

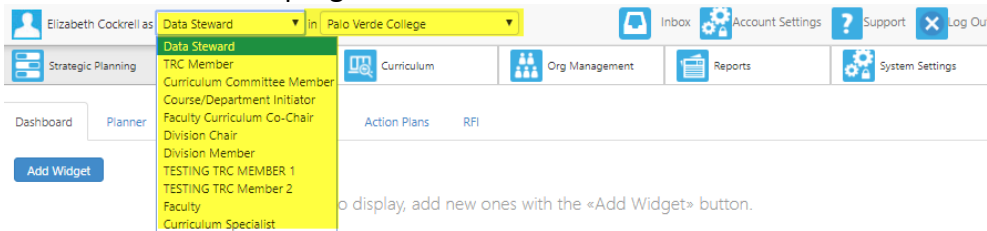
Reviewer and Approver in eLumen Training Guide

This training will guide the discussion and give specific directions for using Curriculum for roles that will review and approve proposal workflows for the creation, revision, or inactivation of courses or programs.

*****Reviewer and Approver roles are: Articulation Officer, Distance Education Coordinator, Division Members, Division Chair, TRC Members, and Curriculum Members*****

Workflow Management

All workflows for courses, programs, and SLOs that are waiting for your review will appear in both the Workflows tab within your Inbox and on the Curriculum Dashboard. Make sure you select the role that you need to review or approve in (some have multiple roles and will have to do this for each when its time for that specific role). Navigate to the Inbox to complete the review of a course or program workflow.



Under the Active heading is where all of the workflows that require your immediate attention are at. To Review a workflow select Start Review and choose either the Step View (which presents each section of the proposal on a separate screen) or the Outline View (which presents the entire proposal on a single page).



Below the Active workflows eLumen also lists the current Stage of other program proposals that might be of interest including those Coming Soon, Processing, or Recently Reviewed.

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Coming Soon	
Revise Program - Discipline Review - Cover Info Program: English AA	Currently with: Propose Program
Processing No processing entries	
Recently Reviewed No completed entries	

Courses

Reviewing, Editing, and Approving

eLumen provides three types of functionality for reviewers that can be customized for each part within the sections of a proposal. As a reviewer, you will always be able to see all of the sections and parts of the proposal. In each section, you will see buttons outlining your options.

Cover Info

General Information *indicates required field

Course Code (CB01) *
ACCT 101
Subject Number

Course Title (CB02) *
Principles of Accounting I

TOP Code (CB03)
(0502.00) Accounting

CIP Code
(52.0302) Accounting Technol...

Department *
Accounting

Course Description
This course is an introduction to the basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including: revenue recognition, inventory, long-lived assets, present

SAM Priority Code (CB09)
Possibly Occupational

Course Control Number (CB00)
YYYYYYYYYY

Faculty Requirements

Master Discipline Preferred • Accounting

Review

When viewing the proposal, you will see a review button in each part you are assigned. Please review the contents of that section for accuracy and check the Review box to acknowledge that you have seen the content.

Leave any feedback or corrections in the comments box at the end of the section and select **Add Comment**. You will see any previous comments from other reviewers.

You cannot submit the workflow until you select **Review** on all parts.

Multiple review roles can be added to a single stage, and the workflow will not progress until all roles have reviewed the course. Please complete your reviews in a timely manner.

Select **Review All** to automatically select Review on all parts of the proposal.

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The screenshot shows a web form for revising a course titled "MATH103 Introduction to Applied Calculus I". The form is divided into several sections: "General Information", "Course Code (CB01)", "Course Title (CB02)", "TOP Code (CB03)", "CIP Code", "Department", "Course Description", and "SAM Priority Code (CB09)". Each section contains input fields for various details like subject, number, and codes. A "Review" button is visible in the top right corner of the form.

Approve (Send Back Feature)

If you are assigned the Approve action for a part of a proposal, your Review button in each section will be replaced with the option to either **Approve** or **Request Change**.

This screenshot shows the "Proposal Details" section of the form. It includes fields for "Author(s)" (Marianna Padilla), "Proposal Start" (Spring 2019), and "Submission Rationale" (Change to Content, New Course Materials). There is a "Notes for Submission" text area. At the top right, there are two buttons: "Approve" (highlighted in blue) and "Request Change". Below the main form, there is an "Attachments" section with an "Upload Files" button.

If Request Change is chosen for **any part**, the **Submit** button will change to **Request Change** and is available to send back at that time. It is best practice to review all areas before selecting **Request Change** to make sure the initiator is aware of all areas that need adjustment prior to sending it back.

Upon selecting **Request Change**, the workflow will return to the first stage and the parts marked Request Change will be highlighted in red for the proposal's originator. Once the proposal's originator submits their changes, the workflow will progress through the workflow again, continuing to the second stage.

This screenshot shows the "Proposal Details" section of the form, similar to the previous one. However, the "Approve" button is now greyed out, and the "Request Change" button is highlighted in orange. Below the form, there is a "0 Comment" section with a "Comment" box. At the bottom of the page, there are several buttons: "Cancel", "Review all", "Approve all", "Save as Draft", and "Request Change" (highlighted in orange).

You can leave feedback or corrections in the Comment box at the end of the section by selecting **Add Comment**. You will see previous comments from other reviewers.

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Upload files (if necessary) for the course approval process.

Upload Files

0 Comment

Add comment

Cancel Review all Approve all Save as Draft **Submit**

Edit

When a reviewer is assigned the Edit action for a part of a proposal, they will be able to change the content in those parts in addition to reviewing and commenting. Select the **Edit** button to make any changes.

Faculty Requirements Edit Review

Master Discipline Preferred • Mathematics

Alternate Master Discipline • Physics/Astronomy

Bachelors or Associates Discipline Preferred • Mathematics

Additional Bachelors or Associates Discipline • Physics/Astronomy

Select the **Edit** button to open the fields to make changes.

Faculty Requirements Edit Review

Master Discipline Preferred Mathematics

Alternate Master Discipline Physics/Astronomy

Bachelors or Associates Discipline Preferred Mathematics

Additional Bachelors or Associates Discipline Physics/Astronomy

To Submit to the Next Stage

You cannot submit the workflow to the next stage of the workflow until you select Review or Approve on all parts of the workflow. The blue submit button will stay inactive until all parts of the workflow have been marked as reviewed. Select Approve All to automatically select Approve on all parts of the proposal.

Inactive Submit button:

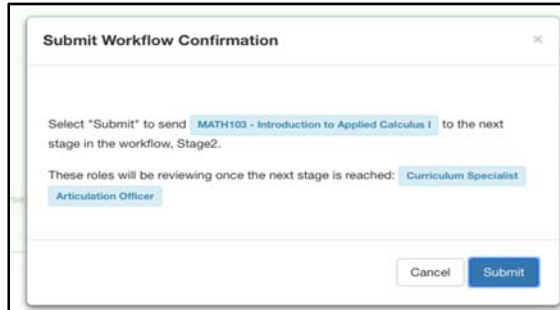
Cancel Review all Approve all Save as Draft **Submit**

Active Submit button:

Cancel **Review all** Approve all Save as Draft **Submit**

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A confirmation box will appear informing you whether or not the course will be moving on to the next stage, or if additional roles need to review the course. Select **Submit** to confirm or cancel to go back to reviewing the course.



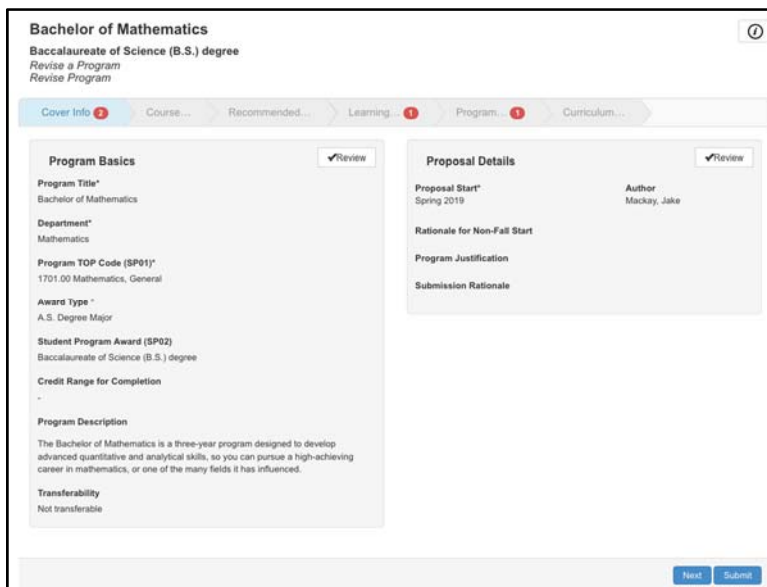
Programs

Participating in the workflow process for programs is similar, but not identical, to courses. Finding the program to review, entering the workflow, and overall actions are the same. Key differences are noted below.

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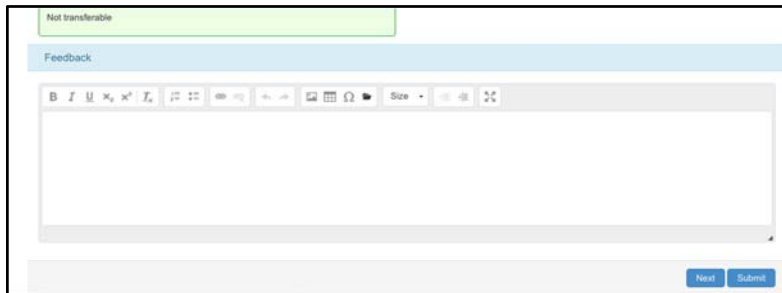
Review

When viewing the proposal, you will see a review button in each part you are assigned. Please review the contents of that section for accuracy and check the Review box to acknowledge that you have seen the content. Select **Next** to move to the next tab. Use **Previous** to return to a tab you already passed.



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Leave any feedback or corrections in the Feedback area at the end of the section. You will see previous comments from other reviewers.



When reviewing, be sure to select **Next** or **Save and Continue** all the way through the program until the last tab. Then select **Submit** at the end. The program will only move to the next stage if all sections have been marked as reviewed.

Workflows are highly configurable, check with your Curriculum Specialist to determine how your program workflow has been configured. If multiple review roles have been added to a single stage, the workflow will progress once all sections of the program have been reviewed once. This means it may move before you have reviewed. However, if different reviewers have different parts to review, the program will not move forward until all reviewers have completed their review.

[Approve \(Send Back Feature\)](#)

In a program workflow, the option to “Send Back” is available by selecting “Disapprove” in an area of the program.

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Bachelor of Mathematics
Baccalaureate of Science (B.S.) degree
Revise a Program
Revise Program

Cover Info > Course... > Recommended... > Learning... > Program... > Curriculum...

Program Basics [Edit] [Disapprove] [Approve]

Program Title*
Bachelor of Mathematics

Department*
Mathematics

Program TOP Code (SP01)*
1701.00 Mathematics, General

Award Type *
A.S. Degree Major

Student Program Award (SP02)
Baccalaureate of Science (B.S.) degree

Credit Range for Completion
-

Program Description
The Bachelor of Mathematics is a three-year program designed to develop advanced quantitative and analytical skills, so you can pursue a high-achieving career in mathematics, or one of the many fields it has influenced.

Transferability
Not transferable

Proposal Details [Edit] [Disapprove] [Approve]

Proposal Start*
Spring 2019

Author
Mackay, Jake

Rationale for Non-Fall Start

Program Justification

Submission Rationale

Next Save and Continue

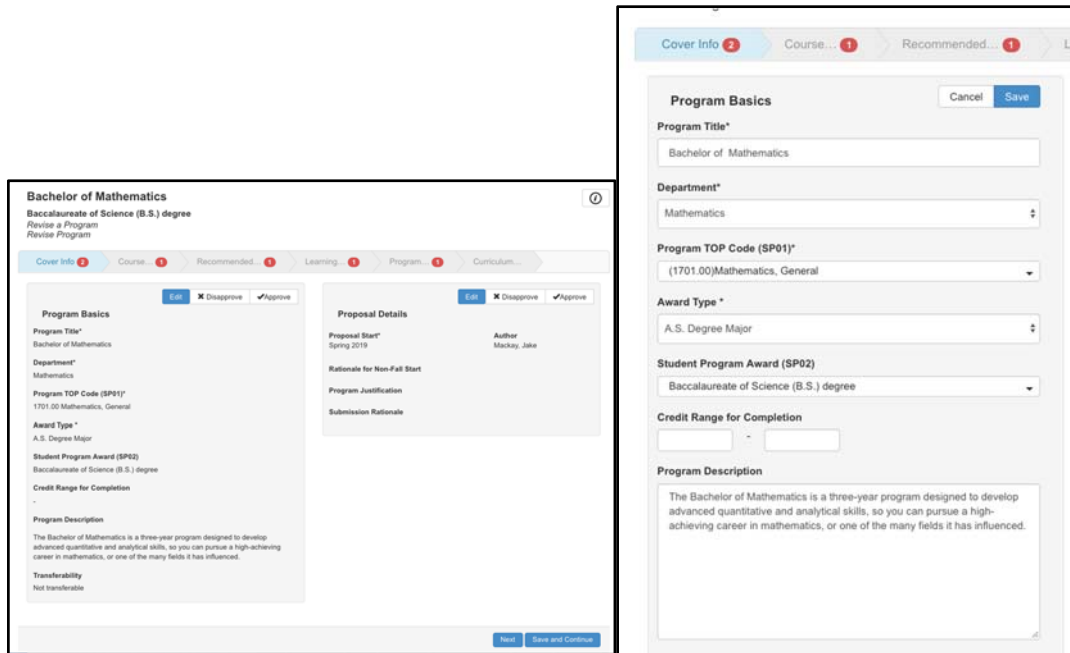
Once “Disapprove” has been selected for a given area, the options at the bottom of the program will include “Send Back”. Use this button to choose where to send the program to be edited. The option “Table Workflow” is a legacy button that should not be used for program proposals.

Previous Next Table Workflow Send Back

Edit

When a reviewer is assigned the Edit action for a part of a proposal, they will be able to change the content in those parts in addition to reviewing and commenting. Select the Edit button to make any changes.

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[Navigating from Tab to Tab](#)

In a program workflow, the buttons at the bottom of the workflow are required to move from one tab to the next. Use **Next** or **Save and Continue** to move to the next tab. Use **Submit** after the final tab. If any part of the workflow remains unreviewed, the proposal will stay in the Inbox until all areas are reviewed/approved or the workflow is sent back.



[To Submit to the Next Stage](#)

Make sure all areas assigned have been reviewed, select **Next** or **Save and Continue** on each tab. Then select **Submit** at the end. Unlike a course workflow, the program workflow will not provide a confirmation message before moving on. You know the program has moved on when it is no longer visible in the Inbox.

[After Submitting](#)

Once you have reviewed all areas, and submitted the workflow to the next stage, you can watch the progress of the proposal on the Curriculum Dashboard. If you saved work as a draft or did not review all parts and will come back to finish later, return to the Inbox to pick up

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where you left off.

The screenshot displays the 'Curriculum' tab in the eLumen system. The main heading is 'Revision Course Workflows'. Below this is a table with the following data:

Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	
ACCT101	Principles of Accounting I	Admin Quick-Flow	Stage 2: Review and Approve	None	Actions
COMPSCI104	Structures of Data	Revise a Course	Stage 5: External Review Approval	Tuesday, Sept 12	Actions
COMPSCI117	Mobile Application Building- IOS and Andriod	Revise a Course	Stage 3: Curriculum Committee Review	Tuesday, Sept 12	Actions
MATH101	Algebra I	Admin Quick-Flow	Stage 1: Propose Revision	Tuesday, Sept 12	Actions
MATH103	Introduction to Applied Calculus I	Revise a course	Stage 3: Curriculum Committee Review	None	Actions

Below the table, it shows '5 Total' entries with a 'Show: 10' dropdown. At the bottom, there is a section for 'Proposal Course Workflows'.

Articulate

As a Curriculum Specialist find and select an approved program in the Curriculum Library. Select **Articulate** and then the **Curriculum Technician** tab. Enter the Control Number, Credential ID (if appropriate), approval dates, and Time to Next Review. When complete, select **Save**.

The screenshot shows the 'Program Administration Codes' form. It includes the following fields:

- Control Number:** Enter the Program Control Number
- Credential ID* (internal use):** Enter the Credential ID
- Program Version Status:** Approved
- Curriculum Committee Approval Date:** [Date Picker]
- Board of Trustees Approval Date:** [Date Picker]
- External Review Approval Date:** [Date Picker]
- Time to Next Review:** 1 years
- Date for Next Review:** [Date Picker]

Buttons for 'Previous' and 'Save' are located at the bottom right.