NEW COURSE DEVELOPMENT
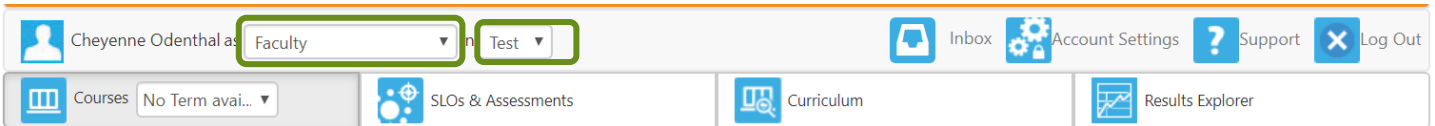
Step 1: Select the faculty role from the drop down menu. This drop down menu will list all roles assigned to you.

You will then select the Discipline you will be working in. This drop down menu will only have the disciplines you are assigned to in this role.


Step 2: Select the Curriculum tab. Once you have selcted the Curriculum tab you will see any workflows that you have started in the Dashboard.
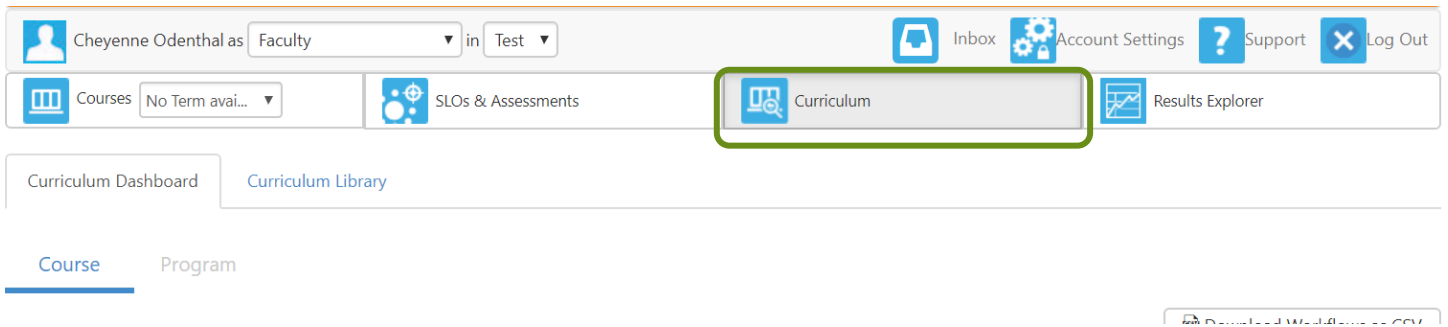
Step 3: Select the Curriculum Library tab. Once you have selected the Curriculum Library tab you will see every active course listed. From here you can select the "New Course" button.
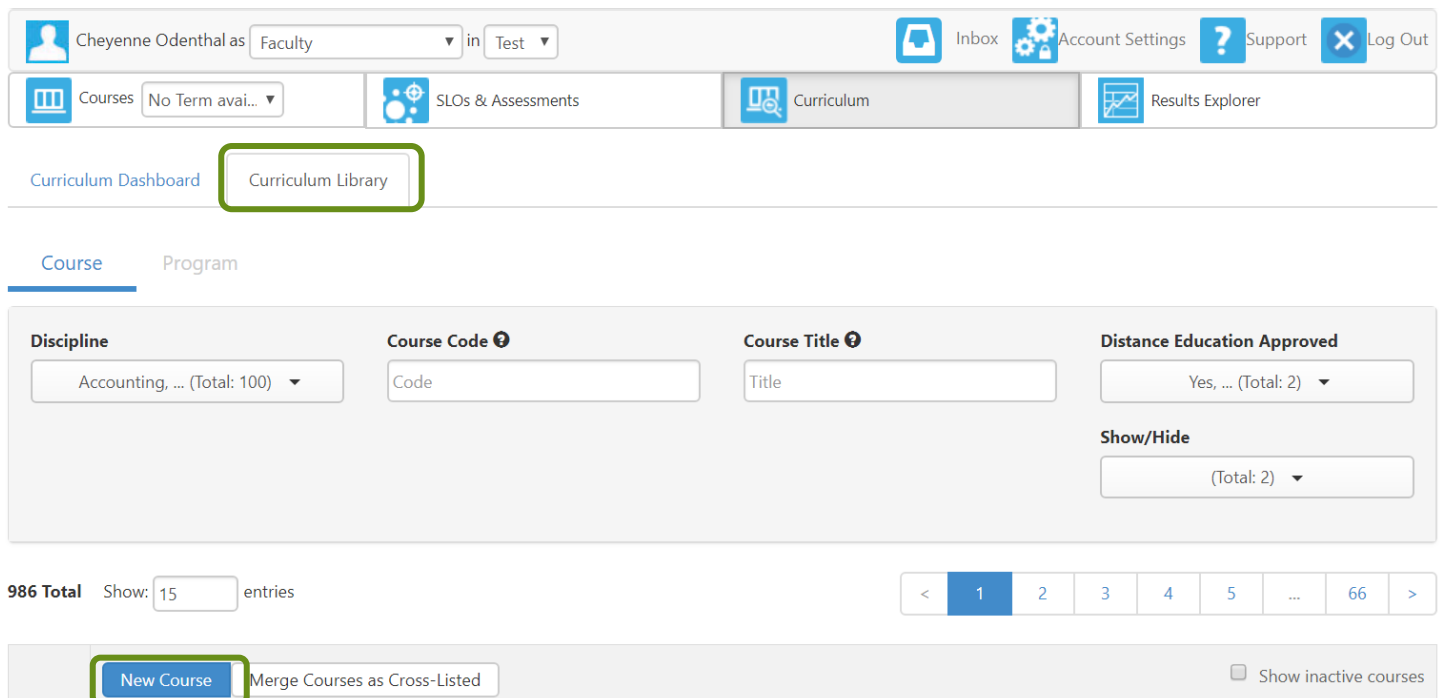
Step 4: After selecting the "New Course" button. A pop up will appear with workflows that begin with a faculty member. Select the "New Course Development" option.
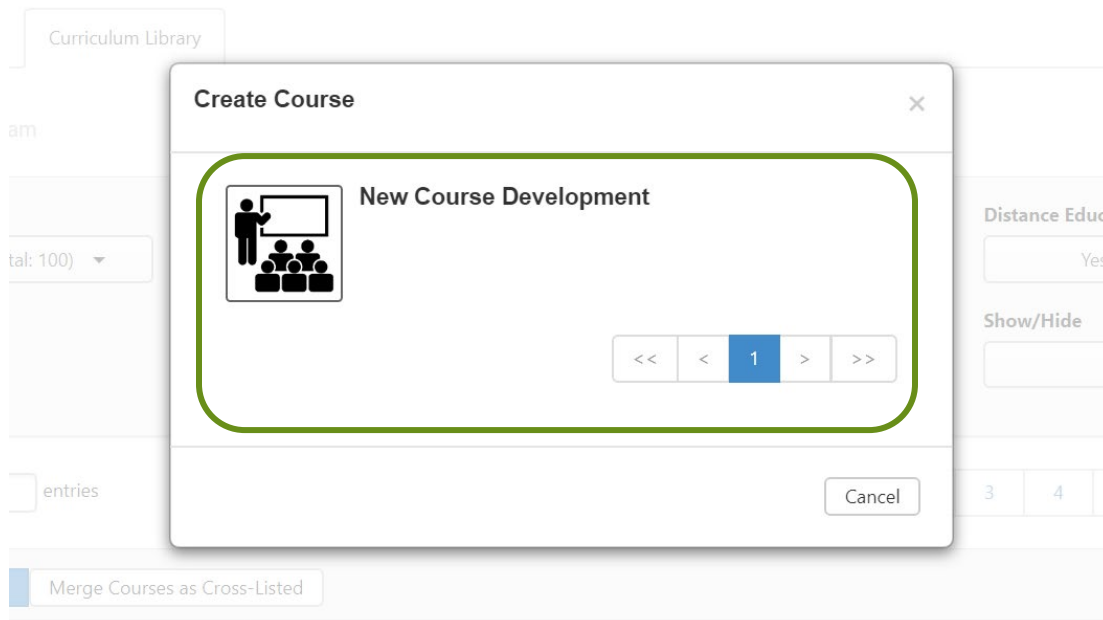
Step 5: There are multipe section that require information, please navigate through the tabs highlighted below. *An asterick * indicates a required field.*

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:

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

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