

## How to REVIEW a Course

The following steps outline the process for curriculum review of a course workflow. Once a faculty member has either created a new course or started a course revision, the course will move through the stages of the workflow. Each stage requires at least a review function with some roles having the edit function as well. For details of the work flow stages, refer to the Curriculum Handbook.

### **Getting started**

**Step 1:** Go to your inside BC page. Only use CHROME, FIREFOX or SAFARI- do NOT use internet explorer. From your inside BC page, go to tools, from the drop-down menu click eLumen. You can also click this link [eLumen home page](#).

If you would like to practice, you can go to eLumen test page.

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

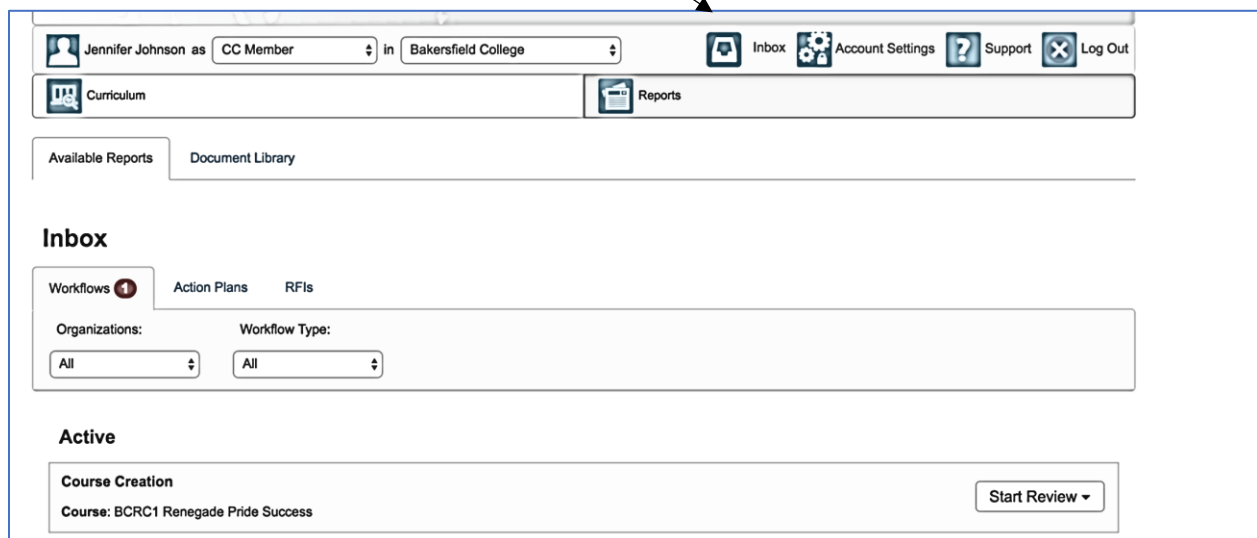
**Step 3:** From the home page, you will see your name. If you have multiple roles in eLumen, click the drop down and choose the correct role. Then Choose your Department.



**Step 4:** Click on Inbox to see the workflow(s) (aka courses) awaiting your review.

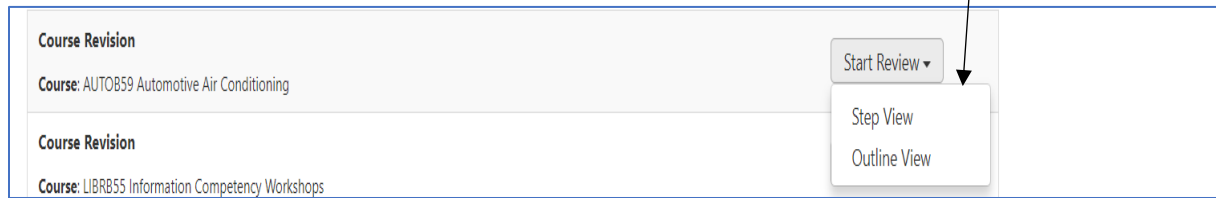
If you are in the role of curriculum committee member (CC Member), you do not have to choose a department. All workflows ready for review by CC members will be listed.

All of the workflows for you to review will appear here. The red workflow number represents each workflow.

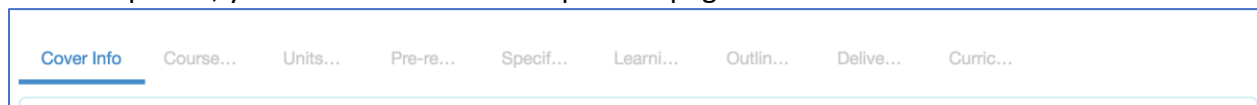


## How to REVIEW a Course

Step 5: From the start review drop down, choose **step view** or **outline view**.



In the step view, you will see tabs at the top of the page.



Each tab will open to a new section. Each section may have multiple fields that will need to be reviewed. You will need to click the **Review** button for each field.

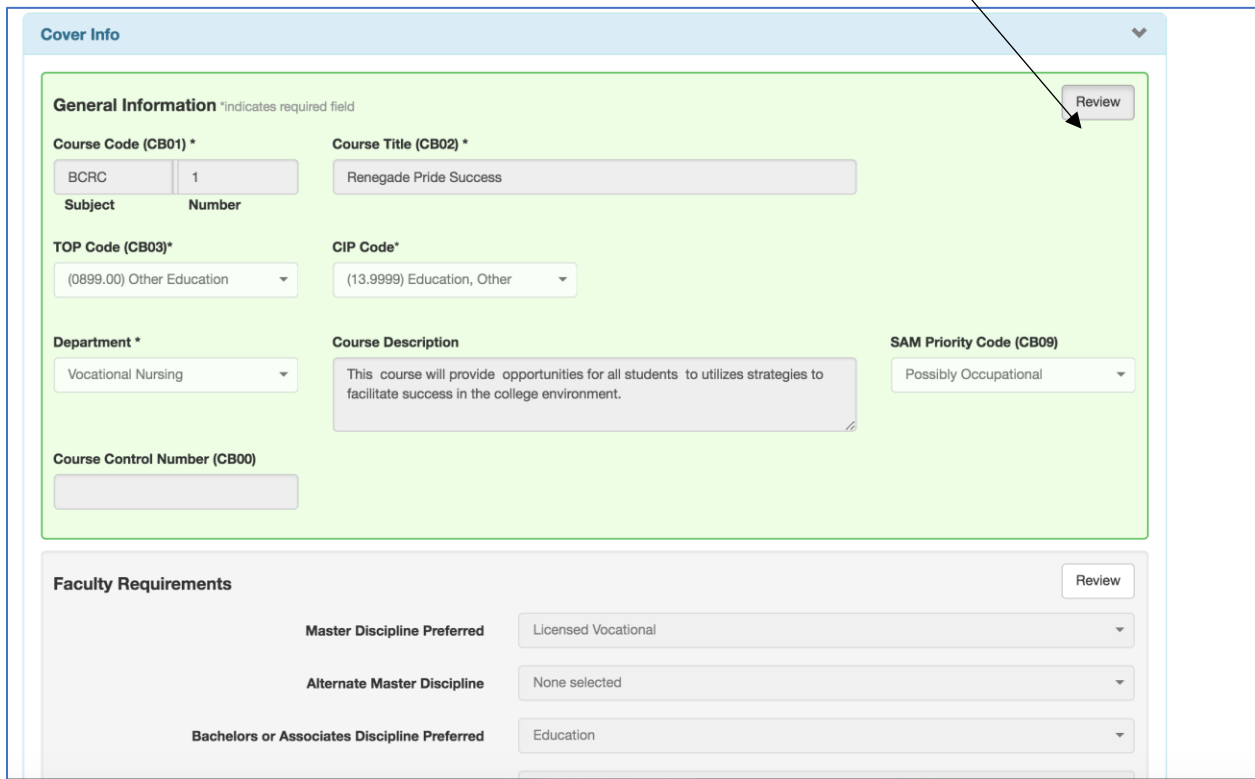
The screenshot shows a detailed course review interface with several sections, each with a 'Review' button. The sections are:

- Weekly Student Hours**: A table with columns 'In Class', 'Out of Class', and 'Default Ratio'. Rows include 'Lecture Hours' (3, 6, 1:2), 'Lab Hours' (0, 0, 3:0), and 'Activity' (0, 0, 2:1). A 'Review' button is in the top right.
- Weekly Specialty Hours**: A form with 'Description', 'Type' (set to 'Activity'), 'In Class' (0), and 'Out of Class' (0). There is an 'Add' button and a 'Review' button in the top right.
- Course Student Hours**: A form with 'Course Duration (Weeks)' (18) and 'Hours per unit divisor' (54). Below is a table for 'Course In-Class (Contact) Hours' with rows for 'Lecture' (54.00), 'Lab' (0.00), 'Activity' (0.00), and 'Total' (54.00). A 'Review' button is in the top right.
- Time Commitment Notes for Students**: A text area for notes with a 'Review' button in the top right.
- Faculty Load**: A form with a 'Review' button in the top right.

Arrows from the text 'Each section may have multiple fields that will need to be reviewed. You will need to click the Review button for each field.' point to the 'Review' buttons in the 'Weekly Student Hours', 'Weekly Specialty Hours', and 'Course Student Hours' sections.

## How to REVIEW a Course

In the outline view, the **Review** button will be at the top right corner. When you click review, the section will turn green.



**Cover Info**

**General Information** \*Indicates required field

**Course Code (CB01) \***  
BCRC | 1  
Subject | Number

**Course Title (CB02) \***  
Renegade Pride Success

**TOP Code (CB03)\***  
(0899.00) Other Education

**CIP Code\***  
(13.9999) Education, Other

**Department \***  
Vocational Nursing

**Course Description**  
This course will provide opportunities for all students to utilizes strategies to facilitate success in the college environment.

**SAM Priority Code (CB09)**  
Possibly Occupational

**Course Control Number (CB00)**

**Faculty Requirements**

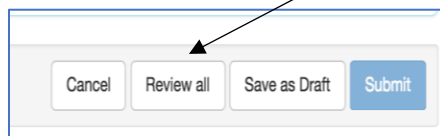
**Master Discipline Preferred**  
Licensed Vocational

**Alternate Master Discipline**  
None selected

**Bachelors or Associates Discipline Preferred**  
Education

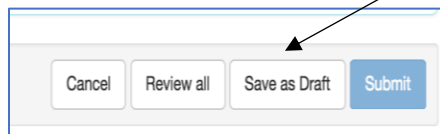
**Review**

You can also review each section and click the **review all** button at the end of the page.



Cancel | Review all | Save as Draft | Submit

Step 6: Using the checklist, review each section, leaving comments as appropriate. If you are not yet ready to move the course to the next step, click **save as draft**.



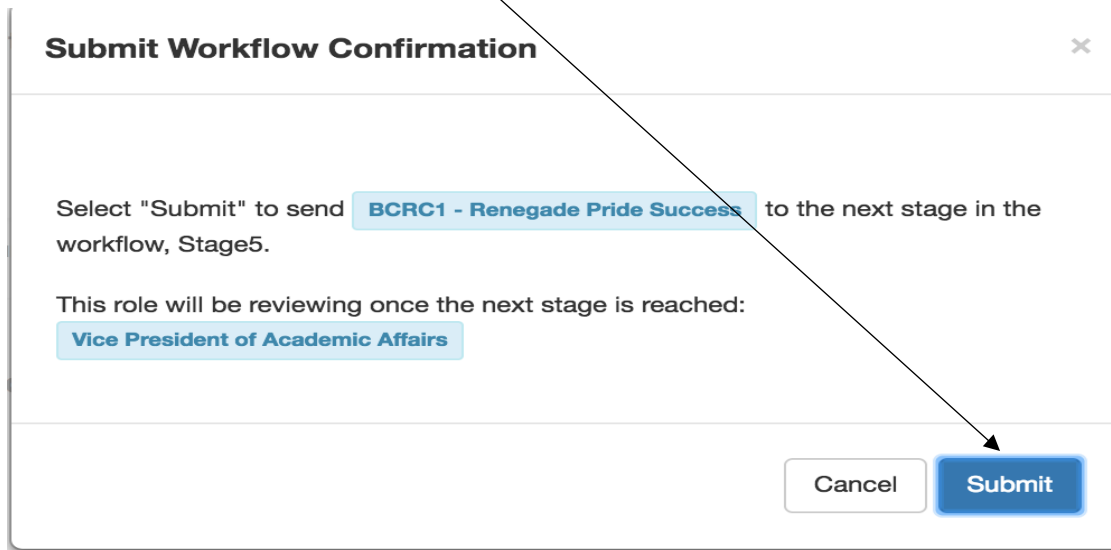
Cancel | Review all | Save as Draft | Submit

You should see the 'saved successfully' fly in on the bottom right corner, ensuring all reviewed sections/comments will be saved.

## How to REVIEW a Course

Step 7: When you have reviewed all the sections, the **submit** button will turn a darker shade of blue. If there are missing review sections, you will not be able to click on the submit button. Return to the workflow and ensure all sections are green. When the **submit** button turns a darker shade of blue, click **submit**; a pop-up window will appear asking you to confirm the submission.

Step 8: Click the **submit** button in the pop-up window to move the workflow to the next stage of review.



Make sure you see the green 'Saved Successfully' fly in from the bottom right hand corner.