

PCC eLumen Requirements Checklist for Faculty

Login

- Go to pueblocc.elumenapp.com (do not include “www” and use Firefox or Chrome, not Internet Explorer)
 - Username: S number
 - Password: Requires at least one special character
- Create Password: The *first time you log in*, click “Forgot Password?” and enter your S number and PCC email address. You will receive an email with instructions on how to set your new password.

Record your new eLumen password somewhere you can easily find again later!

Navigation

- If you teach for more than one program, you can select to view each from the dropdown menu at the top of the screen.
- View the assessments distributed to your courses by clicking on the Courses tab and selecting the current semester from the dropdown menu
- Before you can begin entering scores on an assessment rubric, you will need to select “Add Activity” to specify the assignment or activity you will be assessing; add a name and a brief description of the activity (e.g. type of assignment, what students were asked to do, how it is administered, etc.)
- You can track your progress on each assessment using the corresponding symbols on the “Rubric View” icon at the right:
 - Numbers highlighted in blue indicate the proportion of completed rubrics (the number of students for which you have already entered scores) for to the total number students on your roster to be assessed.
 - Completed assessments will be signaled by a green checkmark

Entering Scores

- To open an assessment from the list, select the view you would like to use to submit your scores (Scorecard, Rubric, or Import) by clicking the corresponding icon on the right of your Courses listing.
 - Scorecard View: Enter scores for all students on your roster from one view.
 - Rubric View: View the entire rubric and enter scores for one student at a time.
 - Importing Scores: See this [eLumen video guide](#)* for step-by-step instructions on preparing and uploading an Excel spreadsheet used to record scores.
- Simply click on the description/score that corresponds to each student’s performance for each line of the assessment rubric.

**<https://app.ilosvideos.com/view/ISzYTzKIBnDD>*

Run into any questions or issues?

Visit PCCassess.com and/or contact eLumenSupport@pueblocc.edu for help!

