How to Revise an Existing Course

Only **Department Coordinator** role can launch a course revision

Step 1:

• After logging into eLumen, change your role to Department Coordinator

Strategic Planning	SLOs & Assessments	Curriculum	Org Management	Reports
riculum Dashboard Curriculum Li	brary			
ourse Program Department	Course Code 😡	Course Title 😡		Distance Education Approved
Course Program Department A&P, (Total: 123)	Course Code 🛛	Course Title 🚱		Distance Education Approved Yes, (Total: 2) 🔻
Department A&P, (Total: 123)	Course Code <table-cell></table-cell>	Course Title 😡		Distance Education Approved Yes, (Total: 2) Show/Hide

Step 2:

• Click on the "Curriculum Tab"

Phally Lay as Department Coo	ordinat 🔻 in 🗛P	T	🚰 Inbox 🛃 Acc	count Settings <mark>?</mark> Support 🔀
Strategic Planning	SLOs & Assessments		Org Management	Reports
rriculum Dashboard Curriculu	im Library			
course Program				
ourse Program	Course Code Q	Course Title Q		Distance Education Approved
Department A&P, (Total: 123) 🔻	Course Code 😡	Course Title 😡		Distance Education Approved Yes, (Total: 2) 💌
Department A&P, (Total: 123)	Course Code 😡	Course Title 🔮		Distance Education Approved Yes, (Total: 2) •

Step 3:

• Click on the "Library Tab"

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Strategic Planning	SLOs & Assessments		Org Management	Reports
Curriculum Dashboard	urriculum Library			
Course Program				
Department	Course Code 😧	Course Title 😡	Dis	tance Education Approved
A&P, (Total: 123)) 🗸 Code	Title		Yes, (Total: 2) 🔻

Step 4:

- Type the course in the Course Code box or search by clicking through the page tabs • For the example, we will search for ENGL20
- Type ENGL20 and hit enter
 - Do not space discipline and course number

	rtment	Course Code 🥹	Course Title 😧				Di	stance E	ducatio	n Appro	ved	
	A&P, (Total: 123) 🔻	ENGL20	Title						Yes, (T	otal: 2)	•	
							Sh	ow/Hide	e			
									(Total	:3) 🔻		
190 Tot	tal Show: 5 entries			<	1	2	3	4	5		438	2
	Merge Courses as Cross-Listed											
										Distar	ce	
	Course Code	Course Title								Appro	ved	
	A&P120	Intro Human Anatomy and Physiology								No		
	A&P150	Intro To Human Anatomy								No		
	A&P150 A&P151	Intro To Human Anatomy Intro To Human Physiology								No No		
	A&P150 A&P151 A&P200	Intro To Human Anatomy Intro To Human Physiology Human Anatomy								No No No		

Step 5:

• Check the box and click on "New Revision"

	New Revision Deactivate Cou	rse Show History View COR Report	
	Course Code	Course Title	Distance Education Approved
2	ENGL20	BASIC WRITING	No
	ENGL201	TUTORING WRITING	No
	ENGL20LC	BASIC WRITING	No

Step 6:

- Click on "2.Modifying Existing Course"
- •



(i)

Course template will appear in Step View as shown:

ENGL20 BASIC WRITING

2. MODIFY EXISITING COURSE Course Revision

Course Code (CB01) *	Course Title (CB02) *		
ENGL 20	BASIC WRITING		
Subject Number			
FOP Code (CB03)* 🚥	CIP Code*		
(1501.00) English 🔻	Select a CIP Code	•	
Department *	Course Description		SAM Priority Code (CB09)
ENGL	This course introduces stud	dents to the writing process as a means of developing	Non-Occupational
Course Control Number (CR00)	essay writing in accord with	d effective writing. The course concentrates on short the conventions of standard written English.	
Course Control Number (CB00) CCC000404196	essay writing in accord with	d effective writing. The course concentrates on short the conventions of standard written English.	
Course Control Number (CB00) CCC000404196 Faculty Requirements	ster Discipline Preferred	Id effective writing. The course concentrates on short In the conventions of standard written English.	
Course Control Number (CB00) CCC000404196 Faculty Requirements Ma	ster Discipline Preferred	Ide effective writing. The course concentrates on short n the conventions of standard written English. None selected None selected	•
Course Control Number (CB00) CCC000404196 Faculty Requirements Ma Alt Bachelors or As	ster Discipline Preferred and ternate Master Discipline Preferred and ternate Master Discipline	Ideffective writing. The course concentrates on short In the conventions of standard written English. None selected None selected None selected None selected	•

Frequently Asked Questions

How do I request a class size change?

Please fill out and attach your class size form to your eLumen course.

The class size subcommittee will consider class reduction by reviewing the methods of instructions, methods of evaluations, and current classroom capacity.

How do I request General Education?

Please fill out and attach your General Education Area form and General Education Questions forms to your eLumen course.

How do I request Distant Education?

Please fill out and attach your Distant Education Questions form to your eLumen course.

Where can I find the forms to attach to eLumen?

All forms can be found by clicking on the "Reference Materials" button @or at <u>http://cms.cerritos.edu/curriculum/default.htm</u>

Rebecca Rios as Faculty	in ENGL ¥		1	Inbox 💦 Acco	unt Settings ? Suppart 🗙 Lag
Courses 2016 FA	SLOS 8	k Assessments	Curriculum		Results Explorer
Curriculum Dashboard Curricu	lum Library				
ourse Title					
CREATE NEW COURSE ourse Greation					
Cover Info Course	Units Pre-n	s	Outlin		

How do I upload my forms to eLumen?

https://www.cerritos.edu/curriculum/_includes/docs/Course_Contributor-Tutorial.pdf