



# Originator Training Guide

*Guidance for Curriculum Management for Originator  
of Courses and Programs*

*This training will guide the discussion and give specific directions for using Curriculum for roles that will originate proposals for the creation, revision, or inactivation of courses or programs.*

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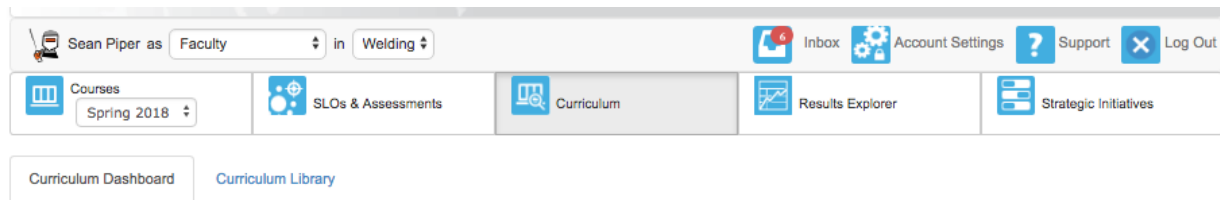
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## Navigating the Curriculum System

eLumen is an integrated system for managing Curriculum, Assessment, and Continuous Improvement. This guide will focus on the Curriculum section for users who will be proposing the creation, revision, or inactivation of courses or programs. As such, the areas this guide

describes are under the Curriculum section.



The Curriculum tab is divided into two major areas: Curriculum Dashboard and Curriculum Library. The Curriculum Dashboard contains all active proposals, and users see curriculum based on the department/org entity selected in the drop-down menu. The Curriculum Library contains all approved curriculum. All users can see the curriculum from across the institution. A toggle between courses and programs is provided for each area.

## Curriculum Dashboard

The Curriculum Dashboard contains all active proposals for Courses and Programs. If a user has access to more than one department/org entity, they can adjust their view by selecting a different option from the org entity drop-down at the top left of the page next to the role selector. An actions menu is present to provide additional options for each proposal, and the proposal information can be downloaded as a CSV.

Strategic Planning

SLOs & Assessments

Curriculum

Org Management

Reports

System Settings

Curriculum Dashboard

Curriculum Library

Gen Ed Management

Course

Program

Download Workflows as CSV

### Revision Course Workflows

< 1 >

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	Chair Report	
ART103	Fine Arts 103	Course Revision Workflow	Stage 1: Creation Stage	14	None	Actions

1 Total Show: 10 entries

< 1 >

### Proposal Course Workflows

< 1 >

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	Chair Report	
No data found						

0 Total Show: 10 entries

< 1 >

### Deactivation Workflows

< 1 >

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	
No data found					

0 Total Show: 10 entries

< 1 >

### Amend Course Workflows

< 1 >

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	
No data found					

0 Total Show: 10 entries

< 1 >

### Course Curriculum Dashboard

The course Curriculum Dashboard is separated into three areas: revision course workflows, proposal course workflows, deactivation workflows. The Revision Course Workflows area contains all the currently existing curriculum that is actively being revised. The Proposal Course Workflows area contains all new curriculum proposals (those courses never created before). The deactivation workflows area contains all the courses that are being deactivated/inactivated.

The tables in each area contain the course code, course title, workflow template, workflow status, chair report, and actions menu. Some of the columns in these tables can be ordered, but for more sophisticated sorting and filtering, users can download the workflows as CSV by using

the button at the top right of the Dashboard area.

### ***Workflow Template***

The workflow template indicates which workflow was selected when launching the proposal.

### ***Workflow Status***

The workflow status can be used to monitor the progress of a particular course workflow. This status updates in real time.

### ***Days in Stage***

The Days in Stage count provides information on the length of time lapsed since the course workflow entered the given stage.

### ***Chair Report***

The chair report is an optional report that can be utilized by the Curriculum administrator. If it is used, this area will inform users which report holds the particular course revision or creation workflow.

### ***Actions Menu***

The Actions menu provides additional information on each workflow. This includes: view workflow, view status, view COR, View Change Report, View Impact Report, and Delete Workflow.

### **View Workflow**

Selecting **View Workflow** will allow a user to open a workflow, and read or leave comments on any area.

### **View Status**

View Status indicates the course, type of workflow, department, current stage, last review activity, which roles participate in the stage, and how many parts are pending their work/review.

**Workflow Status** [X]

**Course:**  
WELD125 - Intermediate Arc Welding

**Workflow Type:** Course Revision      **Department:** Welding

**Current Stage:** Stage 1: Propose Revision      **Last Review Activity:** Jun 12, 2018

Participating Roles	Pending Work
Faculty	25 parts pending

[Close]

### View COR

This option allows users to generate a Course Outline of Record report for the course as it is in workflow status. This means users will see all the new updates when selecting the COR from this area.

### View Impact Report

The View Impact Report option allows users to see the impact of the course workflow. This includes: courses that use the workflow course as a requisite, courses that are requisites of the workflow course, and programs that use the workflow course.

### View Change Report

To see the changes from the latest approved version of a course to the newest revision of a course, navigate to the Curriculum Dashboard and select the Change Report from the Action menu. The change report begins with a summary table of all changes to the course, then displays a side by side view of all fields. Red strikethrough indicates something that has been removed, and green underlining indicates content that has been added.

### Delete Workflow

The delete workflow option is active for the role that launched the course workflow when the workflow is in the first stage only. After it passes Stage 1, the workflow must be returned to Stage 1 before it can be deleted. The Curriculum Specialist role (curriculum administrator) or the role that proposed the course can delete it from Stage 1.

### [Program Curriculum Dashboard](#)

The Program Curriculum Dashboard is accessed by toggling the top Course/Program selector to Program. All active workflows for programs are listed in two areas: revision program workflows and proposal program workflows.



Curriculum Dashboard		Curriculum Library
Course	Program	
		Download Workflows as CSV
Revision Program Workflows		< 1 >
Name	Template name	Stage
Welding Technology - AS	Review Program	Propose Program
		Actions
1 Total	Show: 10 entries	< 1 >
Proposal Program Workflows		< 1 >
Name	Template name	Stage
Welding Certificate	Propose a Program	Propose Program
		Actions
1 Total	Show: 10 entries	< 1 >

The tables listing the active workflows contain: name of program, workflow template name, stage of workflow (status), and an Actions menu. Like the Course Dashboard, the program workflows can also be downloaded as a CSV to sort and filter as desired.

The Actions menu for programs contains the options to View POR and Show History. The View POR allows users to view the program outline of record report for the active workflow. View History allows users to view the history of the program.

## Curriculum Library

The Curriculum Library holds all approved curriculum. Users can toggle between courses and programs by selecting the option at the top of the page. All institution curriculum is available to view from the library, therefore, a filter is provided to assist in quickly finding the relevant curriculum.

### Course Library

The Course Library filter allows users to review courses by selecting a particular department, entering a course code or course title, sorting by Distance Education Approval, or by showing/hiding other details about the course such as: First Term Offered, Last Term Offered, Status, and Time to Next Review/Due In.

Curriculum Dashboard
Curriculum Library
Gen Ed Management

Course
Program

Department
Accounting, ... (Total: 50)

Course Code
Code

Course Title
Title

Distance Education Approved
Yes, ... (Total: 2)

Show/Hide
(Total: 7)

348 Total
Show: 15 entries

< 1 2 3 4 5 ... 24 >

☐ Show inactive courses

	Course Code	Course Title	First Term Offered	Last Term Offered	Distance Education Approved	Due In	Status
<input type="checkbox"/>	ACCT101	Principles of Accounting I	Spring 2011	N/A	Yes	510 days	Active
<input type="checkbox"/>	ACCT102	Principles of Accounting II - Managerial Accounting	Spring 2011	N/A	No	N/A	Active

The Library is where originators can launch workflows for courses and programs. More detail on launching workflows is found in the Course Management area below. The library is also where approved courses can be merged as cross-listed courses.

### Course Outline of Record and Show History


Selecting a single course from the library allows users to view the most recently approved Course Outline of Record (COR) report, and Show History. By selecting **Show History** users can use the **Actions** menu to review the historical and current CORs for the given course, as well as the term that version was implemented. To review the COR for an active workflow, use the **Actions menu** on the Curriculum Dashboard.

Historical workflows with the option to “View” will provide a view of the workflow used including comments provided while it was going through the workflow process. To review the COR for an active workflow, use the Actions menu on the Curriculum Dashboard.

Course History				
Course Code	Course Title	Terms	Publicly Available	
COMPSCI101	Computer Science 101	Active between Spring 2011 and Spring 2018	No	Actions ▾
COMPSCI101	Computer Literacy <span>Current</span>	Active from Spring 2018	Yes	Actions ▾
Close				

### Comparison Report

Selecting multiple courses (up to 3) on the Curriculum Library allows users to view the Comparison Report. The Comparison report contains the COR detail for up to three courses side by side.

 Ogdenville College <b>Comparison Report</b> 06/12/2018			←	🖨
General Information				
Field	ENG221	ENG222		
Course Code	ENG221	ENG222		
Course Control Number	CCC00056890321	CCC00054783211		
Course Title	Survey Of British Literature to 1700	Survey Of British Literature since 1700		
Course Description	A study of major works of British authors up to 1700. The course will focus on	A study of major British works to include poetry, prose, and drama from		

### Program Library

From the Curriculum Library, use the Course/Program toggle at the top of the page to show the program information for all areas of the institution. The top of the page provides a filter to help quickly find a particular program by searching by department, program title, or award type. Column options include: Program Title, Description, Award Type, Student Program Award, First Term Offered, Last Term Offered, and Due In.

Curriculum Dashboard
Curriculum Library

Course
Program

Department
Accounting, ... (Total: 50)

Program Title
Title

Award Type
A.A. Degree for Transfer, ... (Total: 15)

Show/Hide
(Total: 7)

New Program

	Program Title	Program Description	Award Type	Student Program Award	First Term Offered	Last Term Offered	Due In
<input type="checkbox"/>	Apprentice Welder Certificate	The Apprentice Welder Certificate introduces students to real hands-on welding practices, layout, and fitting skills. This certificate can be combined with pipe welding and drafting skill courses and General Education requirements to earn the Welding Technology: Associate in Tech... <a href="#">Show More</a>	Certificate	Certificate requiring 18 to fewer than 30 semester units	Spring 2020	N/A	915 days

The Program Library is where originators can launch new program workflows or revise existing programs. More detail on how to do those things is listed below in Program Management.

### *Program Outline of Record Report and Show History*

Selecting a given program on the Program Library gives the option to Show History or View the POR Report (program outline of record report). To review a POR for a program in workflow, use the Actions menu on the Dashboard. Use **Show History** to review a POR for historical versions of the program.

## Course Management

### Creating or Revising a Course

To create a new course, navigate to the **Curriculum Library** tab under Curriculum, then select the **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

< 1 2 3 4 5 ... 24 >

New Course Merge Courses as Cross-Listed

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

To create a course revision, navigate to the Curriculum Library, then use the course code box on the filter to locate the course. Check the box next to the course and select **New Revision**.

Course Program

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

1 Total Show: 15 entries

< 1 >

New Revision Deactivate Course Show History View COR Report

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

1 Total Show: 15 entries

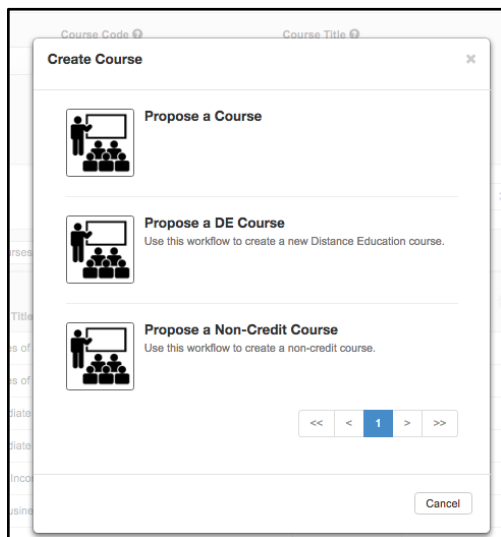
< 1 >

**Note:** If the New Course or Revise a Course button is not visible, a workflow has not been established, contact your Curriculum Specialist or Data Steward.

### Select a Workflow Type

Next, select the type of workflow appropriate for the course being created or revised. The

screenshot below shows possible workflows, not exactly what you should expect to see, as the institution defines their own workflows. The only workflows a user will see are those that have been defined with the role currently selected in the dropdown menu as the originator. There may be one or multiple options.



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.

Once selecting a workflow, users will see the Cover Info information for the course. If the workflow is for a new course, the page will be blank.

 A screenshot of a web application page titled 'Course Title' with a sub-header 'Propose a Course Course Creation'. The page has a navigation bar with tabs: 'Cover Info', 'Course...', 'Units...', 'Pre-re...', 'Specif...', 'Learn...', 'Outlin...', and 'Curric...'. The 'Cover Info' tab is active.
   
 The main content area is titled 'General Information' and includes a legend '\*indicates required field'. It contains several form fields:
 

- Course Code (CB01) \***: A field split into 'Subject' and 'Number'.
- Course Title (CB02) \***: A text field with the placeholder 'Enter Course Title'.
- TOP Code (CB03)**: A dropdown menu with the option 'Select a TOP Code'.
- CIP Code**: A dropdown menu with the option 'Select a CIP Code'.
- Department \***: A dropdown menu with 'Welding' selected.
- Course Description (CB04)**: A large text area with the placeholder 'Course Description'.
- SAM Priority Code (CB09)**: A dropdown menu with the option 'Select a SAM Code'.
- Course Control Number (CB00)**: A field at the bottom left.

 A blue button labeled 'Add Cross List Course' is located in the top right corner of the form area.

If the workflow is to revise a course, the content on the page will populate based on the most recent approved version of the course.

**WELD100 Welding Fundamentals** ?

Revise a Course  
Course Revision

---

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

**General Information** \*Indicates required field

**Course Code (CB01) \***

WELD   100

Subject   Number

**Course Title (CB02) \***

Welding Fundamentals

**TOP Code (CB03)**

(0956.50) Welding Technology

**CIP Code**

(48.0508) Welding Technology...

**Department \***

Welding

**Course Description** ...

A course providing basic study and application of commonly utilized welding processes with topics to include: blue print reading, welding safety, joint-weld design, welding terminology, and welding quality control. Students will

**SAM Priority Code (CB09)**

Clearly Occupational

**Course Control Number (CB00)**

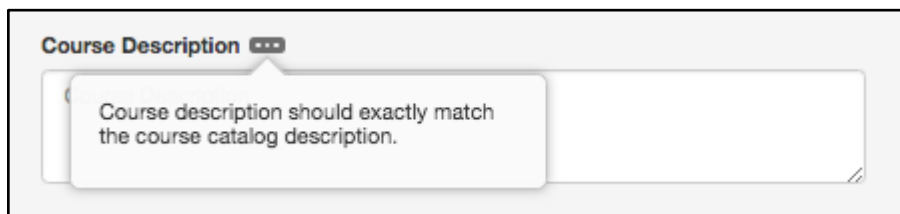
CCC003456217

Add Cross List Course

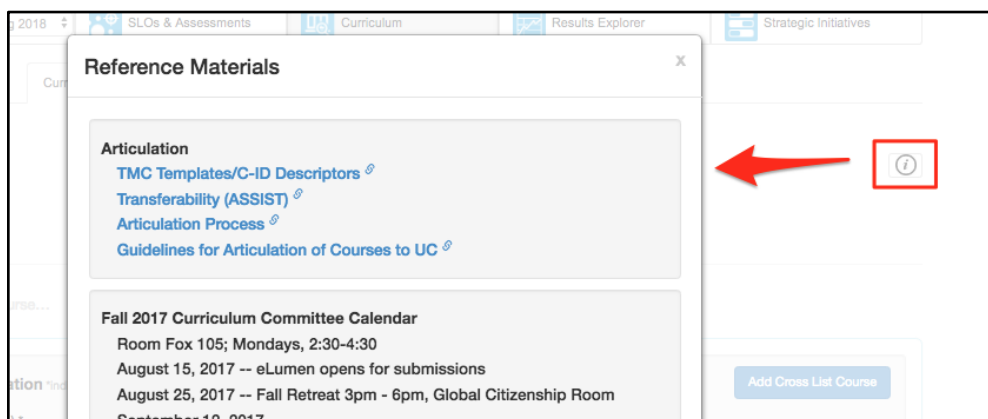
Fill in all the necessary data.

### 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.

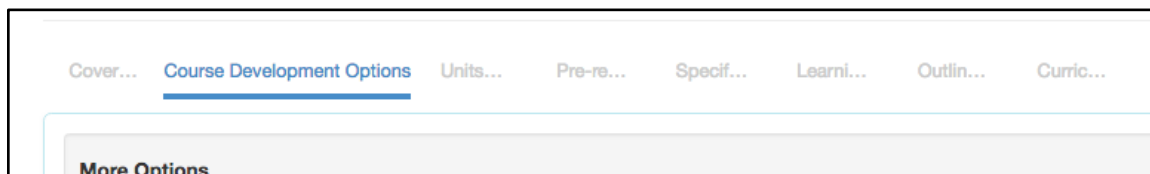


The “?” at the top right will open additional information provided by the Curriculum Specialist for completing the proposal. This area is configured by the institution, so the content displayed will differ from the screenshot below.



### Navigation

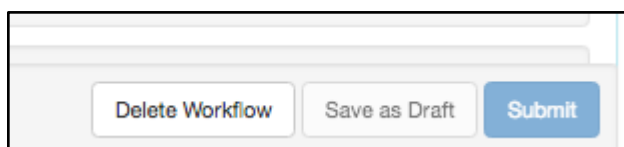
Navigate between the tabs by selecting them, forward and backward movement is allowed. Work is automatically saved when moving between tabs.



### Saving and Submitting or Deleting a Workflow

Using the **Save as Draft** will save all work on the current tab, and close the proposal. Using **Submit** will save all work, and submit the course to the next stage of the workflow.

Use **Delete Workflow** if you no longer wish to pursue the proposal, this will delete it from the system. This option is only available for the proposer or Curriculum Specialist, and only when the course is in Stage 1.



### Returning to a Workflow in Progress

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.

## Guidance on Specific Areas of the Course Workflow

This section will give guidance on the different parts of the course workflow. For additional assistance, reach out to the Curriculum Specialist/Curriculum administrator for the institution or the eLumen Customer Success Manager.

### Cover Info

The Cover Info tab holds general information for the course, as well as this particular workflow proposal. As a course code and title are added to the workflow, this information will populate at the top of the page, and be visible as you move from tab to tab. In addition, this top area includes the type of workflow selected, and the title of the workflow.



WELD125 Intermediate Arc Welding

Revise a Course  
Course Revision

Cover Info

Course...

Units...

Pre-re...

Specif...

Learni...

Outlin...

Curric...

General Information \*indicates required field

Course Code (CB01) \*

WELD

125

SubjectNumber

Course Title (CB02) \*

Intermediate Arc Welding

TOP Code (CB03)

(0956.50) Welding Technology

CIP Code

(48.0508) Welding Technology...

Add Cross List Course

### Cross List

When creating or revising a course, use the **Add Cross List Course** button to create a new course to be cross-listed with the current course being created/revised. Using this button will create a completely new course, and cross list it with the course currently in workflow. If the intent is to cross-list two already existing courses, use the **Merge Courses as Cross Listed** option on the Library to merge two existing courses.

### Additional Contributors

Additional contributors can be added by using the **Add Additional Contributors** button at the bottom of the Cover Info tab. Select the additional contributor from the list of available users on the right side of the modal window. To remove collaborators, select their name from the left side, and they will move over to the right side. Select **Close** when finished. Use the **Role** drop-down to help filter the list of users as appropriate. Those collaborators will then be able to access the course the same as the original originator.

Proposal Details

Author(s)

Katherine Marshall

Add Additional Contributors

17

### Attachments

Attachments can be added to a course on the bottom of the Cover Info tab or on a step template tab, if any are present. To add a file to the Cover Info part, you will have to **Save as Draft** once and re-enter the workflow (either through the Inbox or the **View Workflow** option on the Dashboard) to see the option. Saving as a draft once provides a place in the database to store the file.

### Proposal Details

Author(s)  
Sean Piper  
Add Additional Contributors

Proposal Start \*  
Summer 2018

Notes for Submission  
Notes for Submission

Attachments  
Upload files (if necessary) for the course approval process.  
Upload Files

### Notes for Submission

The **Notes for Submission** area should contain relevant information about the creation/revision workflow that is being proposed. This content is visible when the Curriculum Specialist runs the Board Report.

Inside the course creation workflow:

### Proposal Details

Author(s)  
Sean Piper  
Add Additional Contributors

Proposal Start \*  
-- Choose Starting Term --

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

Submission Rationale  
Submission Rationale

On the Board Report:

New Credit Courses			
Course Code	Course Information	Term Approved	Submission Rationale
MATH10C <a href="#">Back to top</a>	Course Title: Just-In-Time Support for Statistics Curriculum ID: Units: 1.5 Lecture Hours In: 1.5 Lecture Hours Out: 3 Lab Hours In: 0 Lab Hours Out: 0 Activities Hours In: 0 Activities Hours Out: 0 Grade Options: Pass/No Pass	2019SU	This new course serves as a support course for students who do not meet the prerequisite to Math 10, Elementary Statistics, but wish to enroll in Elementary Statistics. Students who place below college level are eligible to take Elementary Statistics provided they are concurrently enrolled in this course, Math 10C.

Inside the course revision workflow, the option selected in the Submission Rationale drop down will display in the Board Report. However, the open text in the Notes for Submission will not be visible. Instead, fields that have been edited will appear in the Proposed Changes column based on the edits made in the course:

Course Code	Course Information	Term Approved	Submission Rationale	Proposed Changes
THEA027 <a href="#">Back to top</a>	<b>Course Title:</b> Selected Subjects for the Actor <b>Curriculum ID:</b> THEA027 <b>Units:</b> 3 <b>Lecture Hours In:</b> 3 <b>Lecture Hours Out:</b> 6	2017FA	None	Credit By Exam Rationale Retake Policy Description

### Course Development Options

The second tab of a course workflow, Course Development Options, includes information on basic skills, grading methods, retake, audit, associated programs, and articulation.

The screenshot shows the 'Course Development Options' tab. At the top, there are navigation tabs: 'Cover...', 'Course Development Options' (selected), 'Units...', 'Pre-re...', 'Specif...', 'Learn...', 'Outlin...', and 'Curric...'. The main content area is titled 'More Options' and contains several sections:

- Course Basic Skill Status (CB08):** A dropdown menu with '-- Choose Type --'.
- Course Special Class Status (CB13):** A dropdown menu with '-- Select Option --'.
- Grade Options:** A dropdown menu with 'None selected'.
- Allowed Number of Retakes:** A text input field containing '0'.
- Retake Policy Description:** A text area with the placeholder text 'Short explanation of the Retake Policy for this course.'
- Rationale For Credit By Exam/Challenge:** A text area with the placeholder text 'Short Explanation of the Rationale For Credit By Exam/Challenge'.
- Associated Programs:** A section with a checkbox 'Course is part of a program (CB24)' and a list of programs, including 'Welding Technology - AS (A.S. Degree Major)'.

### Associated Programs

Associated Programs cannot be selected. Instead, as the course is added to program course block groups, and the program is approved, the programs will automatically populate in this area.

### Transferability & Gen. Ed. Options

In the **Transferability & Gen. Ed. Options** area, originators can request to be transferable and/or to be part of articulation agreements. The status of the request will automatically be set to **Pending**. When/if the request is approved, the status will update when it is set by the Curriculum Specialist role in the Curriculum Technician tab. When a course is being revised, if the transferability is adjusted, the status will return to **Pending**.

**Transferability & Gen. Ed. Options**

Request for Transferability (CB05)

Transferability  
 Transferable to both UC and CSU

Transferability Status  
 Pending

☒ Transferable to both UC and CSU  
☐ Transferable to CSU only  
☐ Not transferable

No general education categories defined

When selecting General Education options, make sure to select all potential categories for a given system/institution. Adding additional content to the comparable course/additional information section should be done in accordance with your institution policies. If in doubt, check with the Articulation Officer. Once the selections are made from the dropdown, and additional content is presented (if needed) in the text box, select **Add General Education Request**.

Request for General Education Transferability

No general education categories defined

System/Institution  
 CSU General Education Re...

Categories  
 Area A1- Oral Communicati...  
☒ Area A1- Oral Communication  
☒ Area A2- Written Communication  
☐ Area A3- Critical Thinking  
☐ Area B1- Physical Sciences  
☐ Area B2 - Biological Sciences  
☐ Area B3- Laboratory Activity  
☐ Area B4- Math/Quant Reas

Comparable Course  
 B I U x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> [Rich Text Editor Icons]  
 Size [Size Icons]  
 Comparable course

Add General Education Request

The status will be set to **Pending**, and updated as the information is provided to the institution on the Curriculum Technician tab.

Request for General Education Transferability

CSU General Education Requirements	Categories	Transferability Status	Comparable Course
Area A1- Oral Communication Area A2- Written Communication	Oral Communication Written Communication	Pending Pending	No Comparable Course defined.

System/Institution  
 C-ID

Categories  
 None selected

Comparable Course  
 B I U x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> [Rich Text Editor Icons]  
 Size [Size Icons]

Additional General Education requests can be added in the same manner.

### Units and Hours

### Credit/Non-Credit Options

The Units and Hours tab in the workflow provides options for credit and non-credit courses, as well as variable unit courses. The non-credit options are only selectable once the Course Credit Status is set to be non-credit.

### Variable Credit Courses

To create a single set of hours with a different maximum and minimum number of credits, select the variable credit course checkbox. This will allow the maximum value to be populated using auto-calculation of weekly hours, and the minimum number of units to be adjusted to a lower number.

The screenshot shows a form titled "Credit / Non-Credit Options". It contains several dropdown menus and checkboxes. The "Course Credit Status (CB04)" dropdown is set to "Credit - Degree Applicable". The "Course Non-Credit Category (CB22)" dropdown is set to "Credit Course.". The "Non-Credit Characteristics" dropdown is set to "-- Select Option --". The "Course Classification Code (CB11)" dropdown is set to "Credit Course.". The "Funding Agency Category (CB23)" dropdown is set to "-- Select Option --". There is a checkbox for "Variable Credit Course" which is currently unchecked. There is also a checkbox for "Cooperative Work Experience Education Status (CB10)" which is currently unchecked.

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

The system is set up 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, lab, and activity hours, along with the number of weeks (duration), and an hours per unit divisor to calculate the units based on the weekly hours.

The screenshot shows a form titled "Auto-calculation". It has a "Default Profile" button and an "Add New Profile" link. Below this is a "Profile Name:" label and a text input field containing "Default Profile". There is a checkbox labeled "Auto-calculate fields based on the parameters set in System & Settings > Curriculum > Units & Hours." which is checked. Below this is a section titled "Weekly Student Hours" which contains a table with three columns: "In Class", "Out of Class", and "Default Ratio". The rows are "Lecture Hours", "Lab Hours", and "Activity".

	In Class	Out of Class	Default Ratio
Lecture Hours	0	0	1:2
Lab Hours	6	0	3:0
Activity	2	1	2:1

When the auto-calculation is not needed, especially to accommodate courses that do not follow the standard units and hours patterns, it can be turned off by de-selecting the checkbox. Notice that any values entered with the auto-calculation enabled will still be present, however, now all values can be adjusted as needed from top to bottom of the page.

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
Lecture Hours ?	<input type="text" value="0"/>	<input type="text" value="0"/>
Lab Hours ?	<input type="text" value="6"/>	<input type="text" value="0"/>
Activity ?	<input type="text" value="2"/>	<input type="text" value="1"/>

### Additional Profiles

The system can accommodate multiple unit/hour profiles 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.



Minimum
Maximum
Add New Profile

Profile Name:
Delete this profile

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

To create additional profiles, select **Add New Profile**. If a profile is not needed, select **Delete this profile** from the far right. Each profile can be titled as needed by the institution. Each profile can choose to have the auto-calculation enabled or disabled.

**Note:** *Only the first profile will be automatically surfaced in the program course block area, as shown below. However, the COR is linked to the title of the course and the number of units can be adjusted to accommodate the requirement for that particular course.*

Code	Course	Credits
WELD100	Welding Fundamentals	3  

Therefore, even if a course carries a range of credits, they can be added to the program by selecting the pencil next to the credits and selecting “Range”.

### Weekly Specialty Hours

For some courses, the standard hour types will not be suitable. In circumstances when a course requires hours to be named in a particular way, the Weekly Specialty Hours area can accommodate any title of hours needed. To add hours to this area, give a description, select the type, enter a number of in-class hours, then select **Add**.

### Course Student Hours

All values in this area are auto-calculated, unless that setting is unchecked.

### Faculty Load

If multipliers have been added for Faculty Load to the lecture, lab, and activity hours in System Settings by the Curriculum Specialist role, then a Faculty Load will automatically populate. If a multiplier for extra duties is also used, adding a value to that space will also be added to the Faculty Load. Check with your Curriculum administrator if you are uncertain about this area.

### Pre-Requisites and Entrance Skills

The Pre-Requisites and Entrance Skills tab is separated into three sections: Pre-requisites, Co-requisites, Anti-requisites, and Advisories, Entrance Skills, and Limitations on Enrollment.

### *Pre-requisites, Co-requisites, Anti-requisites, and Advisories*

The requisites area can accommodate selecting courses, as well as building rules around those courses. There are four types of requisites, the definition of each varies by institution, but are generally:

**Prerequisite:** A course that must be taken prior to the course in workflow.

**Anti-Requisite:** A course that cannot be taken along with the course in workflow and both



count toward a given degree/certificate.

**Co-Requisite:** A course that should be taken at the same time as the course in workflow.

**Advisory:** A course that it is highly recommended to be taken before or with the course in workflow.

**Pre-requisites, Co-requisites, Anti-requisites and Advisories**

Each Rule Group contains requisites, there is an "AND" rule between them.  
Every time you add a Rule Group, an "OR" rule is created between the existing ones and the newest.

[Add Rule Group](#)

No requisites defined

### Creating "And" Rules

1. Select **Add Rule Group**.
2. Select **Add Rule**.
3. Choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
4. Choose **Select Objectives and Outcomes**, choose from the provided lists, and then select **Add**.
5. Select **Add Rule** to add "AND" for the second course.
6. Select **Requisite Type** and **Course** as before.
7. Continue the same process, choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
8. Continue the same steps to keep adding "AND" between courses.

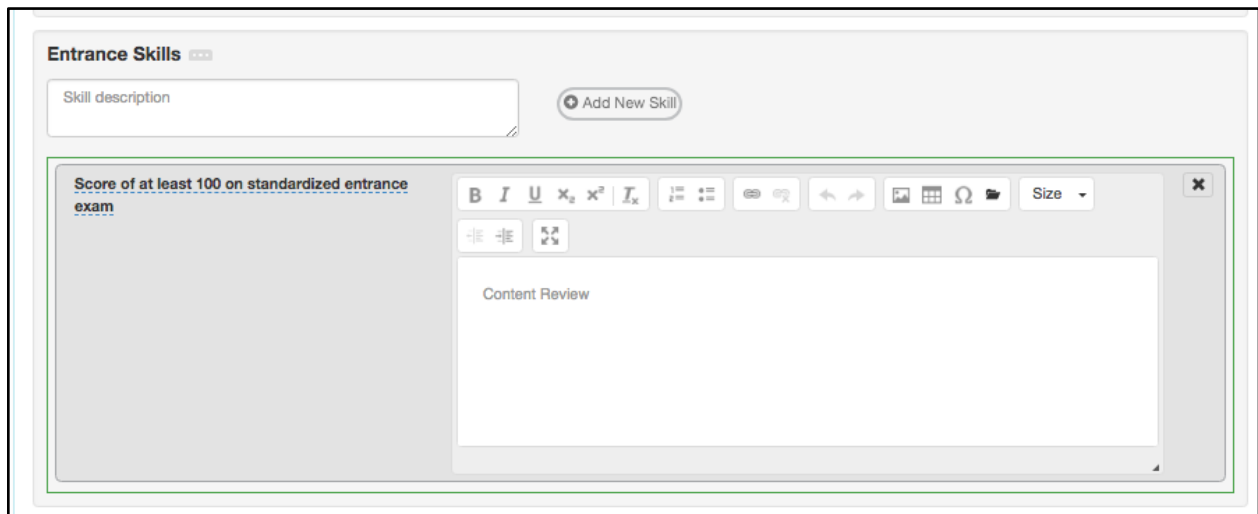
### Creating "Or" Rules

1. Select **Add Rule Group**.
2. Select **Add Rule**.
3. Choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
4. Choose **Select Objectives and Outcomes**, choose from the provided lists, and then select **Add**.
5. Select **Add Rule** to add "OR" for the second course.

6. Select **Requisite Type** and **Course** as before.
7. Continue the same process, choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
8. Continue the same steps to keep adding “OR” between courses.

### **Entrance Skills**

Entrance Skills are added by entering information into the **Skill description** area, then selecting **Add New Skill**. This will create an entry, and open an open textbox for additional information to be added when/if desired. Continue adding entrance skills as needed.



### **Limitations on Enrollment**

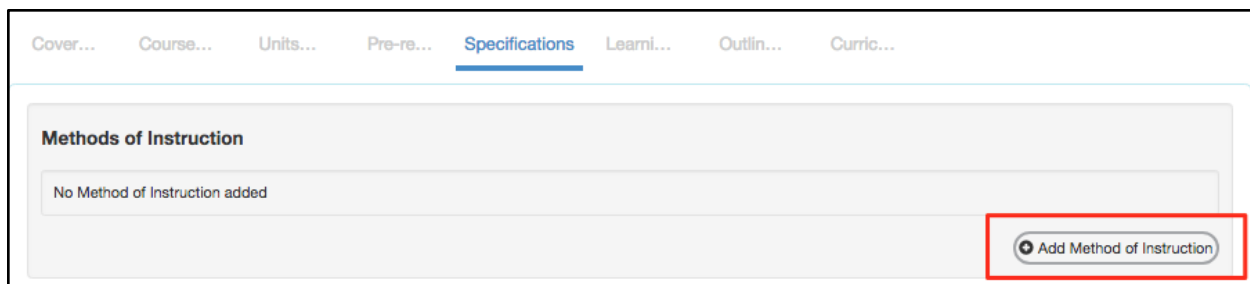
Limitations on enrollment can be added in the same way the entrance skills are added to the page.

### **Specifications**

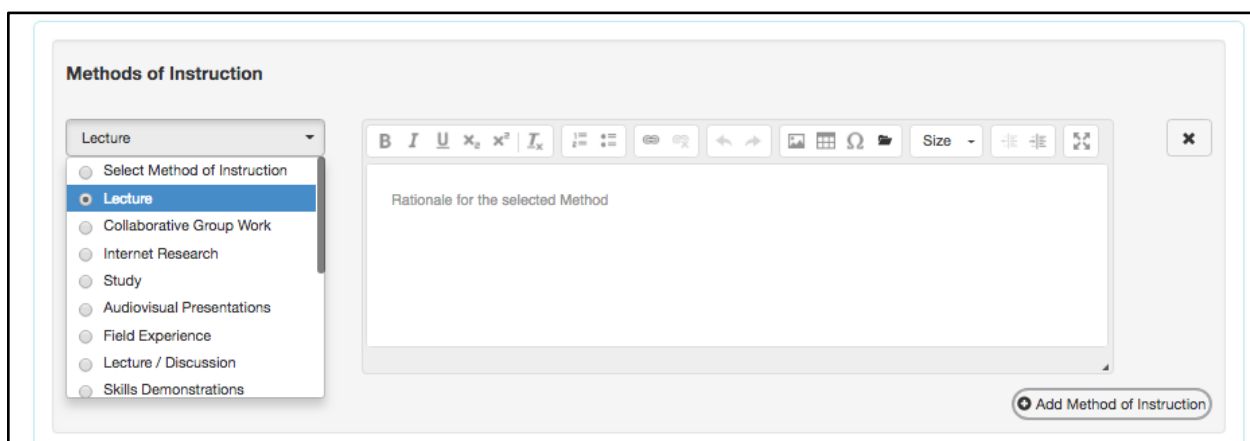
The **Specifications** tab includes information about what goes on inside the course, including the methods used for instruction and evaluation, sample assignments, textbooks and other instructional materials, as well as equipment and any materials fees.

### **Methods of Instruction and Methods of Evaluation**

The Methods of Instruction (MOI) and Methods of Evaluation (MOE) are added using the same technique, select **Add Method of Instruction/Evaluation**.

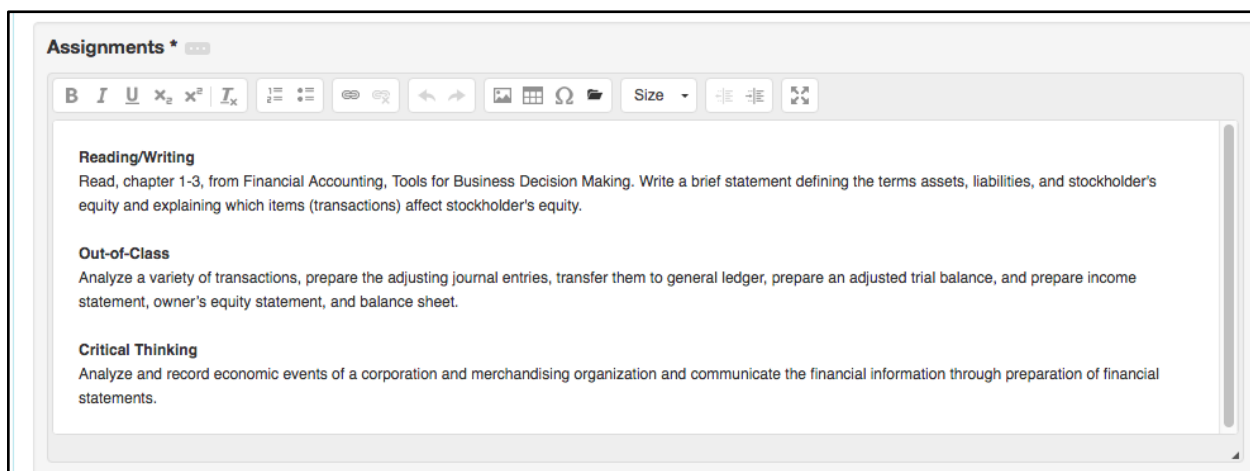


Then, use the drop-down menu to select a given MOI or MOE. The list presented is defined by the institution. Therefore, if the option desired is not present, contact the Curriculum Specialist. Once the drop-down is set, add any additional content to the open text box as desired. Continue adding MOI and MOE in the same way.



### Assignments

The Assignments rich text editor box is designed to allow as much content as required to be added and defined.



### Textbooks

To add a textbook, enter the information for the author, title, publisher, date, and ISBN, then select **Add New Textbook**. The option to **Add New Textbook** will not become active until the

first four items are filled out.

The screenshot shows a form titled "Textbooks". On the left, there are five input fields: "Author" (containing "New Author"), "Title" (containing "New Title"), "Publisher" (containing "New Publisher"), "Date" (containing "New Date"), and "ISBN" (containing "New ISBN"). Each field has a small icon in the bottom right corner. To the right of these fields is a large, empty rectangular area. At the bottom of the form is a button labeled "Add New Textbook".

The screenshot shows the same "Textbooks" form, but now with a list of textbooks on the right side. The list contains three entries, each with a black 'X' icon in the top right corner:

- Kimmel, Weygandt, & Kieso**  
Financial Accounting, Tools for Business Decision Making  
7th. Wiley  
2013  
9781118344262
- Weygandt, Kieso & Kimmel**  
Accounting Principles  
10th. Wiley  
2010  
9780470534793
- Weygandt, Kimmel & Kieso**  
Financial and Managerial Accounting  
1st. Wiley

The input fields on the left and the "Add New Textbook" button remain the same.

Continue adding textbooks in the same way. Remove textbooks by selecting the black X.

### **Other Instructional Materials**

Any materials needed for a course that are not a textbook can be added using the **Other Instructional Materials** area. This can include non-textbook resources, packets from the bookstore, or any other instructional materials needed for the course. Add materials with at least a description, then select **Add Material**. Continue adding materials in the same way.

### Learning Outcomes

The **Learning Outcomes** tab includes both objectives and student learning outcomes for the course.

### Course Objectives

To add course objectives, begin writing in the textbox, then select **Add New Course Objective**. Continue this method to add as many objectives as required. Once added, objectives can be re-ordered 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, select the text. An editor will appear. Select the blue check mark to save your change.

### CSLOs

The 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**. If CSLOs are already listed, select the text to create a new version of the CSLO. Select the black **X** to remove the CSLO from the course. Once the workflow is approved, the change made to the CSLO in Curriculum will be seen in the SLOs listing page when viewing it for the proposal start term that

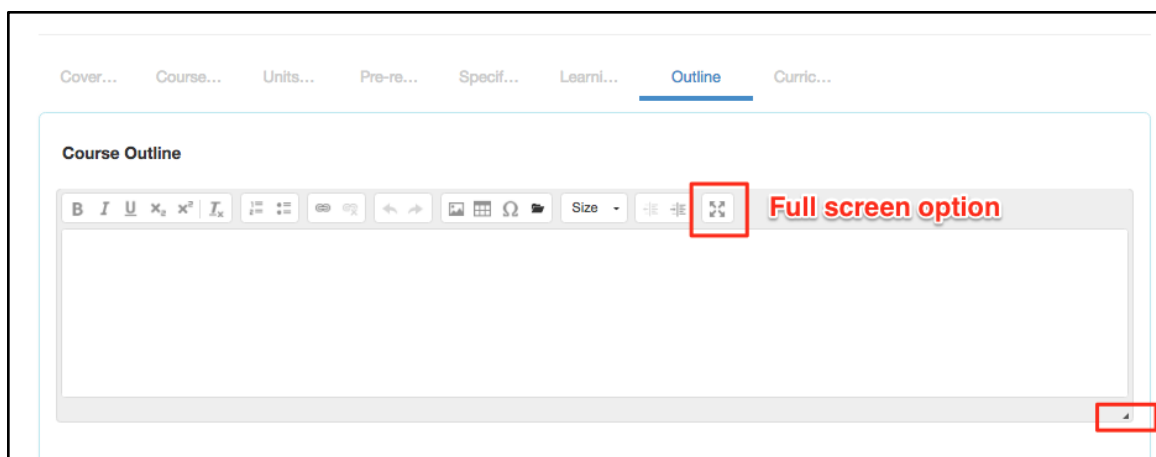
was approved for the course.

### Outline

The outline tab contains the content for the course. It is separated into two potential areas: course outline and lab outline. To enable the lab outline, select the box titled **Lab Component in this Course**.

This area can support the copying and pasting of text from a word processing software. However, do not attempt to copy and paste images, as they will not be present on the server and will appear as a blank box.

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.



### Curriculum Technician

The final standard tab is the Curriculum Technician tab. This is an administrative tab that cannot be edited by the originator. Only the Curriculum Specialist role can adjust the values on this tab. This is where the status for transferability and General Education requests will be set.

### Part or Step Templates

The preceding steps/tabs are standard for all workflows, however, additional content may be required by the institution for specific workflows. If so, additional parts (grey boxes) or steps (tabs) will be present with questions/directives defined by the institution. For custom steps, attachments can be added, as well as the Cover Info tab.

### **Custom Part Template**

Part templates are additional grey boxes on existing workflow tabs (such as Cover Info or Specifications). These parts will hold institution specific questions.



## After Submitting a Course Workflow

Once a course is submitted it will go through an institutionally specified workflow. Once **Submit** is selected a box will appear to confirm the submission, and indicate where the course will go once it has been submitted.

Workflows are broken into stages and each stage can have one or more roles assigned to edit, review, and/or approve the content submitted in the workflow. Roles with the review ability can read over the course proposal, mark areas as reviewed, and leave comments on each section. Roles with the approve ability can read over the course proposal, leave comments, and additionally can mark an area for adjustments and send the proposal back to the Originator. Roles with the edit ability can open the area for which their edit ability was assigned and make changes. For questions on the workflows that have been defined for your institution, contact your curriculum administrator.

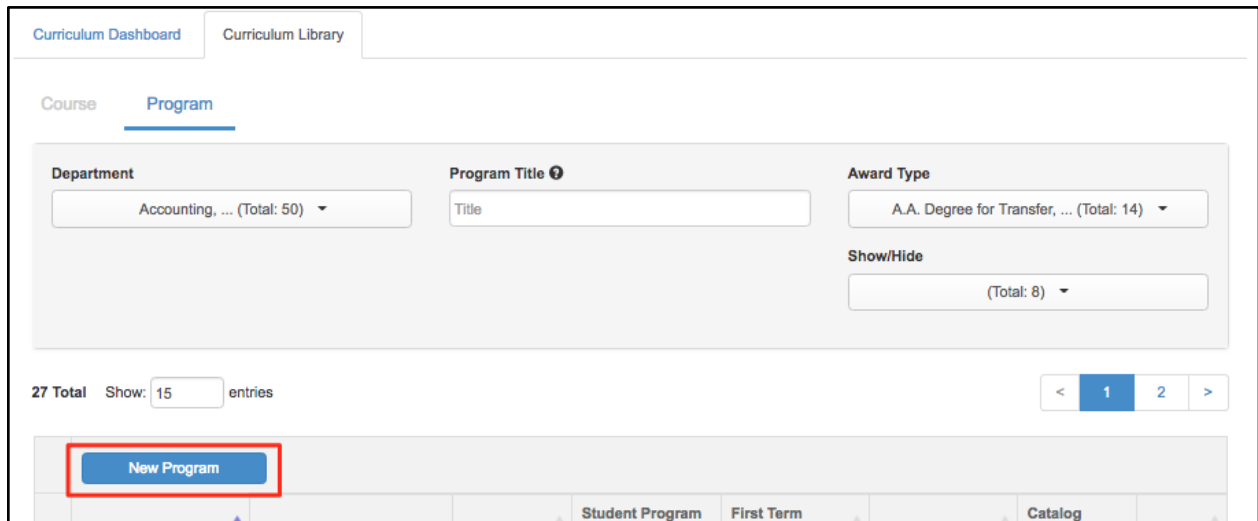
Watch the progress of the proposal on the **Curriculum Dashboard**. Originators can review and respond to comments in the workflow by entering the course workflow through the Inbox or the **View Workflow** option on the Curriculum Dashboard.



## Program Management

### Launch a Program Creation or Revision Workflow

To create a new program, navigate to the **Curriculum Library** tab, toggle to **Programs**, then select the **New Program** button.



The screenshot displays the 'Curriculum Library' interface. At the top, there are tabs for 'Curriculum Dashboard' and 'Curriculum Library'. Below these, there are sub-tabs for 'Course' and 'Program', with 'Program' being the active tab. The main area contains several filters: 'Department' (set to 'Accounting, ... (Total: 50)'), 'Program Title' (with a search icon), 'Award Type' (set to 'A.A. Degree for Transfer, ... (Total: 14)'), and 'Show/Hide' (set to '(Total: 8)'). Below the filters, it shows '27 Total' and 'Show: 15 entries'. At the bottom, there is a 'New Program' button highlighted with a red rectangle. Below the button, there are columns for 'Student Program', 'First Term', and 'Catalog'.

To revise a program, navigate to the **Curriculum Library** tab, toggle to **Programs**, then use the filters to find the program you wish to revise. Check the box in front of the program and select **New Revision**.

Curriculum Dashboard
Curriculum Library

Course
Program

Department
Accounting, ... (Total: 50)

Program Title
Welding

Award Type
A.A. Degree for Transfer, ... (Total: 14)

Show/Hide
(Total: 8)

2 Total
Show: 15 entries

< 1 >

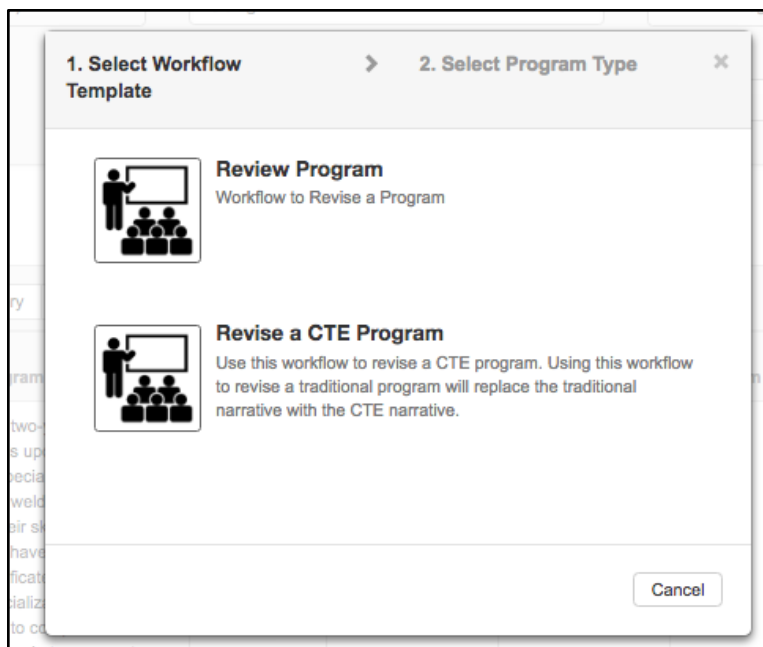
New Revision
Show History
View POR Report

	Program Title	Program Description	Award Type	Student Program Award	First Term Offered	Last Term Offered	Catalog Status	Due In
<input checked="" type="checkbox"/>	Welding Technology - AS	This two-year program builds upon the Certificate of Specialization, adding pipe welding and drafting to their skills set. Students who have earned the Certificate of Specialization should be able to complete this degree in two semesters.	A.S. Degree Major	Associate of Science (A.S.) degree	Summer 2018	N/A	Inactive	N/A

**Note:** If the New Program or New Revision button is not visible, a workflow has not been established, contact your Curriculum Specialist or Data Steward.

### Select the Workflow

Select the workflow template from the list of options. These are configured by the institution, therefore, the options visible may be different from the screenshot below. Make sure to select the program workflow that is required for the program. If the workflow has to be adjusted at a later time, the draft must be deleted and restarted.



**Note:** For **program revisions**, make sure to use the same workflow type (for example: CTE) as the Program Creation workflow. This will retain the tabs with additional fields required for program submission.

### Select the Program Type

Two program types are displayed: Pathways Program and Rule-Based. The Pathways Program will require the Recommended Sequence tab to be completed. The Rule-Based option will not require the Recommended Sequence tab to be completed. Therefore, it is recommended to use the rule-based option unless you are absolutely certain that a recommended sequence will be added to the program.

## Complete the Program Workflow

### Cover Info

The upper left corner of the page provides the title of the program, the award type, the title of the workflow being used, and the type of workflow. In the example below this is:

**Title:** Welding Technology: Associate in Technical Arts

**Award Type:** Associate of Science (A.S.) degree

**Workflow title:** Review Program

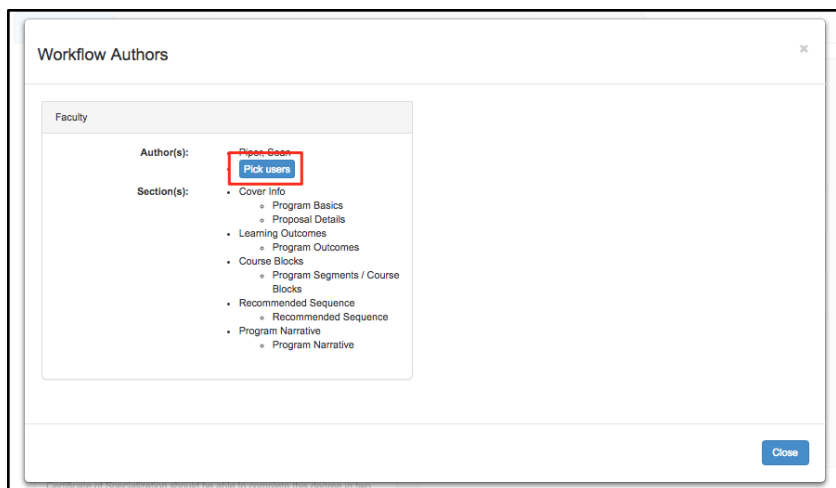
**Workflow type:** Revise Program

The upper right corner provides a **Reference/More information icon** that is customized by the institution to provide valuable information to be used while completing the outline.

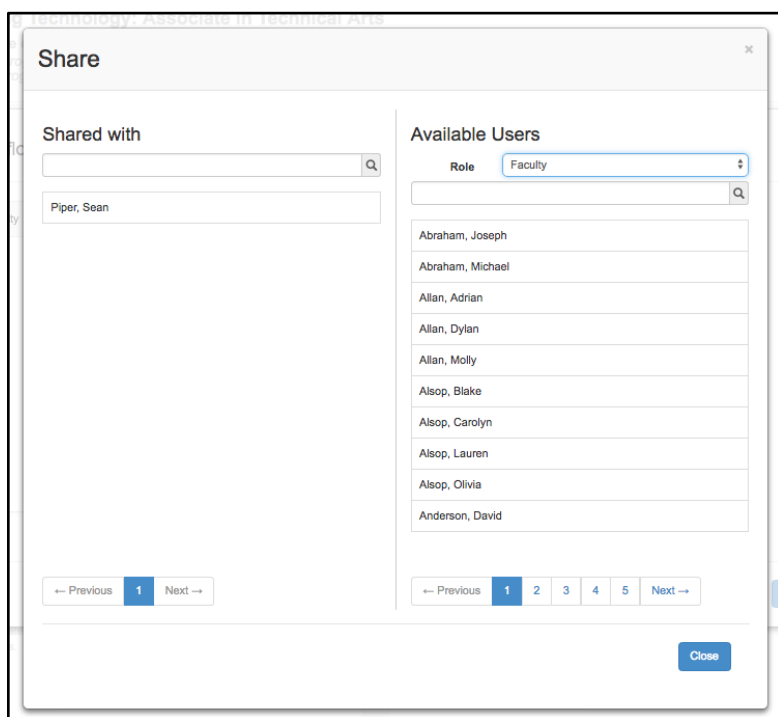
All required fields on a tab must be completed before the navigation buttons at the bottom will allow moving forward in the outline.

To add additional contributors, use the **Add Additional Contributors** link on the right side of the page. Select **Pick users**.

**Note:** *Additional contributors can only be added by the author(s) of the workflow.*

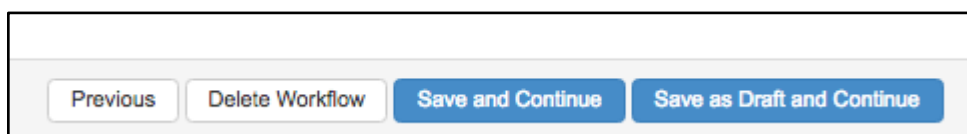


Select the from the **Available Users** on the right; change the **Role** from the drop-down as needed. To remove a collaborator, select them from the list on the left, and they will return to the list on the right. Then select **Close**.



### Navigation

Navigate between the tabs by selecting **Save and Continue** or **Save as Draft and Continue** at the bottom of the screen. To move backward, use **Previous**.



**Save and Continue** - This option should be used when all the content on the page is ready for submission.

**Save as Draft and Continue** - This option should be used when the content on the page is not yet ready for submission.

**Previous** - The option moves backward in the tabs to revisit a previously seen tab.

**Delete Workflow** - This option is available to the originator of the workflow and allows one to discard the workflow. This option is available throughout the entire workflow. A confirmation of the deletion will appear, choose **Yes** to delete the workflow.

### ***Saving a Draft***

To save a draft version of the program to return to later, select **Save as Draft and Continue** to progress through each tab. Then select **Submit** at the end. The program will stay a draft, and will be in the Inbox to continue work.

To submit the program to the next stage, select **Save and Continue** to program through each tab. Then select **Submit** at the end. The program will progress to the next stage of the workflow.

### ***Labor Market***

When the integration with EMSI is enabled on the site, the second tab of the program workflow will include Labor Market data. This data includes outlook summary for salary and openings, other colleges in the area with this program, job postings, and job employment projections as well as wage projections.

This content is only available in the workflow, it is not present on the POR. The content is dynamic. This means that the content will update and refresh as new data becomes available. The content is pulled from the MSA or Metro Statistical Area that is configured in System Settings. For more information on EMSI data, please ask your Customer Success Manager.

## Welding Technology: Associate in Technical Arts



Associate of Science (A.S.) degree

Program Test Workflow

Revise Program

Cover...

Labor Market

Course...

Recommended...

Learning...

Program...

Curriculum...

### Program Outlook Summary

MEDIAN SALARY

\$43,590

ANNUAL OPENINGS

636

### Who Else Has This Program?

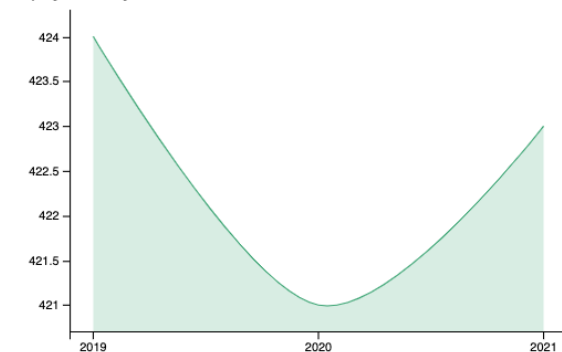
Institution	Number of Graduates	Credential Awarded
Anoka Technical College	74	Award of less than 1 academic year
Dakota County Technical College	61	Award of at least 1 but less than 2 academic years
Anoka Technical College	42	Award of at least 1 but less than 2 academic years
Hennepin Technical College	34	Award of less than 1 academic year
Saint Paul College	25	Award of at least 1 but less than 2 academic years

### Job Postings

Job Code	Job Title	Current Openings	Median Salary
51-4121	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	47	\$41,785
51-4122	Welders, Cutters, Solderers, and Brazers	589	\$45,394

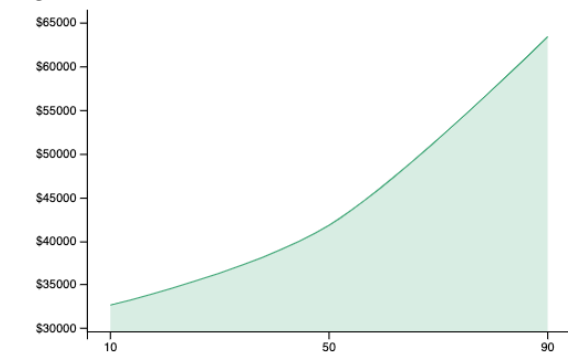
Job Data For: 51-4121 | Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

Employment Projections



Emsi

Wages



Emsi

### Course Blocks

Course blocks are used to pull the appropriate courses into the program. The courses can be pulled in one large block, or in multiple smaller blocks. Once the courses are added in the block(s), they can be used on the right side of the page in the rules.

To build the course block, first select **Add Course Block** and create each of the course blocks for the program.

Welding, A.A.

No Course Blocks to show

A.A. Degree Major

Add Course Block

Previous Save and Continue Save as Draft and Continue

Next add all courses that belong in each Course Block by expanding the course block, selecting the courses in the drop-down menu, and selecting **Add Course**. Use the search feature at the top of the drop-down to quickly find courses. Multiple courses can be selected at once.

Apprentice Welder Certificate

Code	Course	Credits
WELD100	Welding Fundamentals	3
WELD110	Blueprint Reading for the Welder	3
WELD130	Gas Tungsten Arc Welding	3
WELD140	Welding Metallurgy	4
WELD180	Pipe Welding Fundamentals	4
WELD190	Principles and Standards of Welding	4
WELD240	Using Multiple Processes in Welding Technology	4
<b>Total Credits</b>		<b>25</b>

WELD120 Beginning Arc Welding, WELD125 I...

WELD

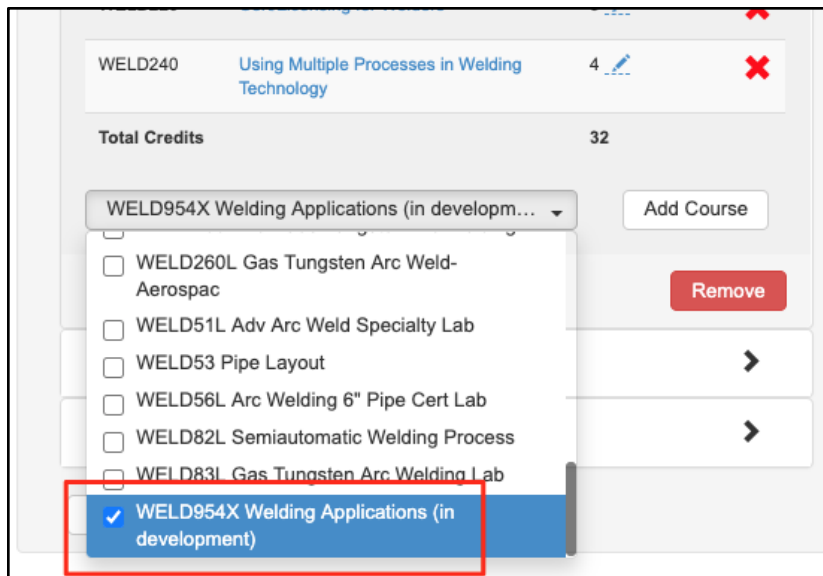
- ☒ WELD120 Beginning Arc Welding
- ☒ WELD125 Intermediate Arc Welding
- ☐ WELD145 Shielded Metal Arc Welding Lab
- ☐ WELD150 Welding Shop Math I
- ☐ WELD155 Advanced Arc Welding
- ☐ WELD170 Structural Fabrication
- ☐ WELD185 Advanced Pipe Welding

Add Course Remove

Previous Delete Workflow Save and Continue Save as Draft and Continue

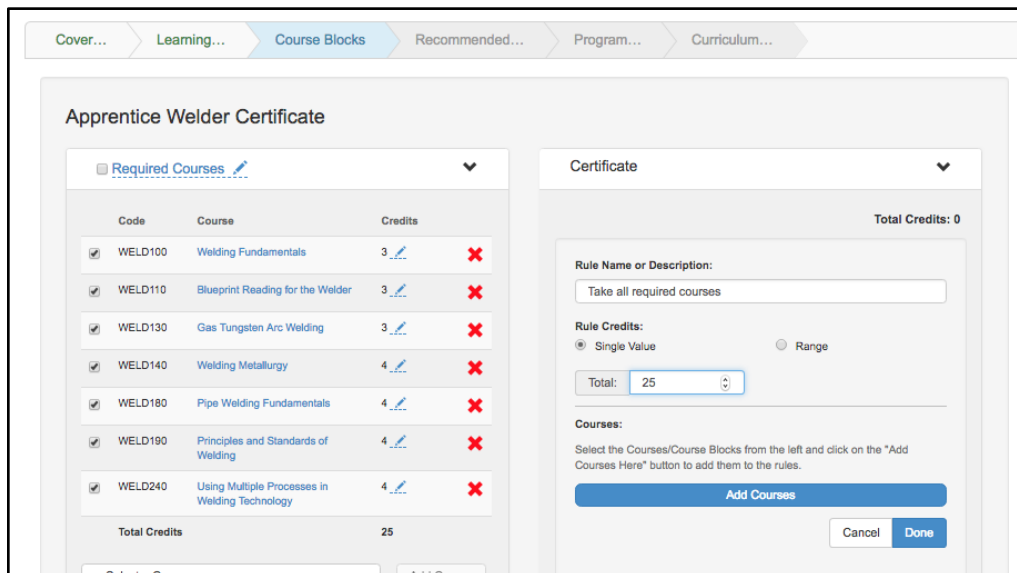
The courses present in the list will be the active version for the proposal start term selected on the program cover info tab. If a course is currently being revised, that newly revised version will not be available until it is approved. If a course is a brand new proposal (never been created on the system), you will see the course in the dropdown menu as "In-Development".





Finally expand the second column to build rules. Select **Add Rule** in the right column. Define the rule, then determine the rule credits as a single value or a range of credits. The credits added in this space will be used to auto-calculate the total number of units for the program at the bottom of the rule sequence. The courses used in the rule will not automatically add themselves. Therefore, be certain to double check the units added to the rule to make sure they align with the rule as created.

Select the courses and course blocks that will be added to the rule from the left column. Select **Add Courses**. This will place the courses into the rule.



Once the courses are added, determine if "And" or "Or" should be placed between each course.

**Rule Name or Description:**  
Take all required courses

**Rule Credits:**  
☒ Single Value    ☐ Range  
 Total: 25

**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	
WELD100 - Welding Fundamentals	3	✗
AND		
WELD110 - Blueprint Reading for the Welder	3	✗
AND		
WELD130 - Gas Tungsten Arc Welding	3	✗
AND		
WELD140 - Welding Metallurgy	4	✗
AND		
WELD180 - Pipe Welding Fundamentals	4	✗
AND		
WELD190 - Principles and Standards of Welding	4	✗
AND		
WELD240 - Using Multiple Processes in Welding Technology	4	✗

Add Course Here

+ Add Rule Block

Cancel Done

Note that only “and” or “or” can be selected to be placed between the courses. If the rule is more complex, for example, if requires course A and course B and course C or course D to be taken this can be accomplished by adding an additional rule block to this rule. More on this follows below.

To continue building blocks of courses in this rule, select **Add Rule Block**. If complete, select **Done**. To remove the block, select **Remove Block**. To go back and edit the rule, select **Edit Rule**.

Take all required courses 25 Credits

Course / Course Block	Credits
WELD100 - Welding Fundamentals	3
AND	
WELD110 - Blueprint Reading for the Welder	3
AND	
WELD130 - Gas Tungsten Arc Welding	3
AND	
WELD140 - Welding Metallurgy	4
AND	
WELD180 - Pipe Welding Fundamentals	4
AND	
WELD190 - Principles and Standards of Welding	4
AND	
WELD240 - Using Multiple Processes in Welding Technology	4

Edit Rule

Total Credits: 25

+ Add Rule

To create another rule for the program, select **Add Rule**. Complex rules that combine multiple rule blocks are possible. For example, the screenshot below shows how to include an option to take one set of courses or another. These types can be stacked with other simple rules to build out complex program rule sets.

To create a complex rule, add all the courses that have a common connector into a rule block. Select the appropriate connector for the courses (and/or). Then, select +Add Rule Block, and add the next set of courses, selecting the appropriate connector. Finally, select the appropriate connector for between the rule blocks. This is done in the upper right of the rule blocks, and it will adjust the connectors between all blocks inside the rule.

Total Credits: 29

Rule Name or Description:  
Choose from either Weld 130 and 140 or Weld 180 and Weld 190

Rule Credits:  
☐ Single Value  
☒ Range  
 Min: 7 Max: 8

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

And Or Remove Block

Course / Course Block	Credits	
WELD130 - Gas Tungsten Arc Welding	3	✖
AND		
WELD140 - Welding Metallurgy	4	✖

Add Course Here

OR

And Or Remove Block

Course / Course Block	Credits	
WELD180 - Pipe Welding Fundamentals	4	✖
AND		
WELD190 - Principles and Standards of Welding	4	✖

Add Course Here

+ Add Rule Block

Cancel Done

In addition to integrating curriculum and assessment, eLumen also includes Education Planning for students. eLumen uses the Course Blocks and rules defined in the program's Curriculum to automatically populate the rules for students in their Ed Plan. Therefore, the work done in this area, will automatically be used by the public view, catalog, and student engagement/ed plan areas of the application without any double work.

## Recommended Sequence

The Recommended Sequence outlines which courses should be taken during a given term to assist students in completing on time. The recommended sequence may be rigid for a particular pathways program, or it may have options, such as in rule-based programs. When a student has the option to select from a list of courses, an example course can be added or use the **Any Course from this list** option, and provide the number of credits to select.

To set up a recommended sequence, select **Add Term** to create a new term. Terms require a name and at least a single course before more terms can be created. Rules can be created for a recommended sequence just like they can in the rules for the program. The sequence can either specify a single, specific course, or a certain number of credits from a course block. The total credits for the term will total automatically.

Create a program sequence

Term 1

Select a course block to add courses to the term.

Course Blocks

- ✓ None selected
- Local Degree Requirements
- Required Courses
- Welding Electives

Courses:

Select the Courses left and click on the "Add Course Here" button to add them to the rule.

And Or Remove Block

Course / Course Block	Credits	
ENG110 - Composition and Reading	3	✗
AND		
WELD110 - Blueprint Reading for the Welder	3	✗
AND		
CHEM100 - Introduction to General Chemistry	4	✗
AND		
WELD100 - Welding Fundamentals	3	✗
AND		
ART101 - Fine Arts 101	3	✗

Add Course Here

+ Add Rule Block

Cancel Done

Remove Term Edit Rule

Add all of the terms and fill them with Courses to finish the recommended sequence. If a program contains more than one concentration, it is possible to create a series of terms under one concentration, and another series of terms with another concentration by naming the terms accordingly. There is no restriction to the number of terms that can be created.

## Learning Outcomes

eLumen integrates curriculum and assessment so updates to the Program SLOs in Curriculum updates the Program SLOs for Curriculum Mapping and assessment. Because the data is used throughout the system, it is important to treat it as data. Deleting a PSLO class or PSLOs and then adding them back in will cause an apparent duplication in data.

Sets of PSLOs in eLumen are known as PSLO Classes. PSLO classes can be thought of as a bucket that holds the outcomes for a given program. A Program can use one or more sets of PSLOs and Programs can share PSLOs. This allows departments to model situations such as a core set of outcomes shared by the department and specialization outcomes that differentiate each degree or certificate.

On the **Learning Outcomes** tab, create the PSLO class for this program by selecting **Add PSLO Class**. Optionally, Third Party Standards or Additional PSLO Classes can be added to the program, if they are being used. Third Party Standards are pre-defined sets of outcomes that are not owned by the college, but instead are reported on by the college to another entity, such as nursing or welding standards. Additional PSLO classes are PSLOs that are not owned by this program but will be used by the program. These two options are not standard practice. Contact your Curriculum Chair or Specialist before using these options.

The screenshot shows the 'Learning Outcomes' tab in the eLumen system. At the top, there is a navigation bar with tabs: 'Cover...', 'Learning Outcomes' (active), 'Course...', 'Recommended...', and 'Program...'. Below this, the 'Program Outcomes' section is visible. It contains a 'Third Party Standards' dropdown menu with 'None selected' and a red arrow pointing to it. To the right, there is a section for 'Additional PSLO Classes' with the text 'No PSLO Classes included.' and a link 'Select PSLO Classes' with a red arrow pointing to it. At the bottom right of this section are two buttons: 'Align PSLOs' and 'Add PSLO Class', with a red arrow pointing to the latter. At the very bottom of the interface are three buttons: 'Previous', 'Save and Continue', and 'Save as Draft and Continue'.

When creating a new PSLO Class, name the class according to the standard defined by the institution. Once the name is added, it cannot be edited. Then, decide if the class will further subdivide or group its SLOs into Categories. If so, select the checkbox to **Use category**. This is not commonly done in PSLO classes, but is available if desired. It is typically seen in ISLOs by grouping into categories such as Critical Thinking or Computation, etc.

To add PSLOs, use the **Add new Program Outcome** button.

To version existing PSLOs, adjust the text as seen in the textbox for the outcome. To remove an outcome that is no longer valid, use the red X. Keep in mind this will make the outcome inactive. Use this option with care. If it is done it cannot be “undone”. If an outcome is removed, and then the Add PSLO button is used to create it again with the same text, the system will treat it as a new outcome.

### ***Align PSLOs***

Once the PSLOs and the course blocks for the program are added, the PSLOs can be aligned to the CSLOs. To do this, save as draft and continue to the Course Block tab. Complete the course blocks, then use **Previous** to return. The CSLO to PSLO mapping can also take place in the SLOs and Assessment module as a Coordinator or Data Steward.

Apprentice Welder Certificate

Certificate requiring 30 to fewer than 60 semester units

Review Program

Revise Program

Cover...

Learning Outcomes

Course...

Recommended...

Program...

Curriculum...

Program Outcomes

Third Party Standards:

American Welding Society

Additional PSLO Classes:

No PSLO Classes included.

Select PSLO Classes

Class Name

Apprentice Welder Certificate

Use category

PSLOs	Expected SLO Performance	
Safely and accurately use a variety of electric arc processes, basic hand tools, mathematical skills, and shop equipment to fabricate durable goods holding required tolerances in various manufacturing environments.	60 %	X
Read, interpret, and use shop drawings and specifications in the fabrication and making of durable goods.	60 %	X
Apply and practice workplace safety policies and procedures.	60 %	X
Demonstrate teamwork, responsible/dependable behavior in decision-making and task performance.	60 %	X
Be able to take a pipe welder certification test in the 6G position utilizing both a 6010 and GTAW root pass with 7018 fill and cover passes.	60 %	X
Communicate effectively through verbal and written methods.	60 %	X

Add new Program Outcome

Align PSLOs

Add PSLO Class

Once PSLOs have been established for a program treat them as data. If you use the red X to remove the PSLO, it will make it inactive in the system. If you change the text, the outcome will be versioned. Removing and then replacing the outcome will create what looks like a duplicate outcome. One will be the inactive PSLO that was removed, and the other will be the exact same text of PSLO, but will begin with the proposal start of the approved program. To maintain accuracy in your data, take care to only make the adjustments required for your program.

### Program Narrative

The Program Narrative tab is a custom step template defined by the institution to gather information required for submission, review, and approval of the program outside of the information already gathered. Question types include: paragraph response, short answer, multiple choice, and multi-select. The rich text editor boxes allow proposers to adjust font, create tables, and add images to their responses. In addition, a folder is at the top of the screen to allow files to be uploaded to the program.





## After you Submit a Program

Once a program is submitted it will go through an institutionally specified workflow. There will be a dialog box that indicates what will happen after you select submit. Workflows are broken into Stages and each Stage can have one or more Reviewers or Approvers. Workflow participants can have the permission to review, edit, or approve in the workflow. Reviewers will read over the Program Proposal and can leave comments on each section. Approvers will read over the Program Proposal, can leave comments, and additionally can send the Proposal back to the Originator. Editors can make adjustments to the areas that they have been given permission.

Watch the progress of the proposal from the Program Dashboard.

## 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.

## Views and Reports

eLumen offers several reports and dashboards for your Curriculum data.

### Course Outline of Record or Program Outline of Record

Course and Program outline of record reports are available through the Curriculum Dashboard, and the Curriculum Library. Approved versions and historical versions are available on the Curriculum Library. A COR that shows the updates from a workflow are available by running the COR from the Curriculum Dashboard.

To see a full overview of the curriculum information for a Course or Program, select that Course or Program and select View COR Report or View Program Outline Report at the top of the table. Choose the sections you wish to view from drop-down menu in the pop up then select Go to Report. From the report screen select the printer icon to print the Outline or to use the print dialogue box to save as a PDF.

### Change Report

To see the changes from the latest approved version of a course to the newest revision of a course, navigate to the course side of the Curriculum Dashboard and select the Change Report from the Action menu. The change report begins with a summary table of changes to the course, then displays a side by side view of all fields. Red strikethrough indicates something that has been removed, and green underlining indicates content that has been added.

### Comparison Report

From the Curriculum Library, this report will create a side by side comparison of up to three

Courses. To create this report, select two or three courses and select Compare at the top of the table. From the report screen select the printer icon to print the Comparison or to use the print dialogue box to save as PDF.

### Impact Report

The impact report is available from the Curriculum Dashboard when a course is in development. It will identify the courses that use the development course as a requisite, those courses that are requisites of the development course, and the programs in which the development course is located.

### Chair Report

The chair report is available when viewing the Curriculum Dashboard as the Curriculum Specialist. This report allows courses to be selected and placed onto a PDF report. In addition, the Dashboard can be downloaded as a CSV file to easily pull out the required content, and the ability to format as desired. Other roles will see the report that a course has been added to by looking at the Chair Report column of the course Curriculum Dashboard.