This training will guide the discussion and give specific directions for using Curriculum for roles that will review and approve proposals for the creation, revision, or inactivation of courses.

Navigating the Curriculum System

eLumen is an integrated system for managing Curriculum, Assessment, and Continuous Improvement. This guide will focus on the Curriculum section for users who will be reviewing the creation, revision, or inactivation of courses. As such, the areas this guide describes are under the Curriculum section.

Courses & Programs

The Courses and Programs tab is designed to give full access to the institution’s entire catalog of active courses and programs. From this list reviewers can view course history and reports.

Workflow Management

All workflows for courses, programs, and SLOs that are waiting for your review will appear in the Workflows tab within your Inbox.
Under the Active heading are all of the workflows requiring your immediate attention. To Review a workflow click Start Review and choose either the Step View, which presents each section of the proposal on a separate screen, or the Outline View, which presents the entire proposal on a single page.

Below the Active workflows eLumen also lists the current Stage of program and SLO proposals that might be of interest including those Coming Soon, Processing, or Recently Reviewed.
Reviewing, Editing, and Approving

eLumen provides three types of functionality for reviewers that can be customized for each part within the sections of a proposal. As a reviewer, you will always be able to see all of the sections and parts of the proposal. In each section, you will see buttons outlining your options.

**Course**

**Review (Division Coordinators):**
When viewing the proposal, you will see a review button in each part you are assigned. Please review the contents of that section for accuracy and check the Review box to acknowledge that you have seen the content.

Leave any feedback or corrections in the comments box at the end of the section and click Add Comment. You will see any previous comments from other reviewers.

You cannot submit the workflow until you click Review on all parts you have been assigned.

Multiple review roles can be added to a single stage, and the workflow will not progress until all roles have reviewed the course.

**Please note:** Once anyone with a given role reviews the course, it is satisfied for that role. Therefore, if more than one individual is given “Department Coordinator” for math, then if one individual with that role reviews the course, the role’s requirement has been satisfied.
Select “Review All” to automatically select Review on all parts of the proposal.

**Approve (Department Coordinators):**
If you are assigned the Approve action for a part of a proposal, your Review button in each section will be replaced with the option to either Approve or Send Back.

If send back is chosen for any part, the workflow will return to the first stage and the parts marked Send Back will be highlighted in red for the proposals originator. The course would then continue back through each stage of the workflow, starting with the first stage to be reviewed now that changes have been requested.

Leave any feedback or corrections in the comments box at the end of the section and click Add Comment. You will see any previous comments from other reviewers.

You cannot submit the workflow until you click Approve or Send Back on all parts.

Once the proposal’s originator submits their changes, the workflow will progress through the workflow again, continuing to the second stage.

**Please note:** If an Approver shares a stage with any Reviewers, once the proposal is approved it will move onto the next Stage.

Click Approve All to automatically select Approve on all parts of the proposal.

**Edit (Curriculum Chair, Specialist, Committee Reps):**
When a reviewer is assigned the Edit action for a part of a proposal, they will be able to change the content in those parts in addition to reviewing and commenting. Click the Edit button to make any changes.

**Views and Reports**
eLumen offers several reports and dashboards for your Curriculum data.

**Curriculum Specialist Dashboard**

Found by navigating to the Curriculum Development tab inside the Curriculum module, the Curriculum Specialist dashboard is available to those individuals with the Curriculum Specialist role. This dashboard provides management of the course and program proposals through insight into the workflow status and time to next review/due date.

Use the actions drop down to enter an in-development course or program workflow to make edits or act as proxy to move the workflow forward, view the COR, view the change and impact reports, as well as show the history of the course and delete the workflow.

**Faculty Dashboard**

Found by navigating to the Curriculum tab while logged in as the faculty role, this dashboard is similar to the Curriculum Specialist dashboard. Courses for the department in which the faculty member is assigned are visible, along with their workflow status, and time to their next required review. The Actions menu allows viewing the history, continuing an in-development workflow, and viewing the COR.

**Course Outline of Record or Program Outline of Record**

Course and Program outline of record reports are available through the Curriculum Specialist or Faculty dashboard, and are also available to all eLumen roles in the Courses and Programs area of the Curriculum tab.

To see a full overview of the curriculum information for a Course or Program, select that Course or Program and click View COR Report or View Program Outline Report at the top of the table. Choose the sections you wish to view from drop down menu in the pop up then click Go to Report. From the report screen click on the printer icon to print the Outline

**Change Report**

To see the changes from the latest approved version of a course to the newest revision of a course, navigate to the Curriculum dashboard and select the Change Report from the Action menu. The change report begins with a summary table of all changes to the course, then displays a side by side view of all fields. Red strikethrough indicates something that has been removed, and green underlining indicates content that has been added.

**Comparison Report**

From the Courses and Programs area of Curriculum, this report will create a side by side comparison of up to three Courses. To create this report, select two or three courses and click Compare at the top of the table. From the report screen click on the printer icon to print the Comparison.

**Impact Report**
The impact report is available from the Curriculum dashboard when a course is in development. It will identify the courses that use the development course as a requisite, those courses that are requisites of the development course, and the programs in which the development course is located.

**Chair Report**

The chair report is available on the Curriculum Specialist dashboard. This report allows courses to be selected and placed onto a PDF report. In addition, the dashboard can be downloaded as a CSV file to easily pull out the required content, and the ability to format as desired.

**Curricular Board Report**

The Board report is available on the Curriculum Specialist dashboard. This report allows the Curriculum Specialist to define a period of time using terms, then generate an HTML report listing a summary of all:

- Credit Courses
- Non-Credit Courses
- Course Revision
- Distance Education courses

The summary is followed by a detailed summary of the course code, course information, term approved, and submission rationale. Course revisions also include a detail of the proposed changes.

**Curricular Change Report**

This summary report is available on the Curriculum Specialist dashboard, and includes all new course creations, revisions, and deactivations. The report provides the changes in fields from the old version to the new version of the course.

**Step by Step Guidance for Reviewers**

Follow these steps once a course has entered your inbox to be reviewed.

1. Log-in to eLumen using: westvalley.elumenapp.com
2. Ensure role and department/division are appropriately selected, then select “Inbox”
3. Find the proposal you wish to review, then choose “Step View” or “Outline View”

4. Perform the action(s) assigned: edit, review, and/or approve/send back. Leave comments as desired by adding the comment to the comment box, then selecting “Add Comment”. **Note:** Once comments are added, they cannot be edited or removed. They are visible by all participants of the workflow.

Reply to someone else's comment by selecting “Reply”, adding in your response, then selecting “Add reply”.

5. Select “Submit” when your actions are complete. If the submit button is greyed out,
there are still items to review before you can submit.

6. Once you submit, a warning box will indicate where the course is going to next.
Select “Cancel” to continue your work. Select “Submit” to finish submitting the
course.
Submit Workflow Confirmation

Select "Submit" to send COMPSCH117 - Mobile Application Building- iOS and Android to the next stage in the workflow, Stage3.

This role will be reviewing once the next stage is reached: Curriculum Specialist

Cancel  Submit

You are done!