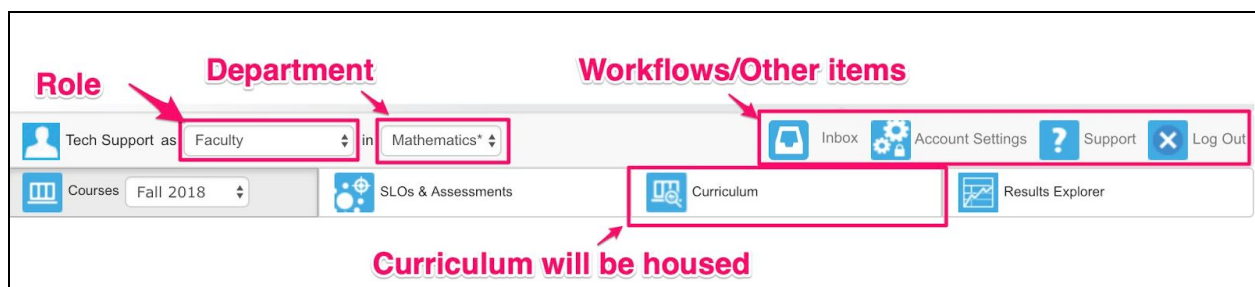




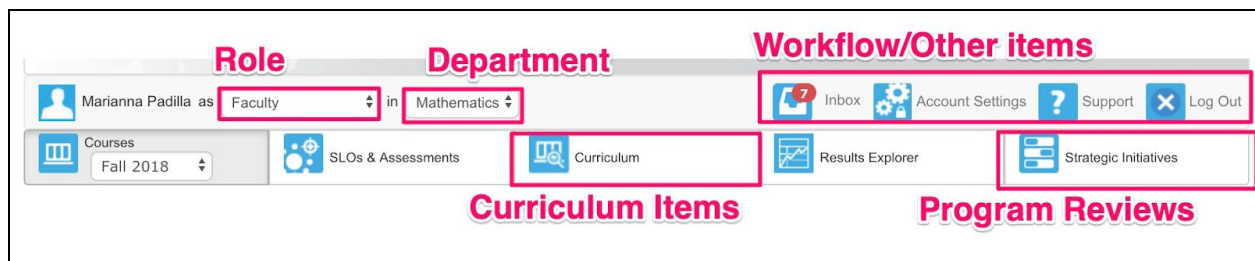
Navigate eLumen

Navigation Banner

Below is the navigation banner that you will see when you login to eLumen.



If you are participating in a Strategic Initiative (Program Review/Annual Plan) your login will look like this.



(NOTE: Depending on what role you select, the tabs across the top will change.)

Roles and Departments

There are two drop downs at the top of the page, **Role** and **Department**.

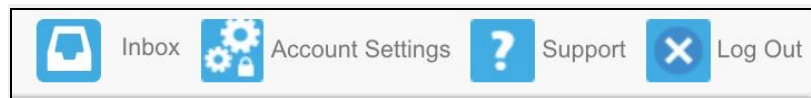
A user can have various *roles* assigned to their account. When using eLumen, make sure you are in the **correct role**.

For example, if a faculty member in the Department of English wants to launch a course revision they will select the **Course Author** role and select the **English*** department.

When the **Course Author** is also the **Department Coordinator (Department Chair)** and they want to *review and approve* a course that is pending their approval, they will need to **"switch"** their role to **Department Coordinator**.

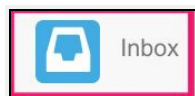


The following icons will allow you to do specific things within eLumen.



Inbox

The **Inbox** contains the workflows for courses, programs, and SLOs that are waiting for review.



In the **Inbox**, you will see a **Workflow** tab. If there are any workflows waiting for your review and/or approval you will see them here.

You will be able to choose two types of viewing access, **Step View** or **Outline View**. Select whichever view you prefer.

The **Step View** presents each section of the workflow on separate tabs.

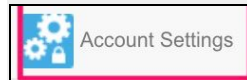
The **Outline View**, which presents the entire workflow on a single screen.

A user will see other items in their Inbox for **Action Plans**, **RFIs** and **SLOs** if they are doing SLOs and Assessments.

Users should monitor their Inbox for items that require their immediate attention.


Account Settings

Each user can create a user profile photo, indicate their email address, determine if they want to have hover help on their scorecards.



My Account Settings

Available Functions

Current User Profile Photo:  (100x100)

Upload User Profile Photo: No file chosen

Email Address:

Display Hover text on Scorecards? Yes No

I want to change my eLumen Password

Enter your new password:

Confirm your password:

Your password may be up to 24 characters long, and consist of any combination of letters and digits. All fields are required.

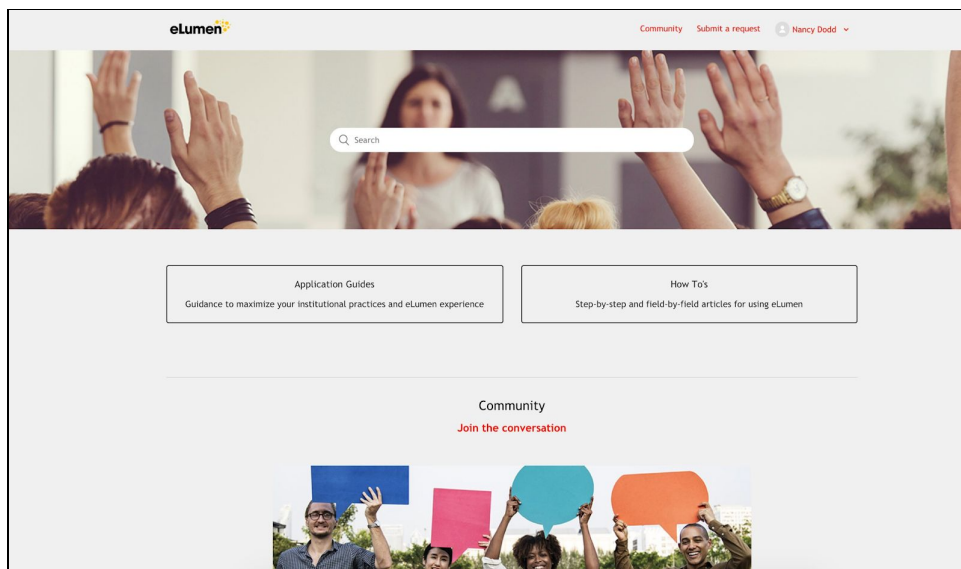
Support

The **Support** icon takes you to the eLumen support page.



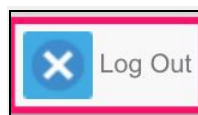
Support available to users:

- A knowledge base of information
- A community of others to network
- A way to submit a trouble ticket
- Application Guides and How-To's



Within this area the user will be able to participate with the eLumen community and submit a ticket to the Customer Success Manager for any technical issues.

The **Log Out** will log individuals out of the system and take them back to the login screen.



Curriculum Tab

The Curriculum tab is designed to give individuals access to all Curriculum.

In addition, this area lists all the active courses and programs.

In this area, there is a **Curriculum Dashboard** where users can monitor the progress of their workflows as it progresses through a approval process, view a course history, or see reports.



Submit a Workflow

To log in to and participate in a curriculum workflow, users need to do the following:

- 1) Be in the correct role (**Course Author**) and department
- 2) Click on **Curriculum Library**
- 3) Select either **Course** or **Program**
- 4) If new workflow select **New Course** or **New Program**
- 5) If revise workflow, select box on the left to highlight the course or program you wish to revise and click on **New Revision**

The screenshot shows the Curriculum Library interface. At the top, the user is logged in as Marianna Padilla as Faculty in the Mathematics department. The interface includes navigation tabs for Courses, SLOs & Assessments, Curriculum, Results Explorer, and Strategic Initiatives. Below these are sub-tabs for Curriculum Dashboard and Curriculum Library. The main area has filters for Department (Accounting, ... (Total: 50)), Course Code (math), Course Title (Title), Distance Education Approved (Yes, ... (Total: 2)), and Show/Hide (Total: 2). A table below shows a list of courses with 29 total entries, 15 shown. The 'New Revision' button is highlighted in red. The table has columns for Course Code and Course Title. The row for MATH101 (Algebra I) is highlighted in green and has a checkmark in the left column.

Course Code	Course Title
<input type="checkbox"/> MATH100	Mathematics for General Education
<input checked="" type="checkbox"/> MATH101	Algebra I
<input type="checkbox"/> MATH102	Applied Calculus I