

eLumen Tutorial

Reminders

1. consulting with your Dean is strongly suggested prior to beginning work in eLumen especially for New Course submissions
2. the workflow in eLumen moves your submission to the Dean for approval then to the Vice President of Instruction for approval then to the curriculum committee for technical review
3. if you have submitted a New Course, Revised a Course, or requested Course Deactivation then make sure you regularly check your eLumen "Inbox" (blue box) at the top of the page for any and all actions regarding your course submissions
4. use the "Support" (white question mark inside blue box) tab to seek out answers to your frequently asked questions
5. when in doubt call any member of the Curriculum Committee to get one-on-one assistance with any and all of your eLumen queries

Create a New Course

1. send an email to the Data Steward (Elaine E.) to receive your new course number
2. log into siskiyous.elumenapp.com (no www.)
3. select "Faculty" at the pop down window @ top of page
4. working from top to bottom, click on the "Curriculum" tab
5. click on the "Courses & Programs" tab
6. click on the "New Course" tab that will be highlighted in blue
7. select either "Create a Community Education Course" or "Create a Credit Course" or "Create a Non Credit Course" from the **Create Course** dialog box
8. fill out each of the task panes making sure to complete each and every window that has an asterisk*
9. when complete click on "Save as Draft"
10. then click "Submit"
11. complete all of the task panes until complete

Revise a Current Course

1. log into siskiyous.elumenapp.com (no www.)
2. select "Faculty" at the pop down window @ top of page
3. working from top to bottom, click on the "Curriculum" tab
4. click on the "Courses & Programs" tab
5. navigate to the "Course Code" box
6. type in the course title with no spaces, i.e. BA1006
7. your course will appear below the "Entries" dialog box
8. click in the check box next to your course
9. click on the "New Revision" tab that will be highlighted in blue
10. click on "Revise a Community Education Course" or "Revise a Credit Course" or "Revise a Non Credit Course" from the **Revise Course** dialog box
11. when complete click on "Save as Draft"
12. then click "Submit"
13. complete each of the task panes as needed

Deactivate a Course

1. log into siskiyous.elumenapp.com (no www.)
2. select "Faculty" at the pop down window @ top of page
3. working from top to bottom, click on the "Curriculum" tab
4. click on the "Courses & Programs" tab
5. navigate to the "Course Code" box
6. type your course into the course title box using no spaces, i.e.
BA1006
7. your course will appear below the "Entries" dialog box
8. click in the check box next to your course
9. click on the "Deactivate Course" tab that will be highlighted in blue
10. you will see a dialog box that is labeled "Deactivate a Course"
11. you will then be asked "Are you sure you want to deactivate this Course?" *choose wisely before you click on **confirm***

View a Course of Record (COR)

1. log into siskiyous.elumenapp.com
2. select "Faculty" at the pop down window top of page
3. working from top to bottom, click on the "Curriculum" tab
4. click on the "Courses & Programs" tab
5. navigate to the "Course Code" box
6. type your course into the course title box using no spaces, i.e.
BA1006
7. your course will appear below the "Entries" dialog box
8. click in the check box next to your course
9. click on the "View COR Report" tab that will be highlighted in blue
10. you will see a "COR Report Options" dialog box
11. choose which sections to show in the report from the pop down menu
12. select either "List" or "Grid"
13. click on the "Go to Report" tab
14. the report can now be either printed, copied, or displayed on second monitor