

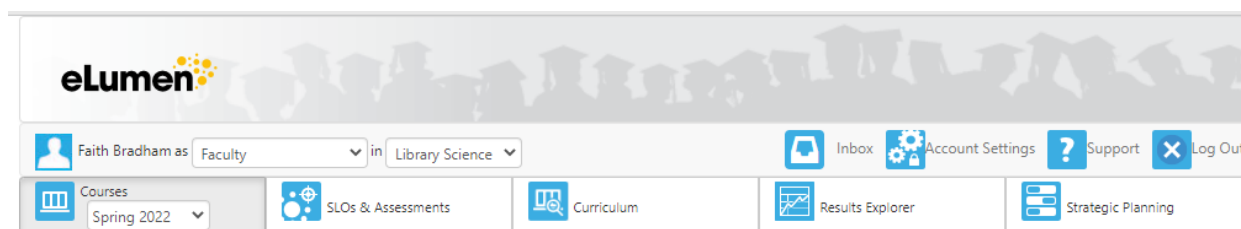
Entering Assessment Data in eLumen

Faith Bradham, Assessment Committee Faculty Co-Chair | 11/19/2021

To find out which SLOs your department is evaluating each year, please look at the spreadsheets on the [SLO Assessment Plans](#) page on the [Assessment Committee](#) website.

To find eLumen, go to InsideBC and click on the Tools tab near the upper left corner of the page, then find eLumen.

Once you are inside eLumen, please make sure that the drop down menu next to your name at the top of the page is toggled to the Faculty role, as seen below. In addition, please make sure that you open the drop-down menu in the “Courses” tab and select the semester you are entering data for.



Entering Collective Assessment Data

Many faculty prefer entering collective assessment data in eLumen instead of individual assessment data. A collective assessment simply asks you to enter the total number of students who fit each assessment category (exceeds, meets, or does not meet expectations), rather than entering which individual student goes in each category.

To enter collective assessment data, there are two steps.

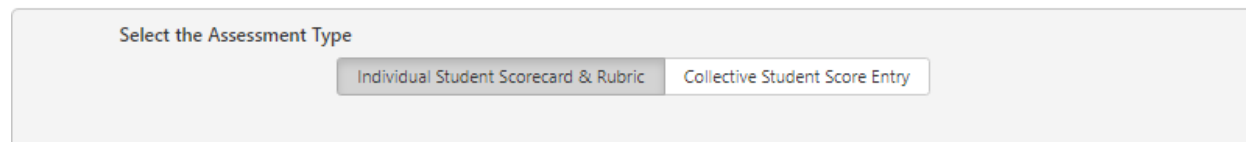
1. Create the assessment in eLumen so that you can enter your data in this assessment
 - a. BC's Academic Technology department has created a great YouTube video called [Create a Collective Assessment](#) that walks you through this process step by step.
 - b. If you prefer a written tutorial, please find the [Creating a Collective Data Assessment page](#) on the BC website
2. Enter your assessment data into the eLumen assessment
 - a. Academic Technology has another wonderful YouTube video called [Entering Collective Assessment Data](#) to help you through this process.
 - b. If you prefer a written tutorial, please find the [Entering Collective Data Assessment page](#) on the BC website.

Entering Individual Assessment Data

If you prefer to enter your data as individual student data, the process is very similar, with only a few differences. An individual data assessment shows which individual student goes in each assessment category (exceeds, meets, or does not meet expectations).

To enter individual assessment, you will follow the same two steps as for entering collective assessments:

1. Create the assessment in eLumen so that you can enter your data in this assessment
 - a. BC's Academic Technology department has created a YouTube video called [Create an Individual Assessment](#) that walks you through this process step by step.
 - b. The main difference in this step is that you will choose "Individual Student Scorecard & Rubric" when selecting the assessment type, as seen below.



Select the Assessment Type

Individual Student Scorecard & Rubric Collective Student Score Entry

2. Enter your assessment data into the eLumen assessment
 - a. Academic Technology has another YouTube video called [Entering Individual Assessment Data](#) to help you through this process.
 - b. The main difference in this step is that you will now be prompted to enter the individual assessments for each student in the course(s) you assessed.