ASSESSMENT NEWS & TIPS

Pueblo Community College

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, MAY 16!**

How Do I Complete an Assessment?
What does it mean to complete an assessment? It's simpler than you might expect!

1) Select a <u>rubric</u> 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!*
2) Choose an existing <u>assignment, project, or activity</u> from your class that allows your students to demonstrate the skills described in your selected rubric.
3) According to your selected rubric, <u>score</u> your students' performance on the chosen assignment, reflecting their mastery level the skills described.
4) Log into our assessment platform, [eLumen](#), and <u>enter</u> your students' scores.

Need Help with eLumen?
Refer to the resources below, drop in for our upcoming open scoring session (info and link to the right), 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 (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 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 for the library of all available rubrics!

> Find Assessment

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 the class or didn't complete the activity/assignment!

Assessment 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](#)—overview, goals, expectations, & timeline
[College-wide Rubrics](#)—built for PCC's core learning outcomes, these general rubrics have broad applications and are ready 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](#)—everything you need to know about eLumen!

Opportunity for Meaningful Service: *Assessment Chair Needed!*

Assessment is a critical component of our teaching commitment here at PCC, and the college relies on strong faculty leadership from the Assessment of Student Learning Committee. Following our recent committee elections, one vital position went unfilled: the chair of the ASL committee. As the *ex officio* chair, I can attest to how rewarding this position is, knowing that you are an active part in helping so many make a difference in improving teaching and learning for our students. It also offers opportunities for professional growth, cross-campus collaboration, and support from colleagues. Whether or not you've served on the assessment committee before, please consider serving in this role—we need you!
~ Brad Bowers

Upcoming Open Session
Monday, May 16th
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 Spring 2022 assessments, navigating eLumen, and getting your scores submitted in time for the May 16th deadline!

Contact Information
We are here to support YOU!!!
PCCassess.com
eLumenSupport@pueblocc.edu
~~~
Assessment Leadership
[Liz Medendorp](#)
Director of Assessment of Student Learning, English Instructor
eLumenSupport@pueblocc.edu
AB 250W | 719.549.3376

[Brad Bowers](#)
History Faculty, Assessment of Student Learning Committee Chair
AB 250Q | 719.549.3104