How to Print out Program Narrative

eLumen calls the Program Narrative "POR"

There are two areas that a POR can be printed

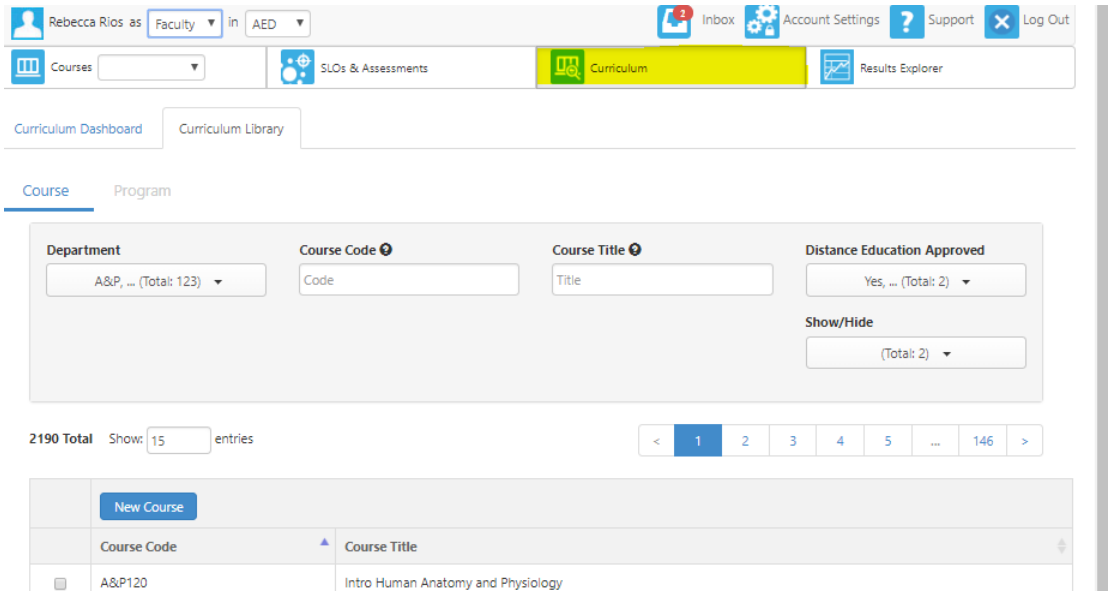
- Curriculum Library
  - This is where all courses are stored

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

Print POR from Curriculum Library

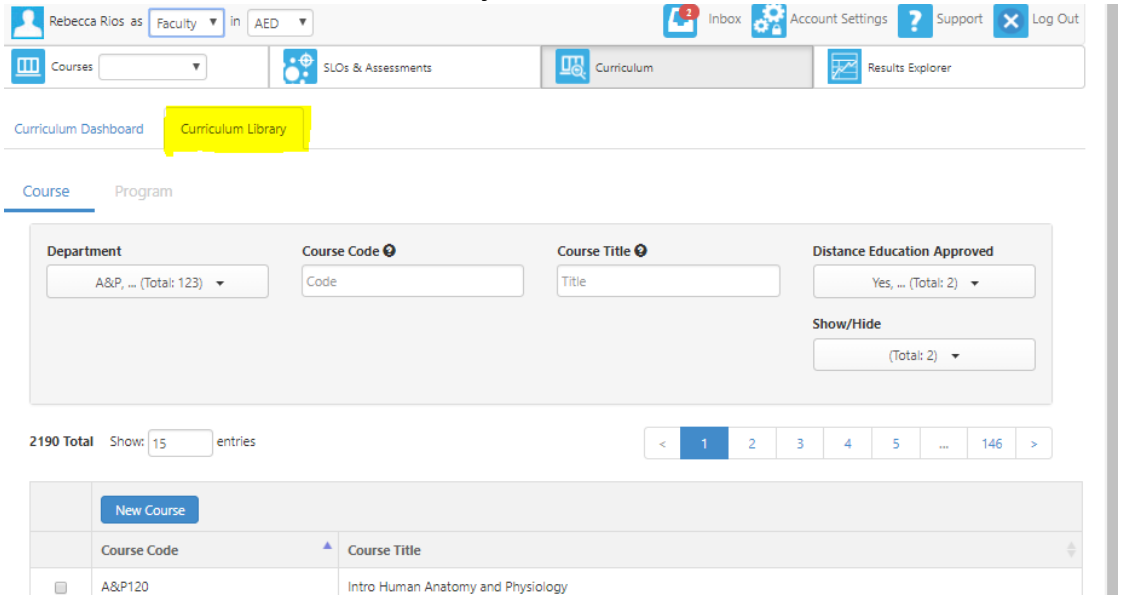
Step 1:

- Click on the "Curriculum Tab"



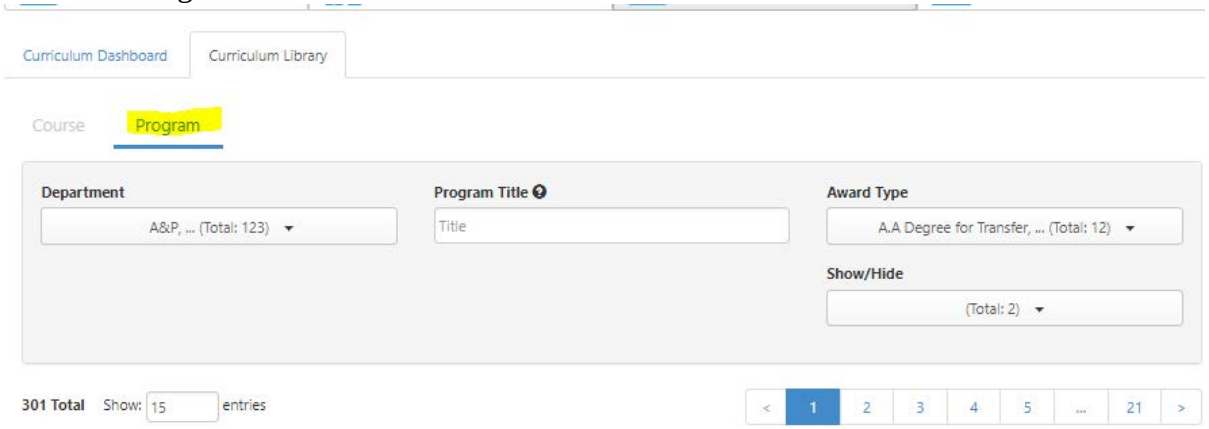
Step 2:

- Click on click on "Curriculum Library"



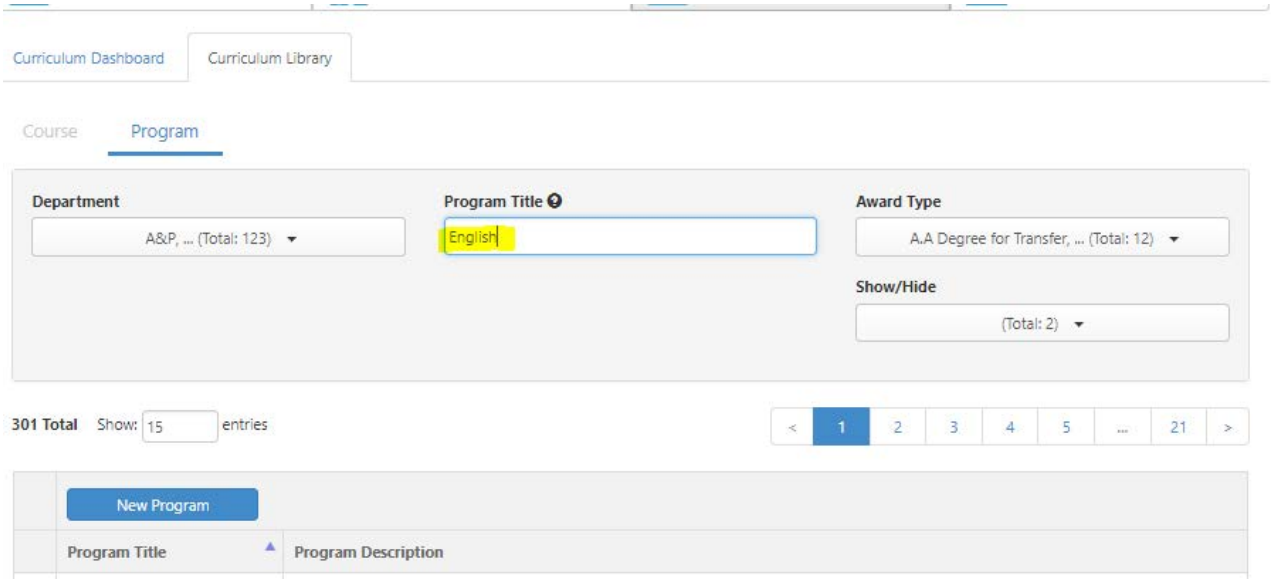
Step 3:

- Click on “Program”



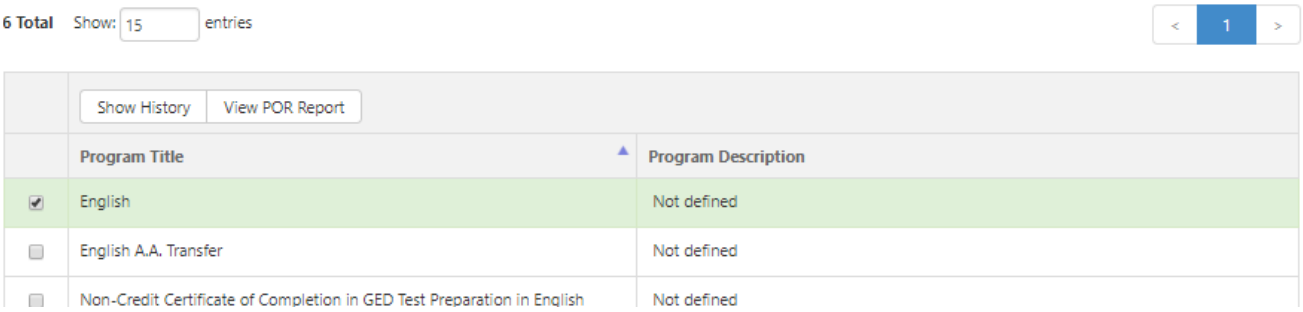
Step 4:

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



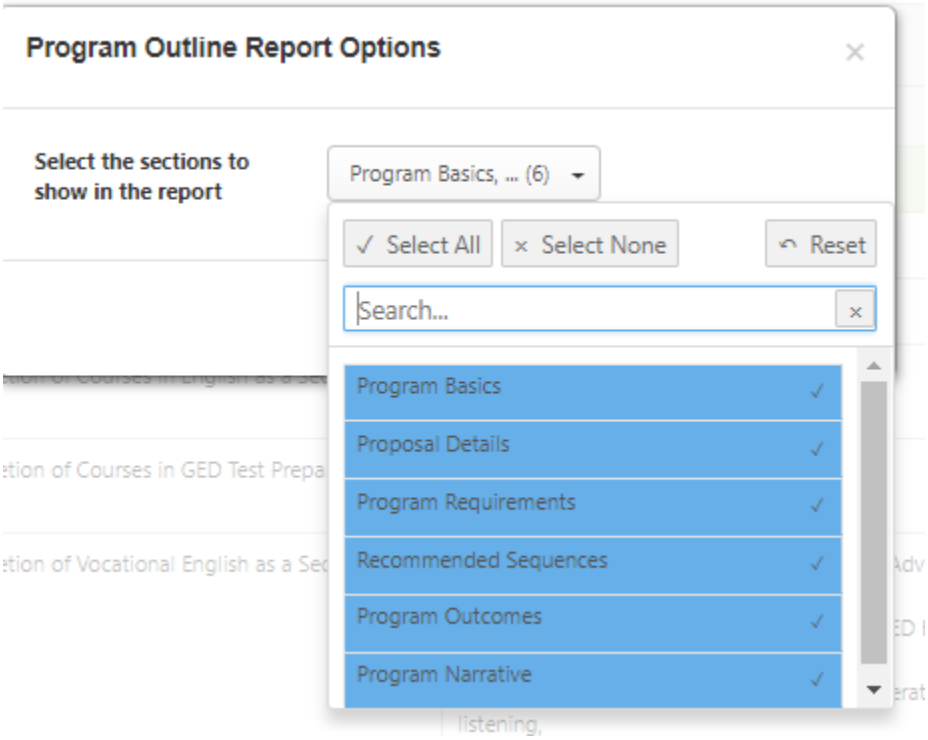
Step 5:

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



Step 6:

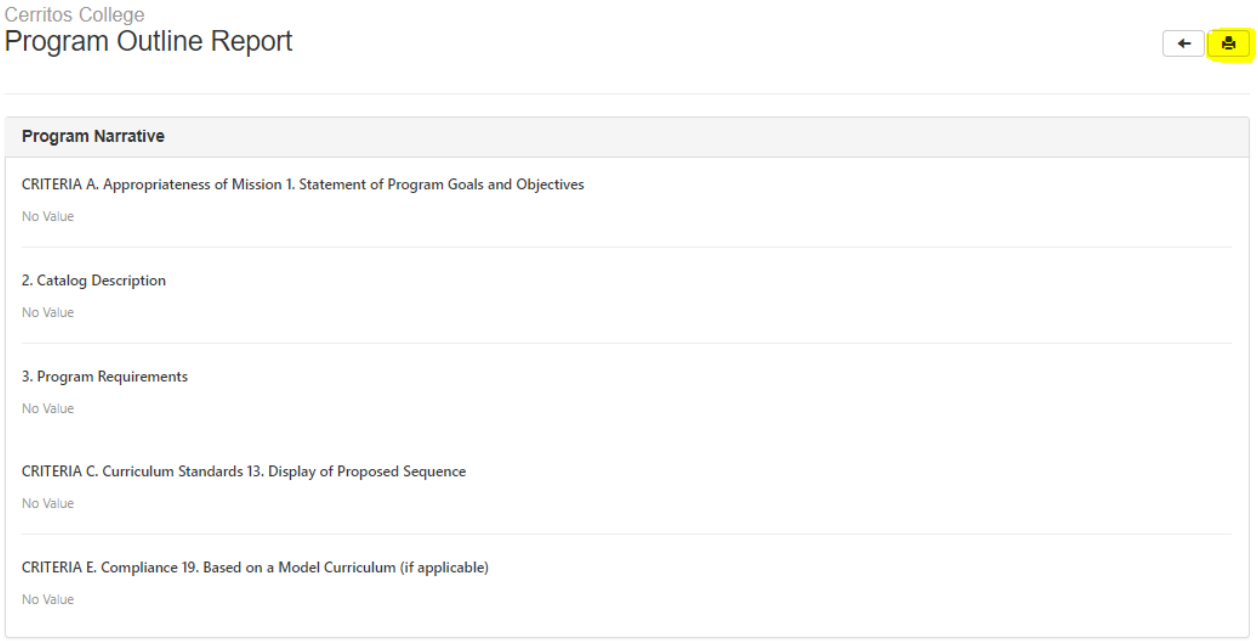
- A pop-up box will appear where you can filter out what you would like printed
  - For this example, we will only select the “Program Narrative” option



- Click Close

Step 7:

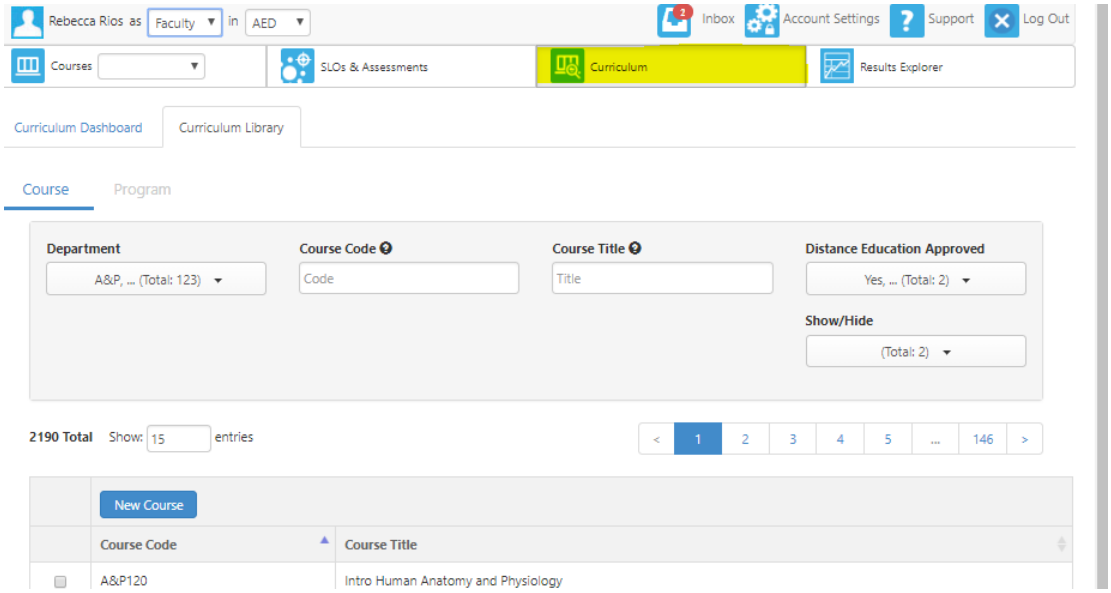
- Click on the printer icon



Print POR from Curriculum Dashboard

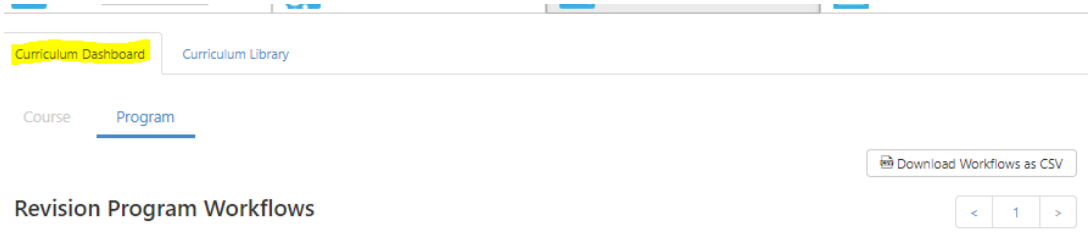
Step 1:

- Click on the “Curriculum Tab”

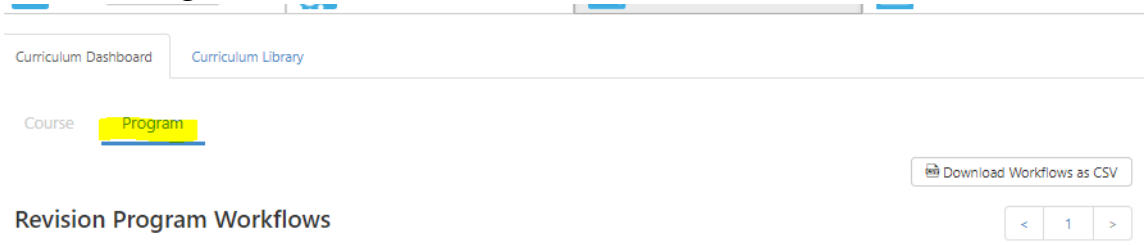


Step 2:

- Click on “Curriculum Dashboard”



- Click on “Program”

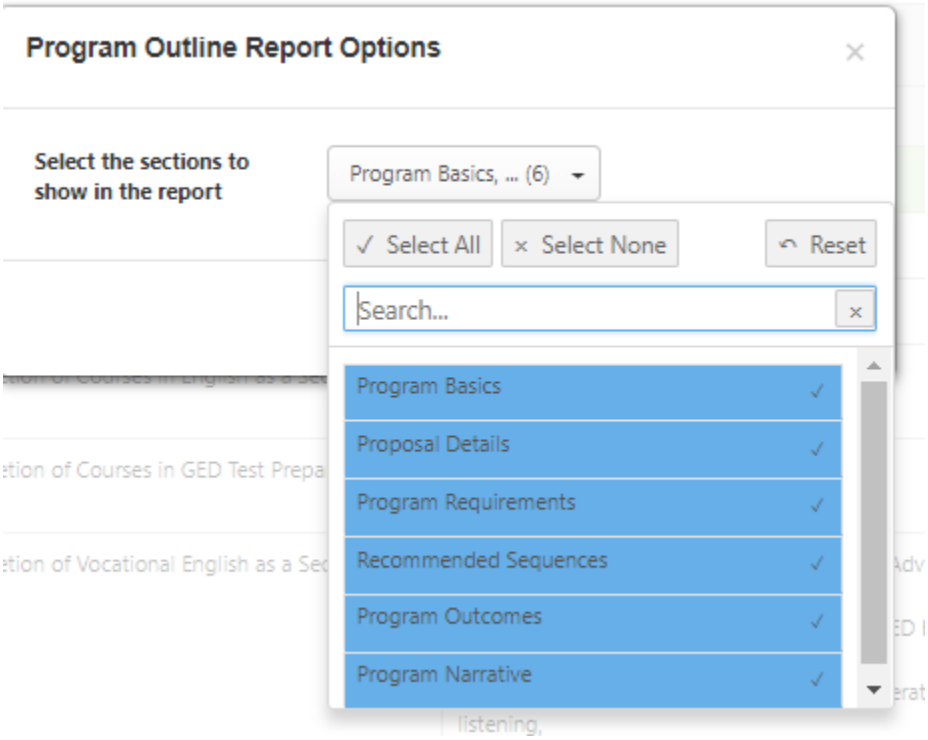


- The dashboard is separated by two sections
  - Revision Program Workflows
    - Courses currently being revised
  - Proposal Program Workflows
    - New programs being created
- Select the course you want to print
  - In this example, we will select “Test”
- Click on “Actions”

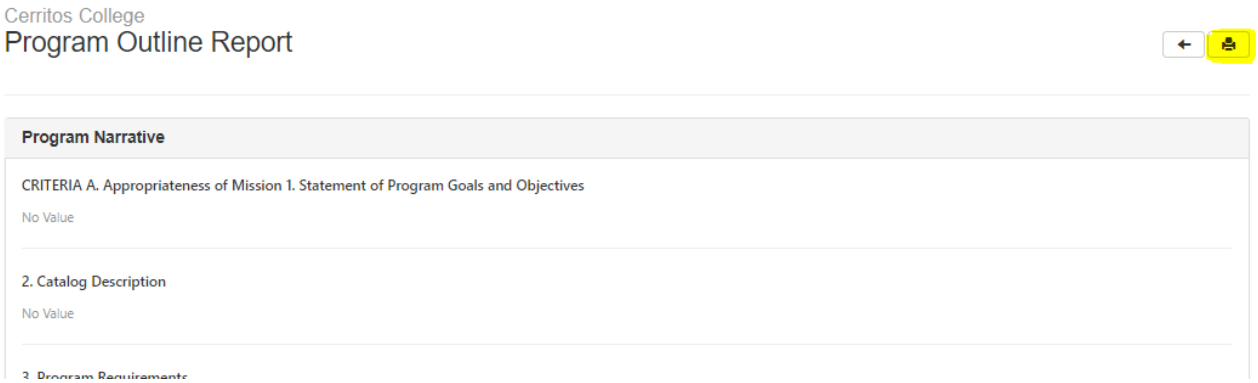
- Click “View POR”

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



- Click Close

Step 4:

- Click on the printer icon