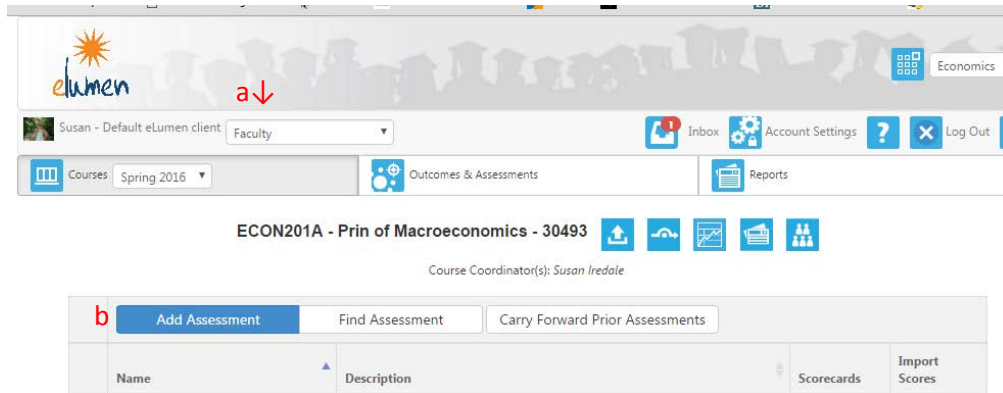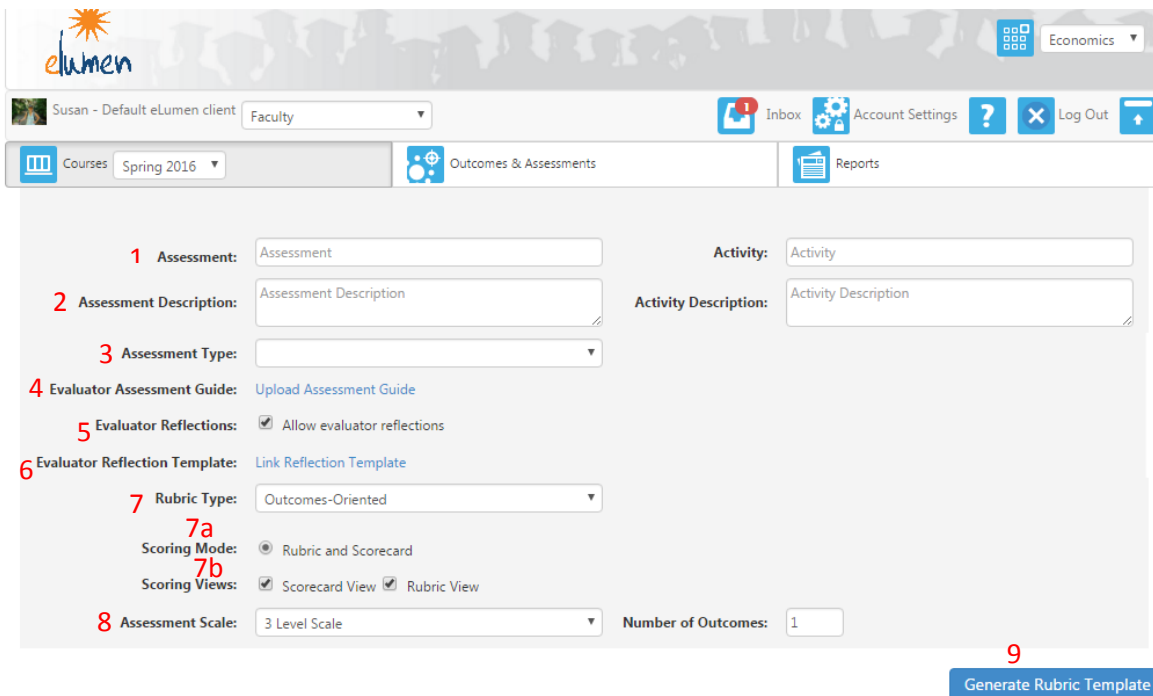# Creating an Assessment in eLumen

If logged in as "Faculty"(a), choose "Add Assessment"(b) for the course you are going to create an assessment.

Screenshot 1: Adding an assessment from faculty role (a-b)

Screenshot 2: Assessment Creation Screen (1-9)

Your basic options from Assessment Creation Screen:

1. "Assessment" The title of your assessment. There is no prescription as to what you need to call it. However, think of the other faculty that may use the assessment you create and try to make it something that will identify what your are doing for your assessment

2. "Assessment Description" Feel free to add more information about what this assessment is. This maybe something about the assessment method or when in the semester the assessment is typically given, etc.

3. "Assessment Type" Direct or Indirect. Most assessment is direct; if you are doing a self-reported survey then it is an indirect assessment.

4. "Evaluator Assessment Guide" Not a requirement, but you may upload a file if you want other faculty who use your assessment to have access to information about how to score the assessment.

5. **"Evaluator Reflections"** Click this box to be able to "Link an Evaluator Reflection". When you click this box, a blue hyperlink will appear, and this is where you will be able to add

6. **"Evaluator Reflection Template"** This option only appears when the "Evaluator Reflection" box (see 5 above) has been checked. When you click there will be one question available "CPAS Analysis Question". When you click on the question a preview of the question is shown. Please do not create a new one. *See screenshot 4 & 5 for a preview of the pop up box.*

7. "Rubric Type" There are three options. The easiest one to use (and the most common) is the "Outcomes Oriented". We will focus on this assessment. When this option is chosen, "Scoring Mode (7a)" and "Scoring Views (7b)" becomes available.

8. "Assessment Scale" This is a very important factor to consider. There are currently 4 options available: 2 level scale (pass/no pass), 3 level scale (does not meet, meets, exceeds expectations), Modern Languages - which is a 4 level scale, and the most common – a 5 level scale, which is similar to the grading system (A, B, C, D, F).

9. "Generate Rubric Template" Once you have decided on all of your options, click "Generate Rubric Template." Once you do you, the screen will add a rubric template just below with additional options that are shown on screenshot 3 on the next page.

10. "Link Outcome" & "Add Row" (Shown on screenshot 3 on the next page.) If you click "Link Outcome" a box with the Student Learning Outcomes for the course you are working in, will pop up on the screen and you will simply need to choose which outcome you want first (outcomes are not listed in the same order as they are on Curricunet, but if you want them to be that way on the assessment you can do that simply by mimicking that order when you create the assessment). If you want to add another outcome, simply chose "Add Row" and another row will be created where you can link the next outcome. If you add an outcome by mistake, simply click the red X listed next to the outcome to make it go away.

11. "Save" or "Save and Add to Library" Once you have the assessment the way you want it, you are now ready to save it, but you still have two options. If you choose save, you will be the only faculty member who has access to this assessment shell. If you chose "Save and Add to Library" the assessment you created will be available for any faculty who teach that same course. Note that unfortunately you cannot simply save and then add it to the library later; you would need to recreate it to add it to the library.

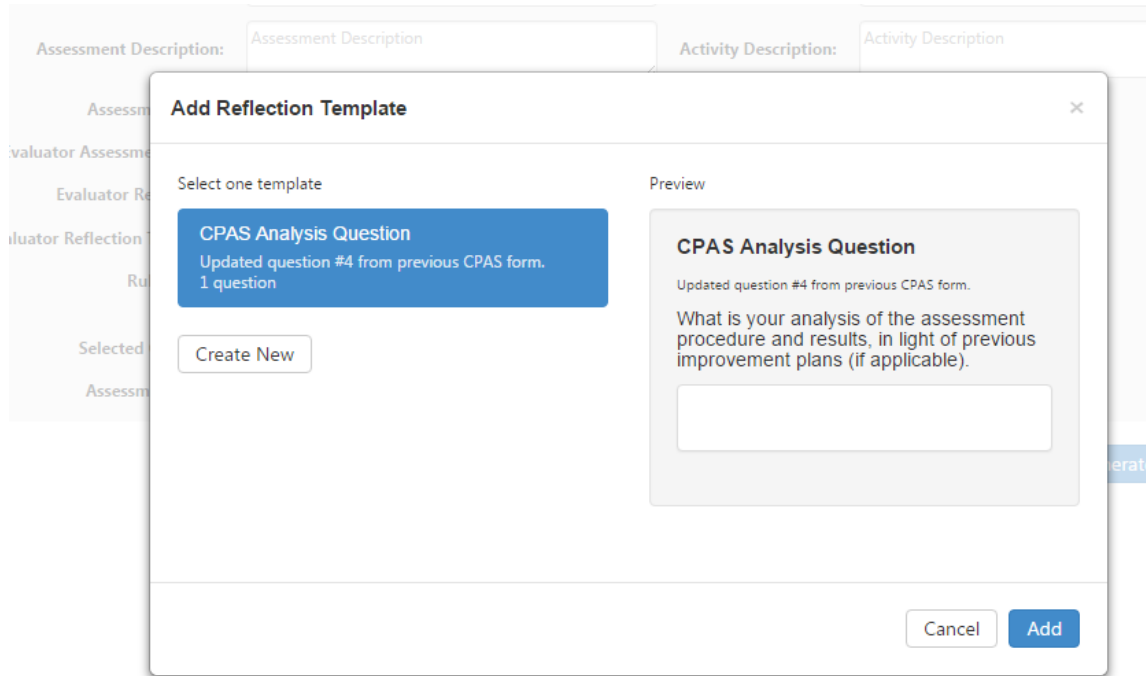|		Exceeds expectations	Meets expectations		Does not meet expectations	
		5	4	3	2	1
10 ✖	Calculate and critically analyze key economic variables such as unemployment, inflation and national income.	Strong in all elements	Strong in most elements	Acceptable in most elements	Deficient in some elements	Deficient in most or all elements

➕ add Row

Cancel Save 11 Save and add to Library of Shared Assessment

Screenshot 3: Assessment Creation with Rubric Screen (10-11)

Add Reflection Template ✖

Select one template

CPAS Analysis Question
Updated question #4 from previous CPAS form.
1 question

Create New

Preview

Select a Reflection Template
from the list

Cancel Add

Screenshot 4: Add Reflection Template pop-up box (refer to 6: Evaluator Reflections Template)

Screenshot 5: Preview of the Reflection Template question (CPAS Analysis Question). PLEASE DO NOT "Create new".