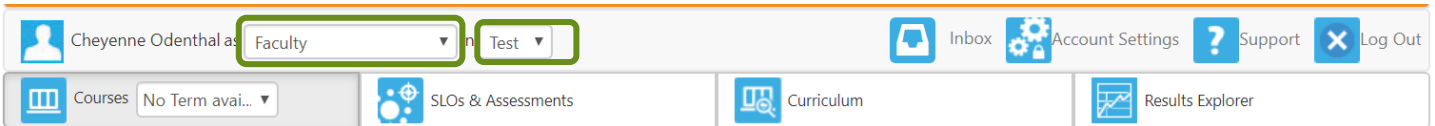


eLumen Quick Guide

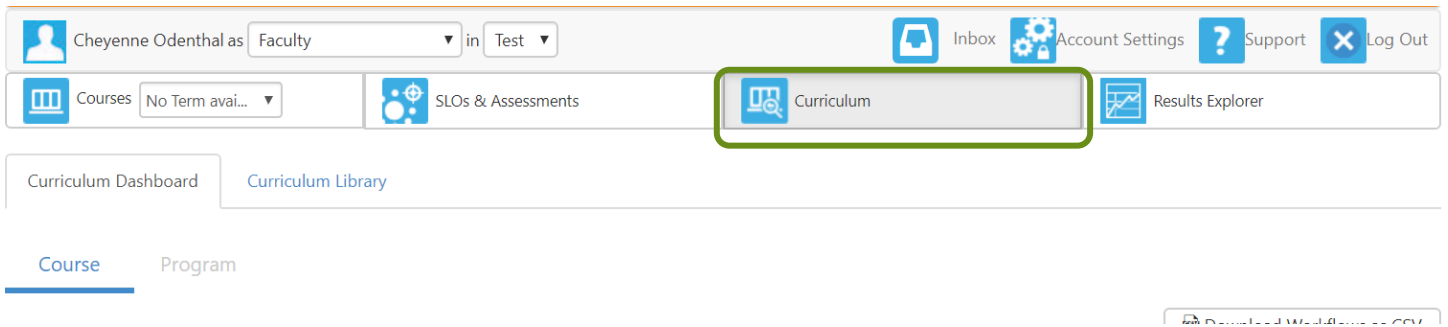
NEW COURSE DEVELOPMENT

Step 1: Select the faculty role from the drop down menu. This drop down menu will list all roles assigned to you.

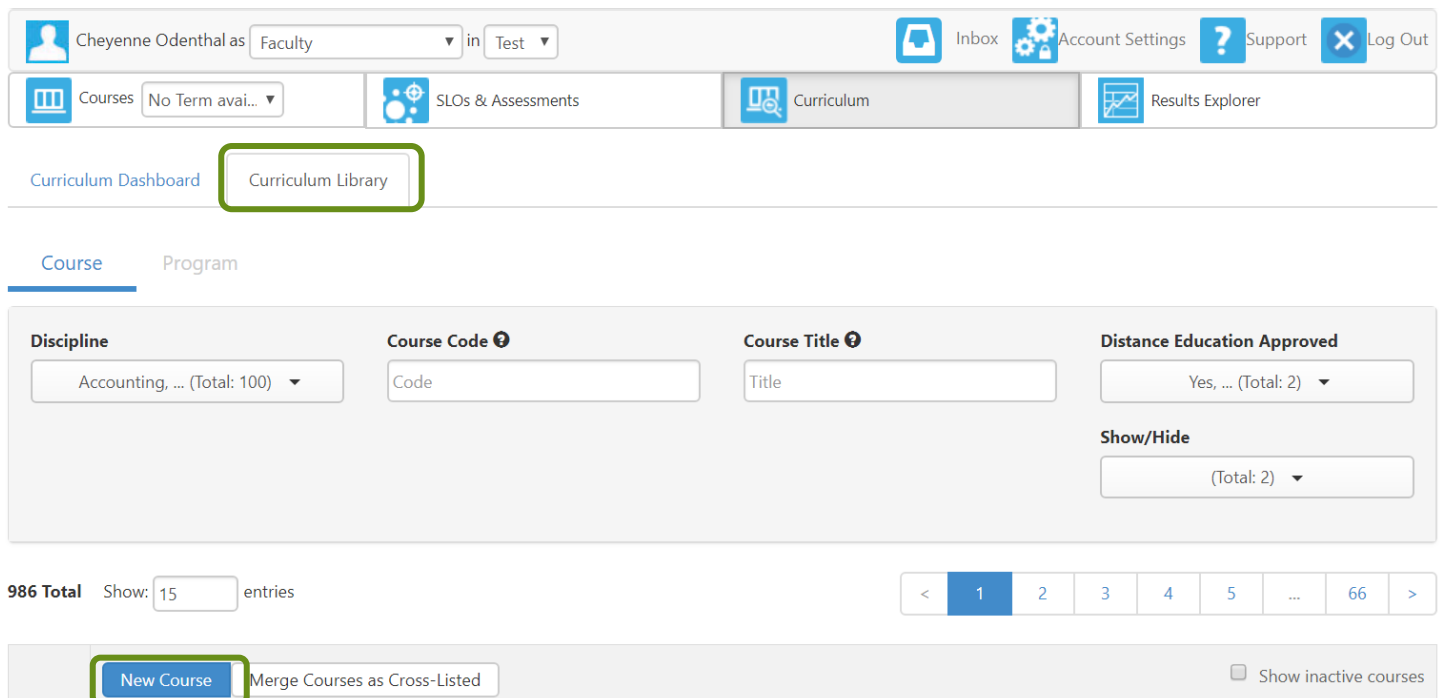
You will then select the Discipline you will be working in. This drop down menu will only have the disciplines you are assigned to in this role.



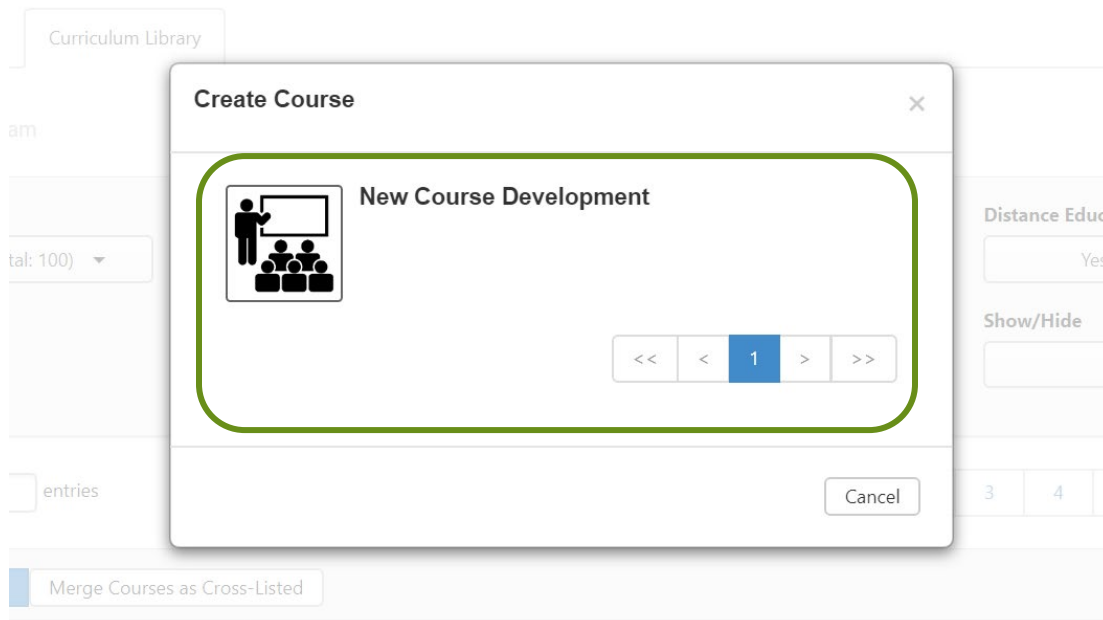
Step 2: Select the Curriculum tab. Once you have selected the Curriculum tab you will see any workflows that you have started in the Dashboard.



Step 3: Select the Curriculum Library tab. Once you have selected the Curriculum Library tab you will see every active course listed. From here you can select the “New Course” button.



Step 4: After selecting the “New Course” button. A pop up will appear with workflows that begin with a faculty member. Select the “New Course Development” option.



Step 5: There are multiple sections that require information, please navigate through the tabs highlighted below. *An asterisk * indicates a required field.*

A screenshot of a course creation form. At the top, there is a horizontal tab bar with several tabs: "Cover Info", "Course...", "Units...", "Pre-re...", "Specif...", "Learni...", "Outlin...", and "Curric...". The "Cover Info" tab is highlighted with a blue underline and a green box. Below the tabs, the form is titled "General Information" with a note that an asterisk indicates a required field. The form contains several input fields: "Course Code (CB01) *" with sub-fields for "Subject" and "Number"; "Course Title (CB02) *" with a text input field; "TOP Code (CB03) *" with a dropdown menu; "CIP Code" with a dropdown menu; "Discipline *" with a dropdown menu; "Course Description *" with a large text area; "SAM Code (CB09)" with a dropdown menu; and "Course Control Number (CB00)" with a text input field. At the bottom right, there are three buttons: "Delete Workflow", "Save as Draft", and "Submit".

Step 6: The last section “Curriculum Technician” will be completed by the Academic Affairs Specialist. Submission is a two step process, select submit on the bottom of the screen and when the pop up window appears.

Special Notes:

Steps to check the status of your workflow:

Revision Course Workflows

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	Chair Report	
ABDY112	Basic Auto Body Repair	Non Substantial Course Revision	Stage 8: BOT, BANNER, COCI	78	None	Actions
ABDY122	Basic Automotive Refinishing	Non Substantial Course Revision	Stage 8: BOT, BANNER, COCI	68	None	View Workflow
ABDY213	Advanced Auto Collision Repair II	Non Substantial Course Revision	Stage 8: BOT, BANNER, COCI	68	None	View Status
ABDY215	Advanced Auto Collision Repair	Non Substantial Course Revision	Stage 8: BOT, BANNER, COCI	68	None	View COR
						View Change Report
						View Impact Report
						Delete Workflow

If a course needs correction, there will be a notification sent by eLumen. To see the items that need correction, please review the comments in the various sections or review the Activity Log

Workflow Tools 2

Workflow Guide 2 Activity Log

Date/Time: All

Activity Type: Requested for Change

- Sent Back
- Forwarded
- Part Actions**
- Reviewed
- Approved
- Requested for Change
- Unreviewed
- Unapproved
- Removed Request Change

User: Search by User

Role: Search by Role

Stage: Search by Stage

0 Total Show: 10 entries

Any required fields will need to be completed before saving/submitting proposal

Workflow Tools 2

Workflow Guide 2 Activity Log

Required fields to Submit
The following required fields are not yet complete, complete them in order to submit the workflow to the next stage

- SAM Code

Internal Rules Validation

- TOP Code is vocational, please set SAM Code