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.

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

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

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**.

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