

# Detailed Guidance on Specific Areas of the Course Workflow in eLumen

This section will give guidance on the different areas of the course workflow. For additional assistance, reach out to the Curriculum Specialist.

**\*\*\*NOTE: If you are revising a course, the information will be auto populated. You will only need to revise the areas you wish to change. You MUST list ALL the changes as well as what modalities the course can be offered in the Submission Rational area on the Cover Info Tab\*\*\***

## Cover Info Tab

The Cover Info tab holds general information for the course, as well as this particular workflow proposal. As a course code and title are added to the workflow, this information will populate at the top of the page, and be visible as you move from tab to tab. In addition, this top area includes the type of workflow selected, and the title of the workflow.

The screenshot shows the 'Cover Info' tab in the eLumen system. It features a navigation bar at the top with tabs for 'Cover Info', 'Course...', 'Units...', 'Pre-re...', 'Specif...', 'Leamt...', 'Outlin...', 'Approv...', 'Lab...', and 'Studen...'. Below the navigation bar, there are several sections for course information:

- General Information:** Includes fields for (CB01) Course Code \* (ADS 101), (CB02) Course Title \* (Introduction to Addiction Studies), (CB03) TOP Code \* (2104.40) Alcohol and Control..., CIP Code (51.1501) Substance Abuse/A..., Department \* (Alcohol & Drug Studies), and Catalog Description \* (Addiction studies investigates the global effects of substance abuse on the mind and body...).
- Proposal Details:** Includes fields for (CB09) SAM Code \* (Possibly Occupational) and (CB00) Course Control Number (CCC000560822).
- Author:** Elizabeth Cockrell, with a link to 'Add Additional Contributors'.
- Proposal Start \*:** A dropdown menu with the option '-- Choose Starting Term --'.
- Submission Rationale \*:** A dropdown menu with the option 'None selected'.
- Indicate the Changes made and what modalities can the course be offered in \*:** A text area labeled 'Notes for Submission'.
- Attachments:** A section with an 'Upload Files' button and a note: 'You need to name and save the workflow once to upload files.'

• **Cross List:** When creating or revising a course, use the **Add Cross List Course** button to create a new course to be cross-listed with the current course being created/revised. If the intent is to cross-list two already existing courses, use the **Merge Courses as Cross Listed** option on the Library to merge two existing courses. Using this button will create a

completely new course, and cross list it with the course currently in workflow.

- **(CB01) Course Dept & Number:** This is the department and number signification for the course (e.g., HIS 130)
- **(CB02) Course Title:** The full title of the course, as it appears/should appear in the Catalog. (max 68 characters)
- **(CB03) Local ID (TOP Code):** TOP Codes are used by the CCC system to indicate the subject matter of a course or program. Select the most appropriate TOP Code from the TOP Code Manual.
- **National ID (CIP Code):** This is a code used federally that is similar to the TOP codes used locally. eLumen will select the CIP Code that is paired to the TOP Code you enter.

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- **Catalog Description:** Clearly describe in 50-100 words the scope of the course, its level, and what kinds of student goals this course is designed to fulfill, **exactly as it should appear in the college catalog.**
- **(CB09) SAM Priority Code:** This code is used to indicate the degree to which a course is occupational, and to assist in identifying course sequence in occupational programs. If the course has a vocational TOP Code (marked with an asterisk\* in the Top Code Manual), then this code cannot be 'E – Not Occupational.' Likewise, if the course doesn't have a vocational TOP Code, then this code *must* be 'E – Not Occupational.
- **(CB00) Control Number:** This code is like a serial number for the course that is vitally important to state reporting. Every new course gets one; and when a course goes through a substantial change, it gets assigned a new one. Long story short: you don't need to worry about this one. Curriculum support staff will take care of it.
- **Additional Contributors** can be added by using the **Add Additional Contributors** button at the bottom of the Cover Info tab. Select the additional contributor from the list of available users on the right side of the modal window. To remove collaborators, select their name from the left side, and they will move over to the right side. Select **Close** when finished. Use the **Role** drop-down to help filter the list of users as appropriate. Those collaborators will then be able to access the course the same as the original originator.
- **Attachments** can be added to a course on the bottom of the Cover Info tab. If this is a new proposal, you will have to **Save as Draft** and re-enter the workflow (either through the Inbox or the **View Workflow** option on the Dashboard) to see the option. Saving as a draft once provides a place in the database to store the file.
- **Proposal Start Date:** Select the next available term.
- **Submission Rationale:** For a **NEW** Course: State New course and the modalities the course can be offered in, EX Face to Face, Correspondence Education and Distance Education. For a **REVISED** course: you will select non-substantial or substantial change depending on the changes you are making.
- **Notes for Submission** area **NEEDS** to contain what areas on the COR has changed as well as the modalities the course can be offered. This content is visible when the Curriculum Specialist runs the Board Report. Ex: Textbook update, Updated SLOs. Face to Face.

### **Course Development Options Tab**

The second tab of a course workflow, Course Development Options, includes information on basic skills, grading methods, retake, audit, associated programs, and articulation.

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The screenshot shows the 'Course Development Options' section in eLumen. It includes several sub-sections:

- More Options:** Contains dropdown menus for '(CB08) Basic Skill Status \*' (set to 'Course is not a basic skills course.'), '(CB13) Course Special Class Status \*' (set to 'Course is not a special class.'), and 'Grade Options' (set to 'Letter Grade methods'). It also has a text area for 'Retake Policy Description'.
- Allowed Number of Retakes:** A numeric input field set to '0' and a checkbox for 'Allow Students to Gain Credit by Exam/Challenge'.
- Rationale For Credit By Exam/Challenge:** A text area for providing a 'Short Explanation of the Rationale For Credit By Exam/Challenge'.
- Associated Programs:** A checkbox for '(CB24) Course is part of a program' is checked. Below it, a list of programs is shown, including 'Alcohol and Drug Studies Certificate of Achievement', 'Associate of Arts in Liberal Arts, Emphasis in Social & Behavior Science', and two 'Alcohol and Drug Studies Specialist' certificates.
- Transferability & Gen. Ed. Options:**
  - (CB05) Request for Transferability:** A dropdown menu is set to 'Transferable to CSU only' and the 'Transferability Status' is 'Approved'.
  - Request for General Education Transferability:** A table with two rows:
 

Option	Categories	Transferability Status	Comparable Course
Option A - A. S. GENERAL EDUCATION LIFE LONG UNDERSTANDING & SELF DEVELOPMENT (minimum of 3 units)	DEVELOPMENT (minimum of 3 units) ADS 101, 102 CHD 101 GES 115 HEA 140 NSC 128 PHE (see counseling) PSY 1110* SOC 1111*	Approved	No Comparable Course defined
Option B - General Education CSU-GE Breadth Area E	LIFE LONG UNDERSTANDING & SELF DEVELOPMENT: Minimum 3 units, not all in physical activity ADS 101, 102 CHD 101 GES 115 NSC 128 HEA	Approved	No Comparable Course defined

- **(CB08) Basic Skills:** This code indicates whether the course is a basic skills course.
- **(CB13) Course Special Class Status:** This code indicates whether a course is “educational assistance class instruction” according to the provisions of [title 5, section 56028](#).
- **Grading Options:** Select the appropriate options for the course: Letter Grade, Pass/No Pass, and/or Satisfactory Progress.

- **Number of Retakes and Retake policy Description:** Leave this blank.
- **Associated Programs:** This check box cannot be selected. Instead, as the course is added to program course block groups, and the program is approved, the programs will automatically populate in this area.
- **(CB05) Current Transferability Status:** Select the appropriate option. If you are unsure whether the course transfers to CSU and/or UC, please consult ASSIST.org, the Articulation Officer, or the Curriculum Coordinator. NOTE: All courses numbered 100 and above automatically transfer to CSU.
- **Gen. Ed. Options:** Select the appropriate GE Pattern, and then the Area(s) you are proposing/renewing. The status of the request will automatically be set to Pending. When/if the request is approved, the status will update when it is set by the Curriculum Specialist role. The Articulation officer will be able to help you select the areas if you are not sure what areas the course can fall in.
  - When selecting General Education options, make sure to select all potential categories for a given system/institution. Adding additional content to the comparable course/additional information section should be done in accordance with your institution policies. If in doubt, check with the Articulation Officer. Once the selections are made from the

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dropdown, and additional content is presented (if needed) in the text box, select **Add General Education Request**.

## Units and Hours Tab

Cover... Course... **Units and Hours** Pre-re... Specif... Learni... Outlin... Approv... Lab... Studen...

Articles... Course...

**Credit / Non-Credit Options**

(CB04) Course Credit Status \*  
Credit - Degree Applicable

(CB22) Course Non Credit Category  
Credit Course

Non-Credit Characteristic  
-- Select Option --

(CB11) Course Classification Code  
Credit Course

(CB23) Funding Agency Category \*  
Not Applicable

(CB10) Cooperative Work Experience Education Status

Variable Credit Course

Default Profile: Add New Profile

Profile Name: Default Profile

Auto-calculate fields based on the parameters set in System & Settings > Curriculum > Units & Hours. ⓘ

**Weekly Student Hours**

	In Class	Out of Class	Default Ratio
Lecture Hours	3	6	1:2
Lab Hours	0	0	3:0
Activity	0	0	2:1

**Weekly Specialty Hours**

Description	Type	In Class	Out of Class
	Activity	0	0

No specialty defined

**Course Student Hours**

Course Duration (Weeks): 18

Hours per unit divisor: 54

Course In-Class (Contact) Hours	
Lecture:	54.00
Lab:	0.00
Activity:	0.00
Total:	54.00

**Time Commitment Notes for Students**

Time Commitment Notes for Students

Short explanation of the Time Commitment Notes for Students for this course.

- **(CB04) Course Credit Status:** This code indicates whether the course is Noncredit, or one of two subcategories of Credit courses. (see page 51-52 of the PCAH 7<sup>th</sup> edition for definitions)
- **(CB22) Noncredit Category:** If Non-Credit is selected in CB04 then you must fill this out. If not, you will not be able to edit this field. This code classifies a noncredit course in accordance with its primary objective within the ten state-supported areas defined in California Ed. Code sections

84757(a) and 84760.5 and Title 5, section 58160. (see page 111-114 of the PCAH 7<sup>th</sup> edition for definitions)

- **Non-Credit Characteristic:** This code is used to identify special characteristics of the noncredit course. (see page 120 of the PCAH 7<sup>th</sup> edition for definitions)
- **(CB11) Course Classification Code:** If this course is a credit course, it auto-populates with Y- Credit course. If its non-credit, you will select Non-Enhanced Funding.
- **(CB23) Funding Agency Category:** This element describes whether or not a Chancellors Office Workforce and Economic Development grant was used to fully or partially develop a course and./or curriculum.
- **(CB10) Cooperative Work Experience Education Status:** This code indicates whether the course is part of a cooperative work experience education program, according to provisions of Title 5, Section 55252
- **Variable Credit Courses:** To create a single set of hours with a different maximum and minimum number of credits, select the variable credit course checkbox. This will allow the maximum value to be populated using auto-calculation of weekly hours, and the minimum number of units to be adjusted to a lower number. Another option to create variable credit courses (seen

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below in the Profiles area) is to create a minimum set of values, and then add an additional profile for the maximum value.

- **Auto-calculation:** The system is set up to auto-generate the number of units based on the weekly hours entered. The system uses a standard set of widely accepted ratios for lecture, lab, and activity hours, along with the number of weeks (duration), and an hours per unit divisor to calculate the units based on the weekly hours. When the auto-calculation is not needed, especially to accommodate courses that do not follow the standard units and hours patterns, it can be turned off by de-selecting the checkbox. Notice that any values entered with the auto-calculation enabled will still be present, however, now all values can be adjusted as needed from top to bottom of the page.
- **Weekly Specialty Hours:** For some courses, the standard hour types will not be suitable. In circumstances when a course requires hours to be named in a particular way, the Weekly Specialty Hours area can accommodate any title of hours needed. To add hours to this area, give a description, select the type, enter a number of in-class hours, then select **Add**.

Description	Type	In Class	Out of Class
	Activity	0	0

Use the description to clearly define the type of hours being added to this area.

Activity Name	Type	In Class	Out Of Class
Specialty Hours	Activity	2	1

- **Course Student Hours:** All values in this area are auto-calculated, unless that setting is unchecked.

### Pre-Requisites and Entrance Skills Tab

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Each Rule Group contains requisites, there is an "AND" rule between them. Every time you add a Rule Group, an "OR" rule is created between the existing ones and the newest.

Prerequisite: ENG099 Basic Composition

Select Objectives and Outcomes

Content Review

Remove Group Add Requisite

Add Group

- **Prerequisite:** A course that must be taken prior to the course in workflow.
- **Anti-Requisite:** A course that cannot be taken along with the course in workflow and both count toward a given degree/certificate. - **WE DO NOT**

### **USE THIS REQUISITE!**

- **Co-Requisite:** A course that should be taken at the same time as the course in workflow.
- **Advisory:** A course that it is highly recommended to be taken before or with the course in workflow.

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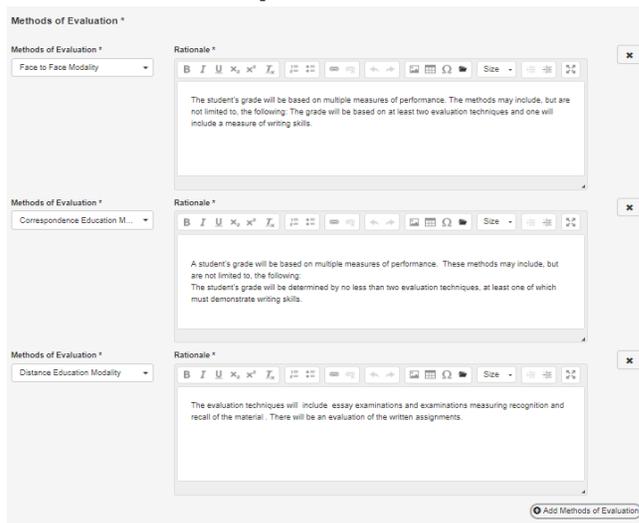
- **Creating "And" Rules**
  1. Select **Add Rule Group**.
  2. Select **Add Rule**.
  3. Choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
  4. Choose **Select Objectives and Outcomes**, choose from the provided lists, and then select **Add**.
  5. Select **Add Rule** to add "AND" for the second course.
  6. Select **Requisite Type** and **Course** as before.
  7. Continue the same process, choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
  8. Continue the same steps to keep adding "AND" between courses.
- **Creating "Or" Rules**
  1. Select **Add Rule Group**.
  2. Select **Add Rule**.
  3. Choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
  4. Choose **Select Objectives and Outcomes**, choose from the provided lists, and then select **Add**.
  5. Select **Add Rule** to add "OR" for the second course.
  6. Select **Requisite Type** and **Course** as before.
  7. Continue the same process, choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
  8. Continue the same steps to keep adding "OR" between courses.

## **Specifications Tab**

The **Specifications** tab includes information about what goes on inside the course, including the methods used for instruction and evaluation, sample assignments, textbooks and other instructional materials, as well as equipment and any materials fees.

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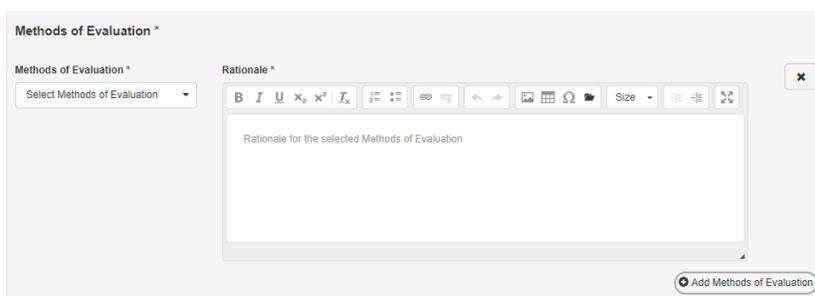
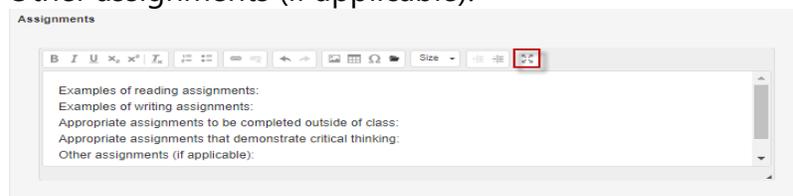
- **Methods of Instruction:** Select from the drop down arrow what modality the course can be offered in, If its more than one modality you would add them separately. . On the right hand side, you will type what the methods of instruction are. You will have to do this for each Modality the course can be offered in. **If there is a modality the course cannot be offered in, please do not select that modality.** The Methods of Instruction (MOI) are added by selecting: **Add Method of**



the course can be offered in, If its more than one modality you would add them separately. . On the right hand side, you will type what the methods of instruction are. You will have to do this for each Modality the course can be offered in. **If there is a modality the course cannot be offered in, please do not select that modality.** The Methods of Instruction (MOI) are added by selecting: **Add Method of**

## Instruction

- **Assignments:** The Assignments rich text editor box is designed to allow as much content as required to be added and defined. If you click on the expand arrows it will make this a full page so you can type easier. You must include the following:
  1. Examples of reading assignments:
  2. Examples of writing assignments:
  3. Appropriate assignments to be completed outside of class:
  4. Appropriate assignments that demonstrate critical thinking:
  5. Other assignments (if applicable):



- **Methods of Evaluation:** Select from the drop down arrow what modality the course can be offered in, If its more than one modality you would add them separately. On the

right hand side, you will type what the methods of instruction are. You will have to do this for each Modality the course can be offered in. **If there is**

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**a modality the course cannot be offered in, please do not select that modality.** The Methods of Evaluation (MOE) are added by selecting: **Add Method of Evaluation.**

- **Textbooks:** To add a textbook, enter the information for the author, title, publisher, date, and ISBN, then select **Add New Textbook**. The option to **Add New Textbook** will not become active until the first four items are filled out. Continue adding textbooks in the same way. Remove textbooks by selecting the black **X**.

The image shows two side-by-side screenshots of the 'Textbooks' form. The left screenshot shows the form with empty input fields for Author, Title, Publisher, Date, and ISBN. Below the ISBN field is a disabled 'Add New Textbook' button. The right screenshot shows the same form with the fields filled out. A list of added textbooks is displayed on the right side of the form, each with a black 'X' icon to remove it. The added textbooks are: 1. Kimmel, Weygandt, & Kieso Financial Accounting, Tools for Business Decision Making 7th, Wiley 2013 ISBN: 9781118544282. 2. Weygandt, Kieso & Kimmel Accounting Principles 10th, Wiley 2010 ISBN: 9780470834793. 3. Weygandt, Kimmel & Kieso Financial and Managerial Accounting 1st, Wiley.

- **Other Instructional Materials:** Any materials needed for a course that are not a textbook can be added using the **Other Instructional Materials** area. This can include non-textbook resources, packets from the bookstore, or any other instructional materials needed for the course. Add materials with at least a description, then select **Add Material**. Continue adding materials in the same way.

The image shows a screenshot of the 'Other Instructional Materials' form. At the top, there is a list of added materials, currently containing one entry: 'Bookstore Packet' with a black 'X' icon to remove it. Below this list are three input fields: 'Description \*' with the placeholder 'Add a Description', 'Author' with the placeholder 'Add Author', and 'Citation' with the placeholder 'Add Citation'. Each field has a dropdown arrow on the right side. At the bottom right of the form is an 'Add Material' button.

## **Learning Outcomes Tab**

The **Learning Outcomes** tab includes both objectives and student learning outcomes for the course.

- **Course Objectives:** To add course objectives, begin writing in the textbox, then select **Add New Course Objective**. Continue this method to add as many objectives as required. Once added, objectives can be re-ordered using the arrows on the right side of the entry. To remove an objective, select the black **X**. To edit the text of the objective, select the text. An editor will appear. Select the blue check mark to save your change.

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- **CSLOs:** The Course Student Learning Outcomes can be added in the same way the objectives were added. Enter the text of the SLO in the box, then select **Add New CSLO**. If CSLOs are already listed, select the text to create a new version of the CSLO. Select the black **X** to remove the CSLO from the course. Once the workflow is approved, and the term for which the course has been approved has come, the change made to the CSLO in Curriculum will be seen in the SLOs & Assessment area.

### **Outline Tab**

The outline tab contains the content for the course. It is separated into two potential areas: course outline and lab outline. To enable the lab outline, select the box titled Lab Component in this Course.

### **Approval Dates (Correspondence & Distance Ed ONLY) Tab**

If the course has a modality of Correspondence and/or Distance Education, the Curriculum Specialist will enter approval dates here once it is approved.

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Approval Dates (Correspondence & Distance Ed ONLY)

Correspondence Ed - Curriculum Committee Approval Date:

Correspondence Ed - Board of Education Approval Date:

Distance Ed - Curriculum Committee Approval Date:

Distance Ed - Board of Education Approval Date:

Enter the Code, Title and Department to Save as Draft

Delete Workflow Save as Draft Submit

## **Lab Component Questions Tab**

If the course has a lab, this is where you will describe how the lab work is to be conducted and how the student work is to be evaluated.

Lab Component Questions

If the course has a lab component, describe how lab work is to be conducted and how student work is to be evaluated.

Upload Files

## **Student Confidentiality, Contact & Readiness Tab**

This is where you would enter the language from ACCJC and Title 5 regulations for each question. (See the eLumen Language handout at the end of this document.)

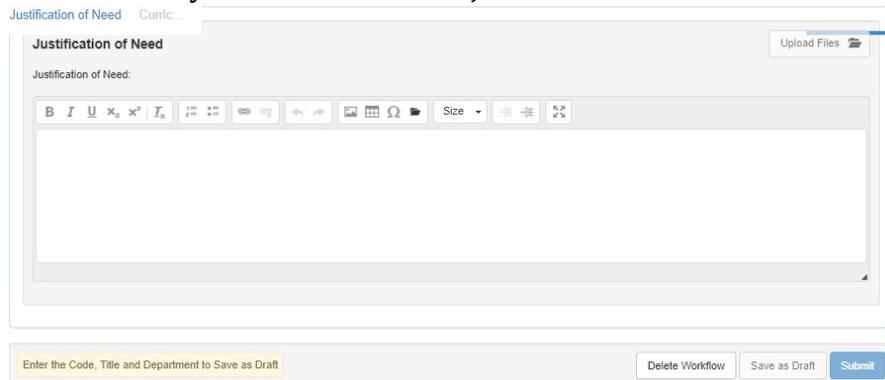
1. Describe how the confidentiality of the student's work and grades will be maintained.
  - Instructors shall make reasonable efforts to protect the confidentiality of students' grades and graded work consistent with practices described in the Family Education Rights and Privacy Act (FERPA).
2. Describe procedures that help verify the individual submitting class work is the same individual enrolled in the course section for Correspondence and/or Distance Education.
  - Consistent with policy elements listed in the ACCJC's "Policy on Distance Education and on Correspondence Education," the College verifies the identity of a student who participates in class or coursework by using, at the College's discretion, such methods as a secure log-in and password, proctored examinations, or other technologies or practices that are developed and effective in verifying each student's identification.

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3. Describe how regular, effective contact between the instructor and a student is maintained for Correspondence and/or Distance Education.
  - Regular, effective contact may include, but is not limited to, exams; quizzes; essays; research papers; graded homework assignments; syllabus receipt; office hours; instant messaging; and synchronous online discussions, e-mails, letters, notes, phone calls, or postings on the Bridge between instructor and student.
4. Describe procedures that evaluate the readiness of a student to succeed in an correspondence, online, ITV or hybrid course section.
  - The procedure might consist of a short assessment questionnaire prepared by the instructor and self-administered by the student. The questionnaire would evaluate areas such as working independently, adhering to timelines, and familiarity with working online and with computer technology. The student would use the resulting score to evaluate his or her readiness to take the course in a correspondence, online, ITV or hybrid instructional mode.

### **Justification of Need Tab**

This is where you would enter the Justification of need.



The screenshot shows a web interface for the 'Justification of Need' tab. At the top, there are two tabs: 'Justification of Need' (selected) and 'Curric...'. Below the tabs is a header 'Justification of Need' with an 'Upload Files' button. The main area is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, insert table, insert image, insert video, insert audio, insert link, and a size dropdown. Below the editor is a text input field with the placeholder 'Enter the Code, Title and Department to Save as Draft' and three buttons: 'Delete Workflow', 'Save as Draft', and 'Submit'.

### **Curriculum Technician Tab**

The Curriculum Technician tab is an administrative tab that cannot be edited by the originator. Only the Curriculum Specialist role can adjust the values on this tab. This is where the status for transferability and General Education requests will be set.

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Curriculum Technician

### Course Administration Codes

**Course Control Number (CB00)**  
Enter the Course Control Number (CB00)

**Curriculum ID (internal use)**  
Enter the Curriculum ID

**Course Prior to College Level (CB21)**  
-- Select Option --

**Course Version Status:** In Development

**Curriculum Committee Approval Date:**

**Board of Trustees Approval Date:**

**External Review Approval Date:**

**Time to Next Review:**

**Date for Next Review:**

**Distance Education Approved:**

### Articulation

**Course Crosswalk CRS-DEPT-NAME (CB19)**

**Course Crosswalk CRS-NUMBER (CB20)**

**Articulation Agreement Request**

**Transferability**  
• Not transferable

**Course Transfer Status (CB05)**  
Not transferable

Enter the Code, Title and Department to Save as Draft

Delete Workflow Save as Draft Submit