COMMS Quick Tips Sheet

COMMS URL: http://lts2/Comms

Role   **Course Outline Writer**

Responsibility   Write and edit one or many course outlines.

Tasks

? Use the **Write/Edit Course Outlines** button to enter data into the course outline, or to make changes to an outline returned by a Coordinator or Chair
? Use the **Submitted Course Outlines** button to view the course outlines that you have submitted, but that have not yet been approved by the Chair
? Use the **Approved Course Outlines** button to view the course outlines that you have submitted and that have been approved by the Chair
? Use the **Generate Reports** button on the Home menu to generate reports for mapping of vocational and EES learning outcomes and for general education theme areas for programs within the department

Facts

v The course description and the program standards areas of the course outline are automatically populated by Genesis
v You can indicate the course type, the contribution to the program of study, the course's relationship to the program standards, and the program learning outcomes
v You can either cut and paste or enter text to complete the CLRs, the EKSs, the learning resources, the learning activities, the evaluation/earned credit activities, and the PLAR options
v You can either cut and paste or enter text to complete the course related information that is specific to all sections of this course, e.g. lab policies
v Only the Coordinator can identify the Course Outline Writer for a course
v The Coordinator must indicate that he/she has reviewed the course outline before the Chair can approve it

Hints

? You will receive an autogenerated email when you have been added as a Course Outline Writer, when your course outline has been reviewed by your Coordinator, and when your course outlines has been approved by your Chair
? You will receive comments when a course outline has been returned to you for editing
? You will cause an autogenerated email to be sent to your Coordinator when you submit a course outline for review and approval

? Your course outline will be sent to you in PDF format along with an e-mail once the outline has been approved.