



ANTELOPE VALLEY COLLEGE

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Academic Policies & Procedures

# eLumen Handbook with Quick Guides

ACADEMIC POLICIES & PROCEDURES

# **eLumen Handbook with Quick Guides**

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# Table of Contents

Chapter 1: eLumen Basics .....	1
How to Login to eLumen .....	1
About Roles.....	2
Viewing CORs.....	3
Common Terms within eLumen.....	4
Chapter 2: Student Learning Outcomes (SLOs) & Assessments.....	5
Viewing SLO Data.....	5
Department Chair Assessment Planning.....	8
To Add an Assessment.....	8
To Create an Assessment.....	9
To Retrieve SLOs from eLumen.....	14
Faculty Assessing a Course.....	16
To Assess via eLumen.....	16
To Assess via Canvas.....	19
Chapter 3: AP&P Curriculum.....	22
Viewing CORs.....	22
Course Revision Workflows.....	24
To Complete a Workflow for a Course Revision.....	24
To Deactivate a Course.....	26
Program Revision Workflows.....	27

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# Starting with the Basics for Using eLumen

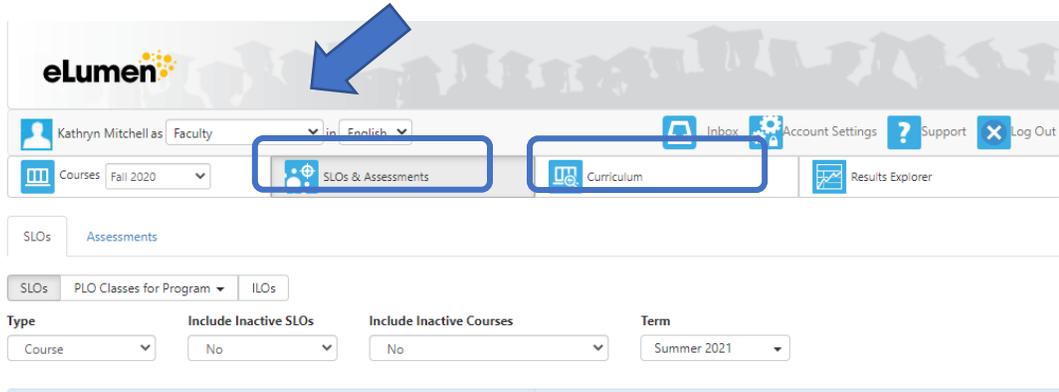
*AVC uses eLumen for data collection for learning outcomes and curriculum development and information.*

**A**VC uses two aspects of eLumen—Learning Outcomes and Curriculum—to house SLOs, PLOs, and curriculum data as well as to process changes. When navigating eLumen, understand which section you need (Learning Outcomes or Curriculum) and how to access each one.



## Logging Into eLumen

1. Sign-in to the AVC ID Single Sign-On
2. In the AVC ID Single Sign-On Portal, click on the eLumen button
3. Make sure your role and discipline are correct for what you want to do in eLumen
4. Choose the area desired:  or



### About Roles

The “roles” in eLumen designate the areas and activities each person can do. Some will have only one role, “faculty” for example, while others will have multiple roles, “discipline coordinator” (i.e., department chair) and “faculty,” for example.

- *Faculty role:* enables person to review division SLOs, input SLO data for their individual courses, review curriculum, and revise curriculum
- *Discipline coordinator role:* enables the department chair to create assessments
- *Division coordinator role:* enables the division dean to review, comment, and approve workflows



### Viewing CORs

Course Outlines of Records (CORs) can be viewed from a public site as well as internally.

#### From the Public Site:

1. To access the eLumen public site, go to <https://avc.elumenapp.com/public/>
2. Search for the department you need
3. Find the course COR

#### From the Internal Site:

1. Login to eLumen from AVC ID Single Sign-On
2. Click on “**Curriculum**”

## ELUMEN BASICS

3. Click on “Curriculum Library”
4. Click on the drop-down menu under “Discipline” and click “Select None.” Type in the discipline and click on it.

The screenshot shows the eLumen Curriculum Library interface. The user is logged in as Kathryn Mitchell as Faculty in English. The 'Curriculum Library' tab is selected. The 'Discipline' dropdown menu is open, showing 'None selected' and 'Select None' options. The 'English' discipline is selected in the dropdown. The 'Course Code' field is empty. The 'Course Title' field is empty. The 'Distance Education Approved' dropdown is set to 'Yes, ... (Total: 2)'. The 'Show/Hide' dropdown is set to '(Total: 7)'. The pagination shows page 1 of 67.

5. Click next to the course desired and click “View COR Report”
6. **OR** after clicking on the discipline add the course number (“Course Code”) and then click on the course and then click on “View COR Report”

The screenshot shows a list of courses in the eLumen Curriculum Library. The 'View COR Report' button is highlighted. The course 'ENGL101 Academic Composition' is selected.

	Course Code	Course Title	First Term Offered	Last Term Offered	Distance Education Approved	Due In	Status
<input type="checkbox"/>	ENGL090	Writing Support	Spring 2021	N/A	Yes	N/A	Active
<input type="checkbox"/>	ENGL100A	Academic Strategies	Spring 2021	N/A	Yes	Overdue	Active
<input checked="" type="checkbox"/>	ENGL101	Academic Composition	Spring 2020	N/A	No	Overdue	Active
<input type="checkbox"/>	ENGL102	Critical Thinking & Literature	Spring 2020	N/A	No	Overdue	Active
<input type="checkbox"/>	ENGL103	Critical Thinking and Research	Spring 2020	N/A	No	Overdue	Active
<input type="checkbox"/>	ENGL111	Creative Writing: Fiction	Spring 2021	N/A	Yes	32 days	Active
<input type="checkbox"/>	ENGL112	Creative Writing: Poetry	Spring 2021	N/A	Yes	32 days	Active



## Common Terms Used Within eLumen

**Curriculum Library:** allows a person to review course CORs and program descriptions

**Data Steward:** the person that oversees the entire eLumen program for the college

**Dashboard:** the curriculum dashboard allows a person to review workflows that have been submitted and are in the approval process

**Program:** refers to both certificate programs and degree programs

**Roles:** “roles” refer to the official role a person has on campus; people may have more than one role depending on positions held, such as department coordinator (dept. chair) for example

**Workflows:** the workflows are the official submission pages that faculty complete and submit for approval

## Student Learning Outcomes (SLOs) & Assessments

Learning Outcomes that include SLOs and PLOs are the purview of the Learning Outcomes Committee, a subcommittee of the Academic Senate. The data for SLOs and PLOs is housed in eLumen under “SLO & Assessments.” This chapter of the handbook will offer directions for faculty to input data for courses, for department chairs to create assessments, and for program mapping. *This handbook does not take the place of the official handbook of the Learning Outcomes Committee.*

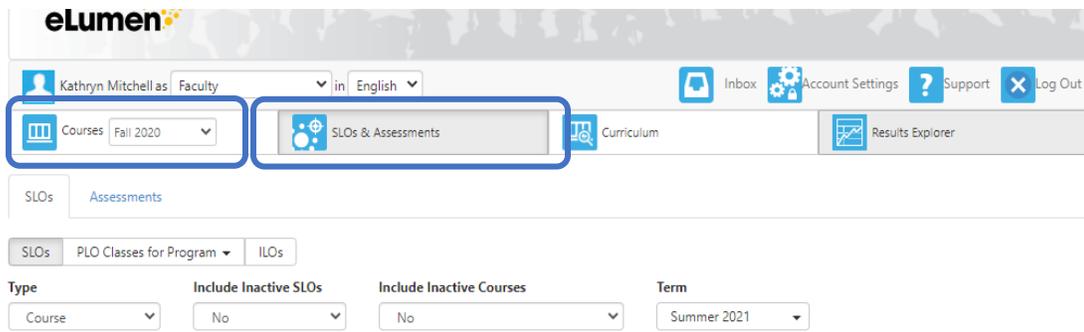


### Viewing SLO Data

Student Learning Outcomes (SLOs) can be viewed in eLumen in the “SLOs & Assessment” section or within course CORs. If you are looking for the SLO assessment data, you must access it from the “SLOs & Assessment” tab.

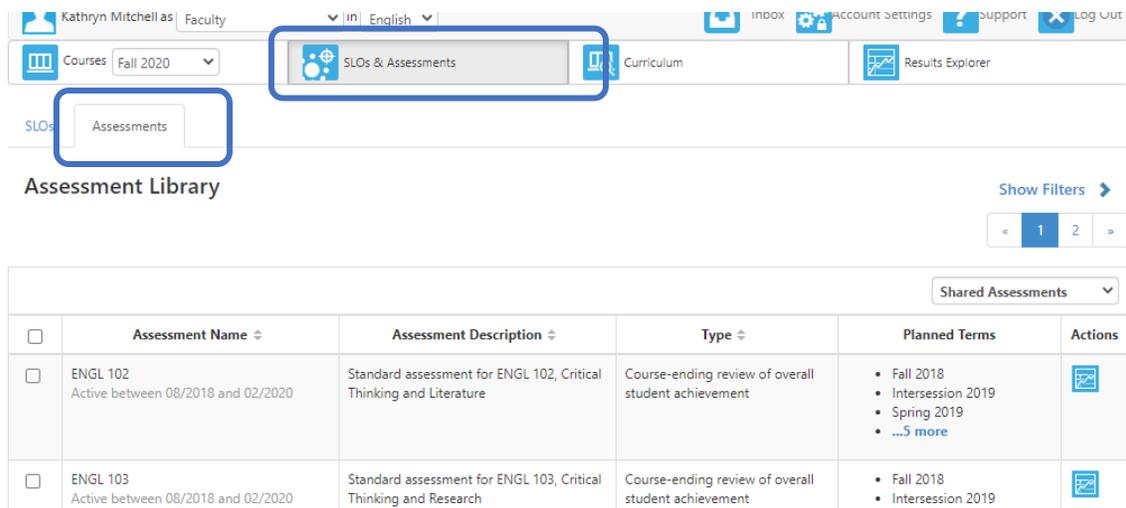
#### To View SLOs by Courses Taught by Semester:

1. Login to eLumen from AVC ID Single Sign-On
2. Click “**SLOs & Assessments**” button
3. Choose Term and Year in dropdown menu listed as “Courses” next to the “SLOs & Assessments” button
4. Scroll down to course and SLOs



**To View SLO Assessments:**

1. Login to eLumen from AVC ID Single Sign-On
2. Click “SLOs & Assessments” button
3. Click “Assessment” tab



4. Click on desired course
5. Click on button under “**Actions**” for the specific course

# ELUMEN BASICS

Kathryn Mitchell as Faculty | English | Inbox | Account Settings | Support | Log Out

Courses | Fall 2020 | SLOs & Assessments | Curriculum | Results Explorer

SLOs | Assessments

## Assessment Library

Show Filters

« 1 2 »

Shared Assessments

Assessment Name	Assessment Description	Type	Planned Terms	Actions
<input type="checkbox"/> ENGL 102 Active between 08/2018 and 02/2020	Standard assessment for ENGL 102, Critical Thinking and Literature	Course-ending review of overall student achievement	<ul style="list-style-type: none"><li>Fall 2018</li><li>Interession 2019</li><li>Spring 2019</li><li>...5 more</li></ul>	
<input type="checkbox"/> ENGL 103 Active between 08/2018 and 02/2020	Standard assessment for ENGL 103, Critical Thinking and Research	Course-ending review of overall student achievement	<ul style="list-style-type: none"><li>Fall 2018</li><li>Interession 2019</li></ul>	

6. Make your choices to decide what data you are looking for
  - a. Drop-down menus adjust data shown (Sections, Course, Terms, and Show Results As)

## ENGL 102

Results Explorer Print

Sections: 5 selected | Course: 2 selected | Terms: Summer 2019, Spring 2019, ... | Show results as: My Sections vs Course Overall

Include Inactive SLOs

Chart View | Table View

### SLO Performance

Term	Orange Line (%)	Green Line (%)
Fall 2018	92.56%	86.80%
Spring 2019	101.20%	95.44%
Summer 2019	95.44%	95.44%

■ Produce critical essays that demonstrate an understanding of academic context, purpose, and detail.



## Department Chair Assessment Planning

Department chairs are known as “Discipline Coordinators” in eLumen. Department chairs need to create and plan assessments before faculty can input data for their courses.

### To Add an Assessment:

1. Login to eLumen from AVC ID Single Sign-On
2. Check your role and make sure you are logged in as “**Discipline Coordinator**”; make sure you are in the discipline you want to create the assessment for
3. Click on “**SLOs & Assessment**” button
4. Click on the “**Assessment**” tab
5. Click on the “**Add Assessment**” button

The screenshot shows the eLumen user interface. At the top, the user is logged in as Kathryn Mitchell, Discipline Coordinator. The navigation bar includes 'SLOs & Assessments', 'Curriculum', 'Org Management', and 'Reports'. Below this, there are tabs for 'SLOs Listing', 'Curriculum Map', 'Outcomes Groups', and 'Assessments'. The 'Assessments' tab is active. Below the tabs, there are buttons for 'Assessments' and 'Reflection Templates'. The 'Assessment Library' section is visible, with a 'Show Filters' link and a pagination control showing page 1 of 7. The 'Add Assessment' button is highlighted with a blue box.

Assessment Name	Assessment Description	Type	Planned Terms	Actions
ENGL 100A Active since 08/2018	Standard assessment for ENGL 100A, Academic Strategies	Course-ending review of overall student achievement	<ul style="list-style-type: none"> <li>Fall 2018</li> <li>Interession 2019</li> </ul>	

6. As a department, decide what system will rate students’ learning outcomes (“Score Lever Interpretation”):
  - a. 0, 1, 2, 3, 4
  - b. 0, 1, 2

## ELUMEN BASICS

- c. Something else (may need to contact the Data Steward, Svetlana Deplazes)
7. As a department, decide how your scale will map to AVC's mastery level:
  - a. Meets and Exceeds
  - b. Meets
  - c. Does not Meet

**Note:** There are pre-configured assessment scales you may use, with sections already set

### To Create an Assessment:

1. Once an assessment has been added, you may create an assessment. Click “**Add Assessment**”
2. Assessment type should be “**Individual Student Scorecard & Rubric**”
3. Type in an “**Assessment Name**” (such as department and number; ENGL 102, for example)
4. Type in an “**Assessment Description**” (offer any details that faculty may need for the assessment)
5. Choose “**Assessment Type**” (“Course-ending review of overall student achievement” most often used)

Select the Assessment Type

Individual Student Scorecard & Rubric

Define this Assessment

Assessment Name\* ENGL 102

Assessment Description\* SLO Data

Assessment Type\* Course-ending review of overall student achievement

Make this assessment formative

6. Choose an “**Assessment Scale**”
7. Choose a “**Rubric Type**” (“Outcomes -Oriented” most often used)

## ELUMEN BASICS

- a. “**Scoring Views**” will show up, already chosen; it is recommended that you leave them both checked so faculty have two ways to view the scores
8. Choose “**Number of Criteria**” (this is the number of SLOs for the course)
9. Click on “**Generate Rubric Template**”

Upload Evaluator Assessment Guide

Add Activity Name & Description

Include Student Portfolio

Attach a portfolio to this assessment  Allow multiple portfolio raters

Self-Assessment

Allow student self-assessments

Define Assessment Outcome Type

Assessment Scale\* Rating Scale: Pass/Fail Rubric

Rubric Type\* Outcomes-Oriented

Scoring Views\*  Scorecard View  Rubric View

Number of SLOs\* 3

Generate Rubric Template

10. Your rubric will pop up and offer you the option to “**Link SLO**” for the course of this assessment
  - a. Click “**Link SLO**”
  - b. Find course; Click on first SLO to have it moved to the Rubric Template automatically
  - c. Repeat on next “**Link SLO**”
  - d. **If** you need more SLOs than the number selected, click “**Add Row**”

		Meets	Does not meet
		1	0
✗	Produce critical essays that demonstrate an understanding of academic context, purpose, and detail.	Type performance descriptor here.	Type performance descriptor here.
✗	Link SLO	Type performance descriptor here.	Type performance descriptor here.
✗	Link SLO	Type performance descriptor here.	Type performance descriptor here.

+ add Row

Self-Assessment

**Pick SLOs for Assessment** ✕

**Available SLOs**

Course  
ENGL102 - Critical Thinking & Literature

Produce critical essays that demonstrate college-level textual analysis and explication.

Produce a substantial MLA-formatted research paper that reveals the abilities to locate, select, retrieve, assess, incorporate, cite, analyze, and e...

**Available PLOs**

SLO Class  
AA English - Transfer

Students in program courses will enter and participate in the academic community by first understanding the impact of professional disco...

Students in program courses will demonstrate the ability to access, read, interpret, analyze, and evaluate textual materials across traditions, gen...

Students in program courses will develop both an awareness of different audiences and the persuasive skills needed to deliver effective arg...

**Available ILOs**

SLO Class  
ILOs

Communication: •Demonstrates analytical reading and writing skills including research, quantitative and qualitative evaluation and synt...

Creative, Critical, and Analytical Thinking: •Uses intellectual curiosity, judgment and analytical decision-making in the acquisition, integration...

Community/Global Consciousness: •Understands and applies personal concepts of integrity, ethics, self-esteem, lifelong learning, while contributin...

Career and Specialized Knowledge: •Demonstrates knowledge, skills and abilities related to student educational goals, including...

Close

11. When done, click **“Save”** or **“Save & Plan”**
  - a. **“Save”** will save the assessment for future planning.
    - i. When you return at another time, you will need to check next to the assessment you want to plan and then click on **“Plan”**

## ELUMEN BASICS

- b. “**Save & Plan**” will bring you to another window where you can plan for the assessment to be used
12. If you used the “**Save**” option previously when you created the assessment and you are coming back to it to plan, you will need to add a checkmark to the assessment you want to plan and then click on “**Plan**”
  - a. If you selected “**Save & Plan,**” skip this step

Assessments Listing | Curriculum Map | Outcomes Groups | Assessments

Assessments | Reflection Templates

Assessment Library Show Filters >

1 2 3 4 5 6 7

Remove Deactivate Show History **Plan** Close Set as Recommended Edit View

<input type="checkbox"/>	Assessment Name	Assessment Description	Type	Planned Terms	Actions
<input type="checkbox"/>	English 102 Active between 08/2018 and 02/2020	Spring 2020	Course-ending review of overall student achievement	• Spring 2020	
<input type="checkbox"/>	ENGL 102 Active between 08/2018 and 02/2020	Spring 2020	Course-ending review of overall student achievement	• Spring 2020	
<input type="checkbox"/>	ENGL 102 Active between 08/2018 and 02/2020	Summer 2020	Course-ending review of overall student achievement	• Summer 2020	
<input type="checkbox"/>	ENGL 102 Active between 08/2018 and 02/2020	Fall 2020	Course-ending review of overall student achievement	• Fall 2020	
<input type="checkbox"/>	ENGL 102 Active since 02/2020	SLO Data	Course-ending review of overall student achievement	No Plan defined	
<input type="checkbox"/>	ENGL 102 Active since 02/2020	SLO	Course-ending review of overall student achievement	No Plan defined	
<input checked="" type="checkbox"/>	ENGL 102 Active since 02/2020	SLO Assessment	Course-ending review of overall student achievement	No Plan defined	
<input type="checkbox"/>	ENGL 265	Fall 2019	Course-ending review of overall	• Fall 2019	

13. Though the planning menu has a lot of features, the handbook is only focusing on the most common. Under “**View,**” select “**Without a Plan,**” then select the correct terms you will be planning. Click “**Refresh**”

Assessments | Reflection Templates

**View by**  
Terms | Cycles

**View**  
 with Plan  
 without Plan  
 Include Faculty-Created Assessments

**Terms**  
Summer 2021

**Course Group**  
No Course Group selected

**For**  
 Courses  
 Contexts

**Planned to**  
 Course Coordinators / Context Coordinators  
 Faculty  
 by Sections  by Faculty

**SLO Filters**  
Add/Remove SLOs

Filtering by no SLOs

Back to Assessment List **Refresh**

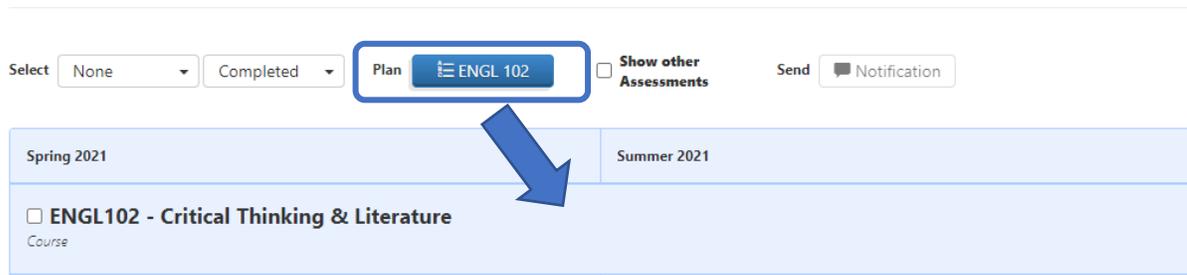
Select None Completed Plan **ENGL 102**  Show other Assessments Send Notification

Summer 2021

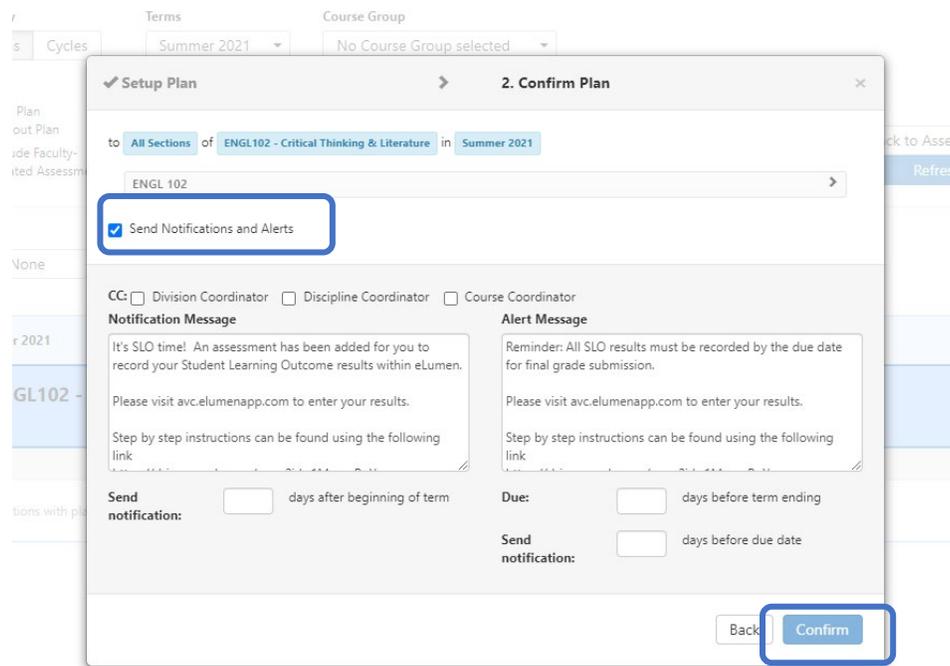
ENGL102 - Critical Thinking & Literature  
Course

## ELUMEN BASICS

- Once refreshed, sections should be listed for the selected terms
- Drag and drop the blue plan down to the “course” area



- A pop-up will appear; make sure to verify the terms and course chosen for the plan, and then click “Next” when verified
- Another pop-up will appear; this one has choices to be made regarding sending notifications to faculty members
  - If you **do** want eLumen to send notifications and alerts to faculty members, make sure the “**Send Notifications and Alerts**” button is **checked**
  - If you **do not** want to send notifications and alerts to faculty members, make sure the “**Send Notifications and Alerts**” button is **unchecked**
  - Click “**Confirm**”



## ELUMEN BASICS

- When done correctly, you should get a green pop-up in the lower right corner of the screen that says “Planned Successfully”



### To Retrieve SLOs from eLumen:



Only Department Chairs can retrieve the data for the department.

- Choose “**Discipline Coordinator**” as your role; choose discipline (you will need to run a separate report for each discipline).
- Click on “**Reports**”
- Click on “**SLO Performance – By Division, Course, SLO**”

Available Reports    Document Library

Please select one of the following reports

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	0	
Faculty Participation Report	0	
Institutional Statistics	0	
ILO/PLO Summary Map by Course/Context	0	
SLO Performance - By Division, Course, SLO	2	09-27-2020 22:38:16
SLO Performance - ILO/PLO With Courses	0	
SLO Performance Report	0	
SLO Presentation	0	
Strategic Initiative Section Report	0	

## ELUMEN BASICS

4. “**Report Title**” and “**Report File Name**” can be changed, but it is not necessary. The “**Report Folder**” will set up a folder system, if you choose, but is not required.
5. Click on “**Terms**” desired
6. **Unclick** the checkbox for “**Include results for N/A Scores.**” If you do not, it will skew the final data.
7. Click on the desired “**Output Format**” (PDF, XLS, DOCX, HTML, CSV)
8. Click “**Generate Report**”

SLO Performance Report: By Division, Course, SLO

**Report Title** SLO Performance - English 2019-2020

**Report File Name** prefix kmitchell18-slo-bydivision-bycourse-byslo suffix  
Customize file name

**Report Folder** Document Repository Home

Select By Terms Cycles

**Terms** 4 selected  
 Exclude terms with No Data

Show Catalog Courses or Contexts  Course  Context

Select a Course Group All Courses

**Include N/A Scores**  Include results for N/A scores

**Show Inactive**  Include results for inactive Courses/Contexts  
 Include results for inactive SLOs

**Output format**  PDF  XLS  DOCX  HTML  CSV

**Link duration** 1 Hours 0 Days  
 Make this a Permanent Link  
Link duration configures how long the URL in the report notification email will work after the report is generated.

**Generate Report**

9. Another page will be sent to you; you can see the “**Report Status**” on this page. When “**Completed,**” you can click on the report you want.

Document Repository Home

Show 25 entries

Download Rerun Move

	File Name	Owner	Type	Last Modification	Division/Discipline	Term(s) Selected	Report Status
<input type="checkbox"/>	Workflow	System	Folder	09-03-2018 15:48:44			
<input checked="" type="checkbox"/>	English - kmitchell18-slo-bydivision-bycourse-byslo - 07_08_2021 22_30_42.pdf	You	SLO Performance - By Division, Course, SLO	07-08-2021 22:30:31	English	Interession 2020, Spring 2020, Summer 2020, Fall 2020	Completed
<input type="checkbox"/>	English - English SLO 2019-20 - 09_27_2020 22_38_27.pdf	You	SLO Performance - By Division, Course, SLO	09-27-2020 22:38:16	English	Spring 2020, Interession 2020, Summer 2020, Fall 2019	Completed
<input type="checkbox"/>	English - kmitchell18-slo-bydivision-bycourse-byslo - 10_22_2019 16_14_03.pdf	You	SLO Performance - By Division, Course, SLO	10-22-2019 16:13:57	English	Fall 2018	Completed

← Previous 1 Next →

10. Download file

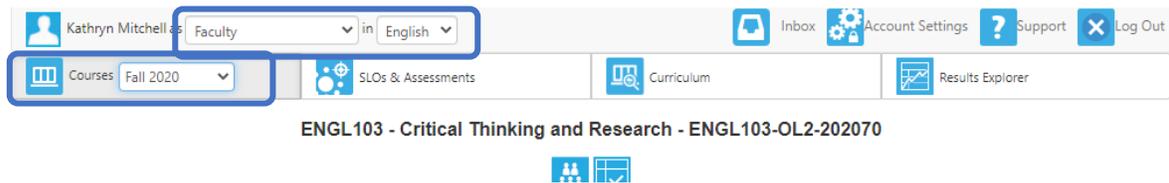


## Faculty Assessing a Course

Data is collected with Student Learning Outcomes (SLOs). Faculty input the data for students for each class at the end of each semester.

### To Assess a Course via eLumen:

1. Login to eLumen from AVC ID Single Sign-On
2. Make sure you are logged in as “Faculty” as your role and the correct discipline is chosen
3. Check the semester in the “Courses” tab and make sure the correct semester is chosen



4. All the courses you have been assigned will appear

ENGL103 - Critical Thinking and Research - ENGL103-OL2-202070



Course Coordinator(s): <unassigned>  
 Evaluator(s): Kathryn Mitchell

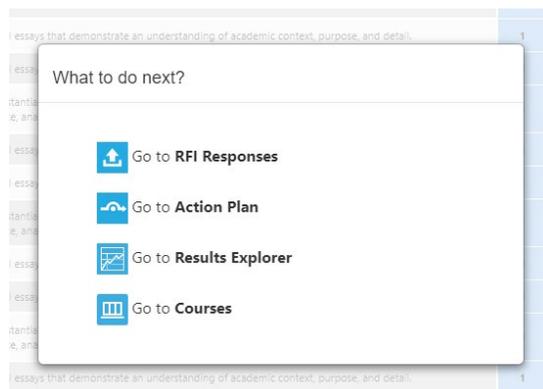
Find Assessment			
Activity Name	Activity Description	Scorecards	Import Scores
<input type="checkbox"/> ENGL 103	2020		

5. Choose the method to enter scores
  - a. Manual entry within eLumen
  - b. Spreadsheet upload within eLumen
  - c. Manual entry within Canvas

**Manual Entry within eLumen:**

Assessments can be completed using the Scorecard (all students listed) or Rubric view (one student at a time). You can switch between them after your initial selection.

- 1.) Enter assessment scores
- 2.) When completed, click “**Save**” button on the bottom right of the screen
- 3.) Choose “**c**” or “**d**” when asked “What to do next?” (“a” and “b” are not currently available)
  - a. RFI (Request for Information)—not available
  - b. Action Plan—not available
  - c. **Results Explorer** (see results graphically)
  - d. **Courses** (go back to your other courses for assessment)



## ELUMEN BASICS

### Spreadsheet Upload within eLumen:

Assessments can be done by uploading a completed spreadsheet.

- 1.) Download the spreadsheet template or make sure you have the following headers for your columns
  - a. Name, ID, SLO1, SLO2, etc. (Names and IDs can be copied and pasted from your roster)
  - b. This can be saved in xlsx, xls, or csv formats
- 2.) The following specialty scores are allowed for the SLO columns: NA, N/A, na, n/a, -1, or a blank cell
- 3.) Remove all withdrawn students from your spreadsheet as they will most likely not be in eLumen for your Course
- 4.) Click on the “**Import Scores**” icon

**ENGL103 - Critical Thinking and Research - ENGL103-OL2-202070**

Course Coordinator(s): <unassigned>  
Evaluator(s): Kathryn Mitchell

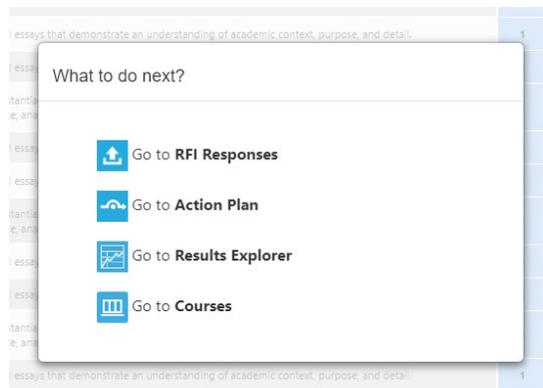
Find Assessment			
	Activity Name	Activity Description	Scorecards
<input type="checkbox"/>	ENGL 103	2020	  

**Import Scores**

- 5.) Select your preferred file type (Excel—xlsx or xls; CSV—comma separated variable)
- 6.) **Choose File**; once done selecting your file, click “**Upload**”
- 7.) **For Excel file upload** (xlsx or xls), click column header and then the associated “**Align Selected Column**” in that order (if you have more SLO columns, keep adding them in this same order)
  - a. For example, select the ID column, then select the “**Align Selected Column**” for Student ID. Continue on with each SLO
- 8.) If correct, click “**Import Scores**”
- 9.) Once completed, an “**Import completed**” message shows up
  - a. If an error message appears, read the error and make sure that any students that withdrew from your course is not on your spreadsheet
  - b. If you have more courses to assess, click “Go back to Course Screen”
- 10.) **For CSV file upload**, if you imported an CSV file, you will get a drop-down menu

## ELUMEN BASICS

- 11.) Select the CSV file column to associate with a student identifier and then each SLO
- 12.) Click “**Import**”
- 13.) Once completed, choose “**c**” or “**d**” when asked “What to do next?” (“a” and “b” are not currently available)
  - a. RFI (Request for Information)—not available
  - b. Action Plan—not available
  - c. **Results Explorer** (see results graphically)
  - d. **Courses** (go back to your other courses for assessment)



### To Assess a Course via Canvas:

1. Login to Canvas from AVC ID Single Sign-On
2. Choose the course you would like to assess from your **Dashboard**
3. You will need to create a new **Assignment**. Make sure this assignment is **worth zero points** and is **not** included in a weighted scale group (it **must not** affect a student’s grade).

2028-ENGL102 > Assignments > Create new

Outcomes Assessment

Edit View Insert Format Tools Table

12pt Paragraph B I U A L T<sup>2</sup> | [Link] [Image] [Table] [Print]

Points 0

Assignment Group Outcomes

Display Grade as Points

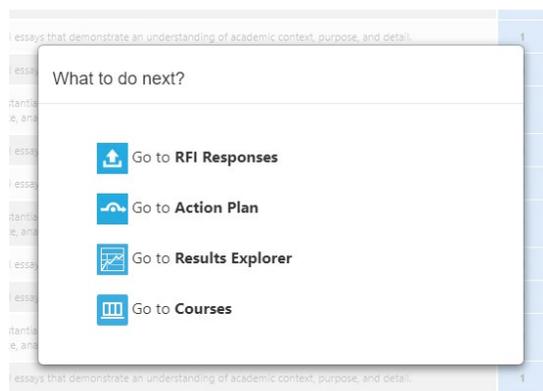
Do not count this assignment towards the final grade



**Tip:** you can create a new Group called Outcomes and add a single assignment to keep the outcomes data clearly separate from other assignments.

4. In the **Submission Type** section, select **“External Tool”**
5. Click **“Find,”** scroll to find **“eLumen”** from the menu, and click **“Select”**
6. **Check** the box to have the assessment pop-up in a new tab by checking the **“Load This Tool In A New Tab”** box
7. Click **“Save & Publish”**; you will be automatically redirected to link an assessment

8. Click “**Link this Assessment**” for the correct course you are making the assessment in
9. Once selected, you will be redirected to assess each student either in **Scorecard** (entire class at once) or **Rubric** view (one student at a time). You may choose whichever you prefer.
10. Once completed, choose “**c**” or “**d**” when asked “What to do next?” (“a” and “b” are not currently available)
  - e. RFI (Request for Information)—not available
  - f. Action Plan—not available
  - g. **Results Explorer** (see results graphically)
  - h. **Courses** (go back to your other courses for assessment)



## AP&P Curriculum Guide to eLumen

Curriculum is the purview of the Academic Policy & Procedures Committee (AP&P), a subcommittee of the Academic Senate. AVC's curriculum information is housed in eLumen under "Curriculum." This chapter of the handbook will offer directions for faculty to input data for courses, including course and program revisions and proposals. Before any changes are made to the curriculum, faculty **must** refer to the [AP&P Handbook](#). *This handbook does not take the place of the official handbook of the AP&P Curriculum Committee.*



### Viewing CORs

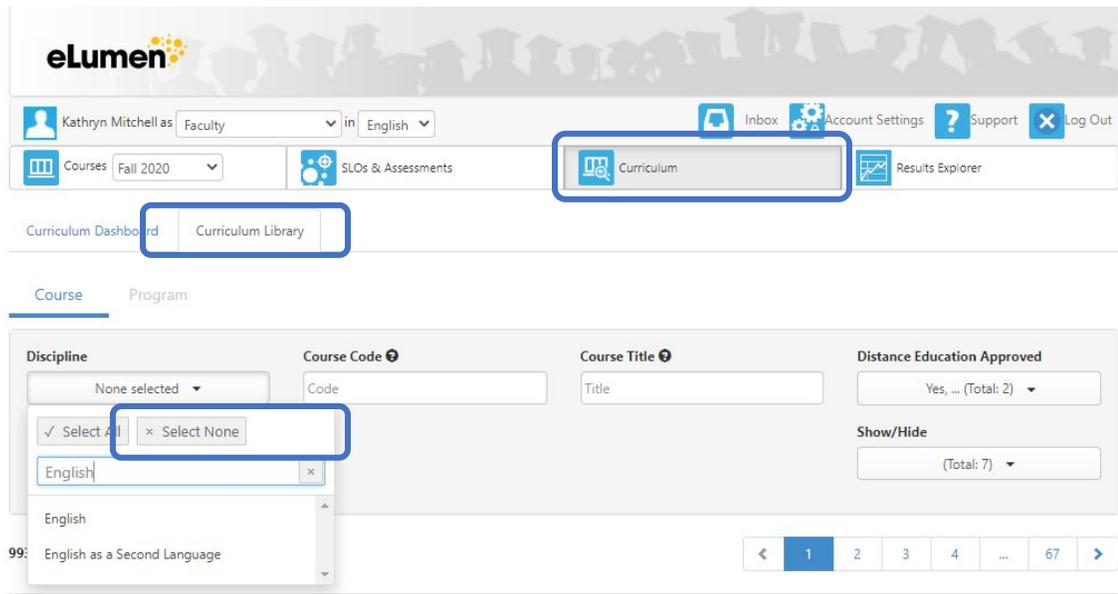
Course Outlines of Records (CORs) can be viewed from a public site as well as internally.

#### From the Public Site:

4. To access the eLumen public site, go to <https://avc.elumenapp.com/public/>
5. Search for the department you need
6. Find the course COR

#### From the Internal Site:

7. Login to eLumen from AVC ID Single Sign-On
8. Click on "Curriculum"
9. Click on "Curriculum Library"
10. Click on the drop-down menu under "Discipline" and click "Select None." Type in the discipline and click on it.



11. Click next to the course desired and click **“View COR Report”**

12. **OR** after clicking on the discipline add the course number (“Course Code”) and then click on the course and then click on **“View COR Report”**

Course Code	Course Title	First Term Offered	Last Term Offered	Distance Education Approved	Due In	Status
<input type="checkbox"/> ENGL090	Writing Support	Spring 2021	N/A	Yes	N/A	Active
<input type="checkbox"/> ENGL100A	Academic Strategies	Spring 2021	N/A	Yes	Overdue	Active
<input checked="" type="checkbox"/> ENGL101	Academic Composition	Spring 2020	N/A	No	Overdue	Active
<input type="checkbox"/> ENGL102	Critical Thinking & Literature	Spring 2020	N/A	No	Overdue	Active
<input type="checkbox"/> ENGL103	Critical Thinking and Research	Spring 2020	N/A	No	Overdue	Active
<input type="checkbox"/> ENGL111	Creative Writing: Fiction	Spring 2021	N/A	Yes	32 days	Active
<input type="checkbox"/> ENGL112	Creative Writing: Poetry	Spring 2021	N/A	Yes	32 days	Active



## Course Revision Workflows

*Always review the process for course revisions in the AP&P Handbook.*

### To Complete a Workflow for a Course Revision in eLumen:

1. Log into eLumen from the AVC ID Single-Sign On
2. Select the “**Faculty**” role from the drop-down menu; select the “**Discipline**” you will be working in.
3. Select the “**Curriculum**” tab. Once you have selected the Curriculum tab, you will see any workflows you have started.
4. Select the “**Curriculum Library**” tab; select the course you wish to revise, and then click “**New Revision**”

The screenshot shows the eLumen user interface. At the top, the user is logged in as Cheyenne Odenthal, Faculty, in the Accounting discipline. The 'Curriculum' tab is selected in the main navigation bar. Below this, the 'Curriculum Library' sub-tab is active. The search filters show 'Accounting' for Discipline, and search fields for Course Code and Course Title. The 'Distance Education Approved' filter is set to 'Yes, ... (Total: 2)'. The 'Show/Hide' filter is set to '(Total: 2)'. There are 8 total entries, with 15 shown per page. The table below lists three courses: ACCT111 (Bookkeeping), ACCT113 (Bookkeeping II), and ACCT115 (Payroll Bookkeeping). The 'New Revision' button is highlighted in red in the table's header row.

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

## ELUMEN BASICS

5. A pop-up will appear with the workflow choices. **Select** the type of course revision you would like to submit (**non-substantial or substantial**)

The screenshot shows a 'Revise Course' dialog box with two main options:

- Non Substantial Course Revision:** This workflow will allow access to every field. However, to ensure the course remains in a non substantial workflow only edit the following fields: Homework, Methods of Evaluation, Methods of Instruction and Textbooks.
- Substantial Course Revision:** Substantial Course Workflow.

At the bottom of the dialog, there are navigation arrows (left, 1, right) and a 'Cancel' button.

6. Once a workflow opens up, multiple fields will require information, depending on the type of revision you have chosen.
  - a. Always scroll to the bottom of the page
  - b. Other pages that need information appear at the top in faded text. **Select** these pages to input the necessary information.
  - c. The proposed start date is the following fall semester.

### ACCT111 Bookkeeping

Substantial Course Workflow  
Course Revision



Attention Required

Navigation tabs: **Cover Info** | Course... | Units... | Pre-re... | Specif... | Learn... | Outlin... | Curric...

#### General Information \*indicates required field

Add Cross List Course

Course Code (CB01) *	Course Title (CB02) *	TOP Code (CB03) *
ACCT 111 Subject Number	Bookkeeping	(0502.00) Accounting
CIP Code	Discipline *	Course Description *
(52.0302) Accounting Technol...	Accounting	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)	Course Control Number (CB00)	
Possibly Occupational	CCC000335992	

## ELUMEN BASICS

7. After completing the revisions, you will reach the “Curriculum Technician” tab; you will not be able to change information on this page. **Select** the “**Submit**” button and a pop-up will appear.
8. Select “**Submit**” on the pop-up.

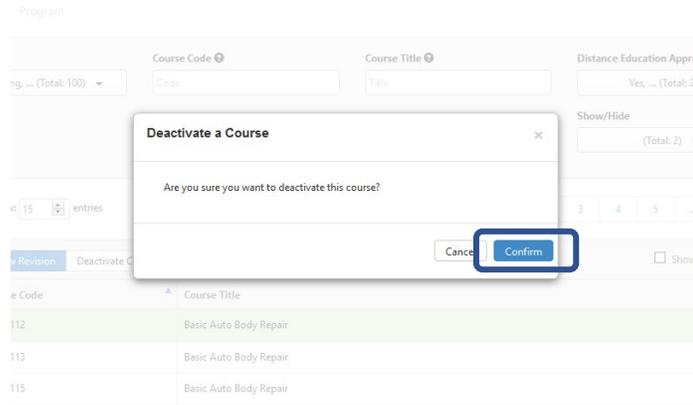
### To Deactivate a Course Revision in eLumen:

1. Log into eLumen from the AVC ID Single-Sign On
2. Select the “**Faculty**” role from the drop-down menu; select the “**Discipline**” you will be working in.
3. Select the “**Curriculum**” tab. Once you have selected the Curriculum tab, you will see any workflows you have started.
4. Select the “**Curriculum Library**” tab; select the course you wish to revise, and then click “**Deactivate Course**”

The screenshot shows the eLumen interface. At the top, the user is logged in as Cheyenne Odenthal, Faculty in Accounting. The 'Curriculum' tab is selected, and the 'Curriculum Library' sub-tab is active. Below the navigation, there are search filters for Discipline (Accounting), Course Code, Course Title, and Distance Education Approved. A table lists courses with checkboxes and buttons for 'New Revision', 'Deactivate Course', 'Show History', 'View COR Report', and 'View Impact Report'. The 'Deactivate Course' button is highlighted in a blue box.

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

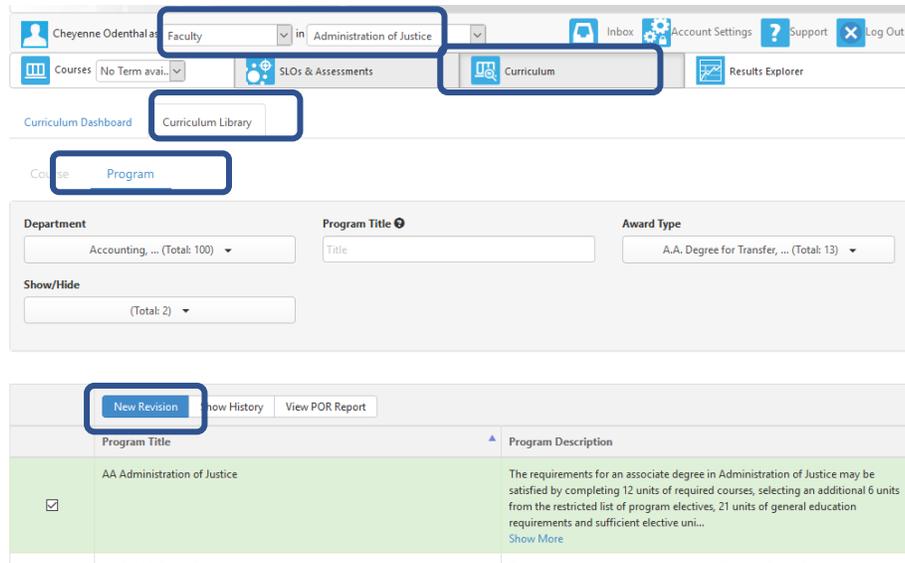
5. A pop-up will appear to confirm you want to deactivate the course. Select “**Confirm**”



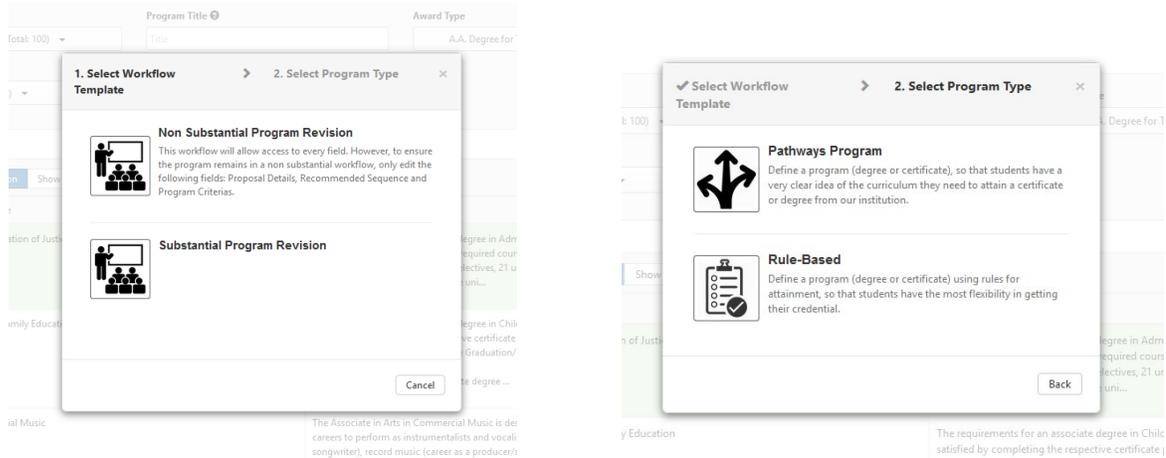
## Program Revision Workflows

*Always review the process for course revisions in the AP&P Handbook.*

1. Log into eLumen from the AVC ID Single-Sign On
2. Select the “**Faculty**” role from the drop-down menu; select the “**Discipline**” you will be working in.
3. Click the “**Curriculum**” tab. Once you have selected the Curriculum tab, you will see any workflows you have started.
4. Click the “**Curriculum Library**” tab
5. Click the “**Program**” tab



6. Select the program you want to revise and then click “**New Revision**”
7. A pop-up will appear; **select** the Revision Type (**non-substantial or substantial**) and the Program Type (**pathways program or rule-based**)



8. Once a workflow opens up, multiple fields will require information, depending on the type of revision you have chosen.
  - a. Always scroll to the bottom of the page
  - b. Other pages that need information appear at the top in faded text. **Select** these pages to input the necessary information.
9. The proposed start date is the following fall semester

**AA Administration of Justice** 🔍  
 Associate of Arts (A.A.) degree  
 Non Substantial Program Revision  
 Reuse Program

Cover Info
Course...
Recommended...
Learning...
Program...
Curriculum...

**Program Basics**

Program Title\*  
AA Administration of Justice

Department\*  
Administration of Justice

Program TOP Code (SP01)\*  
(2105.00)Administration of Justice

Award Type\*  
A.A. Degree Major

Student Program Award (SP02)  
Associate of Arts (A.A.) degree

Credit Range for Completion  
60 - 60

Program Description  
The requirements for an associate degree in Administration of Justice may be

Transferability  
Not transferable

**Proposal Details**

Proposal Start\*  
Summer 2020

Author  
Odenthal, Cheyenne  
[Add Additional Contributors](#)

Rationale for Non-Fall Start

Program Justification

Submission Rationale

New Program

Improvement to Program of Study

Change to Content

Additional Program Options

Add Transferability

Delete Workflow
Save and Continue
Save as Draft and Continue

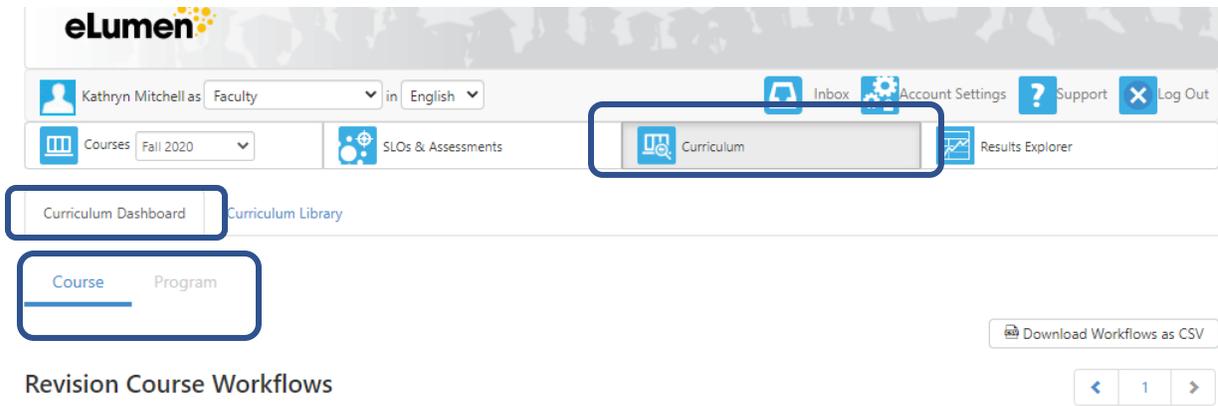
10. After completing the revisions, you will reach the “Curriculum Technician” tab; you will not be able to change information on this page. **Select** the “**Submit**” button and a pop-up will appear.

11. Select “**Submit**” on the pop-up.



## Checking the Status of a Workflow

1. Log into eLumen from the AVC ID Single-Sign On
2. Select the “**Faculty**” role from the drop-down menu; select the “**Discipline**” you will be working in.
3. Click the “**Curriculum**” tab. Once you have selected the Curriculum tab, you will see any workflows you have started.
4. Click on “Curriculum Dashboard”
5. Click on “Course” or “Program” depending on which workflow status you want to view



Revision Course Workflows

6. Find the course or program in the list and click the “Actions” drop-down menu

Revision Course Workflows

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	Chair Report	Actions
CFE101	Intro to Early Childhood Ed-Principles and Practices of Teaching Young Children	Substantial Course Revision	Stage 1: Stage 1	110	None	<ul style="list-style-type: none"> <li>View Status</li> <li>View COR</li> <li>View Change Report</li> <li>View Impact Report</li> <li>Delete Workflow</li> </ul>
CFE102	The Developing Child-Child Growth and Development	Substantial Course Revision	Stage 1: Stage 1	119	None	
CFE103	Child in Family&Community Rel-Child Family and Community	Substantial Course Revision	Stage 1: Stage 1	119	None	
CFE106	Creative Experiences for Children-Introduction to Curriculum	Substantial Course Revision	Stage 1: Stage 1	110	None	

7. Click “View Status”; a pop-up box will appear and you can see under “Pending Work” where the course or program workflow is in the AP&P process.

