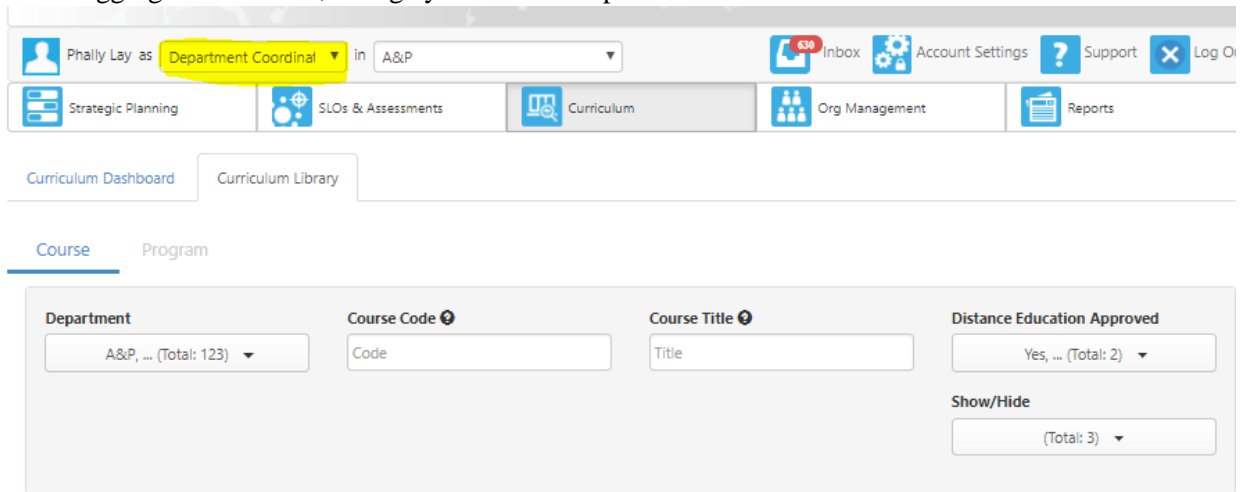


How to Revise an Existing Program

Only **Department Coordinator** role can launch a program revision

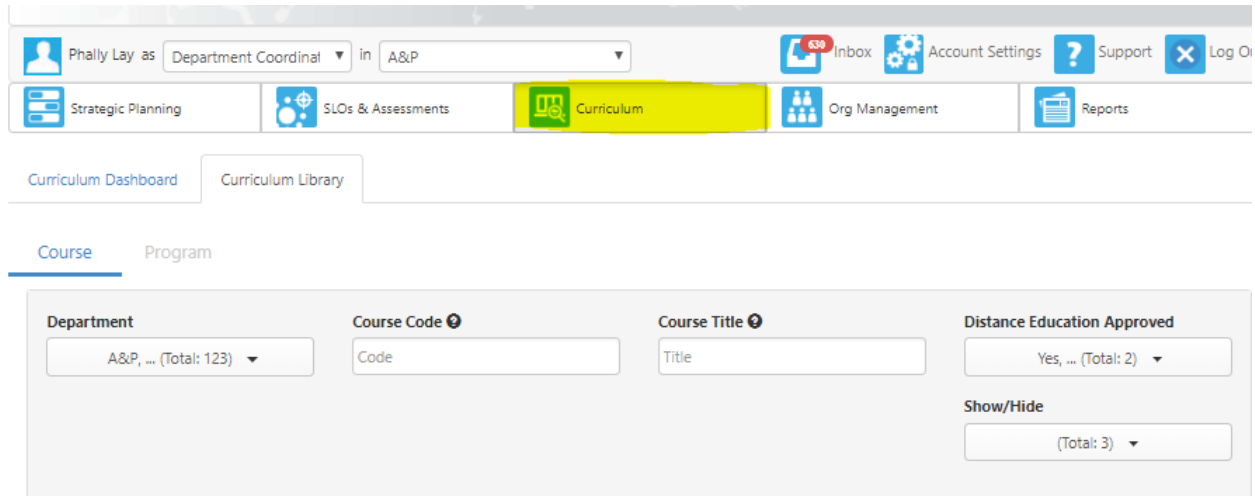
Step 1:

- After logging into eLumen, change your role to Department Coordinator



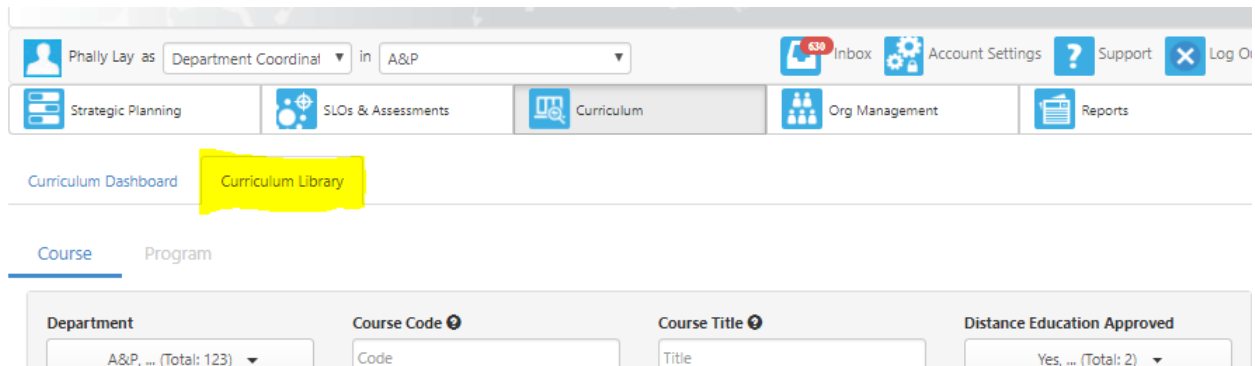
Step 2:

- Click on the "Curriculum Tab"



Step 3:

- Click on the "Library Tab"



Step 4:

- Click on Programs

The screenshot shows the top navigation bar of the system. On the left, it displays the user 'Phally Lay' as 'Department Coordinat' in the 'A&P' department. On the right, there are links for 'Inbox' (with 630 items), 'Account Settings', 'Support', and 'Log Out'. Below the navigation bar is a menu with 'Strategic Planning', 'SLOs & Assessments', 'Curriculum' (highlighted), 'Org Management', and 'Reports'. Underneath, there are two tabs: 'Curriculum Dashboard' and 'Curriculum Library'. At the bottom, there are two sub-tabs: 'Course' and 'Program' (highlighted).

Step 5:

- Search in the Program Title text box by key word or search through the page tabs
 - In this example, we will search by typing “English”

This screenshot shows the search filters for the 'Program' tab. The 'Department' is set to 'A&P, ... (Total: 123)'. The 'Program Title' search box contains the word 'english'. The 'Award Type' is set to 'A.A Degree for Transfer, ... (Total: 12)'. The 'Show/Hide' filter is set to '(Total: 4)'. Below the filters, it shows '6 Total' and 'Show: 15 entries'. A pagination control shows page 1 of 1.

Step 6:

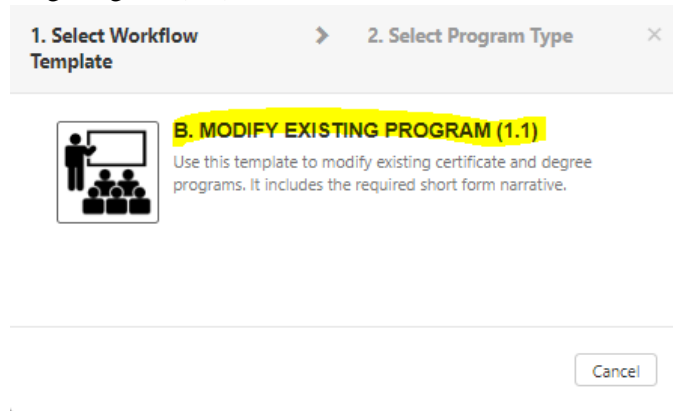
- Check the program you would like to revise and Click on “New Revision”

This screenshot shows the program list after the search. The search filters are the same as in Step 5. Below the filters, it shows '6 Total' and 'Show: 15 entries'. A table lists the programs. The 'New Revision' button is highlighted in blue. The table has columns for 'Program Title', 'Program Description', 'Award Type', and 'First Term Offered'. The first row is 'English' with 'Not defined' description and 'A.A. Degree for Transfer' award type. The second row is 'English A.A. Transfer' with 'Not defined' description and 'A.A. Degree for Transfer' award type, and it is highlighted in green.

	Program Title	Program Description	Award Type	First Term Offered
<input type="checkbox"/>	English	Not defined	A.A. Degree for Transfer	Program Import
<input checked="" type="checkbox"/>	English A.A. Transfer	Not defined	A.A. Degree for Transfer	2017 SU

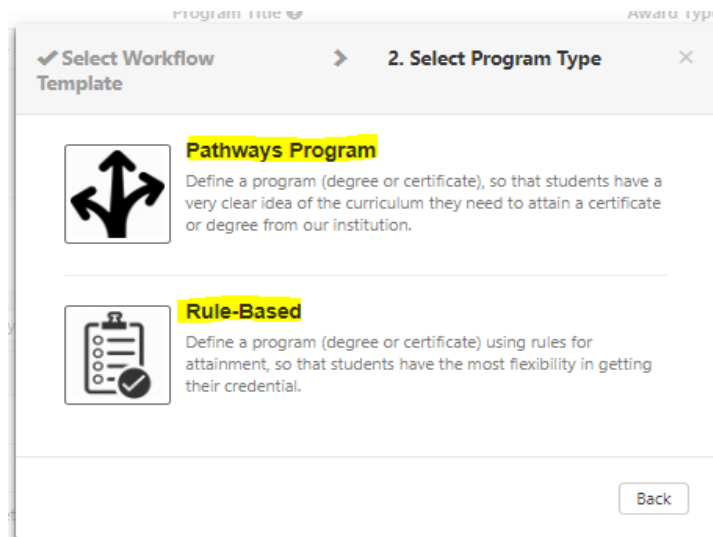
Step 7:

- Click on “B. Modifying Existing Program (1.1)”



Step 8:

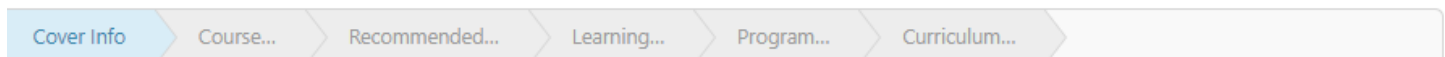
- Click on “Pathways Program” or “Rule-Based”
 - Templates are currently the same



Program will open in Step View template

English A.A. Transfer

Associate of Arts (A.A.) degree
Program Import
Revise Program



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.
 - [Work flow Guide](#)

Why can't I click on the tabs?

Programs 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.

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?

[Program Contributor Tutorial](#)

How do I remove a contributor to my program?

[Removing a Program Contributor Tutorial](#)

How do I add an attachment to my program?

[Program Attachment Tutorial](#)

How do I print my Program Narrative?

[Printing Program Narrative Tutorial](#)