ELumen Curriculum Step-by-Step

1. Log on to ELumen with your regular campus log-on
   https://cerritos.elumenapp.com
   https://cerritostest.elumenapp.com - training session only

2. Choose the right role from the drop-down menu next to your name. Note that the system uses Department Coordinator rather than Department Chair
3. If appropriate choose the right discipline (most people will have only one)
4. Click on the Curriculum tab

MODIFY EXISITING COURSE

1. Log in as "Department Coordinator"
2. Make sure "Courses" button is selected.
   a. Reduce the list of campus courses by clicking on the Department dropdown menu.
   b. Select "Select None" and then locate your discipline.
3. Click on the course you want to modify
4. Select "New Revision" (the blue button)
5. Select the appropriate workflow.
6. Click on tabs across top to see different areas of course information. Change only what needs changing.

NOTE: The new course information includes some information formerly on the MCD form. And there is some new information we never asked for before.

WARNING: Do NOT click on blue "Submit" button until you are completely done.

7. Different Tabs are: Cover Info (you can add co-authors here), Course Development Options, Units, Pre-requisites and Entrance Skills, Specifications (methods of instruction, assignments, methods of evaluation, materials), Learning Outcomes (don't touch!), Outline, Curriculum Technician.
8. Click on blue "Submit" button when done

CREATE NEW COURSE

1. Change role to "Faculty."
   a. Choose discipline if appropriate.
   b. Click on "Curriculum tab.
2. Click on "Courses & Program" tab.
   a. Choose "Courses" button.
3. Make sure "Courses" button is selected.
   a. Reduce the list of campus courses by clicking on the Department dropdown menu.
   b. Select "Select None" and then locate your discipline.
4. Scroll down and click on blue "New Course" button
5. Select the appropriate workflow.
6. Click on tabs across top to see different areas of course information. Change only what needs changing.
7. Click on tabs across top to see different areas of course information. Change only what needs changing.

NOTE: The new course information includes some information formerly on the MCD form. And there is some new information we never asked for before.

WARNING: Do NOT click on blue "Submit" button until you are completely done.

MODIFY EXISITING PROGRAM

1. Log in as "Department Coordinator"
2. Make sure "Programs" button is selected.
   a. Reduce the list of campus courses by clicking on the Department dropdown menu.
   b. Select "Select None" and then locate your discipline.
3. Click on the course you want to modify
4. Select "New Revision" (the blue button)
5. Select the appropriate workflow.
6. Click on tabs across top to see different areas of course information. Change only what needs changing.

> NOTE: The new course information includes some information formerly on the MCD form. And there is some new information we never asked for before.
>
> WARNING: Do NOT click on blue "Submit" button until you are completely done.

7. Different Tabs are: Program Basics (you can add co-authors here), Program Details, Course Blocks, Program Outcomes, Program Narrative

   > NOTE: Short version of Program Narrative will appear. You may have to fill in information from scratch the first time you modify a program.

8. Click on blue "Submit" button when done

CREATE NEW PROGRAM

1. Log in as "Faculty"
2. Make sure "Programs" button is selected.
   a. Reduce the list of campus courses by clicking on the Department dropdown menu.
   b. Select "Select None" and then locate your discipline.
3. Select "Add Program" (the blue button)
4. Select the appropriate workflow.
5. Click on tabs across top to see different areas of program information.

   > NOTE: You must fill in fields with an asterisk and then select "Save As Draft and Continue" blue button.

6. Different Tabs are: Program Basics (you can add co-authors here), Program Details, Course Blocks, Program Outcomes, Program Narrative

   > NOTE: A full version of Program Narrative will appear based on your selected program type. You may have to fill in information from scratch the first time you modify a program.

7. Click on blue "Submit" button when done

Workflow Approval Process - Course

1. Log in to eLumen
2. Select the role and department from the drop-down menus next to your name
3. Select the "Inbox" icon
4. Find the course to review, hover over "Start Review" to display the review view options:
   a. Step View
      i. This option will display the areas of the outline of the course as tabs across the top of the page. Each area will display on the screen at a time. Navigate between tabs by selecting any tab.

b. Outline View
    i. This option will display the outline all on one page. Use the carrot at the end of the blue bars to expand or collapse an area.

5. Review the course with the available actions defined for each section. Different reviewers will see different options. Each section with a defined action must be completed before it can be submitted to the next stage of the workflow. The actions that can be assigned are as follows:
    a. Review
        i. The review action allows you to review the section and indicate your review by selecting the "Review" button for the section. Once the "Review" button is selected, a Comments area opens at the bottom of that area allowing comments to be left. These comments are visible to all reviewers participating in the workflow and the originator.
        ii. This action is automatically given to all individuals involved in the course workflow.
        iii. If there are multiple roles in a single stage of the workflow that all have the review action, each reviewer is required to complete their review before the course will move to the next stage of the workflow.

        iv. To mark all sections as reviewed at once, you can use the "Review All" button at the bottom of the outline.

    b. Approve
        i. The approve action allows you to either approve the section or request a

change to the section. By selecting "Request Change" this area is flagged in red for the originator. Use the comments area to communicate specific ways in which the section should be changed, these comments are visible to all reviewers participating in the workflow and the originator. Make sure all sections that require a change are marked prior to selecting the "Send Back" button.

ii. Once the course is sent back, it will return to the first stage of the workflow, to the originator. The originator can make changes to all fields in the outline. The originator then submits the course again, and it will travel through the steps of approval once again. The course does not automatically return to the person who sent it back, it will travel through the workflow again.

iii. To mark all sections approved at once, you can use the "Approve All" button at the bottom of the outline.

c. Edit
    i. The edit action allows you to edit the content of a section. Select the "Edit" button to open the fields for editing. When satisfied with the edits, select "Review". Selecting either "edit" or "review" will open a comment box for the area. These comments are visible to all reviewers participating in the workflow and the originator.

6. If you need to come back later, select "Save as Draft". The system will save your work to that point, and the course will remain in your inbox to come back to later. If you would like to exit the workflow without saving your changes, select "Cancel".

7. When all assigned sections have been reviewed and/or approved select "Submit" to move the course to the next stage of the workflow. A warning message will indicate what will happen to the course next, select "Close" to stop the course from moving forward. Select "Submit" to confirm moving the course forward.

8. The final stage of the workflow will approve the course. The Curriculum Specialist can then set the date in which it should take on "Active in Catalog" status. Any SLOs approved along with the workflow will automatically be updated in the SLO/A area of the application in the term for which the course creation/revision was approved.

Workflow Approval Process – Program

1. Log in to eLumen
2. Select the role and department from the drop-down menus next to your name
3. Select the "Inbox" icon
4. Find the program to review, hover over "Start Review" to display the review view options:
   a. Step View
      i. This option will display the areas of the outline of the program as tabs across the top of the page. Each area will display on the screen at a time.

      ii. Navigate between tabs by selecting "Save and Continue" to move forward and save your work, "Next" to move forward without saving, and "Previous" to move backward. Please note: if you choose "Next", you will have to return to this tab, complete it, and select "Save and Continue" before you can submit the program to the next stage of the workflow.

   b. Outline View
      i. This option will display the outline all on one page.

Review Program
Revise Program
Workflow to Revise a Program

Cover Info

Program Basics   Edit ✖ Disapprove ✔ Approve

Program Title*
Computer Science, AS

Department
Computer Science

Program TOP Code (SP01)*
0706.00 Computer Science (transfer)

Award Type *
A.S. Degree Major

Student Program Award (SP02)*
Associate of Science (A.S.) degree

Program Description
The Computer Science Associate Degree is designed to provide the student the
opportunity to achieve the entry level career objective. While a baccalaureate or
higher degree is recommended for those considering a major in computer
science, earning the associate degree would demonstrate achievement.

Transferability*
Transferable to both UC and CSU

Proposal Details   Edit ✖ Disapprove ✔ Approve

Proposal Start*   **Author**
Fall 2018   Marshall, Katherine

Rationale for Non-Fall Start

Program Justification
This course is suitable for students who want to transfer

Submission Rationale

Learning Outcomes

Program Outcomes   Edit ✖ Disapprove ✔ Approve

    Additional PSLO Classes: No PSLO Classes included.

5. Review the Program with the available actions defined for each section. Different reviewers will see different options. Each section with a defined action must be completed before it can be submitted to the next stage of the workflow. . The actions that can be assigned are as follows:
   a. Review
      i. The review action allows you to review the section and indicate your review by selecting the "Review" button for the section. Once the "Review" button is selected, a Feedback area opens at the bottom allowing comments to be left. These comments are visible to all reviewers participating in the workflow and the originator.
      ii. This action is automatically given to all individuals involved in the course workflow.

Program Basics   ✔Review

Program Title*
Computer Science, AS

Department
Computer Science

Program TOP Code (SP01)*
0706.00 Computer Science (transfer)

Award Type *
A.S. Degree Major

Student Program Award (SP02)*
Associate of Science (A.S.) degree

Program Description

The Computer Science Associate Degree is designed to provide the student the opportunity to achieve the entry level career objective. While a baccalaureate or higher degree is recommended for those considering a major in computer science, earning the associate degree would demonstrate achievement.

Transferability*
Transferable to both UC and CSU

b. Approve
    i. The approve action allows you to either approve the section or request a change to the section. By selecting "Disapprove" this area is flagged in red for the originator. Use the feedback area to communicate specific ways in which the section should be changed, these comments are visible to all reviewers participating in the workflow and the originator. Make sure all sections that require a change are marked prior to selecting the "Send Back" button.

Course Blocks

Edit ✖ Disapprove ✔Approve

Computer Science, AS

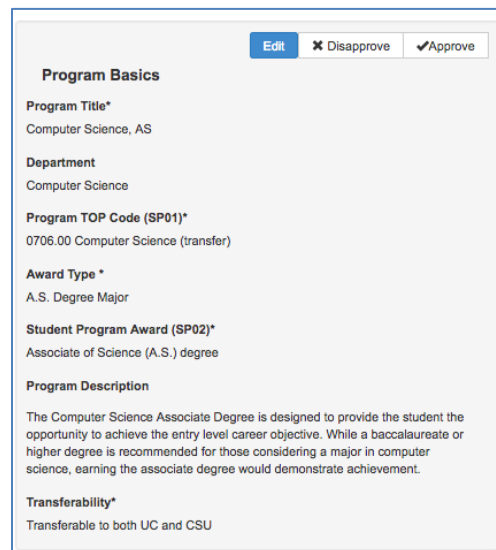| AS in Computer Science | > | A.S. Degree Major | > |
| Elective Courses | > |
| Local Requirements | > |

    ii. Once the program is sent back, it will return to the first stage of the workflow, to the originator. The originator can make changes to all fields in the outline. The originator then submits the program again, and it will travel through the steps of approval once again. The program does not automatically return to the person who sent it back, it will travel through the workflow, again.

c. Edit
    i. The edit action allows you to edit the content of a section. Select the "Edit" button to open the fields for editing. When satisfied with the edits, select

"Review" or "Approve" as appropriate. Selecting either "edit" or "approve/disapprove" will open a feedback box for the area. These comments are visible to all reviewers participating in the workflow and the originator.

6. If you need to come back later, select "Save and Continue" or "Next" to move through all sections of the workflow without selecting "Review" or "Approve" on the areas. Then choose "Submit" at the end. The system will save your work for any tab you selected "Save and Continue", and the course will remain in your inbox to come back to later.

7. When all assigned sections have been reviewed and/or approved select "Submit" on the last tab to move the program to the next stage of the workflow.

8. The final stage of the workflow will approve the program. The Curriculum Specialist can then set the date in which it should take on "Active in Catalog" status. Any SLOs approved along with the workflow will automatically be updated in the SLO/A area of the application in the term for which the program creation/revision was approved.