

eLumen Annual Planning Guide

October 15, 2021

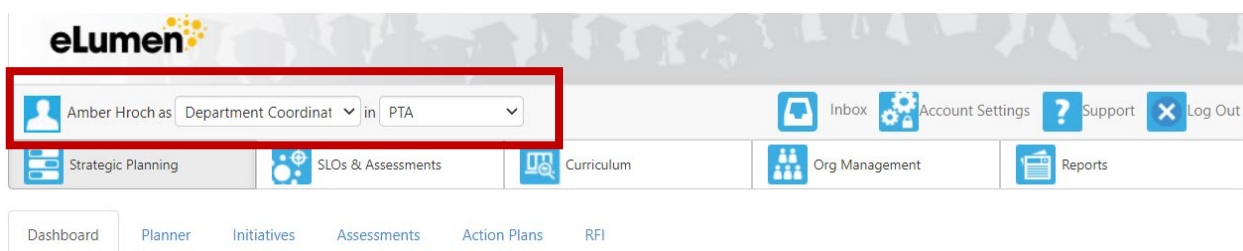
Step 1: Getting Started

Login to [eLumen](#) using your Cerritos College credentials.

Step 2: Navigating to your Program Review Plan

At the top of eLumen verify the following:

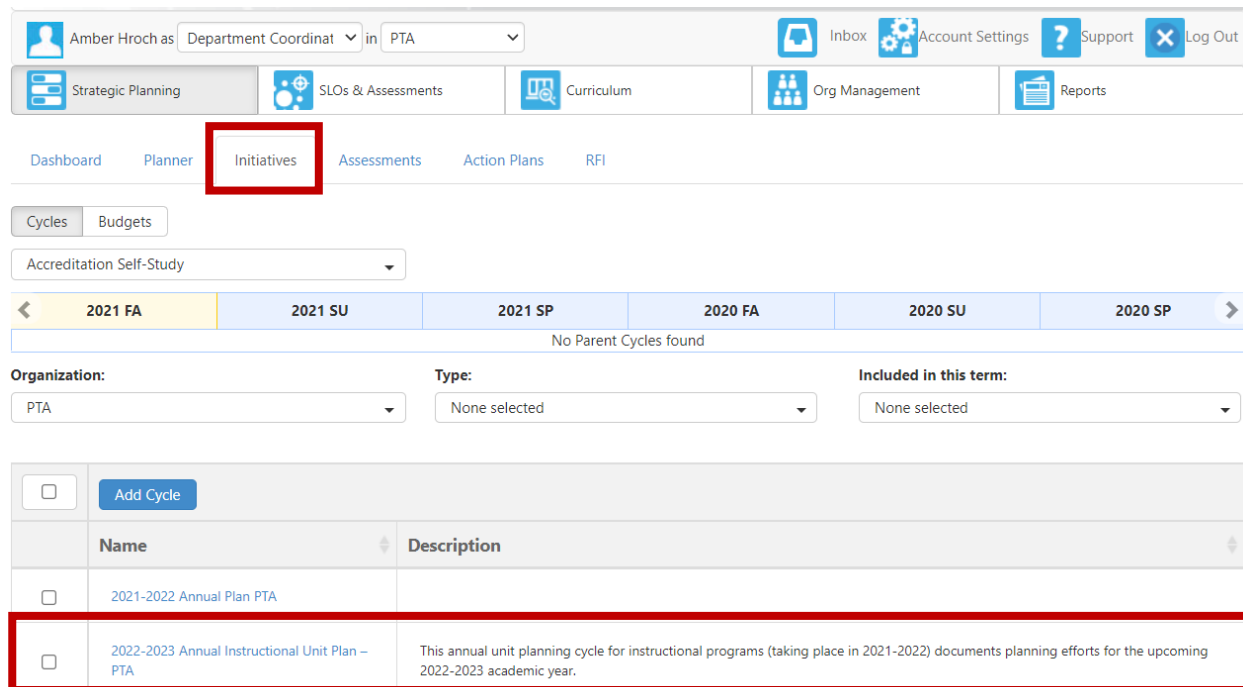
- Your role is listed as Department Coordinator
- Your program



The screenshot shows the eLumen dashboard. At the top left, the user profile is displayed: Amber Hroch as Department Coordinat in PTA. Below the profile are navigation tabs: Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. A secondary row of tabs includes Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI. A red box highlights the user profile information.

Add Widget

- On the third tab under “Strategic Planning,” select “Initiatives”
- Then, select “2022-2023 Annual Instructional Unit Plan – Program Name” for your program



The screenshot shows the eLumen Initiatives page. The user profile and navigation tabs are visible at the top. The 'Initiatives' tab is selected. Below the navigation, there are filters for Cycles and Budgets. A dropdown menu shows 'Accreditation Self-Study'. A cycle selection bar shows '2021 FA' selected. Below this, a message states 'No Parent Cycles found'. There are three dropdown menus for Organization (PTA), Type (None selected), and Included in this term (None selected). At the bottom, there is a table with two columns: Name and Description. A red box highlights the second row of the table.

	Name	Description
<input type="checkbox"/>	2021-2022 Annual Plan PTA	
<input type="checkbox"/>	2022-2023 Annual Instructional Unit Plan – PTA	This annual unit planning cycle for instructional programs (taking place in 2021-2022) documents planning efforts for the upcoming 2022-2023 academic year.

Step 3: Completing your Program Review Plan

- Once you select the Annual Unit Plan for your program, it will take you to the template to be completed
- In order to complete your Annual Unit Plan for your program, select **“To Design Mode”** so you can enter in text

The screenshot shows the eLumen dashboard interface. At the top, there's a navigation bar with the eLumen logo and user information for Amber Hroch. Below that are several menu items: Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. The main content area displays the title '2021-2022 Comprehensive Instructional Program Review - READ' and a 'Download' button. A red box highlights the 'To Design Mode' button, which is used to enter text for the program review.

- Once **“Design Mode”** is turned on, it will show **“Active Mode”**
 - You can add collaborators for each section using the **“Gear”** icon and then **“Share with User...”**

2022-2023 Annual Instructional Unit Plan – PTA

Program Review
This annual unit planning cycle for instructional programs (taking place in 2021-2022) documents planning efforts for the upcoming 2022-2023 academic year.

This screenshot shows the '2022-2023 Annual Instructional Unit Plan – PTA' page. It features a 'Download' button and a 'To Active Mode' button, which is highlighted with a red box. Below the buttons, it indicates 'Cycle Announcement' and 'Cycle Announcement is not defined'.

The screenshot displays the 'Program Overview and Goals' section. It shows a 'Not Reviewed' status and a 'Mission and Alignment' section. A gear icon in the top right corner of the section is highlighted with a red box, and its dropdown menu is open, showing the 'Share with User...' option, which is also highlighted with a red box. Other options in the menu include 'Linked Folder', 'Link Folder', 'Add New Section', 'Add on top', and 'Add at bottom'.

- “Save draft” as you go to ensure your work is saved in eLumen
 - Suggestion: make sure you “Save draft” after each section to ensure your work is saved

Prioritized Resource Request Recommendations Unsaved No versions created yet for this section

Instructions
Provide a single, prioritized list representing each of the resource requests from the above sections (note: all the prioritized resource requests appearing in this list should be discussed and justified earlier in the review, from questions above). Under priority, specify if the recommendation is the following: (1) Critical (mission critical or must have), (2) Important (creates value and efficiency for program), or (3) It can wait (would be nice if the money is available). In addition, include cost estimates and program goals supported by each recommendation. Use the following chart format to organize your request(s).

Resource request:	Priority:	Cost estimate:	Program goal alignment:
Enter your response	Enter your response	Enter your response	Enter your response

Cancel changes **Save draft** Publish

- Once your document is ready for peer review, “Publish” your Annual unit Plan

eLumen

Amber Hroch as Department Coordinat in PTA

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

Dashboard Planner Initiatives Assessments Action Plans RFI

Cycles Budgets

2022-2023 Annual Instructional Unit Plan – PTA

Program Review
This annual unit planning cycle for instructional programs (taking place in 2021-2022) documents planning efforts for the upcoming 2022-2023 academic year.

Download: Strategic Initiative Report

To Design Mode

Cycle Announcement
Cycle Announcement is not defined

Program Overview and Goals Unsaved Sections Management Save all as draft **Publish all**