

## Instructions for Entering Assessment Scores into eLumen

**Log In** [csp.elumenapp.com](http://csp.elumenapp.com)

Go to [csp.elumenapp.com](http://csp.elumenapp.com) (make it a Favorite on your browser!) or go to CSP Connect portal, Faculty Resources tab, Assessment and Evaluation box, and click eLumen login.

Log in using your **CSP Network user name and password**. (**IMPORTANT: NOT** your whole email address, just your name -- the part before the @.)



### Select Assessment(s) to Score

In the default view (see example below), check the term (yellow arrow) and the department (blue arrow).

**Department: Make sure the correct department is selected in the box to the right of your role.**

**Term (semester): Make sure the correct semester is selected for the course(s) you want to score in.**

Please view the red arrow pointing at a checkbox below. This checkbox indicates there is an assessment required in PSY360 Abnormal Psychology. The name of the assessment or assignment is listed there along with a description of it. (eLumen will display all of your courses that semester regardless of whether they have an assessment attached to them or not.) The course in the example below has two different assessments assigned to it.

The screenshot shows the eLumen interface for a user named 'Wesley Lueke'. The user is logged in as 'Faculty' in the 'Social and Behavioral Sciences' department. The course selected is 'PSY360 - Abnormal Psychology - X1' for the 'Summer 2020' term. The 'Add Assessment' table is visible, showing two assessments: 'Controversial Topic Research' and 'Psychology Chapter Assignment'. The 'Psychology Chapter Assignment' has a red arrow pointing to a checkbox in the 'Add Assessment' column, indicating it is selected. The 'Report Scores' button for this assessment is also highlighted with a red arrow.

Activity Name	Activity Description	Scorecards	Report Scores
Controversial Topic Research	Research all sides of a controversial topic in abnormal psychology.	<input type="checkbox"/>	<input type="button" value="Report Scores"/>
Psychology Chapter Assignment	Core content measured in PSY360: PSY451	<input checked="" type="checkbox"/>	<input type="button" value="Report Scores"/>



## Save and Reflection

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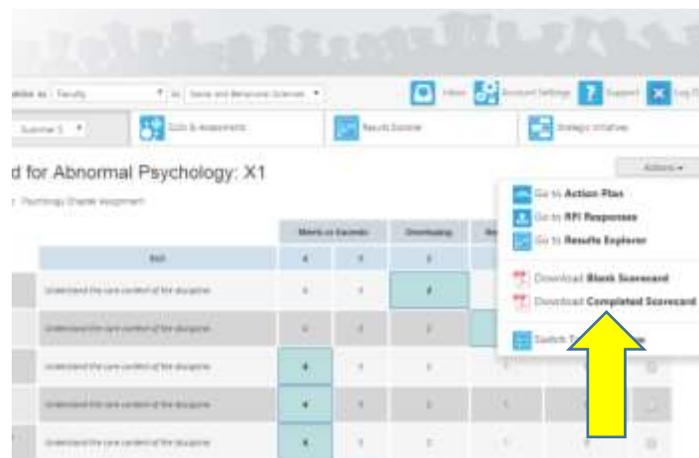
When you've finished scoring, click [Save and Continue to Reflection](#).

In the **Reflection dialog box ("How Did It Go?")**, write any suggestions or improvements you or another instructor might make the next time the course is taught. This input will help document the kinds of steps instructors will take to improve learning quality. Click [Submit](#) to save.



The screenshot shows a dialog box titled "How Did It Go?". It contains a text area for reflection and two buttons at the bottom: "Save Draft" and "Submit".

If you would like to retain a copy of the **completed** scorecard, click on the **"Actions"** button and select **"Download Completed Scorecard"** to download it to your computer for your records.



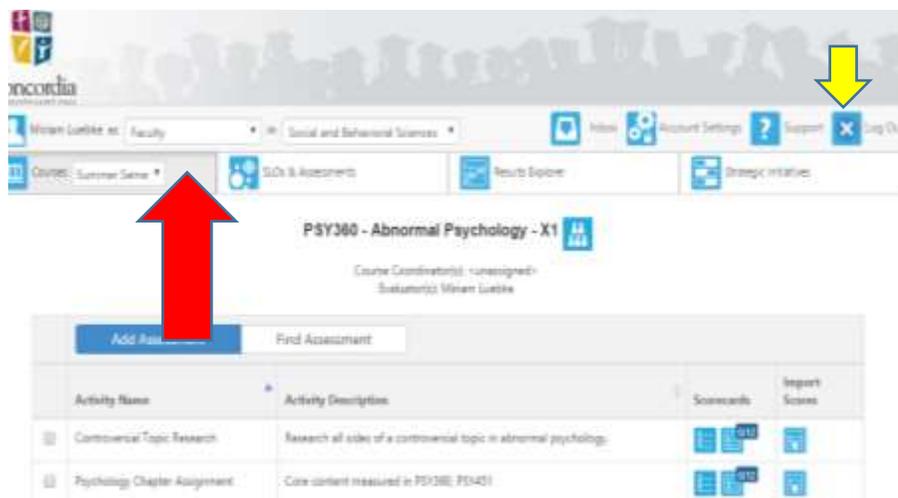
The screenshot shows the course interface for "Abnormal Psychology: X1". A dropdown menu is open over a table, showing options like "Go to Action Plan", "Go to RPI Responses", "Go to Results Explorer", "Download Blank Scorecard", and "Download Completed Scorecard". A yellow arrow points to the "Download Completed Scorecard" option.

Item	Marked as Complete	Overlapping	...
Understand the core content of the discipline	A	A	A
Understand the core content of the discipline	A	A	A
Understand the core content of the discipline	A	A	A
Understand the core content of the discipline	A	A	A
Understand the core content of the discipline	A	A	A

## Finished!

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When you are finished, you can either close the website, log out (click the blue "X" on the toolbar), OR return to your Faculty start page. To return to the Faculty start page, click anywhere on the gray "Courses" box that displays the semester drop-down box. (See red arrow below.)



The screenshot shows the course interface for "PSY360 - Abnormal Psychology - X1". A red arrow points to the "Courses" box, and a yellow arrow points to the "Log Out" button.

Activity Name	Activity Description	Scorecards	Report Scores
Controversial Topic Research	Research all sides of a controversial topic in abnormal psychology.	[Scorecard Icon]	[Report Scores Icon]
Psychology Chapter Assignment	Core content measured in PSY360; PSY401	[Scorecard Icon]	[Report Scores Icon]