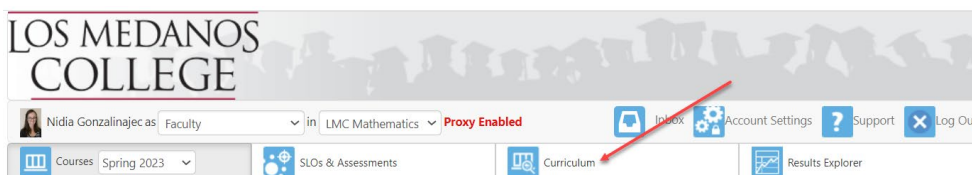


How to revise a course within eLumen

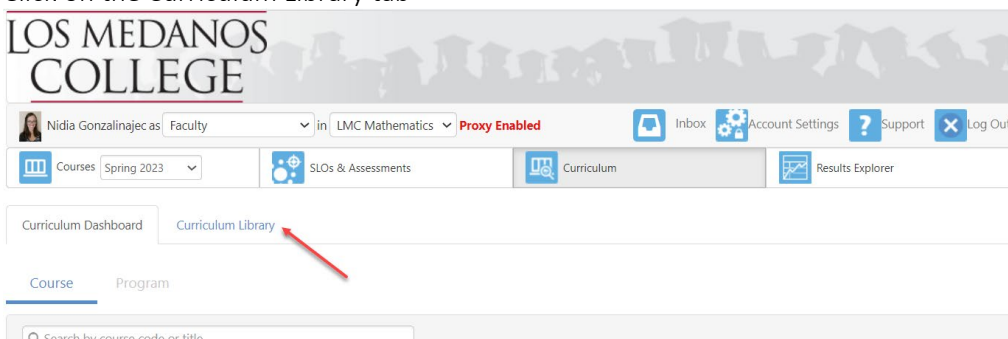
A guide for LMC faculty

1. Log onto lmc.elumenapp.com

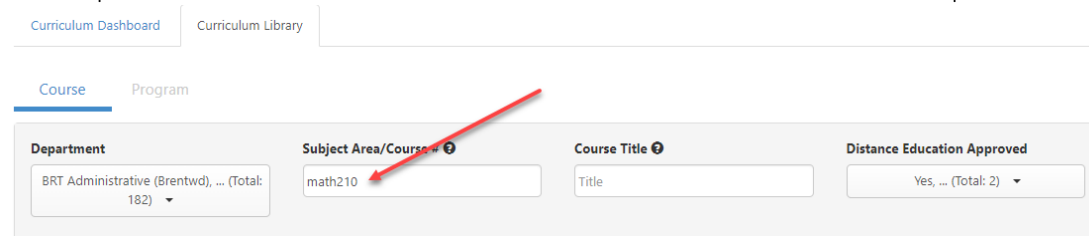
2. Click on the curriculum tab.



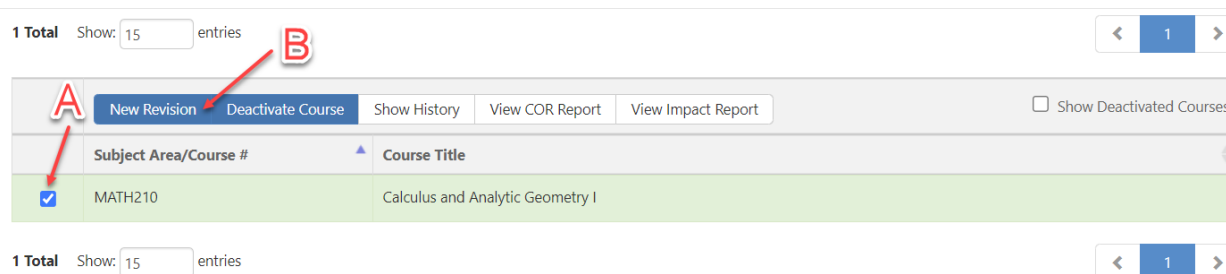
3. Click on the Curriculum Library tab



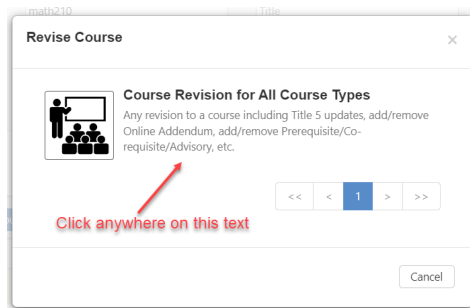
4. Search for the course you want to revise. In this example, I searched for Math 210. Notice there are no spaces between "math" and "210" in the screenshot below. Please omit spaces in this box.



5. (A) Select the checkbox next to the course. Once you do that the option to create a New Revision will appear right above. (B) Click on the New Revision button when it appears.



- Clicking the New Revision button will cause a pop-up to come up. Please read the text carefully then click anywhere on that text.



- Once you do, you get the screen below. This is where you can make your revisions. Be sure to save drafts of your work.

MATH210 Calculus and Analytic Geometry I + ⓘ

Course Revision for All Course Types
Course Revision

Workflow Tools 1

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

General Information *indicates required field

Subject Area/Course # (CB01) * Course Title (CB02) * TOP Code (CB03) *

Subject Number

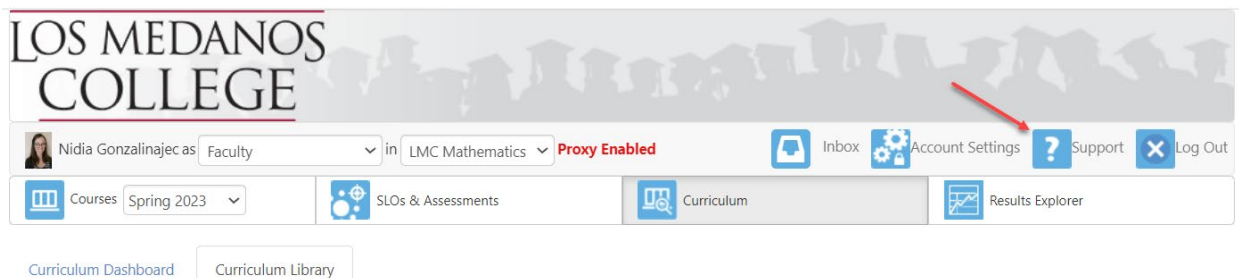
CIP Code * Department *

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

Course Description *

Delete Workflow Save as Draft Submit

- You can find more information on creating and revising a course in eLumen by [clicking this link](#). (You will have to login using your LMC eLumen credentials.)
- Alternatively, once you are logged in, click the support button in the top-right corner (next to the Log Out button).



This takes you to eLumen support (managed through ZenDesk.com).

10. Begin typing in, “*creating and revising*” into the search box. The first article you see will walk you through this process (in more detail than this document).

