



**Santiago  
Canyon  
College**

# eLumen Manual

for Santiago Canyon College &  
the Santiago Canyon College Division of Continuing Education

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## LOGGING IN TO ELUMEN

Ensure to bookmark the URL below. Click the eLumen link to log in:

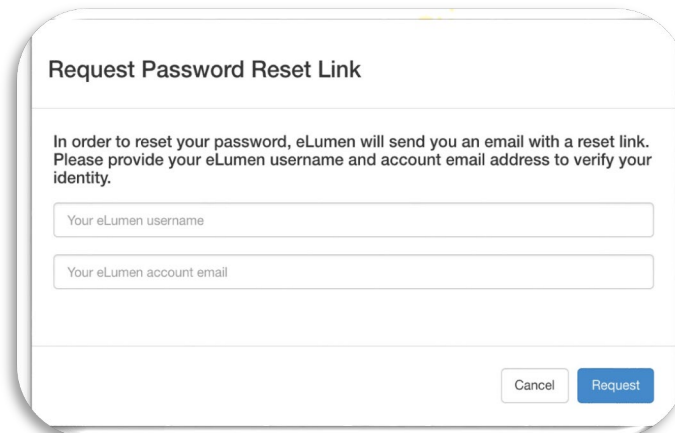
- [scollege.elumenapp.com](http://scollege.elumenapp.com)

### Creating a Password

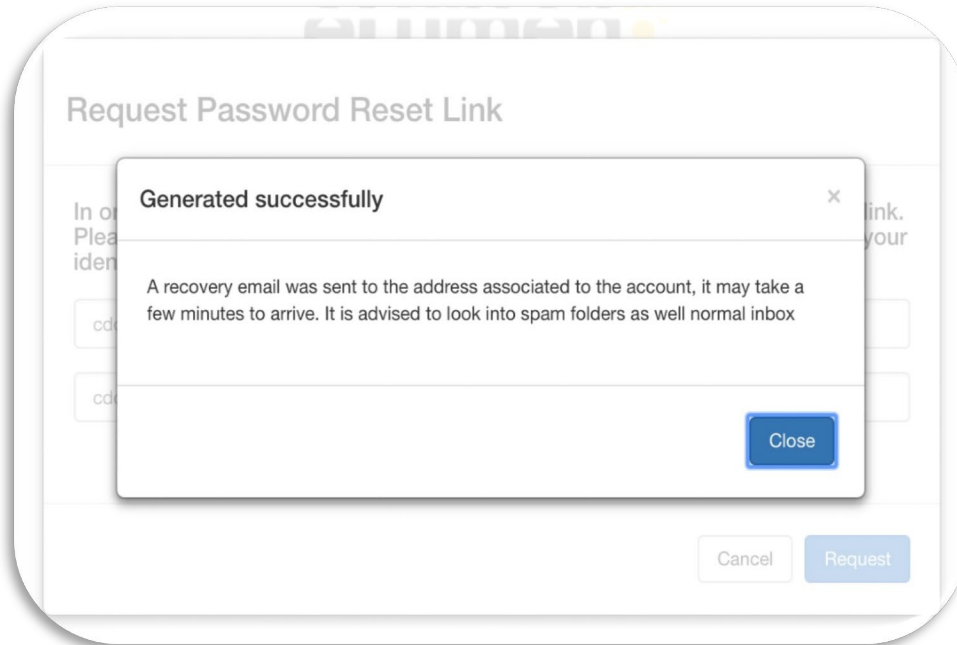
You will need to create an eLumen password the first time you log into the system. To do this, select [Forgot Password?](#) on the login page.



A pop-up will appear for you to enter your WebAdvisor ID as your username, e.g., *js12345*, and your SCC email, e.g., *smith\_john@scollege.edu*.



eLumen will email you a password-reset link. Please check your email (including Spam/Junk folders for this email).



When you receive the email with the link, click the link. The new password must be at least 8 characters long and contain at least one special character (e.g.: ! @ # \$ % ^ & \*).

**We encourage you to use your current WebAdvisor password, if possible. If not, use a password that is easy to remember, like Help123!**

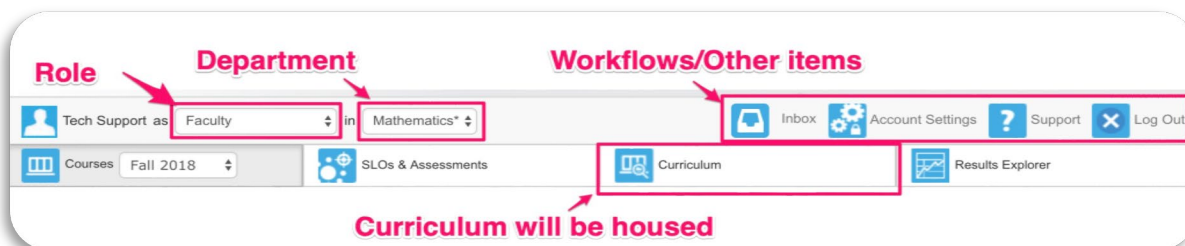
Type in the password, confirm the password, and click the [Save](#) button.

Go back to the login screen. You should now be able to login to eLumen: [scollege.elumenapp.com](http://scollege.elumenapp.com)

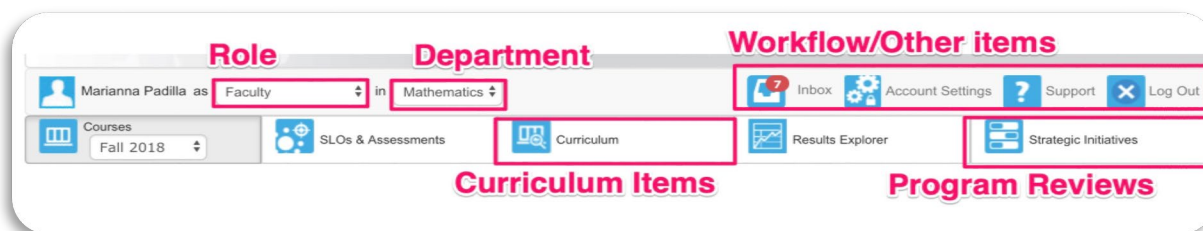
## NAVIGATING ELUMEN

### 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.



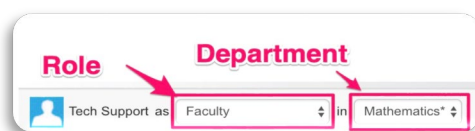
(NOTE: Depending on what role you select, the tabs across the top will change.)

### Roles and Departments

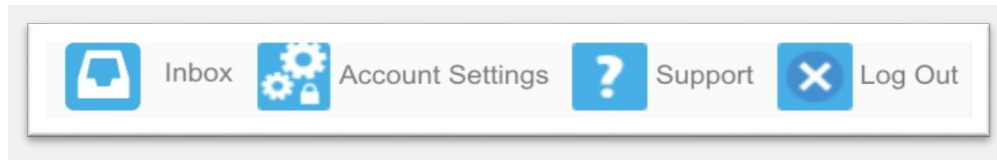
There are two drop downs at the top of the page, **Role** and **Department**.

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.

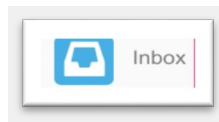


The following icons will allow you to do specific things within eLumen.



## Inbox

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

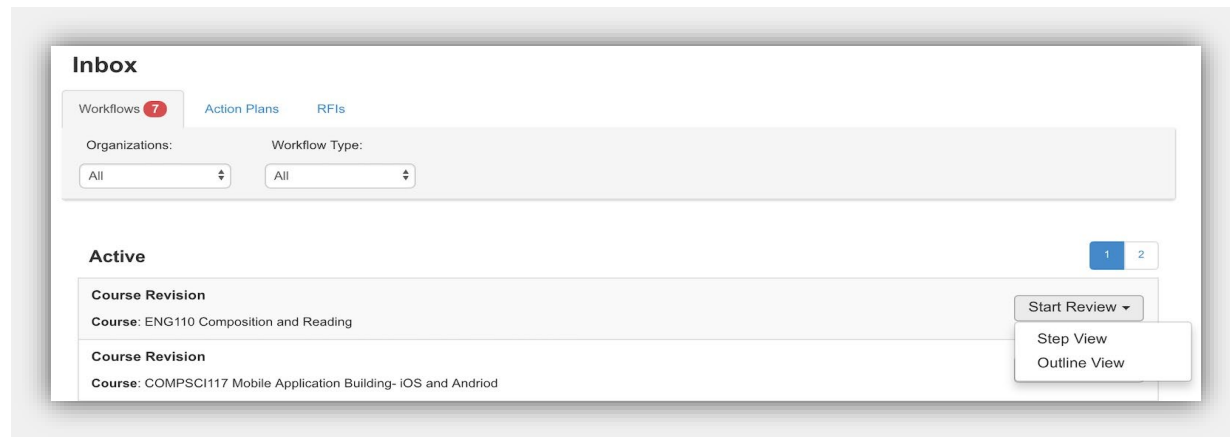


In the Inbox, you will see a Workflow tab. If there are any workflows waiting for your review and/or approval you will see them here.

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.

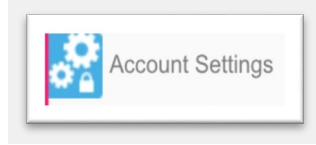


A user will see other items in their Inbox for Action Plans, RFIs and SLOs if they are doing SLOs and Assessments.

**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

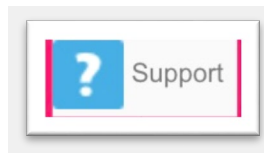
Enter your new password:

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.

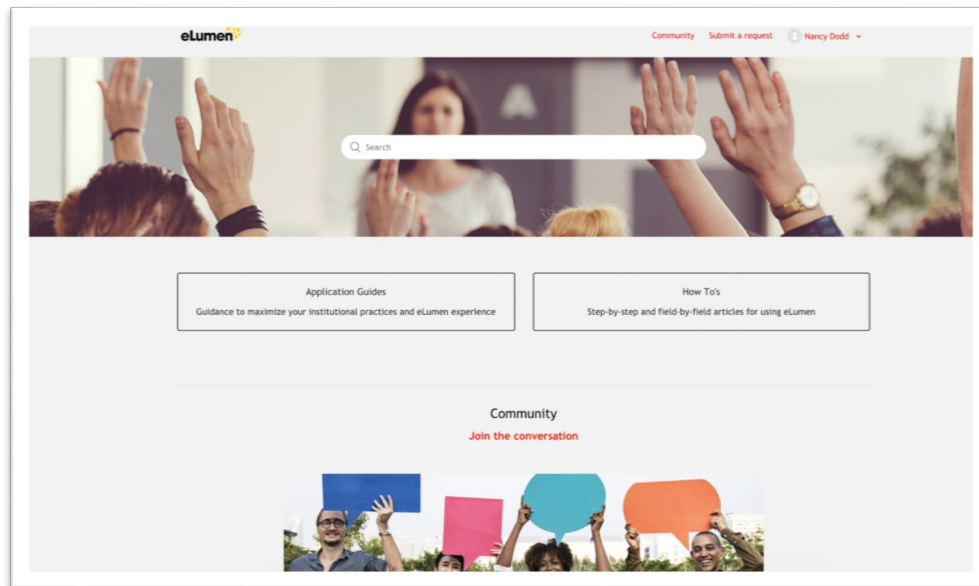
## Support

The Support icon takes you to the eLumen support page.



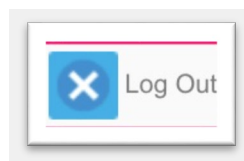
### Support available to users:

- 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.

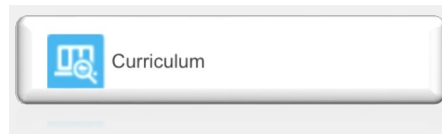


## Curriculum Tab

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.



## Submitting 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 displays the eLumen Curriculum Library interface. At the top, the user is identified as Marianna Padilla, Faculty in Mathematics. The interface includes navigation tabs for Courses, SLOs & Assessments, Curriculum, Results Explorer, and Strategic Initiatives. The main content area is titled 'Curriculum Library' and shows a list of courses. The 'Course Code' field is set to 'math'. The 'Department' is 'Accounting, ... (Total: 50)'. The 'Distance Education Approved' field is 'Yes, ... (Total: 2)'. The 'Show/Hide' field is '(Total: 2)'. Below the filters, there are 29 total entries, with 15 shown. A table lists the courses, with 'MATH101 Algebra I' selected. A 'New Revision' button is highlighted in the table header.

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

# COURSES

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

## CREATING 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**.

The screenshot displays the eLumen Curriculum Library interface. At the top, a navigation bar includes a user profile icon, a role dropdown menu set to 'Course Author', and a department dropdown menu set to 'Mathematics\*'. A red arrow points to the 'Mathematics\*' dropdown. Below the navigation bar, there are tabs for 'Strategic Planning', 'Curriculum', and 'Reports'. The 'Curriculum' tab is active, and within it, the 'Curriculum Library' sub-tab is selected. The main content area shows a search filter for 'Course' and 'Program'. Below this, there are several input fields: 'Department' (set to 'Academic Administration, ... (Total: 195)'), 'Course Code' (with a 'Code' placeholder), 'Course Title' (with a 'Title' placeholder), and 'Distance Education Approved' (set to 'Yes, ... (Total: 2)'). There is also a 'Show/Hide' dropdown set to '(Total: 2)'. At the bottom left, it shows '1210 Total' and 'Show: 15 entries'. A red arrow points to the 'New Course' button, which is highlighted in blue. To its right is a 'Merge Courses as Cross-Listed' button. At the bottom right, there is a checkbox for '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... Learn... Outlin... Distanc... 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) \*  
Select a TOP Code

Q math

- (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.**

## Cover Info Tab

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...

Add Cross List Course

**General Information** \*indicates required field

<b>Course Code (CB01) *</b>	<b>Course Title (CB02) *</b>	
<input type="text" value="MATH"/> <input type="text" value="012"/>	<input type="text" value="Mathematics for Life"/>	
Subject      Number		
<b>TOP Code (CB03)</b>	<b>CIP Code</b>	
<input type="text" value="(1701.00) Mathematics, G..."/>	<input type="text" value="(27.0101) Mathematics, G..."/>	
<b>Department *</b>	<b>Course Description</b> <span style="font-size: x-small;">(max 1000 characters)</span>	<b>SAM Priority Code (CB09)</b>
<input type="text" value="Mathematics"/>	<input style="width: 90%;" type="text" value="This Mathematics course is designed to assist students with learning concepts to carry forward throughout their lifespan"/>	<input type="text" value="Non-Occupational"/>
<b>Course Control Number (CB00)</b>	<input type="text"/>	

**Faculty Requirements**

<b>Master Discipline Preferred</b>	<input type="text" value="Mathematics, Mathematics-Basic Skills: Non-Credit"/>
<b>Alternate Master Discipline</b>	<input type="text" value="None selected"/>
<b>Bachelors or Associates Discipline Preferred</b>	<input type="text" value="None selected"/>
<b>Additional Bachelors or Associates Discipline</b>	<input type="text" value="None selected"/>

**Proposal Details**

<b>Author(s)</b>	<b>Proposal Start *</b>	<b>Submission Rationale</b>
<input type="text" value="Jake Mackay"/> <span style="font-size: x-small;">Add Additional Contributors</span>	<input type="text" value="Fall 2019"/>	<input style="width: 90%;" type="text" value="Submission Rationale"/>

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

Delete Workflow
Save as Draft
Submit

## Course Development Options Tab

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**

Course Basic Skill Status (CB08) -- Choose Type --

Course Special Class Status (CB13) -- Select Option --

Grade Options None selected

Allowed Number of Retakes 0

Allow Students to Gain Credit by Exam/Challenge  Allow Students To Audit Course

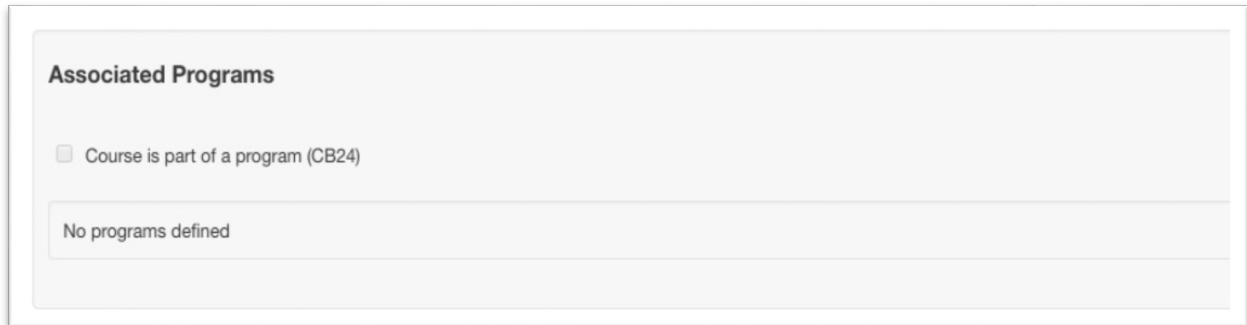
Retake Policy Description Short explanation of the Retake Policy for this course.

Rationale For Credit By Exam/Challenge Short Explanation of the Rationale For Credit By Exam/Challenge

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

## Associated Programs

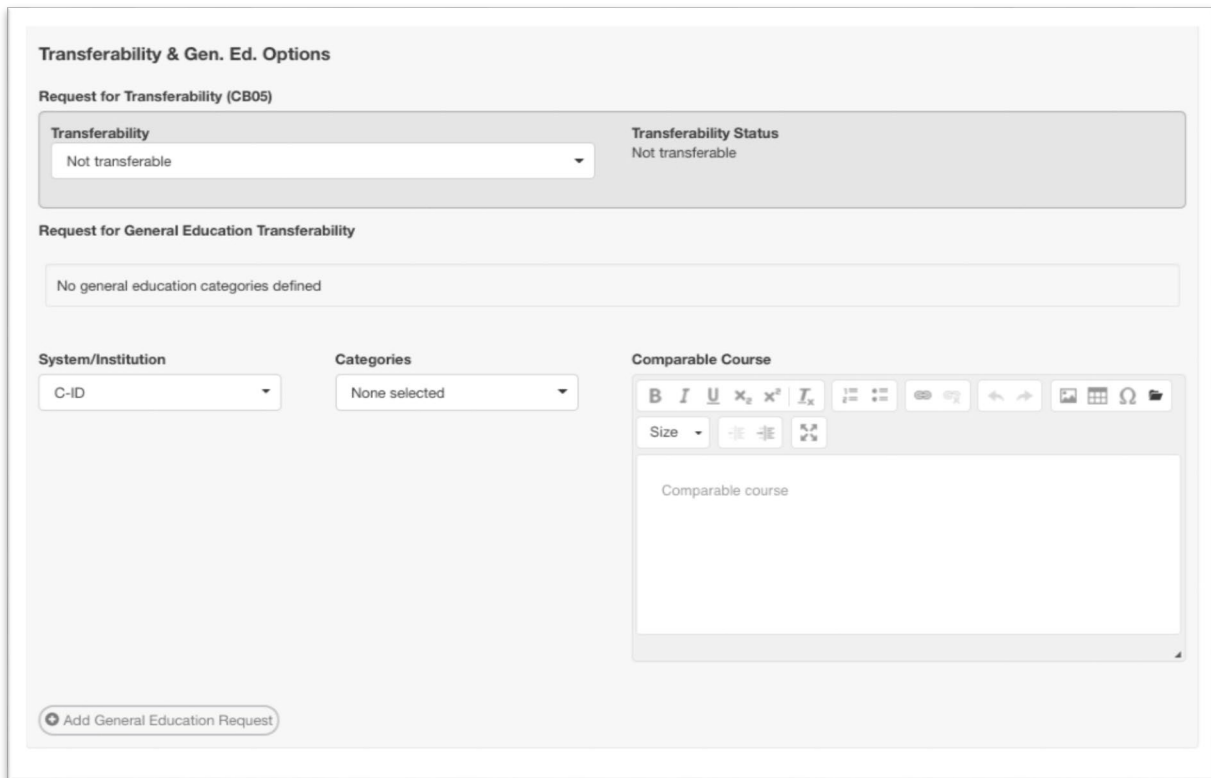
Will be blank and not editable. However, after creating or revising the corresponding program, the next time that there is a course revision, this information will populate the associated program in this area.



The screenshot shows a section titled "Associated Programs". At the top, there is a checkbox labeled "Course is part of a program (CB24)" which is currently unchecked. Below this, there is a text box containing the message "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.



The screenshot displays the "Transferability & Gen. Ed. Options" section. It includes a sub-section "Request for Transferability (CB05)" with a "Transferability" dropdown menu set to "Not transferable" and a "Transferability Status" field also showing "Not transferable". Below this is the "Request for General Education Transferability" section, which contains a text box stating "No general education categories defined". Further down, there are two dropdown menus: "System/Institution" set to "C-ID" and "Categories" set to "None selected". To the right is a "Comparable Course" section with a rich text editor toolbar and a text area containing the placeholder text "Comparable course". At the bottom left, there is a button labeled "Add General Education Request".

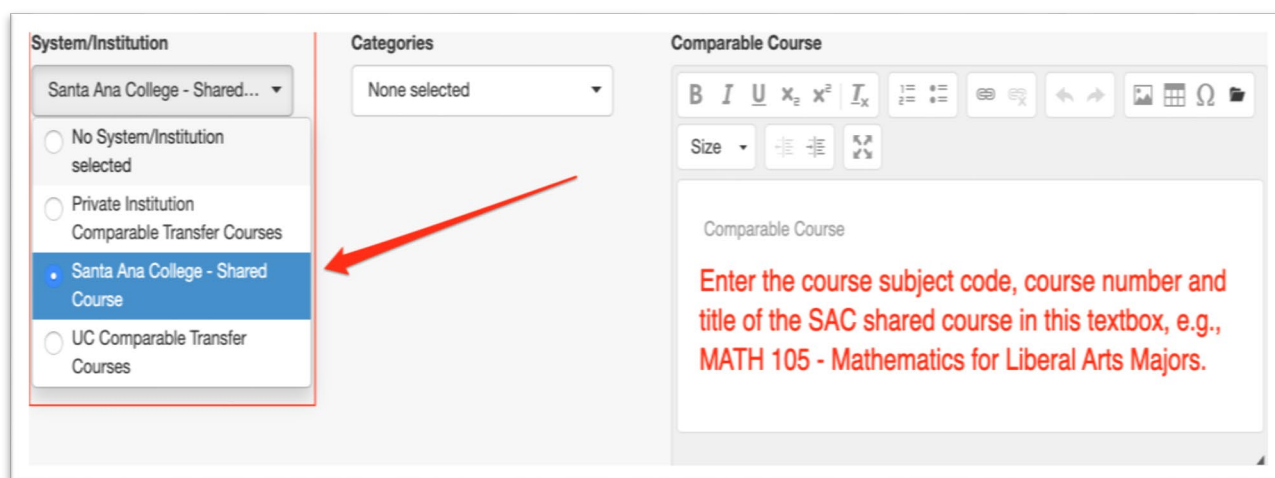
### Request for Transferability

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*.



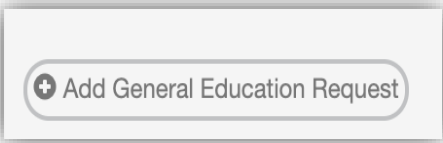
The screenshot displays the 'System/Institution' dropdown menu with the following options:

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

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.

 + Add General Education Request

## Units and Hours Tab

### 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 <span style="font-size: 0.8em;">?</span>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1:2"/>
Lab Hours <span style="font-size: 0.8em;">?</span>	<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="3:0"/>
Activity <span style="font-size: 0.8em;">?</span>	<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.

**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"/>
<del>Activity</del> ⓘ	<del><input type="text"/></del>	<del><input type="text"/></del>	<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

**Title of different unit/hour course than the standard**

Profile Name:    Different hour/unit Calculation like Apprenticeship or Noncredit

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

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 Tab

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

### Prerequisite

A course that must be taken prior to another course.

### Anti-Requisite

A course that is the Same As another, e.g., GEOG 155 and SURV 155.

### Corequisite

A course that is required to be taken at the same time as another course.

### Advisory

A course that it is recommended to be taken prior or concurrently with the current course.

### Multiple Requisites (“And”, “Or” Rules)

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.

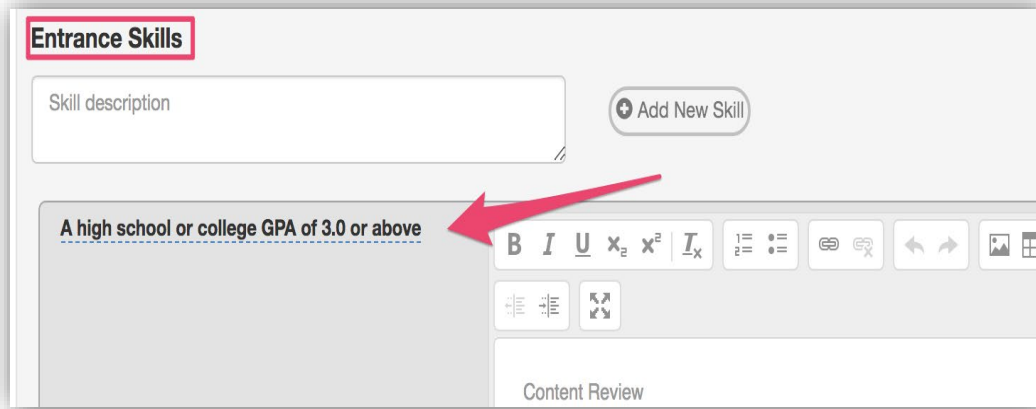
The screenshot displays the eLumen interface for creating prerequisite rules. It shows three prerequisite groups connected by logic operators:

- Prerequisite:** MATH170 Pre-Calculus Mathematics. Outcomes include: "Use algebraic, numerical, and graphical processes to manipulate and analyze equations, inequalities, and functional relationships." and "Formulate and analyze mathematical models for a variety of real-world phenomenon and use mathematical and technological tools to..."
- AND** (indicated by a red arrow)
- Advisory:** ART100 Introduction to Art Concepts. Outcomes include: "Identify and analyze formal elements and principals of design used by artists while employing proper historical art terminology."
- OR** (indicated by a red arrow)
- Anti-Requisite:** PHYS250A Physics for Scientists and Engineers I. Outcomes include: "Investigate physical phenomena using appropriate equipment and methods, make valid comparisons with theoretical predictions, and communicate those results."

Buttons for "Remove Group" and "Add Requisite" are visible at the bottom right of the interface.

## 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.



## Limitations on Enrollment

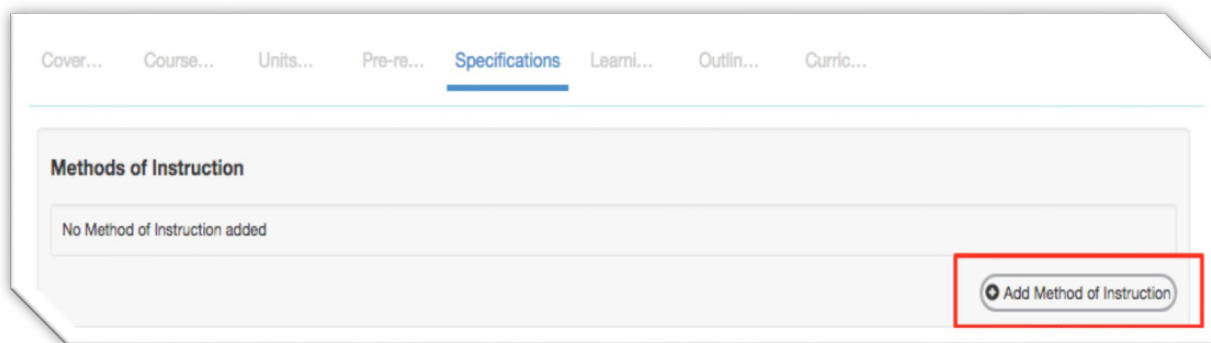
Can be added similar to Entrance Skills for a limitation on enrollment, e.g., apprenticeship courses will have Must be a state-indentured apprentice.

## Specifications Tab

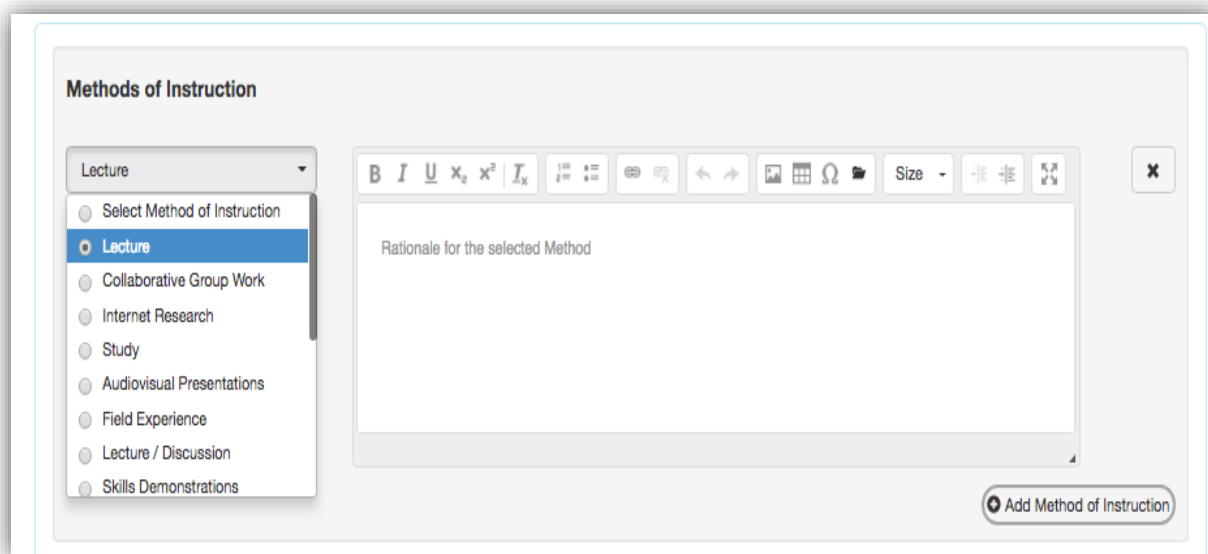
Specifications includes the *Methods of Instruction*, *Methods of Evaluation*, *Assignments*, *Textbooks*, *Other Instructional Materials*, *Equipment*, and *Materials Fees*.

### 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.

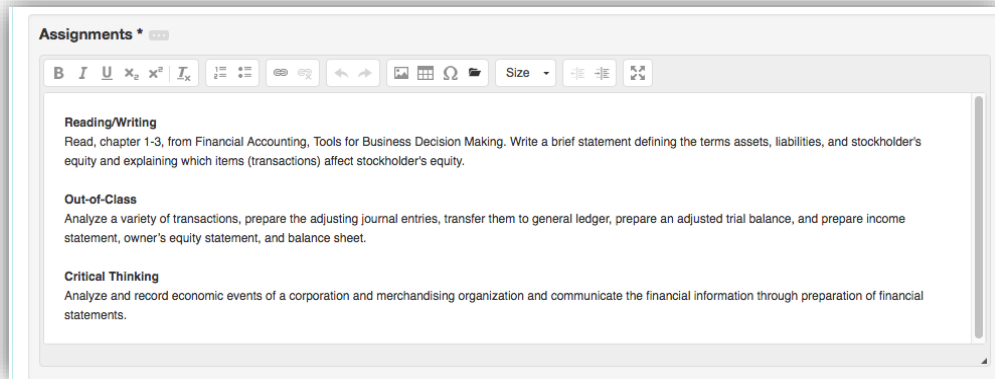


Use the drop-down menu to select the corresponding *MOI* or *MOE*. Feel free to add any additional content or rationale in the textbox. Repeat this process for each *MOI* and *MOE*.



## 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]).

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.

### Other Instructional Materials

<u>Graphing technology (or an equivalent technology with statistical functions) \$100</u>	X
<u>Statistical application software (optional) \$0</u>	X
<u>Internet access for research \$0</u>	X

## Learning Outcomes Tab

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   Be sure to click the blue check mark to save an changes.

### Course Student Learning Outcomes (CSLOs)

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.

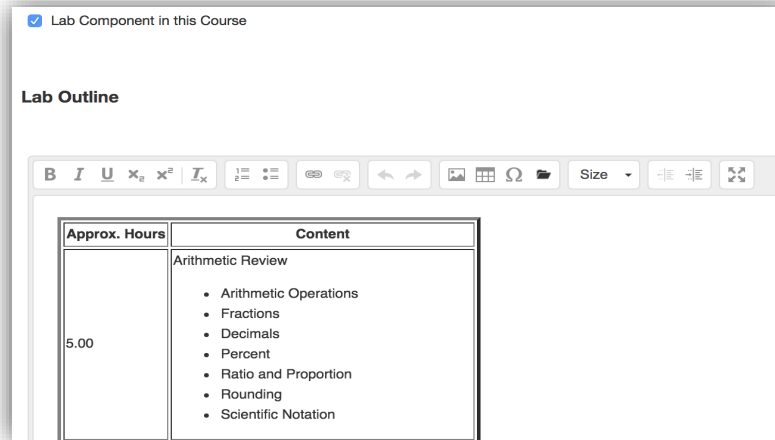
CSLOs	Status	Expected SLO Performance
Analyze the validity of statistical statements by evaluating the statistical methods applied on collected data.	Unchanged	SLO 1 100
Represent data from a sample or population in an organized and visual manner.	Unchanged	SLO 2 100
Interpret data represented in a chart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

## Outline Tab

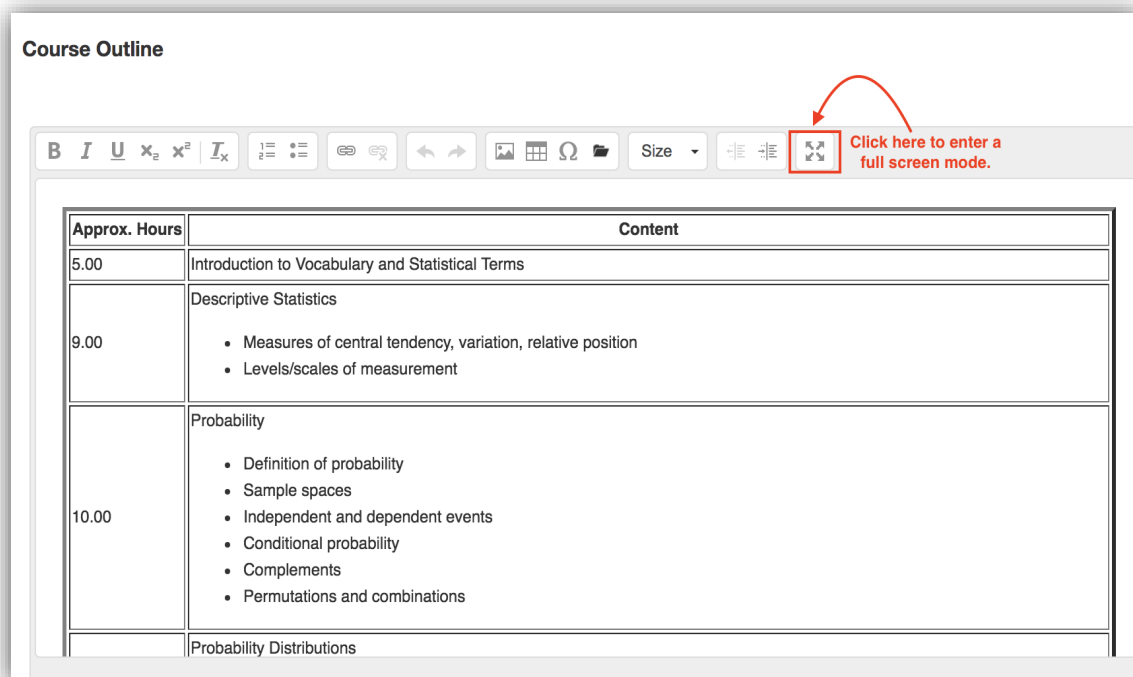
This tab contains the course content for the

- 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

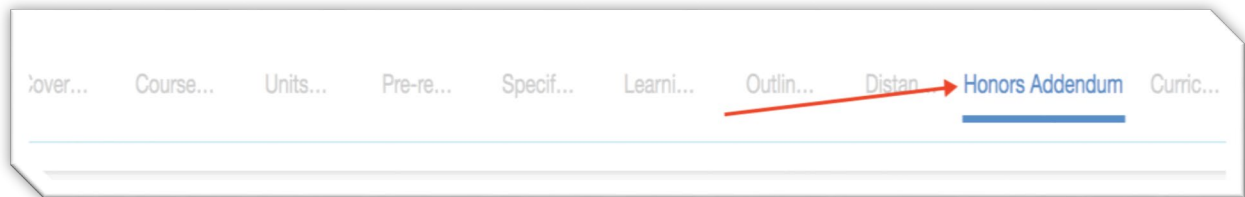
There are two additional *Step Templates*, i.e., *Addenda*: [Distance Education \(DE\)](#) and [Honors](#).

### Distance Education (DE) Addendum Tab

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 Addendum Tab

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 Tab

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 displays the 'Curriculum Technician' tab in the eLumen system. The interface is organized into two main sections: 'Course Administration Codes' and 'Articulation'.

**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 currently showing '-- Select Option --'.
- Course Version Status:** A dropdown menu 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 dropdown menu set to '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.

## REVISING A COURSE

### 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.

	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 Course Tabs](#) in this document, pages 14-30, for specifications for each tab.

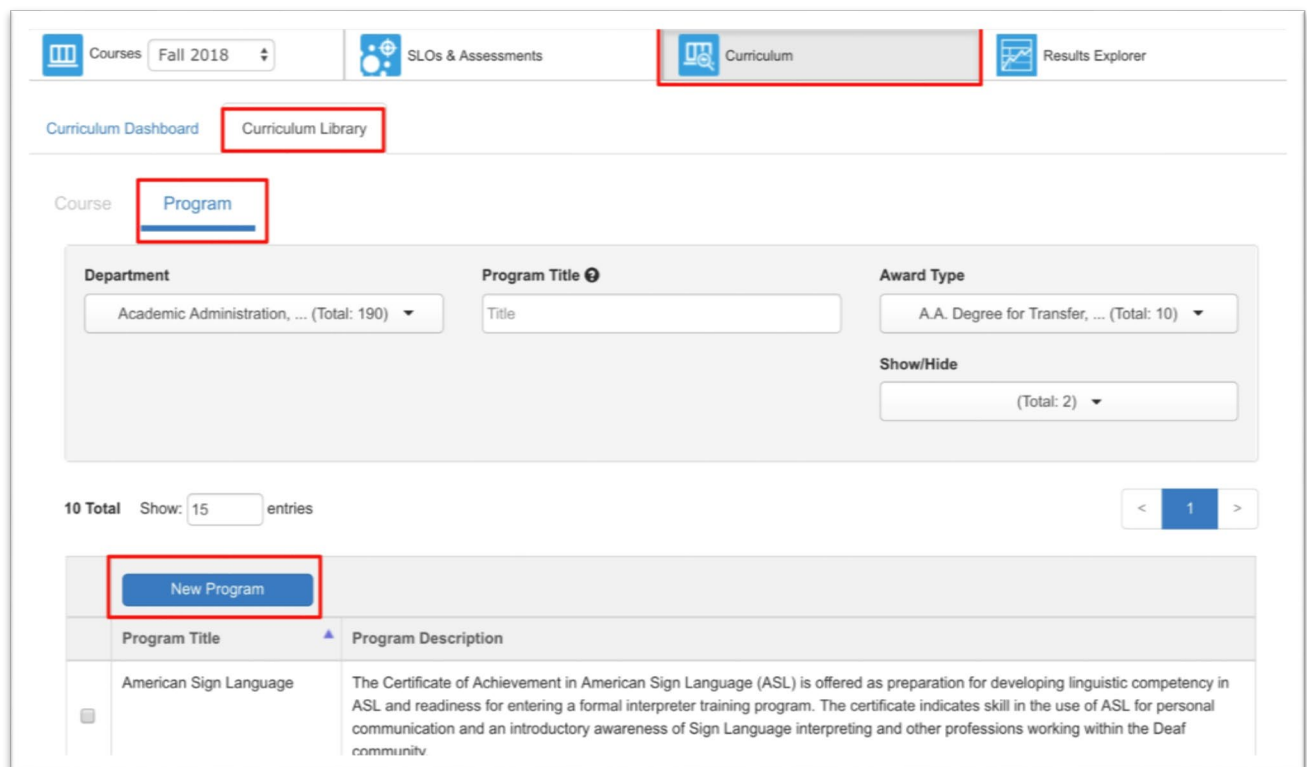
# PROGRAMS

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

## CREATING A NEW PROGRAM

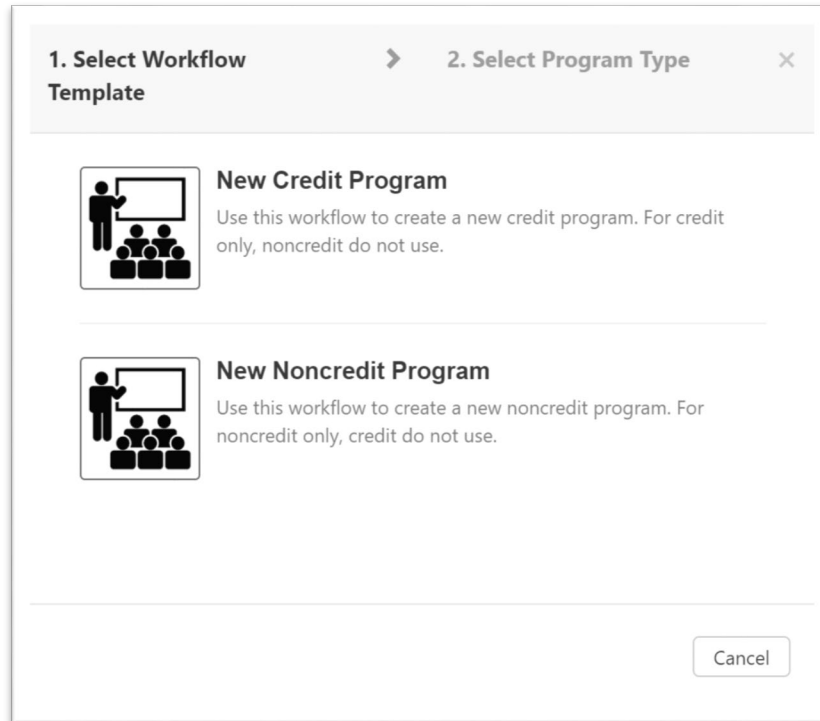
To begin, select the **Course Author** role from the drop down next to your user icon and select the department.

Navigate to Curriculum, then to click on Curriculum Library tab and select Program. Click on [New Program](#).

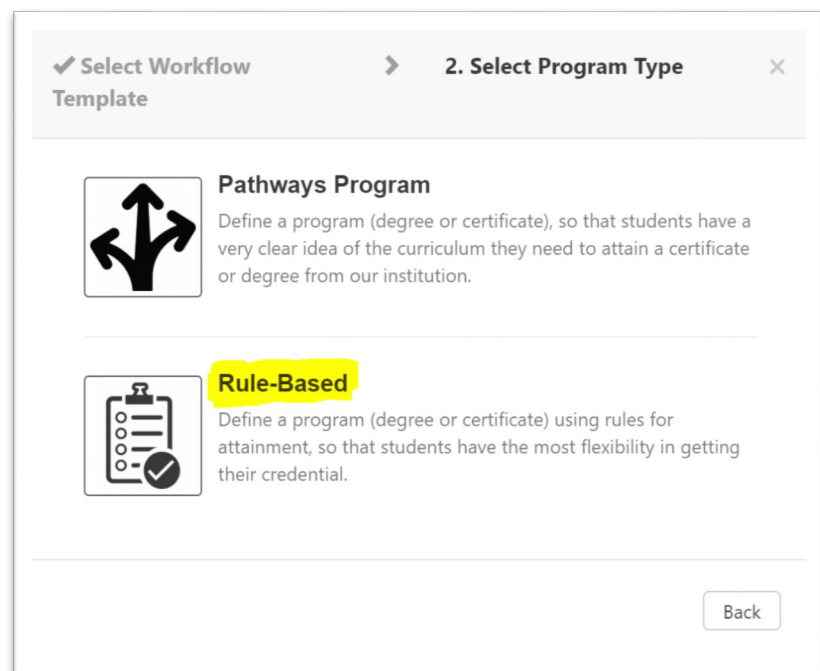


The screenshot displays the eLumen Curriculum Library interface. At the top, there are navigation tabs: 'Courses' (with a dropdown for 'Fall 2018'), 'SLOs & Assessments', 'Curriculum' (highlighted with a red box), and 'Results Explorer'. Below these are sub-tabs: 'Curriculum Dashboard' and 'Curriculum Library' (highlighted with a red box). Under 'Curriculum Library', there is a 'Course' dropdown menu with 'Program' selected (highlighted with a red box). The main content area contains several form fields: 'Department' (set to 'Academic Administration, ... (Total: 190)'), 'Program Title' (with a placeholder 'Title'), 'Award Type' (set to 'A.A. Degree for Transfer, ... (Total: 10)'), and 'Show/Hide' (set to '(Total: 2)'). Below the form fields, there is a pagination control showing '10 Total' and 'Show: 15 entries'. At the bottom, there is a table with a 'New Program' button (highlighted with a red box) and a table listing programs. The table has two columns: 'Program Title' and 'Program Description'. The first row shows 'American Sign Language' with a description: 'The Certificate of Achievement in American Sign Language (ASL) is offered as preparation for developing linguistic competency in ASL and readiness for entering a formal interpreter training program. The certificate indicates skill in the use of ASL for personal communication and an introductory awareness of Sign Language interpreting and other professions working within the Deaf community.'

After clicking on [New Program](#), eLumen will launch a window to designate the appropriate workflow.



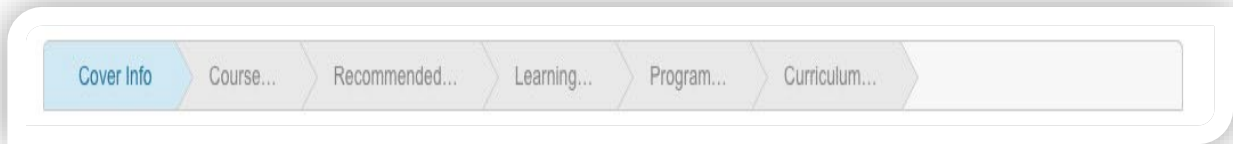
After you have selected the appropriate program workflow, an additional Program Type screen will pop-up. This screen helps determine the type of program you will design. **SELECT RULE-BASED.**



Pathways Program defines a program that students will have a clear idea of what the degree/certificate has in store for them to follow with a defined recommended sequence. You will not be able to skip creating a recommended sequence when choosing the Pathways Program type.

**Rule-Based** allows for more flexibility in that you can choose to create a recommended sequence for students or you can opt to not create one for students to follow.

Once you select the program type, you will be taken to the workflow to enter the program information on each of the corresponding tabs (see below).



(NOTE: Program workflows work different than a course workflow-- you must complete information on each tab and either Save and Continue or Save as Draft and Continue the workflow at a later time before you can move on to the next tab.)

## Cover Info Tab

The Cover Info tab has two primary areas: [Program Basics](#) and [Proposal Details](#).

### Program Basics

Contains the following information:

- Program Title\*
  - Add the correct abbreviation of your program type after the program title. See options below.
    - Associate of Arts Degree = AA
    - Associate of Science Degree = AS
    - Associate of Arts Degree for Transfer = AA-T
    - Associate of Science Degree for Transfer = AS-T
    - Certificate of Achievement = CA
    - Certificate of Proficiency = CERT
    - Certificate of Competency = COM
    - Certificate of Completion = CC

The screenshot shows a form titled "Program Basics". Below the title is a field labeled "Program Title\*" containing the text "3D Printing / Advanced Manufacturing, CC".

- Department\*
  - Departments are organized by department codes (e.g., 2ENGL, 2BIOL, 2MATH, **21IOT, 21CHS**).
- Program TOP Code\*
- Award Type\*
- Student Program Award
  - Select from the drop-down the most appropriate description for your program.
- Credit Range for Completion
  - If single unit, repeat value in both fields.
  - **NONCREDIT LEAVE BLANK (units/credits not awarded)**

The screenshot shows a form titled "Credit Range for Completion". It contains two input fields, both containing the number "30", separated by a minus sign "-".

- Program Description
- Transferability - **LEAVE AS 'SELECT' FOR ALL PROGRAMS UNTIL FURTHER NOTICE**

## Proposal Details

Contains the following information:

- Proposal Start\* - Credit and **Noncredit** have separate terms. Choose one.
- Author
- Additional Contributor - add contributors to course/program
- Rationale for Non-Fall Start
- Program Justification
- Submission Rationale

NOTE: Fields that indicate an (\*) must be completed before you Save and Continue or Save as Draft and Continue.

**Program Title**  
Propose a Program  
Program Creation

**Resource Materials Info**

Cover Info > Course... > Recommended... > Learning... > Program... > Curriculum...

**Program Basics**

Program Title\*  
Enter Program title

Department\*  
English

Program TOP Code (SP01)\*  
Select a TOP Code

Award Type\*  
-Select-

Student Program Award (SP02)  
Select a Student Program Award

Credit Range for Completion  
 -

Program Description  
Program Description

Transferability  
-Select-

**Proposal Details**

Proposal Start\*  
-- Choose Term --

Author  
Dowd, Colin  
[Add Additional Contributors](#)

Rationale for Non-Fall Start

Program Justification

Submission Rationale

New Program  
 Improvement to Program of Study  
 Change to Content  
 Additional Program Options  
 Add Transferability

Delete Workflow Save and Continue Save as Draft and Continue

## Course Blocks Tab & Program Rules

The second tab of the program workflow is for adding the course blocks and creating the program rules.

First, you must add the course to the *left side of the screen* that will be used to create the rules for the program on the *right side of the screen*.

**English Composition**  
Associate of Arts (A.A.) degree  
Propose a Program  
Program Creation

Cover... Course Blocks Recommended... Learning... Program... Curriculum...

English Composition

No Course Blocks to show

Add Course Block

Local Requirements

A.A. Degree Major 41 - 43 Credits

Based on the award type chosen on previous screen and what was loaded in system

Previous Delete Workflow Save and Continue Save as Draft and Continue

*On the left side of the screen:*

To add course blocks to a program, click on the Add Course Block. A window will appear and add a title for the course block. Enter the desired title and click ADD.

Add new Course Block

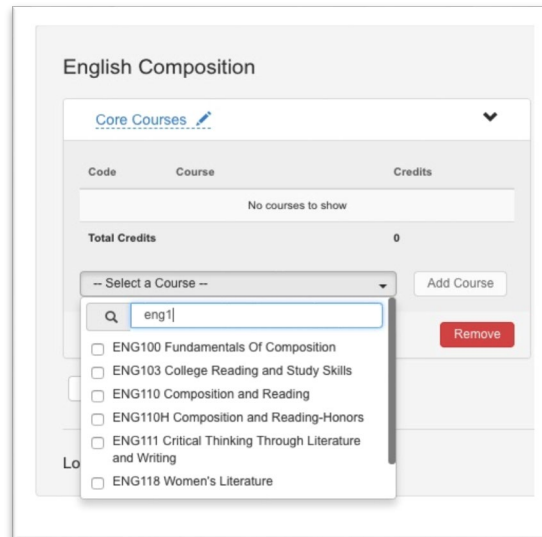
Name

Core Courses

Cancel Add

Select the carrot (>) to the right of the Course Block name. This will open the field so that you can select the courses to include in your course block.

Use the drop down and the search field to go to the subject that holds the courses you are wishing to add to the course block. *You can select multiple course at one time.* Once you select the courses, select Add Course.

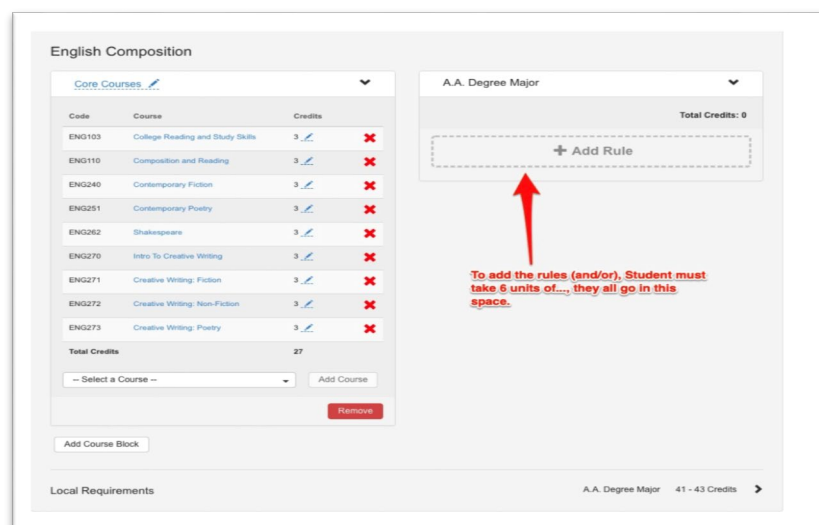


After all course blocks are created, you are ready to create the program rules.

*On the right side of the screen:*

Select the carrot (>) on the right side of the screen that contains the program type. This will open a drop down and click on + ADD RULE. Then, create the program rules that will define what courses the students have to take in order to complete the program. You will pull from the course on the left side of the screen (course block side).

First, select Add Rule.



To create a **single-unit value** for a rule, you first select Add Rule. Then, define the rule description, select Single Value, and provide the single-unit value for the rule. On the left side of the screen, select the course(s) that make up the rule. Next, click on Add Course. If you are done with that specific rule then select Done.

The screenshot shows the 'English Composition' section with a red header 'Single value rule(s)'. On the left, a table lists courses with checkboxes. The 'Composition and Reading' course (ENG110) is selected. On the right, the 'A.A. Degree Major' section shows a rule description 'Required ENG units', 'Rule Credits' set to 'Single Value' with a 'Total' of 3, and 'Add Course' and 'Done' buttons.

Code	Course	Credits
<input type="checkbox"/>	ENG103 College Reading and Study Skills	3
<input checked="" type="checkbox"/>	ENG110 Composition and Reading	3
<input type="checkbox"/>	ENG240 Contemporary Fiction	3
<input type="checkbox"/>	ENG251 Contemporary Poetry	3
<input type="checkbox"/>	ENG262 Shakespeare	3
<input type="checkbox"/>	ENG270 Intro To Creative Writing	3
<input type="checkbox"/>	ENG271 Creative Writing: Fiction	3
<input type="checkbox"/>	ENG272 Creative Writing: Non-Fiction	3
<input type="checkbox"/>	ENG273 Creative Writing: Poetry	3
Total Credits		27

To create **unit range values** for a rule, select Add Rule. Then, define the rule description, and select Range, and provide the unit range value for the rule. Next, enter the min and max ranges for the credits (units) required for the rule. On left side of the screen, select the course(s) that make up the rule. Next, click on Add Course. If you are done with that specific rule then select Done.

The screenshot shows the 'English Composition' section with a red header 'To create a range'. On the left, a table lists courses with checkboxes. The 'Creative Writing: Fiction' (ENG271), 'Creative Writing: Non-Fiction' (ENG272), and 'Creative Writing: Poetry' (ENG273) courses are selected. On the right, the 'A.A. Degree Major' section shows a rule description 'Take 3-6 units from the following group of courses', 'Rule Credits' set to 'Range' with 'Min: 3' and 'Max: 6', and 'Add Courses' and 'Done' buttons.

Code	Course	Credits
<input type="checkbox"/>	ENG103 College Reading and Study Skills	3
<input type="checkbox"/>	ENG110 Composition and Reading	3
<input type="checkbox"/>	ENG240 Contemporary Fiction	3
<input type="checkbox"/>	ENG251 Contemporary Poetry	3
<input type="checkbox"/>	ENG262 Shakespeare	3
<input type="checkbox"/>	ENG270 Intro To Creative Writing	3
<input checked="" type="checkbox"/>	ENG271 Creative Writing: Fiction	3
<input checked="" type="checkbox"/>	ENG272 Creative Writing: Non-Fiction	3
<input checked="" type="checkbox"/>	ENG273 Creative Writing: Poetry	3
Total Credits		27

Once you add the rule, you are not done.

You have the option to include ANDs or ORs in your rule block (right side of screen).

In the example, the rule states that you must “Take 3-6 units from the following group of courses” so it is implied that you can take any of the courses from the rule block. Therefore, you probably would want to add an OR. Click on the OR button (see screenshot below).

Continue to complete the rule block as needed.

**Rule Name or Description:**  
Take 3-6 units from the following group of courses

**Rule Credits:**  
 Single Value  Range  
Min: 3 Max: 6

**Courses:**  
Select the Courses/Course Blocks from the left and click on the "Add Courses Here" button to add them to the rules.

And Or Remove Block

Course / Course Block	Credits	
ENG271 - Creative Writing: Fiction	3	✖
OR		
ENG272 - Creative Writing: Non-Fiction	3	✖
OR		
ENG273 - Creative Writing: Poetry	3	✖

Add Course Here

+ Add Rule Block

Cancel Done

## Noncredit Programs

Noncredit programs are different from credit programs because their totals are in *hours* not units. Therefore, if you are creating a noncredit program, follow the structure and language below to accommodate for *hours*. Click on the pencil icon on the left to enter the course hours and then select the course(s) to add to the rule block (right side).

### 3D Printing / Advanced Manufacturing, CC

Certificate requirements: ▼

Code	Course	Credits	
VBUS101	Introduction to 3D Modeling using Blender	60	✘
VBUS105	Introduction to 3D Animation using Blender	60	✘
VBUS130	Introduction to 3D Printing	60	✘
<b>Total Credits</b>		<b>180</b>	

-- Select a Course --

Add Course

Remove

Add Course Block

Certificate of Completion ▼

**Certificate Requirement: 180 hours (credits are in hours)** 180 Credits

Course / Course Block	Credits
VBUS101 - Introduction to 3D Modeling using Blender	60
<b>AND</b>	
VBUS105 - Introduction to 3D Animation using Blender	60
<b>AND</b>	
VBUS130 - Introduction to 3D Printing	60

Edit Rule

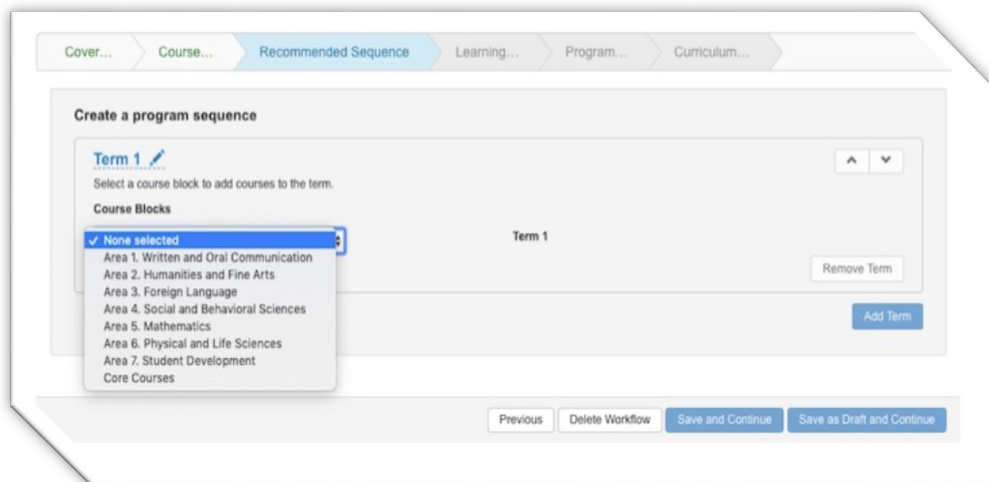
Total Credits: 180

+ Add Rule

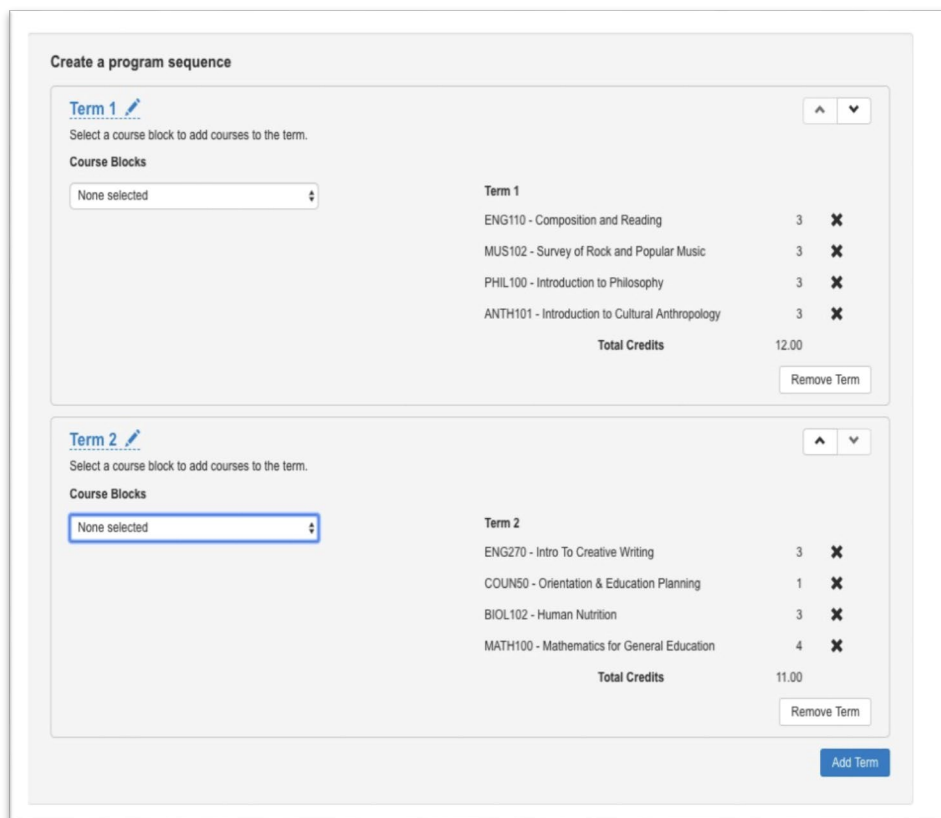
## Recommended Sequence Tab

**DO NOT TOUCH, LEAVE AS IS. MOVE ON TO THE NEXT TAB.**

A recommended sequence outlines the courses which should be taken during a term to assist students in successful completion of their degree or goal.



Once you have selected the courses for the term sequence, you can then create another term by selecting “Add Term”. There is no restriction to the number of terms that can be created.



## Learning Outcomes Tab

eLumen integrates curriculum and assessment to facilitate updates to the Program and Student Learning Outcomes (PSLOs).

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

When creating a new program, if there is a PSLO Class that is not being shared from another Program or a Core set of PSLO (the umbrella department PSLOs), faculty will want to create a PSLO Class by selecting the Add PSLO Class, then creating a Class Name and clicking on the Add New Program Outcome to create the new PSLOs one by one that will be associated with the PSLO Class.

The screenshot displays the 'Program Outcomes' interface. At the top, there is a section for 'Third Party Standards' with a dropdown menu currently set to 'None selected'. To the right, it shows 'Additional PSLO Classes: No PSLO Classes included.' with a link to 'Select PSLO Classes'. Below this is a 'Class Name' input field containing 'English Composition, AA' and a checkbox for 'Use category'. At the bottom right, there are two buttons: 'Align PSLOs' and 'Add PSLO Class'. A red box highlights the 'Add PSLO Class' button, with a red '1' next to it. Another red box highlights the 'Add new Program Outcome' button, with a red '3' next to it. A red '2' is placed next to the 'Class Name' input field.

## Align PSLOs

Now that the PSLOs and the course blocks for the program are added, the PSLOs can be aligned to the CSLOs.

### Align SLOs

<div style="margin-bottom: 5px;">English Composition, AA <span style="float: right;">▼</span></div> <div style="margin-bottom: 5px;">Courses <span style="float: right;">▼</span></div> <div style="margin-bottom: 5px;">English Composition, AA <span style="float: right;">▼</span></div> <input type="checkbox"/> Include inactive Courses	<b>Student will engage in composition techniques and written skill concepts.</b>	<b>Students will identify key formal written analyses that demonstrate appropriate academic rigor and discourse.</b>
ENG103 College Reading and Study Skills		
ENG103 SLO 1: Read and interpret writings of nonfiction, fiction, poetry, biography and autobiography.	✓	<a href="#">Set Attainment Levels</a>
ENG103 SLO 2: Note-taking - Make an outline of lecture notes from each class and share with one student peer for review of organization, content and	✓	<a href="#">Set Attainment Levels</a>
ENG103 SLO 3: Time management - Create a daily, and monthly schedule of academic activities + at least two different courses in which the	✓	<a href="#">Set Attainment Levels</a>

After aligning PSLOs, click the Close at the bottom of the box and go back to the workflow. There will then be a question asking “Why this SLO needs to be created?”. This is where you will give the purpose of establishing the PSLOs for the program. Click Save when you are done and then Save and Continue or Save as Draft and Continue if you are not done with the program workflow and need to return to it at a later time.

## Program Narrative Tab

The Program Narrative is required for submission, review, and approval of a program.

The rich text editor boxes allow proposers to adjust font, create tables, and add images to their responses. In addition, you can attach files (e.g., Word, PDF) by clicking on the folder icon on the top right side.

The screenshot shows the 'Program Narrative' tab in the eLumen system. At the top, the program title is 'English Composition, AA' for an 'Associate of Arts (A.A.) degree'. Below the title, there are navigation tabs: 'Cover...', 'Course...', 'Recommended...', 'Learning...', 'Program Narrative' (which is highlighted in blue), and 'Curriculum...'. Underneath the tabs is a 'Questions' section with a red box around the 'Upload Files' button. Below the button is a rich text editor with a toolbar containing icons for bold, italic, underline, subscript, superscript, strikethrough, bulleted list, numbered list, link, unlink, undo, redo, insert image, insert table, insert link, size, indent, outdent, and fullscreen. The main text area of the editor is currently empty.

## Curriculum Technician Tab

The Curriculum Technician tab allows the Curriculum Specialist to maintain program specific content (ie. approval dates, identification numbers).

You do not have edit access to the Curriculum Technician tab but you can view information and monitor your state, board, and articulation approvals.

## Completing & Monitoring a Workflow

When you are done with the workflow, click on Submit at the bottom of the screen.

Your workflow will move to the next stage in the approval process.

You can monitor the status of your workflow as it goes through the approval process from the Curriculum Dashboard.

You will be able to keep track of the workflow and if for any reason the workflow comes back to you for changes then you will receive a workflow notification via e-mail.

The screenshot displays the Curriculum Technician interface. At the top, the user is identified as Colin Dowd, Faculty, in English. Navigation tabs include Courses (Fall 2018), SLOs & Assessments, Curriculum (selected), and Results Explorer. A red box highlights the 'Curriculum Dashboard' link in the top navigation bar. Below this, the 'Program' link under the 'Course' section is also highlighted with a red box. A 'Download Workflows as CSV' button is visible. The main content area is divided into two sections: 'Revision Program Workflows' and 'Proposal Program Workflows'. The 'Revision Program Workflows' section shows a table with columns for Name, Template name, and Stage, but it contains no data. The 'Proposal Program Workflows' section shows a table with one entry: 'English Composition, AA' with a 'Propose a Program' template name and a 'Discipline Review' stage. The 'Stage' cell for this entry is highlighted with a red box. Both sections include pagination controls showing 10 entries per page.

## Deleting a Workflow

The delete workflow option is available, for the user that launched the program workflow, when the workflow is in **Stage 1 only**. After the workflow is submitted, the workflow must be returned to Stage 1 (to the course author) so it can be deleted.

## REVISING A PROGRAM

All content that you have previously entered into the program will be in the program.

First, select the **Course Author** role from the top drop-down.

Next, go to the Curriculum Library and select the department or type the title of program you wish to revise. Then, click on the box to the left of the program to highlight your selection and click on New Revision at the top.

The screenshot shows the 'Program' tab in the eLumen interface. At the top, there are filters for Department (Accounting, ... (Total: 50)), Program Title (eng), Award Type (A.A. Degree for Transfer, ... (Total: 15)), and Show/Hide (Total: 2). Below these filters, there are 3 total entries, with 15 shown per page. A table lists the programs, and the 'English Composition, AA' program is selected, highlighted with a green background and a checked checkbox. The 'New Revision' button is highlighted with a red box.

Program Title	Program Description
<input type="checkbox"/> English AA	The Associate in Arts in English offers a study of composition, language, and literature designed to develop skills in reading perceptively, writing effectively, and thinking critically. The program prepares students for diverse careers in advertising, business, communications media, public relations, law, government service, and teaching.
<input type="checkbox"/> English AA-T	The Associate of Arts Degree in English for Transfer (AA-T) is for those students who intend to transfer to a four year college and complete a bachelor's degree in English at a California State University campus.  Students will complete courses in English and related subjects required for the major. This program focuses on writing, critical thinking, reading, and research skills as they apply to the areas of composition, creative writing, and literature. Course work in literature explores primarily British and American authors through genre, survey, figure, and thematic courses.  Students who complete this degree will be guaranteed admission with a junior standing to the CSU System, though not to a particular campus or major. Students should consult with a counselor for more information on university admissions, deadline requirements and transfer rules.  Students receiving transfer degrees must meet the following requirements: 1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to California State University, including both of the following requirements: A. The Intersegmental General Education Transfer Curriculum (IGETC) OR the California State University General Education-Breadth Requirements; B. A minimum of 18 semester units in a major area of emphasis, as determined by the community college district. 2. A minimum grade point average of 2.0.
<input checked="" type="checkbox"/> English Composition, AA	This is an English Composition major that will end at the 2 year level.

A window will appear where you can select the appropriate revision workflow (credit or **noncredit**). Then, choose the type of program (Pathway or Rule Based). **Select Rule-Based.**

You are ready to make revisions to the program and submit when finished.

**For further assistance, contact the Curriculum Office.**