

Originator Training Guide

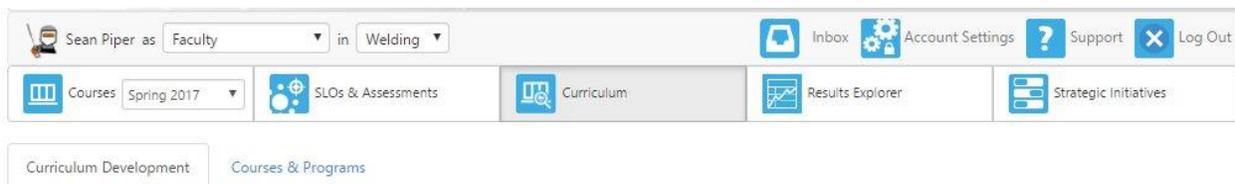


Guidance for Curriculum Management for Originator of Courses and Programs

This training will guide the discussion and give specific directions for using Curriculum for roles that will originate proposals for the creation, revision, or inactivation of courses or programs.

Navigating the Curriculum System

eLumen is an integrated system for managing Curriculum, Assessment, and Continuous Improvement. This guide will focus on the Curriculum section for users who will be proposing the creation, revision, or inactivation of courses or programs. As such, the areas this guide describes are under the Curriculum section.



Curriculum Development

The “My Curriculum” tab is designed to give quick access to the Curriculum a faculty member has initiated as it follows the workflow process. In addition, this area lists the active courses for the department the faculty member is assigned to. From this list, originators can add, revise, and deactivate courses, as well as view course history and reports.

Courses & Programs

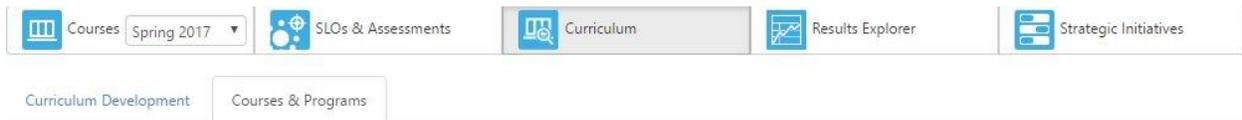
The Courses and Programs tab is designed to give full access to the institution’s entire catalog of courses and programs. From this list, originators can add, revise, and deactivate courses, as well as view course history and reports.

Course Management

Creating a Course

To create a new course, navigate to the “My Curriculum” tab, then select the “Add Course” button. Next, select the type of workflow appropriate for the course being created. Fill out

all the data necessary. Navigate between the tabs by selecting them, forward and backward movement is allowed. Work is automatically saved when moving between tabs.



WELD100 Welding Fundamentals

[Revise a Course](#)
[Course Revision](#)

General Information *indicates required field

Course Code (CB01) *
WELD 100
Subject Number

Course Title (CB02) *
Welding Fundamentals

TOP Code (CB03) *
(0956.50) Welding Technology

Department *
Welding

Course Description **
A course providing basic study and application of commonly utilized welding processes with topics to include: blue print reading, welding safety, joint-weld design, welding terminology, and welding quality control. Students will

SAM Priority Code (CB09)
Clearly Occupational

Course Control Number (CB00)

Delete Workflow Save as Draft Submit

Note: If the Create Course button is not visible, a workflow has not been established, contact your Curriculum Specialist or Data Steward.

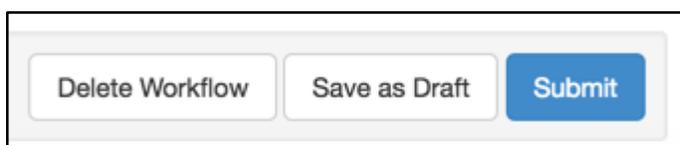
Revising and Deactivating a Course

To revise or deactivate a course, find the course on the course list on the “My Curriculum” page. Select the box in front of the course, and choose the “Revise Course” button. Next, select the appropriate workflow the course being revised. Revise content as necessary.

Note: If the Revise Course button does not appear, a workflow has not been established, contact your Curriculum Specialist or Data Steward.

Options within a Workflow for Proposers

To remove this draft course completely, select “Delete Workflow”. To save a draft of the workflow to return to at a later time, select “Save as Draft”. When the course is ready to move on to the next step of the workflow for approvals, select “Submit”.



After you Submit a Course (Workflow)

Once a course is submitted it will go through an institutionally specified workflow. Workflows are broken into Stages and each Stage can have 1 or more Reviewers or Approvers. Reviewers will read over the Course Proposal and can leave comments on each section. Approvers will read over the Course Proposal, can leave comments, and additionally can send the Proposal back to the Originator. Watch the progress of the proposal and enter the workflow to view and respond to comments on the faculty dashboard.

Program Management

Creating a Program

To create a new program, navigate to the “Courses & Programs” tab, then select the “Add Program” button. Next, select the type of workflow appropriate for the program being created. Fill out all the data necessary. Navigate between the tabs by selecting “Save and Continue” at the bottom of the screen. To move backward, use “Previous”.

To return to the program later, use “Save as Draft” to move through the tabs, then select “Submit” at the end. This will not submit the program to the next stage, it will save the program as a draft, allowing you to return to complete it at a later time.

Note: If the Create Program button is not visible, a workflow has not been established, contact your Curriculum Specialist or Data Steward.

Learning Outcomes

eLumen integrates curriculum and assessment so updates to the Program SLOs for Curriculum updates the Program SLOs for Curriculum Mapping and assessment.

Sets of PSLOs in eLumen are known as PSLO Classes. A Program can use one or more sets of PSLOs and Programs can share PSLOs. This allows departments to model situations such as a core set of outcomes shared by the department and specialization outcomes that differentiate each degree or certificate.

On the Learning Outcomes tab, select either a set of Third Party Standards, an existing PSLO Class, and/or create a new PSLO Class.

Cover... Learning Outcomes Course... Recommended... Program...

Program Outcomes

Third Party Standards: None selected

Additional PSLO Classes: No PSLO Classes included.
Select PSLO Classes

Align PSLOs Add PSLO Class

Previous Save and Continue Save as Draft and Continue

When creating a new PSLO Class, name the class, decide if the class will further group it's SLOs into Categories and if so add those, then add the PSLOs.

Cover... Learning Outcomes Course... Recommended... Program...

Program Outcomes

Third Party Standards: None selected

Additional PSLO Classes: No PSLO Classes included.
Select PSLO Classes

Class Name: Program Outcome Class Name

Use category

Add new Program Outcome

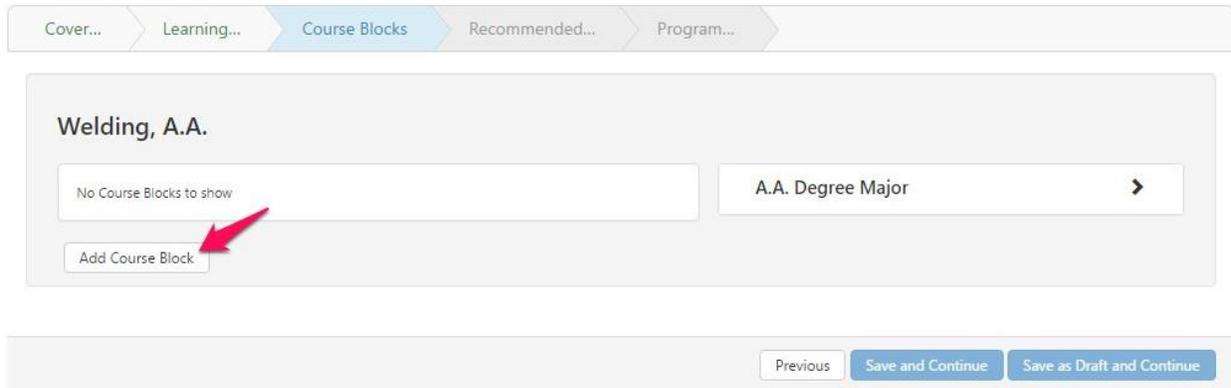
Align PSLOs Add PSLO Class

Previous Save and Continue Save as Draft and Continue

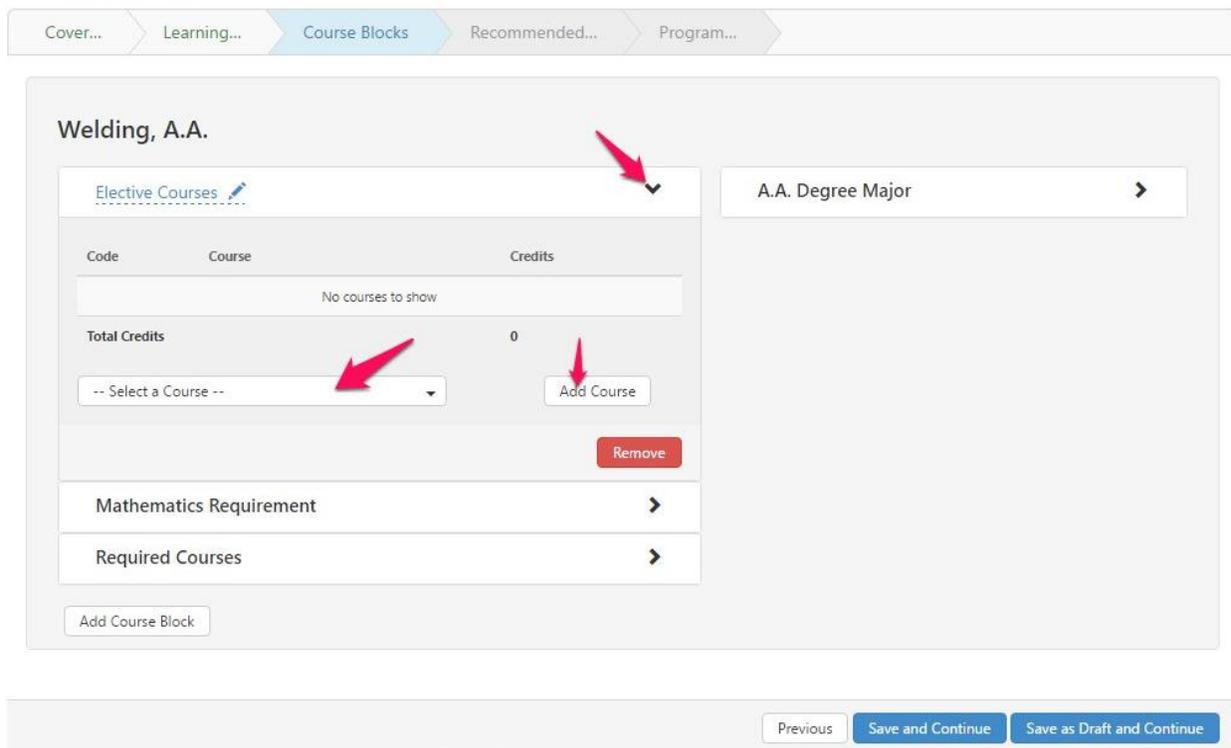
Course Blocks

In addition to integrating curriculum and assessment, eLumen also includes Education Planning for students. eLumen uses the Course Blocks defined in the program's Curriculum to automatically populate the courses required for students in their Ed Plan.

To build the course block, first select **Add Course Block** and create each of the course blocks for the program.



Next add all courses that belong in each Course Block by expanding the course block, selecting the courses in the drop down menu, and clicking Add Course. Use the search feature at the top of the drop down to quickly find courses. Multiple courses can be selected at once.



Finally expand the second column to build rules. Click Add Rule in the right column and select the courses and course blocks that will feed each rule from the work you did in left column.

Welding, A.A.

Elective Courses >

Mathematics Requirement ▾

Code	Course	Credits	
<input type="checkbox"/> MACH231	CNC Mathematics	3	✗
<input type="checkbox"/> MATH101	College Algebra	3	✗
<input type="checkbox"/> MATH102	Applied Calculus I	3	✗
<input type="checkbox"/> WELD150	Welding Shop Math I	3	✗
Total Credits		12	

-- Select a Course -- Add Course

Remove

A.A. Degree Major ▾

Course / Course Block	Required Credits	
<input type="checkbox"/> WELD150 - Welding Shop Math I (3 Credits)	3 Credits	✗
OR		
<input type="checkbox"/> MACH231 - CNC Mathematics (3 Credits)	3 Credits	✗
OR		
<input type="checkbox"/> MATH101 - College Algebra (3 Credits)	6 Credits	✗
<input type="checkbox"/> MATH102 - Applied Calculus I (3 Credits)		

-- Select the Courses/Course Blocks from the left that you want to add to this rule --

Applies to:

All Credits OR

Credits Done

Cancel

Add Course Block

eLumen supports several types of rules

- Take all of a set of courses - the “and” rule:
 - Select the courses, check All Credits and click Done
- Take one of a few options - the “or” rule:
 - Select a course from the course block, then select “Or”, then select the next course option from the course block. Continue as needed. Select Done after the last option. *Pictured above*
- Take a certain minimum number of credits from an entire course group (or group of courses inside a course block):
 - Check the box in front of the course block (or a group of courses from inside a course block), type in the number in the Credits box, and click Done.

Recommended Sequence

The recommended sequence outlines which courses should be taken during a given term to assist students in completing on time.

To setup a recommended sequence, click Add Term to create a new term. Terms require a name and at least a single course before more terms can be created. The sequence can either specify a single, specific course or a certain number of credits from a course block.

Cover... > Learning... > Course... > **Recommended Sequence** > Program...

Create a program sequence

New Term Description*  ^ v

Select a course block to add courses to the term.

Course Blocks

None selected Remove Term

Add Term

Previous **Save and Continue** Save as Draft and Continue

Select a Course Block from the drop down menu then choose either “Any Course from this list” or one or more specific courses and click Add Course.

Create a program sequence

Fall Term Year 1  ^ v

Select a course block to add courses to the term.

Course Blocks

Required Courses Remove Term

Any course from this list.
 WELD100 - Welding Fundamentals
 WELD110 - Blueprint Reading for the Welder
 WELD120 - Beginning Arc Welding
 WELD130 - Gas Tungsten Arc Welding
 WELD140 - Welding Metallurgy
 WELD145 - Shielded Metal Arc Welding Lab
 WELD170 - Structural Fabrication
 WELD180 - Pipe Welding Fundamentals
 WELD190 - Principles and Standards of Welding
 WELD220 - Cert/Licensing for Welders
 WELD240 - Using Multiple Processes in Welding Technology
 WELD53 - Pipe Layout

Add Course

Fall Term Year 1

MACH231 - CNC Mathematics	3	✕
Required Courses (Any Course)	9	✕
Total Credits	12	

Add Term

Add all of the terms and fill them with Courses to finish the recommended sequence.

Revising a Program

To revise or deactivate a program, find the program on the course list on the “Courses & Program” page. Select the box in front of the program, and choose the “Revise Program” button. Next, select the appropriate workflow for the program being revised. Revise content as necessary.

Note: If the Revise Program button does not appear, a workflow has not been established, contact your Curriculum Specialist or Data Steward.

After you Submit a Program

Once a program is submitted it will go through an institutionally specified workflow. Workflows are broken into Stages and each Stage can have 1 or more Reviewers or Approvers. Reviewers will read over the Program Proposal and can leave comments on each section. Approvers will read over the Program Proposal, can leave comments, and additionally can send the Proposal back to the Originator.

Watch the progress of the proposal and enter the workflow to view and respond to comments from your Inbox.

Views and Reports

eLumen offers several reports and dashboards for your Curriculum data.

Curriculum Specialist Dashboard

Found by navigating to the Curriculum Development tab inside the Curriculum module, the Curriculum Specialist dashboard is available to those individuals with the Curriculum Specialist role. This dashboard provides management of the course and program proposals through insight into the workflow status and time to next review/due date.

Use the actions drop down to enter an in-development course or program workflow to make edits or act as proxy to move the workflow forward, view the COR, view the change and impact reports, as well as show the history of the course and delete the workflow.

Faculty Dashboard

Found by navigating to the Curriculum tab while logged in as the faculty role, this dashboard is similar to the Curriculum Specialist dashboard. Courses for the department in which the faculty member is assigned are visible, along with their workflow status, and time to their next required review. The Actions menu allows viewing the history, continuing an in-development workflow, and viewing the COR.

Course Outline of Record or Program Outline of Record

Course and Program outline of record reports are available through the Curriculum Specialist or Faculty dashboard, and are also available to all eLumen roles in the Courses and Programs area of the Curriculum tab.

To see a full overview of the curriculum information for a Course or Program, select that Course or Program and click View COR Report or View Program Outline Report at the top of the table. Choose the sections you wish to view from drop down menu in the pop up then click Go to Report. From the report screen click on the printer icon to print the Outline

Change Report

To see the changes from the latest approved version of a course to the newest revision of a course, navigate to the Curriculum dashboard and select the Change Report from the Action menu. The change report begins with a summary table of all changes to the course, then displays a side by side view of all fields. Red strikethrough indicates something that has been removed, and green underlining indicates content that has been added.

Comparison Report

From the Courses and Programs area of Curriculum, this report will create a side by side comparison of up to three Courses. To create this report, select two or three courses and click Compare at the top of the table. From the report screen click on the printer icon to print the Comparison.

Impact Report

The impact report is available from the Curriculum dashboard when a course is in development. It will identify the courses that use the development course as a requisite, those courses that are requisites of the development course, and the programs in which the development course is located.

Chair Report

The chair report is available on the Curriculum Specialist dashboard. This report allows courses to be selected and placed onto a PDF report. In addition, the dashboard can be downloaded as a CSV file to easily pull out the required content, and the ability to format as desired.