

College of the Redwoods

eLumen for Curriculum at CR

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Accessing eLumen

Login to eLumen at <https://redwoods.elumenapp.com/elumen/>

All faculty who have been an instructor of record in Fall 2018 or later have had an account automatically created.

If you need an account created for you, please contact the Curriculum Specialist (tatiana-robinson@redwoods.edu | x4107)

Note: eLumen doesn't currently use our network login (used for email, submitting support tickets, Datatel, etc.). Your eLumen account has a separate login with its own password.

Login

Username: your username is the 'first-last' portion of your CR email address (without the '@redwoods.edu')

Password: on your first login, use the 'forgot password' link to set a password (capital letter and special character required).

Your system email is your CR email address.

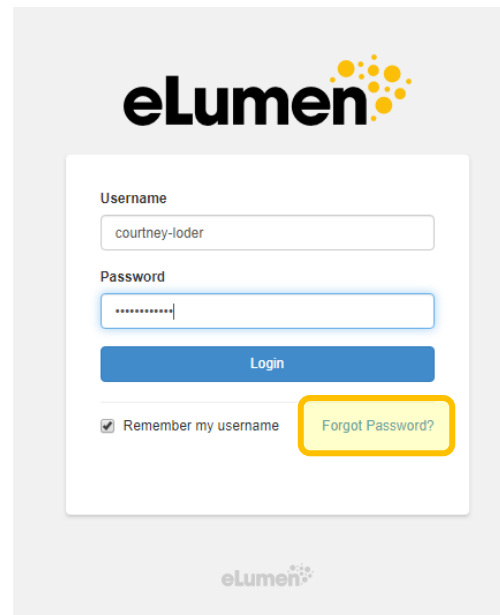


Image 1 eLumen login window with 'Forgot Password' link highlighted.

Set Your Role & Navigate to Curriculum Module

Every eLumen account has at least one assigned role (e.g., Faculty, Dean/Director, Curriculum Chair, Articulation Officer, etc.), which are in turn associated with specific departments or divisions. Each role has a specified default "landing page," so you may notice the systems bumps you to a new page after changing your role.

To start a curriculum proposal, first make sure that your role is set to Faculty in the appropriate discipline for your proposal¹, then click on the Curriculum tab.

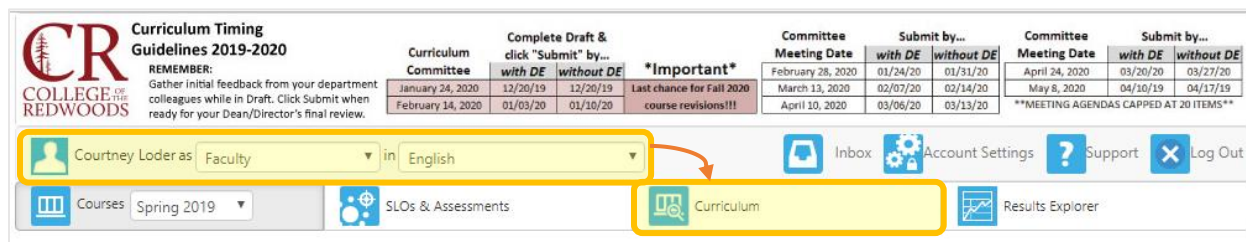


Image 2 Screen capture of eLumen navigation bar, showing where roles and department affiliation can be adjusted.

¹ Each course and program has a "home" discipline specified on the Course/Program Outline of Record. For Courses, this almost always matches the discipline heading paired with the course number. For interdisciplinary programs, you can find the home discipline at the very top of the POR, just below the program title (in most cases, the home discipline for interdisciplinary programs has been assigned to the discipline with the most courses listed in the program requirements).

Starting Curriculum Proposals

Course Proposals

Create a New Course

1. Open the **Curriculum Library**.
2. Click the '**New Course**' button.

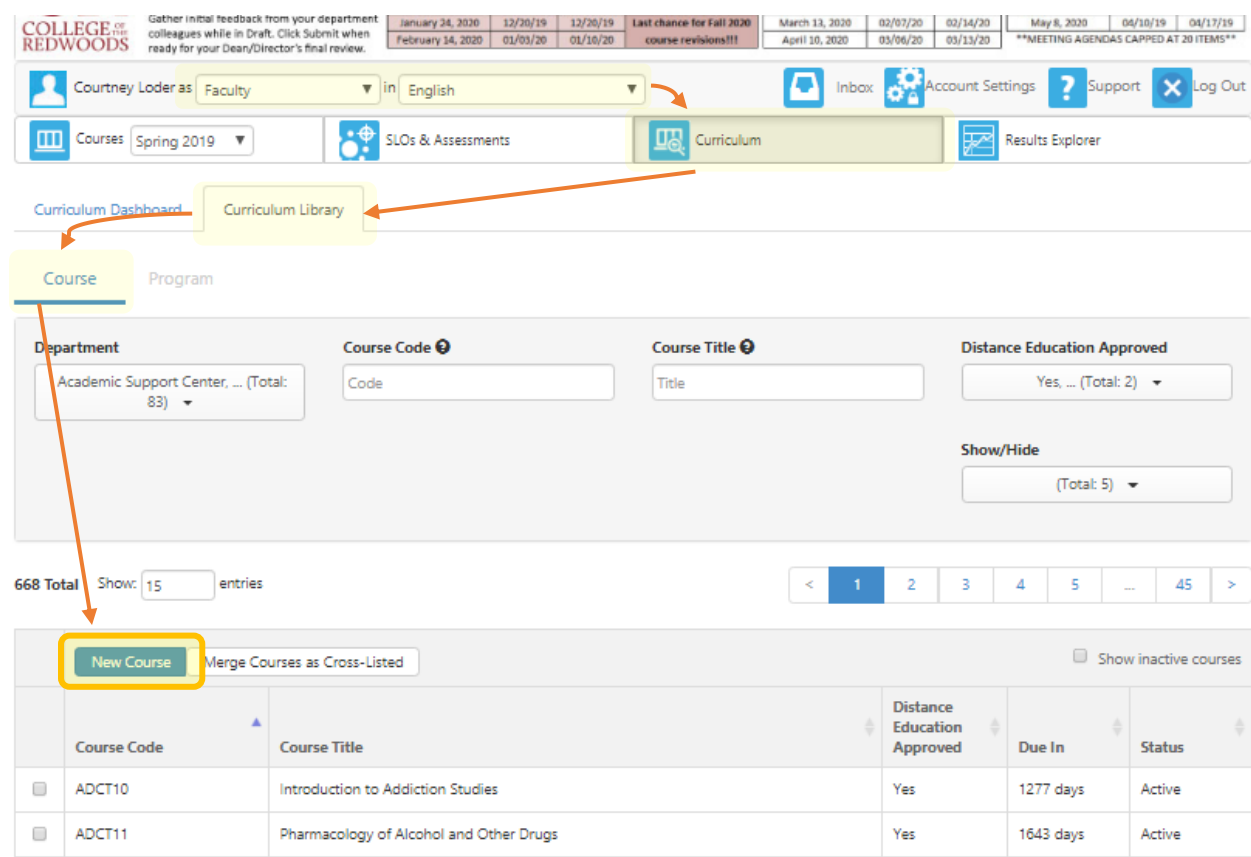


Image 3 Screen capture of eLumen Curriculum Library, showing position of New Course button

3. Next, you will be presented with a choice of workflows. Currently, there is only one choice for a New Course proposal.
4. eLumen will open a blank Course Outline of Record for you to complete. You can save as a draft and return to work on it over multiple sessions (always open from the inbox using the "Continue Workflow" button!).
5. When you have incorporated feedback from your department colleagues and your draft is polished enough for your Dean/Director's final review, click **Submit** to move your draft into the next stage of the workflow.

Revise an Existing Course

1. Open the **Curriculum Library** and locate your desired course. You can use the search bar just above the course list to search by dept/number (no spaces!) or title.
2. Check the box in the far left column to select your desired course. After selecting a course, the buttons across the top of the course list will change and you'll see a **'New Revision'** button is now available².
3. Click the **'New Revision'** button.

The screenshot displays the College of Redwoods Curriculum Library interface. At the top, there is a navigation bar with links for Courses, SLOs & Assessments, Curriculum, and Results Explorer. Below this, a search bar is visible with filters for Department (Academic Support Center, ...), Course Code (engl6), and Course Title (Title). A 'New Revision' button is highlighted in a yellow box. Below the search results, a table lists courses with columns for Course Code, Course Title, Distance Education Approved, Due In, and Status. The first row, ENGL60, is selected with a checkmark in the far left column. An orange arrow points from the 'New Revision' button to the selected course row.

4. Next, you will be presented with a choice of workflows. Currently, there is one choice for a Course Revision: with Distance Education and Correspondence³.
5. eLumen will open the current Course Outline of Record for you to edit⁴. You can save as a draft and return to work on it over multiple sessions.

² If you do not see the New Revision button after selecting your course, double check that your role is set to the appropriate discipline.

³ NOTE: Effective January 2020, CORs and DE proposals will no longer be considered independent of each other by the Curriculum Committee. If you want to add or make changes to DE, the rest of the COR is also opened up for discussion (and vice versa).

⁴ About 95% of the data from pre-eLumen CORs imported successfully. Please help reformat big blocks of text by adding carriage returns as needed to make them readable, and pay extra attention to CR-specific items like max class size, accounting method, and Honors Program status. Pre-eLumen CORs are archived [here](#), if you would like to refer to them.

- When you have incorporated feedback from your department colleagues and your draft is polished enough for your Dean/Director's final review, click **Submit** to move your draft into the next stage of the workflow.

Deactivate an Existing Course

- Open the **Curriculum Library** and locate your desired course. You can use the search bar just above the course list to search by dept/number (no spaces!) or title.
- Check the box in the far left column to select your desired course. After selecting a course, the buttons across the top will change and you'll see a '**Deactivate Course**' button is now available.
- Click the '**Deactivate Course**' button.

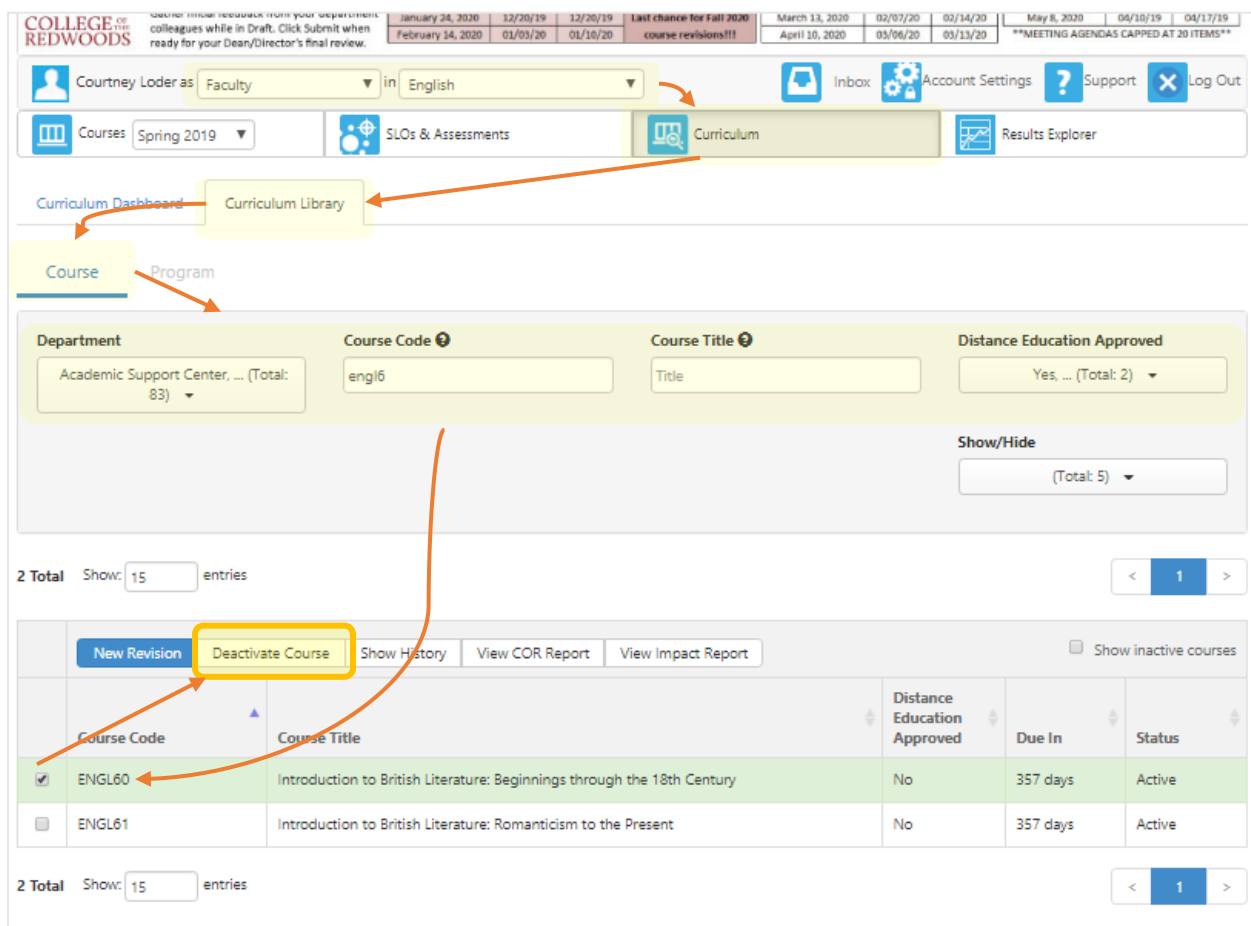


Image 4 Screen capture of eLumen Curriculum Library, showing position of 'Deactivate Course' button.

- Next, you will be presented with a text box in which to explain the reasoning for deactivating this course. Please include the intended effective term for deactivation. You can save as a draft and return to work on it over multiple sessions, if necessary.
- When your draft is polished enough for your Dean/Director's final review, click **Submit** to move your draft into the next stage of the workflow.

Course Dashboard: Check the Status of a Course Workflow & Share with Others

The Course Dashboard displays all course proposals that are visible to your system role (e.g., Faculty in [Discipline], Dean/Director, or DE Coordinator), and are currently in any stage of a workflow. After a proposal works through every step in a workflow, the new version exits the Dashboard and becomes available in the Curriculum Library as approved Curriculum. The Program Dashboard provides the same layout for viewing Program Proposals in active workflows.

Curriculum Timing Guidelines 2019-2020

REMEMBER: Gather initial feedback from your department colleagues while in Draft. Click Submit when ready for your Dean/Director's final review.

Curriculum Committee: January 24, 2020, February 14, 2020, March 11, 2020, April 10, 2020

Complete Draft & click "Submit" by...: January 24, 2020, February 14, 2020, March 11, 2020, April 10, 2020

Committee Meeting Date: February 26, 2020, March 11, 2020, April 10, 2020

Submit by...: February 26, 2020, March 11, 2020, April 10, 2020

Committee Meeting Date: April 24, 2020, May 8, 2020

Submit by...: April 24, 2020, May 8, 2020

Courtney Loder as Faculty in Art

Download Workflows as CSV

Revision Course Workflows

Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	Actions
ART1A	Art History - Pre-History to Gothic	Course Revision, with Distance Education	Stage 9: Pending Academic Senate & Board of Trustees Approval	CC 01.24.20	View Workflow, View Status, View COR, View Change Report, View Impact Report, Delete Workflow
ART77	Professional Practices and Entrepreneurship in the Visual Arts	Course Revision, without Distance Education	Stage 8: Pending Academic Senate & Board of Trustees Approval	CC 01.24.20	

2 Total Show: 10 entries

Proposal Course Workflows

Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	Actions
ART48	Beginning Motion Picture Production	New Course, without Distance Education	Stage 1: Draft Course Outline of Record	None	

1 Total Show: 10 entries

Deactivation Workflows

Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	Actions
ART22	Techniques in Watercolor	Deactivate a Course	Stage 7: Pending Academic Senate & Board of Trustees Approval		
ART99A	Museums and Galleries of California	Deactivate a Course	Stage 7: Pending Academic Senate & Board of Trustees Approval		

2 Total Show: 10 entries

Image 5 Screen capture of Curriculum Dashboard, showing how to check the current status of active course proposals

Actions

- View Workflow
- View Status
- View COR
- View Change Report
- View Impact Report
- Delete Workflow

Image 6 Zoomed Detail of Actions menu.

View Workflow: opens a read-only copy of the proposed COR.

View Status: displays the system roles reviewing the current stage, along with their progress (i.e., lets you see how long it's been in Person X's queue).

View COR: displays a printable/save-able PDF of the proposed COR.

View Change Report: displays the current proposal right next to the original version, making it easy to find and compare changes in the current proposal. Displays items in the current proposal right next to the original version, making it easy to find and compare changes in the current proposal.

View Impact Report: generates a report showing: 1) courses that list this course as a pre-req, co-req, or advisory; 2) other courses that are pre-reqs, co-reqs, or advisories for this course; and 3) all programs that include this course as a requirement or restricted elective.

Inbox: Review Feedback and Revise Course Workflows

The eLumen Inbox is home to all workflows that want your attention. While the Dashboard shows every active workflow at every stage, the Inbox lists workflows that are in a stage where your system role (e.g., Faculty in [Discipline], Dean/Director, etc.) has been given permission to review or revise it.

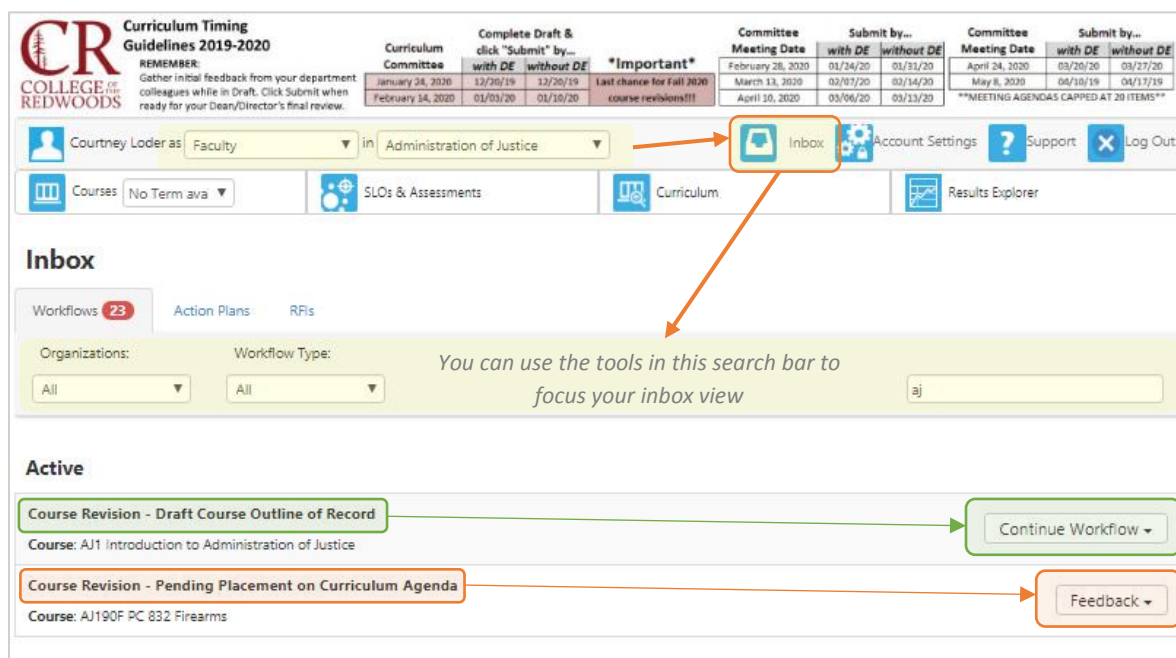


Image 5 Screen Capture of eLumen Inbox, where user is a faculty author on all visible proposals

The Inbox above shows two course workflows where the user is listed as an author. Note that AJ-1 is in Draft, and gives the option to “Continue Workflow.” Clicking **Continue Workflow** will open an editable version of the workflow. When all necessary changes have been made, click **Submit** to move the workflow out of Draft.

AJ-190F is in a later stage of the workflow, and we are given a “Feedback” option only. Clicking **Feedback** will open the workflow, displaying a read-only view of the proposed COR along with any reviewer comments.

A few notes about editing workflows:

- Course Workflows are only editable by the author(s) when they are in the Draft stage of a workflow. When it moves into a stage for someone else to review, editing is locked. All review roles (e.g., Dean/Director, DE Coordinator, Curriculum Chair) have the ability to return a proposal to the Draft stage, if they have changes to suggest.
- At any point prior to Curriculum Committee Approval, authors can ask the Curriculum Specialist to return a workflow to Draft for any reason.
- One week prior to each Curriculum Committee meeting, all proposals on that agenda are returned to Draft, allowing authors to review feedback from the Committee and make any necessary revision.

Program Proposals

The required documentation for program proposals vary widely depending on the award type (AS, AA, ADT, CTE status, etc.). Please reference the [PACAH](#) for required documentation. Program proposals without required documentation will not move forward.

Create a New Program

1. Open the Curriculum Library, then click on the pale gray **Program** button to view the **Program Library**.
2. Click the 'New Program' button.

The screenshot shows the Curriculum Library interface. At the top, there is a header with the College of Redwoods logo and a 'Curriculum Timing Guidelines 2019-2020' section. Below this, there is a navigation bar with buttons for 'Courses', 'SLOs & Assessments', 'Curriculum', and 'Results Explorer'. The 'Curriculum' button is highlighted. Below the navigation bar, there is a 'Curriculum Dashboard' and a 'Curriculum Library' tab. The 'Curriculum Library' tab is active, showing a 'Course' dropdown menu with 'Program' selected. Below this, there is a 'Discipline Home' dropdown menu with 'Academic Support Center, ... (Total: 86)' selected. To the right of this is a 'Program Title' input field and an 'Award Type' dropdown menu with 'A.A. Degree, ... (Total: 8)' selected. Below these fields is a 'Show/Hide' dropdown menu with '(Total: 3)' selected. At the bottom of the page, there is a table with a 'New Program' button. The table has columns for 'Program Title', 'Award Type', and 'Student Program Award'. The table lists three programs: 'Academic Readiness in Mathematics', 'Addiction Studies', and 'Administration of Justice for Transfer'.

Program Title	Award Type	Student Program Award
Academic Readiness in Mathematics	Certificate of Competency (Noncredit)	Non-Credit award requiring from 144 to fewer than 192 hours
Addiction Studies	Certificate of Achievement	Certificate requiring 30 to fewer than 60 semester units
Administration of Justice for Transfer	A.S. Degree for Transfer	Associate of Science (A.S.) degree

4. Click the option that appears to **Propose a New Program**. You will then be asked to choose between a Pathways or a Rule-Based Program. Choose Rule-Based (there isn't much difference for practical purposes, but Rule-Based provides a little more flexibility).
5. eLumen will open a blank Program Outline of Record for you to complete. You can save as a draft and return to work on it over multiple sessions. **Note: The documentation required for a program proposal can vary widely, depending on the award type, CTE status, Transfer status, etc. For more info, reference the link to the PACAH on the Curriculum Handbook page.**
6. When you have incorporated feedback from your department colleagues and your draft is polished enough for your Dean/Director's final review, click **Submit** to move your draft into the next stage of the workflow.

Revise an Existing Program

1. Open the **Curriculum Library**, then click on the pale gray **Program** button to view the **Program Library**. Locate your desired program using the search bar.
2. Check the box in the far left column to select your desired program. After selecting a program, the buttons across the top of the program list will change and you'll see a **'New Revision'** button is now available⁵.

The screenshot shows the eLumen Curriculum Library interface. At the top, there are navigation tabs: 'Courses', 'SLOs & Assessments', 'Curriculum', and 'Results Explorer'. The 'Curriculum' tab is active. Below the navigation bar, there are filters for 'Discipline Home' (Academic Support Center, ... (Total: 86)), 'Program Title' (business), and 'Award Type' (A.A. Degree, ... (Total: 8)). A 'Show/Hide' button is also present. The main content area displays a table of programs. The first program, 'Business Administration for Transfer', is selected, and a 'New Revision' button is highlighted in a yellow box. Other buttons like 'Show History' and 'View POR Report' are also visible.

Curriculum Committee	Complete Draft & click "Submit" by...	Committee Meeting Date	Submit by...	Committee Meeting Date	Submit by...
	with DE	without DE		with DE	without DE
January 24, 2020	12/26/19	12/26/19	February 28, 2020	01/24/20	01/31/20
February 14, 2020	01/03/20	01/30/20	March 13, 2020	02/07/20	02/14/20
			April 10, 2020	03/06/20	03/13/20

Program Title	Award Type	Student Program Award
<input checked="" type="checkbox"/> Business Administration for Transfer	A.S. Degree for Transfer	Associate of Science (A.S.) degree
<input type="checkbox"/> Business Information Worker	A.S. Degree	Associate of Science (A.S.) degree

1. Click the option that appears to **Modify an Existing Program**. You will then be asked to choose between a Pathways or a Rule-Based Program. Choose Rule-Based (there isn't much difference for practical purposes, but Rule-Based provides a little more flexibility).
2. eLumen will open the current Program Outline of Record for you to edit. You can save as a draft and return to work on it over multiple sessions. **NOTE: The documentation required for a program proposal can vary widely, depending on the award type, CTE status, Transfer status, etc. For more info, reference the link to the PACAH on the Curriculum Handbook page.**
3. When you have incorporated feedback from your department colleagues and your draft is polished enough for your Dean/Director's final review, click **Submit** to move your draft into the next stage of the workflow.

Discontinue an Existing Program

Contact the Curriculum Specialist (tatiana-robinson@redwoods.edu | x4107) to initiate a program discontinuation.

⁵ If you do not see the New Revision button after selecting your program, double check that your role is set to the appropriate discipline.