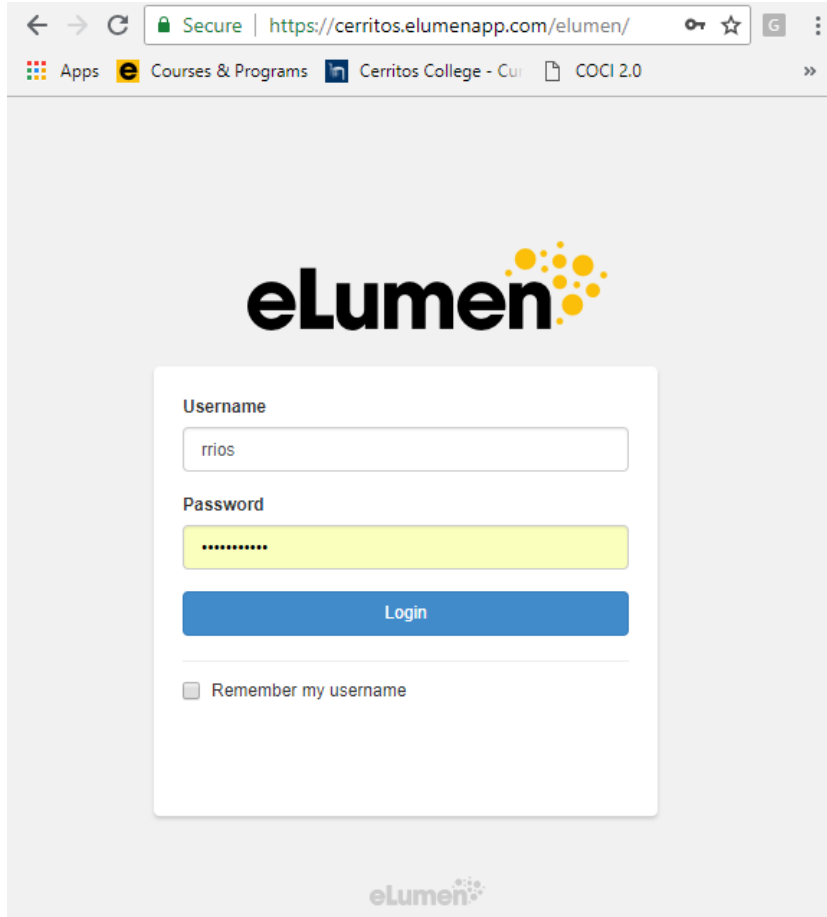


# Creating a New Course in eLumen

**Only Faculty can create a new course.**

## Step 1:

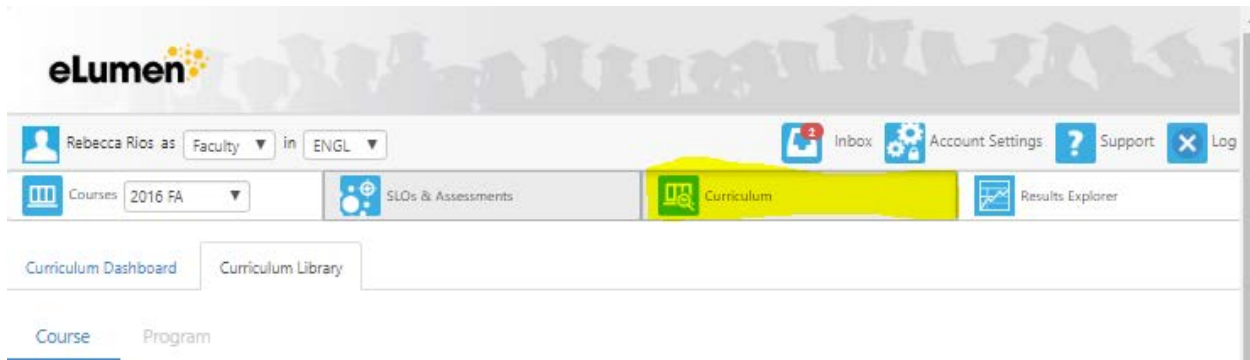
- Log on to eLumen with your regular campus log-on
  - <https://cerritos.elumenapp.com>
  - <https://cerritostest.elumenapp.com> (test site)



## Step 2:

**Faculty role should be selected**

- Click on “Curriculum” tab



**Step 3:**

- Click on “Curriculum Library”

The screenshot shows the eLumen user interface. At the top, the eLumen logo is on the left, and navigation links for 'Inbox', 'Account Settings', 'Support', and 'Log' are on the right. Below this is a user profile bar for 'Rebecca Rios as Faculty in ENGL'. A secondary navigation bar contains 'Courses' (with a '2016 FA' dropdown), 'SLOs & Assessments', 'Curriculum', and 'Results Explorer'. The main content area has two tabs: 'Curriculum Dashboard' and 'Curriculum Library', with the latter highlighted in yellow. Below the tabs are 'Course' and 'Program' sub-tabs.

**Step 4:**

- Click on “New Course”

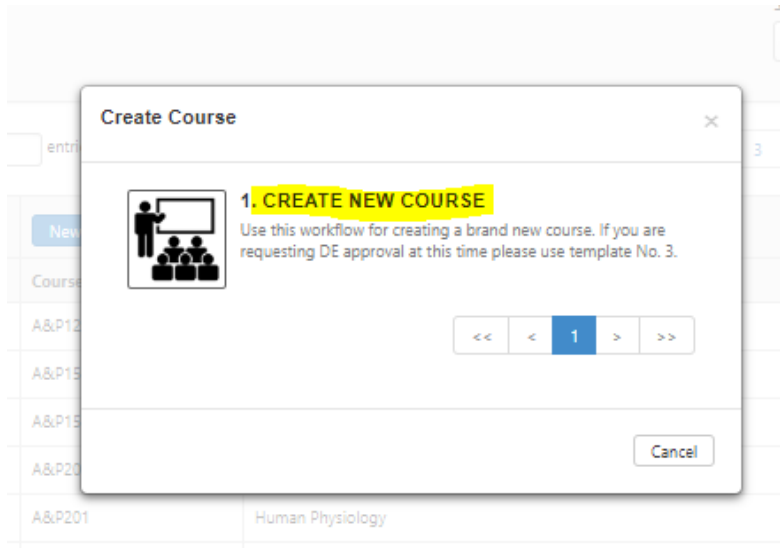
This screenshot shows the 'Curriculum Library' page in eLumen. It features the same top navigation and user profile as the previous screenshot. The 'Curriculum Library' tab is active. Below the tabs are 'Course' and 'Program' sub-tabs. A search and filter section includes fields for 'Department' (set to 'A&P, ... (Total: 123)'), 'Course Code' (with a 'Code' placeholder), 'Course Title' (with a 'Title' placeholder), 'Distance Education Approved' (set to 'Yes, ... (Total: 2)'), and 'Show/Hide' (set to '(Total: 2)'). Below this is a summary line: '2190 Total Show: 15 entries'. A pagination bar shows page 1 of 146. The main content area is a table with a 'New Course' button highlighted in yellow. The table has columns for 'Course Code' and 'Course Title' and lists two entries: 'A&P120 Intro Human Anatomy and Physiology' and 'A&P150 Intro To Human Anatomy'.

Course Code	Course Title
<input type="checkbox"/> A&P120	Intro Human Anatomy and Physiology
<input type="checkbox"/> A&P150	Intro To Human Anatomy

**Step 5:**

**Additional course workflows are coming soon.**

- Click on “Create a New Course”



**New Template, as shown:**

**Course Title** 🔍

1. CREATE NEW COURSE  
Course Creation

Cover Info Course... Units... Pre-re... Specif... Learni... Outlin... Curric...

**General Information** \*Indicates required field Add Cross List Course

<b>Course Code (CB01) *</b>	<b>Course Title (CB02) *</b>	
<input type="text"/>	<input type="text"/>	
<small>Subject      Number</small>	<small>Enter Course Title</small>	
<b>TOP Code (CB03) *</b>	<b>CIP Code*</b>	
<input type="text"/>	<input type="text"/>	
<small>Select a TOP Code</small>	<small>Select a CIP Code</small>	
<b>Department *</b>	<b>Course Description</b>	<b>SAM Priority Code (CB09)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Select a Department</small>	<small>Course Description</small>	<small>Select a SAM Code</small>
<b>Course Control Number (CB00)</b>		
<input type="text"/>		

**Faculty Requirements**

<b>Master Discipline Preferred</b>	<input type="text"/>
<small>None selected</small>	
<b>Alternate Master Discipline</b>	<input type="text"/>
<small>None selected</small>	
<b>Bachelors or Associates Discipline Preferred</b>	<input type="text"/>
<small>None selected</small>	
<b>Additional Bachelors or Associates Discipline</b>	<input type="text"/>
<small>None selected</small>	

**Proposal Details**

<b>Author(s)</b>	<b>Proposal Start *</b>	<b>Submission Rationale *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Rebecca Rios</small>	<small>-- Choose Starting Term --</small>	<small>Submission Rationale</small>
<small>Add Additional Contributors</small>		

**Attachments**

Upload files (if necessary) for the course approval process.  
You need to name and save the workflow once to upload files.

Enter the Code, Title and Department to Save as Draft Delete Workflow Save as Draft Submit


## **Additional Submission Items for New Courses**

**All new courses are required to have:**

- Multicultural Statement
- Justification Statement
- Class size
- Associated Programs

Faculty are required to enter in the “Submission Rationale” textbox.

*Example:*

**Submission Rationale \*** 

**JUSTIFICATION:**  
This course will prepare students for an entry level position in a cabinet shop or furniture shop. Our current introductory courses, WMT 101 and WMT 151, focus on one or the other industry discipline. In addition, students articulating from a high school or ROP program may be given credit for this course. In the past, it has been difficult finding a suitable course for which articulating students may receive credit.

**MULTICULTURAL STATEMENT:** Woodworking has existed for centuries and is a trade practiced in all cultures. The materials and texts chosen for this course are gender and ethnically neutral. Teaching strategies include classroom materials that appeal to students with diverse learning styles. Classroom activities and assessment techniques will be used to enhance the variety of learning styles exhibited by our students.

**ASSOCIATED PROGRAMS:** Furniture Making – Associate in Science, Furniture Making – Certificate of Achievement

**CLASS SIZE:** 24

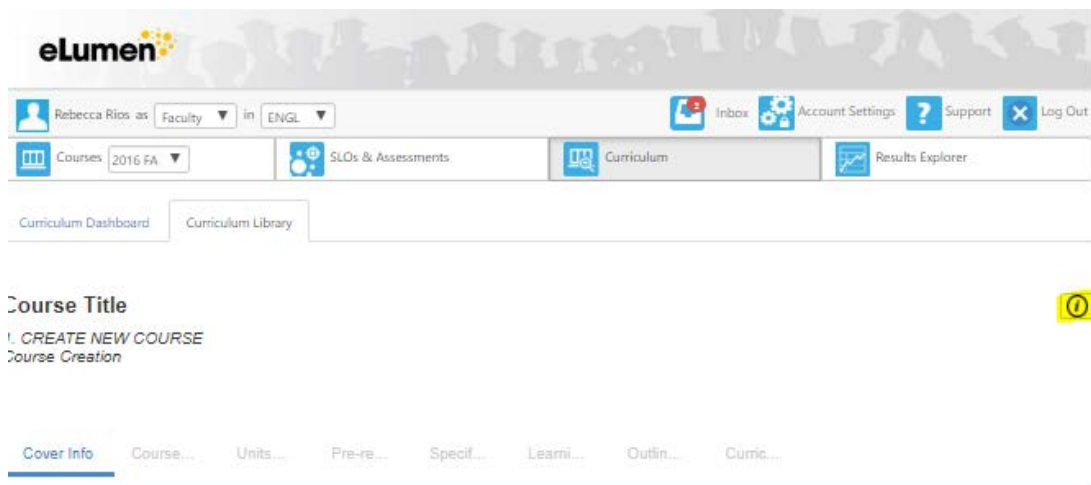
**Are you requesting General Education? If so, please attach the forms below to your course:**

- General Education Area
- General Education Questions
- Comparable Courses Form

**Are you requesting Distant Education? If so, please fill out and attach this form to your course:**

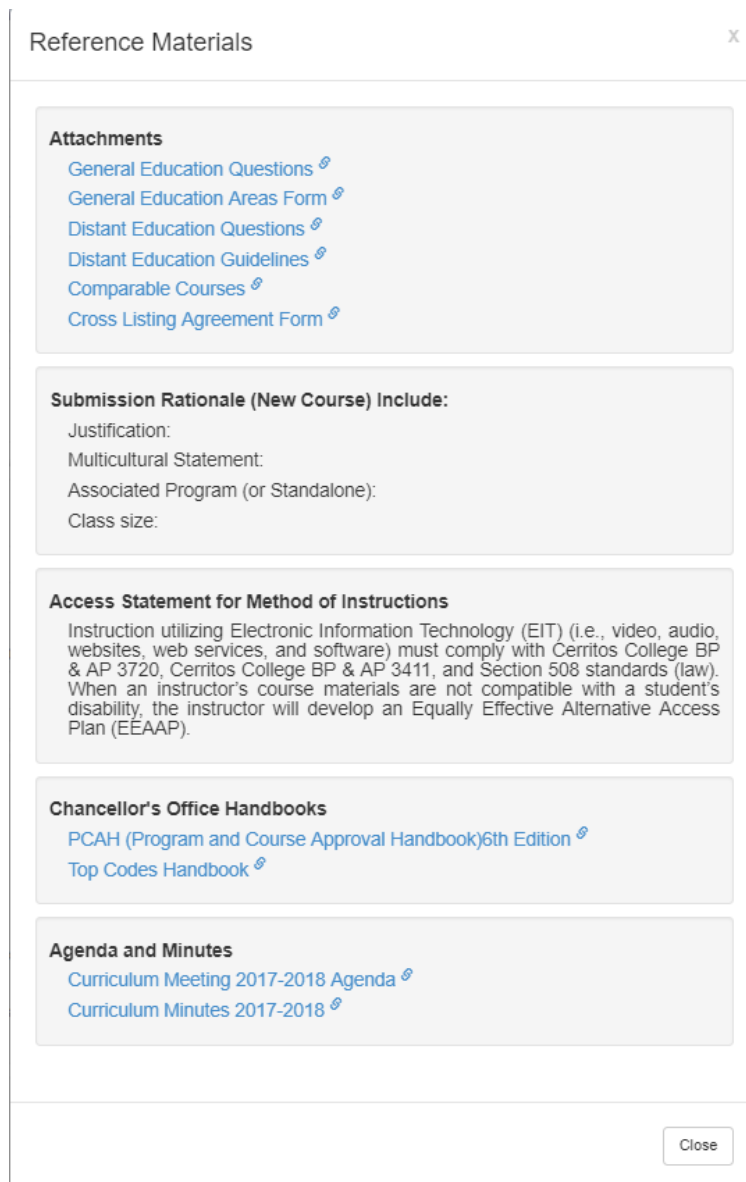
- Distant Education Question

All forms can be found by clicking on the “Reference Materials” button 



The screenshot shows the eLumen user interface. At the top, the eLumen logo is on the left, and user information (Rebecca Rios as Faculty in ENGL) and navigation links (Inbox, Account Settings, Support, Log Out) are on the right. Below this is a main navigation bar with buttons for Courses, SLOs & Assessments, Curriculum, and Results Explorer. Underneath, there are tabs for Curriculum Dashboard and Curriculum Library. The main content area is titled 'Course Title' and contains the text '1. CREATE NEW COURSE' and 'Course Creation'. A yellow circle highlights the 'Reference Materials' button in the bottom navigation bar.

Pop-up box will display attachments and additional resources, as shown:



The screenshot shows a pop-up window titled 'Reference Materials' with a close button (X) in the top right corner. The window contains several sections of resources:

- Attachments**
  - [General Education Questions](#)
  - [General Education Areas Form](#)
  - [Distant Education Questions](#)
  - [Distant Education Guidelines](#)
  - [Comparable Courses](#)
  - [Cross Listing Agreement Form](#)
- Submission Rationale (New Course) Include:**
  - Justification:
  - Multicultural Statement:
  - Associated Program (or Standalone):
  - Class size:
- Access Statement for Method of Instructions**

Instruction utilizing Electronic Information Technology (EIT) (i.e., video, audio, websites, web services, and software) must comply with Cerritos College BP & AP 3720, Cerritos College BP & AP 3411, and Section 508 standards (law). When an instructor's course materials are not compatible with a student's disability, the instructor will develop an Equally Effective Alternative Access Plan (EEAAP).
- Chancellor's Office Handbooks**
  - [PCAH \(Program and Course Approval Handbook\)6th Edition](#)
  - [Top Codes Handbook](#)
- Agenda and Minutes**
  - [Curriculum Meeting 2017-2018 Agenda](#)
  - [Curriculum Minutes 2017-2018](#)

A 'Close' button is located at the bottom right of the pop-up window.

## Frequently Asked Questions for Course Outline of Records

### Where did my course go?

When a course is saved it will automatically move to your **(Faculty role)** eLumen inbox.

### Why can't I submit my course?

There are asterisks \* field on the cover page, that are required to be filled out or selected for the **“Submit”** button to enable.

The screenshot displays the eLumen Course Outline of Records form, which is organized into three main sections: General Information, Faculty Requirements, and Proposal Details. The form includes various input fields, dropdown menus, and a text area for course details.

**General Information** (indicates required field):

- Course Code (CB01) \***: Input field for Subject and Number.
- Course Title (CB02) \***: Text input field for the course title.
- TOP Code (CB03) \***: Dropdown menu for selecting a TOP Code.
- CIP Code \***: Dropdown menu for selecting a CIP Code.
- Department \***: Dropdown menu for selecting a department.
- Course Description**: Text area for the course description.
- SAM Priority Code (CB09)**: Dropdown menu for selecting a SAM Code.
- Course Control Number (CB00)**: Input field for the course control number.

**Faculty Requirements**:

- Master Discipline Preferred**: Dropdown menu (None selected).
- Alternate Master Discipline**: Dropdown menu (None selected).
- Bachelors or Associates Discipline Preferred**: Dropdown menu (None selected).
- Additional Bachelors or Associates Discipline**: Dropdown menu (None selected).

**Proposal Details**:

- Author(s)**: Input field for the author's name (Phally Lay) and a button for "Add Additional Contributors".
- Proposal Start \***: Dropdown menu for selecting a starting term (-- Choose Starting Term --).
- Submission Rationale \***: Text area for providing the submission rationale.

**Attachments**: Section for uploading files (if necessary) for the course approval process. A note states: "You need to name and save the workflow once to upload files."

### What top code do I use?

Faculty can choose TOP codes from the Taxonomy of Programs Handbook:

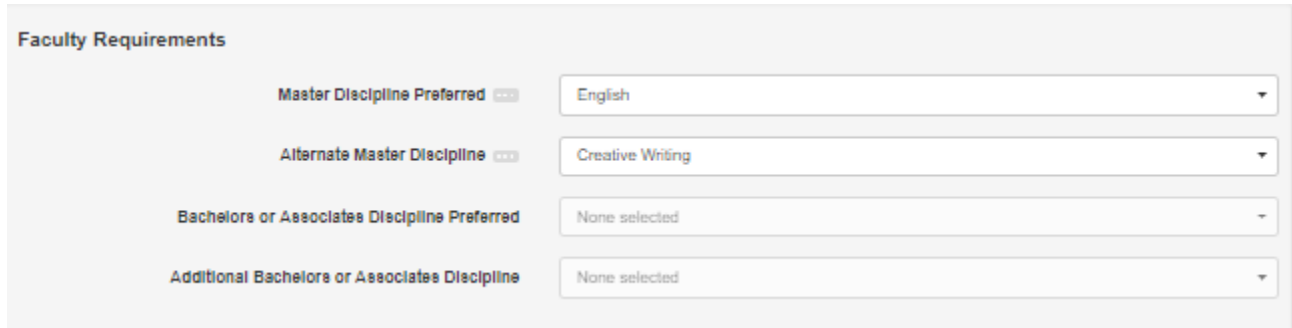
[http://extranet.ccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6\\_2009\\_09corrected\\_12.5.13.pdf](http://extranet.ccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf)

### What are Faculty Requirements in eLumen?

The faculty requirement section includes “Master Discipline Preferred” and “Alternate Master Discipline”, which are your department’s requirement to teach the course.

<http://www.cerritos.edu/hr/includes/docs/Forms/MinQualsLocalStandardsJanuary2018a.pdf>

*Example:*



The screenshot shows a form titled "Faculty Requirements" with four rows of dropdown menus. The first row is "Master Discipline Preferred" with "English" selected. The second row is "Alternate Master Discipline" with "Creative Writing" selected. The third row is "Bachelors or Associates Discipline Preferred" with "None selected". The fourth row is "Additional Bachelors or Associates Discipline" with "None selected".

### What CIP Code do I use?

CIP Code will automatically populate when TOP Code is selected.

### How do I add a contributor?

Faculty can add contributors on the cover page. You can add multiple contributors and the contributor(s) will also have the ability to edit.

[https://www.cerritos.edu/curriculum/includes/docs/Course\\_Contributor-Tutorial.pdf](https://www.cerritos.edu/curriculum/includes/docs/Course_Contributor-Tutorial.pdf)

### How do I attach my paper work to eLumen?

Attachments can be uploaded on the cover page, **but a new course must first be saved before the “Upload Files” button will enable.**

[https://www.cerritos.edu/curriculum/includes/docs/Course\\_Contributor-Tutorial.pdf](https://www.cerritos.edu/curriculum/includes/docs/Course_Contributor-Tutorial.pdf)

### How do I add Prerequisite/Corequisite/Recommendations?

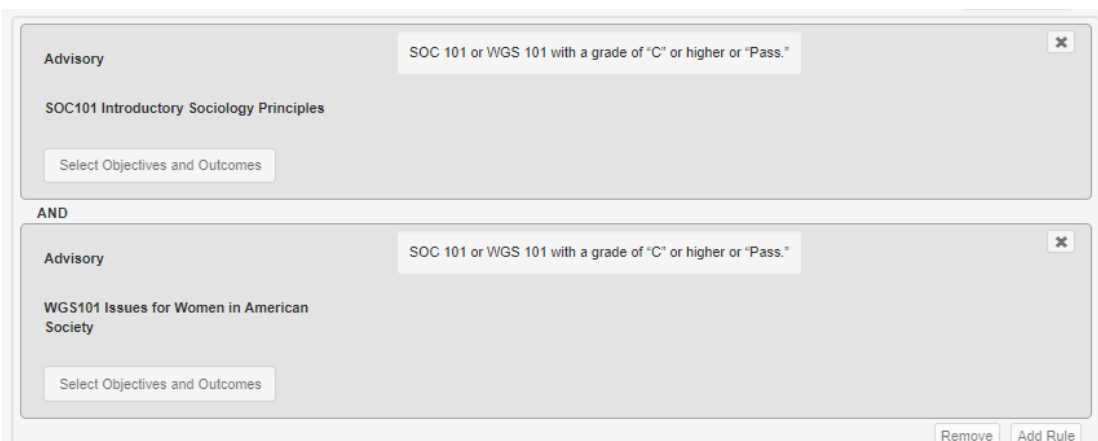
[https://www.cerritos.edu/curriculum/includes/docs/Requisite\\_Tutorial.pdf](https://www.cerritos.edu/curriculum/includes/docs/Requisite_Tutorial.pdf)

### How do I add mapping to my prerequisite/Corequisite/recommendations?

[https://www.cerritos.edu/curriculum/includes/docs/Requisite\\_Tutorial.pdf](https://www.cerritos.edu/curriculum/includes/docs/Requisite_Tutorial.pdf) **If my course has multiple prerequisites/recommendations/Corequisites, do I have to add all of them?**

Yes, all requisites need to be added to run an impact report.

*Example:*



The screenshot shows a "Requisite Tutorial" interface. It displays two prerequisite rules connected by an "AND" operator. The first rule is for "SOC101 Introductory Sociology Principles" with the advisory "SOC 101 or WGS 101 with a grade of 'C' or higher or 'Pass.'" The second rule is for "WGS101 Issues for Women in American Society" with the advisory "SOC 101 or WGS 101 with a grade of 'C' or higher or 'Pass.'" Each rule has a "Select Objectives and Outcomes" button. At the bottom right, there are "Remove" and "Add Rule" buttons.

## Why do I have to enter my Course objectives and SLOs one by one?

When Course Objectives and SLOs are entered one-by-one, they will appear in a drop-down box for in the requisite section. This will allow faculty to check specific objectives or CSLOs for students.

*Example of how objective and CSLO should be entered:*

Course Objectives		
Information competency 1. Recognize when information is needed and have the ability to locate the needed information effectively and efficiently 2. Identify the value and differences of potential resources in a variety of formats (e.g., multimedia, databa		^ v x
Critical analysis 1. Evaluate rhetorical effects of thesis and subordinate points and predict content 2. Note features of rhetorical patterns of example, illustration, definition, comparison/contrast, process, and classification 3. Recognize and foll		^ v x
Writing 1. Develop a paper from conception to completion, i.e., prewriting, limiting a topic, developing a significant thesis, marshaling supportive evidence, drafting, revising, and proofreading—that is relatively free of error and reflects a distinctive		^ v x

CSLOs	Status	Expected SLO Performance
Students employ the writing process in order to understand and complete the writing task.	Unchanged	100
Students write an essay that has a specific purpose, in response to specific writing prompts and course assignments.	Unchanged	100
Students write a multi-paragraph essay with specific details, examples, and illustrations to fulfill a purpose.	Unchanged	100

*Example of how it will appear in the requisite drop-down box:*

### Select Objectives and Outcomes for ENGL100 Freshmen Composition

<b>Objectives</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Information competency 1. Recognize when information is needed and have the ability to locate the needed information effectively and efficiently 2. Identify the value and differences of potential resources in a variety of formats (e.g., multimedia, databa</li><li><input type="checkbox"/> Critical analysis 1. Evaluate rhetorical effects of thesis and subordinate points and predict content 2. Note features of rhetorical patterns of example, illustration, definition, comparison/contrast, process, and classification 3. Recognize and foll</li><li><input type="checkbox"/> Writing 1. Develop a paper from conception to completion, i.e., prewriting, limiting a topic, developing a significant thesis, marshaling supportive evidence, drafting, revising, and proofreading—that is relatively free of error and reflects a distinctive</li></ul>	<b>Outcomes</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Students employ the writing process in order to understand and complete the writing task.</li><li><input type="checkbox"/> Students write an essay that has a specific purpose, in response to specific writing prompts and course assignments.</li><li><input type="checkbox"/> Students write a multi-paragraph essay with specific details, examples, and illustrations to fulfill a purpose.</li><li><input type="checkbox"/> Students demonstrate critical engagement with outside sources.</li><li><input type="checkbox"/> Students write in prose style characterized by clarity, complexity, and variety.</li><li><input type="checkbox"/> Students adhere to the conventions of standard written English in accord with MLA style.</li></ul>
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Close Add

## How do I print out my COR?

[https://www.cerritos.edu/curriculum/includes/docs/Print\\_COR\\_Tutorial\\_update.pdf](https://www.cerritos.edu/curriculum/includes/docs/Print_COR_Tutorial_update.pdf)