

# Instruction for Approval of modalities forms in eLumen for COOL members

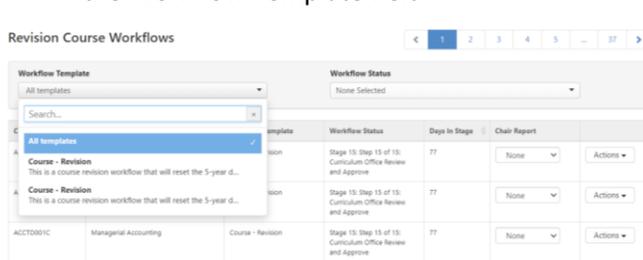
## Revision Course Workflows (for existing courses)

1. Sign into MyPortal
2. Click on eLumen card  
Note: if you don't see the card, scroll down and click on the "Discover More" button. Search for eLumen and save that card to your dashboard.  
You will be asked for your CWID again.

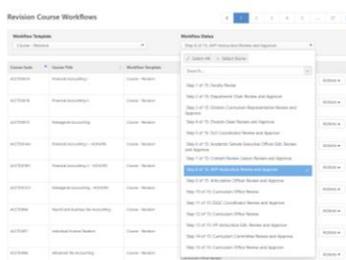
3. Once in eLumen, after your name, choose your role as "COOL Members"



4. Click on the Curriculum tab
5. Under the Revision Course Workflows section, select the first- "Course Revision" Template in the Workflow Template field



6. For Workflow Status menu, choose-Step 8 Modality Review. You may have to click on Select None, and ensure only STEP 8 is checked.



7. To apply the filter, click any white space within eLumen.
8. To view a class, under Action, select View Workflow.
9. Locate the Mode of Delivery field and check for Online or Hybrid modalities.
10. If Online is displayed, ensure that the Online Course Delivery Request form is attached
11. If Hybrid is displayed, ensure that the Hybrid Course Delivery Request form is attached
12. If Hybrid and Online are displayed in the mode of delivery field, look for the two forms.
13. Click on Download all and open the downloaded file/s. (see sample forms)

## Proposal Course Workflows (for new courses)

1. Follow steps 1-4 of the Revision Course Workflows
2. Under the Proposal Course Workflows section, select the first- "Course New" template in the Workflow Template field
3. For Workflow Status menu, choose-Step 8 AVP-instruction (this label will change) You may have to click on Select None, and ensure only STEP 8 is checked.
4. To apply the filter, click any white space within eLumen.
5. To view a class, under Action, select View Workflow.
6. Locate the Mode of Delivery field and check for Online or Hybrid modalities.
7. If Online is displayed, ensure that the Online Course Delivery Request form is attached
8. If Hybrid is displayed, ensure that the Hybrid Course Delivery Request form is attached
9. If Hybrid and Online are displayed in the mode of delivery field, look for the two forms.
10. Click on Download all and open the downloaded file/s. (see sample forms)

### General notes for eLumen

- COOL members have read-only access
- COOL members can view and download forms
- System can be slow to load and display all fields
- You can ignore any courses that indicate ***In-Person only*** as the modality

### Notes on what to look in the forms

-Is the right form attached? Approved forms are from 2022.

-Is the correct form attached for each modality selected?

-Are the correct percentages for Online vs face-to-Face indicated?

-Are all fields filled in?

-Is the accessibility statement sufficient? Does it mention accessible Course in Canvas? Does it mention DSS services?

-Is the RSI question satisfactorily answered?

**Review the latest Online and Hybrid Course Delivery Form guides for additional information on how faculty should fill out these forms.**