

Creating Rubrics in eLumen

Any user can create an “Assessment” (aka build a rubric) in eLumen. Once added to the Assessment Library, Data Stewards, Department Coordinators, and Program Coordinators can “plan” the assessment (aka distribute the rubric) to any courses or programs with those SLOs. In this way, high quality rubrics and cohesive assessment processes can be circulated across the institution.

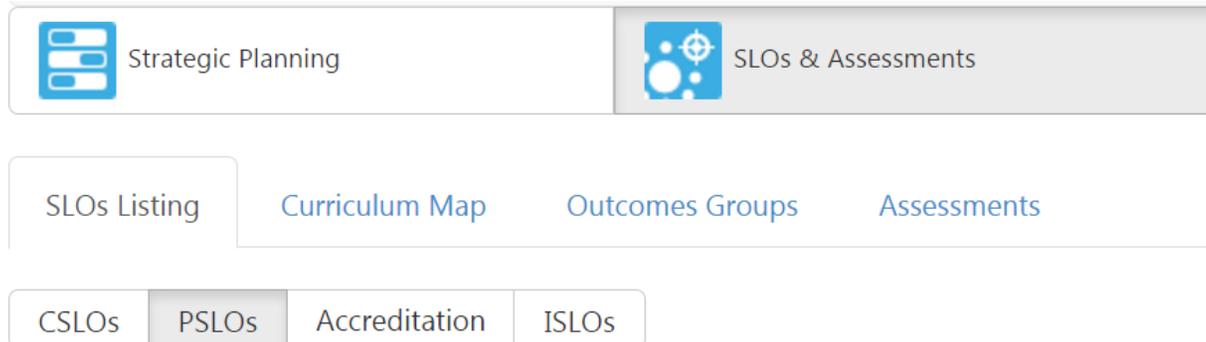
There are several ways to create an assessment rubric within eLumen, along with many options for different settings that may or may not be applicable for our current program-level assessment goals. The steps below outline the recommended method for building Program-Level Rubrics for the assessment of core PSLOs in the 2017 cycle:

Navigate to the PSLO Listing

1. Select your Department Coordinator role and organization (a specific program within your department for which you’d like to add PSLOs) from the navigation drop-downs at the top left.



2. Click the “SLOs & Assessments” tab to view the SLO Listing page. Select the appropriate SLO class (PSLOs or Accreditation, as applicable).

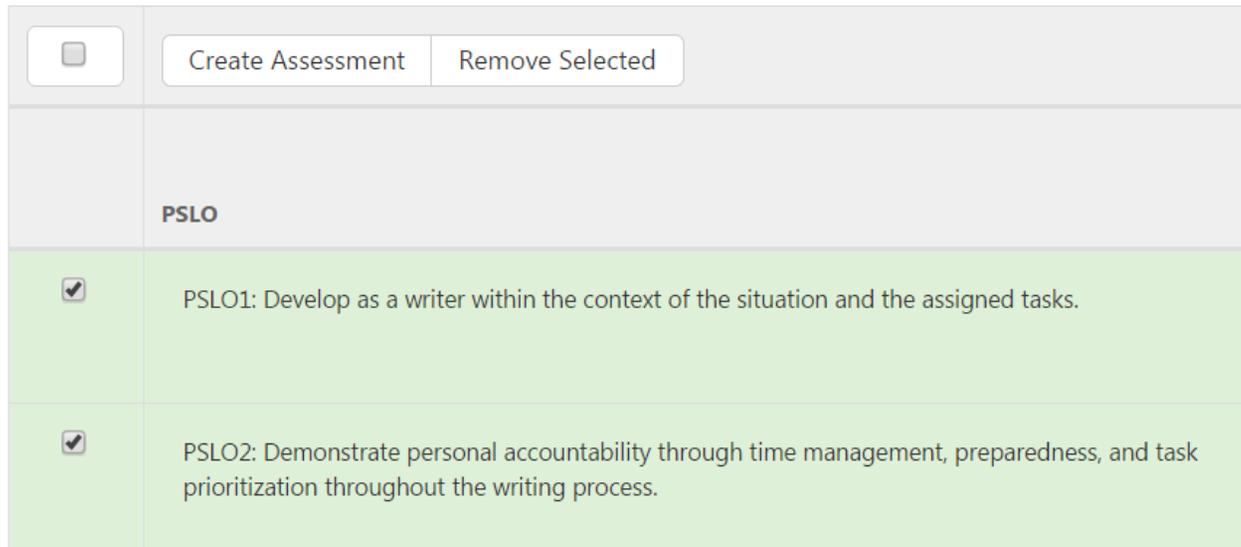


Select PSLO(s) the Rubric Will Assess

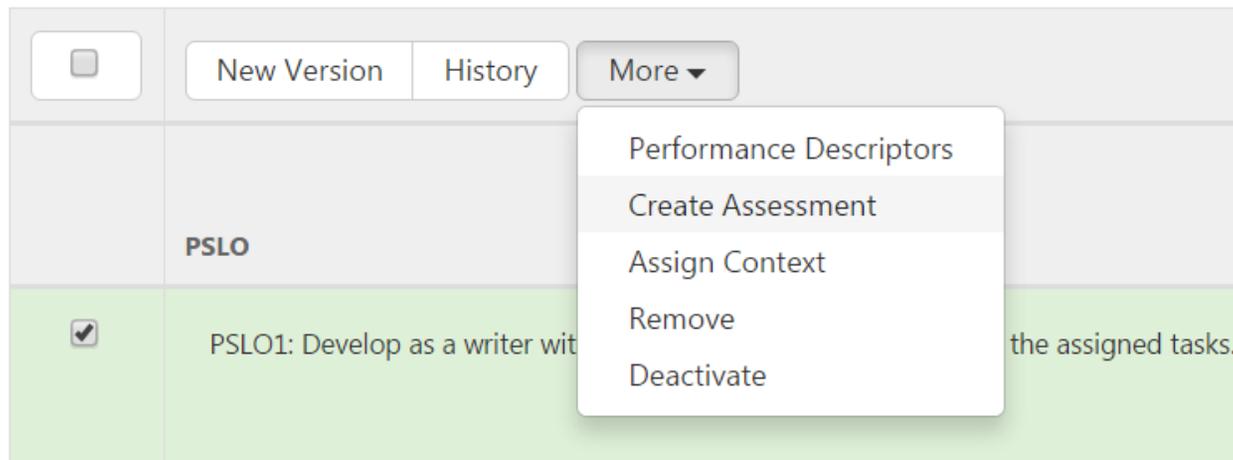
3. Select the PSLO(s) for which you wish to create rubrics from the PSLO Listing. Consider the following before making your selections:

<p align="center"><u>Creating one rubric for all (or some) PSLOs</u> (one line for each core PSLO)</p>	<p align="center"><u>Creating one rubric for each PSLO</u> (primarily/ideally one-line rubrics)</p>
PROS	
<p>The process of “planning” (distributing) rubrics will be easier and more straightforward—you will only need to send this one rubric to all course sections participating in program-level assessment for the current term.</p> <p>An N/A (“Not Assessed”) option can be built in so that any PSLOs that do not apply to a given course or assessment activity will not need to be scored; N/A’s do not affect overall assessment results.</p> <p>Conceptually, isolating PSLOs so that each has just one row in the rubric will help ensure that performance descriptors are general enough to be applied across the prefix and not too specific to particular courses, assignments, or activities.</p>	<p>Individual PSLO rubrics are simple and quick to score, and the assessment “plans” for each PSLO will be easier to track.</p> <p>Rubrics can be sent only to those courses with applicable activities and assignments, reducing the need for N/A (“Not Assessed”) scores.</p> <p>Conceptually, isolating each PSLO in its own rubric will help ensure its versatility to be generalized across courses in the prefix, but options to break a PSLO into further (narrower) rubric dimensions are possible if needed.</p> <p>Future revisions to performance descriptors for individual PSLOs will be easier to track as new “versions” of the rubrics are created.</p>
CONS	
<p>Depending on the number of PSLOs included in the rubric, it may become rather long and unwieldy.</p> <p>If a large portion of the core PSLOs for the prefix do not apply to the majority of the courses and activities that will be assessed, faculty may end up spending extra time just entering N/A’s.</p> <p>Future revisions to performance descriptors for individual PSLOs will potentially be harder to track, as a new “version” of the entire rubric will need to be created with each revision.</p>	<p>The process of “planning” (distributing) rubrics will take a bit more time, as each individual PSLO rubric will need to be sent to the applicable course sections (often more than one per section) rather than all at once.</p> <p>Depending on the number of PSLOs “planned” for assessment in a given course, the faculty view with rubrics for each course may become rather long and unwieldy.</p> <p>Faculty will have to enter scores separately for each PSLO for each student rather than by entering scores on all applicable PSLOs at once within a single rubric.</p>

4. If creating a single rubric containing multiple PSLOs, select the applicable outcomes and click the “Create Assessment” button.



5. If creating a rubric containing a single PSLO, select the applicable outcome and choose “Create Assessment” from the “More” drop-down menu



Specify Rubric Information and Options

6. On the assessment rubric creation screen that appears, you will need to enter the following items:

Select the Assessment Type

Define this Assessment

Assessment Name*

Assessment Description*

Assessment Type*

Allow Faculty Annotations

[Add Reflections Template](#)

[Upload Evaluator Assessment Guide](#)

Add Activity Name & Description

Faculty to specify activity name

Activity Name*

Activity Description*

Define Assessment Outcome Type

Assessment Scale*

Rubric Type*

Scoring Views* Scorecard View Rubric View

- Choose “Individual Student Scorecard & Rubric”
- **Assessment Name and Description:** Enter a name and description of the purpose of the assessment. Assessments should be broadly applicable such that over time and across sections, different faculty with different teaching styles can reuse the assessment and the associated rubric.
- **Assessment Type:** Select the type of activity/assignment being assessed from the pre-established drop-down options. Notify your Assessment Coordinator if an adequate label is not available from the options listed to request a new type.
- **Faculty Annotations:** Allow faculty to add comments to assessments and SLOs for review, revision, or other significant purposes, inside eLumen for future reference (optional).
- **Evaluator Reflection Template:** Attach a survey template to the assessment in order to collect and record faculty feedback. A Reflection Template will need to be created before a reflection survey can be linked (optional).
- **Evaluator Assessment Guide:** Attach a guide document that will appear on faculty scorecard and rubric views for this assessment. Select Upload Evaluator Assessment Guide to add an assessment guide (optional).
- **Add Activity Name & Description:** Specify the activity to be assessed by this rubric (not recommended) or request that faculty specify the activity used for assessment in their own course using the “Edit Activity” option displayed once the rubric has been linked to their section(s) (recommended).
- **Assessment Scale:** Choose the PCC Value Scale to ensure consistent scoring measures across assessment levels and disciplines. Should you wish to request an alternate assessment scale (i.e. competency checklist for indicating whether students have or have not achieved a particular outcome only), contact your Assessment Coordinator.
Note: The Assessment Scale cannot be edited once the Generate Rubric Template button is pressed.
- **Rubric Type:** Select Outcomes-Oriented. Refer to Table 1 for comparison of Rubric Types and contact Assessment Coordinator if interested in using an alternate type.
- **Scoring Views:** Outcomes-Oriented assessments allow faculty to use both the Scorecard View and the Rubric View; keeping both options selected is recommended.

Enter Rubric Performance Descriptors

- Once all the above information is entered, click the “Generate Rubric Template” button.

[Generate Rubric Template](#)

For Outcomes-Oriented assessments, the previously selected PSLOs will appear with text entry boxes for performance descriptors (Perf Ds) at each mastery level.

- Enter your rubric’s performance descriptors for each PSLO and mastery level—if working from the provided PSLO Rubric Template, you can simply copy and paste the text over to the corresponding cells in the eLumen rubric template.

Note that PSLOs can be removed using the red “X” icons and other PSLOs can be added using the “+ add Row” link.

	Exemplary	Accomplished	Developing	Beginning
	4	3	2	1
✘ PSLO1: Develop as a writer within the context of the situation and the assigned tasks.	Shows concerted effort and desire to improve at each stage in the writing process; thoughtfully incorporates previous process work into subsequent assignments; actively seeks guidance from instructor, peers, and writing resources.	Shows consistent effort to improve at each stage in the writing process; incorporates previous process work into subsequent assignments; accepts but does not actively seek guidance from instructor, peers, and writing resources.	Perf Ds	Perf Ds
+ add Row				

- Once all fields are populated, click the “Save” button. You can now proceed to “planning” (distributing) the created PSLO Assessment Rubric as usual from the Strategic Planning tab.

Note: In order for program-level assessments to appear in the Assessment Library, you will need to adjust the filters so that the PSLOs to be assessed are selected.

Table 1: Comparison of eLumen Rubric Types

<u>Rubric Type</u>	<u>Best for Assessing</u>	<u>Emphasis</u>	<u>Special Features/Qualities</u>
Activity-Oriented, Single SLO	<u>Course-Level Outcomes</u> Single CSLO with multiple performance criteria	Tailored performance descriptors of mastery levels for a given outcome specific to a particular assignment or activity.	Can only be selected for single-outcome rubrics, set of weighted criteria contributing to overall performance on an individual outcome
Activity-Oriented, Multi-Rubric	<u>Course-Level Outcomes</u> Multiple CSLOs, each with multiple performance criteria	Tailored performance descriptors of mastery levels for a given outcome specific to a particular assignment or activity.	Multiple outcomes included with separate rubrics containing individual sets of weighted criteria contributing to performance on each outcome
Outcomes-Oriented	<u>Program-Level Outcomes</u> Single or multiple PSLO(s) with established performance criteria	Shared performance descriptors and consistent mastery levels for a given outcome	<i>Recommended:</i> Assessment creator establishes performance descriptors for one or more learning outcomes