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

Navigating the Curriculum System

eLumen is an integrated system for managing Curriculum, Assessment, and Continuous Improvement. This guide will focus on the Curriculum section for users who will be proposing the creation, revision, or inactivation of courses or programs. As such, the areas this guide describes are under the Curriculum section.

My Curriculum Tab

The “My Curriculum” tab is designed to give quick access to the Curriculum a faculty member has initiated as it follows the workflow process. In addition, this area lists the active courses for the department the faculty member is assigned to. From this list, originators can add, revise, and deactivate courses, as well as view course history and reports.

Courses & Programs

The Courses and Programs tab is designed to give full access to the institution’s entire catalog of courses and programs. From this list, originators can add, revise, and deactivate courses, as well as view course history and reports.

Course Management

Creating a Course
To create a new course, navigate to the “My Curriculum” tab, then select the “Add Course” button. Next, select the type of workflow appropriate for the course being created. Fill out all the data necessary. Navigate between the tabs by selecting them, forward and backward movement is allowed. Work is automatically saved when moving between tabs.

Note: If the Create Course button is not visible, a workflow has not been established, contact your Curriculum Specialist or Data Steward.

Revising and Deactivating a Course

To revise or deactivate a course, find the course on the course list on the “My Curriculum” page. Select the box in front of the course, and choose the “Revise Course” button. Next, select the appropriate workflow the course being revised. Revise content as necessary.

Note: If the Revise Course button does not appear, a workflow has not been established, contact your Curriculum Specialist or Data Steward.

Options within a Workflow for Proposers

To remove this draft course completely, select “Delete Workflow”. To save a draft of the workflow to return to at a later time, select “Save as Draft”. When the course is ready to move on to the next step of the workflow for approvals, select “Submit”.

After you Submit a Course (Workflow)

Once a course is submitted it will go through an institutionally specified workflow. Workflows are broken into Stages and each Stage can have 1 or more Reviewers or Approvers. Reviewers will read over the Course Proposal and can leave comments on each section. Approvers will read over the Course Proposal, can leave comments, and additionally can send the Proposal back to the Originator.

Program Management

Creating a Program

To create a new program, navigate to the “Courses & Programs” tab, then select the “Add Program” button. Next, select the type of workflow appropriate for the program being created. Fill out all the data necessary. Navigate between the tabs by selecting them, forward and backward movement is allowed. Work is automatically saved when moving between tabs.

Note: If the Create Course button is not visible, a workflow has not been established,
contact your Curriculum Specialist or Data Steward.

**Learning Outcomes**

eLumen integrates curriculum and assessment so updates to the Program SLOs for Curriculum updates the Program SLOs for Curriculum Mapping and assessment.

Sets of PSLOs in eLumen are known as PSLO Classes. A Program can use one or more sets of PSLOs and Programs can share PSLOs. This allows departments to model situations such as a core set of outcomes shared by the department and specialization outcomes that differentiate each degree or certificate.

On the Learning Outcomes tab, select either a set of Third Party Standards, an existing PSLO Class, and/or create a new PSLO Class.

When creating a new PSLO Class, name the class, decide if the class will further group it’s SLOs into Categories and if so add those, then add the PSLOs.
In addition to integrating curriculum and assessment, eLumen also includes Education Planning for students. eLumen uses the Course Blocks defined in the program's Curriculum to automatically populate the courses required for students in their Ed Plan.

To build the course, first click Add Course Block and create each of the course blocks for the program.

Next add all courses that belong in each Course Block by expanding the course block, selecting the courses in the drop down menu, and clicking Add Course.
Finally expand the second column to build rules. Click Add Rule in the right column and select the courses and course blocks that will feed each rule from the work you did in left column.
eLumen supports several types of rules

- Take all of a set of courses (Select the courses, check All Credits and click Done)
- Take one of a few options (Select each option and click Or and on the last option click Done.) Pictured above
- Take a certain number of credits from a set of courses (Select the courses, uncheck All Credits, type in the number in the Credits box, and click Done)

**Recommended Sequence**

The recommended sequence outlines which courses should be taken during a given term to assist students in completing on time.

To setup a recommended sequence, click Add Term to create a new term. Terms require a name and at least a single course before more terms can be created. The sequence can either specify a single, specific course or a certain number of credits from a course block.
Select a Course Block from the drop down menu then choose either “Any Course from this list” or one or more specific courses and click Add Course.

Add all of the terms and fill them with Courses to finish the recommended sequence.

**Revising a Program**

To revise or deactivate a program, find the program on the course list on the “Courses &
Program” page. Select the box in front of the program, and choose the “Revise Program” button. Next, select the appropriate workflow for the program being revised. Revise content as necessary.

*Note: If the Revise Program button does not appear, a workflow has not been established, contact your Curriculum Specialist or Data Steward.*

**After you Submit a Program**

Once a program is submitted it will go through an institutionally specified workflow. Workflows are broken into Stages and each Stage can have 1 or more Reviewers or Approvers. Reviewers will read over the Program Proposal and can leave comments on each section. Approvers will read over the Program Proposal, can leave comments, and additionally can send the Proposal back to the Originator.

You can check the status of the Program from your Inbox.

**Views and Reports**

eLumen offers several reports and dashboards for your Curriculum data.

*Course Outline of Record or Program Outline of Record*

To see a full overview of the curriculum information for a Course or Program, select that Course or Program and click View COR Report or View Program Outline Report at the top of the table. Choose the sections you wish to view from drop down menu in the pop up then click Go to Report. From the report screen click on the printer icon to print the Outline Report.

*Change Report*

*Comparison Report*

To compare the fields in two Courses, select two courses and click Compare at the top of the table. From the report screen click on the printer icon to print the Comparison.