



Create and Revise Courses

This document discusses creating and revising courses within the eLumen system.

Create a New Course

New Course Workflow

To begin, select **Course Author** role from the drop-down menu next to the user icon and select the corresponding **Department** where the new course will be housed.

Navigate to **Curriculum** and then to the **Curriculum Library** tab. Once here, there are two selections: *Course* and *Program*. Choose *Course* and then select [New Course](#).

A screenshot of the eLumen Curriculum Library interface. At the top, a user profile is shown with a role dropdown set to "Course Author" and a department dropdown set to "Mathematics*", both highlighted with red boxes and a red arrow pointing to them. Below this is a navigation bar with "Strategic Planning", "Curriculum", and "Reports" tabs. Under "Curriculum", there are sub-tabs for "Inbox Workflows", "Curriculum Dashboard", and "Curriculum Library". The "Curriculum Library" tab is active, showing a "Course" and "Program" filter. Below the filters, there are input fields for "Department" (set to "Academic Administration, ... (Total: 195)"), "Course Code" (with a "Code" placeholder), "Course Title" (with a "Title" placeholder), "Distance Education Approved" (set to "Yes, ... (Total: 2)"), and "Show/Hide" (set to "(Total: 2)"). At the bottom, there is a pagination control showing "1210 Total" and "Show: 15 entries", with a "New Course" button highlighted by a red box and a red arrow pointing to it. Other buttons include "Merge Courses as Cross-Listed" and "Show inactive courses".

After selecting **New Course**, a pop-up window prompts you to select the type of workflow. Select the appropriate course workflow and begin entering the course information.

Create Course

New Credit Course
Use this workflow to create a new credit course. For credit only, noncredit do not use.

New Experimental Course
Use this workflow to create a new experimental course. For credit only, noncredit do not use.

New Honors Course
Use this workflow to create a new honors course. For credit only, noncredit do not use.

New Noncredit Course
Use this workflow to create a new noncredit course. For noncredit only, credit do not use.

<< < 1 > >>

Cancel

All *white* fields are available to enter course information. Fields that have a search box (as with the TOP Code area above), type the first few letters of the subject or numbers and then scroll; **OR** disregard the search feature and scroll through the content that is listed.

MATH299 Mathematics for the Education Teacher
New Course
Course Creation

Complete information on each tab

Cover Info Course... Units... Pre-re... Specif... Learni... Outlin... Distan... Curric...

General Information *indicates required field

Course Code (CB01) *
MATH 299
Subject Number

Course Title (CB02) *
Mathematics for the Education Teacher

Department *
Mathematics*

Course Description
Course Description

Course Control Number (CB00)

TOP Code (CB03) *
Add Cross List Course

Select a TOP Code

mathe

- (1701.00) Mathematics, General
- (1702.00) Mathematics Skills
- (1799.00) Other Mathematics
- (4902.00) Biological and Physical Sciences (and Mathematics)

NOTE: Fields that are marked with an (*) are mandatory fields. Information must be entered into these fields in order for the workflow to submit.

The Tabs

Cover info

Cover Info has three main components on the tab: *General Information*, *Faculty Requirements*, and *Proposal Details*.

General Information- contains the following information for faculty to complete:

- Course Code (e.g., BIOL 109, WKPR 100)
- Course Title
- TOP Code
- CIP Code
- SAM Code
- Department
- Course Description

Faculty Requirements- allows the faculty member to select the preferred discipline and alternate disciplines which are allowed to teach the course from a selector system. The pre-populated data is from the California Community College Minimum Qualifications Guide.

Proposal Details- includes the Author(s), otherwise known as the owner of the course, ability to *Add Additional Contributors*, *Submission Rationale*, and *Proposal Start* (this is a mandatory field that must be included in order for the course to be submitted and moved to the next stage.)

At the very bottom there are three buttons: **Delete Workflow**, **Save as Draft** and **Submit**. The **Submit** button will not turn dark blue until a term date is selected for the *Proposal Start* and all required or mandatory fields (*).

NOTE: If faculty need to pause in submission of a workflow, the recommendation action is *Save as Draft*. This will place the workflow into the *Inbox* so that faculty can go back in and complete the workflow with the necessary information. **CAUTION:** If **Submit** is clicked, it will launch the unfinished course.

MATH012 Mathematics for Life ?

Propose Course
Course Creation

Cover Info Course... Units... Pre-re... Specif... Learni... Outlin... Curric...

General Information *Indicates required field Add Cross List Course

Course Code (CB01) * **Course Title (CB02) ***

Subject Number

TOP Code (CB03) **CIP Code**

Department * **Course Description** **SAM Priority Code (CB09)**

Course Control Number (CB00)

Faculty Requirements

Master Discipline Preferred

Alternate Master Discipline

Bachelors or Associates Discipline Preferred

Additional Bachelors or Associates Discipline

Proposal Details

Author(s) **Proposal Start *** **Submission Rationale**

Add Additional Contributors

Attachments
Upload files (if necessary) for the course approval process.
You need to name and save the workflow once to upload files.

Course Development Options

The second tab of a course workflow is the *Course Development Options*. This tab has multiple drop-down boxes and fillable content boxes. Even though all boxes may not be needed, it is encouraged to consult with the Curriculum Specialist in the Curriculum Office.

More Options- contains the following content for faculty to complete

- Course Basic Skill Status
- Course Special Class Status
- Grade Options
- Allowed Number of Retakes

- Retake Policy Description
- Allow Students to Gain Credit by Exam/Challenge
- Rationale for Credit By Exam/Challenge
- Allow Students to Audit Course

More Options

<p>Course Basic Skill Status (CB08)</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Choose Type --</div>	<p>Course Special Class Status (CB13)</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select Option --</div>	<p>Grade Options</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">None selected</div>
<p>Allowed Number of Retakes</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; text-align: center;">0</div>	<p> <input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge <input type="checkbox"/> Allow Students To Audit Course </p>	
<p>Retake Policy Description</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Short explanation of the Retake Policy for this course. </div>	<p>Rationale For Credit By Exam/Challenge</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Short Explanation of the Rationale For Credit By Exam/Challenge </div>	

All content is CB-code based and additional information can be found in the [PCAH](#), the [Data Element Dictionary](#), and from the Curriculum Specialist.

Associated Programs- will be blank and not editable. However, after creating or revising the corresponding program, the next time that there is a course revision, this information will populate the associated program in this area.

Associated Programs

Course is part of a program (CB24)

No programs defined

Transferability & Gen. Ed. Options- is where a faculty member can request transferability and/or for articulation agreements, e.g., C-ID, GE, Plans, etc. The status of the request will automatically be set to *Pending*. When articulation is approved, the status is updated by the Articulation Officer. If the transferability is modified during a course revision, then the status will return to *Pending*.

Request for Transferability- allows the faculty member to select transferability to both *CSU and UC*, *CSU Only*, or *Not Transferable*. After identifying transferability, the status is set to *Pending*.

Request for General Education Transferability- allows for the faculty to select all potential *Categories* for a *System/Institution*.

Additional content is included for *Comparable Courses* and *Shared Courses with Santa Ana College*. For example, if creating a course that is shared with Santa Ana College, then select *Santa Ana College - Shared Course* and enter the course subject code, number, and title in the entry box on the right, e.g., *MATH 105 - Mathematics for Liberal Arts Majors*.

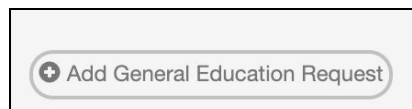
The screenshot shows the 'System/Institution' dropdown menu with the following options:

- No System/Institution selected
- Private Institution Comparable Transfer Courses
- Santa Ana College - Shared Course
- UC Comparable Transfer Courses

 A red arrow points to the 'Santa Ana College - Shared Course' option. The 'Comparable Course' text area contains the following red text:

Enter the course subject code, course number and title of the SAC shared course in this textbox, e.g., MATH 105 - Mathematics for Liberal Arts Majors.

After each selection, select *Add General Education Request* at the lower left corner.



Units and Hours

Credit/Noncredit Options- The units and hours tab provides options for credit and noncredit courses, as well as variable-unit courses. **Noncredit course workflows will need to turn off the auto-calculation.**

The criteria to complete in this section are

- Course Credit Status
- **Course Noncredit Category**
- **Noncredit Characteristics**
- Course Classification Codes
- Funding Agency Category
- Cooperative Work Experience
- Variable Credit Course -*Another option to create variable credit courses (seen below in the Profiles area) is to create a minimum set of values, and then add an additional profile for the maximum value.*

Auto-calculation within eLumen for units and hours

eLumen is set to **auto-generate the number of units based on the weekly hours entered**. The system uses a standard set of widely accepted ratios for lecture and lab hours along with the number of weeks (duration), and an hours-per-unit divisor to calculate the units based on the weekly hours.

Default Profile
Add New Profile

Profile Name:

Auto-calculate fields based on the parameters set in System & Settings > Curriculum > Units & Hours.

Weekly Student Hours

	In Class	Out of Class	Default Ratio
Lecture Hours ⓘ	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1:2"/>
Lab Hours ⓘ	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="3:0"/>
Activity ⓘ	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2:1"/>


When *courses do not follow standard units and hours*, turn off auto-calculation by unchecking the blue-checked box:

Default Profile
Add New Profile

Profile Name:

Auto-calculate fields based on the parameters set in System & Settings > Curriculum > Units & Hours.

Unclick this box.



Noncredit course workflows and **Apprenticeship** courses will need to *turn off* the auto-calculation.

Once auto-calculation is turned off, any values that have been entered with auto-calculation enabled will still be present. However, all values can be adjusted as needed. This may be needed for courses like work experience, non-standard courses, noncredit courses, etc.

Note: Ignore **Activity** fields. *RSCCD doesn't use this parameter type for assigning course hours.*

Weekly Student Hours			
	In Class	Out of Class	Default Ratio
Lecture Hours ?	<input type="text" value="4"/>	<input type="text" value="8"/>	<input type="text" value="1:2"/>
Lab Hours ?	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="3:0"/>
X Activity ?	<input type="text" value="X"/>	<input type="text" value="X"/>	<input type="text" value="2:1"/>

Do not enter anything for Activity

Additional Profiles- multiple unit/hour profiles are available for courses that need to display more than one set of units and hours. Common examples include minimum and maximum units for a course, and internships that might be paid or unpaid.

Default Profile	Different hour/unit Calculation like Apprenticeship or Noncredit	Add New Profile
Profile Name:	<p style="color: red; text-align: center;">Title of different unit/hour course than the standard</p> <input type="text" value="Different hour/unit Calculation like Apprenticeship or Noncredit"/>	
Auto-calculate fields based on the parameters set in System & Settings > Curriculum > Units & Hours. <input checked="" type="checkbox"/>		

To create an additional profile, select [Add New Profile](#) and enter a *Profile Name*. Each profile can choose to have the auto-calculation enabled or disabled. If a profile is no longer needed, select [Delete this profile](#) on the far right.

Weekly Specialty Hours- Do not touch. Leave as is.

Course Student Hours- are auto-calculated, unless that setting is unchecked, e.g., noncredit and apprenticeship. If auto-calculation is turned off, these areas are entered manually. When unsure of total unit values, contact the Curriculum Specialist in the Curriculum Office.

Faculty Load- will automatically populate as hours are being inputted in the *Weekly Student Hours*. Leave *Extra Duties* blank or at zero.

Prerequisites, Corequisites, Anti-requisites and Advisories

The requisites tab allows faculty to select courses, as well as build rules around those courses. There are four types of requisites within eLumen:

1. **Prerequisite:** A course that must be taken prior to another course.
2. **Anti-Requisite:** A course that is the *Same As* another, e.g., GEOG 155 and

SURV 155.

3. **Corequisite:** A course that is required to be taken at the same time as another course.
4. **Advisory:** A course that it is recommended to be taken prior or concurrently with the current course.

If there are multiple requisites, add the rules, both *AND* and *OR*, for the course.

The following are steps for adding these rules within eLumen.

Creating "And" Rules

1. Select the *Add Group* button.
2. Select the *Add Requisite* button.
3. Next, choose *Requisite Type* from the drop-down menu and select the course from the search option. Then select the *Add Requisite* button.
4. *Select Objectives and Outcomes* to attach any learning outcomes from the requisite course.
5. Select the *Add Requisite* to add an *additional* course with an *AND* between the requisites.
6. Select the *Requisite Type* and *Course*.
7. Select any *Objectives and Outcomes* from the requisite course, and click **ADD**.
8. Continue same steps for adding requisites with *AND* between requisite courses.

Creating "Or" Rules

1. Select the *Add Group* button.
2. Select the *Add Requisite* button.
3. Next, choose *Requisite Type* from the drop-down menu and select the course from the search option. Then select the *Add Requisite* button.
4. *Select Objectives and Outcomes* to attach any learning outcomes from the requisite course.
5. Select *Add Group* to add an additional requisite with an *OR* between requisites.

Contact the Curriculum Specialist in the Curriculum Office for additional assistance.

The screenshot displays three prerequisite groups in a vertical stack, each with a red box highlighting a dropdown menu and a list of outcomes. Red arrows point to the 'AND' and 'OR' labels between the groups.

- Prerequisite:** MATH170 Pre-Calculus Mathematics. Outcomes include using algebraic, numerical, and graphical processes to manipulate equations and inequalities, and formulating mathematical models for real-world phenomena.
- Advisory:** ART100 Introduction to Art Concepts. Outcome includes identifying and analyzing formal elements and principals of design used by artists.
- Anti-Requisite:** PHYS250A Physics for Scientists and Engineers I. Outcome includes investigating physical phenomena using appropriate equipment and methods, making valid comparisons with theoretical predictions, and communicating those results.

Entrance Skills- can be added by entering information into the *Skill description* field, then selecting *Add New Skill*. This will open a textbox for *Content Review*, or other language, e.g., honors courses will have *High school GPA of a 3.0 or better*.

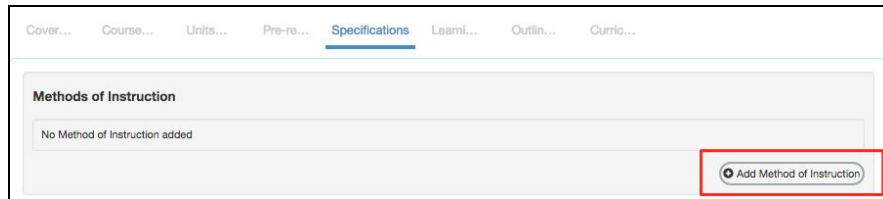
The screenshot shows the 'Entrance Skills' form. The 'Skill description' field contains the text 'A high school or college GPA of 3.0 or above', which is highlighted by a red box and a red arrow. Below this field is a 'Content Review' field.

Limitations on Enrollment- can be added similar to *Entrance Skills* for a limitation on enrollment, e.g., apprenticeship courses will have *Must be a state-indentured apprentice*.

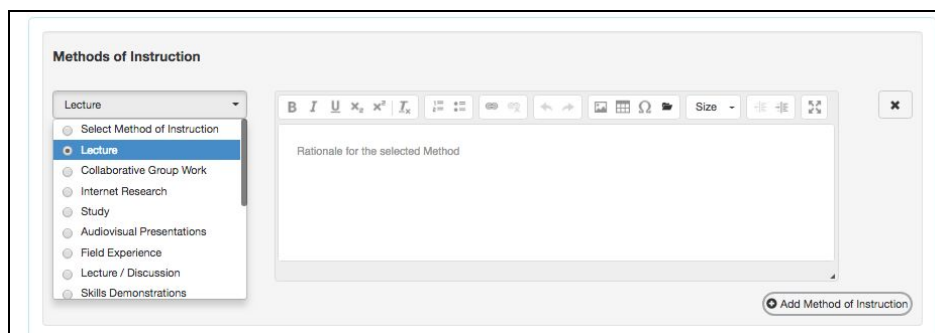
Specifications

Specifications includes the *Methods of Instruction*, *Methods of Evaluation*, *Assignments*, *Textbooks*, *Other Instructional Materials*, *Equipment*, and *Materials Fees*.

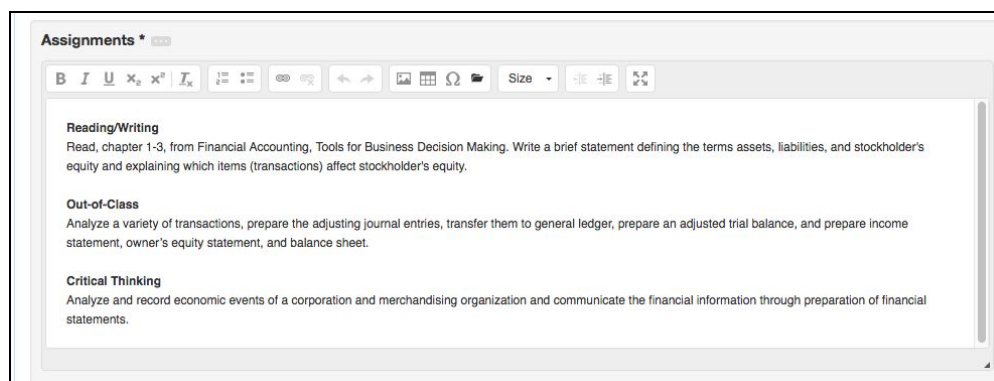
Methods of Instruction (MOI) and *Methods of Evaluation (MOE)*- are added using the same technique. To begin, select *Add Method of Instruction* or *Add Method of Evaluation*.



Use the drop-down menu to select the corresponding *MOI* or *MOE*. Feel free to add any additional content or rationale in the textbox. Repeat this process for each *MOI* and *MOE*.



Assignments- is designed to allow faculty to enter assignment as it pertains to *Outside Hours*.



Textbooks- allows faculty to enter textbook information for the *Author*, *Title*, *Publisher*, *Date*, and *ISBN*, then select *Add New Textbook*. **WARNING:** the *Add New Textbook* button **will not** become **active** until the *Author*, *Title*, *Publisher*, *Date*, and *ISBN* are entered. Enter the textbook price after the *Date* as (\$[price]).

The screenshot shows a form titled "Textbooks" with the following fields and a dropdown menu:

- Author:** Input field with "New Author" placeholder. A dropdown menu is open showing "Sullivan, M. Statistics: Informed Decisions Using Data Pearson" with a close button (X). The price "2017 (\$220)" is highlighted with a red box and a red arrow points to it.
- Title:** Input field with "New Title" placeholder.
- Publisher:** Input field with "New Publisher" placeholder.
- Date:** Input field with "New Date" placeholder.
- ISBN:** Input field with "New ISBN" placeholder.
- Buttons:** "Add New Textbook" button (circled in red) and a warning message: "This button will not activate until all fields above are entered."

Continue adding as many textbooks as needed. To remove a textbook, select the black **X** on the top right.

Other Instructional Materials- are any materials needed for a course that are not in textbook format and being used for the course. This can include non-textbook resources, packets from the bookstore, a website, etc. Add materials with a description, then select *Add Material*. Continue adding materials as needed.

The screenshot shows a form titled "Other Instructional Materials" with three entries, each with a remove button (X):

- Graphing technology (or an equivalent technology with statistical functions) \$100
- Statistical application software (optional) \$0
- Internet access for research \$0

Learning Outcomes

The learning outcomes tab includes both course objectives and course student learning outcomes.

Course Objectives- can be added by entering text for each objective in the textbox, then select *Add New Course Objective*. Objectives can be reordered using the arrows on the right side of the entry. To remove an objective, select the black **X**. To edit the text of the objective, click the text and an edit box appears. **Select** the blue check mark to **save** any changes.

Course Objectives

Start writing the new Course Objective name to add it
Enter each objective here

Add New Course Objective Click here to add the objective.

Course Objectives

Define types of data **X** Be sure to click the blue check mark to save an changes.

CSLOs (Course Student Learning Outcomes)- can be added in the same way the objectives were added. Enter the text of the SLO in the box, then select *Add New CSLO*. Each CSLO should have its own line.

CSLOs

Start writing the new CSLOs name to add it
Enter each SLO here

Add New CSLOs Click here to add the SLO.

Each SLO has its own line so that we can enter an Expected SLO Performance when completing SLO assessment.

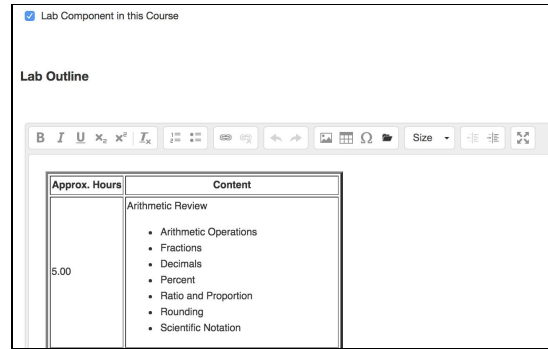
CSLOs	Status	Expected SLO Performance
Analyze the validity of statistical statements by evaluating the statistical methods applied on collected data.	Unchanged	SLO 1 100
Represent data from a sample or population in an organized and visual manner.	Unchanged	SLO 2 100
Interpret data represented in a chart or graph in context of the scenario.	Unchanged	SLO 3 100

Outline

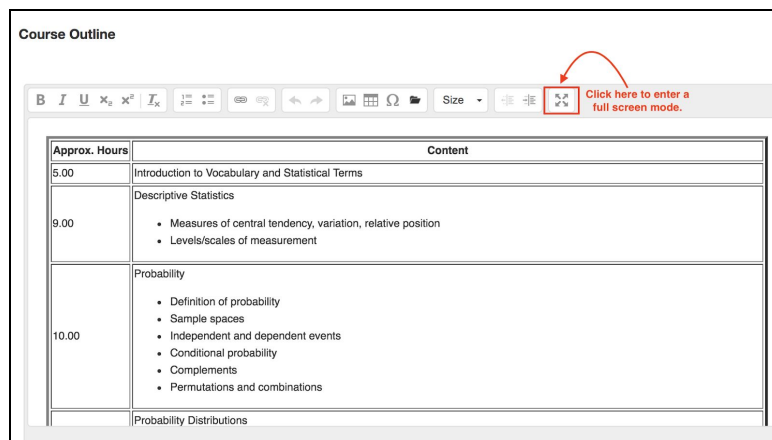
This tab contains the course content for the

- Course outline (Lecture content outline)
- Lab outline

If the course has a lab component, toggle the box that says *Lab Component in this Course*. The lab outline box will open to include content in that area for the course.



The textbox can be expanded so the information being entered is easier to work with. In addition, there is an expansion button on the editor box to open the text box to full screen.

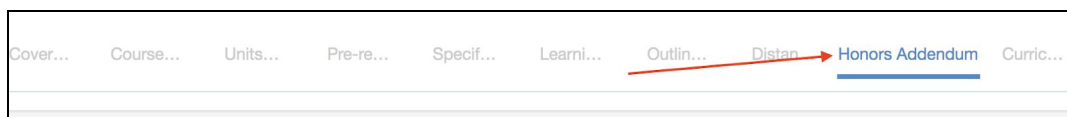


Step Templates

There are two additional *Step Templates*, i.e., *Addenda*: **Distance Education (DE)** and **Honors**.

Distance Education (DE): If adding DE to the course, then enter all seven fields as thoroughly as possible. For further assistance, contact the Curriculum Specialist or Distance Education Coordinator. The Distance Education Coordinator will give additional feedback throughout the approval process.

Honors: If submitting this course for honors, a tab titled *Honors Addendum* appears (ninth tab from the left).



Enter all five fields as thoroughly as possible. For further assistance, contact the Curriculum Specialist or Honors Program Coordinator(s). The Honors Program Committee will give additional feedback through the approval process.

Curriculum Technician

This administrative tab is for the Curriculum Specialist and cannot be edited by the faculty member. Once articulation is approved, the Articulation Officer will update the *Articulation* area.

The screenshot shows the 'Curriculum Technician' administrative tab. The form is organized into two main sections:

- Course Administration Codes:**
 - Course Control Number (CB00):** A text input field with the placeholder 'Enter the Course Control Number'.
 - Curriculum ID (internal use):** A text input field with the placeholder 'Enter the Curriculum ID'.
 - Course Prior to College Level (CB21):** A dropdown menu with the option '-- Select Option --'.
 - Course Version Status:** A dropdown menu currently set to 'In Development'.
 - Curriculum Committee Approval Date:** A date picker field.
 - Board of Trustees Approval Date:** A date picker field.
 - External Review Approval Date:** A date picker field.
 - Time to Next Review:** A numeric input field set to '1' and a dropdown menu set to 'months'.
 - Date for Next Review:** A date picker field.
 - Distance Education Approved:** A checkbox that is currently unchecked.
- Articulation:**
 - Course Crosswalk CRS-DEPT-NAME (CB19):** A text input field.
 - Course Crosswalk CRS-NUMBER (CB20):** A text input field.
 - Articulation Agreement Request:** A section with a radio button for 'Not transferable'.
 - Course Transfer Status (CB05):** A dropdown menu set to 'Not transferable'.

Once the steps of the workflow are completed, select **Submit** to launch the workflow into the approval process. Notification emails are sent to the users within each level of the workflow, e.g., *Dean, Department*, etc., and feel free, at anytime, to check the inbox for an update of the new course and its level.

Create a Course Revision

Course Revision Workflow

Creating a course revision workflow is similar to creating a new course workflow. All approved courses are housed within the *Curriculum Library*. This means that the courses already consist of *Course Content*, *CSLOs*, *Course Materials*, *Methods of Evaluation*, etc., and faculty can **edit** the course in a *Course Revision* workflow.

To begin, select the **Course Author** role from the drop-down menu at the top of the screen next to the user icon and the **Department** of the course.



Navigate to the **Curriculum** button and then to the **Curriculum Library** tab. Select the *Course Code* area and enter the *Course Title*, e.g., *Math 185, Single Variable Calculus II*:


Department	Course Code	Course Title
Mathematics*	MATH	185


A list of all courses is generated from the *Curriculum Library* that are offered in the selected department. Select the desired course by clicking the checkbox to the left of the course. To begin the course revision workflow, select the **New Revision** button.


<input checked="" type="checkbox"/> New Revision <input type="checkbox"/> Show History <input type="checkbox"/> View COR Report <input type="checkbox"/> View Impact Report	
Course Code	Course Title
<input type="checkbox"/> MATH160L	Trigonometry Math Lab
<input type="checkbox"/> MATH170	Pre-Calculus Mathematics
<input type="checkbox"/> MATH170L	Pre-Calculus Mathematics Math Lab
<input type="checkbox"/> MATH171	Precalculus and Trigonometry
<input type="checkbox"/> MATH180	Single Variable Calculus I
<input type="checkbox"/> MATH180H	Honors Single Variable Calculus I
<input type="checkbox"/> MATH180L	Single Variable Calculus I Math Lab
<input checked="" type="checkbox"/> MATH185	Single Variable Calculus II

A pop-up for selecting the type of workflow will appear. Select the course revision workflow accordingly, e.g., **honors** courses should select *Revise Honors Course*, etc.

Revise Course

 **Revise Credit Course**
Use this workflow to revise a credit course. For credit only, noncredit do not use.

 **Revise Honors Course**
Use this workflow to revise an honors course. For credit only, noncredit do not use.

 **Revise Noncredit Course**
Use this workflow to revise a noncredit course. For noncredit only, credit do not use.

After selecting the workflow, modify, edit, and/or revise the course similarly to creating a new course. *Please see the language for [The Tabs](#) in this document, pages 3-16, for specifications for each tab.*