How to approve a workflow as a SLO Coordinator.

1. As a SLO Coordinator, you will get a notification in your COM email that your attention is required and the workflow and closures will be listed. Open up a web browser and go to **marin.elumenapp.com** (note that the eLUMEN web URL ends in *.com* not *.edu*
2. The MyCom login screen will appear.
3. Sign in with your MyCom username and password

Make sure you are in your SLO Coordinator role and you have the correct department selected if you have multiple departments you are responsible for.

To approve a workflow you need to go to access the dashboard through your inbox. This will bring you to the workflows (course revisions, new courses, etc) that have been initiated and active.

All courses will be listed under Active. If a course needs your approval it will say Course Revision - Curriculum Comm and SLOAC above the name of the course. To the right you will see a box titled Start Review. Pull down the start review tab and go to Step Review
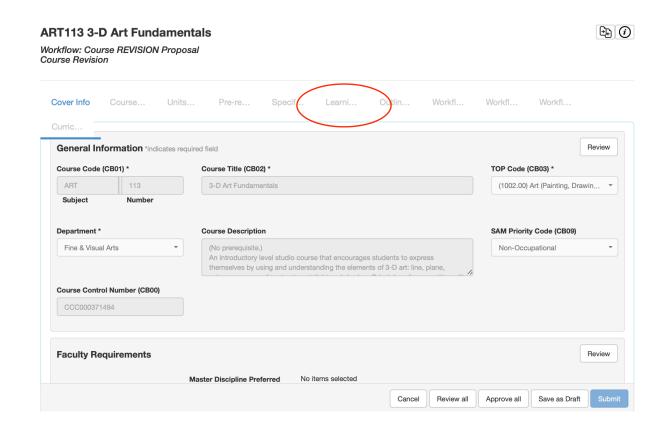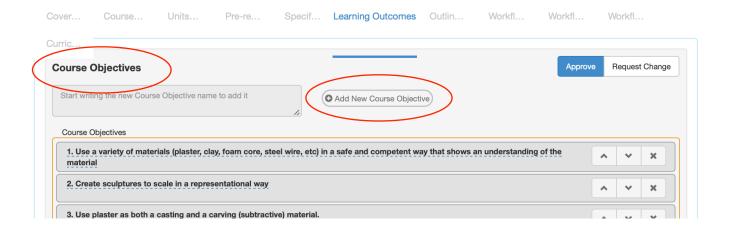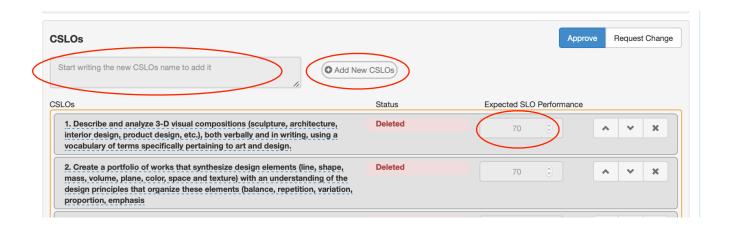
Step Review will take you to the course with tabs in light gray at the top for each section of the course. Click on the Learning Outcomes tab. Note that is is light gray but you can still click on it.

ART113 3-D Art Fundamentals
Workflow: Course REVISION Proposal
Course Revision

Cover Info   Course…   Units…   Pre-re…   Specif…   Learni…   Outlin…   Workfl…   Workfl…   Workfl…

Curric…

General Information *indicates required field*   Review

Course Code (CB01) *
ART   113
Subject   Number

Course Title (CB02) *
3-D Art Fundamentals

TOP Code (CB03) *
(1002.00) Art (Painting, Drawin… ▼

Department *
Fine & Visual Arts   ▼

Course Description
(No prerequisite.)
An introductory level studio course that encourages students to express themselves by using and understanding the elements of 3-D art: line, plane,

SAM Priority Code (CB09)
Non-Occupational   ▼

Course Control Number (CB00)
CCC000371494

Faculty Requirements   Review

Master Discipline Preferred   No items selected

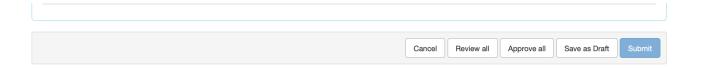Cancel   Review all   Approve all   Save as Draft   Submit

Once in the Learning Outcomes section you will see the course objectives at the top. Check to make sure the objectives are not all bunched together. If they are you can copy and paste them one by one into the box under course objectives and hit the add new objective tab.

Cover…   Course…   Units…   Pre-re…   Specif…   Learning Outcomes   Outlin…   Workfl…   Workfl…   Workfl…

Curric…

Course Objectives   Approve   Request Change

Start writing the new Course Objective name to add it

⊕ Add New Course Objective

Course Objectives

1. Use a variety of materials (plaster, clay, foam core, steel wire, etc) in a safe and competent way that shows an understanding of the material   ∧ ∨ ✕

2. Create sculptures to scale in a representational way   ∧ ∨ ✕

3. Use plaster as both a casting and a carving (subtractive) material.

The Learning Outcomes (CSLOs) will be listed below the objectives. Scroll down the page to see all. If you need to add one, type it in the box under CSLOs and hit the add new CSLOs. Then add 70 in the box under Expected SLO Performance. To delete a CLSO, hit the X at the far right.

The last step is to hit the review all tab, then the approve all tab and finally the submit. These are at the bottom of the page.   If you need to come back to the workflow you can save it as a draft and come back to finish it later.

After hitting the submit tab, a new window will pop up to confirm that you want to submit. Hit submit again and you are done.