

Reviewer and Approver Training Guide

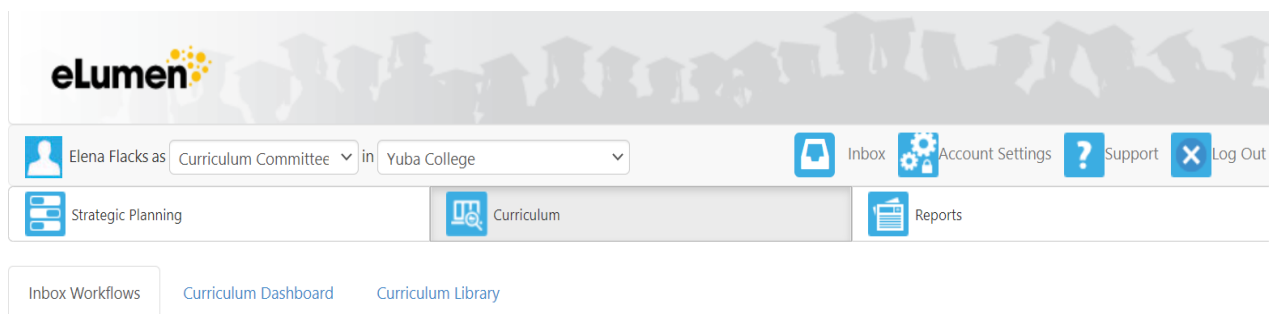


Guidance for Curriculum Management for Reviewers and Approvers of Courses and Programs

This training will guide the discussion and give specific directions for using Curriculum for roles that will review and approve 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.



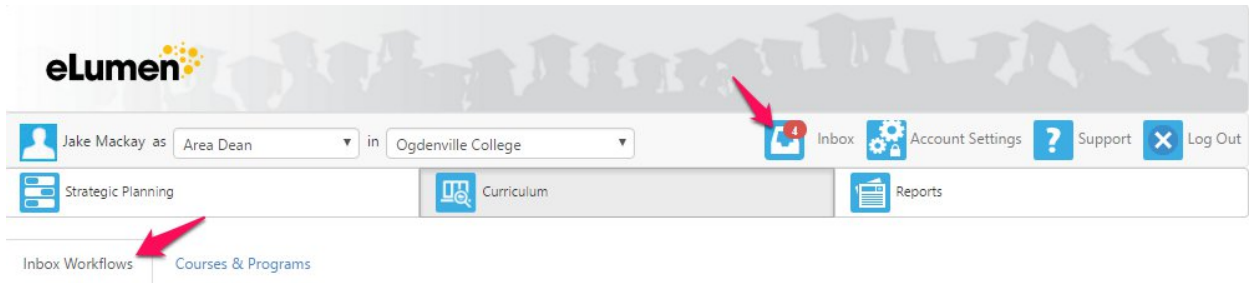
The “Curriculum Dashboard” tab is designed to give quick access to the Curriculum a faculty member has initiated as it follows the workflow process. In addition, this area lists the active courses for the department the faculty member is assigned to. From this list, originators can add, revise, and deactivate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

Curriculum Library

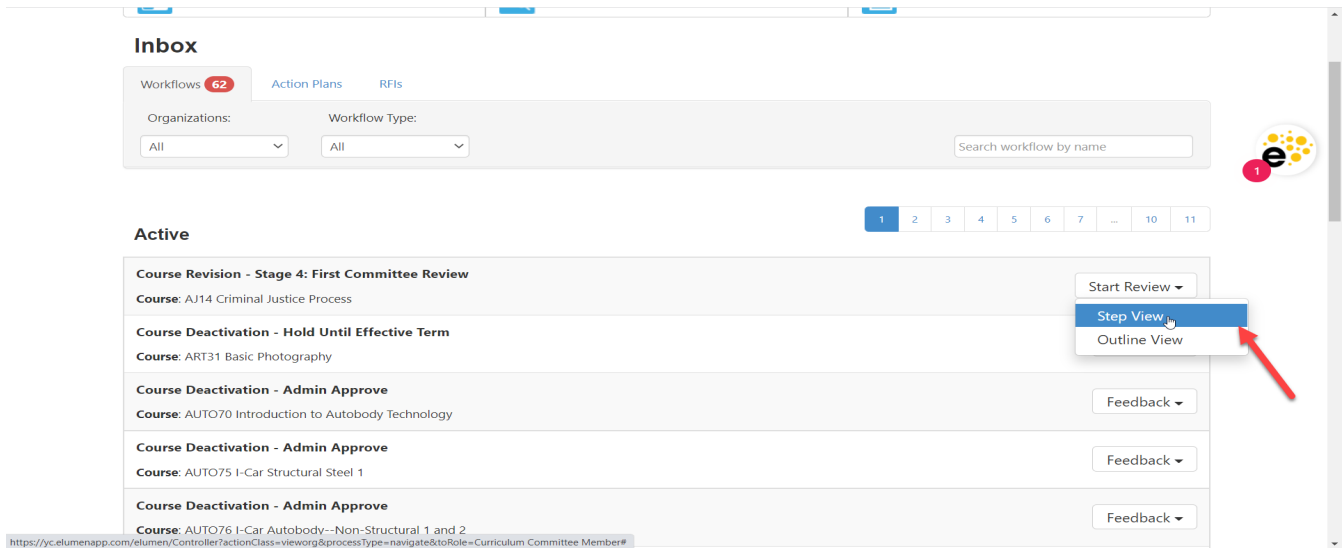
The Courses and Programs tab is designed to give full access to the institution’s entire catalog of active courses and programs. From this list, originators can add, revise, and deactivate courses, as well as view course history and reports.

Workflow Management

All workflows for courses and programs that are waiting for your review will appear in both the Workflows tab within your Inbox and in the Inbox Workflows tab of your Curriculum section.



Under the Active heading are all of the workflows requiring your immediate attention. To Review a workflow click Start Review and choose either the Step View, which presents each section of the proposal on a separate screen, or the Outline View, which presents the entire proposal on a single page.



Below the Active workflows eLumen also lists the current Stage of other proposals that might be of interest including those Coming Soon, Processing, or Recently Reviewed.

Coming Soon

Revise Program - Discipline Review - Cover Info

Program: English AA

Currently with:
Propose Program

Processing

No processing entries

Recently Reviewed

No completed entries

Reviewing, Editing, and Approving

eLumen provides three types of functionality for reviewers that can be customized for each part within the sections of a proposal. As a reviewer, you will always be able to see all of the sections and parts of the proposal. In each section, you will see buttons outlining your options.

Course



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

General Information *indicates required field Edit Review

Course Code (CB01) *	Course Title (CB02) *	TOP Code (CB03)*
ART 111 Dept. Number	Introduction to Video Editing	Select a TOP Code
Department *	Course Description	SAM Code (CB09)
Fine Arts	An introduction to the field of digital video and video editing, including the history and overview of analog and digital video, analysis of the social impact of commercial and fine art videos, analysis of digital video production and distribution.	Possibly Occupational
Course Control Number (CB00)		
ART111		

Faculty Requirements Edit Review

Master Discipline Preferred -- Choose Type --

Cancel Review all Approve all Save as Draft Submit

Review:

When viewing the proposal, you will see a review button in each part you are assigned. Please review the contents of that section for accuracy and check the Review box to acknowledge that you have seen the content.

Leave any feedback or corrections in the comments box at the end of the section and click

Add Comment. You will see any previous comments from other reviewers.

You cannot submit the workflow until you click Review on all parts

Multiple review roles can be added to a single stage, and the workflow will not progress until all roles have reviewed the course. Please complete your reviews in a timely manner

Please note: Once anyone with a given role reviews the course, it is satisfied for that role.

Click Review All to automatically select Review on all parts of the proposal.

Approve:

If you are assigned the Approve action for a part of a proposal, your Review button in each section will be replaced with the option to either Approve or Send Back. If send back is chosen for any part, the workflow will return to the first stage and the parts marked Send Back will be highlighted in red for the proposals originator.

Leave any feedback or corrections in the comments box at the end of the section and click Add Comment. You will see any previous comments from other reviewers.

You cannot submit the workflow until you click Approve or Send Back on all parts.

Once the proposal's originator submits their changes, the workflow will progress through the workflow again, continuing to the second stage.

Please note: If an Approver shares a stage with any Reviewers, once the proposal is approved it will move onto the next Stage.

Click Approve All to automatically select Approve on all parts of the proposal.

Edit:

When a reviewer is assigned the Edit action for a part of a proposal, they will be able to change the content in those parts in addition to reviewing and commenting. Click the Edit button to make any changes.

Views and Reports

eLumen offers several reports and dashboards for your Curriculum data.

Course Outline of Record or Program Outline of Record

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

Comparison Report

To compare the fields in two Courses, select two courses and click Compare at the top of the table. From the report screen click on the printer icon to print the Comparison.