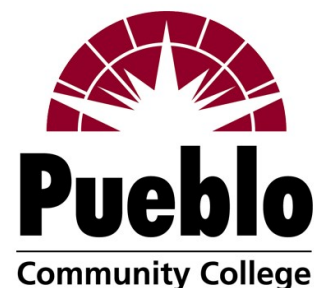




# ASSESSMENT NEWS & TIPS



Assessment of Student Learning Newsletter

November/December 2021

## Important End-of-Semester Reminders

### What's Expected of Me?

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

### When Is the Deadline?

Student assessment scores must be submitted via eLumen by the grading deadline—that means the Fall 2021 deadline is **MONDAY, DECEMBER 13!**

### How Do I Complete an Assessment?

What does it mean to complete an assessment? It's simpler than you might expect!

- 1) Select a rubric that makes sense for your course—you have lots of choices!
  - one of our five [college-wide rubrics](#)
  - the newly added [PCC Flex Self-Assessment](#)
  - a departmental or course-specific rubric developed for your program
  - *Got another rubric of your own you'd like to use for your assessment? Send it to [eLumenSupport@pueblocc.edu](mailto:eLumenSupport@pueblocc.edu)!*
- 2) Choose an existing assignment, project, or activity from your class that allows your students to demonstrate the skills described in your selected rubric.
- 3) According to your selected rubric, score your students' performance on the chosen assignment, reflecting their mastery level the skills described.
- 4) Log into our assessment platform, [eLumen](#), and enter your students' scores.

### Need Help with eLumen?

Refer to the resources at the right, drop in during our upcoming support session (details below), contact your department chair, or submit a [Support Request!](#)

## eLumen FAQ/Troubleshooting

### How do I log in?

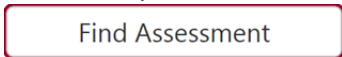
Access eLumen from the portal (faculty tab) or directly at [pueblocc.elumenapp.com](http://pueblocc.elumenapp.com) (no http or www); username = S number; password requires at least one special character and is separate from other PCC accounts. You can set (or reset) your password any time with the "Forgot Password?" link and your PCC email!

### Why don't I 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).

### How do I add a rubric to my class?

Click the "Find Assessment" button to select from the entire library of available rubrics!



### Why can't I open the rubric (no scorecard icons are showing)?

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

### How do I make sure my assessment is complete?

Go to the "Courses" tab and look for the green checkmark to verify that all students have been scored completely—don't forget to check "Not Assessed" (N/A) for any who dropped or didn't do the assignment!



## Resources & Opportunities

Assessment @PCC Blog: [PCCAssess.com](http://PCCAssess.com) ([rubrics](#), [glossary](#), [eLumen guides](#))

Timeline & Support: [Semesterly Task Checklist](#), [Support Request Form](#)

ASL Committee Meetings: 3rd Tuesdays 3:30-5:00 (contact for WebEx info)

Assessment Office Hours: M/W 1:00-3:00 & by appointment (AB 250W/[WebEx](#))

## Upcoming Open Session

Monday, 12/13

10:00—2:00

Join the [WebEx room here!](#)

No registration needed—just drop in any time during this open session for help with completing your fall 2021 assessments, navigating eLumen, and getting your scores submitted in time for the 12/13 deadline!

## Resources

Here are some useful resources to help you wrap up assessment for the semester—you can also check out the [Assessment @PCC Blog](#) for even more guides, examples, timelines, past reports—everything you might need!

- [One-Page Guide to Assessment](#)—goals, expectations, timeline
- [College-wide Rubrics](#)—built for PCC's core learning outcomes, grab -and-go for anyone 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](#)—the simple steps you need to know!

## Contact Information

**We are here to support YOU!!!**

[PCCAssess.com](http://PCCAssess.com)

[eLumenSupport@pueblocc.edu](mailto:eLumenSupport@pueblocc.edu)

~~~

## Assessment Leadership

### Liz Medendorp

Director of Assessment of Student Learning, English Instructor  
[eLumenSupport@pueblocc.edu](mailto:eLumenSupport@pueblocc.edu)  
AB 250W | 719.549.3376

### Brad Bowers

History Faculty, Assessment of Student Learning Committee Chair  
AB 250Q | 719.549.3104