Assessment Member Role in eLumen

**Getting Started:** Don't forget that Assessment Committee members review courses in teams. Your team assignment is listed on the agenda as well as the list of courses you are assigned to review for that agenda.

1. Start by going into eLumen using Firefox or Chrome as your browser. You can go to Bakersfield College and login to **Inside BC**. Under **Tools**, you will find a link to **eLumen**. If you want to go straight to the web site, type in [https://bakersfield.elumenapp.com](https://bakersfield.elumenapp.com).
2. Login to your account using the same login you use for all BC applications.
3. Once you login under the role of **Assessment Member**, you will see a screen that looks like the one below. Listed under **Active** are proposed **Course Creation(s)** and/or **Course Revision(s)** waiting to be reviewed. Feel free to filter down to your assigned courses to review.
4. You can click **Start Review**, and then choose either a **Step View** or **Outline View**. The **Step View**, looks like the screenshot below, requiring you to work your way through all the tabs you need to review (listed horizontally across the screen).
5. Choosing the **Outline View** will allow you to scroll down to review each Course Outline of Record section you need to review.

6. As an Assessment Member, you can see the whole course proposal or revision, but you are only responsible for reviewing four sections. These sections will be displayed on the following pages.
7. The Cover Info – General Information section allows you to view the Course Title and Course Description as an informational item, to make a knowledgeable decision regarding proposed Student Learning Outcomes (SLOs) in the Learning Outcomes section (see Step 10). Once you have read the information, click Review.

8. The Course Info – Proposal Details section allows you to view the Proposal Start (1), Submission Rationale (2), Notes for Submission (3) as informational items, aiding in the Student Learning Outcomes review process (see Step 10). Once you have read the information, click Review (4).
9. The Learning Outcomes – Course Objectives section allows you to view Course Objectives (1) as informational items, aiding in the Student Learning Outcomes process (see Step 10). It is important that all courses that are reviewed include course objectives. If course objectives are not included, be sure to make a comment. Once you have read the information, click Review (2).

10. The last section Learning Outcomes – CSLOs allows you to review and evaluate the Course Student Learning Outcomes (CSLOs) (1) based on informational items in the previous sections. You should utilize the Learning Outcome Review Checklist to evaluate the quality of the learning outcomes listed. (For additional information, please reference the Assessment Committee Handbook.) Be sure that all CSLOs begin with the following phrase “Upon successful completion of the course, the student will be able to...” Additionally, be sure that all CSLOs are sequentially numbered. Once you have reviewed the information, click Review (2). After clicking, scroll to the bottom of the section and you will find a textbox for you to enter your comments or concerns. Be sure to click the Add comment button.
11. When you have finished reviewing all four sections, a **Submit** button will be available for you to click on, in order to move the course along towards the next step of approval.
You have now completed your review role as an Assessment Member.