

# 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

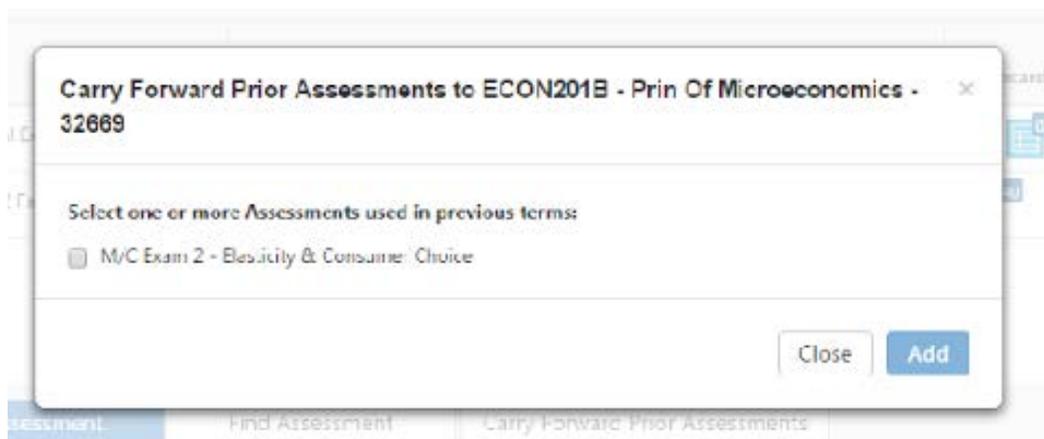
SLOs: [ECON201B - Prin Of Microeconomics]

Only show assessments used in offerings of this course.

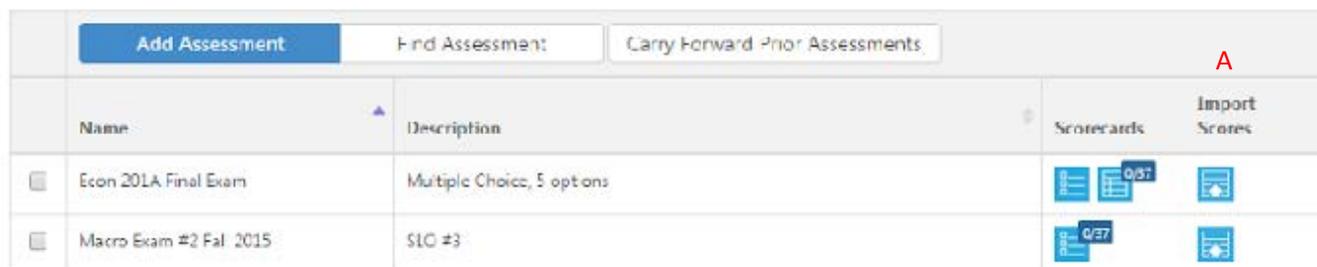
Name	Description	Type
M/C Exam 2 - Electricity & Consumer Choice	2 SLOs	Direct Assessment

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.

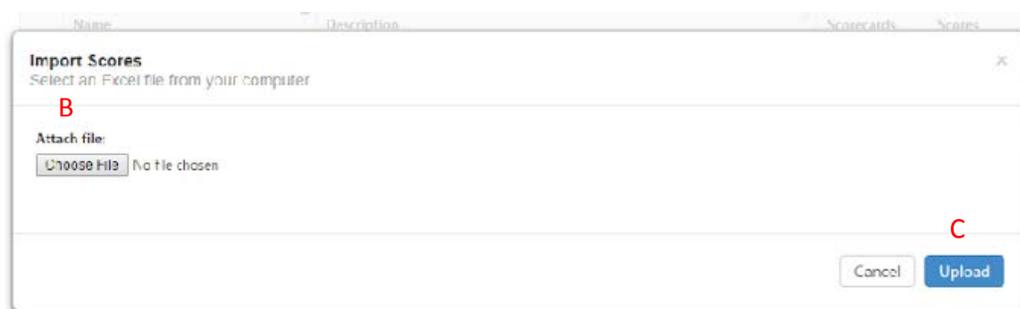


**Step 2.** Once the assessment shell is listed in your course, you will now see an option for “Import Scores” labeled as A in the box below.



			A	
			Scorecards	Import Scores
<input type="checkbox"/>	Econ 201A Final Exam	Multiple Choice, 5 options	  0/31	
<input type="checkbox"/>	Macro Exam #2 Fal 2015	SLO #3	 0/27	

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
<b>Outcomes:</b>		
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 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	9000441..	5	3	1	4	2											
14	9000441..	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
<b>Outcomes:</b>		
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	9001996..	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	
<b>Outcome:</b>	<b>Performance Ds:</b>					
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"/>
<b>Score total:</b>	<b>15</b>	<b>38</b>	<b>53</b>	<b>35</b>	<b>34</b>	<b>10</b>

**C**  Clear all scores from this scorecard

Save and Continue to Reflection

Clear Scores **D**

## eLumen Coordinator's Training Handout Fall 2018 (updated Sp 19)

### **Reports:**

To get to Reports in eLumen, click on the the tab labelled "Reports" if logged in as a Course, Department or Division Coordinator.

(Note, if logged in as faculty, the tab is called "Results Explorer").

Go to "Available Reports", for all of the reports listed below you will be able to choose the terms you want to include and the output format of either PDF, XLS, DOCX or HTML.

Previously run reports will be stored in your Document Library. You can choose to share reports with others after they have been run if you first create a folder by click the "New Folder", then click the box next to it and choose "Share". You can share the folder with another user or even an entire entity (such as an entire department). You can also upload documents to the Document Library and share them.

The four most useful reports:

Course Statistics and Evidence - the first page of the report summarizes whether each course has SLOs and whether all of the SLOs have been assessed. (May be requested in the CPPR).

Faculty Participation Report - useful for checking if all sections of a course have entered their assessment data. Many faculty forget to enter "N/A" for students who may have dropped the course. To ensure that all assessments have been completed look for "1 of 1" or "2 of 2", (or similar). If "0 of 1" is listed, you should inform the faculty.

Outcome Performance by Division, Course, SLO - shows the counts and percentage of students' marked proficient in total. Could be downloaded as a Word document and used as a starting point for faculty discussions (or downloaded as an Excel spreadsheet and create graphs of the data).

Outcome Performance - ILO/PLO by Courses - shows a summary of either PLOs or ILOs based upon scores tallied at the SLO level and the mapping of course SLOs to PLOs or ILOs (see next page on how to change the mapping).

## How to map SLOs to PLOS or ILOs and Report Options:

Go to the “Outcomes & Assessment” tab.

Click on the “Curriculum Map” sub tab.

Go to the “Programs” drop down menu and choose the degree that holds the PLO’s to which you want to map. The PLOs will now populate at the top and the SLOs for all of the courses associated with that degree will populate on the side. To map a SLO to a PLO simply click the box underneath the PLO to which you want to map.

To get to the “ILO Summary” or “PLO Summary” map, go to Reports and select “ILO/PLO Summary Map by Course/Context” (as shown in the screenshot below). You’ll want to change three of the default settings, for “Select a Set of Courses or SLOS” be sure to look at the drop down menu and choose either ILOs or PLOs for a certain degree. For the “Show SLOs” option, choose the “Show Individual SLO Mappings” - it is more informative, and for “Select a Set of ILOs or PLOs” you will want to mimic the selection you made for “Select a set of Courses or PLOs”.

The screenshot shows the "ILO/PLO Summary Map by Course/Context" report generation interface. At the top, there is a dropdown menu for "Currently selected Department". Below this, the "Report Title" is "ILO/PLO Summary Map by Course/Context". The "Report File Name" is "prefix\_susan\_kline\_outcome\_summary\_suffix", with a "Customize file name" link. The "Report Folder" is "Document Repository Home".

The "Map origin" section includes "Show Catalog Courses or Contexts" with radio buttons for "Course" (selected) and "Context". Below this is a dropdown menu for "Select a Set of Courses or PLOs" set to "All Courses", with a note: "The selected Course determine the SLOs".

The "Show SLOs" section has radio buttons for "Count Mapped SLOs for each course" (selected) and "Show individual SLO Mappings".

The "Map target" section has a dropdown menu for "Select a Set of ILOs or PLOs" set to "ILOs".

The "Show Inactive" section has four checkboxes, all of which are unchecked: "Include results for inactive Courses/Contexts", "Include results for inactive SLOs", "Include results for inactive PLOs", and "Include results for inactive ILOs".

The "Output format" section has radio buttons for "PDF" (selected), "XLS", "DOCX", and "HTML".

The "Link duration" section has input fields for "1" Hours and "0" Days, with a checkbox for "Make this a Permanent Link" (unchecked). A note states: "Link duration configures how long the URL in the report notification email will work after the report is generated."

At the bottom, there is a blue "Generate Report" button.

## How to edit the Courses assigned to a set of PLOs:

Go to the tab “Org Management” and click on the sub-tab “Courses & Context Groups” (only available to Department and Division Coordinators).

A list of all of the degrees and certificates in your area should be listed. To edit or see the courses listed in a given degree, click on the box next to that degree and choose either "Show Links" which will show the courses currently attached to the degree, or choose "Link" from down menu and then "Link Courses". You can choose any courses to add, but note that any data added will roll up to the PLO you designate in the mapping (see above) and reported in the Outcome Performance - ILO/PLO with courses.

**To edit PLOs:**

Go to the "Outcomes & Assessment" tab. Click on the "PLO Classes for Program" which will generate a drop down menu. Choose the Degree or Certificate for which you want to edit the PLOs.

To Add a PLO, simply click "Add a PLO".

To Edit a PLO, click on the PLO you want to change and choose "New Version" and follow the prompts.

To eliminate a PLO, click the PLO you want to eliminate, and click the "More" button with a drop down and choose "Deactivate".