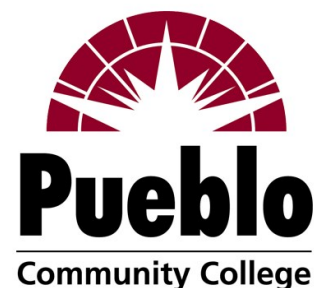




# ASSESSMENT NEWS & TIPS



Assessment of Student Learning Newsletter

November/December 2022

## 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 2022 deadline is **MONDAY, DECEMBER 19!**

### 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 SIX [college-wide rubrics](#) (exciting update about these on the right! →)
  - a departmental or course-specific rubric developed for your program
  - *Have another rubric of your own you'd like to use for your assessment? Send it to [eLumenSupport@pueblocc.edu](mailto:eLumenSupport@pueblocc.edu) to have it built into eLumen for you!*
- 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 [open support session on 12/19](#), contact your department chair, or submit a [Support Request!](#)

## eLumen FAQs

### 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 link)

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

### Upcoming Open Session

Monday, 12/19 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 2022 assessments, navigating eLumen, and getting your scores submitted in time for the 12/19 deadline!

### PCC'S Revised Rubrics!

After a year of careful review of feedback and thoughtful discussion, the Assessment Committee is excited to introduce PCC's newly revised college-wide rubrics, which you are welcome to use for your Fall 2022 assessment! We hope they'll feel familiar but even better and easier to use in a wide range of classes. Take a sneak peek below!

[Critical Thinking & Problem Solving](#)  
[Effective Communication](#)  
[Quantitative Reasoning](#)  
[Literacy](#)  
[Professionalism](#)  
[Social Consciousness](#) \*NEW\*

### Contact Information

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

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

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

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### Assessment Leadership

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