

## eLumen Quick Guide

### COURSE REVISION- SUBSTANTIAL + NON SUBSTANTIAL

**Step 1:** Select the faculty role and appropriate discipline from the drop down menu. *This menu will only reflect the roles/disciplines assigned to you.*

**Step 2:** Select the Curriculum tab.

**Step 3:** Select the Curriculum Library tab. Once you have selected the Curriculum Library tab you will see every active course listed. Select the course you wish to revise, from here you can select the course and the “New Revision” button will appear.

The screenshot shows the eLumen interface. At the top, the user is identified as Cheyenne Odenthal, Faculty, in the Accounting discipline. The navigation menu includes Courses, SLOs & Assessments, Curriculum (highlighted), and Results Explorer. Below the navigation, the Curriculum Library tab is selected. The interface displays search filters for Discipline (Accounting), Course Code, Course Title, and Distance Education Approved. A table lists courses, with the first row (ACCT111 Bookkeeping) highlighted in green and its 'New Revision' button also highlighted in green.

Discipline	Course Code	Course Title	Distance Education Approved
Accounting	Code	Title	Yes, ... (Total: 2)

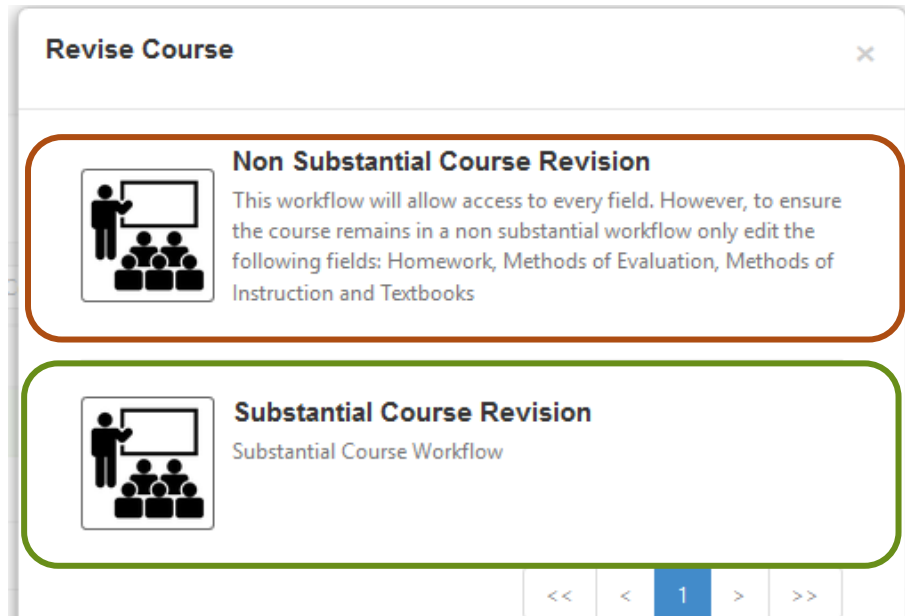
8 Total Show: 15 entries

	Course Code	Course Title
<input checked="" type="checkbox"/>	ACCT111	Bookkeeping
<input type="checkbox"/>	ACCT113	Bookkeeping II
<input type="checkbox"/>	ACCT115	Payroll Bookkeeping

**Step 4:** After selecting the “New Revision” button. A window will appear with option.

Non Substantial revision: Only the Homework, Methods of Instruction, Methods of Evaluation, and Textbook can be updated. If any other field is edited, the workflow will be removed and a "Substantial" course revision will need to be submitted.

Select the the appropriate option.



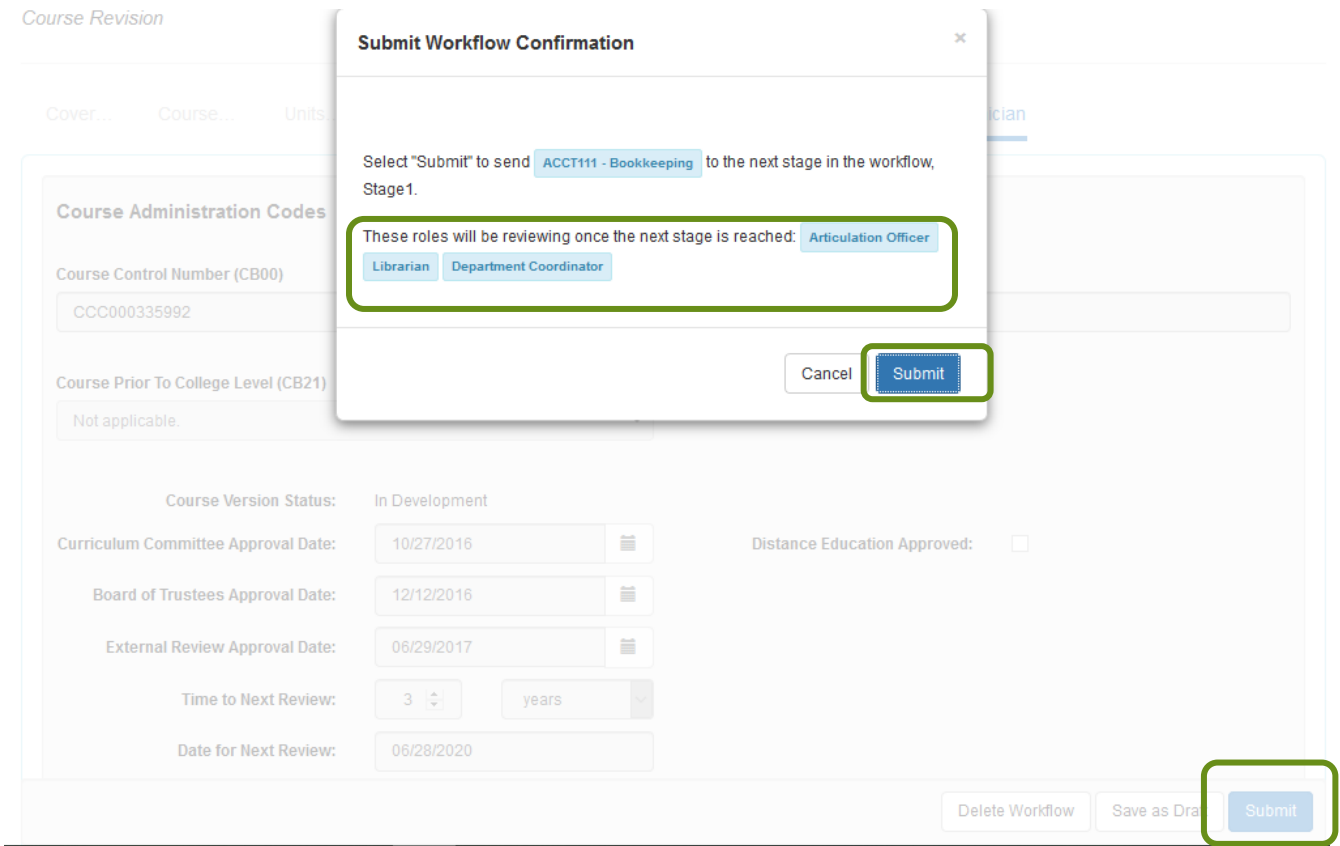
**Step 5:** There are multiple sections that require information, please navigate through the tabs highlighted below. *An asterick \* indicates a required field.*

The image shows a course information form with a tabbed interface. The 'Cover Info' tab is highlighted with a green border. Below the tabs, the 'General Information' section is visible, with an asterisk indicating required fields. The form contains several input fields and dropdown menus:

- Course Code (CB01) \***: A split field with 'ACCT' in the 'Subject' dropdown and '111' in the 'Number' text box.
- Course Title (CB02) \***: A text box containing 'Bookkeeping'.
- TOP Code (CB03) \***: A dropdown menu showing '(0502.00) Accounting'.
- CIP Code**: A dropdown menu showing '(52.0302) Accounting Technol...'.
- Discipline \***: A dropdown menu showing 'Accounting'.
- Course Description \***: A text area containing advisory text: 'Advisory: Eligibility for ENGL 100A, READ 099 and MATH 070. Students will learn introductory theory and application of the double-entry accounting cycle for service and merchandising sole-proprietorships, payroll, and banking procedures. For many students, completing ACCT 111'.
- SAM Code (CB09)**: A dropdown menu showing 'Possibly Occupational'.
- Course Control Number (CB00)**: A text box containing 'CCC000335992'.

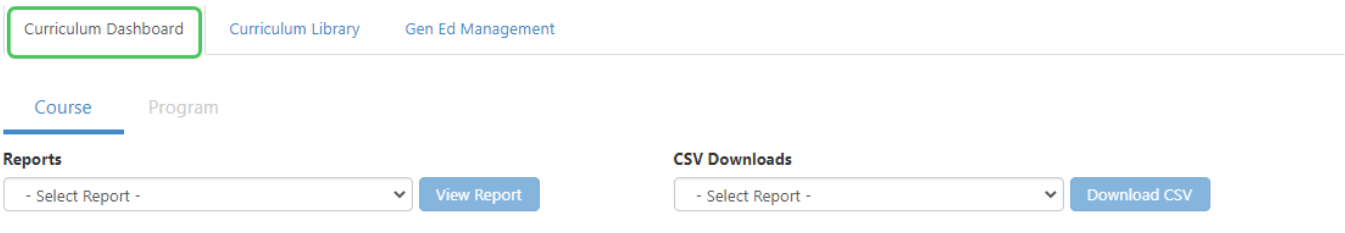
An 'Add Cross List Course' button is located in the top right corner of the form.

**Step 6:** The last section “Curriculum Technician” will be completed by the Academic Affairs Specialist. Submission is a two step process, select submit on the bottom of the screen and when the pop up window appears.



**Special Notes:**

Steps to check the status of your workflow:



**Revision Course Workflows**



Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	Chair Report	Actions
ABDY112	Basic Auto Body Repair	Non Substantial Course Revision	Stage 8: BOT, BANNER, COCI	78	None	View Workflow View Status View COR View Change Report View Impact Report Delete Workflow
ABDY122	Basic Automotive Refinishing	Non Substantial Course Revision	Stage 8: BOT, BANNER, COCI	68	None	
ABDY213	Advanced Auto Collision Repair II	Non Substantial Course Revision	Stage 8: BOT, BANNER, COCI	68	None	
ABDY215	Advanced Auto Collision Repair	Non Substantial Course Revision	Stage 8: BOT, BANNER, COCI	68	None	

If a course needs correction, there will be a notification sent by eLumen. To see the items that need correction, please review the comments in the various sections or review the Activity Log

Workflow Tools 2

Workflow Guide 2 Activity Log

Date/Time: All

Activity Type: Requested for Change

- Sent Back
- Forwarded
- Part Actions**
- Reviewed
- Approved
- Requested for Change
- Unreviewed
- Unapproved
- Removed Request Change

User: Search by User

Role: Search by Role

Stage: Search by Stage

0 Total Show: 10 entries

**Any required fields will need to be completed before saving/submitting proposal**

Workflow Tools 2

Workflow Guide 2 Activity Log

**Required fields to Submit**  
*The following required fields are not yet complete, complete them in order to submit the workflow to the next stage*

- SAM Code

**Internal Rules Validation**

- TOP Code is vocational, please set SAM Code