

## Adding or Changing Distance Education Only in eLumen

Use these instructions to add distance education to a course – this must be the **ONLY** change you make to the outline. Any other changes will need to follow the How to Revise a Course in eLumen instructions.

### Login

dvc.elumenapp.com    Login using your portal login

- Click on the Curriculum tab at the top of the page.
- Click on the Curriculum Library
- Type in the course you would like to revise in the Subject Code and Number box (no dashes)
- Check the box next to your course name and select “New Revision”

The screenshot shows the eLumen Curriculum Library interface. At the top, there is a navigation bar with tabs for 'Courses', 'SLOs & Assessments', 'Curriculum', and 'Results Explorer'. The 'Curriculum' tab is selected. Below the navigation bar, there is a search area with a 'Department' dropdown (set to 'None selected'), a 'Subject Code and Number' input field (containing 'drama295'), a 'Course Title' input field (containing 'Title'), and a 'Distance Education Approval' dropdown (set to 'Yes, ... (Total: 2)'). There is also a 'Show/Hide' dropdown (set to '(Total: 2)'). Below the search area, there is a table with one row for 'DRAMA295' and 'Occupational Work Experience Education in DRAMA'. The 'New Revision' button is highlighted in yellow next to the course name.

There will be a pop up for you to select an option – Select “Course Revision for All Courses” v3



### Course Revision for All Courses

Any revision to a course including Title 5, add/remove Distance Education, and off-schedule revisions. **v3 USE ME 9/26/19**

# DVC Curriculum Committee

1. On the Cover Info Tab, scroll down to Proposal Details and choose an Effective Date
  - a. You are able to choose the very next semester (no other changes allowed in outline)
2. Under Submission Rationale – select “Add Distance Education”
3. Under Notes for Submission – include a brief explanation as to why DE is needed and if you are adding 100% online, Partially Online (Hybrid), or both.

**Proposal Details**

**Initiator**  
 Lesley Agostino  
[Add Additional Contributors](#)  
Checked Authors will also have a Coordinator role in this course.

**Effective Date**  
-- Choose Starting Term --

**Notes for Submission**  
Notes for Submission

**Attachments**  
[Upload Files](#)  
You need to name and save the workflow once to upload files.

**Submission Rationale**  
None selected  
 New Course  
 Improvement to Program of Study  
 Change to Content  
 New Course Materials  
 Add Distance Education  
 Mandatory Revision

4. Scroll back to the top and click the tab “Distan...” – short for Distance Education which will take you to the Distance Education Supplement

Cover Info Course... Units... Pre-re... Specif... Learni... Outlin... **Distan...** Open... Credit...

Curric...

**General Information** \*indicates required field [Add Cross List Course](#)

**Subject Code and Number (CB01) \*** **Course Title (CB02) \*** **TOP Code (CB03)**

ADJUS	120	Introduction to the Administration of Justice	(2105.00) Administration of Ju...
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**Subject** **Number**

## Distance Education Supplement

Every course will have the DE Supplement template language.

In the Method(s) of Distance Education dropdown, choose the method you would like for your course - Online, Partially Online/Hybrid, or Both. Choose the option that reflects how the course is going to be taught.

If the drop down is not there (eLumen glitch), type in the box either “100% Online, Partially Online/Hybrid, Both partially online/hybrid and 100% online, or This Course is Not Approved for Distance Education”

**Method(s) of Distance Education**

-- Select an option --

-- Select an option --

Online (100% of scheduled classtime is online)

Partially Online/Hybrid (less than 100% scheduled classtime is online. One or more face-to-face classes are replaced by distance education)

Both partially online and 100% online options are available

This course is not currently approved for distance education.

# DVC Curriculum Committee

You are required to review the approved language and you are required to **provide two examples of how SLOs will be assessed using the distance education in the course**. This must reference interaction in the learning management system.

Since there is always the possibility of changing the learning management system use the generic term “learning management system.”

*Locate at least three web sites relating to the history of policing in the United States and England. Upload to the learning management system, a two-page report on what you found and how it compares to what you have learned in the course. Edit your report based on your instructor feedback and submit for final grading.*

*Read a chapter on search and seizure and explain how case laws affect an officer's authority to stop and investigate persons in the field. Post to the discussion board at least two cases by name and how they impact field interrogations. Comment on at least two of your classmates responses.*

## Submitting Your Course

You can click Save as Draft if you are not ready to submit the course. You can always access it in your Inbox.

When you are ready, click Submit and a pop up will ask you to confirm and will tell you where the course outline is going next.

eLumen will email the next person in the approval process at the end of the day.

You can check on the status of your course by click on the Curriculum Button and Curriculum Dashboard. The Workflow Status will tell you who is the current reviewer/approver.

The screenshot shows the eLumen Curriculum Dashboard interface. At the top, there are navigation tabs for Courses, SLOs & Assessments, Curriculum (highlighted), and Results Explorer. Below this, there are sub-tabs for Curriculum Dashboard (highlighted) and Curriculum Library. A 'Download Workflows as CSV' button is visible on the right. The main content area is titled 'Revision Course Workflows' and contains a table with the following data:

Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	Actions
DRAMA111	Introduction to Lighting Design	Course Revision for All Courses	Stage 1: Initiator	None	Actions
DRAMA295	Occupational Work Experience Education in DRAMA	Course Revision for All Courses	Stage 2: Curriculum Committee Representative	None	Actions
DRAMA296	Internship in Occupational Work Experience Education in DRAMA	Course Revision for All Courses	Stage 1: Initiator	None	Actions