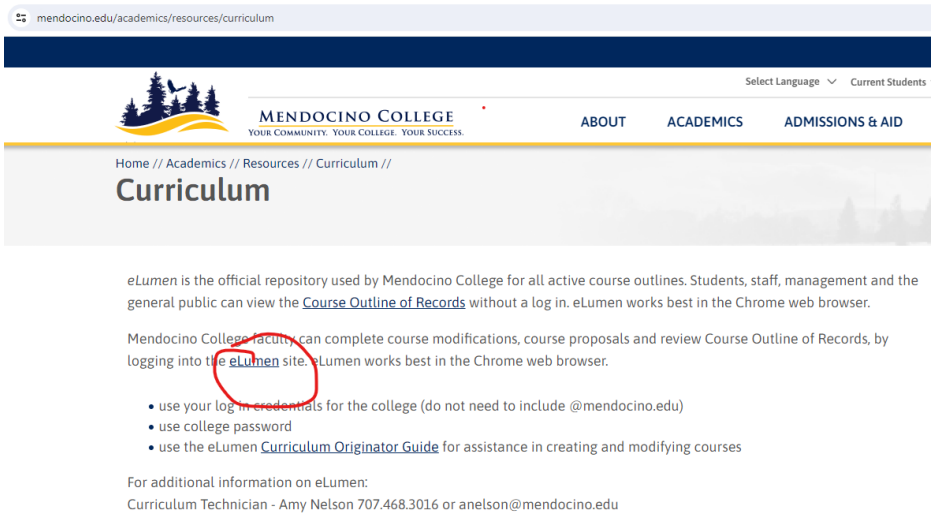
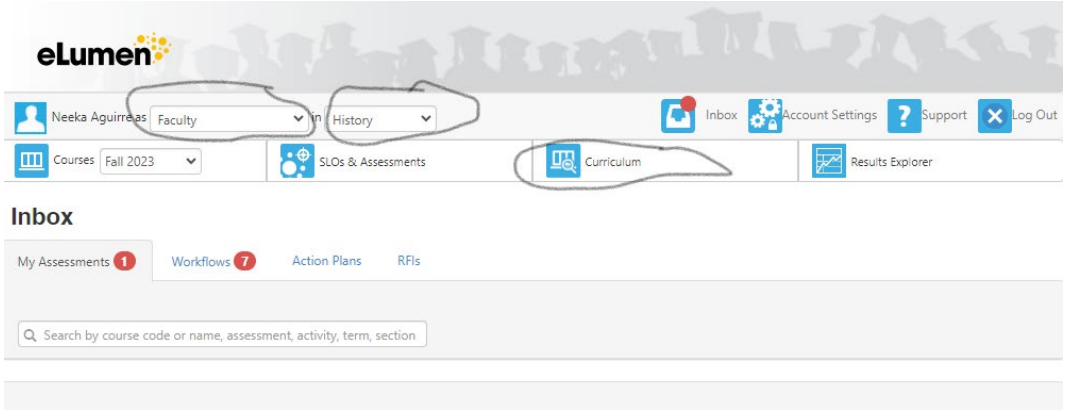
Elumen Quick Reference "How Do I . . .?"

1. How do I Begin a New Course Revision in Elumen?
2. How do I Begin Creating a New Course in Elumen?
3. How do I Deactivate a Course in Elumen?

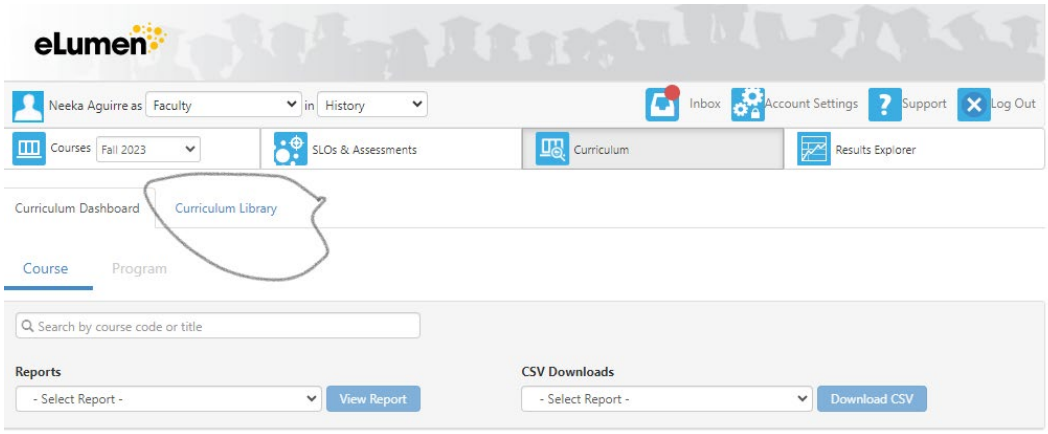
How to Begin a New Course Revision

Steps:

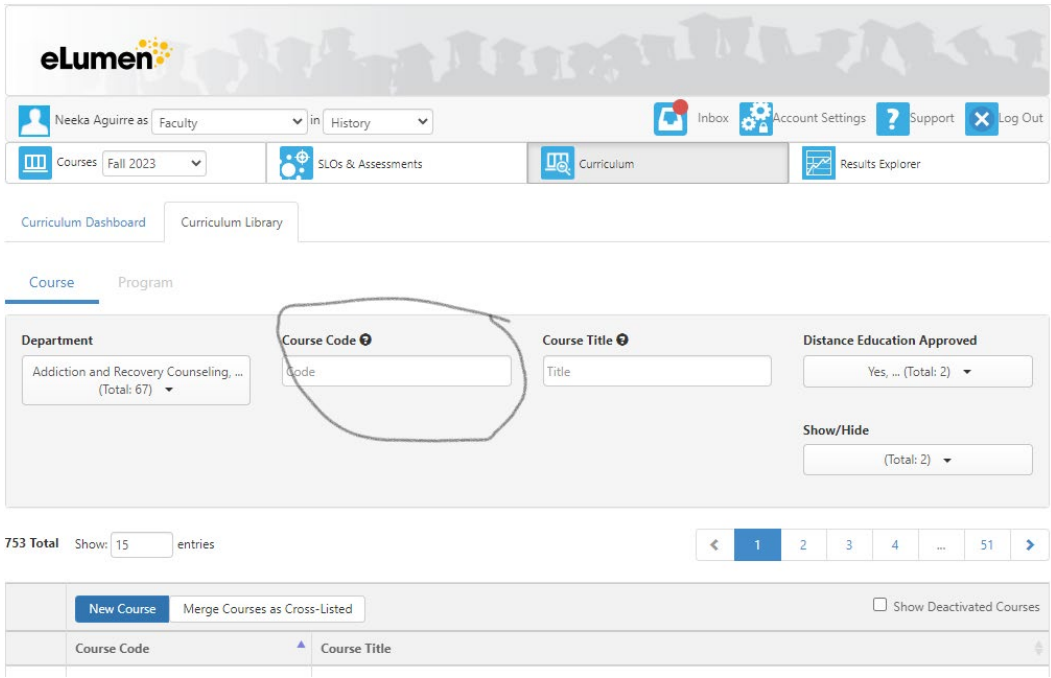
1. Open the Mendocino College Curriculum Webpage
2. Click on Elumen
   a. 

3. Make sure that your ROLE is "Faculty" and your DISCIPLINE is correct
   a. 

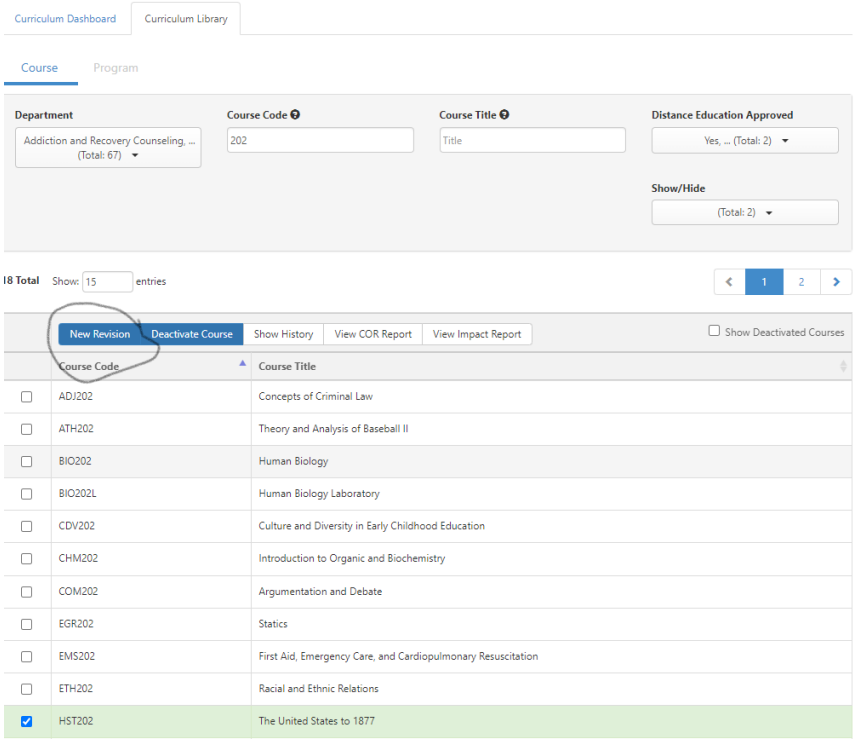
4. Click on the "Curriculum Tab"
5. Click the "Curriculum Library" Tab

a. 

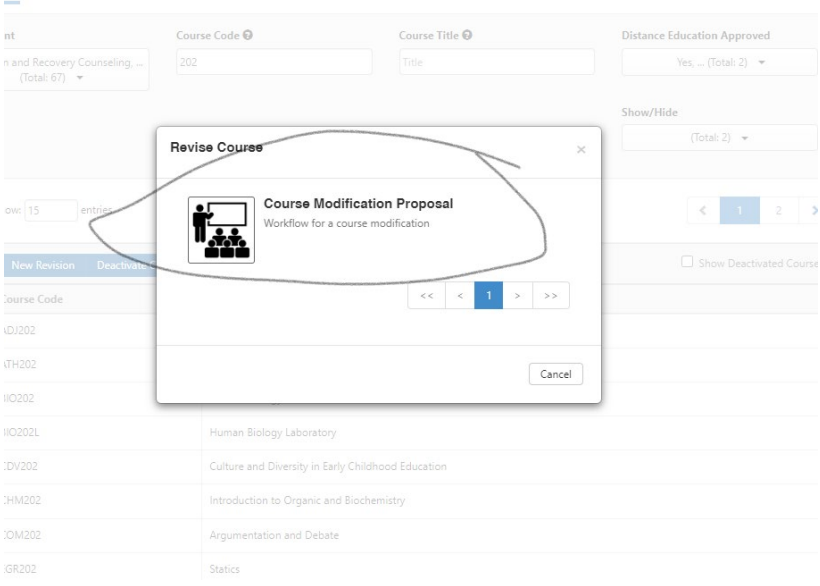
6. Find your course – it is often easiest to use the course number in the search bar and then just find your course from the short list that populates

a. 

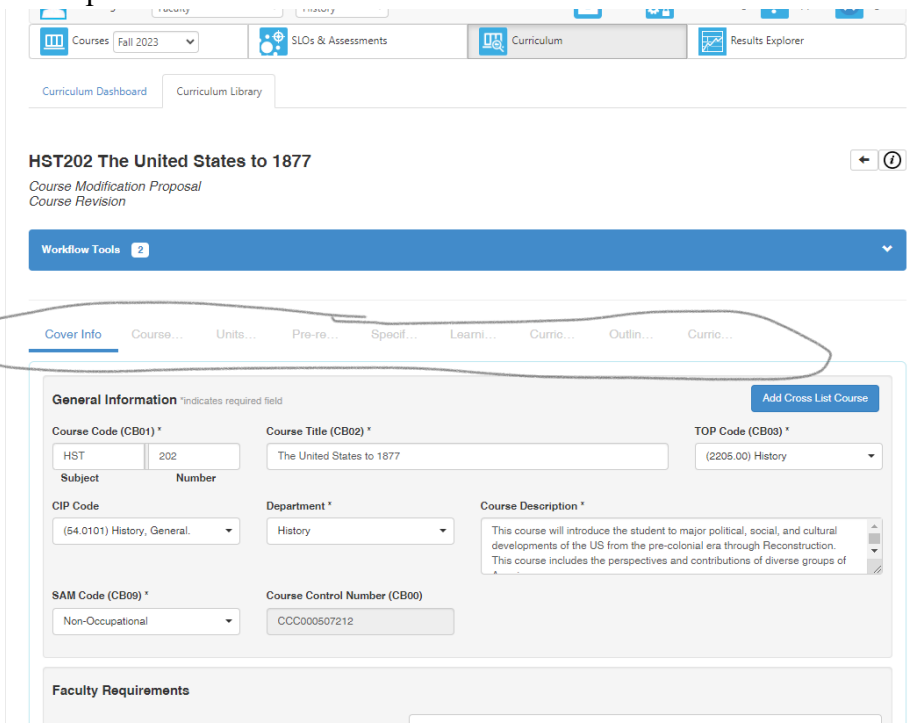
7. Click on the correct course and then choose “New Course Revision”

a. 

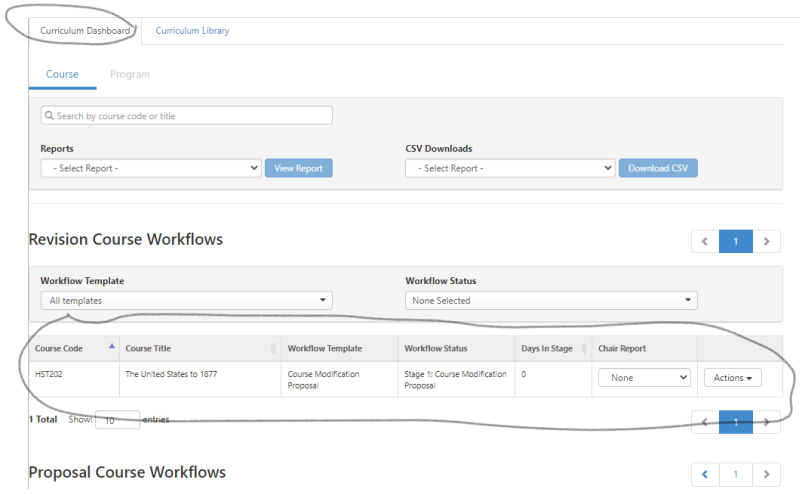
8. Click on the “Course Modification Proposal” that pops up:

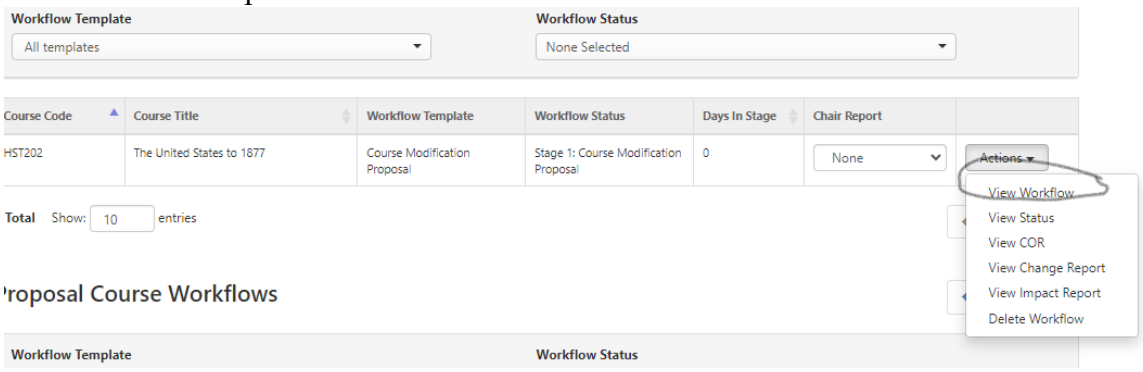
a. 

9. Begin reviewing your Course Proposal and navigate from section to section using the grey tabs at the top.

a. 

10. You can save your work as a "draft" between work sessions. You can access the saved drafts on the "Curriculum Dashboard".

a. 

11. To begin work use the drop down “Action” menu and choose “view workflow”.
    a. 

How do I Create a New Course in Elumen?

1. Open the [Mendocino College Curriculum Webpage]
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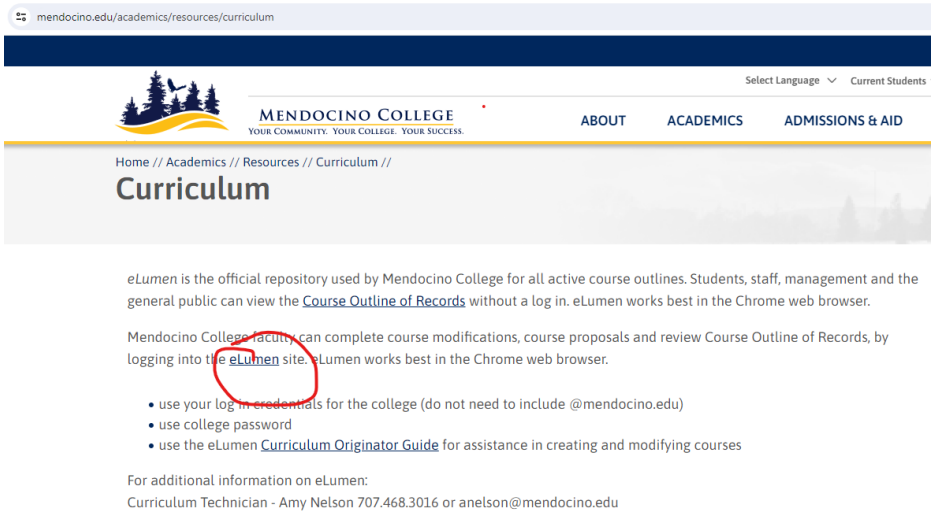
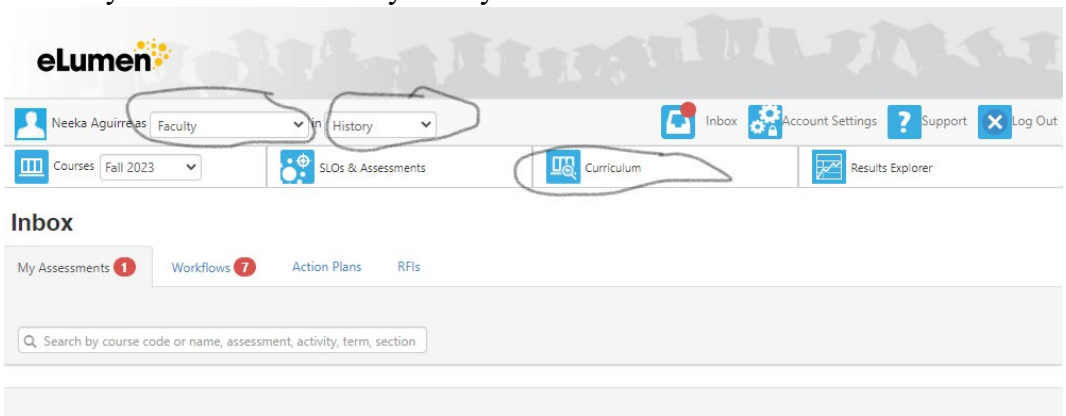
    a. 

3. Make sure that your ROLE is “Faculty” and your DISCIPLINE is correct
    a. 

4. Click on the “Curriculum Tab”
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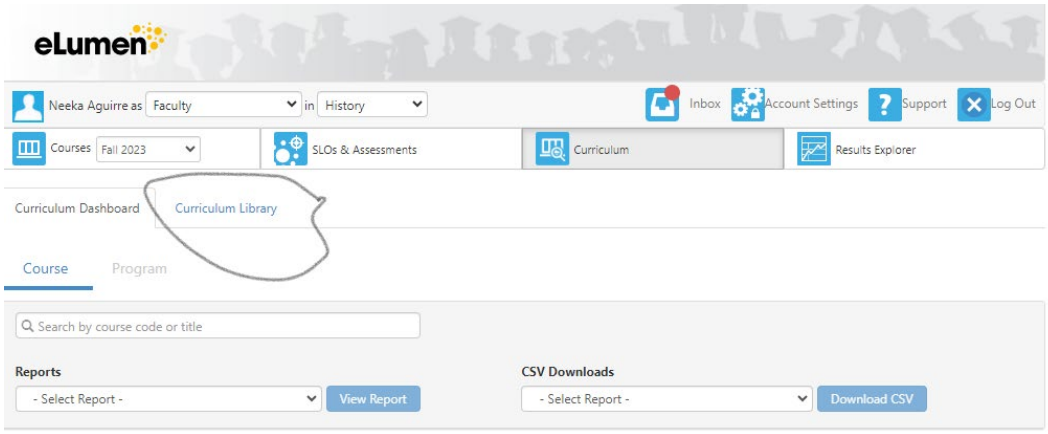
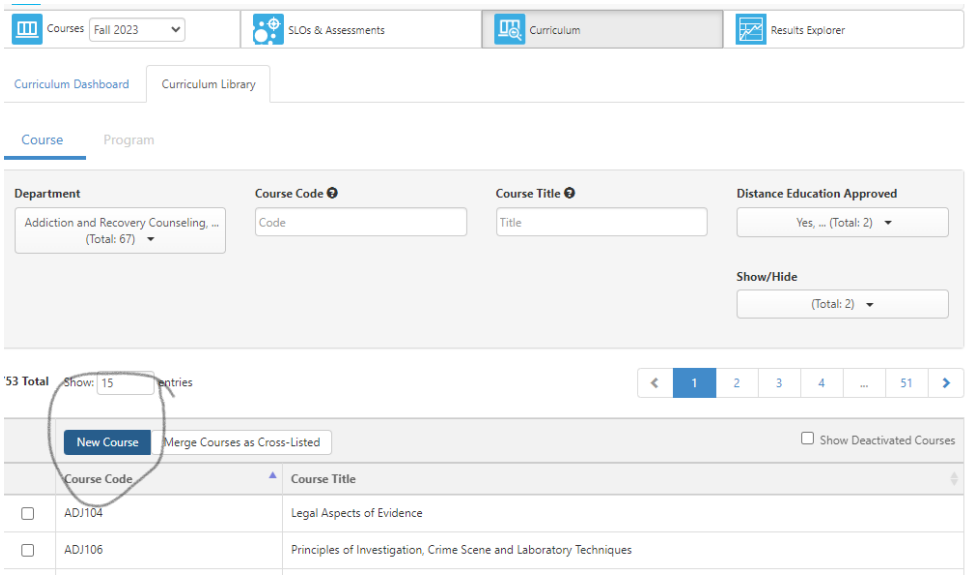
a.



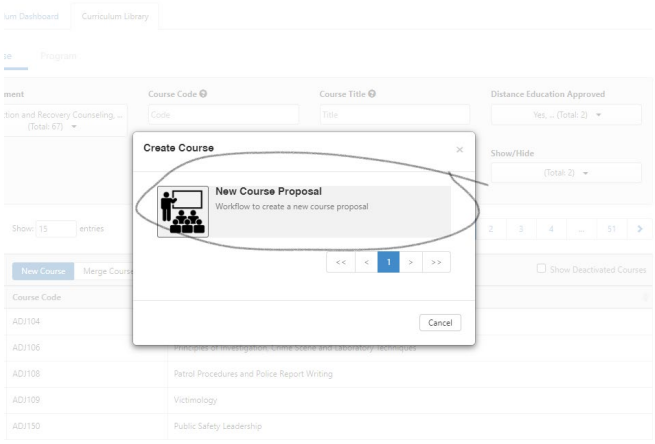
6. Click on “New Course”

a.

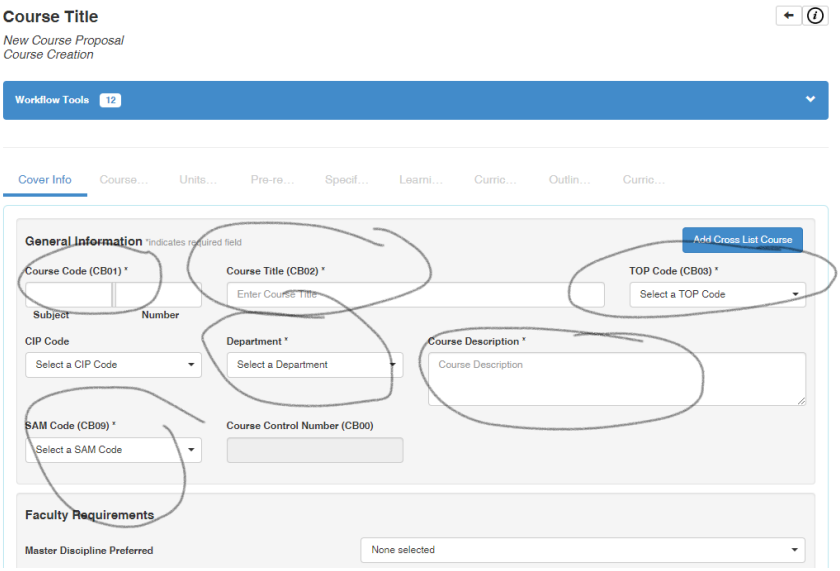


7. Click on “New Course Proposal”

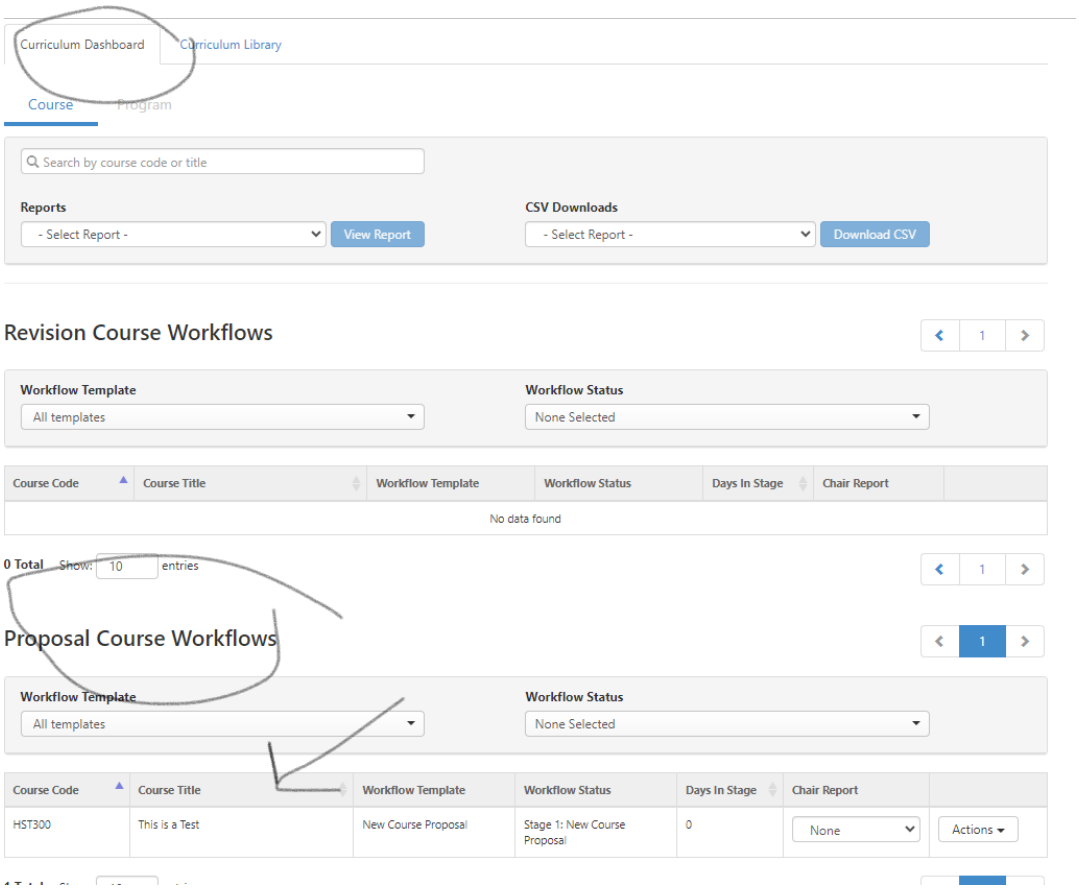
a.



8. Begin Editing the Form. Make sure that all items with an Asterisk are completed in order to be able to save your work as a "Draft" or to "Submit" work. If you are unsure how to complete a section you can contact the Curriculum Chair or the Curriculum Tech Amy Nelson at anelson@mendocino.edu.

a. 

9. To return to work on a saved draft go to the "Curriculum Dashboard" and scroll down to "Proposal Course Workflows".

a. 

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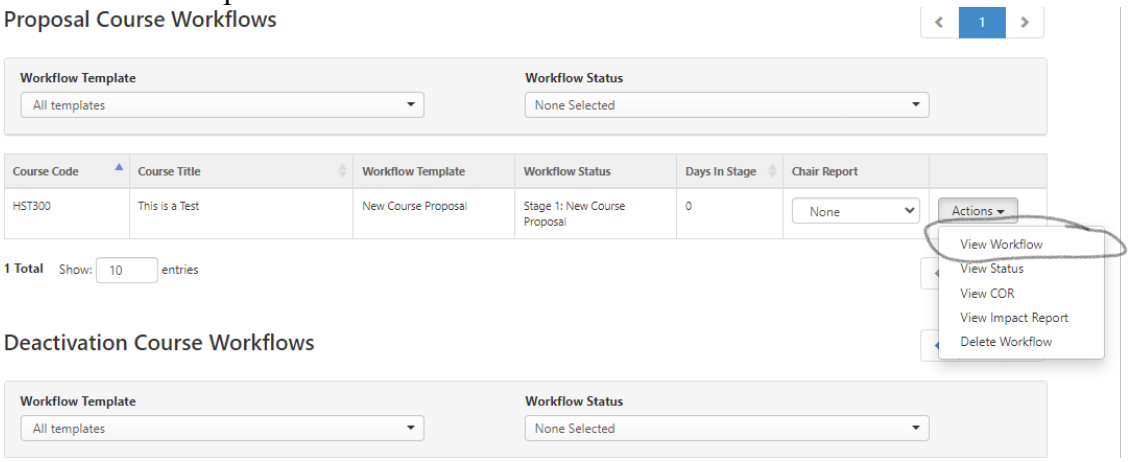
    a. 

How do I Deactivate a Course in Elumen?

Steps:

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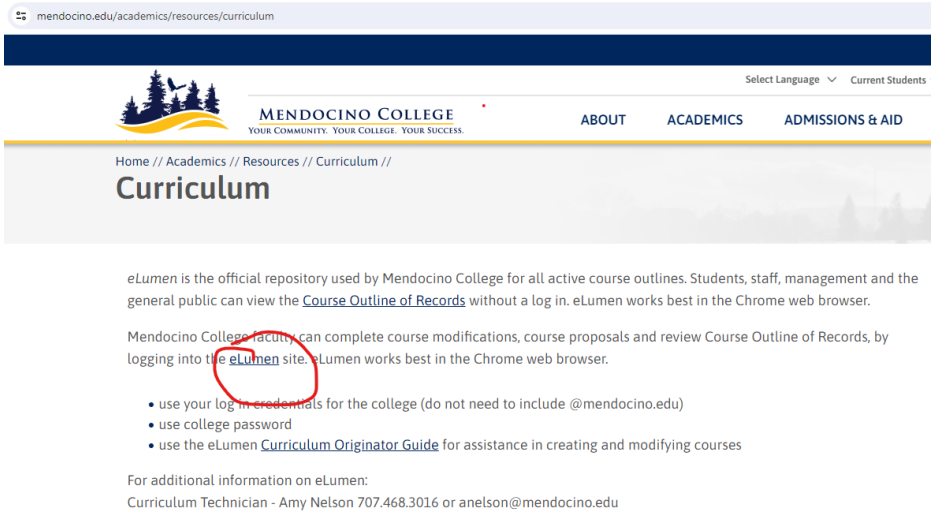
    a. 

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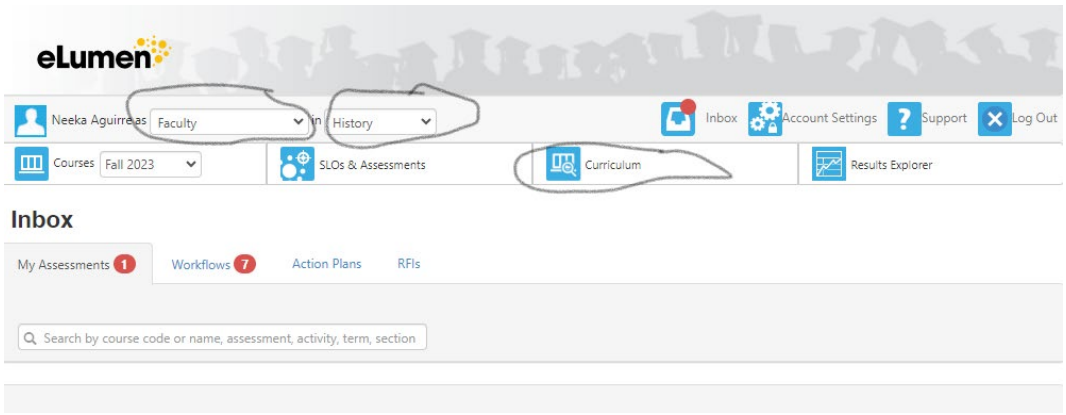
a. 

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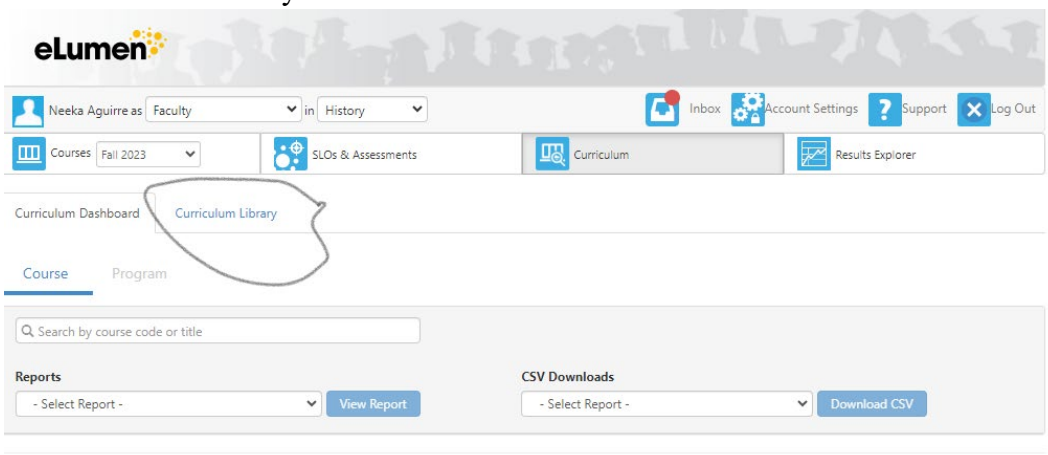
a. 

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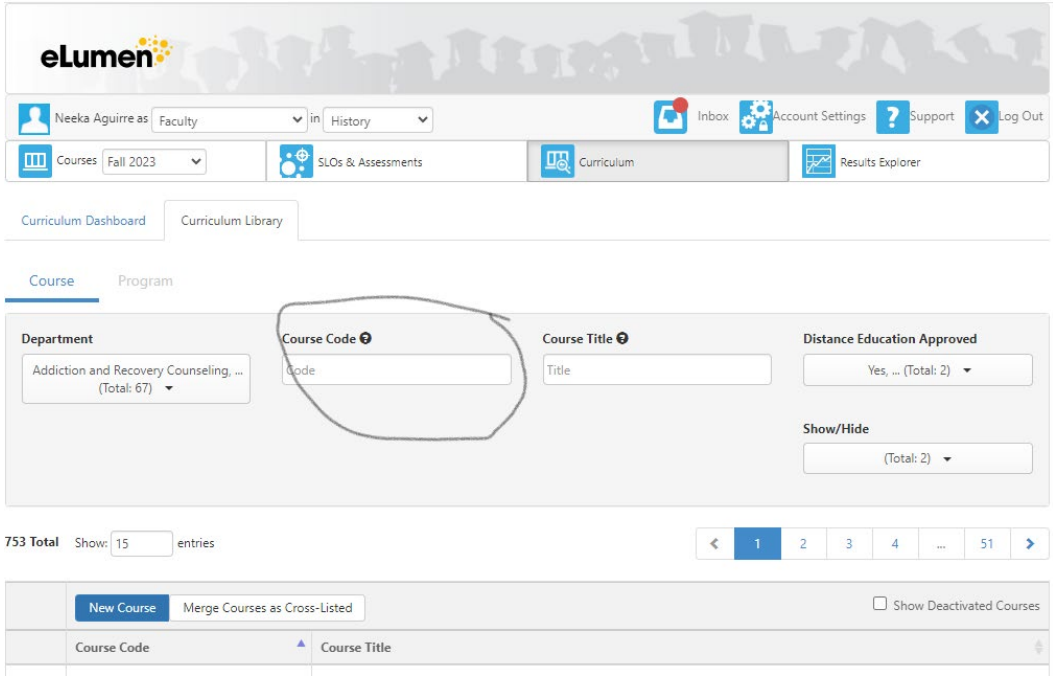
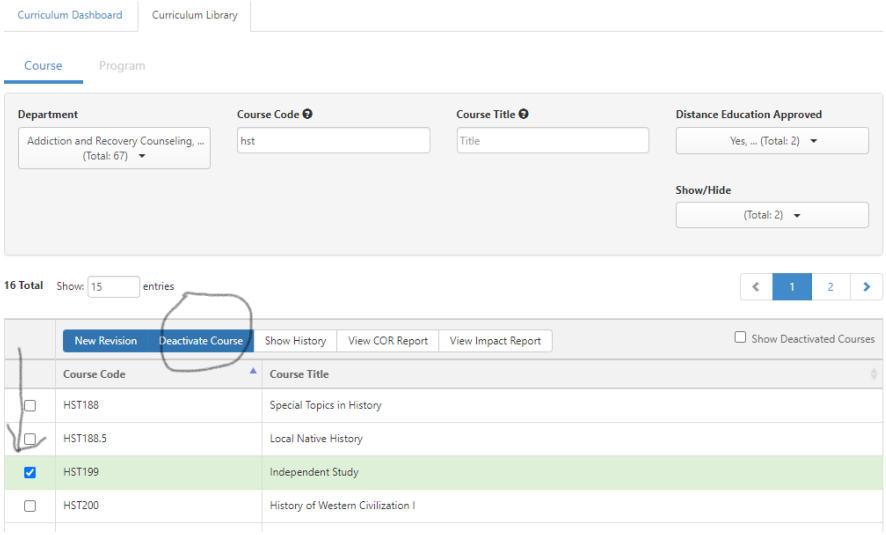
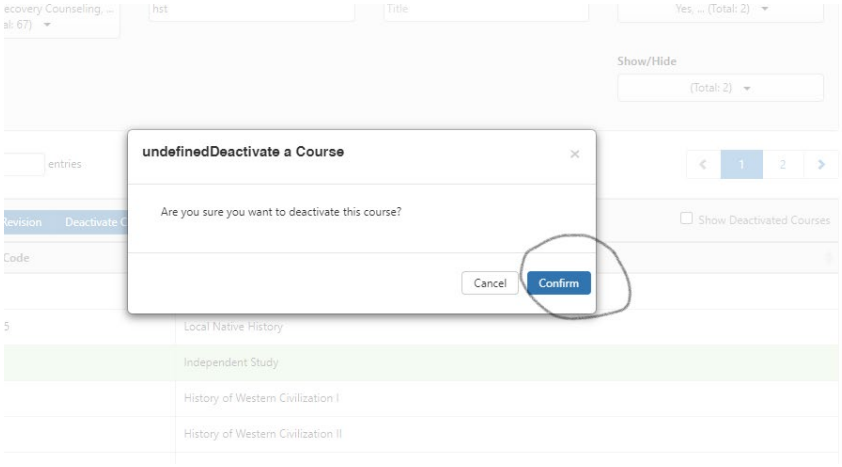
a. 

7. Select the correct course and then click “Deactivate Course”

a. 

8. Choose confirm.

a.