How to Guide – Adding, Revising, and Removing SLOs

Step 1

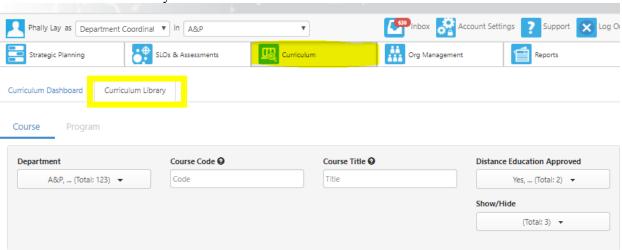
Log into eLumen with your Cerritos log-in and password

Step 2

- Change your role to "Department Coordinator". Only department chairs can revise/update existing courses and are assigned a "Department Coordinator" role.
 - o If a faculty is not the department chair for their area, they may:
 - Ask the department chair to launch the course and update/revise the course
 - Ask the department chair to launch the course, and be added as a "course contributor", meaning the faculty will have access to update/revise the existing course.

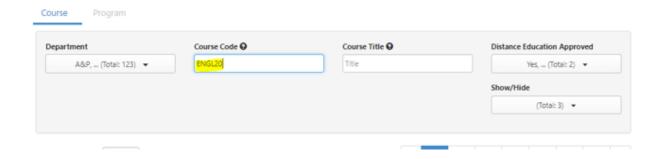
Step 3

- Click on the "Curriculum Tab"
- Click on the "Library Tab"



Step 4

- Type the course in the Course Code box
- For the example, we will search for ENGL20



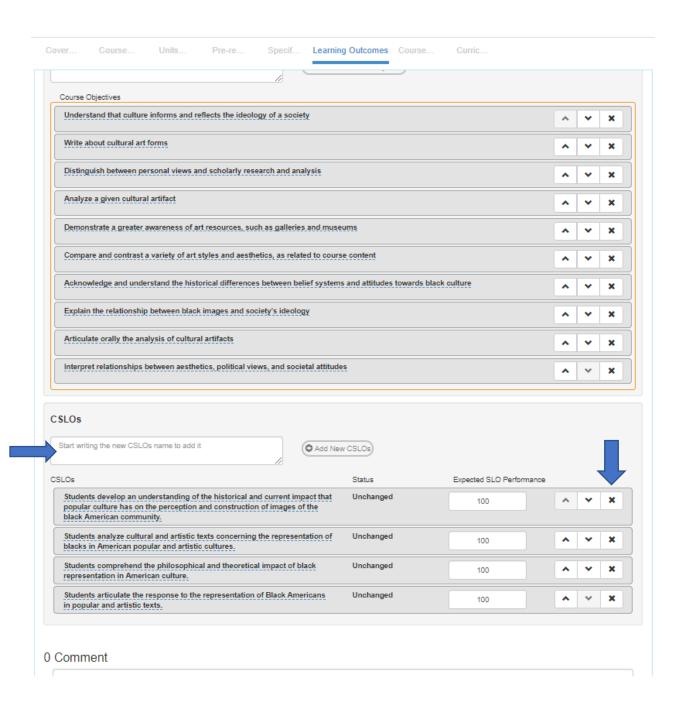
Step 5

• Click on "New Revision

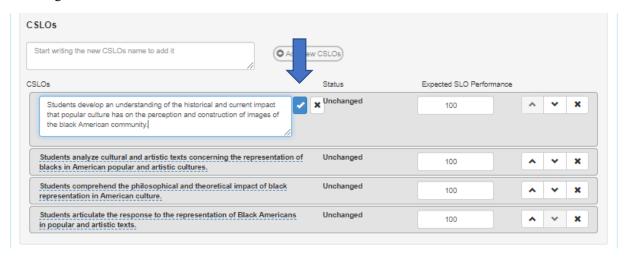
Step 6

On the Learning Outcomes tab. Course objectives and SLOs can be added and updated on this tab. To add a new SLO, type in the new SLO into the text box and click on "Add new CSLOs" button.

To remove an SLO, click the "X" button



To edit an existing SLO, click on the SLO. The box will then display to edit. Click the check box to save the change.



Step 7

• After the department chair (course contributor) has completed the updates/revisions, they may click the "submit" button

Step 8

After course has been submitted, the course will go through a serious of workflows:

- The revise course will be sent to the department chair for review.
 - Even though, the department chair initiated the course, this step is necessary for when faculty contributors has been added.
- After the department chair has reviewed and submitted the course, it will go to their area dean for review. The dean has one week to review, if they do not review, the curriculum specialist will move the course to the next stage for review.
- The tech review committee will review the course outline of record (COR) and will make recommended changes to the course.
 - o After the meeting, the courses will go back to the faculty for updates if advised
- The curriculum committee will vote on the course changes
- If approved, the revise course will then go to the Board for a final vote
- After the Board has voted to approve the changes, the curriculum specialist will activate the course in eLumen.
- The updated courses will then appear in Curriculum library and SLO & Assessments tab for public viewing.