



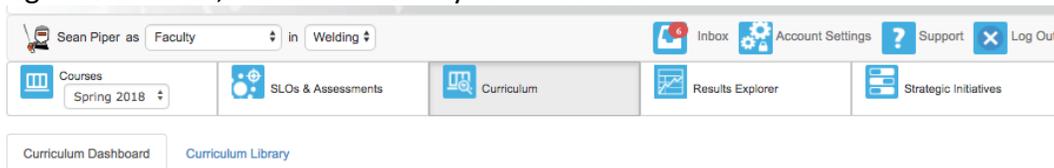
Quick Start Course Guide

Quick Start Guide for Course Proposals

This quick guide will help course proposal originators to get into eLumen and get started with a proposal. For more detailed information, see the Originator Training Guide.

To Create a Course

1. Log in to eLumen, make sure Faculty role is selected



2. Select Curriculum
3. Select Curriculum Library
4. Select New Course button

Sean Piper as Faculty in Welding

Inbox Account Settings Support Log Out

Courses Spring 2018 SLOs & Assessments Curriculum Results Explorer Strategic Initiatives

Curriculum Dashboard Curriculum Library

Course Program

Department: Accounting, ... (Total: 50) Course Code: Code Course Title: Title Distance Education Approved: Yes, ... (Total: 2) Show/Hide: (Total: 7)

346 Total Show: 15 entries

New Course Merge Courses as Cross-Listed

Course Code	Course Title	First Term Offered	Last Term Offered	Catalog Status	Distance Education Approved	Due In
ACCT101	Principles of Accounting I	Fall 2010	N/A	Active	Yes	826 days

5. Select the workflow necessary to create the new course.
 - a. Make the choice carefully. If you decide to use a different workflow at a later time, any work you started will be lost, as you must delete the wrong workflow to launch a new one.
6. Complete the data as required on each tab of the workflow.
7. Select “Save as Draft” or “Submit” to move the course to the next stage of the workflow.
 - a. To return to the workflow in progress after saving as a draft, navigate to the Curriculum Dashboard, and use the Actions menu to **View Workflow** or navigate to the Inbox, and select **Continue Workflow** next to the course.
8. Watch the progress of the proposal on the Curriculum Dashboard.

To Revise a Course

1. Log in to eLumen, make sure Faculty role is selected

Sean Piper as Faculty in Welding

Inbox Account Settings Support Log Out

Courses Spring 2018 SLOs & Assessments Curriculum Results Explorer Strategic Initiatives

Curriculum Dashboard Curriculum Library

2. Select Curriculum
3. Select Curriculum Library
4. Use the filter box to search for the course code
5. Select the box next to the course

The screenshot shows a course management interface with the following elements:

- Search Filters:**
 - Department: Accounting, ... (Total: 50)
 - Course Code: weld100
 - Course Title: Title
 - Distance Education Approved: Yes, ... (Total: 2)
 - Show/Hide: (Total: 7)
- Table:**

Course Code	Course Title	First Term Offered	Last Term Offered	Catalog Status	Distance Education Approved	Due In
<input checked="" type="checkbox"/> WELD100	Welding Fundamentals	Fall 2010	N/A	Active	No	N/A
- Buttons:** New Revision (highlighted), Deactivate Course, Show History, View COR Report.

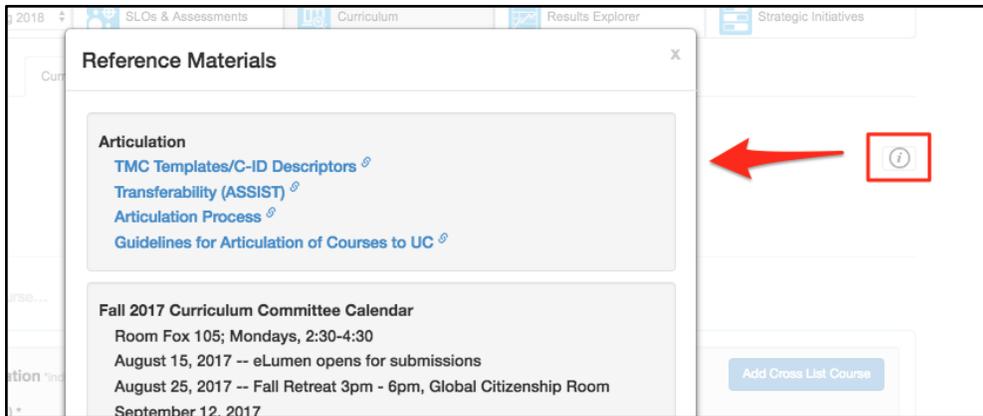
6. Select Revise Course
7. Select the workflow necessary to create the new course.
 - a. Make the choice carefully. If you decide to use a different workflow at a later time, any work you started will be lost, as you must delete the wrong workflow to launch a new one.
8. Complete the data as required on each tab of the workflow.
9. Select “Save as Draft” or “Submit” to move the course to the next stage of the workflow.
 - a. To return to the workflow in progress after saving as a draft, navigate to the Curriculum Dashboard, and use the Actions menu to **View Workflow** or navigate to the Inbox, and select **Continue Workflow** next to the course.
10. Watch the progress of the proposal on the Curriculum Dashboard.

Assistance While Completing the Workflow

All fields with an asterisk (*) are required. All fields with ellipse (three dots) indicate additional information provided by the Curriculum Specialist. Select the ellipse to view the information.

The screenshot shows a text input field for a course description. A tooltip message is displayed above the field, stating: "Course description should exactly match the course catalog description."

The “i” at the top right will open additional information provided by the Curriculum Specialist for completing the proposal. This area is configured by the institution, so the content displayed will differ from the screenshot below.



Notifications

eLumen will send notifications to curriculum roles when a course enters their stage. Notifications are not sent for program proposals. Notifications are sent as a summary email twice per day, and are sent to the email address stored in eLumen for the particular user.