

ELUMEN TRAINING

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Log into elumen with your PC login

General Information

Once you have saved a workflow, you will be able to upload files such as the unit justification form, content reviews....

If you Delete Workflow, the entire course will go away.

The Submit button will launch the course into the approval queue.

To modify or update a course class

Under the Faculty Tab, select the curriculum Tab

Select Courses and Programs

In the Course Code box, type the 4 letter code for the course you wish to create, GEOL for Geology, MATH for Math, ACCT for Accounting.....

The screenshot shows the eLumen Curriculum Dashboard. At the top, the user is logged in as Richard Goode, Faculty, in the Earth Science department. The navigation bar includes tabs for Courses, SLOs & Assessments, Curriculum, and Results Explorer. The Curriculum tab is active, and the 'Courses & Programs' sub-tab is selected. The 'Curriculum Dashboard' has radio buttons for 'Courses' (selected) and 'Programs'. Below this are several filter boxes: Department (Accounting, ... (Total: 66)), Course Code (geol), Course Title (Keywords), Catalog Status (Inactive, ... (Total: 4)), Show/Hide ((Total: 2)), and Distance Education Approved (Yes, ... (Total: 2)). At the bottom, there are pagination controls showing 'Show 25 entries' and 'Previous 1 Next'. A table below the filters lists courses with checkboxes, course codes, and titles.

	Course Code	Course Title
<input checked="" type="checkbox"/>	GEOLP110	Introduction to Geology
<input type="checkbox"/>	GEOLP115	Geology of California

Select the course the course you want to revise. Select New Revision.

In the pop menu click on Course Revision Workflow. The course outline will open in Step View.

The screenshot displays the eLumen interface. At the top, the eLumen logo is visible. Below it, a navigation bar shows the user 'Richard Goode' as 'Faculty' in the 'Earth Science' department. The main navigation includes 'Courses', 'SLOs & Assessments', 'Curriculum', and 'Results Explorer'. The 'Curriculum' section is active, showing 'Curriculum Development' and 'Courses & Programs' tabs.

The 'Curriculum Dashboard' is shown with 'Courses' selected. It features a table with columns for 'Department', 'Course Code', 'Course Title', and 'Catalog Status'. The 'Department' is set to 'Accounting ... (Total: 66)' and 'Catalog Status' is 'Inactive ... (Total: 4)'. A 'Show/Hide' filter is set to '(Total: 2)'. The table shows two entries: 'GEOLP110' (checked) and 'GEOLP115'. A 'Show 25 entries' dropdown is also present.

A 'Revise Course' modal window is open, displaying two workflow options: 'Course Inactivation Workflow' and 'Course Revision Workflow'. The 'Course Revision Workflow' is selected, with the subtitle 'Default Course Revision Workflow'. A pagination control shows '1' of 1 items. A 'Cancel' button is at the bottom right of the modal.

You can save as draft. The course now will be found in your Inbox. Now when you open it up you can chose Outline View, all the sections will be visible or Step View, where only one section will be available at a time.

In the workflow, to the right of the course name there is an (i) in a circle. This is where reference materials can be found.

eLumen

Richard Goode as Faculty in Earth Science

Inbox Account Settings Support Log Out

Courses Spring 2017 SLOs & Assessments Curriculum Results Explorer

Curriculum Development Courses & Programs

GEOLP110 Introduction to Geology

Course Revision Workflow
Course Revision

Cover Info Course... Units... Pre-re... Specif... Learni... Outlin... Delive... Curric...

General Information *indicates required field Add Cross List Course

Course Code (CB01) * Course Title (CB02) *

Subject Number

TOP Code (CB03)* CIP Code*

Department * Course Description SAM Priority Code (CB09)

Course Control Number (CB00)

Faculty Requirements

Master Discipline Preferred

Alternate Master Discipline

Bachelors or Associates Discipline Preferred

Delete Workflow Save as Draft Submit

Note

Due to the nature of the migration process, all courses will need to have all the necessary documentation uploaded, (Unit Rationale, Content Reviews....)

To create a new class

The process is much the same as a course revision

Under the Faculty Tab, select the curriculum Tab

Select Courses and Programs

In the Course Code box, type the 4 letter code for the course you wish to create, GEOL for Geology, MATH for Math, ACCT for Accounting.....

Select New Course

The screenshot shows the eLumen Curriculum Dashboard. At the top, the user is identified as Richard Goode, Faculty, in the Earth Science department. The dashboard includes navigation tabs for Courses, SLOs & Assessments, Curriculum, and Results Explorer. The 'Curriculum Development' section is active, showing 'Courses & Programs'.

Curriculum Dashboard

Courses Programs

Department: Accounting, ... (Total: 66) | **Course Code:** geol | **Course Title:** Keywords | **Catalog Status:** Inactive, ... (Total: 4)

Show/Hide: (Total: 2) | **Distance Education Approved:** Yes, ... (Total: 2)

Show 25 entries | Previous 1 Next

	Course Code	Course Title
<input type="checkbox"/>	GEOLP110	Introduction to Geology
<input type="checkbox"/>	GEOLP115	Geology of California

Previous 1 Next

In the pop menu click on Course Creation Workflow. A new blank course outline will open in Step View.

Once you enter the course code number and title, (GEOL P115) you can save as draft. The course now will be found in your Inbox. Now when you open it up you can open in Outline View, all the sections will be visible.

ELUMEN WORKFLOW STAGES

Stage 1

Originator – Faculty
Curriculum Specialist – Faculty Requirements

Stage 2

Division Review – All Division Reps & Division Coordinator – (Division Chair)

Stage 3

Curriculum Specialist and Curriculum Chair

Stage 4

Articulation Officer, Deans, and VP

Stage 5

Curriculum Specialist

NOTE:

All entities must review before the course can move from one stage to another.

We will probably have to give a time limit and then the Curriculum Specialist will move the course to the next stage.