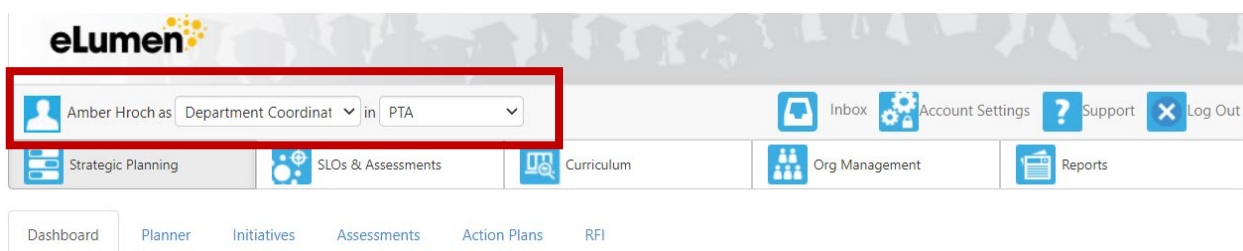# eLumen Annual Planning Guide
October 15, 2021

Step 1: Getting Started

Login to eLumen using your Cerritos College credentials.

Step 2: Navigating to your Program Review Plan
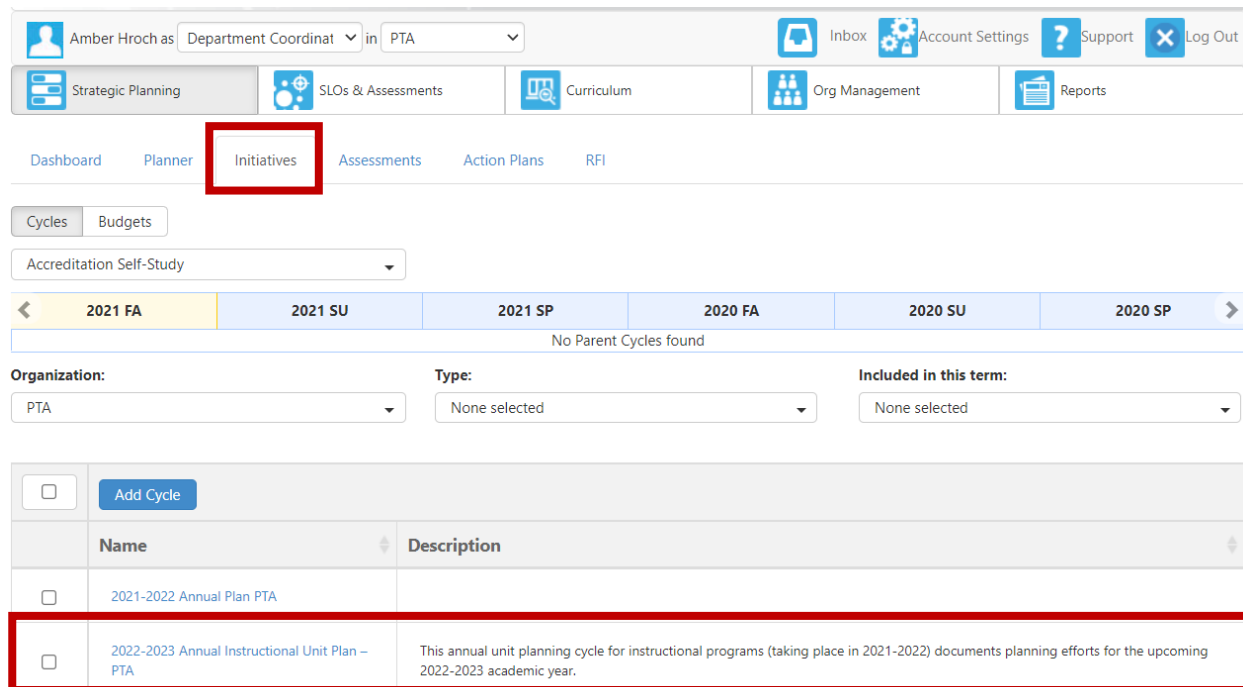
At the top of eLumen verify the following:
- Your role is listed as Department Coordinator
- Your program

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

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

- 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…"**

- **"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

Amber Hroch as Department Coordinat ∨ in PTA ∨

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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:

[HTML]

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