

Creating Assessments

Setting up Assessments

There are two beginning points for setting up an assessment. One is to select SLO(s) from the **SLO Listings** tab and select **Create Assessment**. This will create an assessment linked to the selected SLOs.

The screenshot shows the 'SLOs & Assessments' section of a software interface. At the top, there are navigation tabs: 'Strategic Planning', 'SLOs & Assessments', 'Curriculum', and 'Org Management'. Below these, there are sub-tabs: 'SLOs Listing', 'Curriculum Map', 'Outcomes Groups', and 'Assessments'. Under 'SLOs Listing', there are buttons for 'CSLOs', 'PSLOs', 'PSLO Classes for Program', and 'ISLOs'. Below these are filters for 'Type' (set to 'Course'), 'Course Group' (set to 'No Course Group'), 'Include Inactive SLOs' (set to 'No'), 'Include Inactive Courses' (set to 'No'), and 'Term' (set to 'Spi').

The main content area is titled 'WELD096 - Welding Certification and License Preparation' and is 'Active from 08/22/2016'. It contains a table with the following data:

<input checked="" type="checkbox"/>	CSLO	Performance Descriptors	Start Date	End Date
<input checked="" type="checkbox"/>	Demonstrate a mastery of the specifications, standards, commentaries and annexes listed under America Welding Society (AWS) D1.1 Structural Steel Code Book as they apply to the Los Angeles Department of Building and Safety department examination.	Create Assessment	08/22/2016	Not specified

The other is to begin in the *Assessment* list and then select the **Add Assessment** button. In the second, the SLO(s) still need to be specified. Access the Assessment Library from the **Strategic Planning** section or **Assessments and SLOs** section under the **Assessments** tab in the **Assessments** subsection

The screenshot shows the 'Assessments' section of the software interface. At the top, there are navigation tabs: 'Strategic Planning', 'SLOs & Assessments', 'Curriculum', 'Org Management', and 'Reports'. Below these, there are sub-tabs: 'SLOs Listing', 'Curriculum Map', 'Outcomes Groups', and 'Assessments'. Under 'Assessments', there are buttons for 'Assessments' and 'Reflection Templates'. Below these are buttons for 'Add Assessment' and 'Add DLA'. There is also a checkbox for 'Display Inactive Assessments'. Below the buttons is a table with the following columns: 'Assessment Name', 'Assessment Description', 'Type', 'Planned Terms', and 'Actions'. The table is currently empty, with the text 'No results found.' displayed below it.

Select **Add Assessment** at the top of the *Assessment* table.



Assessment Creation

Video: <https://ilos.video/A5Zm0S>

When any user creates an assessment for the assessment library, Coordinators and Data Stewards can plan these assessments for programs, courses/contexts, and sections addressing those SLOs.

The screenshot shows a web form for creating an assessment. It is divided into several sections:

- Select the Assessment Type:** Two buttons are visible: "Individual Student Scorecard & Rubric" (selected) and "Collective Student Score Entry".
- Define this Assessment:** Contains three input fields: "Assessment Name*" (with placeholder "Enter Assessment Name"), "Assessment Description*" (with placeholder "Enter Assessment Description"), and "Assessment Type*" (a dropdown menu). Below these are three checkboxes: "Allow Faculty Annotations", "Add Activity Name & Description", and "Add Reflections Template" (with a link "Add Reflections Template"). There is also a link "Upload Evaluator Assessment Guide".
- Include Student Portfolio:** Contains two checkboxes: "Attach a portfolio to this assessment" and "Allow multiple portfolio raters".
- Self-Assessment:** Contains one checkbox: "Allow student self-assessments".
- Define Assessment Outcome Type:** Contains three input fields: "Assessment Scale*" (dropdown menu with "Decimal Scale: 100 point scale by 20s"), "Rubric Type*" (dropdown menu with "Activity-Oriented, Single SLO"), and "Number of criteria*" (text input with "1"). There is a link "Link SLOs" below the "Number of criteria*" field.

At the bottom right of the form is a blue button labeled "Generate Rubric Template".

Select the Assessment Type - Assessment can be created as “Individual Student Scorecard & Rubric” or “Collective Student Score Entry.” Choose the “Individual Student Scorecard & Rubric” type for the assessment being created, this cannot be changed once the assessment has been saved.

Define This Assessment

Assessment Name and Description – This is a name and description of the purpose of the assessment. Assessments should be broadly applicable such that over time and across sections, different faculty with different teaching styles can reuse the assessment and the associated rubric.

Assessment Type – The assessment type can be chosen from the drop-down menu.

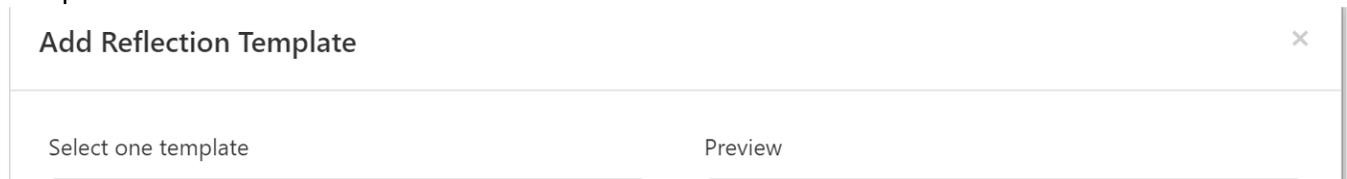
Faculty Annotations - This option allows faculty to annotate assessments and SLOs for revision, student performance, or other significant purposes, inside eLumen for future reference.

Evaluator Reflection Template - The reflection template is automatically attached to the assessment. The reflection’s prompts were composed by the CASL committee.



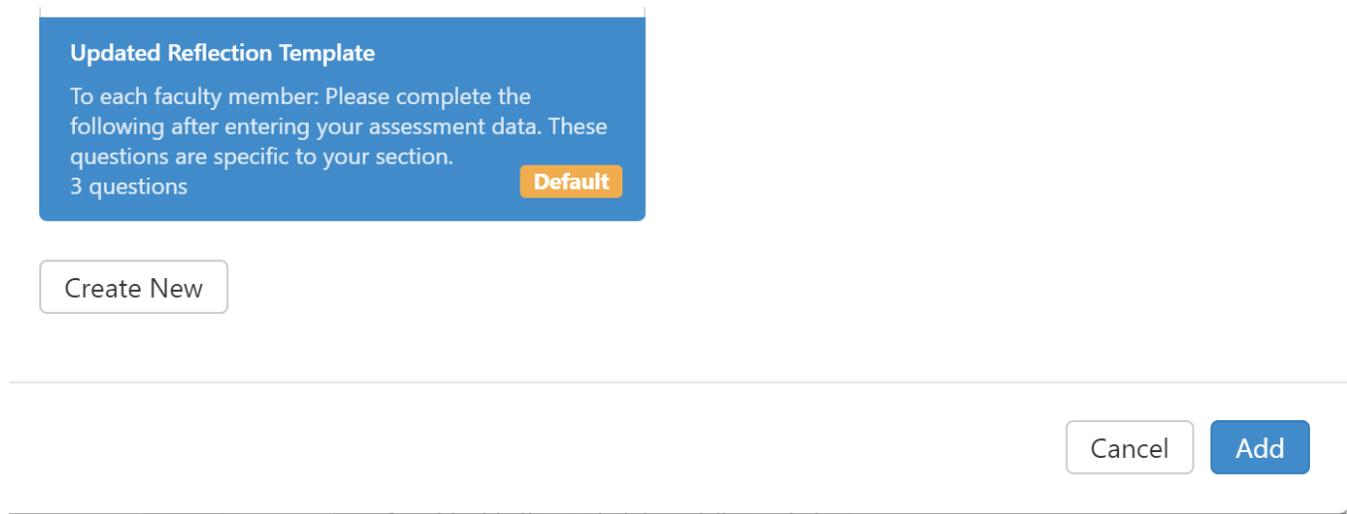
The screenshot shows a dialog box titled "Add Reflections Template". It contains a list item "Updated Reflection Template" with a red 'x' icon to its right. Below the list is a link "Upload Evaluator Assessment Guide" and a checkbox labeled "Add Activity Name & Description".

To attach an independent template to the assessment, use the **Add Reflection Template** link. Select a template from the list



The screenshot shows a window titled "Add Reflection Template" with a close button (x) in the top right corner. The window is divided into two sections: "Select one template" and "Preview".

or scroll to the bottom of the window, select create a new template, then select **Add**.



The screenshot shows a dialog box titled "Updated Reflection Template" with a blue background. The text inside reads: "To each faculty member: Please complete the following after entering your assessment data. These questions are specific to your section. 3 questions". There is an orange "Default" button next to the text. Below the dialog box is a "Create New" button. At the bottom right of the window are "Cancel" and "Add" buttons.

Evaluator Assessment Guide - The assessment guide will appear on the faculty scorecard and rubric for this assessment. Select **Upload Evaluator Assessment Guide** to add an assessment guide to the assessment.

Add Activity Name & Description - Selecting this option expands the assessment creation section for additional input.

Add Activity Name & Description

Faculty to specify activity name

Activity Name*

Activity Description*

Faculty to specify activity name - eLumen distinguishes the Assessment that the school is seeking versus the Activity that is given to students. Assessments created for the *Assessment Library* may have an Assessment Name and Assessment Description already established. Faculty can edit the name and description once it has been added to their sections. By selecting the assessment and **Edit Activity**, faculty can specify a name and description for the assessment that reflects the specific activity in their classroom.

If this option is deselected, the person creating the assessment can specify the **Activity Name** and **Activity Description**.

		Cancel	Save		
Activity Name	Activity Description	Scorecards	Import Scores		
<input checked="" type="checkbox"/> Course Ending Assessment	Click Here to Add Activity Description				
<input type="checkbox"/> Equations Portion of the Midterm Exam	The midterm exam questions are used for scoring Equations & Expressions				
<input type="checkbox"/> Exam	Multiple Choice exam				
<input type="checkbox"/> MATH100 Default CSLO Assessment	MATH100 Default CSLO Assessment				

Example: *The Accounting Department Coordinator designs an Ethics assessment that measures student’s knowledge and application of ethical accounting practices and requests that faculty specify their Activity. They plan the assessment to all business courses. The Faculty member teaching Individual Tax Law specifies the Activity will be a short essay test on the legality and morality of tax shelters whereas the Faculty member teaching Applied Business Principles and Practices specifies the activity will be presentations on the impact of unethical practices in business.*

Self-Assessment

Self-Assessment - For institutions with LTI integration or the Student Engagement and ePortfolio module, the school can check to **Allow students self-assessment** and then select **Add a Student Reflection Template**. Choose an existing reflection template or create a new one. Optionally, select **Upload a Student Assessment Guide** to attach an assessment guide that will appear to students through either an LTI integration or through eLumen’s student system (for schools with the Student Engagement and ePortfolio module).

Define Assessment Outcome Type

Assessment Scale – Choose the appropriate assessment scale for the rubric. **Note: The Assessment Scale cannot be edited once the Generate Rubric Template button is pressed.**

The **Number of criteria** or **Number of SLOs** options will change with the chosen **Rubric Type**. It is advisable to use the fewest rubric levels required to obtain the specificity needed.

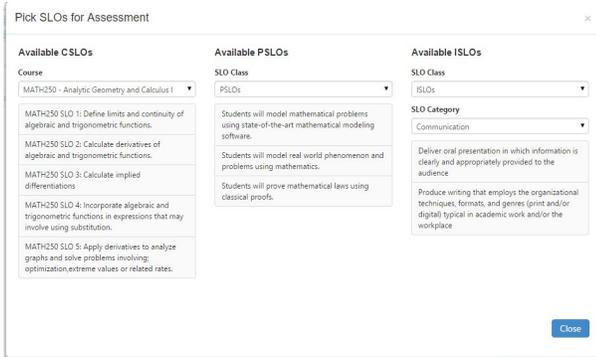
Rubric Type – *Activity-Oriented* assessments permit Faculty to assess student work or activity using a carefully constructed rubric, putting emphasis on tailoring the performance descriptors to the assessment activity. See the table below for more information on the different types of Activity-Oriented assessments. An *Outcomes-Oriented* assessment permits Faculty to apply a single set of performance descriptors to each SLO assessed in a specific student activity, emphasizing shared performance criteria for any given SLO.

Activity Oriented Type	Number of SLOs	Number of Rubrics
Single SLO	1	1
Multiple SLO	1+	1
Multi-Rubric	1+	1 per SLO

Scoring Views – Scoring Views are only available for an Outcomes-Oriented assessment. Activity-Oriented assessments only use the Rubric View. The *Scorecard and Rubric Views* allow Faculty to score individual students using either the *Scorecard*, which allows Faculty to quickly assign a score for each student on each SLO assessed, or the complete *Rubric*, which displays one student at a time with all performance descriptors and criteria visible. The *Collective Score Entry* option allows Faculty to score the number of students reaching each level of mastery on the assessment without assigning individual students a score. *Collective Score Entry* is useful for assessments of the college and its units but provides no information about the performance of individual students.

Link SLOs – This option is only available for *Activity-Oriented* assessments on the assessment creation screen. Select the *Link SLOs* hyperlink to open an interactive dialog box and choose the appropriate SLO(s). (See the box for an *Activity-Oriented, Multiple SLO* assessment below.) Find the appropriate SLOs in the grey columns using the drop-down menus and then select the SLO to assign it to the assessment.

For *Activity-Oriented, Single SLO* assessments, choosing an SLO will close the dialog box. For *Activity-Oriented, Multiple SLO* assessments, choose the Multiple Rubrics option instead of Activity Oriented Multiple SLO option of assessment.



In an **Outcomes-Oriented** assessment, SLOs are linked in the rubric. At the time of assessment creation, indicate the **Number of SLOs** being assessed. This can be changed in the rubric by the **+ add Row** option.

When the assessment parameters have been determined, select **Generate Rubric Template** to begin designing the rubric. The rubric dialog box will appear below the assessment dialog box.

Activity-Oriented Rubric

For an *Activity-Oriented* rubric, the rows will be Criteria for the rubric. The first column will automatically generate an even weight for each Criteria level. When adding additional Rows using the **+ add Row** link, the assessment creator will need to adjust the weights. In the second column type or paste the criteria for the rubric.

		Exceeds expectations	Meets expectations	Does not meet expectations
		2	1	0
✖ .5	Criteria	Perf Ds	Perf Ds	Perf Ds
✖ .5	Criteria	Student exceeded the minimum expectations on the outcome or criteria	Student met minimum expectations on the outcome or criteria	Student did not meet expectations on the outcome or criteria

[+ add Row](#)

Outcomes-Oriented Rubric

For an *Outcomes-Oriented* rubric, the rows will be SLOs. Select the *Link SLO* hyperlink to open the same interactive SLO dialog box used for *Activity-Oriented* assessments.

		Exceeds expectations	Meets expectations	Does not meet expectations
		2	1	0
✖ Link SLO		Perf Ds	Perf Ds	Perf Ds
✖ Link SLO		Student exceeded the minimum expectations on the outcome or criteria	Student met minimum expectations on the outcome or criteria	Student did not meet expectations on the outcome or criteria

[+ add Row](#)

Performance Descriptors

Each Criterion or SLO in a rubric requires a *Performance Descriptor* for each *Assessment Scale Level*. High quality *Performance Descriptors* will increase the reliability of scoring so the wording should be carefully considered. Scale levels should be distinct from one another and should clearly describe the performance for that level. In addition, the levels should reflect the level descriptions provided by the *Assessment Scale*.

To finish an assessment select **Save**.

Once an assessment has been saved, it appears in the list of Assessments. The Assessment table displays all of the shared assessments available for use in scoring students. The Assessments can be filtered to locate and plan previously created assessment or use the Planner to plan an entire assessment cycle. Faculty can access the shared assessments through the **Find Assessment** button for their sections.

To find a specific assessment, use the filters to select the SLOs attached to the assessment, an Assessment Type for the assessment, and/or how the assessment is planned. When planning an assessment from the Planner or as a Faculty user in a section, eLumen will attempt to narrow the filters to fit the situation.

Editing Assessments

Faculty can edit assessments they created and saved directly to a section or to their personal Assessment Library; visible under the “My Private Assessment” dropdown. **Faculty are not able to edit Shared assessments in the Assessment Library.** The ability to edit can be conducted in either the library view or the course/section view.

If student scores have **not** been input, the following elements of an assessment can be edited:

- Assessment Name
- Assessment Description
- Faculty Annotations can be enabled
- Reflection Template can be added but not exchanged
- Evaluator Assessment Guide can be uploaded

Assessments **cannot** be edited if any number of:

- Students have been scored by Faculty or Self-Assessment.
- Responses have been created to a Faculty Reflection.
- Responses have been created to a Student Reflection.
- Students have accessed a Portfolio assessment (applies only if using LTI or Student Engagement/ePortfolio module).