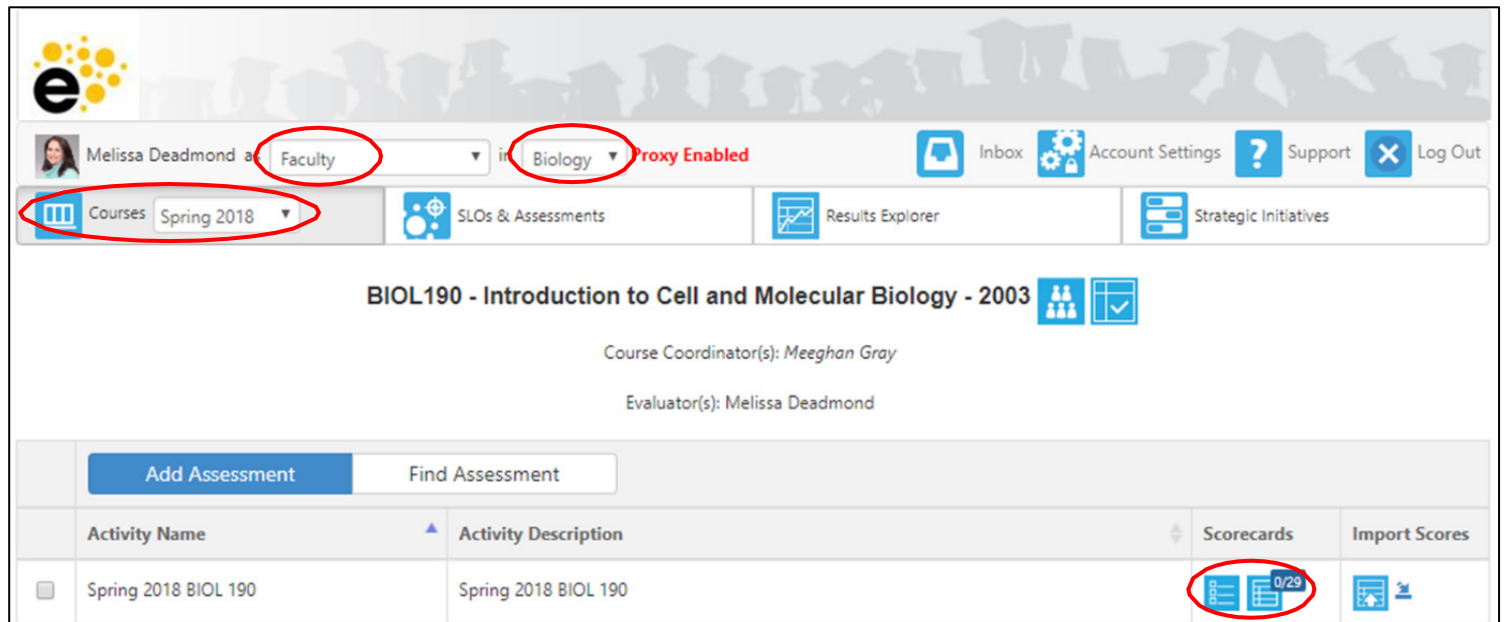


COMPLETING ASSESSMENT SCORECARDS

Completing Assessment Scorecards In The Faculty Role

Assessment scorecards capture student-level assessment data for each course section. They can be completed in either the “Faculty” or “Course Coordinator” roles. The “Faculty” role allows faculty to complete assessment scorecards and view data for the course sections that they are teaching in a given semester. The follow-up Action Plan, step 2 of the assessment reporting process, describes the assessment methods used, analysis of results, and plans for continuous improvement. Faculty with the “Course Coordinator” role complete the Action Plan. Action Plans are addressed in a separate set of instructions.

1. [Login to eLumen](#) with your TMCC username and password. Use Chrome or Firefox as your browser.
2. If not selected already, select “Faculty” next to your name and the discipline of the course you want to score. Click on the Courses tab and select the semester your course was (is being) taught. Click on one of the Scorecard icons.



The screenshot shows the eLumen interface for a faculty member. The user is logged in as Melissa Deadmond in the Faculty role, viewing the Biology discipline. The course is BIOL190 - Introduction to Cell and Molecular Biology - 2003, with Meeghan Gray as the Course Coordinator and Melissa Deadmond as the Evaluator. The interface includes a navigation bar with tabs for Courses, SLOs & Assessments, Results Explorer, and Strategic Initiatives. The Courses tab is selected, showing a dropdown for Spring 2018. Below the navigation bar, there are buttons for Add Assessment and Find Assessment. A table lists the course sections, with the first row showing Spring 2018 BIOL 190. The Scorecards column for this row shows a red circle around the Scorecards icon and a notification badge indicating 0/29 scorecards.

Activity Name	Activity Description	Scorecards	Import Scores
Spring 2018 BIOL 190	Spring 2018 BIOL 190	0/29	

3. The left Scorecard icon connects you to the "Scorecard view." Here you will see your students and the scoring scale numbers (there will be no definition for the individual grading scale scores). If you have already scored your students outside of eLumen, this view will be the quicker one to use.

BIOL190 - Introduction to Cell and Molecular Biology / 2003

Spring 2018 BIOL 190 (Scorecard View)

		Exemplary	Proficient	Marginal	Unacceptable	N/A	
SLO		4	3	2	1	N/A	
	Students will describe the processes of cellular transport, signaling, metabolism, photosynthesis, cell division (mitosis and meiosis), heredity, gene expression and gene regulation and explain their significance to the functioning of biological systems.	4	3	2	1	<input type="checkbox"/>	
	Students will explain fundamental concepts associated with atomic structure, chemical bonding, water chemistry, and pH, and apply these concepts to the functioning of biological systems.	4	3	2	1	<input type="checkbox"/>	
	Students will identify the basic structures and describe the functions of biological macromolecules and cellular structures, including eukaryotic organelles and membranes.	4	3	2	1	<input type="checkbox"/>	
	Students will describe the processes of cellular transport, signaling, metabolism, photosynthesis, cell division (mitosis and meiosis), heredity, gene expression and gene regulation and explain their significance to the functioning of biological systems.	4	3	2	1	<input type="checkbox"/>	
	Students will explain fundamental concepts associated with atomic structure, chemical bonding, water chemistry, and pH, and apply these concepts to the functioning of biological systems.	4	3	2	1	<input type="checkbox"/>	
	Students will identify the basic structures and describe the functions of biological macromolecules and cellular structures, including eukaryotic organelles and membranes.	4	3	2	1	<input type="checkbox"/>	
	Students will describe the processes of cellular transport, signaling, metabolism, photosynthesis, cell division (mitosis and meiosis), heredity, gene						

The right-most Scorecard icon connects you to the "Rubric view". Here you will see you students and the entire rubric (the scoring scale numbers AND the definitions for each of these numbers). If you have not yet scored your students, this view is best.

BIOL190 - Introduction to Cell and Molecular Biology / 2003

Spring 2018 BIOL 190 (Rubric View)

Students

	Exemplary	Proficient	Marginal	Unacceptable	
	4	3	2	1	N/A
SLO: Students will describe the processes of cellular transport, signaling, metabolism, photosynthesis, cell division (mitosis and meiosis), heredity, gene expression and gene regulation and explain their significance to the functioning of biological systems.	The student demonstrated mastery	The student has demonstrated proficiency but has not achieved mastery.	The student is making progress toward but not yet achieved mastery	The student has not demonstrated any mastery	<input type="checkbox"/>
Students will explain fundamental concepts associated with atomic structure, chemical bonding, water chemistry, and pH, and apply these concepts to the functioning of biological systems.	The student demonstrated mastery	The student has demonstrated proficiency but has not achieved mastery.	The student is making progress toward but not yet achieved mastery	The student has not demonstrated any mastery	<input type="checkbox"/>
Students will identify the basic structures and describe the functions of biological macromolecules and cellular structures, including eukaryotic organelles and membranes.	The student demonstrated mastery	The student has demonstrated proficiency but has not achieved mastery.	The student is making progress toward but not yet achieved mastery	The student has not demonstrated any mastery	<input type="checkbox"/>

You can toggle between these two views by selecting the alternate view under "Actions," located on the upper right area of the page. The alternate view will be at the bottom of the drop-down list:

BIOL190 - Introduction to Cell and Molecular Biology / 2003

Spring 2018 BIOL 190

Students

	Exemplary	Proficient	Marginal	Unacceptable	
	4	3	2	1	N/A
SLO: Students will describe the processes of cellular transport, signaling, metabolism, photosynthesis, cell division (mitosis and meiosis), heredity, gene expression and gene regulation and explain their significance to the functioning of biological systems.	The student demonstrated mastery	The student has demonstrated proficiency but has not achieved mastery.	The student is making progress toward but not yet achieved mastery	The student has not demonstrated any mastery	<input type="checkbox"/>

Actions

- Go to Action Plan
- Go to RFI Responses
- Go to Results Explorer
- Download Blank Rubric
- Download Completed Rubric
- Switch To Scorecard View

- Click on a score for each CSLO to assign it to a student. To complete your scoring, every student must receive a score (or "N/A" if the student was absent or was no longer enrolled in the course) for every CSLO. Every row that contains a scoring button must have one button selected for your scoring to be complete. If you leave anything blank, eLumen will think you took a break and are coming back to finish the scoring later!

Spring 2018 BIOL 190 (Scorecard View)

SLO	Exemphary (4)	Proficient (3)	Marginal (2)	Unacceptable (1)	N/A
Students will describe the processes of cellular transport, signaling, metabolism, photosynthesis, cell division (mitosis and meiosis), heredity, gene expression and gene regulation and explain their significance to the functioning of biological systems.	4	3	2	1	N/A
Students will explain fundamental concepts associated with atomic structure, chemical bonding, water chemistry, and pH, and apply these concepts to the functioning of biological systems.	4	3	2	1	N/A
Students will identify the basic structures and describe the functions of biological macromolecules and cellular structures, including eukaryotic organelles and membranes.	4	3	2	1	N/A

Spring 2018 BIOL 190 (Rubric View)

SLO	Exemphary (4)	Proficient (3)	Marginal (2)	Unacceptable (1)	N/A
Students will describe the processes of cellular transport, signaling, metabolism, photosynthesis, cell division (mitosis and meiosis), heredity, gene expression and gene regulation and explain their significance to the functioning of biological systems.	The student demonstrated mastery	The student has demonstrated proficiency but has not achieved mastery.	The student is making progress toward but not yet achieved mastery	The student has not demonstrated any mastery	
Students will explain fundamental concepts associated with atomic structure, chemical bonding, water chemistry, and pH, and apply these concepts to the functioning of biological systems.	The student demonstrated mastery	The student has demonstrated proficiency but has not achieved mastery.	The student is making progress toward but not yet achieved mastery	The student has not demonstrated any mastery	
Students will identify the basic structures and describe the functions of biological macromolecules and cellular structures, including eukaryotic organelles and membranes.	The student demonstrated mastery	The student has demonstrated proficiency but has not achieved mastery.	The student is making progress toward but not yet achieved mastery	The student has not demonstrated any mastery	

NOTE: If you want to score your students by uploading their scores on a spreadsheet (so you don't have enter student scores individually), here is a [video](#) to assist you.

- If you would like to upload examples of student work (approximately 3-4 per section) as artifacts of assessment, click on the "Student Evidence" folder in either the Scorecard or Rubric view.

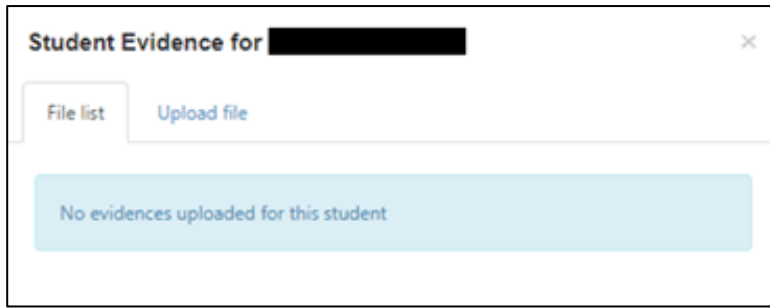
Spring 2018 BIOL 190 (Scorecard View)

SLO	Exemplary	Proficient	Marginal	Unacceptable	N/A
Students will describe the processes of cellular transport, signaling, metabolism, photosynthesis, cell division (mitosis and meiosis), heredity, gene expression and gene regulation and explain their significance to the functioning of biological systems.	4	3	2	1	N/A
Students will explain fundamental concepts associated with atomic structure,					

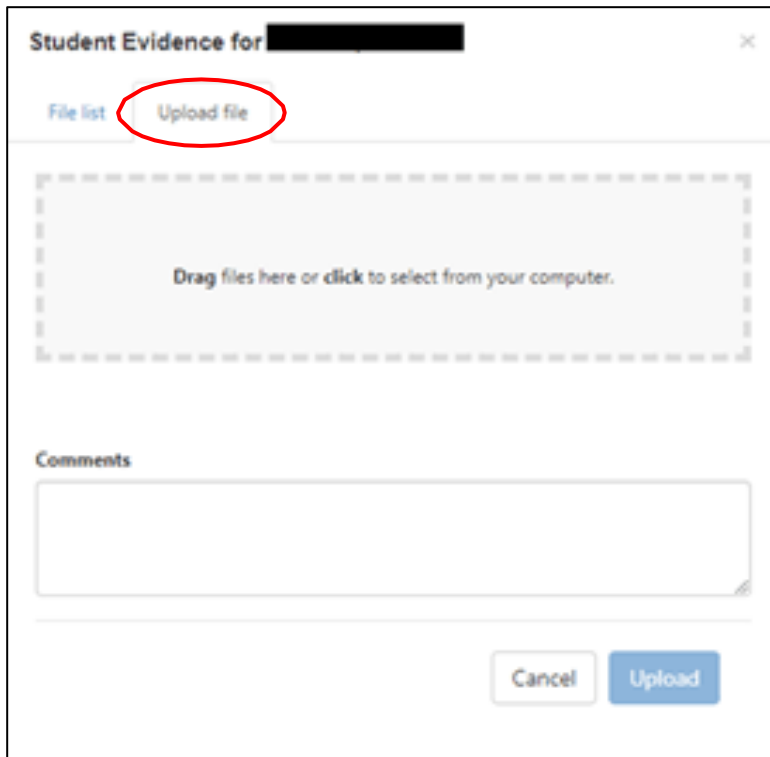
Spring 2018 BIOL 190 (Rubric View)

Students	Exemplary	Proficient	Marginal	Unacceptable	N/A
	4	3	2	1	N/A
SLO: Students will describe the processes of cellular transport, signaling, metabolism, photosynthesis, cell division (mitosis and meiosis), heredity, gene expression and gene regulation and explain their significance to the functioning of biological systems.	The student demonstrated mastery	The student has demonstrated proficiency but has not achieved mastery.	The student is making progress toward but not yet achieved mastery	The student has not demonstrated any mastery	
Students will explain fundamental concepts associated with atomic structure, chemical bonding, water chemistry, and pH, and apply these concepts to the functioning of biological systems.	The student demonstrated mastery	The student has demonstrated proficiency but has not achieved mastery.	The student is making progress toward but not yet achieved mastery	The student has not demonstrated any mastery	
Students will identify the basic structures and describe the functions of biological macromolecules and cellular structures, including eukaryotic organelles and membranes.	The student demonstrated mastery	The student has demonstrated proficiency but has not achieved mastery.	The student is making progress toward but not yet achieved mastery	The student has not demonstrated any mastery	

You will first see this prompt. Click on the Upload file tab.



You can either drag and drop your file or use your computer file directory to attach your .pdf, .jpg, .docx, .xlsx, or .pptx file. To upload more than one file per student, click on the file folder for that student again and upload another file. You can also make comments about what you are uploading. When you have, click "Upload" and you are done! You should now see the folder highlighted in blue next to the student's name in the scorecard.



NOTE: You can upload more than one file per student. Just click on the file folder for that student again and upload another file!

6. Once you have completed your scorecard click on "Save". Make sure all the students have a score or N/A for each CSLO even if you did not assess that student learning outcome. Mark N/A if a student was not assessed or is no longer attending the class.
7. You can go back to the Courses page to verify that your scorecard is complete. You will see a green checkmark in the Scorecards section if you successfully completed your assessment scorecard. If you do not see a green check mark you will need to click on the scorecard to review and verify that all the students enrolled in the course has been scored.

Melissa Deadmond as Faculty in Biology Proxy Enabled

Inbox Account Settings Support Log Out

Courses Spring 2018 SLOs & Assessments Results Explorer Strategic Planning

BIOL190 - Introduction to Cell and Molecular Biology - 2003

Course Coordinator(s): Meeghan Gray
Evaluator(s): Melissa Deadmond

Add Assessment Find Assessment

Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> BIOL 190: Introduction to Cell and Molecular Biology	BIOL 190: Introduction to Cell and Molecular Biology		

If you have questions or need assistance, please contact the Assessment and Planning Office:

Donna Clifford, dclifford@tmcc.edu, 775-673-7120

Melissa Deadmond, mdeadmond@tmcc.edu, 775-337-5649