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

| Los medanos College | S | | |
|-------------------------------------|--------------------------|--------------|-------------------------------------------|
| 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> |

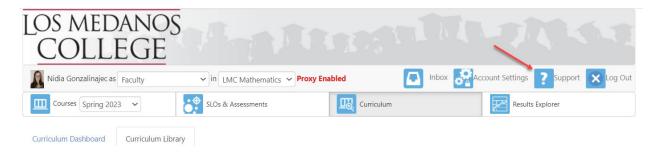
6. Clicking the New Revision button will cause a pop-up to come up. Please read the text carefully then click anywhere on that text.



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).

