eLumen "Quick Guide" Checklist for PCC Faculty & Instructors

☐ LOGIN

eLumen Login Page

Ways to Access eLumen:
- PCC Portal: Faculty or Instructor → eLearning → eLumen icon
- Assessment Blog: PCCassess.com → "Quick Links" Menu → eLumen Login icon
- Web URL: Go directly to pueblocc.elumenapp.com

Enter Your Login Credentials:
- Username: Your S number
- Password: Separate from regular PCC password, requires at least one special character
- Set Password: **On your first login,** click "Forgot Password?" and enter your S number and PCC email address to have a reset link sent to you—use this any time you forget your password, too!

Username

S Number

Password

Set on first login (link below)

Login

☐ Remember my username   Forgot Password?

☐ NAVIGATION

Key Navigation Items

What's on the Landing Page:
- Inbox: From here, access any past or current assessments that have *already been assigned* to your classes
- To Do: Unless any rubrics have *already been linked*, the "To Do" section will show "No assessments to do." Go to the Courses tab to link your rubrics (see below)

Confirm Drop-down Menu Selections:
- Role: Defaults to the correct role of Faculty
- Program: Defaults to first in alphabetical list; make sure you have the current/desired one selected
- Term: Embedded in the Courses tab; make sure you have the current semester selected

Choose and Link a Rubric:
1. Go to the Courses tab *(Hint: Click on the actual courses icon, not just the drop-down menu for the term selection!)*
2. Locate the class you want to assess and click the Find Assessment button below it to open the Assessment Library
3. From the list of available rubrics in the window that appears, check the box next to the rubric(s) you want to use
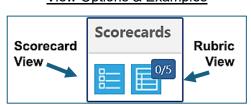4. Scroll to the top of the list of rubrics to click the "Add to Section" (or "Add to All My Sections") button

I'm lying to you!

To Do

No assessments to do.

Role | **Program**
Faculty ⌄ in X - eLumen Sandbox ⌄

Courses Fall 2024 ⌄

Courses

Find Assessment

Add to Section

OR

Add to All My Sections of this Course

☐ SUBMITTING SCORES

View Options & Examples

(1) Select an Entry Method:
- Rubric View **(recommended)**: Icon with progress counter; displays one student per page with full descriptions of each score level
- Scorecard View: Displays all students on one page with just numerical score values (example shown here at the right)
- Import Scores: Follow this video walkthrough on how to format and upload scores from your own Excel spreadsheet

(2) Enter Scores: For each row of the rubric, click in the box with the appropriate description/numerical score that most accurately reflects each student's level of performance on the corresponding skill.

(3) Record N/A's: Scores must be entered for all students on the roster, even if they dropped the class, didn't complete the assignment, etc. Check "N/A" to record a score of "Not Assessed" in these cases.

(4) Check for Completion: Once you've reached the end of the roster, click "Save" and choose "Go to Courses" and look for the green checkmark to confirm that your assessment is complete!

Scorecard View ← **Scorecards** → Rubric View

0/5

Exemplary	Accomplished	Developing	Beginning	
4	3	2	1	N/A
4	3	2	1	☐
4	3	2	1	☑