Creating a Collective Data Assessment

1. First, make sure you are logged into eLumen https://bakersfield.elumenapp.com. eLumen works best with Chrome or Firefox. Be sure to type the above address in your address bar. (If you would like to practice, you may go into https://bakersfieldtest.elumenapp.com – this will allow you to create assessments without fear of “breaking the system”)

CREATING AN ASSESSMENT

2. Check your data at the top to be sure you are where you want to be. This includes checking your name, your role, your department and the term where you want to enter data.

3. Choose the course you want to add an assessment to from your list of courses. Click on the Add Assessment button. When you do, you will see a screen that looks like this:
4. Choose **Collective Student Score Entry**. (to score individual students see Handout – How to Create & Complete Individual Student Assessments). Collective means you will only report numbers of how your section did as a whole.
5. The next step is to enter an assessment name, description and type. It is important to make these names meaningful so that you can find your assessments later, and if you share, your colleagues know what is being assessed.
   a. Assessment Name - Use the SLO # in the Course outline of Record (COR) that you are assessing.
   b. Assessment description - type in the tool you used to assess whether students met the SLO(s) assessed
   c. Assessment Type - choose “Summative SLO Assessment.”
6. You do not need to alter or check any of the middle items in this menu. See the picture below.

![Image of menu](image_url)

Skip all of this

7. Enter activity name and description. Your activity name needs to match the Assessment name you already entered. Your description name needs to match the description you already entered. Just copy what you did above for assessment name and description. (Will make it easier to find assessment later 😊)

![Image of menu](image_url)
8. On the bottom section, skip Assessment Scale and Rubric Type. Change Number of SLOs to how many SLOs you are assessing. Once you do that, click **Generate Rubric Template**.

![Generate Rubric Template](image)

9. Then you will see this:

![Rubric Type](image)

![Link SLO](image)

10. You need to click Link SLO next to the red X. This will allow you to choose the SLO or SLOs you want to assess. You will see a screen with all your SLOS and you just select the correct one.
10. Pick SLOs for Assessment

**Available SLOs**

<table>
<thead>
<tr>
<th>Course: ENGL 111 - Expository Composition</th>
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<tbody>
<tr>
<td>Upon completion the student will be able to read and think critically, including a variety of primarily non-fiction texts for content, context, and rhetorical merit with consideration of tone, audience, and purpose.</td>
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11. Choose your SLO and then you will see it as a part of your rubric.

12. From here, click the button that says **Save** OR **Save and add to Library of Shared Assessment** if you would like your colleagues to be able to use the same assessment. Once you have saved your assessment, it is available to you whenever you need to assess these same SLOs. You do not need to recreate it each semester or each year.
Caution: Verify that you are in the correct assessment prior to entering data because the assessment cannot be deleted once data has been entered. If you share the assessment, and then decide you want to delete it, seek assistance from the Assessment Committee Co-Chair.

13. Newly created assessment now shows up in your course and you are ready to enter in data and reflections