

Title of SAO:	eLumen>Link to Part 1 and Part 2 of the full guide: http://online.fullcoll.edu/elumen-for-saos/	
Goal Assessment Chart	Overview	
Part 1		
1. Roles:	You must be added for your role by Nora Spencer: contact her at nspencer@fullcoll.edu .	
2. Task 1: Login to eLumen	MyGateway, Employee tab, Employee links. Note: Use the SSO test site to practice, and the final product is input in the SSO PROD site.	
3. Task 2: Add a Scorer(s)	Follow the instructions in the full guide.	
4. Task 3: Add a Setting	Steps: ___1. Make sure that the correct semester, role, and department are selected. ___2. Add Setting ___3. Name Setting ___4. Term ___5. Assign Scorers ___6. Search for name	___7. Click on the name ___8. Select users ___9. Click on Close ___10. List of Scorers ___11. Click on Save ___12. The setting should now appear in the correct semester ___13. Add or find an Assessment to the Setting.
Part 2		
5. Task 4: Add a 2-level Scorecard Assessment for SAOs	Steps: ___1. Make sure that the correct semester, role, and department are selected. ___2. Add Assessment. (Use the Find Assessment tab if there is already one started). ___3. Add Assessments page ___4. Name the assessment (be descriptive; add the semester) ___5. Assessment Description ___6. Assessment Type—SAO Rosterless Count or other ___7. Multiple Raters and Assessment Guide (Optional)	___8. Reflection Template ___9. Rubric Type: Outcomes-Oriented ___10. Scoring Mode: Collective Score Entry for rosterless data entry ___11. Scoring View: Rubric and Scorecard for data with student rosters. ___12. Assessment Scale ___13. Number of SAOs ___14. Link the assessment to an SAO ___15. Save /OR/ Save and Add to Library *Compare yours with the completed example
6. Task 5: Score a 2-level Scorecard SAO Assessment *Inputting data and scoring it are the next phase of program assessment	Steps: ___1. Make sure that the correct semester, role, and department are selected. ___2. Login to the role of Faculty or Staff to enter data. ___3. Open the scoring page and enter the numbers. ___4. When scoring is complete, click on “Mark as Completed.” ___5. Save /OR/ Continue to Reflection ___6. Add Reflection: Submit /OR/ Save Draft	

Educational Technology Manager, Dr. Lisa Montagne: lmontagne@fullcoll.edu