

# How to Print out Program Narrative

*eLumen calls the Program Narrative “POR”*

There are two areas that a POR can be printed

- Curriculum Library
  - This is where all courses are stored
- Curriculum Dashboard
  - This is where all courses are in workflow

## Print POR from Curriculum Library

### Step 1:

- Click on the “Curriculum Tab”

The screenshot shows the eLumen user interface. At the top, the user is identified as Rebecca Rios, Faculty, in the AED system. Navigation tabs include Courses, SLOs & Assessments, Curriculum (highlighted in yellow), and Results Explorer. Below the navigation, there are tabs for Curriculum Dashboard and Curriculum Library. The main content area has tabs for Course and Program. A search filter section includes Department (A&P, ... (Total: 123)), Course Code (Code), Course Title (Title), Distance Education Approved (Yes, ... (Total: 2)), and Show/Hide (Total: 2). A pagination bar shows 2190 Total entries, with 15 shown per page. A table lists courses, with the first entry being A&P120, Intro Human Anatomy and Physiology.

### Step 2:

- Click on click on “Curriculum Library”

This screenshot is identical to the one above, but the Curriculum Library tab in the navigation bar is highlighted in yellow, indicating it is the active tab.

### Step 3:

- Click on “Program”

Curriculum Dashboard Curriculum Library

Course Program

Department: A&P, ... (Total: 123) Program Title: Title Award Type: A.A Degree for Transfer, ... (Total: 12) Show/Hide: (Total: 2)

301 Total Show: 15 entries

### Step 4:

- Search in the Program Title text box by keyword or search by tabs
  - For the example, we will search for English

Curriculum Dashboard Curriculum Library

Course Program

Department: A&P, ... (Total: 123) Program Title: English Award Type: A.A Degree for Transfer, ... (Total: 12) Show/Hide: (Total: 2)

301 Total Show: 15 entries

New Program

Program Title	Program Description
---------------	---------------------

### Step 5:

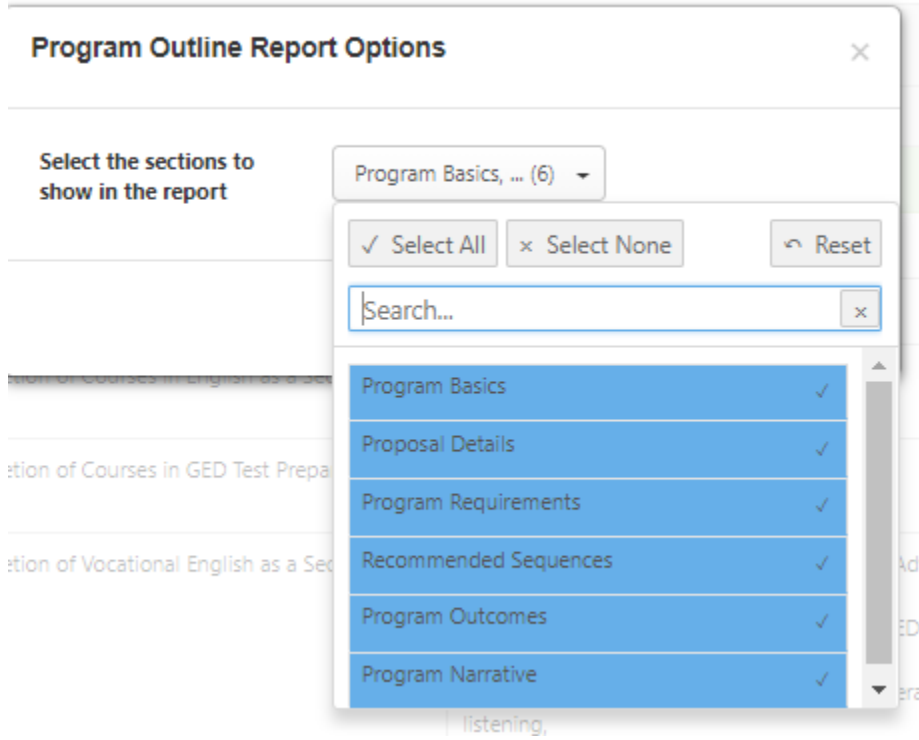
- Check the program you want to print out
- Click on “View POR Report”

6 Total Show: 15 entries

	Program Title	Program Description
<input checked="" type="checkbox"/>	English	Not defined
<input type="checkbox"/>	English A.A. Transfer	Not defined
<input type="checkbox"/>	Non-Credit Certificate of Completion in GED Test Preparation in English	Not defined

**Step 6:**

- A pop-up box will appear where you can filter out what you would like printed
  - For this example, we will only select the “Program Narrative” option



- Click Close

**Step 7:**

- Click on the printer icon

Cerritos College

Program Outline Report



Program Narrative
CRITERIA A. Appropriateness of Mission 1. Statement of Program Goals and Objectives No Value
2. Catalog Description No Value
3. Program Requirements No Value
CRITERIA C. Curriculum Standards 13. Display of Proposed Sequence No Value
CRITERIA E. Compliance 19. Based on a Model Curriculum (if applicable) No Value

## Print POR from Curriculum Dashboard

### Step 1:

- Click on the “Curriculum Tab”

The screenshot shows the Curriculum Dashboard interface. At the top, there is a user profile for Rebecca Rios as Faculty in AED. Navigation tabs include Courses, SLOs & Assessments, Curriculum (highlighted in yellow), and Results Explorer. Below the navigation, there are tabs for Curriculum Dashboard and Curriculum Library. The main content area has tabs for Course and Program. A filter section includes Department (A&P, ... (Total: 123)), Course Code (Code), Course Title (Title), Distance Education Approved (Yes, ... (Total: 2)), and Show/Hide (Total: 2). A pagination bar shows 2190 Total and 15 entries per page, with page 1 selected. Below the filters is a table with a 'New Course' button and a table with columns for Course Code and Course Title. The first row shows A&P120 and Intro Human Anatomy and Physiology.

### Step 2:

- Click on “Curriculum Dashboard”

The screenshot shows the Curriculum Dashboard interface with the 'Curriculum Dashboard' tab highlighted in yellow. The 'Program' tab is selected in the main content area. A 'Download Workflows as CSV' button is visible. Below the button, the text 'Revision Program Workflows' is displayed with a pagination bar showing page 1.

- Click on “Program”

The screenshot shows the Curriculum Dashboard interface with the 'Program' tab highlighted in yellow. The 'Program' tab is selected in the main content area. A 'Download Workflows as CSV' button is visible. Below the button, the text 'Revision Program Workflows' is displayed with a pagination bar showing page 1.

- The dashboard is separated by two sections
  - Revision Program Workflows
    - Courses currently being revised
  - Proposal Program Workflows
    - New programs being created
- Select the course you want to print
  - In this example, we will select “Test”
- Click on “Actions”

Name	Template name	Stage	
	A. CREATE NEW PROGRAM	1. Initiate Proposal	Actions ▾
Test	A. CREATE NEW PROGRAM	1. Initiate Proposal	Actions ▾

2 Total Show: 10 entries

View POR

- Click “View POR”

**Step 3:**

- A pop-up box will appear where you can filter out what you would like printed
  - For this example, we will only select the “Program Narrative” option

### Program Outline Report Options

Select the sections to show in the report

Program Basics, ... (6) ▾

Select All
  Select None

Search...

- Program Basics
- Proposal Details
- Program Requirements
- Recommended Sequences
- Program Outcomes
- Program Narrative

- Click Close

**Step 4:**

- Click on the printer icon

Cerritos College  
Program Outline Report



Program Narrative
<p>CRITERIA A. Appropriateness of Mission 1. Statement of Program Goals and Objectives</p> <p>No Value</p> <hr/> <p>2. Catalog Description</p> <p>No Value</p> <hr/> <p>3. Program Requirements</p>