Entering Collective Assessment Data

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.

2. Ensure the following:
   a. Select "Faculty" next to your name
   b. Make sure the discipline of the course you want to score is selected here
   c. Select the semester you are entering data for inside "Courses"
   d. Ensure the "Courses" button is selected (it should be darker than those to the right ("SLOs & Assessments", "Results Explorer" and "Strategic Initiatives")

3. At this point you should see in the main page the courses in the selected discipline that are available for scoring. To score the students in a course, click on the blue box under "Scorecards" *If you do not see an assessment listed in your class, please see the following handout – Creating a Collective Data Assessment*
4. Once you have clicked the blue box under “Scorecards” you will see the following screen and you are ready to input your assessment data.

5. To complete your scoring, your total must add up to the number of students enrolled (Use "N/A" if the student was absent or was no longer enrolled in the course) for every SLO. If you leave anything blank, eLumen will think you took a break and are coming back to finish the scoring later!

6. Once you have completed your scoring, click on Save and Continue to Reflection, you will see the box below, complete your information and click on Submit and Share.
7. You will then be taken back to the screen below:

***The green checkmark on the blue box under “Scorecards” verifies that you have completed your entry for that assessment form.***

8. You have now completed assessment data and reflection entry for this assessment in eLumen.