# 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.
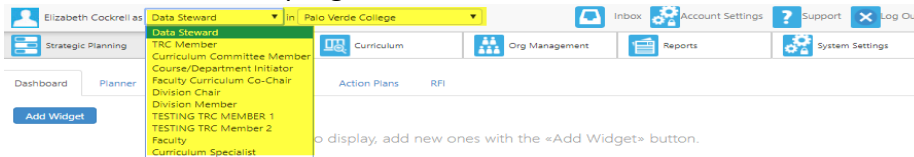
Under the Active heading is where all of the workflows that require your immediate attention are at. To Review a workflow select Start Review and choose either the Step View (which presents each section of the proposal on a separate screen) or the Outline View (which presents the entire proposal on a single page).
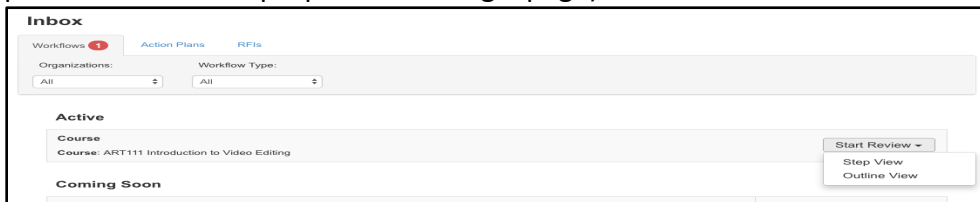
Below the Active workflows eLumen also lists the current Stage of other program proposals that might be of interest including those Coming Soon, Processing, or Recently Reviewed.

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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.

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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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**.

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.
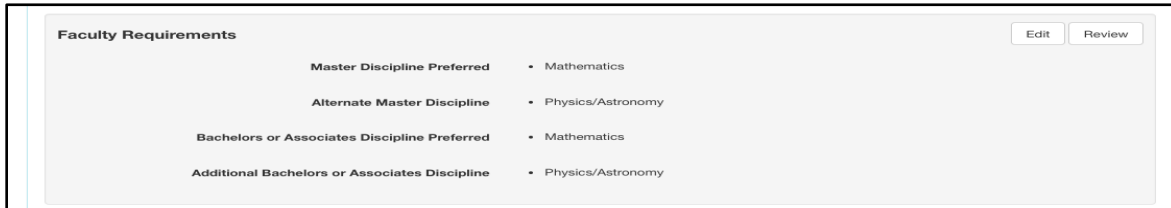

You can leave feedback or corrections in the Comment box at the end of the section by selecting **Add Comment**. You will see previous comments from other reviewers.

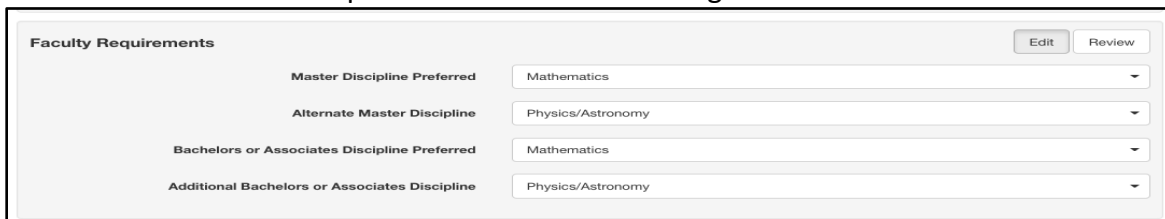# Reviewer and Approver in eLumen Training Guide

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.

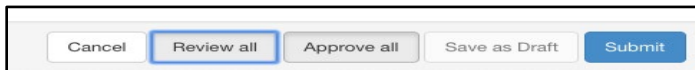| Faculty Requirements		Edit	Review
Master Discipline Preferred	Mathematics		
Alternate Master Discipline	Physics/Astronomy		
Bachelors or Associates Discipline Preferred	Mathematics		
Additional Bachelors or Associates Discipline	Physics/Astronomy		

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.
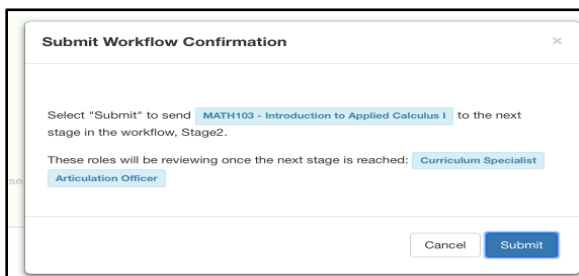
Inactive Submit button:

Cancel	Review all	Approve all	Save as Draft	Submit

Active Submit button:

Cancel	Review all	Approve all	Save as Draft	Submit

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.

Submit Workflow Confirmation ×

Select "Submit" to send MATH103 - Introduction to Applied Calculus I to the next stage in the workflow, Stage2.

These roles will be reviewing once the next stage is reached: Curriculum Specialist Articulation Officer

Cancel	Submit

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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.

Reviewing and Approving

Review

When viewing the proposal, you will see a review button at the top of each section. Please do not hit review and submit unless you are a Division Chair or the Faculty Co-Chair. Doing this will advance the workflow before everyone has had a chance to review the program. If you have any comments or concerns regarding the proposed program, please bring them to your division chair, TRC meeting or email them to the Faculty Co-Chair. The program will only move to the next stage if all sections have been marked as reviewed. When the workflow is at the members review stage, the Curriculum Specialist will move the program forward to the next stage after the time allowed for review is completed. Select **Next** to move to the next tab. Use **Previous** to return to a tab you already passed.
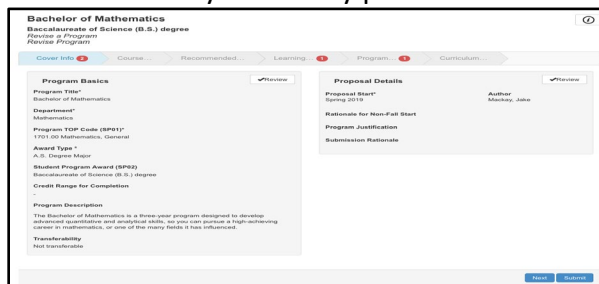
Approve (Send Back Feature)

In a program workflow, the option to "Send Back" is available (Division Chair and Faculty Co-Chair only) by selecting "Disapprove" in an area of the program. Once you have reviewed the workflow, select "Send Back" at the bottom of the page. **DO NOT** use the "Table Workflow" option. If you have any comments or concerns please bring them to the TRC and Curriculum meetings, or email the faculty Co-Chair.
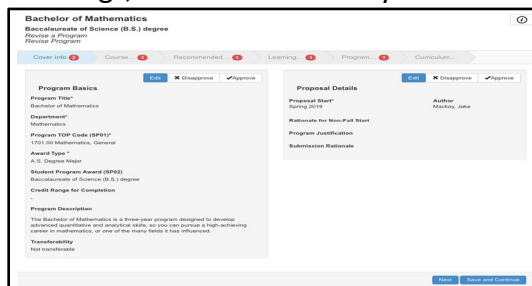
Edit

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.

Previous	Next	Save and Continue

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 where you left off.

Strategic Planning	Curriculum	Reports

Inbox Workflows | Curriculum Dashboard | Curriculum Library

Course | Program

Download Workflows as CSV

Revision Course Workflows

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 ▾

5 Total Show: 10 entries

Proposal Course Workflows