Program Review eLumen Quick Start Guide

1. Begin by logging into **Inside BC**
2. Go to **Tools**
3. Choose **eLumen** and login with your BC user name and password if prompted

Once in eLumen

1. Your role should be **Department Coordinator** in **Your Program.**



1. You will click on **Strategic Planning** then **Initiatives**

Select **Program Review**.



You should then see your several initiatives: **Strategic Initiative** or **Program review**; your **Resource Request Initiatives for Facilities, Technology, “Other”, Classified, Faculty and Professional Development;** and if you received technology from the previous cycle, you will see your **Technology Assessment Initiative.**

PRC will have your initiatives cloned for you already, and the department chair/director/dean will already be assigned to complete the program review.





You will want to add/assign team members to be collaborators for certain sections, click **Design Mode** in the right corner so that it reads **Active Mode** then choose the **Gear** icon to **Share** with users. At this point, you are ready to begin.





**Save draft** as you go until you are sure all your information is correct with no changes. Once you feel as if your document is ready, you can **Publish** your **Strategic Initiative** (your program review).