

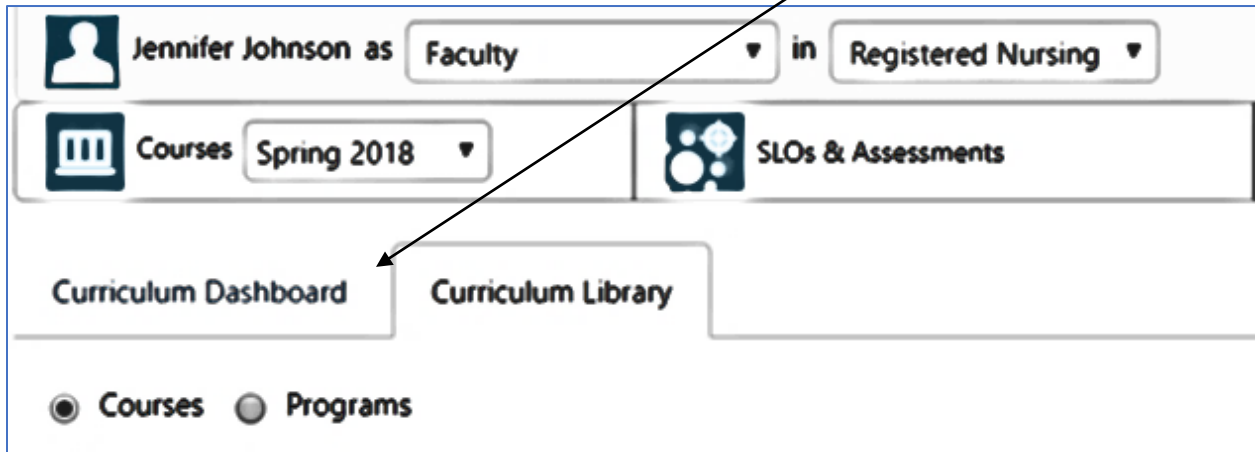
Accessing a draft course

Step 1: Click the link [eLumen page](#). Only use CHROME, FIREFOX or SAFARI- do NOT use internet explorer.

Step 2: Log in using your BC credentials: BC email address and password.

Step 3: From the home page, you will see your name. If you have multiple roles in eLumen, click the drop down and choose the correct role. Next, choose your Department.

Step 4: Click the Curriculum button. Click the Curriculum Dashboard, Ensure the courses option has been selected.



Step 5: Scroll down to the header of **revision course workflow** (for draft revisions) or **proposal course workflows** (for draft new courses).

The screenshot shows a table titled 'Revision Course Workflows'. The table has five columns: Course Code, Course Title, Workflow Template, Workflow Status, and Chair Report. There are two rows of data. The first row is for course NURSB20, 'Fundamentals of Nursing', with a 'Course Revision Workflow' template and 'Stage 1: Level 1 Revision Proposal' status. The second row is for course NURSB27, 'Pediatric Nursing', with a 'Course Revision Workflow' template and 'Stage 3: Level 3' status. Both rows have a 'Chair Report' dropdown set to 'None' and an 'Actions' button.

Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	
NURSB20	Fundamentals of Nursing	Course Revision Workflow	Stage 1: Level 1 Revision Proposal	None	Actions
NURSB27	Pediatric Nursing	Course Revision Workflow	Stage 3: Level 3	None	Actions

Step 6: Click on the **Action** button and choose **view workflow** from the drop down menu. You can view the workflow in one of two formats, step view (all of the tabs are at the top of the page) or outline view (one continuous document with headers dividing the sections).

You should be back at your proposal, ready to resume your work.