OFFICE OF INSTITUTIONAL EFFECTIVENESS, RESEARCH, AND PLANNING
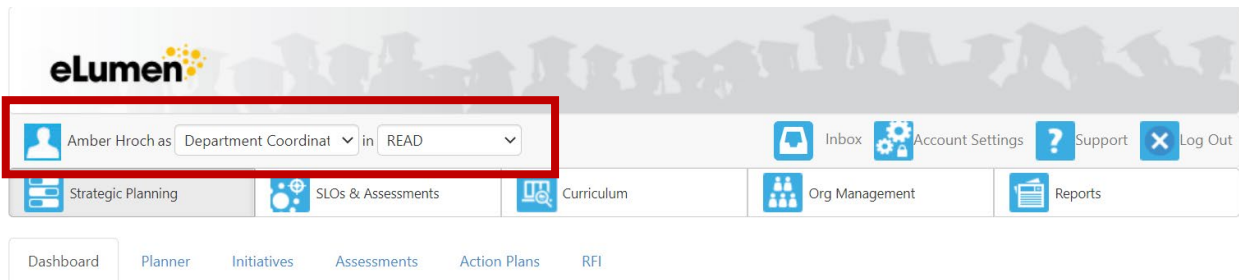# eLumen Program Review Guide
August 30, 2021

Step 1: Getting Started

Login to eLumen using your Cerritos College credentials.

Step 2: Navigating to your Program Review Plan
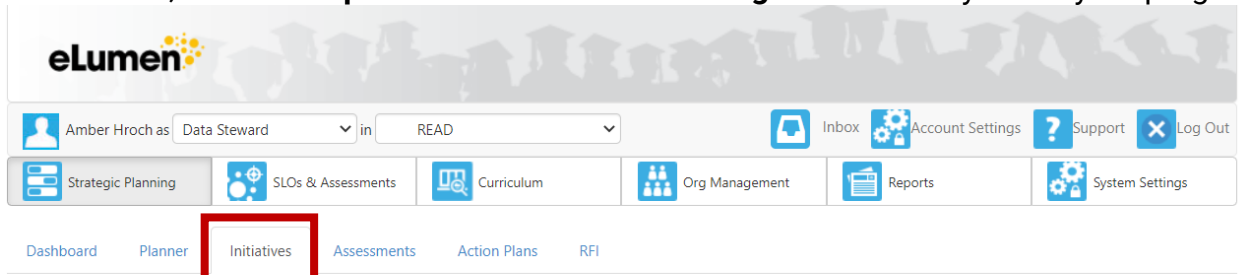
At the top of eLumen verify the following:

- Your role is listed as Department Coordinator
- Your program

- On the third tab under **Strategic Planning**, select **Initiatives**
- Then, select **Comprehensive Instructional Program Review** cycle for your program

Step 3: Completing your Program Review Plan

- Once you select the Comprehensive Instructional Program Review cycle for your program, it will take you to the template to be completed
- In order to complete your Comprehensive Instructional Program Review plan for your program, select **To Design Mode** so you can enter in text
  - Suggestion: answer the questions on a Word Document and then cut and paste your text into eLumen when ready to submit
  - The Comprehensive Program Review questions can be found in the IPR Handbook, Appendix C

- 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

- Once your document is ready for peer review, **Publish** your Comprehensive Program Review