

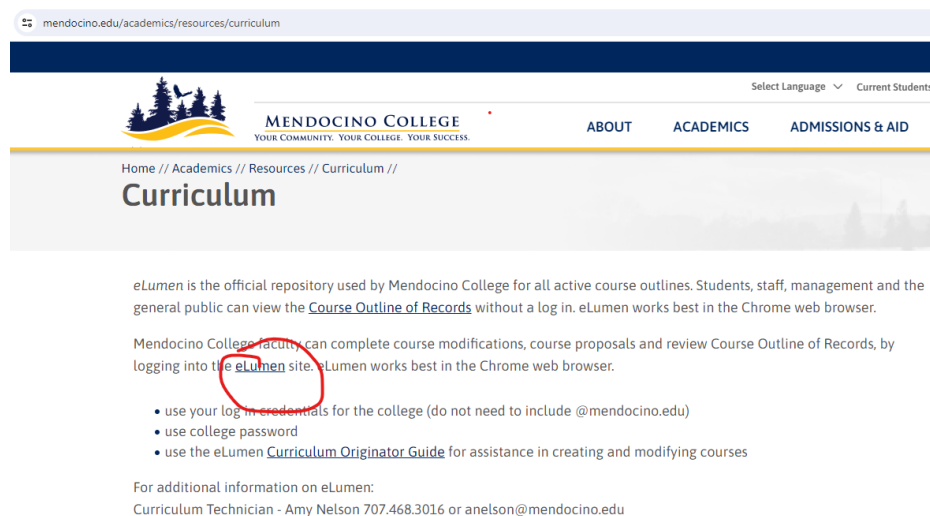
Elumen Quick Reference “How Do I . . .?”

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

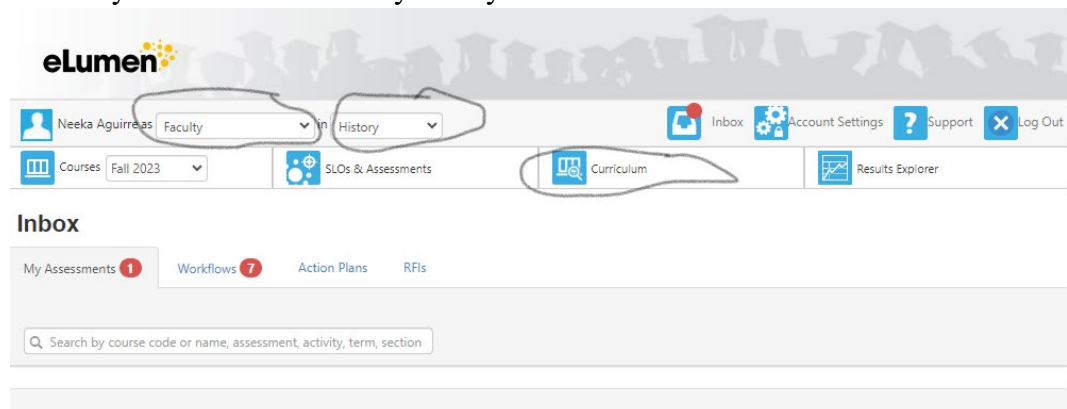
Steps:

1. Open the [Mendocino College Curriculum Webpage](#)
2. Click on Elumen



The screenshot shows the Mendocino College Curriculum Webpage. The URL is mendocino.edu/academics/resources/curriculum. The page features the Mendocino College logo and navigation links for ABOUT, ACADEMICS, and ADMISSIONS & AID. The breadcrumb trail is Home // Academics // Resources // Curriculum // Curriculum. The main heading is Curriculum. Below the heading, there is a paragraph explaining that eLumen is the official repository for course outlines. A red circle highlights the word "eLumen" in the text: "Mendocino College **eLumen** can complete course modifications, course proposals and review Course Outline of Records, by logging into the eLumen site." Below this, there is a bulleted list of instructions for logging in: use your login credentials for the college (do not need to include @mendocino.edu), use college password, and use the eLumen Curriculum Originator Guide for assistance. At the bottom, contact information for Curriculum Technician - Amy Nelson is provided.

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



The screenshot shows the eLumen user interface. The user is logged in as Neeka Aguirreas, Faculty. The role is set to Faculty and the discipline is History. The user has access to various tools and features, including Courses, SLOs & Assessments, Curriculum, and Results Explorer. The inbox shows 7 Workflows, 1 My Assessments, and Action Plans. A search bar is available for searching by course code or name, assessment, activity, term, section.

- a.
4. Click on the “Curriculum Tab”
5. Click the “Curriculum Library” Tab

The screenshot shows the eLumen interface. At the top, the user is logged in as Neeka Aguirre as Faculty in History. The navigation bar includes links for Courses (Fall 2023), SLOs & Assessments, Curriculum, and Results Explorer. The Curriculum Dashboard is active, and the Curriculum Library tab is selected. A search bar is present with the placeholder text "Search by course code or title". Below the search bar, there are filters for Reports and CSV Downloads, both currently set to "- Select Report -".

- a.
- 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

This screenshot shows the search filters for the Curriculum Library. The filters include:

- Department:** A dropdown menu showing "Addiction and Recovery Counseling, ..." with "(Total: 67)".
- Course Code:** A text input field with "Code" as a placeholder.
- Course Title:** A text input field with "Title" as a placeholder.
- Distance Education Approved:** A dropdown menu showing "Yes, ..." with "(Total: 2)".
- Show/Hide:** A dropdown menu showing "(Total: 2)".

 Below the filters, there is a pagination bar showing "753 Total" and "Show: 15 entries". The pagination bar includes a "1" button, indicating the current page. At the bottom, there are buttons for "New Course" and "Merge Courses as Cross-Listed", and a checkbox for "Show Deactivated Courses".

a.

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

The screenshot shows the Curriculum Library interface. At the top, there are tabs for 'Curriculum Dashboard' and 'Curriculum Library'. Below that, there are filters for 'Department' (Addiction and Recovery Counseling, ... (Total: 67)), 'Course Code' (202), 'Course Title' (Title), 'Distance Education Approved' (Yes, ... (Total: 2)), and 'Show/Hide' (Total: 2). A table below shows a list of courses with columns for 'Course Code' and 'Course Title'. The row for 'HST202' is highlighted in green, and the 'New Revision' button is circled in red.

Course Code	Course Title
<input type="checkbox"/> ADJ202	Concepts of Criminal Law
<input type="checkbox"/> ATH202	Theory and Analysis of Baseball II
<input type="checkbox"/> BIO202	Human Biology
<input type="checkbox"/> BIO202L	Human Biology Laboratory
<input type="checkbox"/> CDV202	Culture and Diversity in Early Childhood Education
<input type="checkbox"/> CHM202	Introduction to Organic and Biochemistry
<input type="checkbox"/> COM202	Argumentation and Debate
<input type="checkbox"/> EGR202	Statics
<input type="checkbox"/> EMS202	First Aid, Emergency Care, and Cardiopulmonary Resuscitation
<input type="checkbox"/> ETH202	Racial and Ethnic Relations
<input checked="" type="checkbox"/> HST202	The United States to 1877

a.

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

The screenshot shows the Curriculum Library interface with a 'Course Modification Proposal' dialog box overlaid. The dialog box has a title 'Revise Course' and a subtitle 'Course Modification Proposal Workflow for a course modification'. It includes a 'Cancel' button and a navigation bar with '<<', '<', '1', '>', and '>>' buttons. The dialog box is circled in red.

a.

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

HST202 The United States to 1877
 Course Modification Proposal
 Course Revision

Workflow Tools 2

Cover Info Course... Units... Pre-re... Specif... Learni... Currio... Outlin... Currio...

General Information *Indicates required field Add Cross List Course

Course Code (CB01) *
 HST 202
 Subject Number

Course Title (CB02) *
 The United States to 1877

TOP Code (CB03) *
 (2205.00) History

CIP Code
 (54.0101) History, General.

Department *
 History

Course Description *
 This course will introduce the student to major political, social, and cultural developments of the US from the pre-colonial era through Reconstruction. This course includes the perspectives and contributions of diverse groups of

SAM Code (CB09) *
 Non-Occupational

Course Control Number (CB00)
 CCC000507212

Faculty Requirements

a.

- You can save your work as a “draft” between work sessions. You can access the saved drafts on the “Curriculum Dashboard”.

Curriculum Dashboard Curriculum Library

Course Program

Search by course code or title

Reports - Select Report - View Report CSV Downloads - Select Report - Download CSV

Revision Course Workflows < 1 >

Workflow Template: All templates Workflow Status: None Selected

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	Chair Report	Actions
HST202	The United States to 1877	Course Modification Proposal	Stage 1: Course Modification Proposal	0	None	Actions

1 Total Show: 10 entries < 1 >

Proposal Course Workflows < 1 >

a.

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

Workflow Template: All templates | Workflow Status: None Selected

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	Chair Report	Actions
HST202	The United States to 1877	Course Modification Proposal	Stage 1: Course Modification Proposal	0	None	<ul style="list-style-type: none"> View Workflow View Status View COR View Change Report View Impact Report Delete Workflow

Total Show: 10 entries

Proposal Course Workflows

a. Workflow Template | Workflow Status

How do I Create a New Course in Elumen?

1. Open the [Mendocino College Curriculum Webpage](https://mendocino.edu/academics/resources/curriculum)
2. Click on Elumen

mendocino.edu/academics/resources/curriculum

MENDOCINO COLLEGE
YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

Home // Academics // Resources // Curriculum //

Curriculum

eLumen is the official repository used by Mendocino College for all active course outlines. Students, staff, management and the general public can view the [Course Outline of Records](#) without a log in. eLumen works best in the Chrome web browser.

Mendocino College faculty can complete course modifications, course proposals and review Course Outline of Records, by logging into the [eLumen site](#). eLumen works best in the Chrome web browser.

- use your log in [credentials](#) for the college (do not need to include @mendocino.edu)
- use college password
- use the eLumen [Curriculum Originator Guide](#) for assistance in creating and modifying courses

For additional information on eLumen:
Curriculum Technician - Amy Nelson 707.468.3016 or anelson@mendocino.edu

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

eLumen

Neeke Aguirre Faculty | History

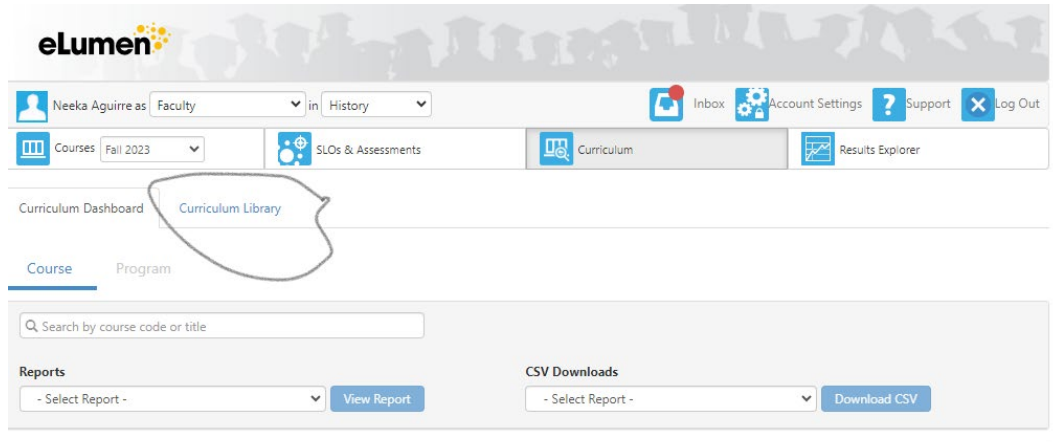
Courses | Fall 2023 | SLOs & Assessments | Curriculum | Results Explorer

Inbox

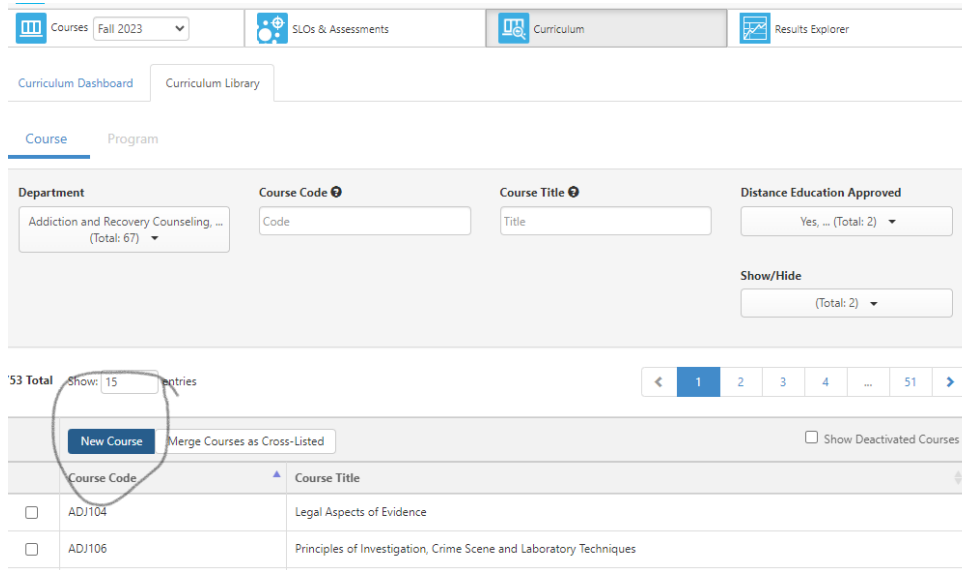
My Assessments 1 | Workflows 7 | Action Plans | RFIs

Search by course code or name, assessment, activity, term, section

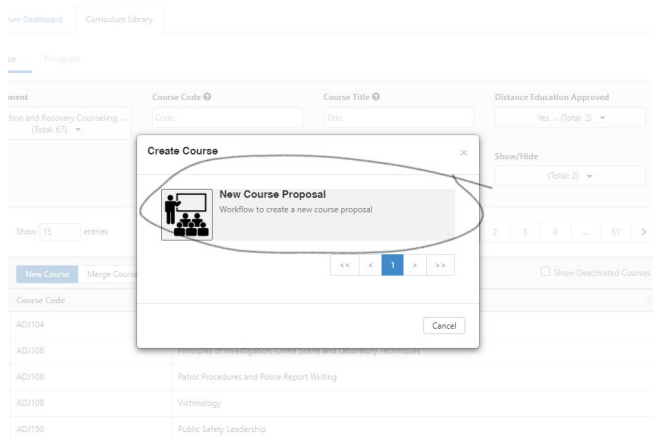
- a.
4. Click on the “Curriculum Tab”
5. Click the “Curriculum Library” Tab



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.

Course Title ← ⓘ

New Course Proposal
Course Creation

Workflow Tools 12

Cover Info Course... Units... Pre-re... Specif... Learni... Curric... Outlin... Curric...

General Information indicates required field Add Cross List Course

Course Code (CB01) * Course Title (CB02) * TOP Code (CB03) *

Subject Number

CIP Code Department * Course Description *

SAM Code (CB09) * Course Control Number (CB00)

Faculty Requirements

Master Discipline Preferred

a.

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

Curriculum Dashboard Curriculum Library

Course Program

Search by course code or title

Reports CSV Downloads

Revision Course Workflows ← 1 →

Workflow Template Workflow Status

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	Chair Report
No data found					

0 Total Show: 10 entries ← 1 →

Proposal Course Workflows ← 1 →

Workflow Template Workflow Status

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	Chair Report	
HST300	This is a Test	New Course Proposal	Stage 1: New Course Proposal	0	None	Actions

a.

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

Proposal Course Workflows < 1 >

Workflow Template **Workflow Status**

All templates None Selected

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	Chair Report	Actions
HST300	This is a Test	New Course Proposal	Stage 1: New Course Proposal	0	None	<div style="border: 1px solid #ccc; padding: 2px;"><ul style="list-style-type: none">View WorkflowView StatusView CORView Impact ReportDelete Workflow</div>

1 Total Show: 10 entries

Deactivation Course Workflows

Workflow Template **Workflow Status**

All templates None Selected

How do I Deactivate a Course in Elumen?

Steps:

1. Open the [Mendocino College Curriculum Webpage](#)
2. Click on Elumen

mendocino.edu/academics/resources/curriculum

Select Language Current Students

MENDOCINO COLLEGE
YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

ABOUT ACADEMICS ADMISSIONS & AID

Home // Academics // Resources // Curriculum //

Curriculum

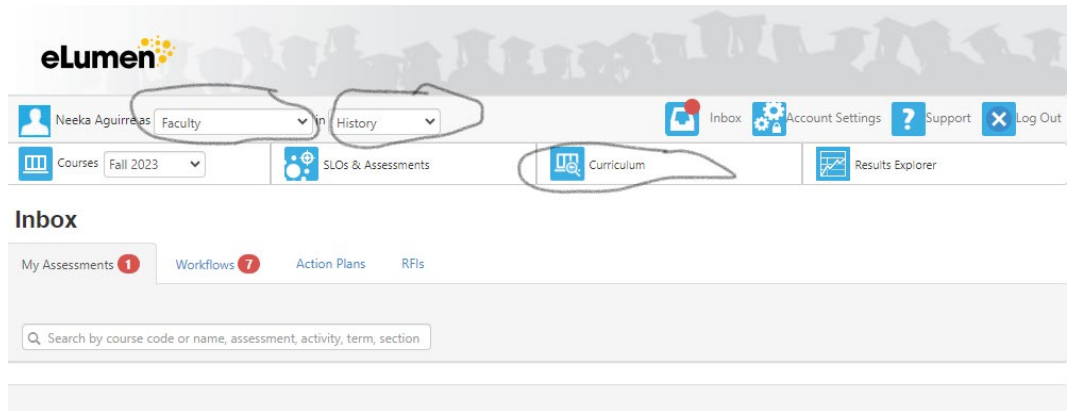
eLumen is the official repository used by Mendocino College for all active course outlines. Students, staff, management and the general public can view the [Course Outline of Records](#) without a log in. eLumen works best in the Chrome web browser.

Mendocino College faculty can complete course modifications, course proposals and review Course Outline of Records, by logging into the [elumen](#) site. eLumen works best in the Chrome web browser.

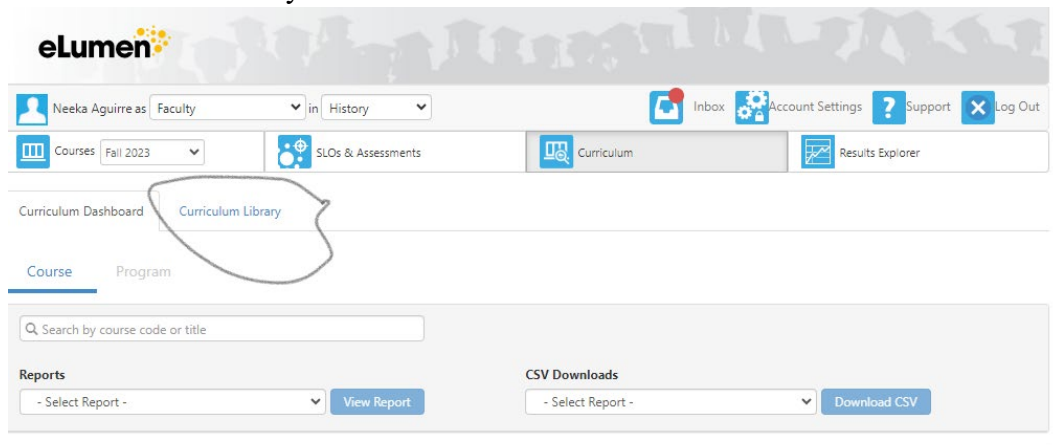
- use your log in credentials for the college (do not need to include @mendocino.edu)
- use college password
- use the eLumen [Curriculum Originator Guide](#) for assistance in creating and modifying courses

For additional information on eLumen:
Curriculum Technician - Amy Nelson 707.468.3016 or anelson@mendocino.edu

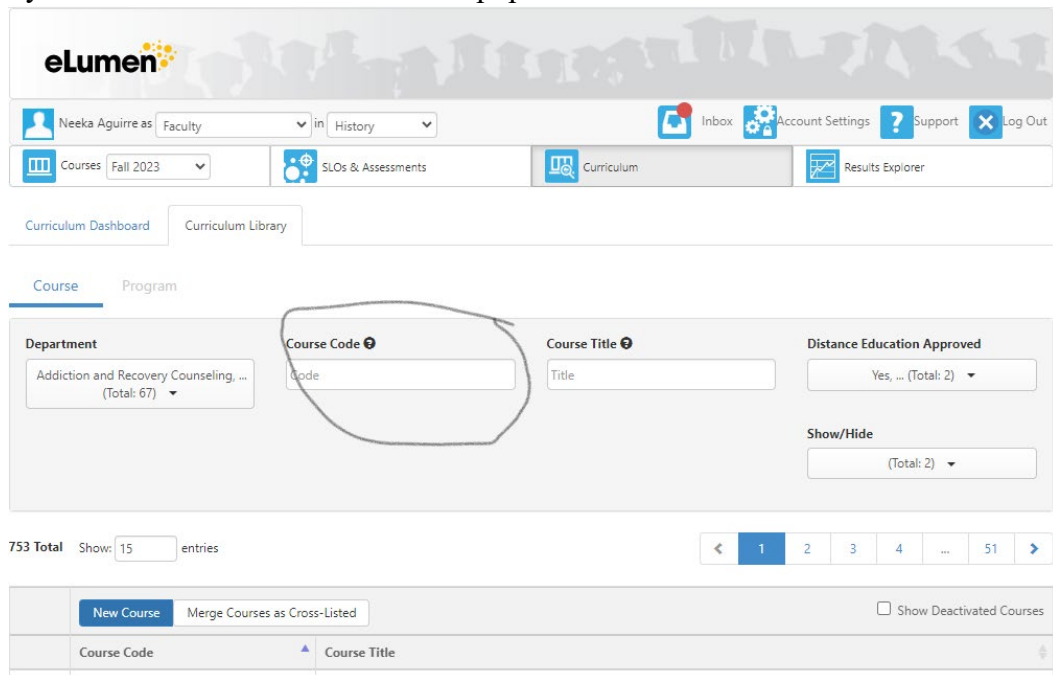
- a.
3. Make sure that your ROLE is “Faculty” and your DISCIPLINE is correct



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

Curriculum Dashboard | Curriculum Library

Course | Program

Department: Addiction and Recovery Counseling, ... (Total: 67) | Course Code: hst | Course Title: Title | Distance Education Approved: Yes, ... (Total: 2) | Show/Hide: (Total: 2)

16 Total | Show: 15 entries

New Revision | **Deactivate Course** | Show History | View COR Report | View Impact Report | Show Deactivated Courses

Course Code	Course Title
<input type="checkbox"/> HST188	Special Topics in History
<input type="checkbox"/> HST188.5	Local Native History
<input checked="" type="checkbox"/> HST199	Independent Study
<input type="checkbox"/> HST200	History of Western Civilization I

a.

8. Choose confirm.

ecovey Counseling, ... (Total: 67) | hst | Title | Yes, ... (Total: 2) | Show/Hide: (Total: 2)

entries

Deactivate a Course

Are you sure you want to deactivate this course?

Cancel | **Confirm**

5	Local Native History
	Independent Study
	History of Western Civilization I
	History of Western Civilization II

a.