

# Assessment Member Role in eLumen

**Getting Started:** Don't forget that Assessment Committee members review courses in teams. Your team assignment is listed on the agenda as well as the list of courses you are assigned to review for that agenda.

1. Start by going into eLumen using Firefox or Chrome as your browser. You can go to Bakersfield College and login to **Inside BC**. Under **Tools**, you will find a link to **eLumen**. If you want to go straight to the web site, type in <https://bakersfield.elumenapp.com> .
2. Login to your account using the same login you use for all BC applications.
3. Once you login under the role of **Assessment Member**, you will see a screen that looks like the one below. Listed under **Active** are proposed **Course Creation(s)** and/or **Course Revision(s)** waiting to be reviewed. Feel free to filter down to your assigned courses to review.

The screenshot displays the eLumen web application interface for an Assessment Member. At the top, the user is identified as Pamela Rivers, logged in as an Assessment Member in English. Navigation options include Inbox, Account Settings, Support, and Log Out. Below this, there are sections for 'Available Reports' and 'Document Library'. The main content area is divided into 'Inbox' and 'Active' sections. The 'Inbox' section includes filters for Organizations (All) and Workflow Type (All). The 'Active' section shows a 'Course Revision' for 'ENGLB20A Survey of World Literature' with a 'Start Review' button. Below this are 'Coming Soon' and 'Processing' sections. The 'Processing' section lists three 'Revise Program' entries for various programs. Arrows point to the 'Workflow Type' dropdown in the 'Inbox' section and the 'Start Review' button in the 'Active' section.

4. You can click **Start Review**, and then choose either a **Step View** or **Outline View**. The **Step View**, looks like the screenshot below, requiring you to work your way through all the tabs you need to review (listed horizontally across the screen).

**eLumen**

Pamela Rivers as Assessment Member in English

Inbox Account Settings Support Log Out

Curriculum Reports

Available Reports Document Library

**ENGLB20A Survey of World Literature**

Course Revision Workflow  
Course Revision

Cover Info Course... Units... Pre-re... Specif... Leami... Outlin... Delive... Curric...

Click on each of these areas to go through the steps.

**General Information** \*Indicates required field

Review

Course Code (CB01) \* ENGL B20A Course Title (CB02) \* Survey of World Literature

Subject Number

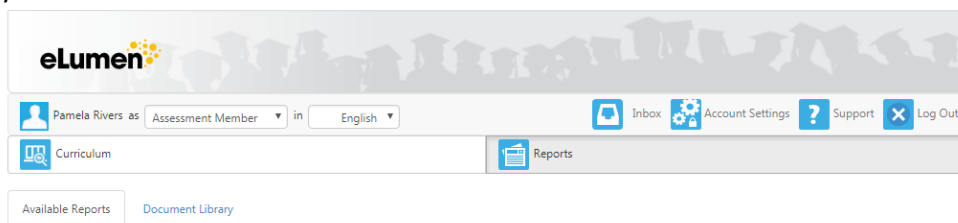
TOP Code (CB03)\* (1503.00) Comparative Literat... CIP Code\* (16.0104) Comparative Literat...

Department \* English Course Description \* A study of representative works of world literature in historical and cultural contexts, focusing on their aesthetic significance and the enduring human values which unite the different literary traditions. Covers antiquity to SAM Priority Code (CB09)\* Non-Occupational

Course Control Number (CB00) CCC000552112

Cancel Review all Save as Draft Submit

5. Choosing the **Outline View** will allow you to scroll down to review each Course Outline of Record section you need to review.



### ENGLB20A Survey of World Literature

Course Revision Workflow  
Course Revision

No tabs. Just scroll to the bottom to see all sections. This is the default if you just click start review.

 This screenshot shows the 'Cover Info' form for the course ENGLB20A Survey of World Literature. The form is divided into several sections:
 

- General Information:** Includes fields for Course Code (CB01) with subject 'ENGL' and number 'B20A', Course Title (CB02) 'Survey of World Literature', TOP Code (CB03) '(1503.00) Comparative Literat...', and CIP Code '(16.0104) Comparative Literat...'. There is also a 'Review' button in the top right of this section.
- Department:** A dropdown menu set to 'English'.
- Course Description:** A text area containing the description: 'A study of representative works of world literature in historical and cultural contexts, focusing on their aesthetic significance and the enduring human values which unite the different literary traditions. Covers antiquity to...'. There are scroll arrows on the right side of the text area.
- SAM Priority Code (CB09):** A dropdown menu set to 'Non-Occupational'.
- Course Control Number (CB00):** A text field containing 'CCC000552112'.

 At the bottom of the form, there are buttons for 'Cancel', 'Review all', 'Save as Draft', and 'Submit'.

6. As an Assessment Member, you can see the whole course proposal or revision, but you are only responsible for reviewing four sections. These sections will be displayed on the following pages.

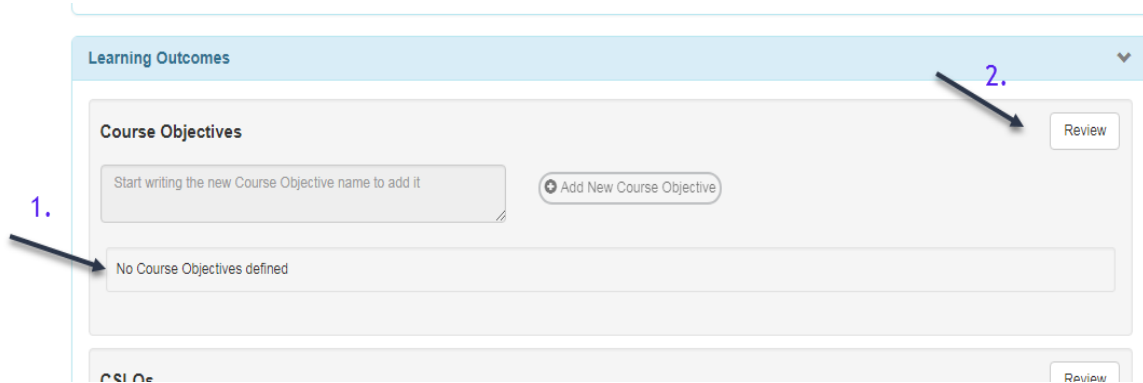
7. The **Cover Info – General Information** section allows you to view the **Course Title** and **Course Description** as an informational item, to make a knowledgeable decision regarding proposed Student Learning Outcomes (SLOs) in the **Learning Outcomes** section (see Step 10). Once you have read the information, click **Review**.

The screenshot shows the 'Cover Info' section with a 'General Information' sub-section. It contains several required fields: Course Code (CB01) with subject 'ENGL' and number 'B20A'; Course Title (CB02) 'Survey of World Literature'; TOP Code (CB03) '(1503.00) Comparative Literat...'; CIP Code '(16.0104) Comparative Literat...'; Department 'English'; Course Description 'A study of representative works of world literature in historical and cultural contexts, focusing on their aesthetic significance and the enduring human values which unite the different literary traditions. Covers antiquity to...'; SAM Priority Code (CB09) 'Non-Occupational'; and Course Control Number (CB00) 'CCC000552112'. A 'Review' button is located in the top right corner, with a blue arrow pointing to it.

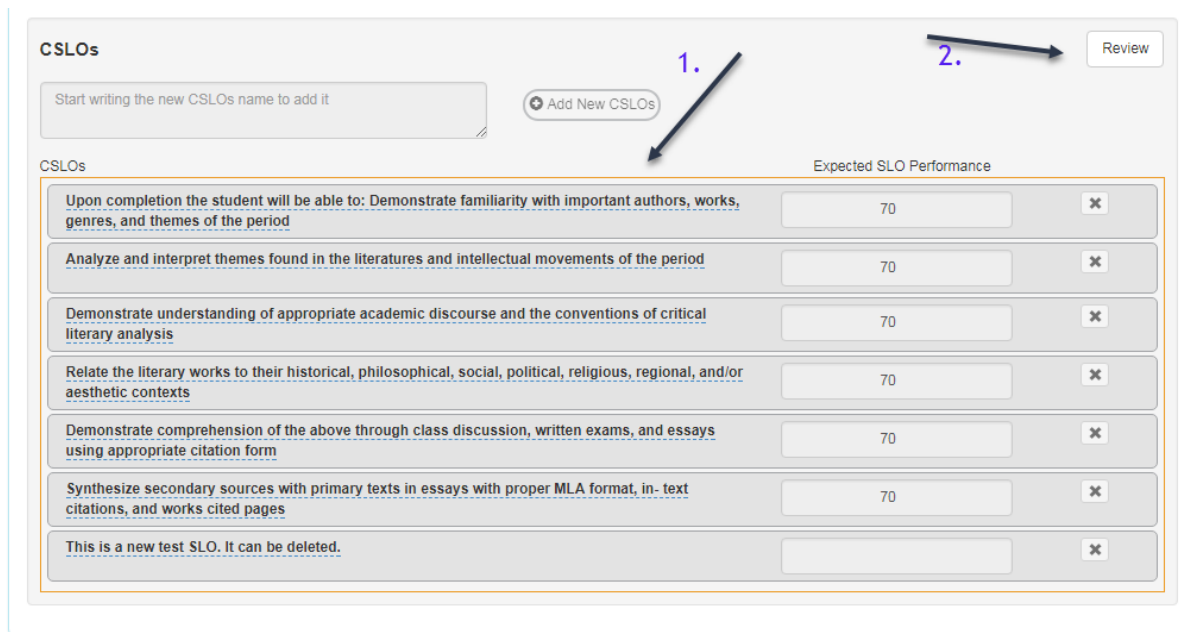
8. The **Course Info – Proposal Details** section allows you to view the **Proposal Start (1)**, **Submission Rationale (2)**, **Notes for Submission (3)** as informational items, aiding in the Student Learning Outcomes review process (see Step 10). Once you have read the information, click **Review (4)**.

The screenshot shows the 'Proposal Details' section. It includes: Author(s) 'Pamela Rivers'; Proposal Start (1) 'Summer 2018'; Submission Rationale (2) 'Mandatory Revision'; Notes for Submission (3) 'Changing SLOS'; and an Attachments section with an 'Upload Files' button. A 'Review' button is in the top right corner, with a blue arrow (4) pointing to it. The section is titled 'Proposal Details' and is part of a larger 'Course Development Options' section.

9. The **Learning Outcomes – Course Objectives** section allows you to view **Course Objectives (1)** as informational items, aiding in the Student Learning Outcomes process (see Step 10). It is important that all courses that are reviewed include course objectives. If course objectives are not included, be sure to make a comment. Once you have read the information, click **Review (2)**.



10. The last section **Learning Outcomes – CSLOs** allows you to review and evaluate the Course Student Learning Outcomes (**CSLOs (1)**) based on informational items in the previous sections. You should utilize the Learning Outcome Review Checklist to evaluate the quality of the learning outcomes listed. (For additional information, please reference the Assessment Committee Handbook.) Be sure that all CSLOs begin with the following phrase “Upon successful completion of the course, the student will be able to...” Additionally, be sure that all CSLOs are sequentially numbered. Once you have reviewed the information, click **Review (2)**. After clicking, scroll to the bottom of the section and you will find a textbox for you to enter your comments or concerns. Be sure to click the **Add comment** button.



**Learning Outcomes**

**Course Objectives** Review

Start writing the new Course Objective name to add it Add New Course Objective

No Course Objectives defined

**CSLOs** Review

Start writing the new CSLOs name to add it Add New CSLOs

CSLOs	Expected SLO Performance	
Upon completion the student will be able to: Demonstrate familiarity with important authors, works, genres, and themes of the period	70	✕
Analyze and interpret themes found in the literatures and intellectual movements of the period	70	✕
Demonstrate understanding of appropriate academic discourse and the conventions of critical literary analysis	70	✕
Relate the literary works to their historical, philosophical, social, political, religious, regional, and/or aesthetic contexts	70	✕
Demonstrate comprehension of the above through class discussion, written exams, and essays using appropriate citation form	70	✕
Synthesize secondary sources with primary texts in essays with proper MLA format, in-text citations, and works cited pages	70	✕
This is a new test SLO. It can be deleted.		✕

0 Comment

[SLO #1](#) needs to have an actionable/ measurable verb. Please refer to Bloom's Taxonomy on the assessment committee website for further instructions.

Add comment

Cancel Review all Save as Draft **Submit**



11. When you have finished reviewing all four sections, a **Submit** button will be available for you to click on, in order to move the course along towards the next step of approval.

No

Learning Outcomes

Course Objectives

Start writing the new Course Objectives

No Course Objectives defined

CSLOs

Start writing the new CSLOs name to

CSLOs

Expected SLO Performance

CSLOs	Expected SLO Performance
Upon completion the student will be able to: Demonstrate familiarity with important authors, works, genres, and themes of the period	70
Analyze and interpret themes found in the literatures and intellectual movements of the period	70
Demonstrate understanding of appropriate academic discourse and the conventions of critical	70

**Submit Workflow Confirmation**

Select "Submit" to send **ENGLB20A - Survey of World Literature** to the next stage in the workflow, Stage3.

The workflow will move to the next stage when **Articulation Officer** has also reviewed the workflow in this stage.

This role will be reviewing once the next stage is reached: **Curriculum Member**

Cancel Submit

You have now completed your review role as an Assessment Member.