

eLumen Quick Guide

COURSE ATTACHMENTS

Attachments can be added to a course on the bottom of the Cover Info tab. If this is a new proposal, you will have to “Save as Draft” and re-enter the workflow (either through the inbox or the “View Workflow” option on the dashboard) to see the option.

Proposal Details

Author
 Cheyenne Odenthal
[Add Additional Contributors](#)
Checked Authors will also have a Coordinator role in this course.

Proposal Start *
Spring 2020

Submission Rationale *
Test

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

[Delete Workflow](#) [Save as Draft](#) [Submit](#)

After you saved the workflow as a draft, you will select the Inbox button at the top of the page. You will find the workflow that you just saved as a draft.

Select the continue workflow button

Cheyenne Odenthal as Faculty in Accounting

[Inbox](#) [Account Settings](#) [Support](#) [Log Out](#)

[Courses](#) [SLOs & Assessments](#) [Curriculum](#) [Results Explorer](#)

Inbox

Workflows **13** [Action Plans](#) [RFIs](#)

Organizations: All Workflow Type: All

Active

1 2 3

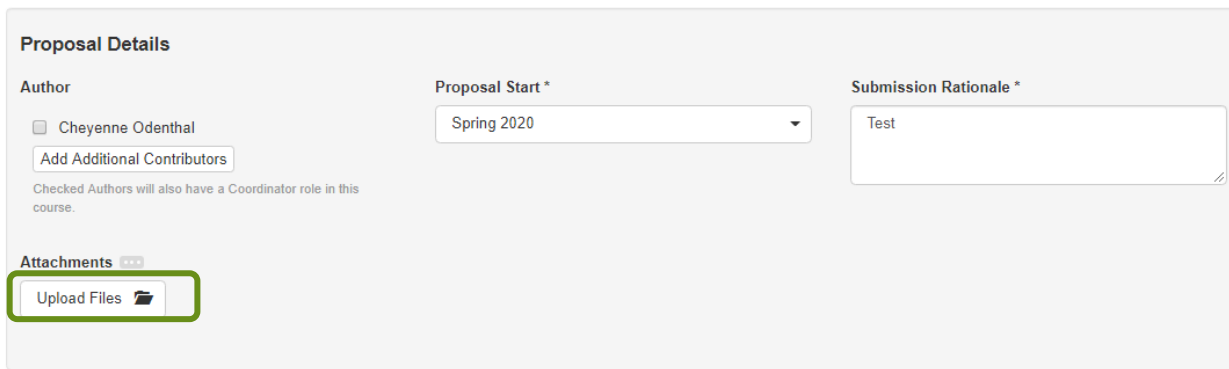
Course Creation - Stage 2 [Feedback](#)

Course: TEST101 Test

Course Creation - Stage 1 - Origination [Continue Workflow](#)

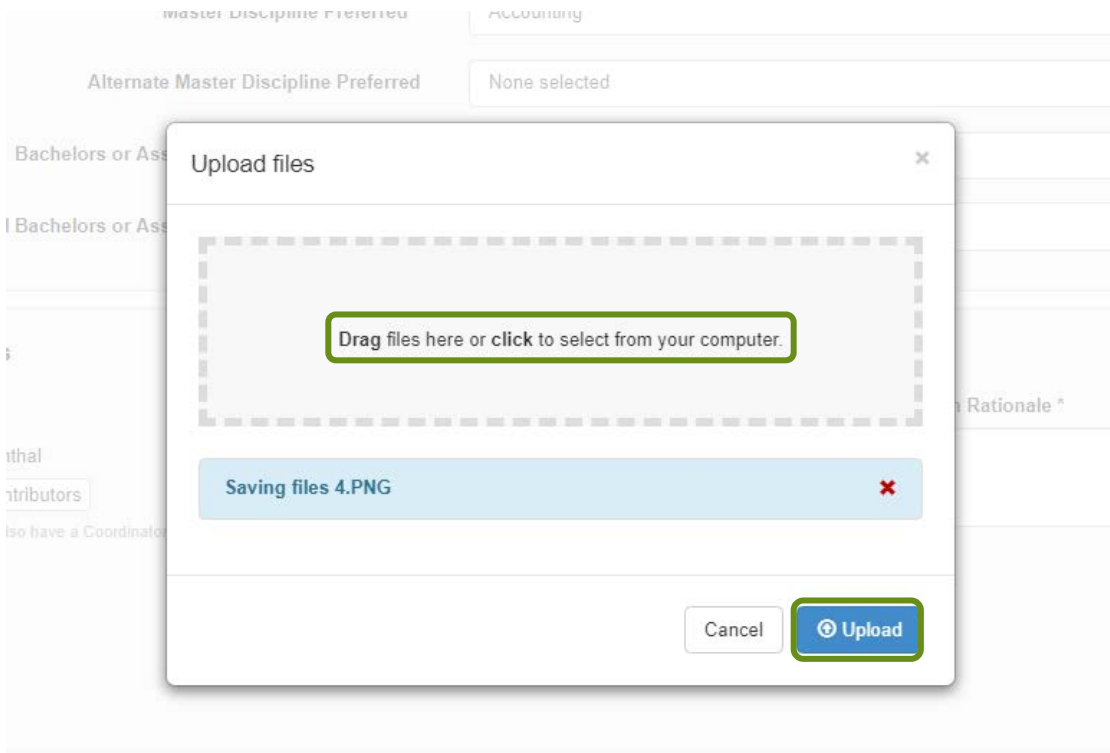
Course: TEST101 Test

Your workflow will open back up, scroll down to the Proposal details section and select Upload files:



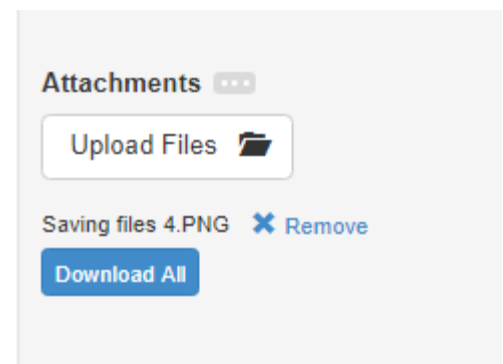
The screenshot shows the 'Proposal Details' section of a form. It includes fields for 'Author' (Cheyenne Odenthal), 'Proposal Start' (Spring 2020), and 'Submission Rationale' (Test). Below these fields is an 'Attachments' section with a green-bordered button labeled 'Upload Files' and a folder icon.

A Pop up will appear, follow the prompt and select upload once all the files you want have been added.



The screenshot shows a 'Upload files' dialog box overlaid on the form. The dialog has a dashed box for file selection with the text 'Drag files here or click to select from your computer.' Below this is a blue progress bar showing 'Saving files 4.PNG' with a red 'x' icon. At the bottom are 'Cancel' and 'Upload' buttons, with the 'Upload' button highlighted in green.

The pop up box will remain there until you click the "x" in the top right corner of the box. Then you will be able to see the files that have been attached to the course.



The screenshot shows the 'Attachments' section of the form. It features the 'Upload Files' button, a progress bar for 'Saving files 4.PNG' with a red 'x' icon and a 'Remove' link, and a blue 'Download All' button.