Reviewing & Approving a Course in eLumen-Dean

Login lmc.elumenapp.com

Login using your portal login – In the drop down next to your name, make sure the correct title is there.

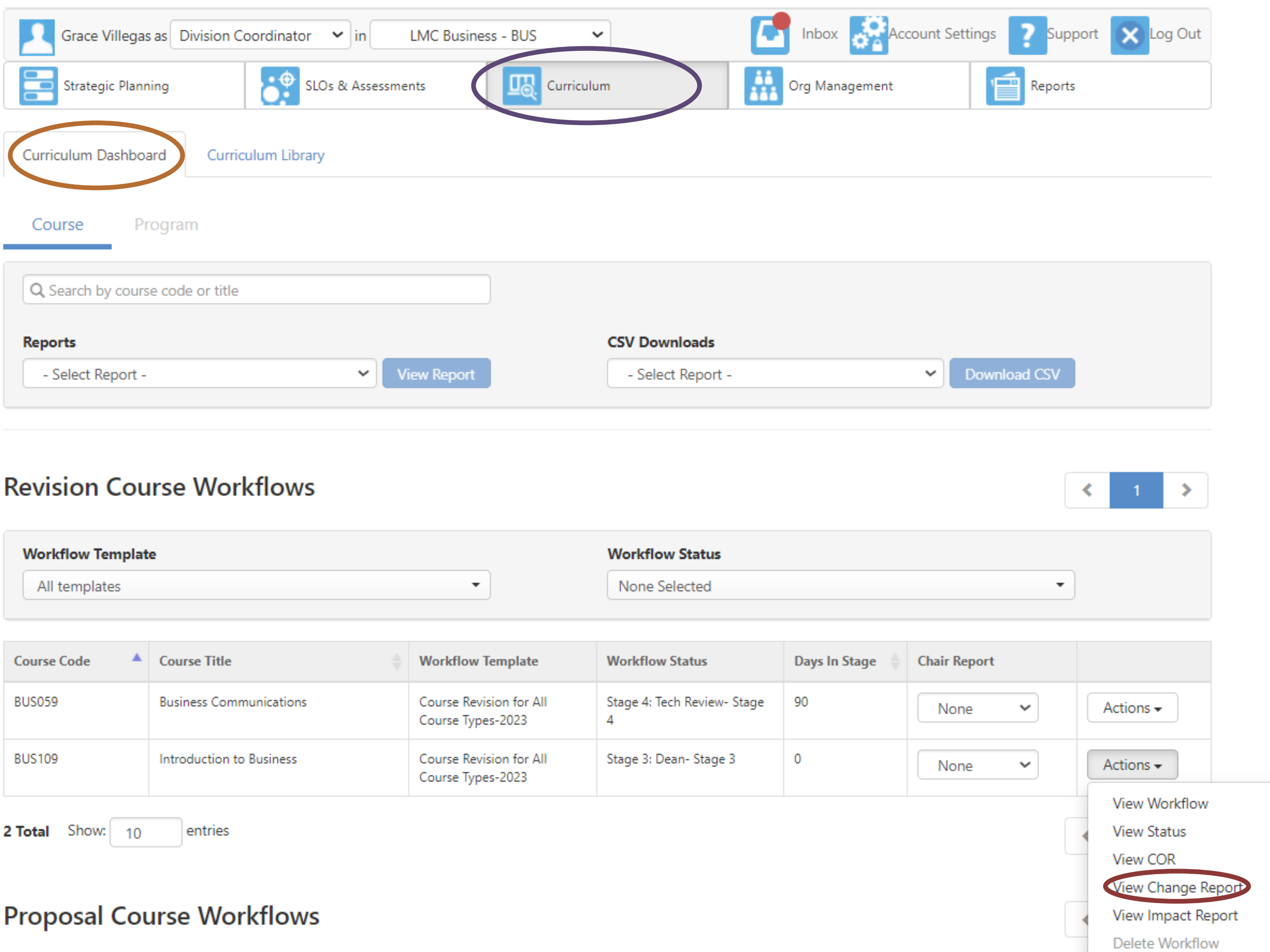
This is a vital step in order to properly approve a course.

For example, if you are approving as a Department Coordinator, make sure it doesn't say "Faculty."

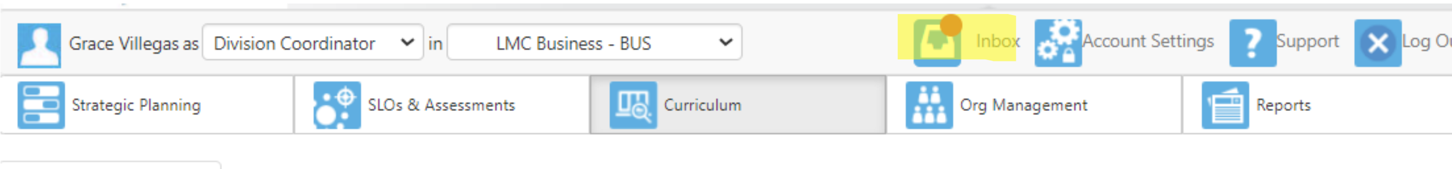
Review the Change Report *OPTIONAL*

eLumen provides the option of viewing a change report that shows all of the changes made in the course outline. After logging into eLumen and ensuring you are at the correct approval level, click on Curriculum and then Curriculum Dashboard. Click on the Actions dropdown and select View Change Report.

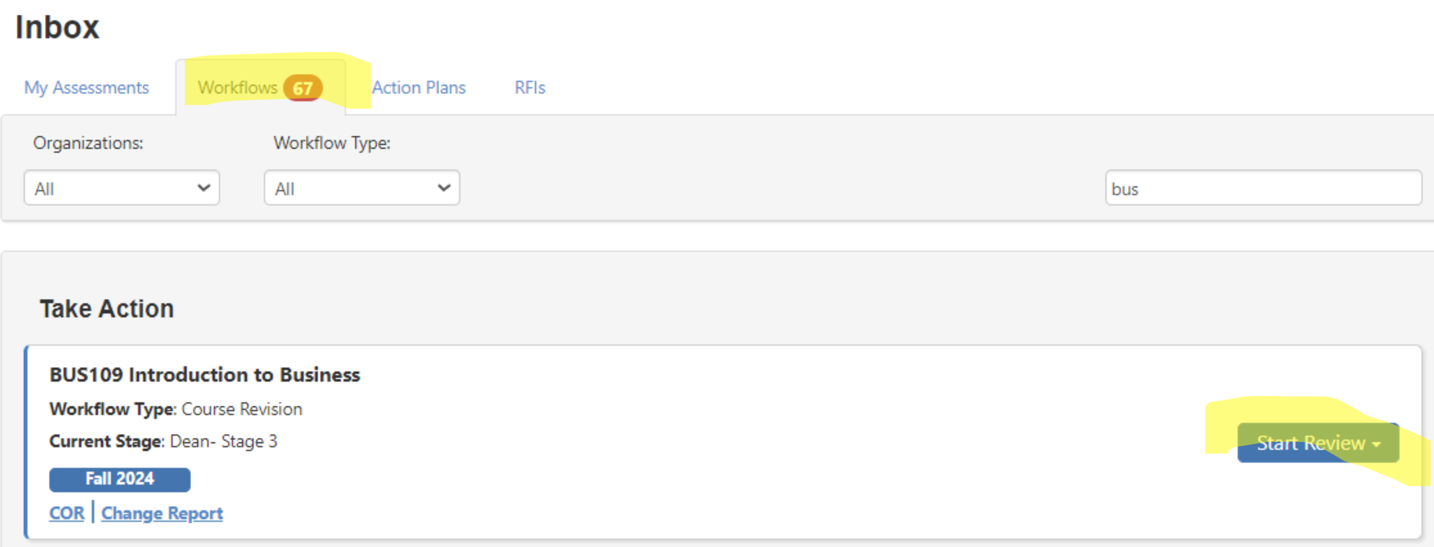
The change report shows both a summary of changes and a strikethrough/highlight feature for the entire course outline. **You cannot edit or approve from this report but it is helpful for reviewing the changes that the initiator has made.**



When you are ready to **approve** the course click on the “Inbox” icon at the top of the screen



Courses waiting for your review and approval will appear under Workflows. The number awaiting your review will be in a red bubble. Click Start Review – Outline View.



Scroll through the entire document reviewing each section.

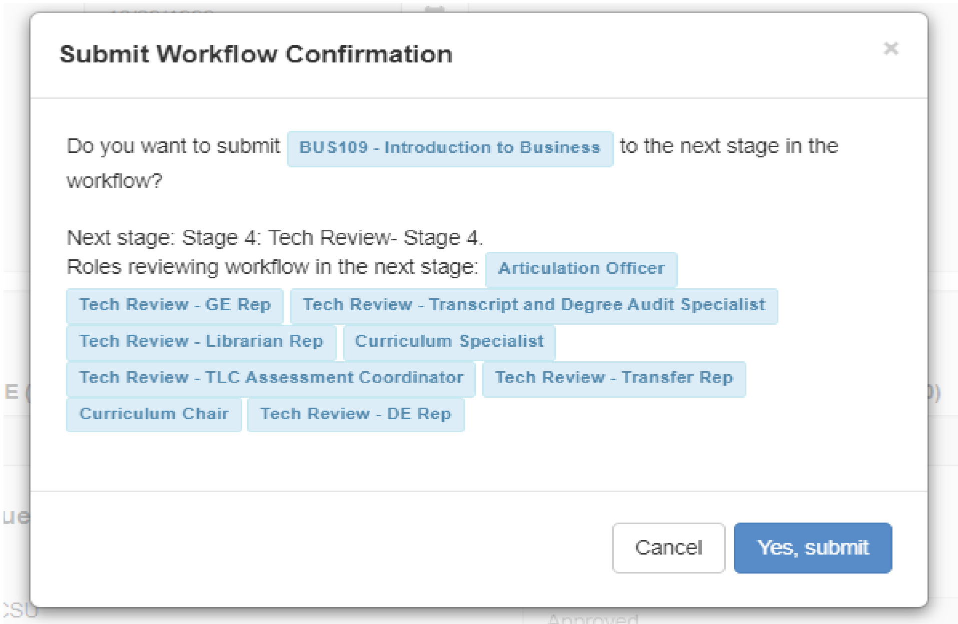
Some areas of the outline have comment sections, you can use this to make suggestions to the initiator and tech review panel. The comments will follow the course all the way to final approval, but will not show up on the public outline.

If there are a lot of changes that need to be made you can send the course back to the initiator. Click Request Change, the box will turn red and at the bottom of the screen you can either choose Quick Send Back or Full Send Back.

- Quick send back goes back to the initiator for revisions. When they submit again, the course goes directly back to your approval level.
- Full send back goes back to the initiator for revisions. When they submit again, the course goes through the entire approval change.

We recommend only using the send back feature for major revisions.

When you are ready to send the course to the next approval level, select “Approve All” and “Submit” at the bottom of the screen– you will get a pop up telling you where and who the course will move to in the workflow (approval chain).



Click “Yes Submit” and the course will move forward in the workflow. You will return to your Inbox and be able to review/approve any additional courses at your level.

Things to look for:
* proper faculty requirements
* Submission Rationale and Notes for Submission
* Effective date (next Catalog always Fall)
* Cohort
* Grade Code (you approve of any changes)
* Transfer Status
* Units/Hours properly line up with state requirements
* Pre/Co requisites are correctly placed and validation forms are attached
* Assignments (2 reading- 2 writing and lab if lab is included) all CSLO's are aligned
* Valid Textbooks (over 5 years needs justification)
* CSLO's performance at 70%
* If Online, a current addenda must be attached.