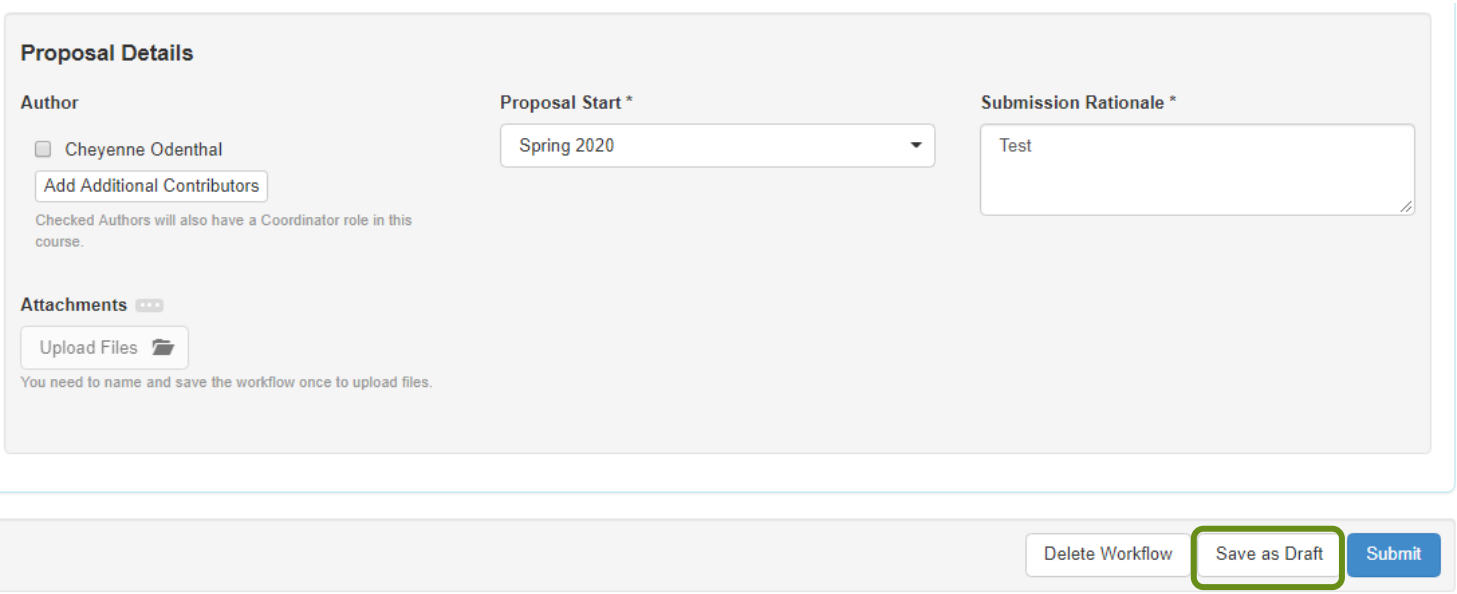
eLumen Quick Guide

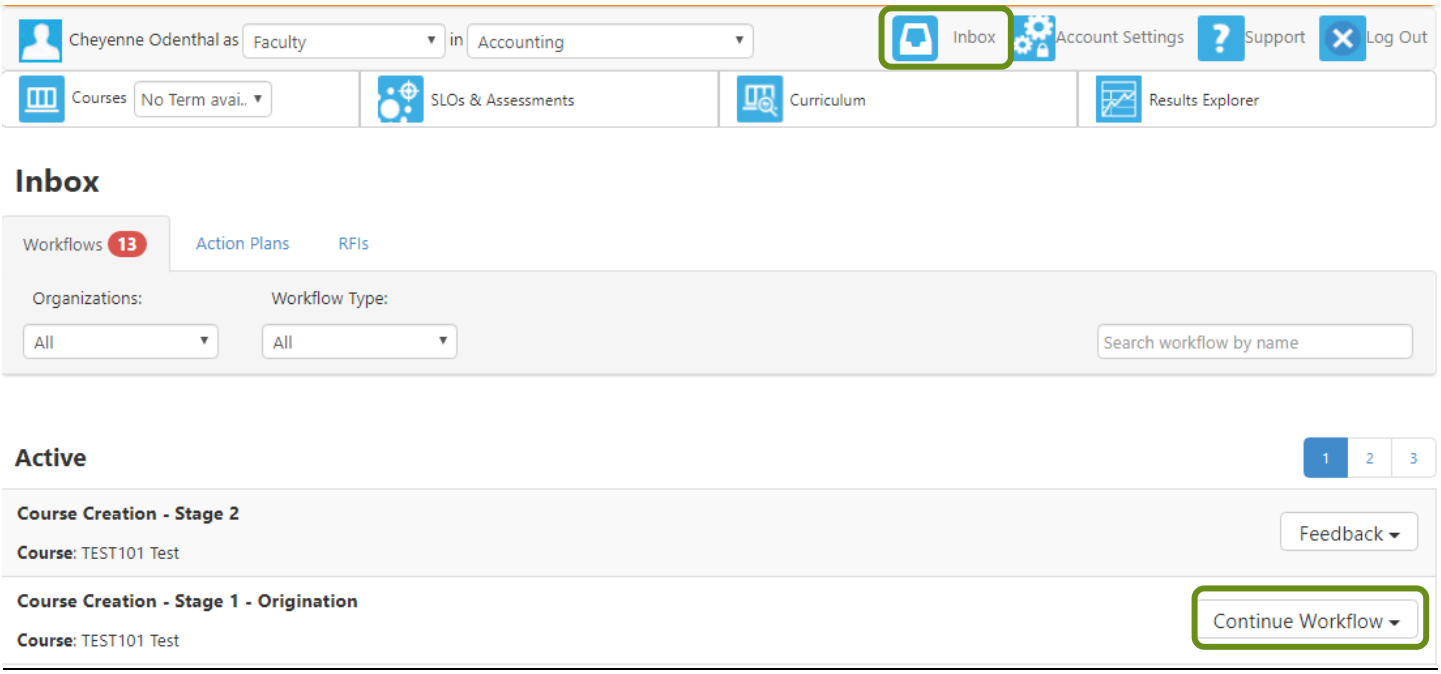
COURSE ATTACHMENTS

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.

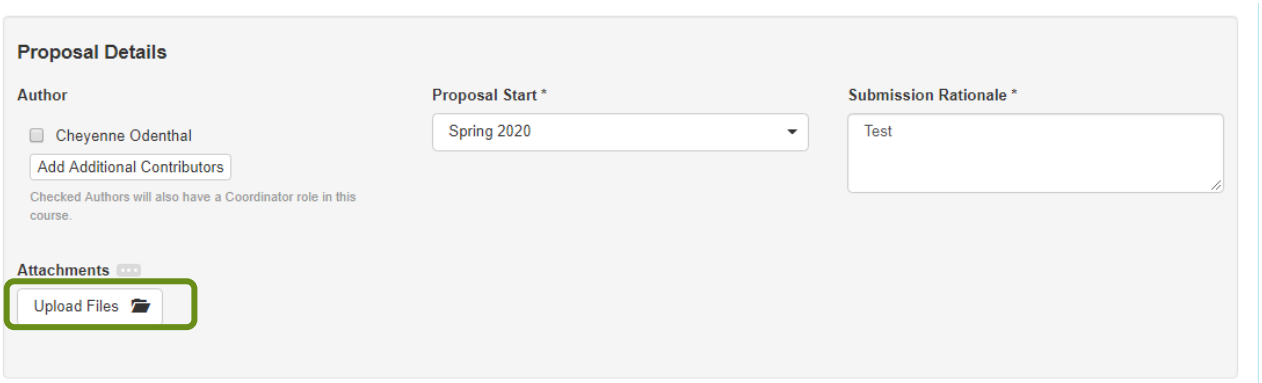


After you saved the workflow as a draft, you will select the Inbox button at the top of the page. You will find the workflow that you just saved as a draft.

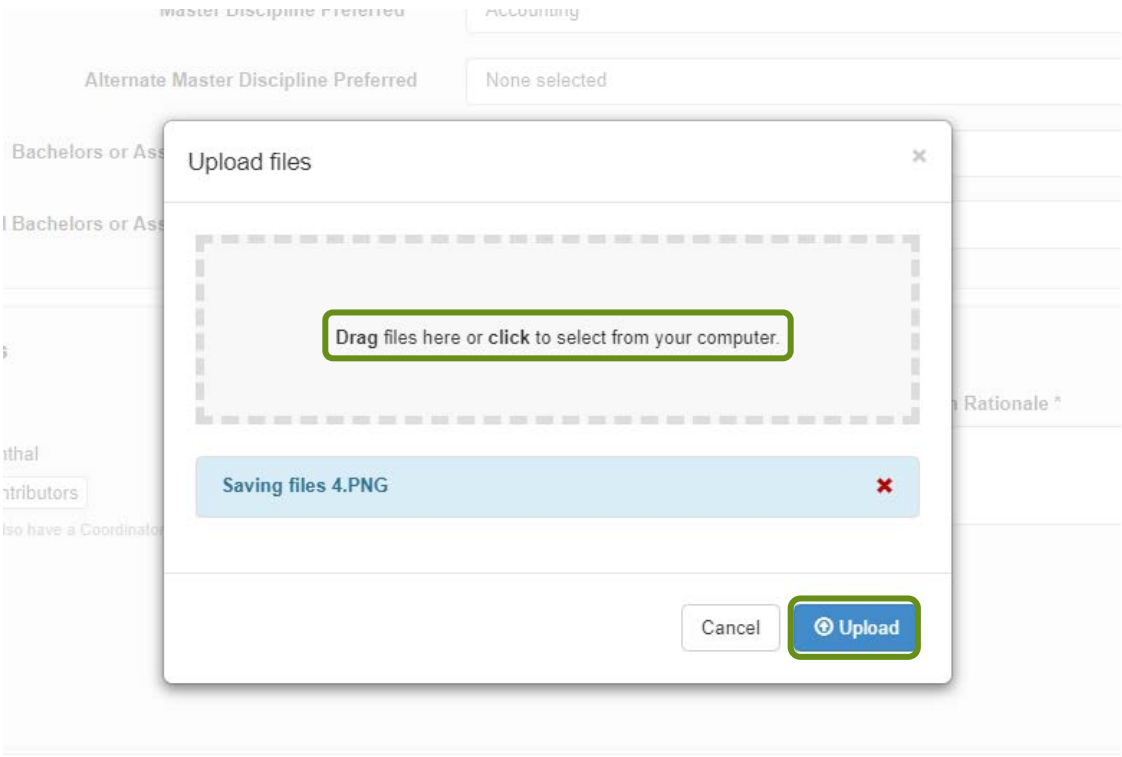
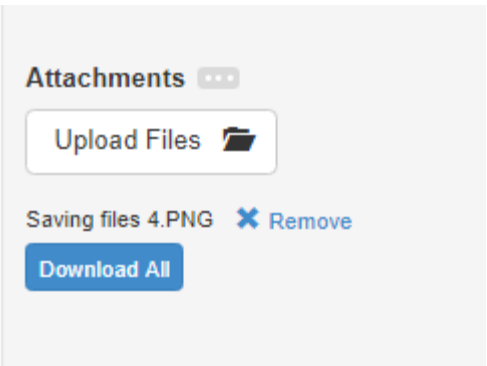
Select the continue workflow button



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



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



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.