



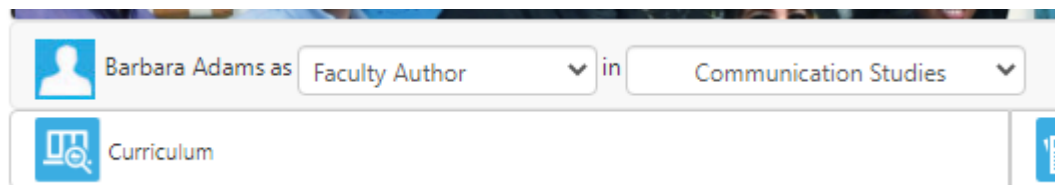
Quick Start Program Guide

Quick Start Guide for Program Proposals

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

To Create a Program

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



2. Select **Curriculum**
3. Select **Curriculum Library**, toggle to **Program**
4. Select **New Program** button

Inbox Workflows Curriculum Dashboard Curriculum Library

Course Program

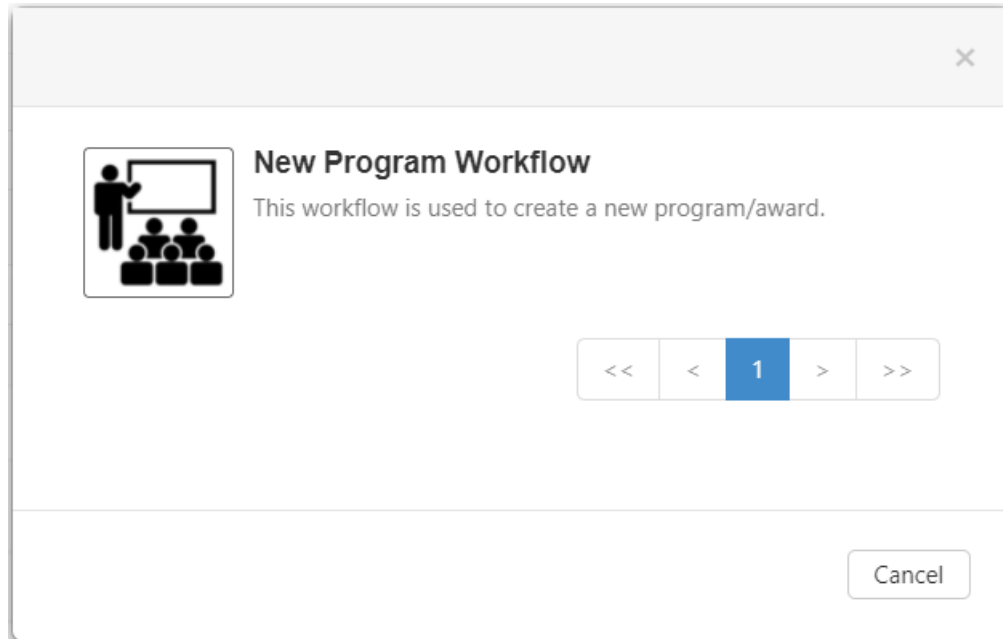
Primary Department

Award Title ⓘ

Award Type

Show/Hide

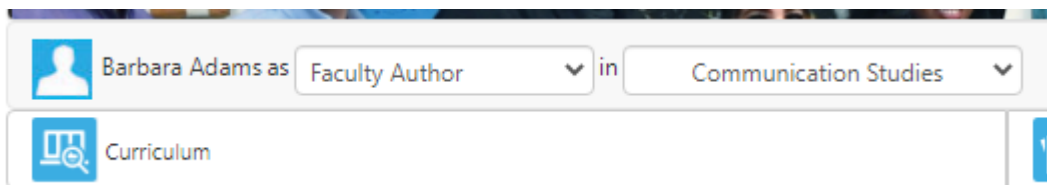
5. Place cursor over “New Program Workflow” heading to and click on it to launch program workflow.



6. Complete data as required for the program.
7. Use “Save and Continue” to move from one tab to the next if you wish to submit to the next stage. Use “Save as Draft and Continue” if you wish to save your work as a draft and come back to it later.
8. After selecting Submit, the modal window will indicate where the program will go next.
9. Follow the progress of the proposal on the Curriculum Dashboard.

To Revise a Program

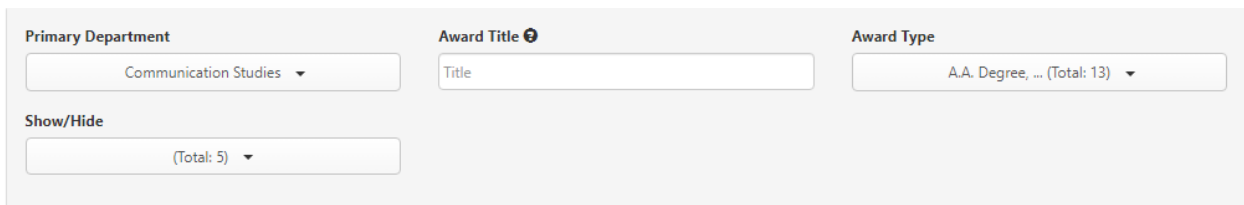
1. Log in to eLumen, make sure Faculty role is selected.



Barbara Adams as Faculty Author in Communication Studies

Curriculum

2. Select **Curriculum**
3. Select **Curriculum Library**, toggle to **Program**
4. Use Award Title on the filter box to find the program to revise.
5. Select the box in front of the program, then select **New Revision**.



Primary Department: Communication Studies

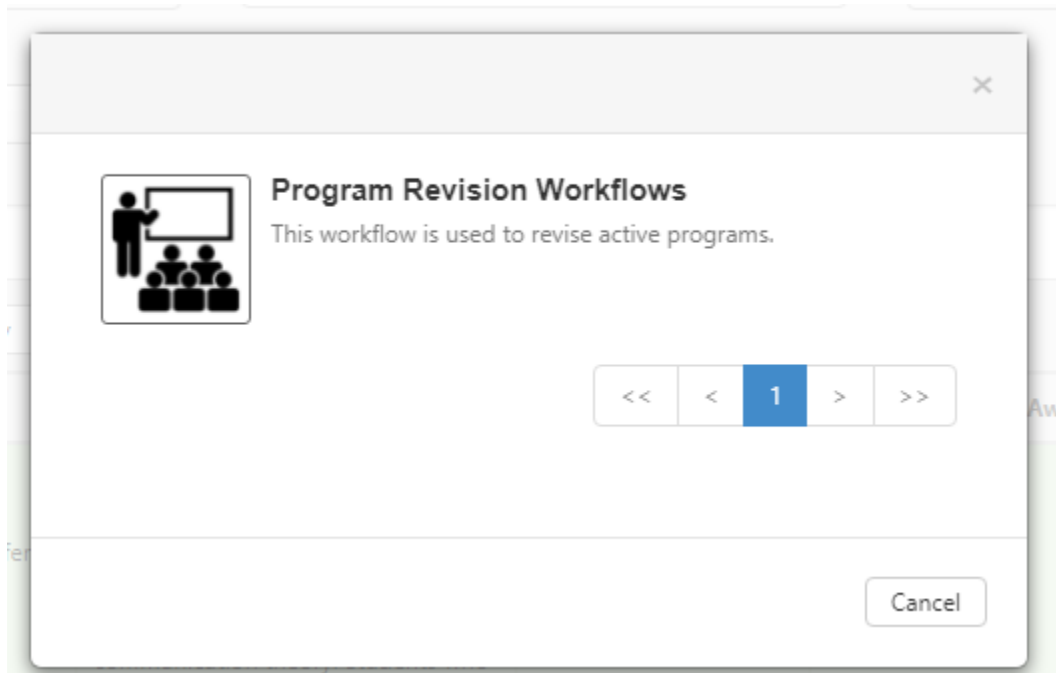
Award Title: Title

Award Type: A.A. Degree, ... (Total: 13)

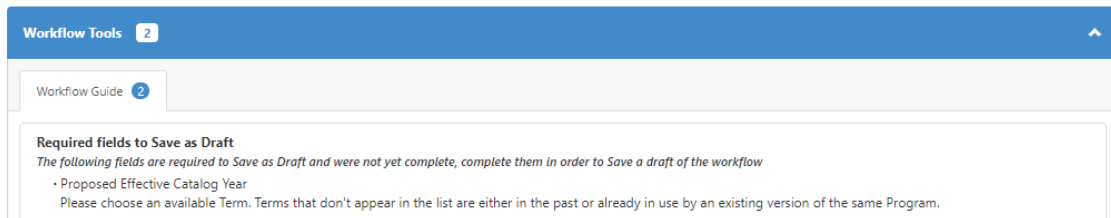
Show/Hide: (Total: 5)

New Revision Show History View POR Report					
	Program Title	Program Description	Award Type	Student Program Award	First Term Offered
<input checked="" type="checkbox"/>	Communication Studies for Transfer Degree	The Associate in Arts in Communication Studies for Transfer Degree includes curriculum which focuses on practical application of communication skills and communication theory. Students who complete the degree will be able to demonstrate communication competence in both personal a... Show More	AA-T Associate of Arts for Transfer	A.A.-T Degree	MJC Summer 2020

6. Place cursor over “Program Revision Workflows” heading to launch program workflow.



7. Complete data as required for the program.
8. You must complete the proposed effective catalog year to save as draft.



9. Use “Save as Draft” if you wish to save your work as a draft and come back to it later.
10. Complete all fields before submitting to the next stage. Caution: You will get the blue submit button even if you have not completed all fields. Be sure to complete all information before hitting Submit button.
11. After selecting Submit, the modal window will indicate where the program will go next.
12. Follow the progress of the proposal on the Curriculum Dashboard.

Using Rule Builder

To Build a Program

1. The user will create a “Parent” Rule Group Title
2. The user will choose a requirement or condition associated with the courses participating in the program
3. Choose the “Child” rule group composition
4. Add new “Parent” Rule Groups as needed for additional requirements of the program

1. Create A “Parent” Rule Group Title

An open narrative block allows you to create a Parent Rule Group Title for the rule group associated with your program you are going to build. A title could be “Art AA Degree”.

The screenshot shows the 'Rule Builder' interface with the 'Program Rules' section active. The 'Rule Group' is set to 'Art AA'. The 'Complete' dropdown is set to 'All of the following' with a range of 0 to 0. The 'Rule Group Credits' is 0. There are buttons for 'Add Course Rules', 'Add Text Rule', and 'Add Rule Group'. A blue bar at the bottom says 'Add Course Rules' with a close button. Below it is a search bar with 'None Selected' and a button to 'Add Courses To Rule Group'.

1. Choose the Condition of Workflow Rule Group

You will choose the condition for the Rule Group. You have four choices: “All of the following”, “At least one of the following”, “The following number of credits”, “The following number of rules.”

Each Rule Group will have the option of four conditions to support how to complete the program of study:

The screenshot shows the 'Rule Builder' tab in a software interface. Under 'Program Rules', a 'Rule Group' named 'Required Courses' is defined. A dropdown menu for 'Complete' is open, listing four conditions: 'All of the following' (which is selected), 'At least one of the following', 'The following number of credits', and 'The following number of rules'. To the right of the dropdown is a numeric input field with '0' and a minus sign. Below the dropdown is a 'Credits' section with another numeric input field set to '0'. At the bottom of the rule group box are three buttons: 'Add Course Rules', 'Add Text Rule', and 'Add Rule Group'. The 'Rule Group Credits' is displayed as 0. At the very bottom of the interface are three buttons: 'Delete Workflow', 'Save as Draft', and 'Submit'.

- “All of the following”: all of the courses inside of the rule group have to be taken
- “One or more of the following”: one or more of the courses inside of the rule group have to be met
- “The following number of credits”: the student needs to take the amount of the amount of credits identified in the condition
- “The following number of rules”: the student needs to take the amount of conditional rules identified in the condition

These conditional rules will impact the unit calculator for the program.

- **All of the following:** sum of all the minimum credits - sum of all the maximum credits for all courses chosen
- **One or more of the following:** lowest credit number - sum of all the maximum credits for all of courses chosen
- **The following number of credits:** minimum credit number specified - maximum credit number specified in the conditional rule
- **The following number of rules:** sum of <specified number> of lowest credits - sum of <specified number> of highest credits for all of the conditional rules identified

*Add Text Rule description

Optional: You have the ability to use non-course related information required for a program. You can manually set the number of credits or range of credit required if needed. If the Rule Group does not have non-course related requirements, delete this line with the “X” on the far right hand corner. Example of a text rule would be a special license that a student needs to possess in order to complete the program. If your program does not have a Text Rule, click to “X” to delete the line.

eLumen

Jake Mackay as Curriculum Specialist in Mathematics

Inbox Account Settings Support Log Out

Curriculum Reports System Settings

Curriculum Dashboard Curriculum Library Gen Ed Management

Program Title
Admin Program Proposal
Program Creation

Workflow Tools

Cover Info Labor Market **Rule Builder** Recommended Learning Program Narrative Curriculum...

Program Rules

Rule Group: Math AS

Complete All of the following 0 - 0

Credits 0 - 0

Add Text Rule description

Rule Group Credits: 0

Add Course Rules Add Text Rule Add Rule Group

Delete Workflow Save as Draft Submit

Choose the “Child” Rule Group Composition

You can now choose from the three blue button: “Add Course Rules”, “Add Text Rule”, or “Add Rule Group” to create the “Child” Rule Group.

Add Course Rules: This will allow the user to include courses into the current rule group.

Add Text Rule: This allows the user to add more descriptive text to the Program Rule Group. Such as an additional license a student needs to acquire prior to starting the program. Non-Course requirement.

Add Rule Group: This allows the user to add another “child” Rule Group within the Program.

If you choose, “Add Course Rules”

You will add courses to each rule group by clicking the dropdown menu bar. You can select as many courses as needed for the rule group. As you add courses, the Program Builder will have flags on courses to denote the course status.

The screenshot displays the 'Program Rules' interface within a 'Rule Builder' tab. The main panel shows a 'Rule Group' named 'Art AA' with a 'Complete' status of 'All of the following' and a 'Credits' value of 0. Below this, there is a text input field for 'Add Text Rule description' and a 'Credits' input field. A 'Rule Group Credits: 0' label is present, along with three buttons: 'Add Course Rules', 'Add Text Rule', and 'Add Rule Group'. A modal window titled 'Add Course Rules' is open, showing a search bar with 'art' entered. Below the search bar, a list of course options is displayed, including 'ART-T-102 - Fine Arts 102 (Active)', 'ART101 - Fine Arts 101 (Active)', 'ART103 - Fine Arts 103 (Active)', 'ART104 - Fine Arts 104 (Active)', 'ART105 - Fine Arts 105 (Active)', and 'ART106 - Fine Arts 106 (Active)'. The modal also features a 'None Selected' dropdown menu.

After you have selected the courses, click to the side of the Program Builder to lock your selections. You will add courses to each rule group by clicking the dropdown menu bar. You can select as many courses as needed for the rule group. As you add courses, the Program Builder will have flags on courses to denote the course status.

After you have selected the courses, click to the side of the Program Builder to lock your selections.

Inactive Courses

Inactive courses will show warnings and will prevent programs from being approved, users must remove them then move forward with the program approval process.

Active Courses

Active courses will be those approved and in the Curriculum Library

You will be able to link to the Course Outline of Record from the Program Builder.

Course In Development

Courses that are actively in a workflow and will need to be finalized prior to the program approval

The courses will be flagged with Amended, Revised, or Creation

You will be able to link to the Course Change Report from the Program Builder. This will enable the user to see the proposed changes in the course so the program author can decide whether the proposed version of the course fits within the proposed program.

Once you have selected all the courses in the rule group, click “Add Courses to Rule Group”

Once courses are added to the rule group, you can also see reports related to a course (Course Outline of Record and Change Report). To review the report, click on the caret (“v”) to the far right of the course then the link will present.

Variable unit courses will present as well. This allows for the total credit calculation to present a minimum and maximum number of credits required to complete the program.

Program Rules

Rule Group:

Complete: -

Credits

<input type="text" value="Add Text Rule description"/>			<input type="text" value="0"/>	-	<input type="text" value="0"/>	×
ART-T-102	Fine Arts 102	Active	<input type="text" value="0"/>	-	<input type="text" value="0"/>	^ ×
<div>Status: This version of the course is active for the proposal start term selected in this program; the course is not currently being revised. View COR</div>						
ART101	Fine Arts 101	Active	<input type="text" value="3"/>	-	<input type="text" value="3"/>	∨ ×
ART103	Fine Arts 103	Active	<input type="text" value="0"/>	-	<input type="text" value="3"/>	∨ ×
ART104	Fine Arts 104	Active	<input type="text" value="0"/>	-	<input type="text" value="3"/>	∨ ×

Course Related Notes:

Note: If a course proposal workflow is deleted or no longer being proposed then the user building the program will need to manually remove the course from the Program Builder list of courses. The program will not be approved until the user has removed the course from the Program Builder.

Note: If a course revision or amend workflow is deleted then the Program Builder will revert the course to the previous version without any additional action by the user proposing the program.

Note: If the proposal start term is changed, the Program Builder will reflect the version of the courses chosen that is equal to the proposal start term of the program. If there's no such version, then it's going to look at the version of the course that started closest to the proposal start term of the course in the past.

If a course is added and the start term for the program is changed to a previous date where a course didn't exist yet, the program will let the user know with an "invalid" label. This course will need to be removed for the program to be approved.

If you choose "Add Text Rule"

You will add non-course related requirements of a program. If there are units associated with the requirement such as, "Complete Work Study Hours per program requirements" you will want the "2" units reflected in the rule and overall calculation of the program.

ART104 Fine Arts 104 Active 0 - 3

Complete Work Study Hours per program requirements 0 - 2

Rule Group Credits: 3 - 11

Add Course Rules Add Text Rule Add Rule Group

If you choose "Add Rule Group"

You will add a new "child" Rule Group or bucket to the program which can be configured with courses and text related rules. If your program has multiple conditions then add a new "child" Rule Group for each.

- *Note:* If the rule groups or conditions are out of order then the user can reorder using drag and drop functionality.

Add new “Parent” Rule Groups as needed for additional specificity of a program.

As you develop the program you may want to add new “Parent” Rule Groups to provide clarity to the requirements of the program. Look at the far blue line of the rule groups to determine which rule group is the Parent (far left) and the child (nested inside the parent line).

The screenshot displays the 'Program Rules' interface. At the top, the 'Rule Group' is set to 'Art AA'. Below this, the 'Complete' section shows 'All of the following' with a range of 0 to 0 credits. A list of courses follows:

Course Code	Course Name	Status	Credits
ART102	Fine Arts 102	Active	0
ART101	Fine Arts 101	Active	3
ART103	Fine Arts 103	Active	0
ART104	Fine Arts 104	Active	0

A red arrow points to the 'Art AA' rule group, labeled 'Parent Rule Group'.

Below the first group, the 'Rule Group' is set to 'Electives'. The 'Complete' section shows 'The following number of credits' with a range of 0 to 12. The 'Rule Group Credits' are 0 - 12. Buttons for 'Add Course Rules', 'Add Text Rule', and 'Add Rule Group' are visible.

A blue box titled 'Add Course Rules' is open, showing a list of courses. A red arrow points to this box, labeled 'Child Rule Group'.

Course Code	Course Name	Status	Credits
BUS112	Business English and Writing	Inactive	3
ENG60	Basic Reading And Study Skills	Inactive	3
ENG65	Basic Skills In Writing	Inactive	3
ENG103	College Reading and Study Skills	Active	3
Total Credits			0 - 12

At the bottom, the 'Rule Group Credits' are 3 - 21. Buttons for 'Add Course Rules', 'Add Text Rule', and 'Add Rule Group' are also present here.

Example

Building A Certificate

To Build a Certificate:

Create a “Parent” Rule Group Title. Delete the “Add Text Rule Description” line.

[Curriculum Dashboard](#) [Curriculum Library](#) [Gen Ed Management](#)

Program Title ⓘ
Admin Program Proposal
Program Creation

Workflow Tools 9 ▼

[Cover Info](#) [Labor Market](#) [Rule Builder](#) [Recommended](#) [Learning](#) [Program Narrative](#) [Curriculum...](#)

Program Rules

Rule Group:

Complete

-

Add Text Rule description

-

✕

Rule Group Credits: 0

[Add Course Rules](#) [Add Text Rule](#) [Add Rule Group](#)

[Delete Workflow](#) [Save as Draft](#) [Submit](#)

Choose a conditional rule associated with the courses for the program (example: “All of the Following”). Add the courses to the rule group and click “Add Courses To The Rule Group”.

The screenshot shows the 'Rule Builder' tab in a software interface. At the top, there are navigation tabs: 'Cover Info', 'Labor Market', 'Rule Builder' (selected), 'Recommended', 'Learning', 'Program Narrative', and 'Curriculum...'. Below these, the 'Program Rules' section is active. It features a 'Rule Group' dropdown set to 'Art Certificate'. Underneath, a 'Complete' section shows a dropdown menu set to 'All of the following' and a credit counter showing '0' and '0'. A table lists five courses: ART-T-102, ART101, ART103, ART104, and ART105, all under the category 'Fine Arts'. Each course has an 'Active' status and a credit value of 3. At the bottom of the table, it says 'Rule Group Credits: 15'. There are three buttons: 'Add Course Rules', 'Add Text Rule', and 'Add Rule Group'. At the very bottom of the interface, there are three buttons: 'Delete Workflow', 'Save as Draft', and 'Submit'.

Course ID	Course Name	Status	Credits
ART-T-102	Fine Arts 102	Active	3
ART101	Fine Arts 101	Active	3
ART103	Fine Arts 103	Active	3
ART104	Fine Arts 104	Active	3
ART105	Fine Arts 105	Active	3

Continue working on the rest of the steps within the program workflow.

Building an Associates Degree

Create a “Parent” Rule Group Title. Delete the “Add Text Rule Description” line.

Program Title

Admin Program Proposal
Program Creation



Workflow Tools 9

Cover Info Labor Market **Rule Builder** Recommended Learning Program Narrative Curriculum...

Program Rules

Rule Group: Math AS

Complete All of the following 0 - 0

Credits 0 - 0

Add Text Rule description

Rule Group Credits: 0

Add Course Rules Add Text Rule Add Rule Group

Delete Workflow Save as Draft Submit

Click “Add Rule Group” to create the “child” Rule Group.

Cover Info Labor Market **Rule Builder** Recommended Learning Program Narrative Curriculum...

Program Rules

Rule Group: Art AA

Complete All of the following 0 - 0

Rule Group Credits: 0

Add Course Rules Add Text Rule Add Rule Group

Delete Workflow Save as Draft Submit

Title the Child Rule Group (example: Core Courses). Choose the “Child” rule group composition.

Program Rules

Rule Group: Art AA

Complete: All of the following 0 - 0

Rule Group: Core Courses

Complete:

- ✓ All of the following
- At least one of the following
- The following number of credits
- The following number of rules

 0 - 0

Rule Group Credits: 0

Add Course Rules Add Text Rule Add Rule Group

Click “Add Course Rules” and select courses to add to the child Rule Group.

Program Rules

Rule Group: Art AA

Complete: All of the following 0 - 0

Rule Group: Core Courses

Complete: All of the following 0 - 0

Rule Group Credits: 0

Add Course Rules Add Text Rule Add Rule Group

Add Course Rules

None Selected

Art

- ART-T-102 - Fine Arts 102 (Active)
- ART101 - Fine Arts 101 (Active)
- ART103 - Fine Arts 103 (Active)
- ART104 - Fine Arts 104 (Active)
- ART105 - Fine Arts 105 (Active)

Once courses are selected, click “Add Courses to Rule Group”.

Create a Second child Rule Group (example: Elective Courses). Be sure to create a new child Rule Group by selecting “Add Rule Group” button that is associated with the parent Rule Group.

Program Title
Admin Program Proposal
Program Creation

Workflow Tools 8

Cover Info Labor Market **Rule Builder** Recommended Learning Program Narrative Curriculum...

Program Rules

Rule Group: Art AA

Complete All of the following 0 - 0

Rule Group: Core Courses

Complete All of the following 0 - 0

				Credits
ART-T-102	Fine Arts 102	Active	0	- 0
ART101	Fine Arts 101	Active	3	- 3
ART103	Fine Arts 103	Active	3	- 3
ART104	Fine Arts 104	Active	3	- 3

Rule Group Credits: 9

Add Course Rules Add Text Rule Add Rule Group

Rule Group Credits: 9

Add Course Rules Add Text Rule Add Rule Group

Delete Workflow Save as Draft Submit

Add the type of rule for this rule group and the courses. Continue to build as needed.

Program Rules

Rule Group: Art AA

Complete: All of the following 0 - 0

Rule Group: Core Courses

Complete: All of the following 0 - 0

Course ID	Course Name	Status	Credits
ART-T-102	Fine Arts 102	Active	0 - 0
ART101	Fine Arts 101	Active	3 - 3
ART103	Fine Arts 103	Active	0 - 3
ART104	Fine Arts 104	Active	0 - 3

Rule Group Credits: 3 - 9

Buttons: Add Course Rules, Add Text Rule, Add Rule Group

Rule Group: Elective Courses

Complete: All of the following 0 - 0

Rule Group Credits: 0

Buttons: Add Course Rules, Add Text Rule, Add Rule Group

Rule Group Credits: 3 - 9

Buttons: Add Course Rules, Add Text Rule, Add Rule Group

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.

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.