How to Create a New Program

Only <u>Faculty</u> can create a new program

ATTENTION!

FOR PROGRAMS, WE ONLY ASK YOU TO COMPLETE THE COVER INFO AND PROGRAM NARRATIVE TAB.

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"
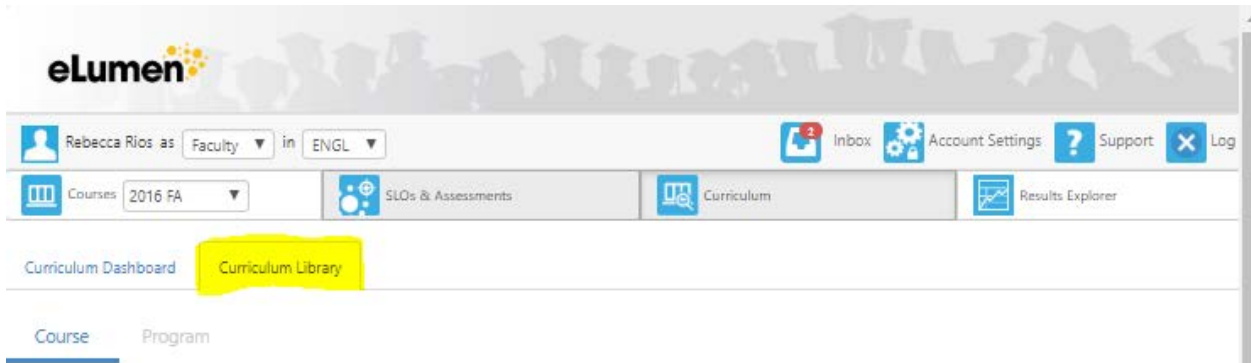
Step 4:
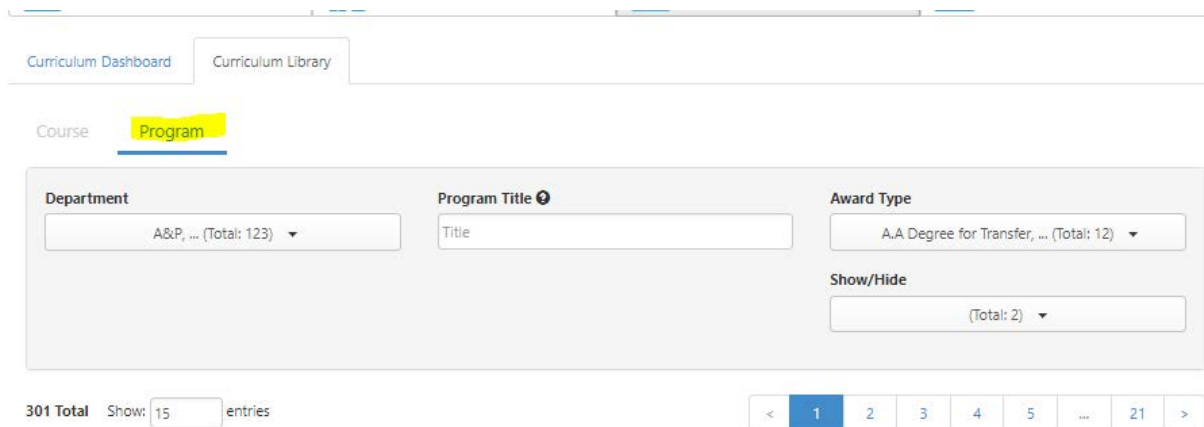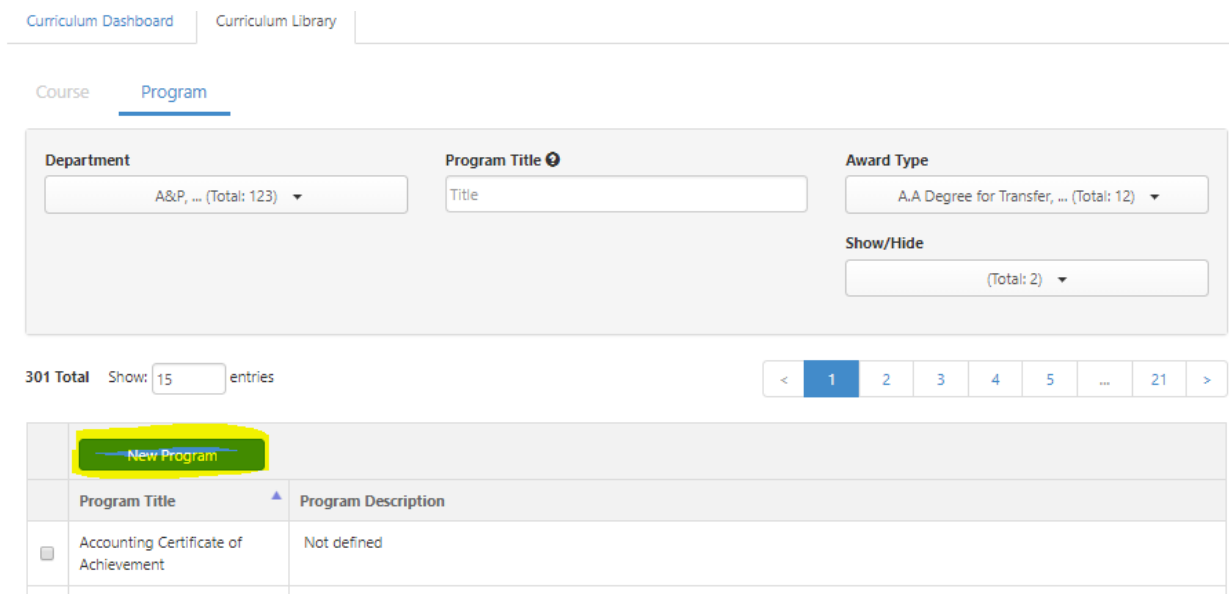
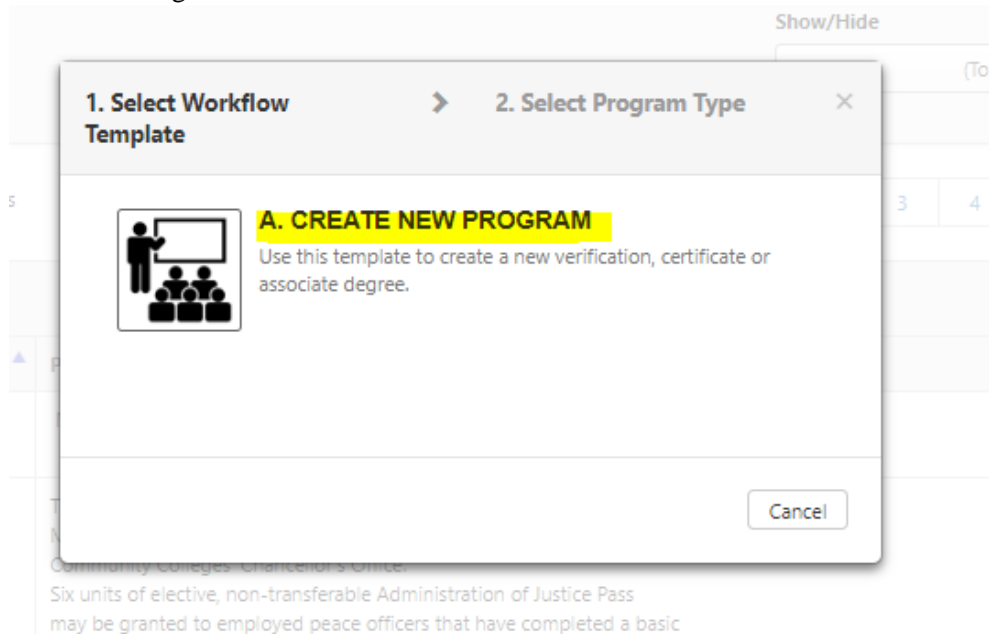- Click on "Program" tab

Step 5:

- Click on "New Program" button

Step 6:

More programs are being creating. *Coming soon!*

- Click on "A. Create New Program"

Show/Hide

| 1. Select Workflow Template | > | 2. Select Program Type | × |

A. CREATE NEW PROGRAM
Use this template to create a new verification, certificate or associate degree.

Cancel

Six units of elective, non-transferable Administration of Justice Pass
may be granted to employed peace officers that have completed a basic

Step 7:

- Select your program type
    - Templates are currently the same

| ✔ Select Workflow Template | > | 2. Select Program Type | × |

Pathways Program
Define a program (degree or certificate), so that students have a very clear idea of the curriculum they need to attain a certificate or degree from our institution.

Rule-Based
Define a program (degree or certificate) using rules for attainment, so that students have the most flexibility in getting their credential.

Back

A new template will generate in Step view, as shown:

Program Title
A. CREATE NEW PROGRAM
Program Creation

Cover Info	Course...	Recommended...	Learning...	Program...	Curriculum...

Program Basics

Program Title*

[Enter Program title]

Department*

[ENGL ▼]

Program TOP Code (SP01)*

[Select a TOP Code ▼]

Award Type *

[-Select- ▼]

Student Program Award (SP02)*

[Select a Student Program Award ▼]

Credit Range for Completion

[   ] - [   ]

Program Description

[Program Description]

Transferability*

[-Select- ▼]

Proposal Details

Proposal Start*

[-- Choose Term -- ▼]

Author
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Add Additional Contributors

Rationale for Non-Fall Start

[   ]

Program Justification

[   ]

Submission Rationale

☐ New Program
☐ Improvement to Program of Study
☐ Change to Content
☐ Additional Program Options
☐ Add Transferability

[Delete Workflow] [Save and Continue] [Save as Draft and Continue]

ATTENTION!

FOR PROGRAMS, WE ONLY ASK YOU TO COMPLETE THE COVER INFO AND PROGRAM NARRATIVE TAB.

- PLEASE COMPLETE THE "COVER INFO" TAB
- "SAVE AS DRAFT AND CONTINUE" (ALL ASTERISKS AREA MUST BE FILLED/SELECTED)
- GO TO INBOX
- CONTINUE WORKFLOW
  - SELECT "OUTLINE VIEW"

Frequently Asked Questions

Where did my program go?

- When a program is saved, it will go directly into your inbox. You can continue working on your program by accessing it there.
- When a program is submitted, it will move on to the next stage of the workflow. Please refer to the template guide: http://cms.cerritos.edu/curriculum/_includes/docs/eLumen%20Curriculum%20Workflow.pdf

Why can't I click on the tabs?

Program are set up differently in eLumen. You can get to the next tab by clicking on "Save and Continue"

Why can't I save and continue or Save as Draft and Continue?

For the "Save and Continue" or "Save as Draft and Continue' button to enable, all asterisk area must be selected or filled.

What do I select for Transferability?

Please select "Not Transferable" for all programs.

Why do I have to work on my programs on Outline View?

Outline View is a better option since you only need to work on the "cover info" tab and "Program Narrative" tab. In step view, eLumen is requiring you to submit data/information for the "Save and Continue/Save as Draft and Continue" button to enable to move to the next tab.

eLumen is aware of this issue and will implement a fix.

How do I add a contributor to my program?

https://www.cerritos.edu/curriculum/_includes/docs/Program_Contributor_Tutorial.pdf

How do I remove a contributor to my program?

https://www.cerritos.edu/curriculum/_includes/docs/Remove_Program_Contributor_Tutorial.pdf

How do I add an attachment to my program?

https://www.cerritos.edu/curriculum/_includes/docs/Program_Attachment_Tutorial.pdf

How do I print my Program Narrative?

https://www.cerritos.edu/curriculum/_includes/docs/Program_Print_Tutorial.pdf