




Uploading Student Level Data as Faculty

NOTE: This can only be done after creating an assessment and having data in the format of the assessment you created. If you have not yet created an assessment, please see “Creating an Assessment in eLumen.”

Step 1. Create (option 1) or Find (option 2) the assessment that was created for the assignment or exam scores you are going to upload. If you have already used an assessment in a previous semester, you will also be given the option to “Carry Forward Prior Assessments” (option 3).

ECON201B - Prin Of Microeconomics - 32669     

Course Coordinator(s): <unassigned>

1 **Add Assessment** 2 Find Assessment 3 Carry Forward Prior Assessments

Name	Description	Scorecards	Import Scores
No Assessments found. Find or Add an Assessment or Import them from previous terms			

If you are using option 2 or 3, a dialog box will pop up and show you available assessments for the course you have chosen.

For option 2, “Find Assessment,” a dialog box similar to the one below will pop up, and you can choose from any assessments that are currently in the shared library for that course.

Find Assessment for ECON201B - Prin Of Microeconomics - 32669

Filter Outcomes in Assessment Library by selecting from options below. Assessments will only appear for assessments linked DIRECTLY to the Outcomes or Outcome scopes selected (the Outcome Matrix/Curriculum Map is not followed in this filter).






Department: Economics

Course/Context: [ECON201B] Prin Of Microeconomics

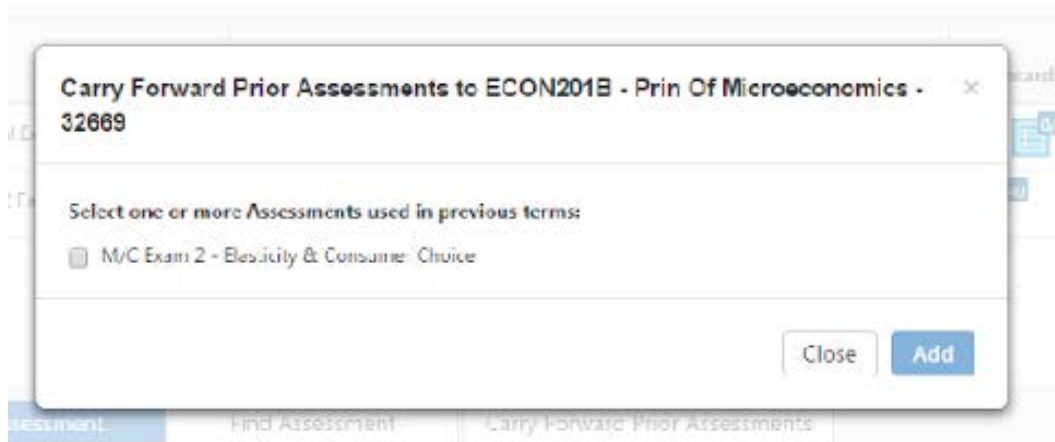
SLOs: [ECON201B - Prin Of Microeconomics]

Only show assessments used in offerings of this course.

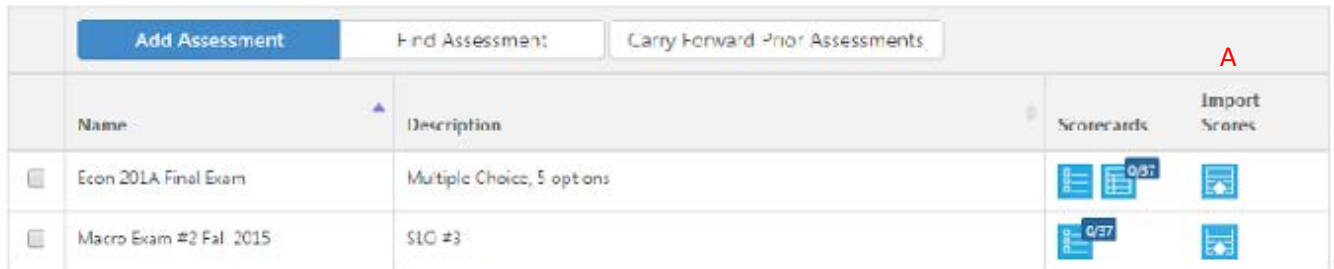
Name	Description	Type
M/C Exam 2 - Electricity & Consumer Choice	2 SLOs	Direct Assessment

ECON220 - Personal Financial Planning - 33465     

For option 3, "Carry Forward Prior Assessments," a dialog box similar to what is shown below will pop up; it will only list assessments that you have used in your course previously.

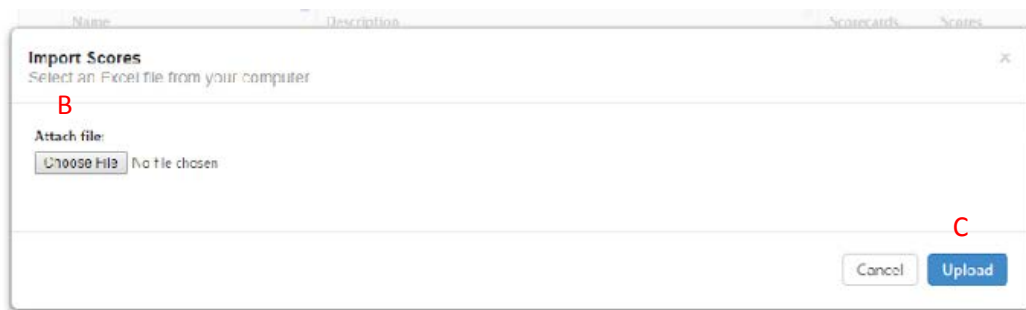


Step 2. Once the assessment shell is listed in your course, you will now see an option for “Import Scores” labeled as A in the box below.



Add Assessment			Find Assessment	Carry Forward Prior Assessments	A
Name	Description	Scorecards	Import Scores		
Econ 201A Final Exam	Multiple Choice, 5 options	0/31	[Import Scores Icon]		
Macro Exam #2 Fall 2015	SLO #3	0/27	[Import Scores Icon]		

Once you click on the appropriate assessment’s Import Scores, another dialog box will pop up asking you to locate the file on your computer. Click “Choose File” (B), locate the file on your computer, and then click on “Upload” (C).



IMPORTANT NOTE: Files must be in .xlsx format (the latest version of Microsoft Excel) in order to upload. If you have a .csv or .txt or .xls file you will have to first open the file in Microsoft Excel and then choose “Save As” to save it in the .xlsx format.

Step 3. Once you have imported the file, you will now be given a chance to align the Excel columns with the corresponding SLOs measured by your assessment.

Importing Scores from Excel worksheet

Activity: Econ 201A Final Exam

Type: Type C - 1 or more Outcomes, direct Outcome scoring

Scale: 1 - 5

Please select the columns from your excel file that contain the **Student ID** and the **Outcomes** for this Assessment.

Student ID	<input type="checkbox"/>	Align selected column
Outcomes:		
Evaluate factors that contribute to economic growth.	<input type="checkbox"/>	Align selected column
Calculate and critically analyze key economic variables such as unemployment, inflation and national income.	<input type="checkbox"/>	Align selected column
Identify assumptions of economic models and use economic models to make predictions of outcomes when factors in the economy change.	<input type="checkbox"/>	Align selected column
Identify the role that monetary policy, fiscal policy and international trade play in shaping the national economy.	<input type="checkbox"/>	Align selected column
Illustrate the economic way of thinking including but not limited to: marginal analysis, opportunity cost, and how people respond to incentives.	<input type="checkbox"/>	Align selected column
		Cancel <input type="button" value="Import scores"/>

1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ID	SLO1	SLO2	SLO3	SLO4	SLO5											
2	9002394..	5	3	1	4	2											
3	9002395..	5	3	1	4	2											
4	9002515..	5	3	1	4	2											
5	9002542..	5	3	1	4	2											
6	9002378..	5	3	1	4	2											
7	9002475..	5	3	1	4	2											
8	9002399..	5	3	1	4	2											
9	9002553..	5	3	1	4	2											
10	9002251..	5	3	1	4	2											
11	9001936..	5	3	1	4	2											
12	9000529..	5	3	1	4	2											
13	9002441..	5	3	1	4	2											
14	9002441..	5	3	1	4	2											

To align the columns, FIRST choose the column in the spreadsheet, (1 above) and then click “Align Selected Column” (2 above) for the appropriate Outcome or Student ID. Continue in this fashion until you have finished aligning all of the columns in the spreadsheet to the appropriate Outcome listed at the top of the screen. eLumen will use colors to help you visualize the alignment (see screen shot below).

Please select the columns from your excel file that contain the **Student ID** and the **Outcomes** for this Assessment.

Student ID	<input type="button" value="A"/>	Align selected column
Outcomes:		
Evaluate factors that contribute to economic growth.	<input type="button" value="B"/>	Align selected column
Calculate and critically analyze key economic variables such as unemployment, inflation and national income.	<input type="button" value="C"/>	Align selected column
Identify assumptions of economic models and use economic models to make predictions of outcomes when factors in the economy change.	<input type="button" value="D"/>	Align selected column
Identify the role that monetary policy, fiscal policy and international trade play in shaping the national economy.	<input type="button" value="E"/>	Align selected column
Illustrate the economic way of thinking, including but not limited to: marginal analysis, opportunity cost, and how people respond to incentives.	<input type="button" value="F"/>	Align selected column
		<input type="button" value="Cancel"/> <input type="button" value="Import scores"/>

3

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ID	SLO1	SLO2	SLO3	SLO4	SLO5										
2	9002394..	5	3	L	4	2										
3	9002395..	5	3	L	4	2										
4	9002515..	5	3	L	4	2										
5	9002542..	5	3	L	4	2										
6	9002378..	5	3	L	4	2										
7	9002475..	5	3	L	4	2										
8	9002399..	5	3	L	4	2										
9	9002553..	5	3	L	4	2										
10	9002251..	5	3	L	4	2										
11	9001956..	5	3	L	4	2										
12	9000529..	5	3	L	4	2										
13	9002441..	5	3	L	4	2										
14	9002441..	5	3	L	4	2										
15	9002441..	5	3	L	4	2										
16	9002441..	5	3	L	4	2										
17	9002414..	4	4	4	4	2										
18	9002441..	5	3	L	4	2										

When uploading, you may have more columns listed in your spreadsheet than you will upload, just be careful with the alignment. However, you will not have a successful upload if the assessment has, for example, 5 outcomes listed and your spreadsheet only has outcomes for 4 or fewer outcomes. You may still use/upload this data, but you would need to use a different assessment shell that has only the outcomes listed that you will be uploading.

Once you have the columns properly aligned, click the blue button "Import Scores" (3 above). It may take a moment for eLumen to finish importing once you have clicked the button. If you have been successful, you will see a screen saying "Import Completed" similar to that shown below.

Importing Scores from Excel worksheet

Assessment: Econ 201A Final Exam

Import completed



36 students scores have been successfully imported.

[Go back to Courses screen](#)

[Continue to Action Plan](#)

It is recommended that you return to the Courses screen before continuing to the action plan to ensure that all of your students now have an assigned score. It is possible that a student was absent, etc. and will not have a score; in this case you will need to assign “N/A” – not assessed for that student.

When you return to the Courses screen – the scorecard will now either show a number or a green check mark. If it shows a number that means you have a student that has not been assigned a score. To fix this, simply click on the one of the scorecard icons (A below).

Add Assessment		Find Assessment	Carry Forward Prior Assessments
Name	Description	Scorecards	Import Scores
Econ 201A Final Exam	Multiple Choice, 5 options		

From either scorecard view, you will now see all the scores that have been assigned to your students through the upload process. Find the student(s) that do not show a score and choose either the appropriate score or N/A if they did not complete the assessment.

Once you have finished assigning scores to students, you may now choose “Save and Continue to Reflection” (B below). If you added the correct Reflection Template when the assessment was initially created, you will then be taken to previous CPAS Question 4: “What is your analysis of the assessment procedures and results, in light of previous improvement plans (if applicable)?”

	Exceeds expectations	Meets expectations		Does not meet expectations		N/A
	5	4	3	2	1	
Outcome:	Performance Ds:					
Evaluate factors that contribute to economic growth.	Strong in all elements	Strong in most elements	Acceptable in most elements	Deficient in some elements	Deficient in most or all elements	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
Identify assumptions of economic models and use economic models to make predictions of outcomes when factors in the economy change.	Strong in all elements	Strong in most elements	Acceptable in most elements	Deficient in some elements	Deficient in most or all elements	<input checked="" type="checkbox"/>
Identify the role that monetary policy, fiscal policy and international trade play in shaping the national economy.	Strong in all elements	Strong in most elements	Acceptable in most elements	Deficient in some elements	Deficient in most or all elements	<input checked="" type="checkbox"/>
Illustrate the economic way of thinking, including but not limited to: marginal analysis, opportunity cost, and how people respond to incentives.	Strong in all elements	Strong in most elements	Acceptable in most elements	Deficient in some elements	Deficient in most or all elements	<input checked="" type="checkbox"/>

B

Cancel

Save and Next

Save and Continue to Reflection

If you uploaded the wrong file: If you find that you uploaded the wrong assessment or something similar, there is an option from Scorecard View that allows you to “Clear all scores from this scorecard” (C below). The option to “Clear Scores” (D below) will now become available, and you may clear all of the scores. The assessment will still be in the course, but there will no longer be any scores assigned to students.

<i>Identify the role that monetary policy, fiscal policy and international trade play in shaping the national economy.</i>	5	4	3	2	1	<input type="checkbox"/>
<i>Illustrate the economic way of thinking, including but not limited to: marginal analysis, opportunity cost, and how people respond to incentives.</i>	5	4	3	2	1	<input type="checkbox"/>
<i>Evaluate factors that contribute to economic growth.</i>	5	4	3	2	1	<input checked="" type="checkbox"/>
<i>Calculate and critically analyze key economic variables such as unemployment, inflation and national income.</i>	5	4	3	2	1	<input checked="" type="checkbox"/>
<i>Identify assumptions of economic models and use economic models to make predictions of outcomes when factors in the economy change.</i>	5	4	3	2	1	<input checked="" type="checkbox"/>
<i>Identify the role that monetary policy, fiscal policy and international trade play in shaping the national economy.</i>	5	4	3	2	1	<input checked="" type="checkbox"/>
<i>Illustrate the economic way of thinking, including but not limited to: marginal analysis, opportunity cost, and how people respond to incentives.</i>	5	4	3	2	1	<input checked="" type="checkbox"/>
Score total:	15	38	53	35	34	10

C Clear all scores from this scorecard

Save and Continue to Reflection

Clear Scores **D**