Creating a New Course in eLumen

The following steps outline the process for creating a new course workflow. Once a faculty member has submitted a new course, the course will move through the stages of the workflow.

<u>Step 1:</u> Only use CHROME, FIREFOX or SAFARI- do NOT use internet explorer. The PVC eLumen page is: <u>https://pvc.elumenapp.com/</u>

(If you would like to practice, you can go to PVCs test page: <u>https://pvctest.elumenapp.com/</u>) <u>Step 2:</u> Log in using your PVC assigned email address and password.

<u>Step 3</u>: 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.

n a se a la companya de la companya	and V an Cal Restored School and Counter Counter Statements + 10 Accounting + 10 Intern School and
Elabeth Cocirellas Coursel Department In 1 in Accounting 1 India Coursel Department In 1 in Accounting 2 Department	
Strategic Planning 💦 🛄 Curriculum	beau Wuchtwei Canvolum Dadteaud Canvolum Litray
	Operative Notice Type as as as
under es	Active
l Widget	No active entries
No widents to dialay and eavy ones with the Add Widents by the	Coming Soon
no wildgels to display, add new ones with the «Add wildgel» button.	No upcoming entrest
	Processing
	No processing entries
	too 🔛 Account Baltinge 💽 Braywort 🔀 Log Cout auto Equitorer 🔛 🔛 Strategies Initiatives
Department Course Code O Course Title O	Distance Education Approved
Department Course Code Ø Course Title Ø Accounting(fistal: 50) • Code Title	Distance Education Approved Ven

Step 5: Next, select the type of workflow appropriate for the course being created or revised. Click on the "revise a course." The only workflows a user will see are those that have been defined with the role currently selected in the dropdown menu as the originator.



Make the choice carefully. If you decide to use a different workflow at a later time, any work you started will be lost, as you must delete the wrong workflow to launch a new one.

Once selecting a workflow, users will see the Cover Info information for the course. If

1

Creating a New Course in eLumen

the workflow is for a new course, the page will be blank.



All fields with an asterisk (*) are required. All fields with three dots indicate additional information. Select the three dots to expand the information.

	A REAL PROPERTY AND A REAL	
Course description should ex	actly match	
he course catalog descriptio	1.	

The "i" at the top right will open additional information for completing the proposal. This area is configured by the institution, so the content displayed will differ from the screenshot below.

Cur	Reference Materials	K
	Articulation TMC Templatea/C-ID Descriptons ^{eff} Transferability (ASIST) ^{eff} Articulation Process ^{eff} Guidelines for Anticulation of Courses to UC ^{eff}	
in the second	Pall 2017 Curriculum Committee Calendar Room Fox 105; Mondays, 2:30-4:30 August 15, 2017 – elumen opens for submissions August 25, 2017 – Pall Retreat 3pm - 6pm, Global Citizenship Room Secretenber 12, 2017	All Constal Dates

Step 6: Navigate between the tabs by selecting them, forward and backward movement is allowed. Work is automatically saved when moving between tabs.



Step 7: Once you are done editing the information, click Submit. The course would then start to go through the workflow stages.

		6
--	--	---

If you are not done editing the information you can click on save as draft and close the proposal. To return to the workflow in progress after saving as a draft, navigate to the Curriculum Dashboard, and use the Actions menu to "View Workflow" or navigate to the Inbox, and select "Continue Workflow" next to the course.

Revising a Course in eLumen

The following steps outline the process for revising of a course workflow. Once a faculty member has started a course revision, the course will move through the stages of the workflow.

Step 1: Only use CHROME, FIREFOX or SAFARI- do NOT use internet explorer. The PVC eLumen page is: <u>https://pvc.elumenapp.com/</u>

(If you would like to practice, you can go to PVCs test page: <u>https://pvctest.elumenapp.com/</u>) <u>Step 2:</u> Log in using your PVC 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: To create a course revision, navigate to the Curriculum Library, then use the course code box on the filter to locate the course. Check the box next to the course and select "New Revision" button.

Elizabeth Cockrell as Cours	se/Department In 🔻 in 🛛 Administration of .	lustice 🔻 💽 I	nbox 🚰 Account Settings ? Support 🗙 Log Out
Strategic Planning		Curriculum	
Inbox Workflows Curriculun	Dashboard Curriculum Library		
Course Program			
Department	Course Code 😧	Course Title 😡	Distance Education Approved
Accounting, (Total: 48)	▼ Code	Title	Yes, (Total: 2) 🔻
			Show/Hide
			(Total: 2) 🔻
11 Total Show: 15 entrie	25	<	1 2 3 4 5 28 ≻
New Revision Dead	tivate Course Show History View COR Rep	port View Impact Report	Show inactive courses
Course Code	Course Title		

Step 5: Next, select the type of workflow appropriate for the course being created or revised. Click on the "revise a course." The only workflows a user will see are those that have been defined with the role currently selected in the dropdown menu as the originator.



Make the choice carefully. If you decide to use a different workflow at a later time, any work you started will be lost, as you must delete the wrong workflow to launch a new one.

Revising a Course in eLumen

Since the workflow is to revise a course, the content on the page will populate based on the most recent approved version of the course.

ELD100 W vise a Course urse Revision	lelding Fundan	nentals	
Cover Info	Course Units	Pre-re Specif Learni Outlin Curric	
General Info	ormation "indicates requ	red field Course Title (CB02) *	Add Cross List Course
WELD	100	Welding Fundamentals	
Subject	Number		
TOP Code (CB	03)	CIP Code	
(0956.50) We	Iding Technology -	(48.0508) Welding Technology 👻	
Department *		Course Description	SAM Priority Code (CB09)
Welding	•	A course providing basic study and application of commonly utilized welding	Clearly Occupational -
		processes with topics to include: blue print reading, welding safety, joint-weld	
Course Contro	I Number (CB00)	design, weitaing terminology, and weitaing quality control. Students will	

All fields with an asterisk (*) are required. All fields with three dots indicate additional information. Select the three dots to expand the information.

	ene esta con trac	
Course descrip	ption should exactly match	
the course cat	alog description.	

The "i" at the top right will open additional information for completing the proposal. This area is configured by the institution, so the content displayed will differ from the screenshot below.

2018	SLOE & Assessments 1972 Currenture Results Exprover		and Brainings Initiatives
c.e	Reference Materials	: ×	
	Articulation TMC Templates/C-ID Descriptors [@] Transferability (ASSIST) [@] Articulation Process [@] Guidelines for Articulation of Courses to UC [@]		
ition	Fall 2017 Curriculum Committee Calendar Room Fox 105; Mondaya, 2:30-4:30 August 15, 2017 eLumen opens for submissions August 25, 2017 Fall Retreat 3pm - 6pm, Global Citizenship Room Sontember 19, 2017		Add Share Use Gaurae

Step 6: Navigate between the tabs by selecting them, forward and backward movement is allowed. Work is automatically saved when moving between tabs.



<u>Step 7:</u> Once you are done editing the information, click Submit. The course would then start to go through the workflow stages.



If you are not done editing the information you can click on save as draft and close the proposal. To return to the workflow in progress after saving as a draft, navigate to the Curriculum Dashboard, and use the Actions menu to "View Workflow" or navigate to the Inbox, and select "Continue Workflow" next to the course.

Inactivating a Course in eLumen

The following steps outline the process for inactivating of a course. Once a faculty member has started a course inactivation, the course will move through the stages of the workflow.

Step 1: Only use CHROME, FIREFOX or SAFARI- do NOT use internet explorer. The PVC eLumen page is: <u>https://pvc.elumenapp.com/</u>

(If you would like to practice, you can go to PVCs test page: <u>https://pvctest.elumenapp.com/</u>) <u>Step 2:</u> Log in using your PVC 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.



<u>Step 4</u>: To inactivate a course, navigate to the Curriculum Library, then use the course code box on the filter to locate the course. Check the box next to the course and select "Deactivate Course" button.

11 Tota	Show: 15	entries		<	1	2	3	4	5		28	>
	New Revision	Deactivate Course	Show History View COR Report View Impact Report							Show ina	active co	urses
	Course Code		Course Title									
	ABE040		Computers Mades Simple									
	ABE059		Creative Sticherv									

Step 5: Next, You will be asked if you are sure you want to deactivate this course.

Deactivate a Course	×
Are you sure you want to deactivate this course?	
	Cancel Confirm

You will enter why you think this course should be inactivated then submit.

Deactiv Deactivat	ate Course e Course *							
BI	$\underline{U} \; \; X_{2} \; \; X^{2} \; \mid \underline{\mathcal{I}}_{X}$	12 12 m	n + → [1	Ξ 🖽 Ω 🖿	Size - IE - II	25	/	
Comr	nent							
Comr	nent							
Comr	ment							
ment								Add com