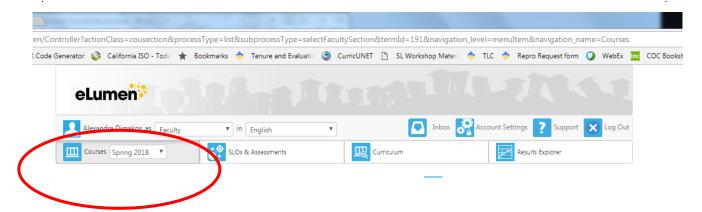
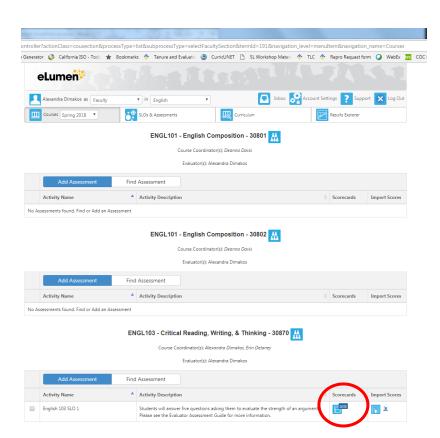
How to Enter Assessment Scores into eLumen

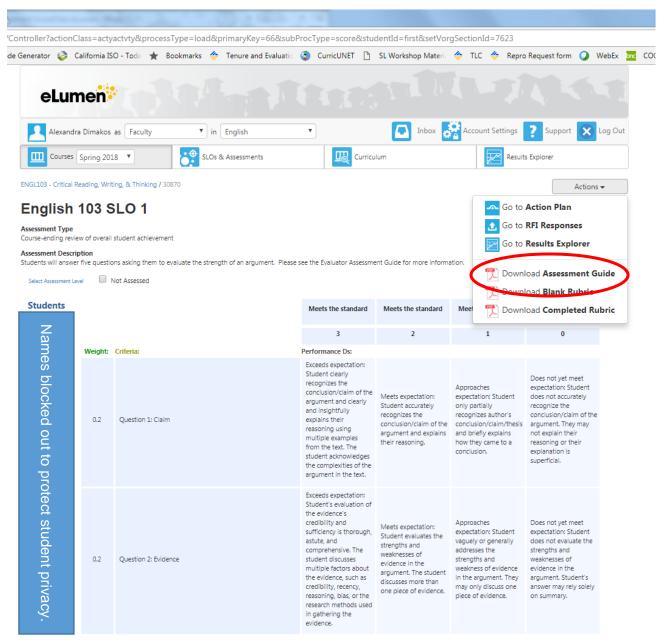
- 1. Log in eLumen via CanyonsID (formerly Portalguard) or https://:canyons.elumenapp.com where you will enter your user-id and password.
- 2. In the top left hand corner, you should see your name. Next to your name is a drop down menu; set your role to Faculty. Then, be sure you are on the Courses tab.



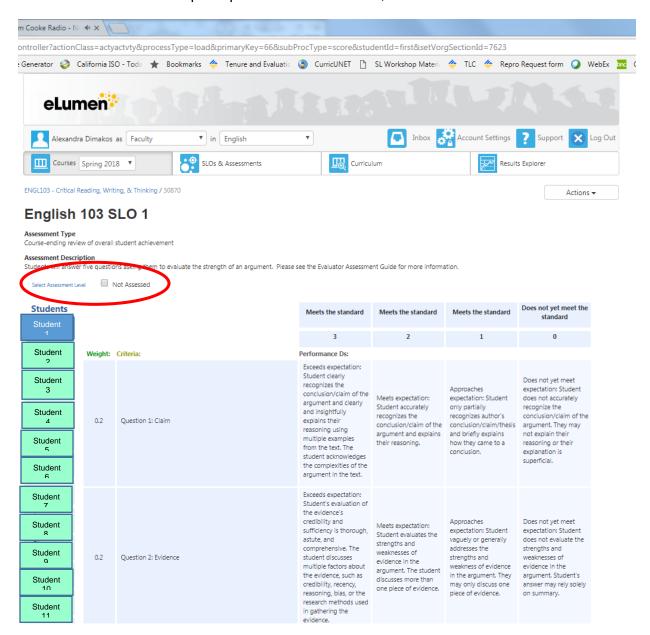
3. Scroll down to the class you are assessing. Under Scorecards, you should see an icon that looks like a table. Click on the icon.



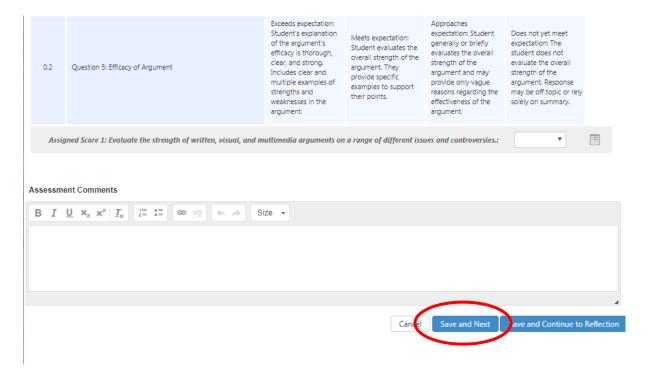
4. If the assessment coordinator provides an assessment guide (instructions for administering the assessment), you can access it by clicking on Actions and scrolling down to Download Assessment Guide.



5. On the left, you will see a list of your students' names. The top name will be in a dark blue box; other student names are in light green boxes. This indicates that you are assessing the first student. Click on the scores they earned during the assessment. If the student did not participate in the assessment, click on Not Assessed.



6. When you are done assessing the student, click on Save and Next to enter scores for the next student. When finished scoring all students, a green check mark will appear on the rubric icon.



Your assessment coordinator may have asked you to complete a reflection. Once you
have scored all students, click Save and Continue to Reflection to enter your reflection
responses.

Need more help?

- Click on the Support button; the icon for support is a question mark.
- Under Faculty Role, click on the link called "Scoring an Outcomes Oriented Assessment with the Rubric and Scorecard." This will show you a short video to help you enter your scores.