



# Quick Start Program Guide

*Quick Start Guide for Program Proposals*

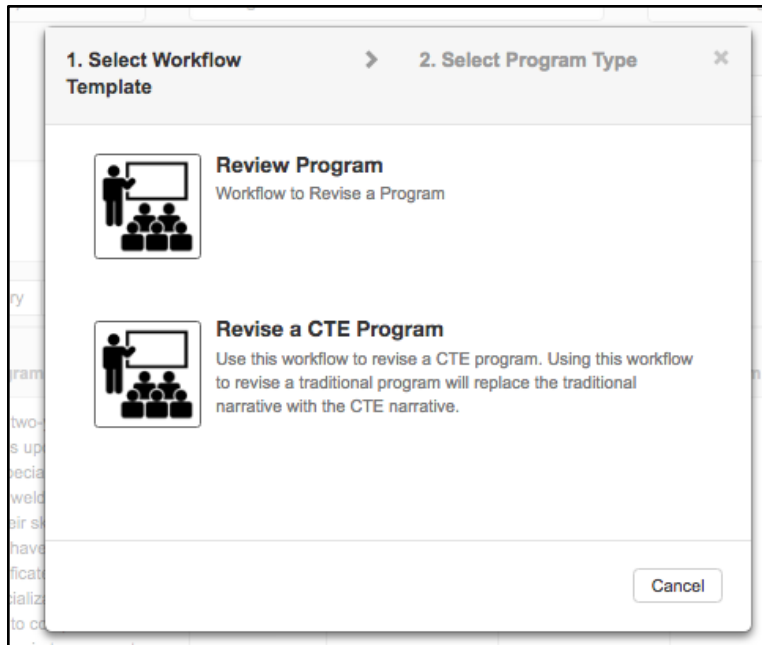
*This quick guide will help course proposal originators to get into eLumen and get started with a proposal. For more detailed information, see the Originator Training Guide.*

## 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

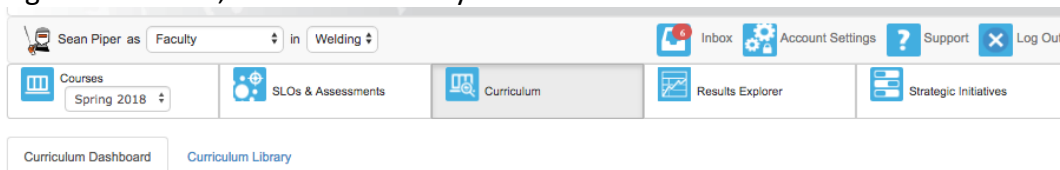
5. Select the workflow template to launch the program.



6. Select the Program Type: Pathways Program or Rule-Based
  - a. Pathways Program requires a Recommended Sequence, Rule-Based does not.
7. Complete data as required for the program.
8. 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.
9. After selecting Submit, the modal window will indicate where the program will go next.
10. 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



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

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

6. Select the workflow template to launch the program.

1. Select Workflow Template > 2. Select Program Type

**Review Program**  
Workflow to Revise a Program

**Revise a CTE Program**  
Use this workflow to revise a CTE program. Using this workflow to revise a traditional program will replace the traditional narrative with the CTE narrative.

Cancel

7. Select the Program Type: Pathways Program or Rule-Based

a. Pathways Program requires a Recommended Sequence, Rule-Based does not.

8. Complete data as required for the program.

9. Use "Save as Draft" if you wish to save your work as a draft and come back to it later.

10. After selecting Submit, the modal window will indicate where the program will go next.

11. Follow the progress of the proposal on the Curriculum Dashboard.

## Building Program Rules

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.

The screenshot shows the 'Course Blocks' tab in the Curriculum Dashboard for the 'Welding, A.A.' program. The interface includes a breadcrumb trail at the top: 'Cover...' > 'Learning...' > 'Course Blocks' > 'Recommended...' > 'Program...'. Below this, the program name 'Welding, A.A.' is displayed. A large text area contains the message 'No Course Blocks to show'. To the right of this area is a dropdown menu currently set to 'A.A. Degree Major' with a right-pointing arrow. Below the 'No Course Blocks to show' message is a button labeled 'Add Course Block', which is highlighted by a red arrow. At the bottom right of the interface are three buttons: 'Previous', 'Save and Continue', and '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.

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

### Apprentice Welder Certificate

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

Certificate

Total Credits: 0

+ Add Rule

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”.

WELD240 Using Multiple Processes in Welding Technology 4 ✗

**Total Credits** 32

WELD954X Welding Applications (in developm...

WELD260L Gas Tungsten Arc Weld-Aerospac

WELD51L Adv Arc Weld Specialty Lab

WELD53 Pipe Layout

WELD56L Arc Welding 6" Pipe Cert Lab

WELD82L Semiautomatic Welding Process

WELD83L Gas Tungsten Arc Welding Lab

☒ WELD954X Welding Applications (in development)

Add Course Remove

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.

The screenshot shows the 'Apprentice Welder Certificate' rule configuration interface. The left pane, titled 'Required Courses', contains a table of courses with checkboxes, codes, names, and credit values. The right pane, titled 'Certificate', contains the rule configuration options.

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

The right pane, titled 'Certificate', shows the rule configuration options. The 'Rule Name or Description' field contains 'Take all required courses'. The 'Rule Credits' section has 'Single Value' selected, and the 'Total' field is set to 25. The 'Courses' section contains the instruction 'Select the Courses/Course Blocks from the left and click on the "Add Courses Here" button to add them to the rules.' and an 'Add Courses' button.

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.

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

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

**Total Credits: 25**

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.



## 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. The 'Program Outcomes' section is active. It features a 'Third Party Standards' dropdown menu with 'None selected' chosen. To the right, there is a section for 'Additional PSLO Classes' which currently shows 'No PSLO Classes included.' and a link to 'Select PSLO Classes'. Below this, there are two buttons: 'Align PSLOs' and 'Add PSLO Class'. At the bottom of the interface, there are three buttons: 'Previous', 'Save and Continue', and 'Save as Draft and Continue'. Red arrows are used to highlight the 'None selected' dropdown, the 'Select PSLO Classes' link, and the 'Add PSLO Class' button.

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.

The screenshot shows a web interface for managing Program Outcomes. At the top, there is a navigation bar with tabs: 'Cover...', 'Learning Outcomes' (active), 'Course...', 'Recommended...', and 'Program...'. Below the navigation bar, the main section is titled 'Program Outcomes'. It contains a 'Third Party Standards' dropdown menu with 'None selected'. To the right, it says 'Additional PSLO Classes: No PSLO Classes included.' with a link 'Select PSLO Classes'. Below this, there is a 'Class Name' input field with the placeholder text 'Program Outcome Class Name'. A red arrow points to this field. To the right of the input field is a checkbox labeled 'Use category', also with a red arrow pointing to it. Below the input field and checkbox is a button labeled 'Add new Program Outcome', with a red arrow pointing to it. At the bottom right of the main section are two buttons: 'Align PSLOs' and 'Add PSLO Class'. At the very bottom of the interface are three buttons: 'Previous', 'Save and Continue', and 'Save as Draft and Continue'.

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.