# Creating a New Course in eLumen

The following steps outline the process for creating a new course workflow. Once a faculty member has submitted a new course, the course will move through the stages of the workflow.

**Step 1:** Only use CHROME, FIREFOX or SAFARI- do NOT use internet explorer. The PVC eLumen page is: https://pvc.elumenapp.com/
(If you would like to practice, you can go to PVCs test page: https://pvctest.elumenapp.com/)
**Step 2:** Log in using your PVC assigned email address and password.
**Step 3:** From the home page, you will see your name. If you have multiple roles in eLumen, click the drop down and choose the correct role. Then Choose your Department.



**Step 4:** To create a new course, Select the Curriculum Tab, then select the "Curriculum Library" tab. Select the "New Course" button.
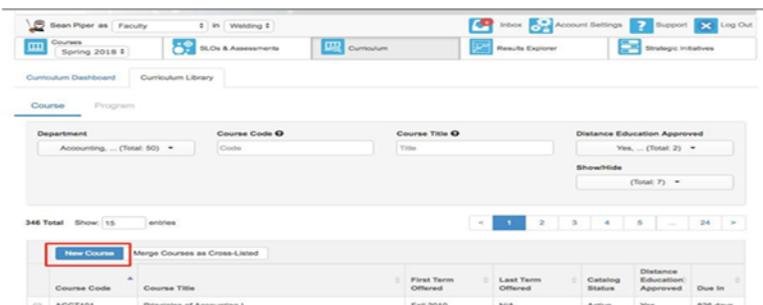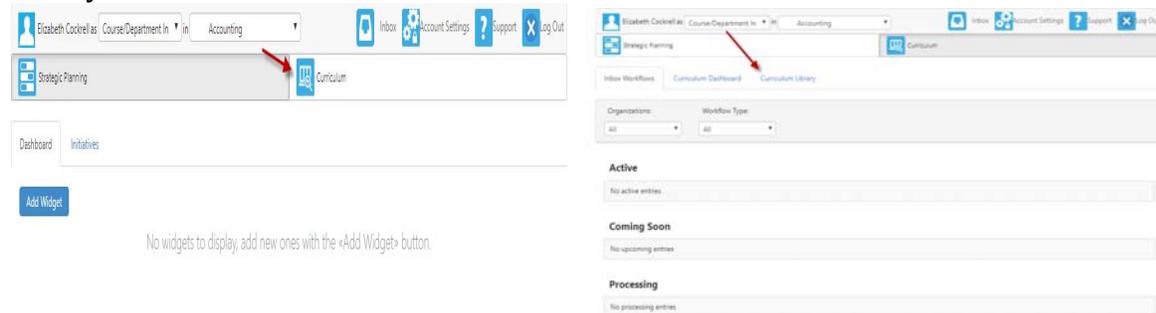


**Step 5:** Next, select the type of workflow appropriate for the course being created or revised. Click on the "revise a course." The only workflows a user will see are those that have been defined with the role currently selected in the dropdown menu as the originator.
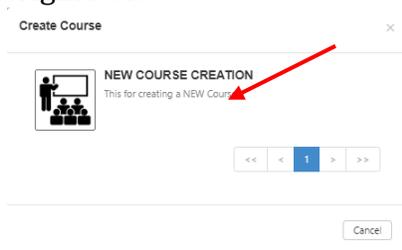


Make the choice carefully. If you decide to use a different workflow at a later time, any work you started will be lost, as you must delete the wrong workflow to launch a new one.

Once selecting a workflow, users will see the Cover Info information for the course. If

the workflow is for a new course, the page will be blank.



All fields with an asterisk (*) are required. All fields with three dots indicate additional information. Select the three dots to expand the information.



The "i" at the top right will open additional information for completing the proposal. This area is configured by the institution, so the content displayed will differ from the screenshot below.



**Step 6:** Navigate between the tabs by selecting them, forward and backward movement is allowed. Work is automatically saved when moving between tabs.



**Step 7:** Once you are done editing the information, click Submit. The course would then start to go through the workflow stages.



If you are not done editing the information you can click on save as draft and close the proposal. To return to the workflow in progress after saving as a draft, navigate to the Curriculum Dashboard, and use the Actions menu to "View Workflow" or navigate to the Inbox, and select "Continue Workflow" next to the course.

# Revising a Course in eLumen

The following steps outline the process for revising of a course workflow. Once a faculty member has started a course revision, the course will move through the stages of the workflow.

**Step 1:** Only use CHROME, FIREFOX or SAFARI- do NOT use internet explorer. The PVC eLumen page is: https://pvc.elumenapp.com/
(If you would like to practice, you can go to PVCs test page: https://pvctest.elumenapp.com/)
**Step 2:** Log in using your PVC assigned email address and password.
**Step 3:** From the home page, you will see your name. If you have multiple roles in eLumen, click the drop down and choose the correct role. Then Choose your Department.



**Step 4:** To create a course revision, navigate to the Curriculum Library, then use the course code box on the filter to locate the course. Check the box next to the course and select "New Revision" button.
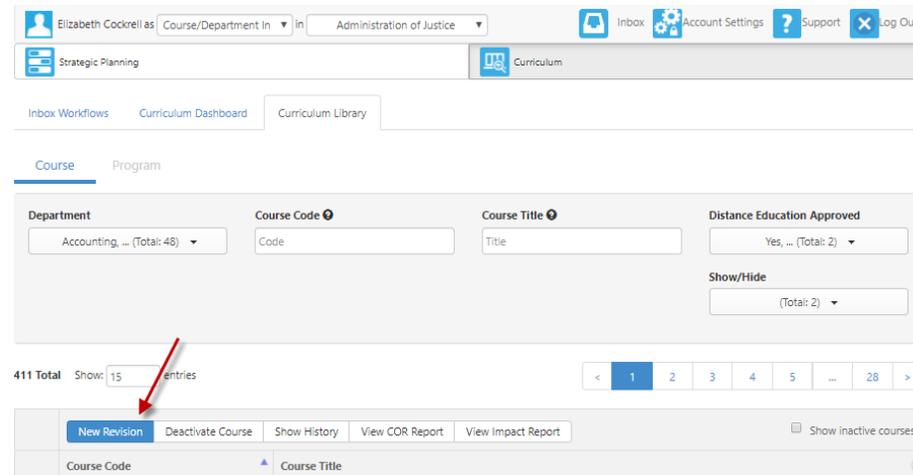


**Step 5:** Next, select the type of workflow appropriate for the course being created or revised. Click on the "revise a course." The only workflows a user will see are those that have been defined with the role currently selected in the dropdown menu as the originator.



Make the choice carefully. If you decide to use a different workflow at a later time, any work you started will be lost, as you must delete the wrong workflow to launch a new one.

# Revising a Course in eLumen

Since the workflow is to revise a course, the content on the page will populate based on the most recent approved version of the course.



All fields with an asterisk (*) are required. All fields with three dots indicate additional information. Select the three dots to expand the information.



The "i" at the top right will open additional information for completing the proposal. This area is configured by the institution, so the content displayed will differ from the screenshot below.



**Step 6:** Navigate between the tabs by selecting them, forward and backward movement is allowed. Work is automatically saved when moving between tabs.



**Step 7:** Once you are done editing the information, click Submit. The course would then start to go through the workflow stages.



If you are not done editing the information you can click on save as draft and close the proposal. To return to the workflow in progress after saving as a draft, navigate to the Curriculum Dashboard, and use the Actions menu to "View Workflow" or navigate to the Inbox, and select "Continue Workflow" next to the course.

# Inactivating a Course in eLumen

The following steps outline the process for inactivating of a course. Once a faculty member has started a course inactivation, the course will move through the stages of the workflow.

**Step 1:** Only use CHROME, FIREFOX or SAFARI- do NOT use internet explorer. The PVC eLumen page is: https://pvc.elumenapp.com/
(If you would like to practice, you can go to PVCs test page: https://pvctest.elumenapp.com/)
**Step 2:** Log in using your PVC assigned email address and password.
**Step 3:** From the home page, you will see your name. If you have multiple roles in eLumen, click the drop down and choose the correct role. Then Choose your Department.



**Step 4:** To inactivate a course, navigate to the Curriculum Library, then use the course code box on the filter to locate the course. Check the box next to the course and select "Deactivate Course" button.
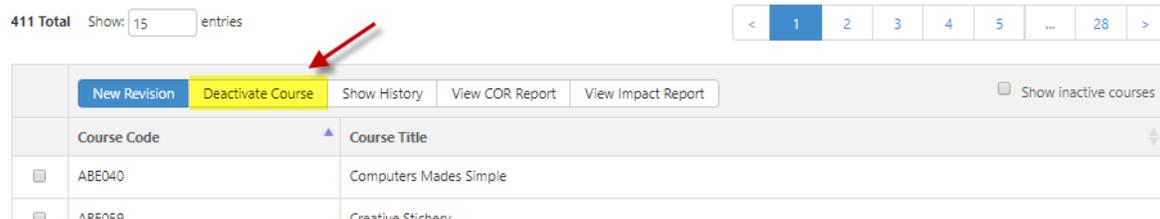


**Step 5:** Next, You will be asked if you are sure you want to deactivate this course.
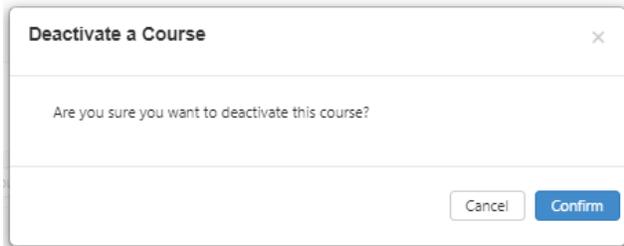


You will enter why you think this course should be inactivated then submit.