## How to revise a course within eLumen

A guide for LMC faculty

- 1. Log onto Imc.elumenapp.com
- 2. Click on the curriculum tab.

LOS MEDANOS COLLEGE	in the second		The	
Nidia Gonzalinajec as Faculty	✓ in LMC Mathematics ✓ Pro	oxy Enabled	ex Account Settings ?	Support 🔀 Log Out
Courses Spring 2023 🗸	SLOs & Assessments	Curriculum	Results Explor	er

3. Click on the Curriculum Library tab

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Nidia Gonzalinajec as Faculty	✓ in LMC Mathematics ✓ P	roxy Enabled	Inbox Account Settings ?Support Conductor
Courses Spring 2023 V	SLOs & Assessments	Curriculum	Results Explorer
Curriculum Dashboard Curriculum Lib	rary		
Course Program			
O Search by course code or title			

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.

Course Program		-	
epartment	Subject Area/Course # 9	Course Title 😧	Distance Education Approved
BRT Administrative (Brentwd), (Total: 182) 💌	math210	Title	Yes, (Total: 2) 🔻

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.

1 Total	Show: 15 entries		< 1 >
ŀ	New Revision - Deactivate Course	Show History View COR Report View Impact Report	Show Deactivated Courses
	Subject Area/Course #	Course Title	\$
2	MATH210	Calculus and Analytic Geometry I	
1 Total	Show: 15 entries		< <u>1</u>

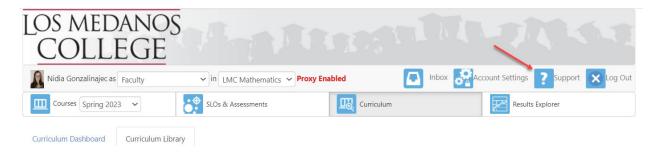
6. Clicking the New Revision button will cause a pop-up to come up. Please read the text carefully then click anywhere on that text.



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

rse Revision rse Revision	for All Course Type	nalytic Geometry I s		
orkflow Tools	1			
over Info	Course Units	Pre-re Specif I	Learni Outlin Curric	
	rmation *indicates requ	irred field Course Title (CB02) *		Add Cross List Course
MATH	210	Calculus and Analytic Geometry I		(1701.00) Mathematics, General
Subject	Number			
		Department *	Course Description *	
CIP Code *				
	hematics, General. 🔻	LMC Mathematics •	Math-210 is an introduction to differentia geometry. Topics include: functions, limit applications of differentiation; an introduc	s, and continuity; techniques and
(27.0101) Mat		LMC Mathematics	geometry. Topics include: functions, limit applications of differentiation; an introduc	is, and continuity; techniques and ction to integration; the Fundamental
CIP Code * (27.0101) Mat SAM Code (CBI Non-Occupati	09) *		geometry. Topics include: functions, limit applications of differentiation; an introduc	is, and continuity; techniques and ction to integration; the Fundamental

- 8. You can find more information on creating and revising a course in eLumen by <u>clicking this link</u>. (You will have to login using your LMC eLumen credentials.)
- 9. 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).

