2025-2026 Annual Plan Submission in eLumen Instructions
(Click numbered steps to go to screenshot examples)

① **Accessing eLumen**
Ensure you have the eLumen tile on MyCompton
Login to eLumen and switch role to Department Coordinator
Choose the program/unit that you are completing the Annual Plan for

② **Entering and Aligning Goals**
Navigate to Org Management → Profile → Add Goals

Enter goals as "2025-2026 Goal #_: _____"

Navigate to Org Management----→ Profile---→Align Goals

③ **Accessing Annual Plan Template**
Navigate to Strategic Planning----→ Initiatives---→Add Goals
Set Type: Annual Planning
Click "[Work Area]-[Program] 2025-2026 Annual Pan"

④ **Attaching Goals to the Annual Plan Template**
Navigate to Design Mode
Click: Goals and Objectives icon
Add Goals previously entered in the Org Management Profile
Save

⑤ **Attaching Annual Plan Resource Requests to Program Review and Action Steps to Goals**
Navigate to Active Mode
Click: Linked Goals and Objectives
Select: +Align Action
Navigate to "Create New Action" icon
Complete the following:
> **Recommended Action**": Describe how the resource you are requesting will be used to meet college goals.
> *This is similar to the short term outcome section you completed using the past logic model template*
> **Action Type**: "New Resources"
> Click: "+Add a Resource Request"
>> **Resource Name**: This is a brief name of the actual resource you are requesting, e.g. 5 hotspots, funding for college tours, 100 graduated cylinders, etc.
>> **Resource Type**: Choose the most appropriate category Other. If your resource recommendation meets a College health and safety need, choose the appropriate health and safety category or "Other (Health and Safety Need)"
>> **Click**: Add New Action

Repeat this process for each resource request that is aligned to your particular goal

Save.

⑥ Complete the two open-ended response to summarize what you would like your office/program/unit to accomplish in 2025-2026 and to give any additional details that may be helpful to support your resource recommendations.
Save as needed or Publish if done and ready to submit.

Log Out of eLumen

2025-2026 Annual Planning in eLumen Trainings	
December 2024	**January 2025**
Monday (12/9) 10-11am, 3-4pm	Monday (1/13) 10-11am, 3-4pm
Tuesday *No training scheduled*	Tuesday (1/7 and 1/14) 3-4pm
Wednesday (12/11) 11-12pm, 4-5pm	Wednesday (1/8) 11-12pm, 4-5pm, (1/15) 1-2pm
Thursday (12/12) 9-10am, 1-2pm, 4-5pm	Thursday (1/9) 9-10am, 4-5pm, (1/16) 3-4 pm
Friday (12/3) 10-11am, 1-2pm	Friday (1/10 and 1/17) 10-11am, 1-2pm
Trainings will be held on Zoom: https://compton-edu.zoom.us/j/3932217479	

① **Accessing eLumen**

eLumen Tile

Department Coordinator role and program

② **Entering and Aligning Goals**

(Org Management→Profile→Goals

Adding Goals (Org Management→Profile→Goals→Add Goal)

② **Entering and Aligning Goals (cont'd)**

(Org Management→Profile→Goals→Align Goal)
Use the right arrow to scroll right and align your annual plan goals/short term outcomes to the Compton College Strategic Priorities and/or relevant Institutional-Set Goals

③ **Accessing Annual Plan Template**

(Strategic Planning→Initiatives→Type: "Annual Planning")

④ **Attaching Goals to the Annual Plan Template**
    Enter "Design Mode"

To Design Mode

Cycle Announcement

Cycle Announcement is not defined

Annual Planning Form ▾   All changes saved   Management ▾   Save all as draft   **Publish all**

Annual Planning Form ⓘ Not Reviewed   ⊙ No versions created yet for this region ▾   👤

Not Reviewed   **Review**

Annual Planning Form (v2)   ⊙ No versions created yet for this section ▾   🏳0 ➜0   👤

Add Goals and Objectives

Link Goals and Objectives to **Annual Planning Form (v2)**   ✕

No Goals nor Objectives linked to this Strategic Initiative section

+ Add Goals and Objectives   Cancel   **Save**

Link Goals and Objectives to the Annual Plan Template

Link Goals & Objectives   ✕

Selected Goals & Objectives   **Select Org Type**   **Select Department**   **Department Goals & Objectives**

Department ▾   Institutional Effectiveness ▾

2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.

2024-2025: Second goal/short term outcome entered here for the next academic year

Cancel   **OK**

⑤ **Aligning Action Steps and Resource Requests to Annual Plan Goals/Short Term Outcomes**
    *Enter "Active Mode"
    *Access Linked Goals and Objectives *(notice the count now reflects our 2 goals/short term   outcomes, entered in Org Management→Profile, have been attached to this Annual Plan Template)*

To Active Mode

Cycle Announcement
Cycle Announcement is not defined

Annual Planning Form ▾ All changes saved   Manage SI Collaborators

Annual Planning Form ⓘ   ⏱ No versions created yet for this region ▾   ⚙▾

Not Reviewed   Review

Annual Planning Form (v2)   ⏱ No versions created yet for this section ▾   🚩 2 ➜ 0   ⌃ ⌄ ⚙▾

Create and Align 2025-2026 Action Steps

Link Goals and Objectives to **Annual Planning Form (v2)**   ✕

Goals and Objectives	Met	Not Met
2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.	Met	Not Met
Recommended Actions	✚ Align Action	
2024-2025: Second goal/short term outcome entered here for the next academic year	Met	Not Met
Recommended Actions	✚ Align Action	

✚ Link Unaligned Recommended Action   Cancel   Save

⑤ **Aligning Action Steps and Resource Requests to Annual Plan Goals/Short Term Outcomes (cont'd)**
   Create New Action Step

Align Action to **2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.** ✕

| Use Existing Action | Create New Action |

| **Org. Entity** | **Terms** | **Strategic Initiative** | **Section** | **Goals & Objectives** |
| » Institutional Effecti… ▼ | 16 selected ▼ | PRES-Institutional Ef… ▼ | Any ▼ | Any ▼ |

Select one Action

No Actions To Link

Cancel   **Add New Action**

Describe Action to be Taken in 2025-2026 *(this would be similar to what you would enter in the Rationale & Expected Outcome section of the Excel template, i.e. describe how your program will use the resource to meet your program's goal/short term outcome)*

Align Action to **2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.** ✕

| Use Existing Action | Create New Action |

Recommended Action

Describe recommended action

Action Type

New Resources   ⌄

Goals and Objectives
- 2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.

Linked Outcomes   Link Outcomes

+ Add a Resource Request

Cancel   Add New Action

⑤ **Aligning Action Steps and Resource Requests to Annual Plan Goals/Short Term Outcomes (cont'd)**
   Adding Resource Recommendations

Align Action to **2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.** ✕

| Use Existing Action | Create New Action |

Recommended Action

The IE office will use the additional Qualtrics licenses to allow additional employees to create and manage surveys as needed.

Action Type

New Resources ⌄

Goals and Objectives

- 2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.

Linked Outcomes   **Link Outcomes**

➕Add a Resource Request

Resource Name

10 additional Qualtrics licenses

Resource Type

Software or Hardware ⌄

Description

$500

Cancel   Add New Action

Repeat Step 5 for each additional resource request that is aligned to the relevant goal/short term outcome

⑤ **Aligning Action Steps and Resource Requests to Annual Plan Goals/Short Term Outcomes (cont'd)**

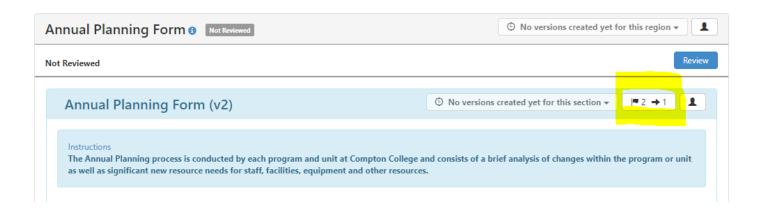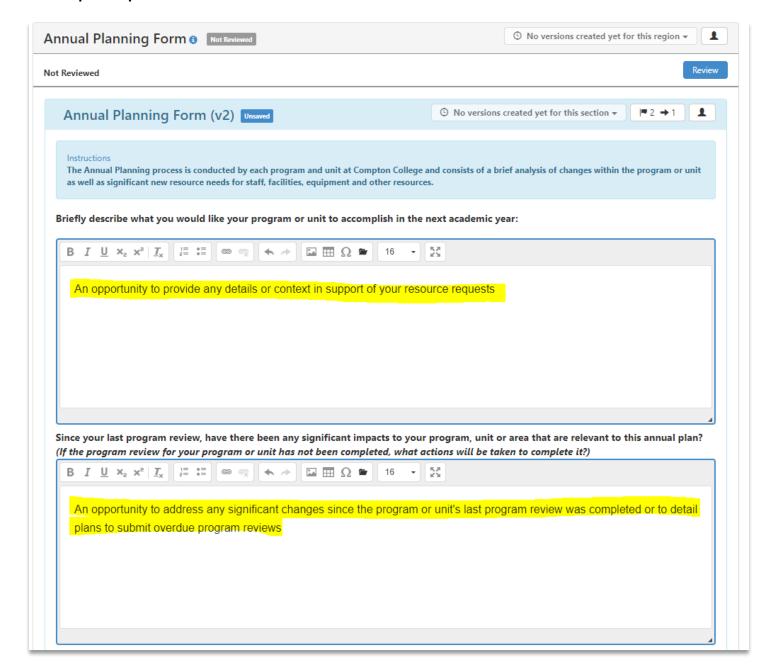**Once all action steps and resources requests have been entered, Save to return to the Annual Plan Template** *(notice the Linked Goals and Objectives count now reflects that 1 resource request has been aligned along with our 2 goals/short term outcomes*

(6) **Complete Open-Ended Questions and Publish/Submit**

Annual Planning Form ⓘ Not Reviewed   ⏱ No versions created yet for this region ▾   👤

Not Reviewed   Review

Annual Planning Form (v2) Unsaved   ⏱ No versions created yet for this section ▾   ⚑ 2 → 1   👤

Instructions
The Annual Planning process is conducted by each program and unit at Compton College and consists of a brief analysis of changes within the program or unit as well as significant new resource needs for staff, facilities, equipment and other resources.

Briefly describe what you would like your program or unit to accomplish in the next academic year:

B I U x₂ x² Iₓ | ⅑≡ ⋮≡ | ⸜ ⸝ | ↶ ↷ | ▦ ▦ Ω 📁 | 16 ▾ | ⤢

An opportunity to provide any details or context in support of your resource requests

Since your last program review, have there been any significant impacts to your program, unit or area that are relevant to this annual plan?
(If the program review for your program or unit has not been completed, what actions will be taken to complete it?)

B I U x₂ x² Iₓ | ⅑≡ ⋮≡ | ⸜ ⸝ | ↶ ↷ | ▦ ▦ Ω 📁 | 16 ▾ | ⤢

An opportunity to address any significant changes since the program or unit's last program review was completed or to detail plans to submit overdue program reviews

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Publish the completed Annual Plan to submit (or Save progress and return later)
Any text may need to be entered into one of the text boxes for the **Publish** *button to activate*