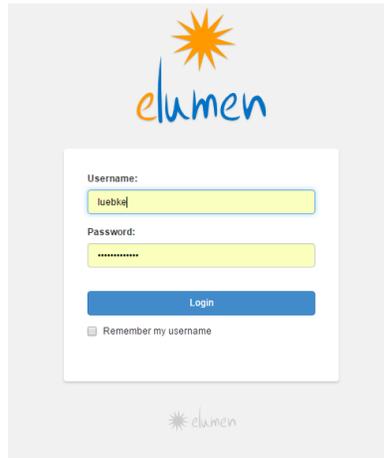


Instructions for Program Coordinators Checking Scoring by Faculty in eLumen

These steps can be very helpful in reminding instructors of the role they play in documenting our assessment efforts, as our accreditors expect, and are part of your role as a Dept-Program Coordinator for your department.

1. Go to csp.elumenapp.com (make it a Favorite on your browser!) or go to CSP Connect portal, Faculty Resources tab, Evaluation and Assessment box, and click eLumen login.
2. Log in using your CSP Network user name and password. (**NOT** your entire email address)



Make sure your “Dept-Program Coordinator” role is selected for the department you need.

Assessments	SLOs	Action Plans	RFIs	Strategic Initiatives
4 / 9	0 / 0	0 / 0	0 / 0	0 / 0
Complete: 4 Active: 0 Assigned: 5 Overdue: 0	Active: 0 Planned: 0	Complete: 0 Active: 0 Assigned: 0 Overdue: 0	Complete: 0 Active: 0 Assigned: 0 Overdue: 0	Complete: 0 Active: 0 Assigned: 0 Overdue: 0

Next, make sure the “**Strategic Planning**” tab is selected. (It defaults to this tab.)

From the next row of tabs, select “**Planner.**” The current semester will show your department/program and the number of Assessments in progress. **If you want select a different semester, or multiple semesters, go up above to the box under “Terms” and select the desired terms.**

Go to “**Assessments**” in the row with numbers. The green and yellow bar tells you what proportion of the assigned Assessments have been scored – green for complete, yellow for in progress (due date has not passed yet). In this example, 4 SLOs for the Department have been scored and 9 are still unscored. Below are the words “Active,” “Assigned,” and “Overdue.” Click anywhere in the large box to see all the courses offered that term.

Business / Business Course List

Plan **Assessments** Action Plan RFI Send Notification

Fall Semester 2016

BUS380 - Principl of Ethical Management
Course

Assessments	SLOs	Action Plans	RFIs
0 / 0 Complete Total Active: 0 Assigned: 0 Overdue: 0	0 / 0 Active Planned	0 / 0 Complete Total Active: 0 Assigned: 0 Overdue: 0	0 / 0 Complete Total Active: 0 Assigned: 0 Overdue: 0

Click anywhere in this box to go to course sections.

BUS410 - Operations, Techn & Qual Mgmt
Course

Assessments	SLOs	Action Plans	RFIs
3 / 3 Complete Total Active: 0 Assigned: 0 Overdue: 0	0 / 0 Active Planned	0 / 0 Complete Total Active: 0 Assigned: 0 Overdue: 0	0 / 0 Complete Total Active: 0 Assigned: 0 Overdue: 0

When list of courses appears, scroll down until you come to a course where an Assessment has been assigned. Click once more in the box and the course SECTIONS will appear with green, yellow, or red boxes. The sections with the green boxes have been scored, and those with the red boxes are overdue. (See second screen shot below.)

If you click the colored box within a section, you will see which assessments have been assigned to that section.

Assessments

Planned

Assessments

7103 Written Exam 1, 2, Final		
7103 Written Exam 2, 3, 4, Assignment 2		

0 / 2
Complete Total
Active: 0
Assigned: 0
Overdue: 2

You can send email reminders **right from this screen (!)** to instructors who have yet to score their Assessments. You can also send thank-you’s or woo-hoo’s to those who have completed their scoring. Simply select one or more sections by clicking on each, and then click “Send Notification” along the top of the screen. **As a Dept-Program Coordinator, part of your role involves making sure the Assessments in your area are completed.**

Below, Timothy and Susan have been selected to receive a message from their Dept-Program Coordinator thanking them for the timely completion of their eLumen scoring.

Business / Business Course List / BUS410 - Operations, Techn & Qual Mgmt Sections

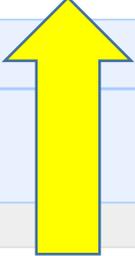
Select Plan Send

Fall Semester 2016

BUS410 - Operations, Techn & Qual Mgmt
Course

Deselect all

<input checked="" type="checkbox"/> Section 252 Timothy Little <input type="button" value="Assessments"/>	<input checked="" type="checkbox"/> Section 253 Timothy Little <input type="button" value="Assessments"/>	<input checked="" type="checkbox"/> Section 308 Susan Link <input type="button" value="Assessments"/>
--	--	--



Type in your message to this group. If you would like a copy for yourself, click in the box, "Send me a copy." Then click "Send email." (See below)

Send notification to selected sections

To

Course:	BUS410: Operations, Techn & Qual Mgmt		
Term:	-		
Section:	BUS410 Section 252 Timothy Little	BUS410 Section 253 Timothy Little	BUS410 Section 308 Susan Link

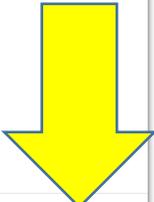
Subject

Thank you for completing eLumen scoring!

Thank you for completing the eLumen scoring for BUS410. I appreciate your efforts for supporting assessment of learning in the online Business program! -- Carol Klempka

Send me a copy

Cancel



Check back frequently to monitor score entry. Score entry is the key to data collection and aggregation. Your annual assessment report will not have data to analyze if instructors do not enter their evaluations of students' achievements.