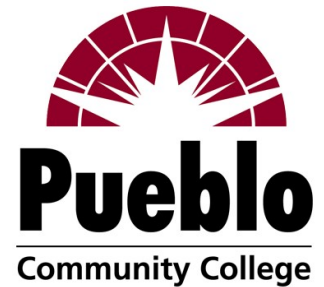


ASSESSMENT NEWS & TIPS



Assessment of Student Learning Newsletter

May/June 2021

Important End-of-Semester Reminders

Expectation

All faculty and instructors are expected to complete **at least one assessment** in at least one class *each semester*—more are encouraged!

Deadline

Student assessment scores must be submitted via eLumen by the grading deadline—that means the Spring 2019 deadline is **MONDAY, MAY 17!**

Resources

Some essential resources to help you wrap up assessment for the semester are listed below, and many more are available on the [Assessment @PCC Blog](#) for even more guides, examples, timelines, past reports—anything and everything you might need!!

- [One-Page Guide to Assessment @PCC](#)—purpose, expectations, timeline
- [College-wide Rubrics](#)—built for our 5 core goals for students, ready to use!
- [Online eLumen Basic Training](#)—fully online self-paced training modules
Don't have access to the D2L course? Submit a [Support Request!](#)
- [eLumen "Quick Guide" Checklist](#)—break-down of all 3 steps required
- [Complete eLumen Training Guide](#)—step-by-step instructions with pictures
- [Assessment Glossary](#)—acronyms, eLumen terms, assessment jargon
- [Distributing Rubrics](#)—guide to the eLumen Planner for Department Chairs

QUICK TIP!

"No Assessments Found" for when you log in? Choose one for yourself!

Find Assessment

Use the **Find Assessment** button to select any of our five college-wide, ready-to-use rubrics to assess your own classes!

IMPORTANT: Don't lose credit for participating in assessment!

Please be aware that assessments must be **tagged as "complete" in eLumen** in order to be counted towards your participation, which means that scores must be entered for each line of the rubric for **every student** on the roster, *even those who dropped, withdrew, or did not complete the assessed activity*.

In these cases, the "N/A"—or "**Not Assessed**"—check box should be used to indicate that you have no evidence of those students' performance on the assessed skills/learning outcomes.

To verify that you have successfully completed an assessment, navigate to the "Courses" home tab and look for the green check mark, which will appear on the rubric icon in place of the progress counter.



(0 out of 5 students scored)

← **INCOMPLETE**

COMPLETE →

scores (or N/A's) recorded
for all students on roster



FAQs

What if I don't know my eLumen password?

Use the "Forgot Password?" link on the login page and have a password reset link sent to your PCC email!

What if I don't see my classes?

Check that you have the right program selected from the drop-down menu at the top left (next to your name and "Faculty" role).

What if I can't open the rubric scorecards?

You probably need to click the "Add Activity" link to enter a title and description for the assignment/project you are assessing—only then will the scorecard icons appear!

UPCOMING OPEN SESSION!

10:00-2:00 on Monday 5/17

Drop in any time via [WebEx](#) for help with eLumen and completing your spring assessments!

Can't make it? You can also [Request a Support Session!](#)

Contact Information

We are here to support YOU!!!

[PCCassess.com](#)

eLumenSupport@pueblocc.edu

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### Assessment Leadership

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