkbox for "N/A". SLOs are grouped by student name, i.e. the same set of SLOs will be visible for every student in the section.

Essay Exam Evaluation

Assessment Type
Course review of overall student achievement

Activity Description
Evaluation of outcomes via essay questions requiring critical thought about key data sets

		Meets expectations	Does not meet expectations	
SLO		1	0	N/A
Rogers, Steve	Describe the basic concepts, methods of inquiry, and the theories of sociocultural anthropology.	1	0	<input type="checkbox"/>
	Apply the above in comparative studies of Native Peoples of North America, and especially to explain observed variation, change and adaptation.	1	0	<input type="checkbox"/>
	Use anthropological perspectives to describe and explain contemporary issues.	1	0	<input type="checkbox"/>
Stark, Tony	Describe the basic concepts, methods of inquiry, and the theories of sociocultural anthropology.	1	0	<input type="checkbox"/>
	Apply the above in comparative studies of Native Peoples of North America, and especially to explain observed variation, change and adaptation.	1	0	<input type="checkbox"/>
	Use anthropological perspectives to describe and explain contemporary issues.	1	0	<input type="checkbox"/>

7. Begin entering scores by clicking the appropriate box for each student. Click on "1" if the student met your expectations for an SLO. Click on "0" if the student did NOT meet your expectations for an SLO. Check the "N/A" box if you were unable to assess the student on that SLO.

		Meets expectations	Does not meet expectations	N/A	
SLO		1	0	<input type="checkbox"/>	
Rogers, Steve	Describe the basic concepts, methods of inquiry, and the theories of sociocultural anthropology.	1	0	<input type="checkbox"/>	
	Apply the above in comparative studies of Native Peoples of North America, and especially to explain observed variation, change and adaptation.	1	0	<input type="checkbox"/>	
	Use anthropological perspectives to describe and explain contemporary issues.	1	0	<input type="checkbox"/>	
Stark, Tony	Describe the basic concepts, methods of inquiry, and the theories of sociocultural anthropology.	1	0	<input type="checkbox"/>	
	Apply the above in comparative studies of Native Peoples of North America, and especially to explain observed variation, change and adaptation.	1	0	<input type="checkbox"/>	
	Use anthropological perspectives to describe and explain contemporary issues.	1	0	<input type="checkbox"/>	
Maximoff, Wanda	Describe the basic concepts, methods of inquiry, and the theories of sociocultural anthropology.	1	0	<input checked="" type="checkbox"/>	
	Apply the above in comparative studies of Native Peoples of North America, and especially to explain observed variation, change and adaptation.	1	0	<input checked="" type="checkbox"/>	
	Use anthropological perspectives to describe and explain contemporary issues.	1	0	<input checked="" type="checkbox"/>	

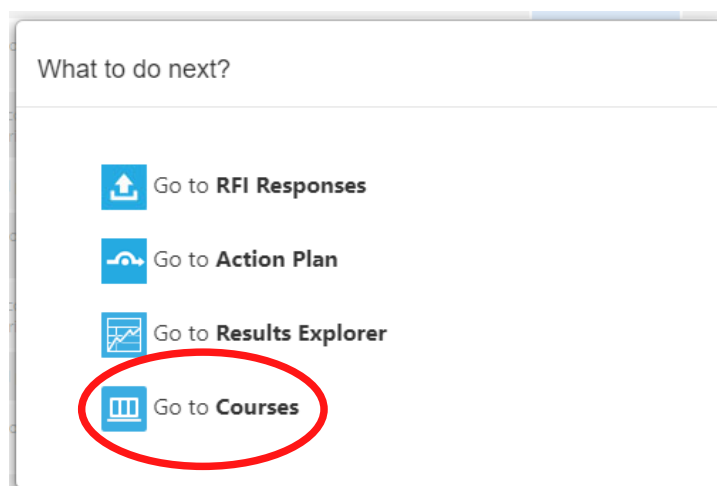
You can also make notes on a student's SLO performance by clicking the notes icon on the far right (next to the N/A checkbox).

8. Once all data has been entered, click "save" or "save and continue to reflection" Saving the scores is important to preserve your work. You can always check and uncheck boxes as you change your mind.



Score total:	34	4	9
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Clear all scores from this scorecard

9. After clicking "save", a prompt will pop up asking what you would like to do next. Select "Go to Courses".



10. You should see a green check mark in the scorecard column. This indicates that you have completed entering data for that activity.

Add Assessment <input type="text" value="Find Assessment"/>		Scorecards	Import Scores
Activity Name	Activity Description		
<input type="checkbox"/> Essay Exam Evaluation	Evaluation of outcomes via essay questions requiring critical thought about key data sets		

If a green check mark is not present, this means you may have missed a box in the scorecard. Simply return to the left-hand scorecard and ensure every student has been evaluated on every SLO.

Questions? Need assistance?

Email us at mjcinstitutionaleffectiveness@yosemite.edu