

How to Add a Course Coordinator

1. You will need to be in a Program or Division Coordinator role in the correct department.
2. To start a set-up from scratch click on Edit Course, otherwise click on Add a Course Coordinator

Practice Site
FULLERTON COLLEGE
eLumen

Business Div.

Janice - Default eLumen client | Division Coordinator

Strategic Planning | SLiC & Assessments | Courses & Org | Reports

Profile | Courses & Contexts | Courses & Contexts Groups | Student Groups | Committees

Accounting Dept.

Marcus Wilson, George McAllister, Ming-yin Scott

Organization: Accounting Dept.

Type: Courses | Include Inactive: No | Course Group: All Groups | Terms: Spring 2015

Add Course

ACCT001 F - Accounting for Small Business | **Edit Course**

Course Coordinator(s): Charmaine Smith, Add Course Coordinator

Add Section

If coordinators have been set-up previously this is a quick link to add a course coordinator.

Sections	Attribute	Evaluators
24224	No attributes assigned.	Charmaine Smith
24637	No attributes assigned.	Charmaine Smith

ACCT011 F - Payroll Accounting | **Edit Course**

Course Coordinator(s): Ming-yin Scott, Add Course Coordinator

3. Make sure the checkbox for This Course has a Coordinator is selected.

Edit Course

Code: ACCT001 F | Name: Accounting for Small Business

Description: Accounting for Small Business

Type: | Credits: Credit

Status: Active | Owner: Accounting Dept.

Groups: Business Management Associate in Science Degree, Business Management Certificate, Entrepreneurship Associate in Science Degree, Entrepreneurship Certificate, International Business Management Associate in Science Degree, Marketing Management Associate in Science Degree, Marketing Management Certificate, Real Estate Management Associate in Science Degree, Real Estate Management Certificate, Real Estate Sales Skills Certificate, Add Group

This Course has a Coordinator

Coordinator: Charmaine Smith, Add Coordinator

Coordinator can manage Courses

Coordinator can manage Evaluators

Coordinator can manage Collective Scores

Cancel | Remove | Save

4. Click on Add Coordinator.

The screenshot shows the 'Edit Course' form for course ACCT001.F, 'Accounting for Small Business'. The form includes fields for Code, Name, Description, Type, Status, Credits, Owner, and Enrollment. A list of 'Groups' is provided, including Business Management Associate in Science Degree, Entrepreneurship Associate in Science Degree, and Real Estate Management Associate in Science Degree. Under the 'Coordinators' section, there is a checkbox 'This Course has a Coordinator' which is checked. Below it, the name 'Charmaine Smith' is listed, followed by a red arrow pointing to the 'Add Coordinator' link. A red text annotation above the arrow reads: 'To add another coordinator, click on Add Coordinator'. Other checkboxes include 'Coordinator can manage Courses', 'Coordinator can manage Evaluators', and 'Coordinator can manage Collective Scores'. At the bottom are 'Cancel', 'Remove', and 'Save' buttons.

5. In the Available Users column, use the pull-down menu to select Faculty. It is typically a faculty member that is assigned a coordinator role, so you will likely find the person's name under faculty.

The screenshot shows two panels: 'Assigned Coordinators' and 'Available Users'. The 'Assigned Coordinators' panel has a search box and a list with 'Charmaine Smith'. The 'Available Users' panel has a search box and a list of names. A red arrow points from the 'Context Coordinator' dropdown menu in the 'Available Users' panel to a text annotation. The annotation reads: 'Usually you are assigning a faculty member the coordinator role. Use the pull-down menu and select Faculty.' The 'Available Users' panel also includes dropdown menus for 'All/Any Organizations' and 'All/Any Terms', and a list of names including Aguirre, Anna; Allen, Maala; Ansari, Mohd; Armani, Behnoosh; Bai, Julie; Baker, Michael; Barabas, Liliana; Bassi, Lisa; Bevec, Gina; and Bianchino, Annie.

- Type in the last name of the person you want to assign as coordinator. You usually can identify a person if you type in the first four letters of the last name of the person you want to assign as coordinator.

Assigned Coordinators

← Previous 1 Next →

Search

Name

Charmaine Smith

← Previous 1 Next →

Available Users

← Previous 1 Next →

Faculty All/Any Organizations

All/Any Courses All/Any Terms

chad

Name

Chadwick, Janice

Hovelsen, Chad

← Previous 1 Next →

Close

Type in part of the last name of the faculty member.

- Click on the name

Assigned Coordinators

← Previous 1 Next →

Search

Name

Charmaine Smith

← Previous 1 Next →

Available Users

← Previous 1 Next →

Faculty All/Any Organizations

All/Any Courses All/Any Terms

chad

Name

Chadwick, Janice

Hovelsen, Chad

← Previous 1 Next →

Close

Click on the name of the faculty member you want to select.

8. This moves the name over to the Assigned Coordinator column

Assigned Coordinators

Available Users

Once you click on the name of the faculty member selected, it appears in the left-hand column of "Assigned"

9. Click on Close

Assigned Coordinators

Available Users

Scroll down and click on Close

10. The newly assigned coordinator name appears in the list. If everything is correct, click on Save and exit.

Additional Choices to Coordinator Role

11. The other option is to choose what coordinators can and cannot do in the coordinator role. If you de-select managing evaluators and collective scores, then coordinators will only be able to run reports and distribute assessments to faculty.

The screenshot shows the 'Edit Course' form with the following fields and options:

- Code:** ACCT001 F
- Name:** Accounting for Small Business
- Description:** Description
- Type:** [Dropdown menu]
- Credits:** Credits
- Status:** Active
- Owner:** Accounting Dept.
- Enrollment:** Max Enrollment
- Groups:** Business Management Associate in Science Degree, Business Management Certificate, Entrepreneurship Certificate, International Business Management Associate in Science Degree, Marketing Management Associate in Science Degree, Marketing Management Certificate, Real Estate Management Associate in Science Degree, Real Estate Management Certificate, Real Estate Sales Skills Certificate, Add Group
- Coordinators:**
 - This Course has a Coordinator
 - Charmaine Smith
 - [Add Coordinator](#)
 - Coordinator can manage Courses
 - Coordinator can manage Evaluators
 - Coordinator can manage Collective Scores

Annotations with red arrows point to the 'Coordinator can manage Evaluators' and 'Coordinator can manage Collective Scores' checkboxes, with the text: "De-select if you don't want coordinators to add evaluators" and "De-select if you don't want coordinators to select collective scores".

Buttons: Cancel, Remove, Save

How to Remove Course Coordinators

1. Click on Edit Course

The screenshot shows the user interface of the Fullerton College eLumen system. At the top, there is a navigation bar with the college logo and a dropdown menu for 'Business Div.'. Below this, there is a user profile section for 'Janice - Default eLumen client' with a 'Division Coordinator' role. The main content area is titled 'Accounting Dept.' and lists two courses: 'ACCT001 F - Accounting for Small Business' and 'ACCT011 F - Payroll Accounting'. For each course, there is an 'Edit Course' button. A red arrow points to the 'Edit Course' button for ACCT001 F. Below the course list, there is a table with columns for 'Sections', 'Attribute', and 'Evaluators'. The table shows two sections: 24224 and 24637, both with 'No attributes assigned' and 'Charmaine Smith' as the evaluator.

2. Click on Add Coordinator to access the list of coordinators.

The screenshot shows the 'Edit Course' dialog box. The course is 'ACCT001 F - Accounting for Small Business'. The dialog includes fields for 'Course ID', 'Description', 'Type', 'Status', 'Credits', 'Owner', and 'Enrollment'. The 'Coordinators' section is expanded, showing a list of coordinators: 'Charmaine Smith', 'Ming-yin Scott', and 'Add Coordinator'. A red arrow points to the 'Add Coordinator' button. The dialog also has checkboxes for 'This Course has a Coordinator', 'Coordinator can manage Courses', 'Coordinator can manage Evaluators', and 'Coordinator can manage Collective Scores'. At the bottom, there are 'Cancel', 'Remove', and 'Save' buttons.

3. Click on the coordinator name you want to remove in the left-hand Assigned Coordinator column.

Assigned Coordinators

← Previous 1 Next →

Search

Name

Chadwick, Janice

Charmaine Smith

← Previous 1 Next →

Click on name you want to remove in the Assigned Coordinator column

Available Users

← Previous 1 2 3 4 5 Next →

Context Coordinator All/Any Organizations

All/Any Courses All/Any Terms

Search

Name

Aguirre, Anna

Allen, Maala

Ansari, Mohd

Armani, Behnoosh

Bai, Julie

Baker, Michael

Barabas, Liliana

Bassi, Lisa

Bevec, Gina

Bianchino, Annie

4. The coordinator is removed from the list in the left-hand column.

Assigned Coordinators

← Previous 1 Next →

Search

Name

Charmaine Smith

← Previous 1 Next →

Available Users

← Previous 1 2 3 4 5 Next →

Context Coordinator All/Any Organizations

All/Any Courses All/Any Terms

Search

Name

Aguirre, Anna

Allen, Maala

Ansari, Mohd

5. Scroll down and click on Close.

Search

Context Coordinator All/Any Organizations

All/Any Courses All/Any Terms

Search

Name

Charmaine Smith

← Previous 1 Next →

Click on Close

Aguirre, Anna

Allen, Maala

Ansari, Mohd

Armani, Behnoosh

Bai, Julie

Baker, Michael

Barabas, Liliana

Bassi, Lisa

Bevec, Gina

Bianchino, Annie

← Previous 1 2 3 4 5 Next →

Close

6. The name is no longer on the list of coordinators. If all is correct and set-up complete, click on Save and exit.

Edit Course

Code: * ACCT001 F Name: * Accounting for Small Business

Description: Accounting for Small Business

Type: * Credits: Credits

Status: Active Owner: Accounting Dept.

Enrollment: Max Enrollment

Groups: Business Management Associate in Science Degree
Business Management Certificate
Entrepreneurship Associate in Science Degree
Entrepreneurship Certificate
International Business Management Associate in Science Degree
Marketing Management Associate in Science Degree
Marketing Management Certificate
Real Estate Management Associate in Science Degree
Real Estate Management Certificate
Real Estate Sales Skills Certificate
Add Group

This Course has a Coordinator:

Coordinators: Charmaine Smith ← The coordinator name is no longer on the list.
Add Coordinator

Coordinator can manage Courses

Coordinator can manage Evaluators

Coordinator can manage Collective Scores

If correct, click on Save

Cancel Remove Save