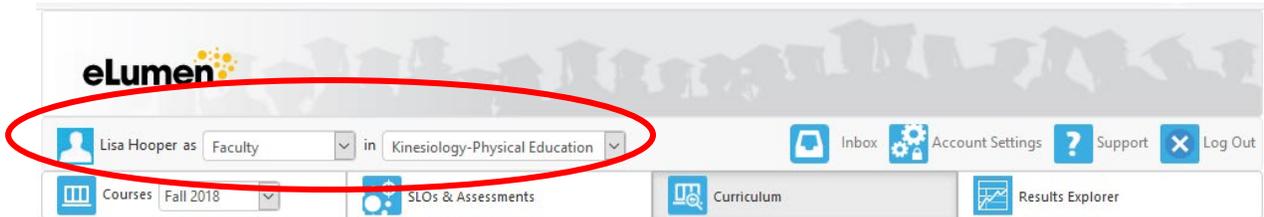
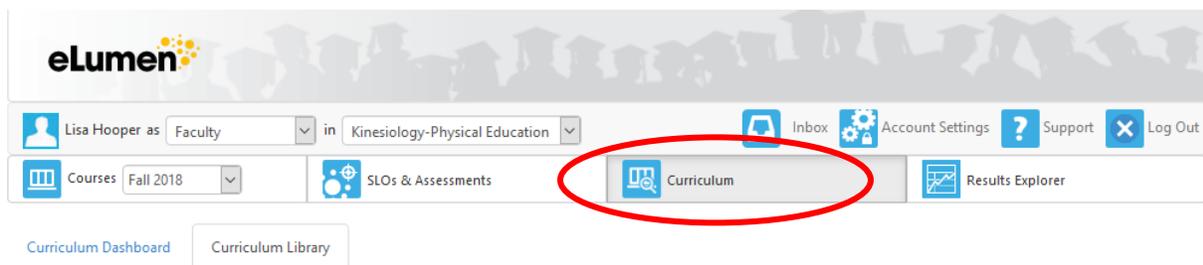


Starting a Course Revision in eLumen

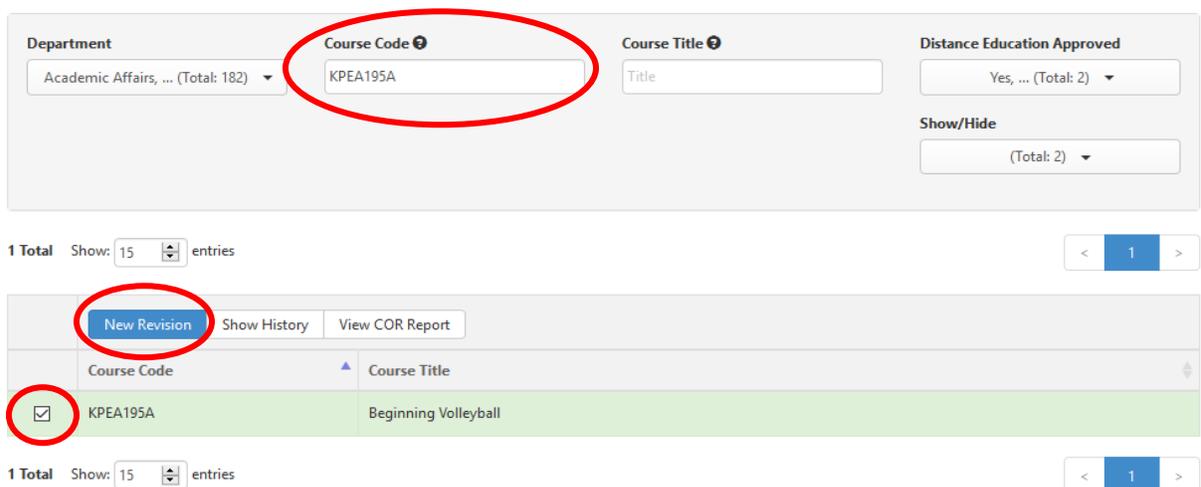
1. After logging in make sure you are in your faculty role at the top left of the screen, then if you have multiple departments you are cleared to author curriculum in select the department of the course you are revising.



2. Next navigate to the Curriculum Library screen by clicking on the main Curriculum tab, and then on the Curriculum Library link.



3. In the course code box type in the subject prefix and course number (KPEA195A in the example below) you want to revise and hit enter or click off the courses code box – no space between the subject and number and don't use any of the other options (Department, Course Title, Distance Education Approved, Show/Hide) for now. The course will populate in the menu below, click on the check box next the course and a blue "New Revision" button will appear. Click on the New Revision button and a pop-up screen will appear that says "Course Revision", click on the icon in that box and you will be on your way.



Starting a New Course Proposal in eLumen

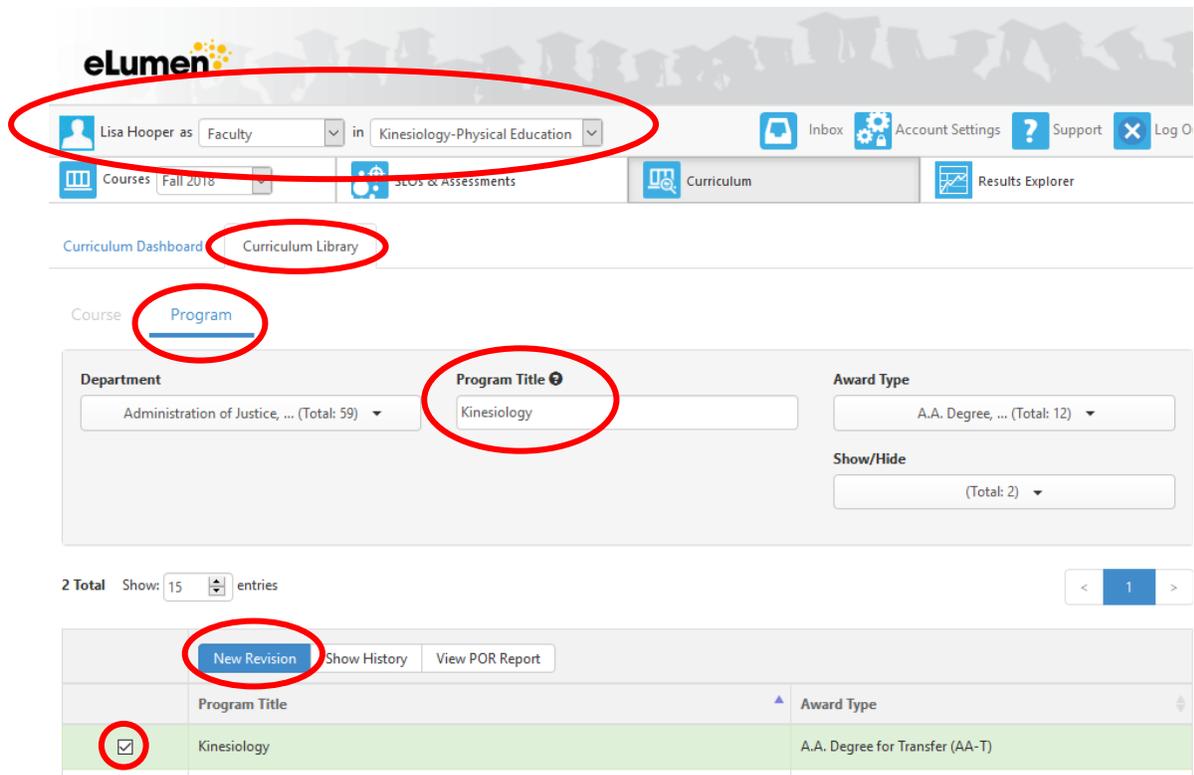
Follow Steps 1 & 2 above and a blue “New Course” button will automatically be on the Curriculum Library screen.

The screenshot shows the eLumen Curriculum Library interface. At the top, there is a navigation bar with the user's name 'Lisa Hooper as Faculty' and the department 'Kinesiology-Physical Education'. Below this, there are tabs for 'Courses', 'SLOs & Assessments', 'Curriculum', and 'Results Explorer'. The 'Curriculum' tab is active. Below the navigation bar, there are two tabs: 'Curriculum Dashboard' and 'Curriculum Library'. The 'Curriculum Library' tab is active. Below the tabs, there are two sub-tabs: 'Course' and 'Program'. The 'Course' sub-tab is active. Below the sub-tabs, there is a search and filter section with the following fields: 'Department' (Academic Affairs, ... (Total: 182)), 'Course Code' (Code), 'Course Title' (Title), 'Distance Education Approved' (Yes, ... (Total: 2)), and 'Show/Hide' (Total: 2). Below the search and filter section, there is a pagination bar showing '1310 Total' and 'Show: 15 entries'. The pagination bar has buttons for pages 1, 2, 3, 4, 5, ..., 88, and a next button. Below the pagination bar, there is a 'New Course' button circled in red, and a 'Merge Courses as Cross-Listed' button.

You will get a similar pop up screen after clicking on the New Course button that will read “Course Creation”. Click on the icon in the box and you will be on your way.

Starting a Program Revision in eLumen

Follow the same steps as starting a course revision above, but click on the “Programs” tab after navigating to the Curriculum Library. Type in the program you want to revise in the Program Title box (Kinesiology in the example below) then hit enter or click on the Program Title box, and the Program will populate in the menu below. Click on the check box next the course and a blue “New Revision” button will appear. Click on the New Revision button and you will be on your way.



you will get a similar pop up screen as described above for the course revision process. Click on “Program Revision” and you will be on your way.

Starting a New Program Proposal in eLumen

Follow the same steps as above for starting a program revision, but do not type anything in the Program Title box and a blue “New Program” button will appear. Click on the “New Program” button and you will get a similar pop up screen as described above for the course creation process. Click on “Program Creation” and you will be on your way

Curriculum Dashboard

The curriculum dashboard is where you would go to see what stage your proposal is at. All of the proposals within the department you have selected at the top will show on this screen, not just the proposals you have authored.

Lisa Hooper as Faculty in Kinesiology-Physical Education

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Revision Course Workflows

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Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	
KPEA160A	Beginning Football	Course Revision	Stage 5: Stage 5 - Curriculum Office	None	Actions
KPEA160B	Intermediate Football	Course Revision	Stage 5: Stage 5 - Curriculum Office	None	Actions
KPET104	Theory and Analysis of Football	Course Revision	Stage 5: Stage 5 - Curriculum Office	None	Actions
KPET107	Theory and Analysis of Basketball	Course Revision	Stage 5: Stage 5 - Curriculum Office	None	Actions
KPET108	Theory and Analysis of Soccer	Course Revision	Stage 5: Stage 5 - Curriculum Office	None	Actions
KPET200	Introduction to Kinesiology	Course Revision for Courses with a DLA	Stage 1: Stage 1 - Faculty Author	None	Actions
KPET201	Principles of Physical Fitness and Conditioning	Course Revision for Distance Education Courses	Stage 5: Stage 5 - Curriculum Office	None	Actions

7 Total Show: 10 entries

< 1 >

Proposal Course Workflows

< 1 >

Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	
KPEA105 B	Intermediate Step Aerobics	Course Creation	Stage 5: Stage 5 - Curriculum Office	None	Actions
KPEA105 C	Advanced Step Aerobics	Course Creation	Stage 2: Stage 2 - Department Chair & Dean	None	Actions
KPEA170C	Advanced Soccer	Course Creation	Stage 1: Stage 1 - Faculty Author	None	Actions
KPET220	Concepts of Coaching	Course Creation	Stage 1: Stage 1 - Faculty Author	None	Actions

The approval stage are set up as follows:

Stage 1 – Faculty Author (creation stage)

Stage 2 – Department Chair and School Dean review stage

Stage 3 – Specialist Review: Articulation Officer, Discipline (Courses only) , Learning Resources (Courses only), and SLO review stage

Stage 4 – Curriculum Committee School Representative/Technical Review stage

Stage 5 – Curriculum Office stage.

When a proposal reaches stage 5 it will be eligible for review by the curriculum committee.