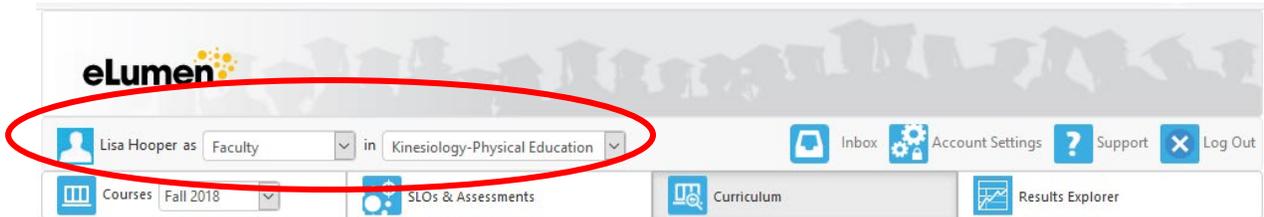# Starting a Course Revision in eLumen

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.
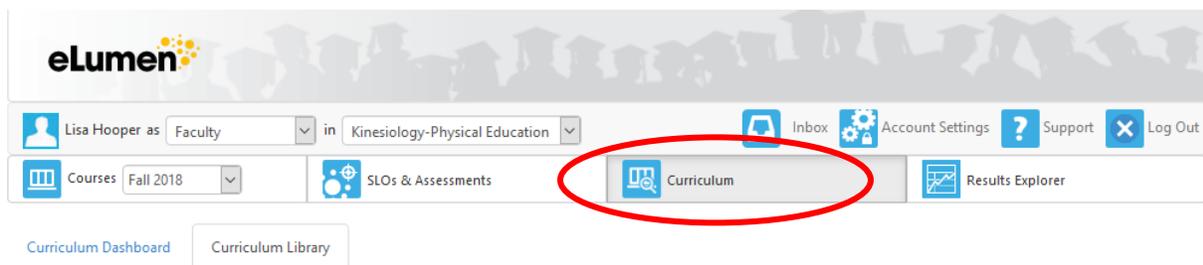
3. In the course code box type in the subject prefix and course number (KPEA195A in the example below) you want to revise and hit enter or click off the courses code box – no space between the subject and number and don't use any of the other options (Department, Course Title, Distance Education Approved, 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.
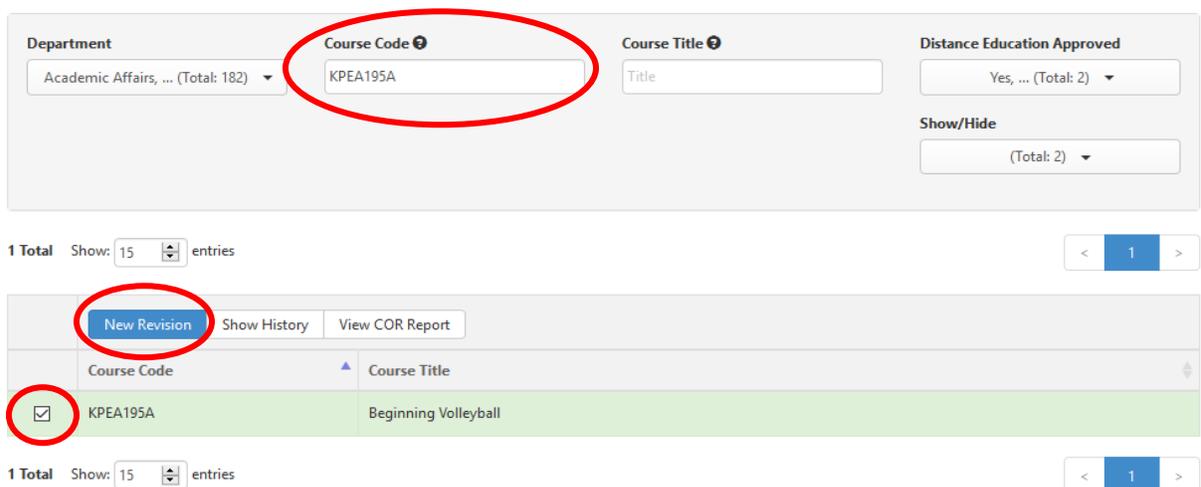
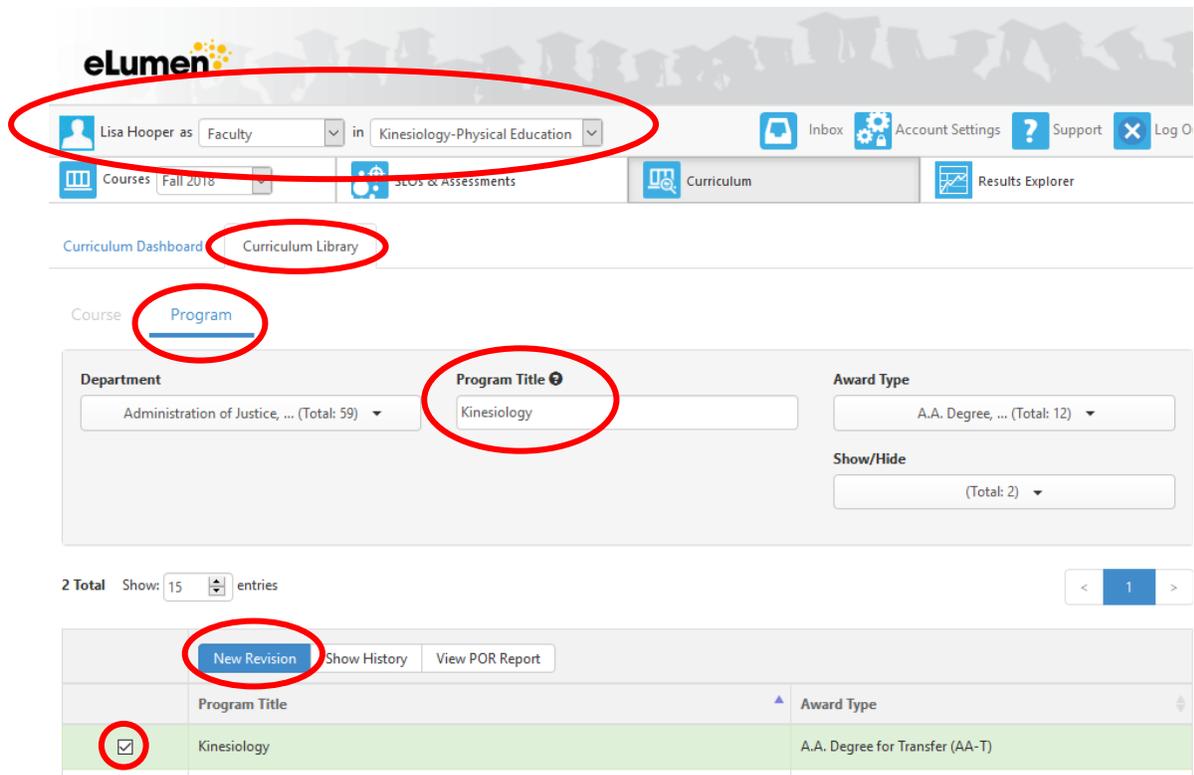# Starting a New Course Proposal in eLumen

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

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.

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.