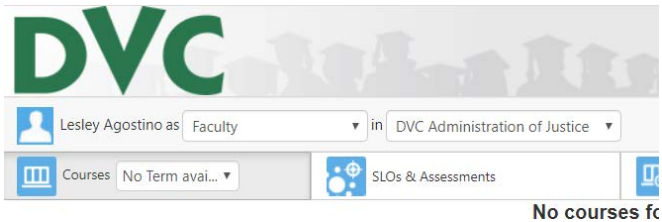


How to Delete/Deactivate a Course in eLumen

Login

dvc.elumenapp.com

Login using your portal login and password. Make sure that next to your name the drop down chosen is “Faculty” and your department is noted. This sample shows that Lesley Agostino is Faculty in DVC Administration of Justice:



Click on Curriculum in the center of the page.

Click on the Curriculum Library

Type your course subject code and number in the box “Subject Code and Number” – eLumen does not use dashes, the sample shows ADJUS120.

Click on the checkbox next to the course and the “Deactivate Course” option will be displayed.

Curriculum Dashboard Curriculum Library

Course Program

Department: DVC Administration of Justice, ... (Total: 115) ▼

Subject Code and Number: adjus120

Course Title: Title

Total Show: 15 entries

Subject Code and Number	Course Title
ADJUS120	Introduction to the Administration of Justice

On the pop-up, select “Confirm” when it asks you “Are you sure you want to deactivate this course?”

There will be a Course Deactivation tab where you must fill in a rationale as to why you are deleting the course.

When complete, click “Submit” this will advance the workflow through the approval chain:

- Initiator
- Curriculum Committee Representative
- Department Chair (in eLumen “Department Coordinator”)
- Division Dean (in eLumen “Division Coordinator”)
- Tech Review
- Curriculum Committee
- Governing Board (does not actually go to the board, it’s a “holding” stage until ready to remove the course from eLumen)

You can view the progress of your deletion on the Curriculum Dashboard – the Deactivation Workflows are at the bottom of the page.