

Detailed Guidance on Specific Areas of the Course Workflow in eLumen

This section will give guidance on the different areas of the course workflow. For additional assistance, reach out to the Curriculum Specialist.

*****NOTE: If you are revising a course, the information will be auto populated. You will only need to revise the areas you wish to change. You MUST list ALL the changes as well as what modalities the course can be offered in the Submission Rational area on the Cover Info Tab*****

Cover Info Tab

The Cover Info tab holds general information for the course, as well as this particular workflow proposal. As a course code and title are added to the workflow, this information will populate at the top of the page, and be visible as you move from tab to tab. In addition, this top area includes the type of workflow selected, and the title of the workflow.

The screenshot shows the 'Cover Info' tab of the eLumen course workflow. At the top, the course title 'WELD125 Intermediate Arc Welding' is displayed, with a red box highlighting it. Below the title, there are two options: 'Revise a Course' and 'Course Revision'. The main form area contains several fields: 'Course Code (CB01) *' with 'WELD' in the subject and '125' in the number; 'Course Title (CB02) *' with 'Intermediate Arc Welding'; 'TOP Code (CB03)' with '(0956.50) Welding Technology'; and 'CIP Code' with '(48.0508) Welding Technology...'. An 'Add Cross List Course' button is located in the top right corner of the form area. The tabs at the top are 'Cover Info', 'Course...', 'Units...', 'Pre-re...', 'Specif...', 'Learni...', 'Outlin...', and 'Curric...'.

Cross List

When creating or revising a course, use the **Add Cross List Course** button to create a new course to be cross-listed with the current course being created/revised. If the intent is to cross-list two already existing courses, use the **Merge Courses as Cross Listed** option on the Library to merge two existing courses. Using this button will create a completely new course, and cross list it with the course currently in workflow.

Faculty Requirements

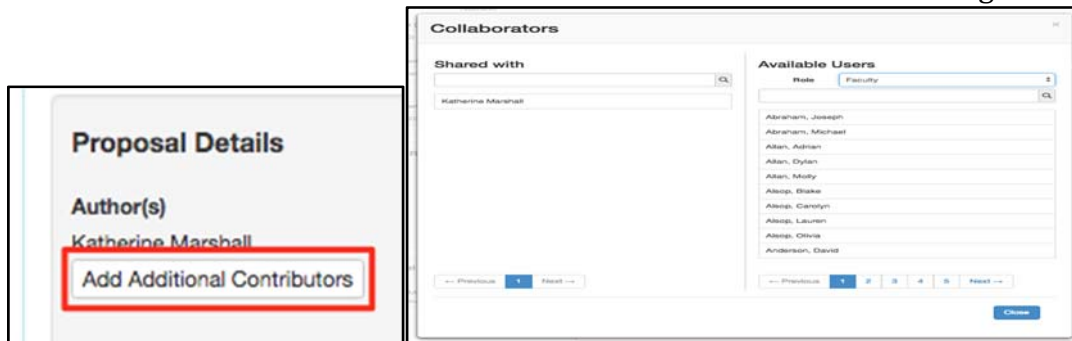
Leave this area blank.

The screenshot shows the 'Faculty Requirements' section. It contains four dropdown menus, all of which are currently set to 'None selected':
- Master Discipline Preferred: None selected
- Alternate Master Discipline: None selected
- Bachelors or Associates Discipline Preferred: None selected
- Additional Bachelors or Associates Discipline: None selected

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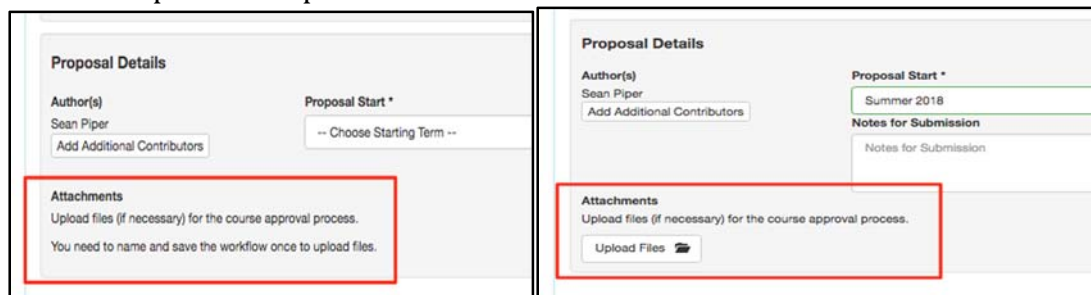
Additional Contributors

Additional contributors can be added by using the **Add Additional Contributors** button at the bottom of the Cover Info tab. Select the additional contributor from the list of available users on the right side of the modal window. To remove collaborators, select their name from the left side, and they will move over to the right side. Select **Close** when finished. Use the **Role** drop-down to help filter the list of users as appropriate. Those collaborators will then be able to access the course the same as the original originator.



Attachments

Attachments can be added to a course on the bottom of the Cover Info tab. If this is a new proposal, you will have to **Save as Draft** and re-enter the workflow (either through the Inbox or the **View Workflow** option on the Dashboard) to see the option. Saving as a draft once provides a place in the database to store the file.

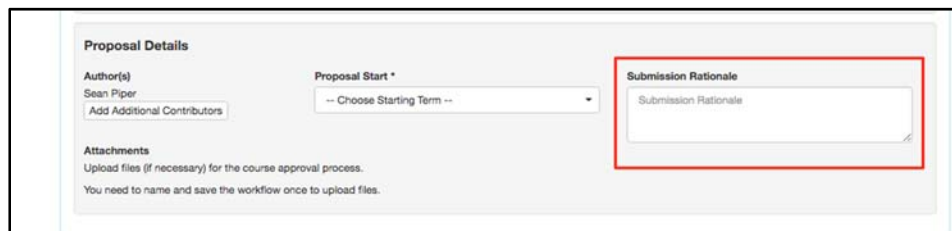


Notes for Submission

The **Notes for Submission** area **NEEDS** to contain what information on the COR has changed as well as the modalities the course can be offered. This content is visible when the Curriculum Specialist runs the Board Report. If it is a new course, please put new course as well as the modalities it can be offered.

Examples:

Inside the course creation workflow:



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On the Board Report:

New Credit Courses			
Course Code	Course Information	Term Approved	Submission Rationale
MATH10C Back to top	Course Title: Just-in-Time Support for Statistics Curriculum ID: Units: 1.5 Lecture Hours In: 1.5 Lecture Hours Out: 3 Lab Hours In: 0 Lab Hours Out: 0 Activities Hours In: 0 Activities Hours Out: 0 Grade Options: Pass/No Pass	2019SU	This new course serves as a support course for students who do not meet the prerequisite to Math 10, Elementary Statistics, but wish to enroll in Elementary Statistics. Students who place below college level are eligible to take Elementary Statistics provided they are concurrently enrolled in this course, Math 10C.

Inside the course revision workflow:

Proposal Details

Author(s)
Sean Piper
[Add Additional Contributors](#)

Proposal Start *
Summer 2018

Submission Rationale
None selected

Notes for Submission
Credit by Exam
Rationale
Retake Policy
Description

Attachments
Upload files (if necessary) for the course approval process.
[Upload Files](#)

On the Board Report:

Course Code	Course Information	Term Approved	Submission Rationale	Proposed Changes
THEA027 Back to top	Course Title: Selected Subjects for the Actor Curriculum ID: THEA027 Units: 3 Lecture Hours In: 3 Lecture Hours Out: 6	2017FA	None	Credit By Exam Rationale Retake Policy Description

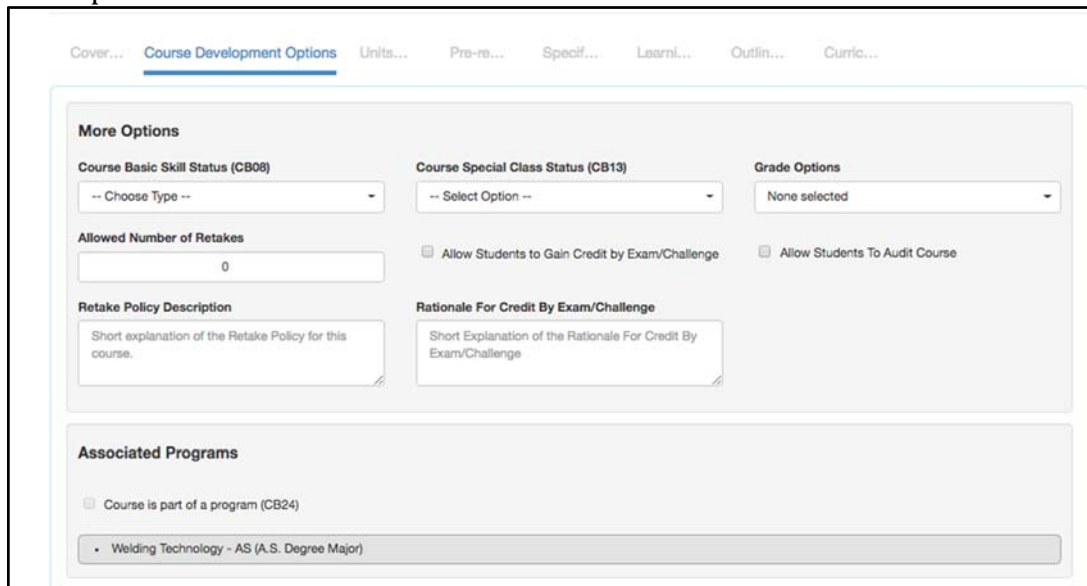
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Course Development Options Tab

The second tab of a course workflow, Course Development Options, includes information on basic skills, grading methods, retake, audit, associated programs, and articulation.

Do not fill in the following areas:

Allowed number of retakes, allow students to audit course, and retake policy description.

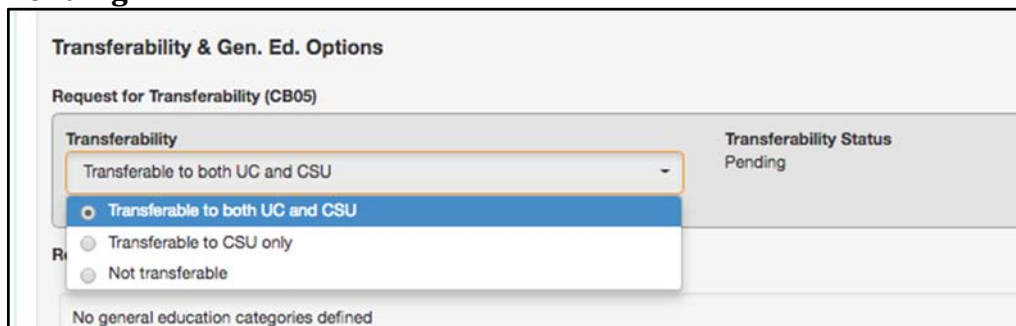


Associated Programs

Associated Programs cannot be selected. Instead, as the course is added to program course block groups, and the program is approved, the programs will automatically populate in this area.

Transferability & Gen. Ed. Options

In the **Transferability & Gen. Ed. Options** area, originators can request to be transferable and/or to be part of articulation agreements. The status of the request will automatically be set to **Pending**. When/if the request is approved, the status will update when it is set by the Curriculum Specialist role in the Curriculum Technician tab. When a course is being revised, if the transferability is adjusted, the status will return to **Pending**.



When selecting General Education options, make sure to select all potential categories for a given system/institution. Adding additional content to the comparable

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course/additional information section should be done in accordance with your institution policies. If in doubt, check with the Articulation Officer. Once the selections are made from the dropdown, and additional content is presented (if needed) in the text box, select **Add General Education Request**.

Request for General Education Transferability

No general education categories defined

System/Institution: CSU General Education Re...

Categories:

- Area A1- Oral Communication
- Area A2- Written Communication
- Area A3- Critical Thinking
- Area B1- Physical Sciences
- Area B2 - Biological Sciences
- Area B3- Laboratory Activity
- Area B4- Math/Quant Reas...

Comparable Course:

Comparable course

Add General Education Request

The status will be set to **Pending**, and updated as the information is provided to the institution on the Curriculum Technician tab.

Request for General Education Transferability

CSU General Education Requirements	Categories	Transferability Status	Comparable Course
Area A1- Oral Communication Area A2- Written Communication	Oral Communication Written Communication	Pending Pending	No Comparable Course defined.

System/Institution: C-ID

Categories: None selected

Comparable Course:

Additional General Education requests can be added in the same manner.

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Units and Hours Tab

Credit/Non-Credit Options

The Units and Hours tab in the workflow provides options for credit and non-credit courses, as well as variable unit courses. The non-credit options are only selectable once the Course Credit Status is set to be non-credit.

Variable Credit Courses

To create a single set of hours with a different maximum and minimum number of credits, select the variable credit course checkbox. This will allow the maximum value to be populated using auto-calculation of weekly hours, and the minimum number of units to be adjusted to a lower number.

The screenshot shows a form titled "Credit / Non-Credit Options" with the following fields:

- Course Credit Status (CB04): Credit - Degree Applicable
- Course Non-Credit Category (CB22): Credit Course.
- Non-Credit Characteristics: -- Select Option --
- Course Classification Code (CB11): Credit Course.
- Funding Agency Category (CB23): -- Select Option --
- Cooperative Work Experience Education Status (CB10):
- Variable Credit Course:

Another option to create variable credit courses (seen below in the Profiles area) is to create a minimum set of values, and then add an additional profile for the maximum value.

Auto-calculation

The system is set up to auto-generate the number of units based on the weekly hours entered. The system uses a standard set of widely accepted ratios for lecture, lab, and activity hours, along with the number of weeks (duration), and an hours per unit divisor to calculate the units based on the weekly hours.

The screenshot shows the "Auto-calculation" form with the following details:

- Default Profile: [Add New Profile](#)
- Profile Name: Default Profile
- Auto-calculate fields based on the parameters set in System & Settings > Curriculum > Units & Hours.
- Weekly Student Hours**

	In Class	Out of Class	Default Ratio
Lecture Hours	0	0	1:2
Lab Hours	6	0	3:0
Activity	2	1	2:1

When the auto-calculation is not needed, especially to accommodate courses that do not follow the standard units and hours patterns, it can be turned off by de-selecting the checkbox. Notice that any values entered with the auto-calculation enabled will still be present, however, now all values can be adjusted as needed from top to bottom of the page.

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	In Class	Out of Class
Lecture Hours	0	0
Lab Hours	6	0
Activity	2	1

Weekly Specialty Hours

For some courses, the standard hour types will not be suitable. In circumstances when a course requires hours to be named in a particular way, the Weekly Specialty Hours area can accommodate any title of hours needed. To add hours to this area, give a description, select the type, enter a number of in-class hours, then select **Add**.

Description	Type	In Class	Out of Class
	Activity	0	0

Activity Name	Type	In Class	Out Of Class
Specialty Hours	Activity	2	1

Course Student Hours

All values in this area are auto-calculated, unless that setting is unchecked.

Faculty Load

If multipliers have been added for Faculty Load to the lecture, lab, and activity hours in System Settings by the Curriculum Specialist role, then a Faculty Load will automatically populate. If a multiplier for extra duties is also used, adding a value to that space will also be added to the Faculty Load. Check with your Curriculum administrator if you are uncertain about this area.

Pre-Requisites and Entrance Skills Tab

The Pre-Requisites and Entrance Skills tab is separated into three sections: Pre-requisites, Co-requisites, Anti-requisites, and Advisories, Entrance Skills, and Limitations on Enrollment.

Pre-requisites, Co-requisites, Anti-requisites, and Advisories

The requisites area can accommodate selecting courses, as well as building rules around those courses. There are four types of requisites, the definition of each varies by institution, but are generally:

Prerequisite: A course that must be taken prior to the course in workflow.

Anti-Requisite: A course that cannot be taken along with the course in workflow and both count toward a given degree/certificate. **WE DO NOT USE THIS REQUISITE!**

Co-Requisite: A course that should be taken at the same time as the course in workflow.

Advisory: A course that it is highly recommended to be taken before or with the course in workflow.

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Creating "And" Rules

1. Select **Add Rule Group**.
2. Select **Add Rule**.
3. Choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
4. Choose **Select Objectives and Outcomes**, choose from the provided lists, and then select **Add**.
5. Select **Add Rule** to add "AND" for the second course.
6. Select **Requisite Type** and **Course** as before.
7. Continue the same process, choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
8. Continue the same steps to keep adding "AND" between courses.

Creating "Or" Rules

1. Select **Add Rule Group**.
2. Select **Add Rule**.
3. Choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
4. Choose **Select Objectives and Outcomes**, choose from the provided lists, and then select **Add**.
5. Select **Add Rule** to add "OR" for the second course.
6. Select **Requisite Type** and **Course** as before.
7. Continue the same process, choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
8. Continue the same steps to keep adding "OR" between courses.

Entrance Skills

Entrance Skills are added by entering information into the **Skill description** area, then selecting **Add New Skill**. This will create an entry, and open an open textbox for additional information to be added when/if desired. Continue adding entrance skills as needed.

Limitations on Enrollment

Limitations on enrollment can be added in the same way the entrance skills are added to the page.

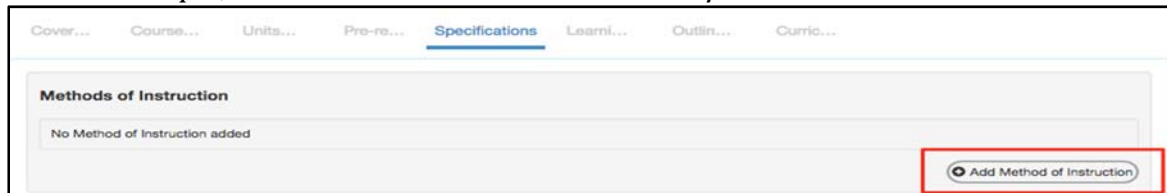
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Specifications Tab

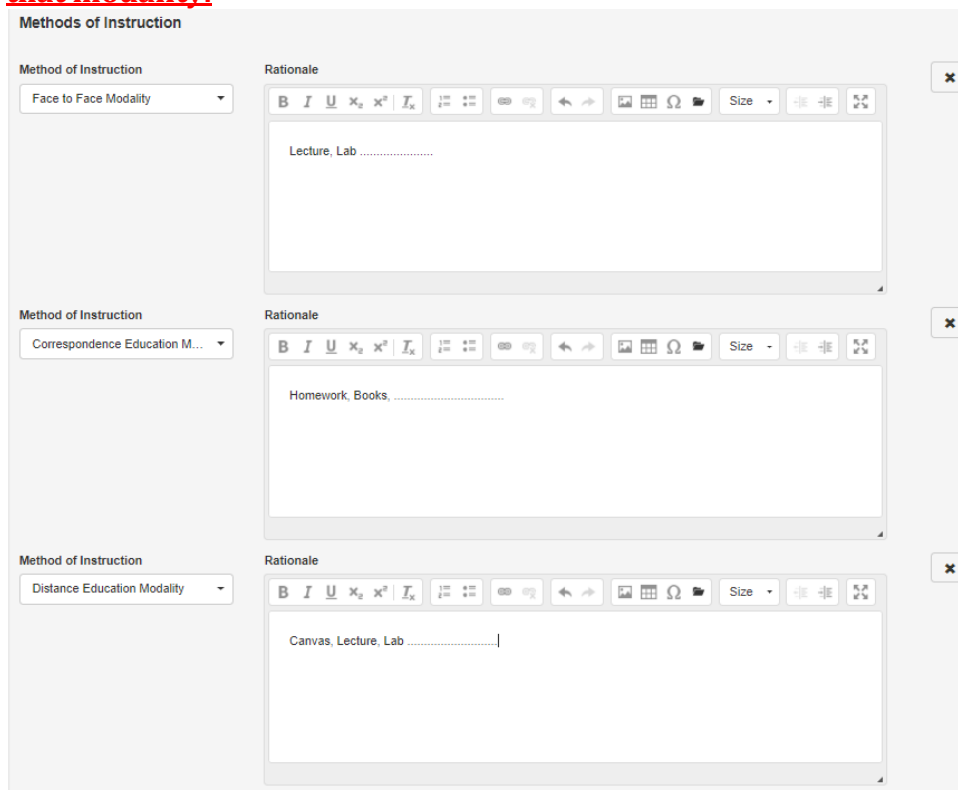
The **Specifications** tab includes information about what goes on inside the course, including the methods used for instruction and evaluation, sample assignments, textbooks and other instructional materials, as well as equipment and any materials fees.

Methods of Instruction and Methods of Evaluation

The Methods of Instruction (MOI) and Methods of Evaluation (MOE) are added using the same technique, select **Add Method of Instruction/Evaluation**.



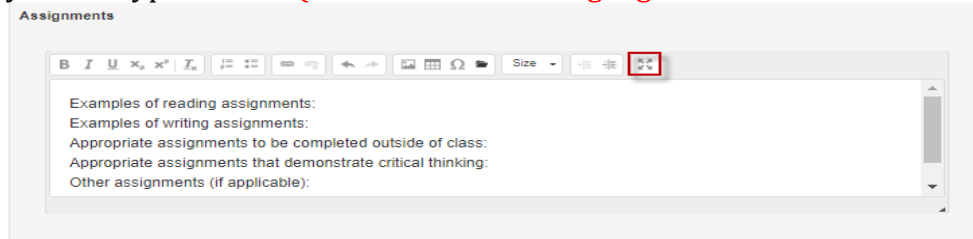
Then, use the drop-down menu to select a given MOI or MOE. Select what Modality the course can be taught in. then on the right hand side, you will type what the methods of instruction/evaluations are. You will have to do this for each Modality the course can be offered in. **If there is a modality the course cannot be taught in please do not select that modality.**



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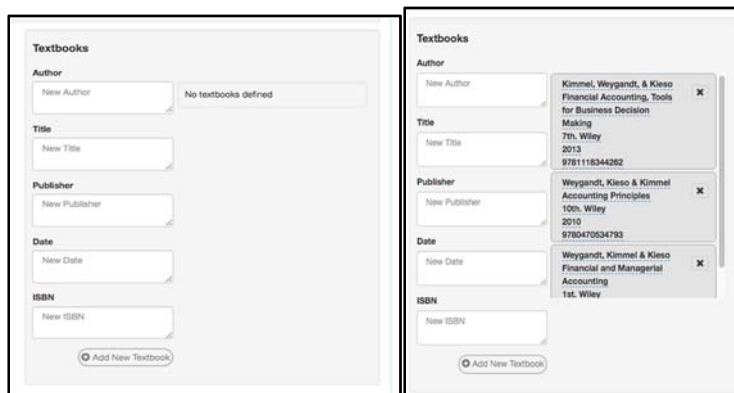
Assignments

The Assignments rich text editor box is designed to allow as much content as required to be added and defined. If you click on the expand arrows it will make this a full page so you can type easier. (See the eLumen Language handout at the end of this document.)



Textbooks

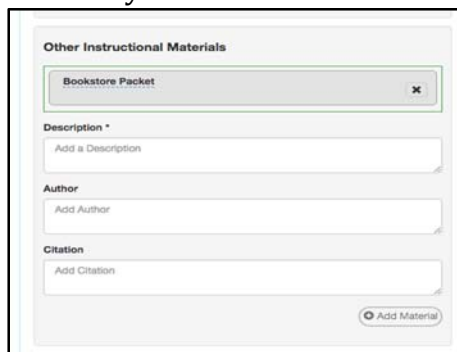
To add a textbook, enter the information for the author, title, publisher, date, and ISBN, then select **Add New Textbook**. The option to **Add New Textbook** will not become active until the first four items are filled out.



Continue adding textbooks in the same way. Remove textbooks by selecting the black X.

Other Instructional Materials

Any materials needed for a course that are not a textbook can be added using the **Other Instructional Materials** area. This can include non-textbook resources, packets from the bookstore, or any other instructional materials needed for the course. Add materials with at least a description, then select **Add Material**. Continue adding materials in the same way.



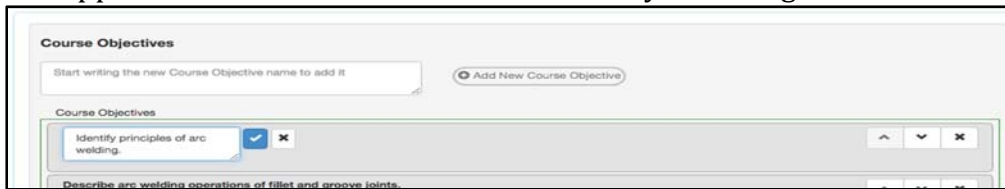
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Learning Outcomes Tab

The **Learning Outcomes** tab includes both objectives and student learning outcomes for the course.

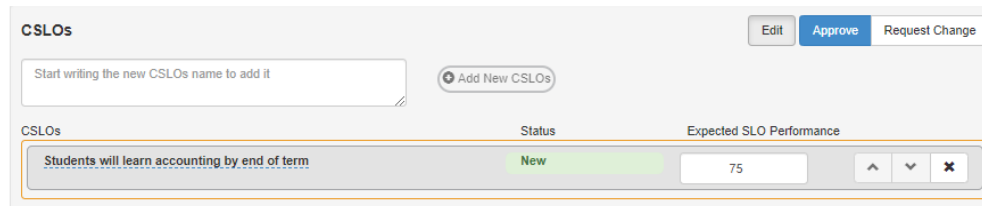
Course Objectives

To add course objectives, begin writing in the textbox, then select **Add New Course Objective**. Continue this method to add as many objectives as required. Once added, objectives can be re-ordered using the arrows on the right side of the entry. To remove an objective, select the black **X**. To edit the text of the objective, select the text. An editor will appear. Select the blue check mark to save your change.



CSLOs

The Course Student Learning Outcomes can be added in the same way the objectives were added. Enter the text of the SLO in the box, then select **Add New CSLO**. If CSLOs are already listed, select the text to create a new version of the CSLO. Select the black **X** to remove the CSLO from the course. Once the workflow is approved, and the term for which the course has been approved has come, the change made to the CSLO in Curriculum will be seen in the SLOs & Assessment area.

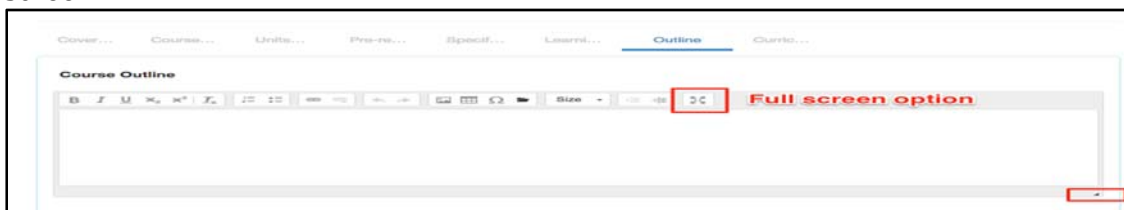


Outline Tab

The outline tab contains the content for the course. It is separated into two potential areas: course outline and lab outline. To enable the lab outline, select the box titled **Lab Component in this Course**.

This area can support the copying and pasting of text from a word processing software. However, do not attempt to copy and paste images, as they will not be present on the server and will appear as a blank box.

The textbox can be expanded so the information being entered is easier to work with. In addition, there is an expansion button on the editor box to open the text box to full screen.



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Approval Dates (Correspondence & Distance Ed ONLY) Tab

If the course has a modality of Correspondence and/or Distance Education, the Curriculum Specialist will enter approval dates here once it is approved.

Approval Dates (Correspondence & Distance Ed ONLY) Upload Files

Correspondence Ed - Curriculum Committee Approval Date:

Correspondence Ed - Board of Education Approval Date:

Distance Ed - Curriculum Committee Approval Date:

Distance Ed - Board of Education Approval Date:

Enter the Code, Title and Department to Save as Draft Delete Workflow Save as Draft Submit

Lab Component Questions Tab

If the course has a lab, this is where you will describe how the lab work is to be conducted and how the student work is to be evaluated.

Lab Component Questions Upload Files

If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

Enter the Code, Title and Department to Save as Draft Delete Workflow Save as Draft Submit

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Student Confidentiality, Contact & Readiness Tab

This is where you would enter the language from ACCJC and Title 5 regulations for each question. (See the eLumen Language handout at the end of this document.)

Student Confidentiality, Contact & Readiness

Describe how the confidentiality of the student's work and grades will be maintained.

Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section for Correspondence and/or Distance Education.

Describe how regular, effective contact between the instructor and a student is maintained for Correspondence and/or Distance Education.

Describe procedures that evaluate the readiness of a student to succeed in an correspondence, online, ITV or hybrid course section.

Justification of Need Tab

This is where you would enter the Justification of need.

Justification of Need

Justification of Need:

Enter the Code, Title and Department to Save as Draft

Delete Workflow Save as Draft Submit

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Curriculum Technician Tab

The Curriculum Technician tab is an administrative tab that cannot be edited by the originator. Only the Curriculum Specialist role can adjust the values on this tab. This is where the status for transferability and General Education requests will be set.

Curriculum Technician

Course Administration Codes

Course Control Number (CB00) Enter the Course Control Number (CB00)	Curriculum ID (internal use) Enter the Curriculum ID
Course Prior to College Level (CB21) -- Select Option --	
Course Version Status: In Development	Distance Education Approved: <input type="checkbox"/>
Curriculum Committee Approval Date: <input type="text"/>	
Board of Trustees Approval Date: <input type="text"/>	
External Review Approval Date: <input type="text"/>	
Time to Next Review: <input type="text" value="1"/> months	
Date for Next Review: <input type="text"/>	

Articulation

Course Crosswalk CRS-DEPT-NAME (CB19) <input type="text"/>	Course Crosswalk CRS-NUMBER (CB20) <input type="text"/>
Articulation Agreement Request	
Transferability • Not transferable	Course Transfer Status (CB05) Not transferable

Enter the Code, Title and Department to Save as Draft

Delete Workflow Save as Draft **Submit**

eLumen Language and Canned Questions with Answers

Examples of Assignments:

Examples of reading assignments:

Examples of writing assignments:

Appropriate assignments to be completed outside of class:

Appropriate assignments that demonstrate critical thinking:

Other assignments (if applicable):

Describe how the confidentiality of the student's work and grades will be maintained:

Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).

Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section for Correspondence and/or Distance Education:

Consistent with policy elements listed in the ACCJC's "Policy on Distance Education and on Correspondence Education," the College verifies the identity of a student who participates in class or coursework by using, at the College's discretion, such methods as a secure log-in and password, proctored examinations, or other technologies or practices that are developed and effective in verifying each student's identification.

Describe how regular, effective contact between the instructor and a student is maintained for Correspondence and/or Distance Education:

Regular, effective contact includes, but is not limited to, exams; quizzes; essays; research papers; graded homework assignments; syllabus receipt; office hours; instant messaging; and synchronous online discussions, e-mails, letters, notes, phone calls, or postings on the Bridge between instructor and student.

Describe procedures that evaluate the readiness of a student to succeed in an correspondence, online, ITV or hybrid course section:

The procedure might consist of a short assessment questionnaire prepared by the instructor and self-administered by the student. The questionnaire would evaluate areas such as working independently, adhering to timelines, and familiarity with working online and with computer technology. The student would use the resulting score to evaluate his or her readiness to take the course in a correspondence, online, ITV or hybrid instructional mode.