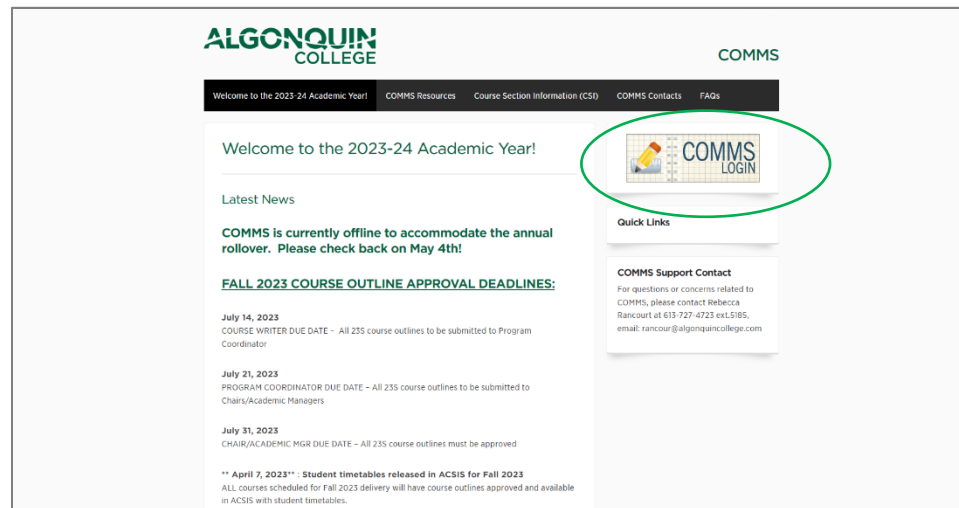


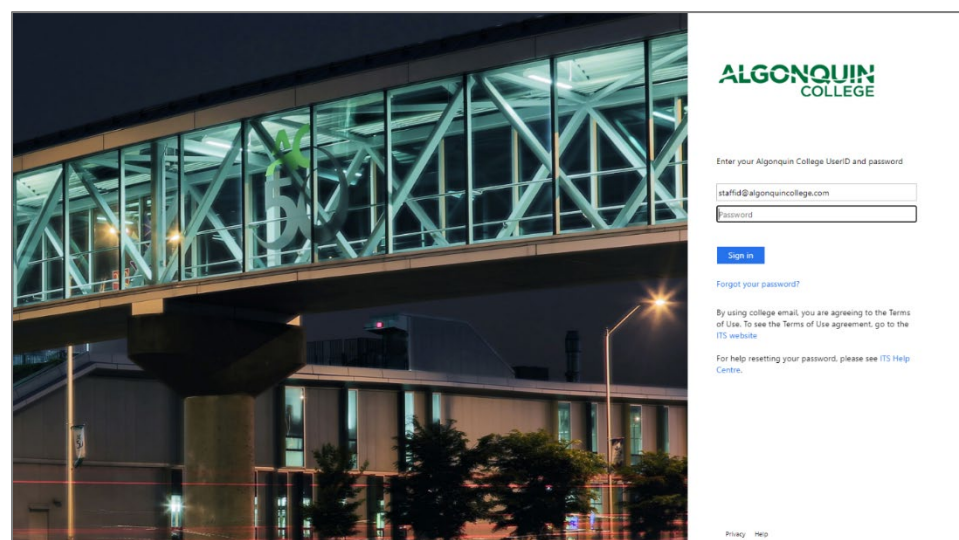
Entering Course Outline Information in Course Outline Mapping and Management System (COMMS 3.0)

Log in

- In a web browser, navigate to COMMS at www.algonquincollege.com/comms.
 - ! While it is possible to access COMMS through the Microsoft 365 Apps menu, we discourage logging in this way. Rather, we recommend that you always log in through the COMMS webpage to ensure you see important COMMS updates and news items.
- Click the “**COMMS LOGIN**” button to log in.



- If you are already logged in through Single Sign On, clicking this button will take you directly to the **COMMS Dashboard**.
- If you are not yet logged in through Single Sign On, you will be taken to the Algonquin College login page to enter your UserID and password. Upon signing in, you will be directed to the **COMMS Dashboard**.



Locate Course Outline

- Logging in will take you to your **Dashboard**. You will see your assigned course(s) under “**My Course Outlines**.”
- Click the **course code** to view or edit the Course Outline.

The screenshot shows the Algonquin College dashboard. On the left sidebar, the 'My Course Outlines' link is circled in green. The main content area has a 'My Course Outlines' section with a search bar and filters. Below this, a table lists courses. The first row is circled in green:

Course	Title	Access Level	Status
ZOO4000	Animal Husbandry III	Owner	Draft

Below the table is a 'Program Review' section with its own search and filter options.

- When you enter a Course Outline, sections not yet completed will appear in a menu on the right side of the screen, highlighted in red. Click the item to immediately navigate to that section, or simply scroll down the page.

The screenshot shows the course outline page for ZOO4000, Animal Husbandry III. The page title is 'ZOO4000 Animal Husbandry III Course Outline 2022-2023'. On the right side, a menu of sections is displayed, with several items highlighted in red:

- Course Outline Section(s) highlighted below require your attention!
- Course Outline
- Course Description
- Vocational Learning Outcomes
- Course Learning Requirements / Embedded Knowledge and Skills
- Learning Resources
- Learning Activities
- Pre-defined Evaluation / Earning Credit
- Prior Learning Assessment and Recognition
- Course Related Information
- Other Information

The main content area includes details such as Pre-requisite(s), Co-requisite(s), Prepared by, Approved by, Normative hours, Grading system, and Experiential Learning. At the bottom, there is a table for 'Applicable Program' with columns for Level and Core/Elective.

! **Note: some sections, such as Vocational Learning Outcomes, may be locked for editing as they have already been approved.**

The screenshot shows the Algonquin College course management interface. The course is 2615X01FWO - Zoo Management, Level 1, Core/Elective. The Vocational Learning Outcomes section is highlighted with a green circle and contains a message: "Section has been locked by your administrator" with a lock icon. The interface includes a sidebar with navigation options (Dashboard, Authorization, Mapping), a search bar, and a right-hand menu with various course-related links. The bottom right corner features a gear icon for settings and a Submit button.

D. Confirm that the Course Outline is set to the appropriate template. To do so, click the **gear icon** in the bottom right corner of the screen.

E. The “**Document Properties**” box will appear. Use the drop-down menu to select the template most appropriate.

The screenshot shows the Algonquin College course management interface for course ZOO4000 Animal Husbandry III. A "Document Properties" dialog box is open, displaying a list of templates for the "Contribution to Program" field. The selected template is "Vocational: Ontario College Certificate, Diploma or Advanced Diploma". The dialog box also shows other fields like "Pre-requisite(s)", "Co-requisite(s)", "Prepared by", "Approved by", "Normative hours", "Grading system", and "Applicable Program". The gear icon in the bottom right corner of the main interface is circled in red, indicating where to click to open the settings.

F. Click “**Save.**” The Course Outline template will change to reflect the categories applicable to this particular course type.

ALGONQUIN COLLEGE

Algonquin College

Search

Dashboard

Authorization

Mapping

ALGONQUIN COLLEGE

ZOO4000
Animal Husbandry III

Course Outline
2022-2023

Pre-requisite(s)

Co-requisite(s)

Prepared by

Approved by

Normative hours

Grading system

Experiential Learning

Document Properties

Contribution to Program:

Vocational: Ontario College Certificate, Diploma or Advanced Diploma

Cancel Save

Applicable Program

Applicable Program	Level	Core/Elective
2615X01FWO - Zoo Management	1	Core

Course Description

Though not requiring the same amount of physical space when held in captivity, amphibians, reptiles, and snakes all require appropriate care to remain healthy. Students move away from a more direct focus on nutritional requirements and consider the importance of environmental factors that contribute to an animal's well being. In addition, the distinct method of reproduction used by these animals provides students with the opportunity to explore current trends in caring for and protecting eggs so that the stress of captivity does not have a negative impact on animal populations.

Submit

Enter Course Outline Information

with the opportunity to explore current trends in caring for and protecting eggs so that the stress of captivity does not have a negative impact on animal populations.

Vocational Learning Outcomes

This course provides the opportunity for you to achieve the following outcomes:

2615X01FWO - Zoo Management

VLO 2 develop a daily animal care plan that meets the needs of a selected number of large and small animals. (A, CP)

VLO 8 augment educational and entertainment opportunities through the successful recruitment, retention and deployment of volunteers. (T, A, CP)

Assessment Levels —T: Taught A: Assessed CP: Culminating Performance

Course Learning Requirements / Embedded Knowledge and Skills

When you have earned credit for this course, you will have demonstrated the ability to:

Learning Resources

Course Outline Section(s) highlighted below require your attention!

- Course Outline
- Course Description
- Vocational Learning Outcomes
- Course Learning Requirements / Embedded Knowledge and Skills
- Learning Resources
- Learning Activities
- Pre-defined Evaluation / Earning Credit
- Prior Learning Assessment and Recognition
- Course Related Information
- Department Information
- College Related Information
- Other Information

Submit

General notes for navigating the Course Outline

- The Course Outline can be edited-in-place.
- To edit or revise any section of the Course Outline, click on the **pencil icon** next to its title. This will cause the corresponding section of the Outline to open.
- If you require support, click the **question mark icon** in the top right corner of the page, then **“Get Support.”** This creates a support ticket that is sent to the COMMS Administrator.

Step 1: Enter Course Learning Requirements/Embedded Knowledge & Skills

- A. Open the **Course Learning Requirement/Embedded Knowledge and Skills** section. Click **“Add Course Learning Requirement.”**

Course Learning Requirements / Embedded Knowledge and Skills

When you have earned credit for this course, you will have demonstrated the ability to:

Add Course Learning Requirement

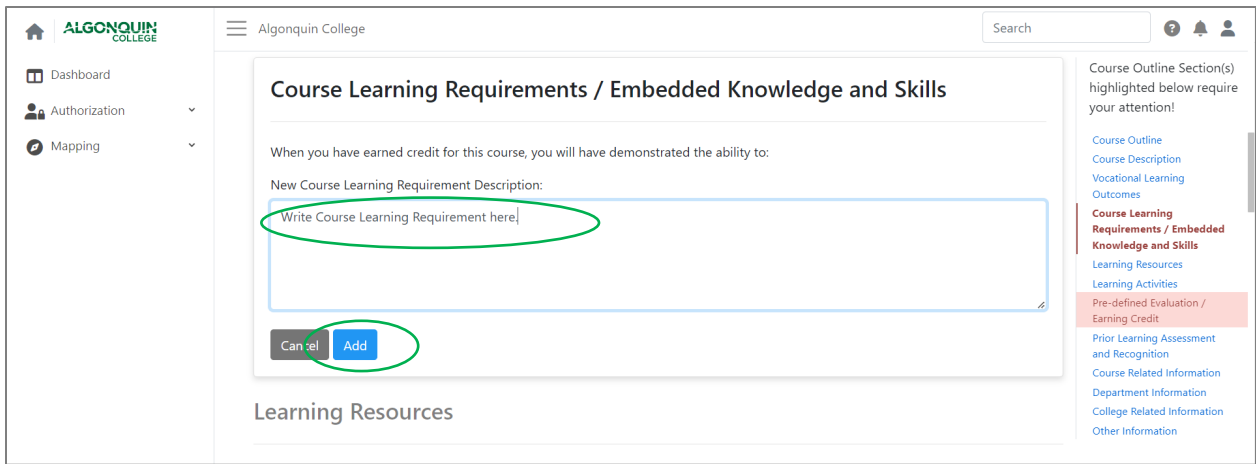
Learning Resources

Course Outline Section(s) highlighted below require your attention!

- Course Outline
- Course Description
- Vocational Learning Outcomes
- Course Learning Requirements / Embedded Knowledge and Skills
- Learning Resources
- Learning Activities
- Pre-defined Evaluation / Earning Credit

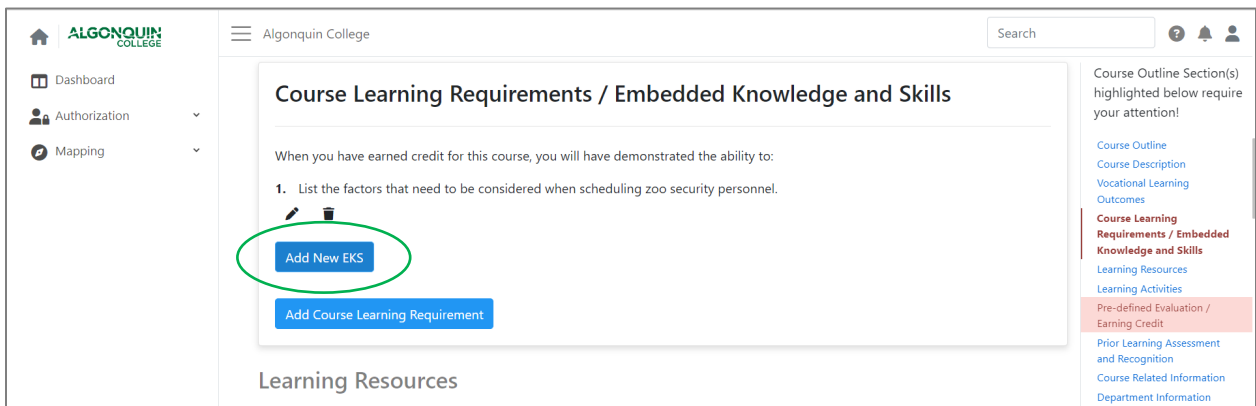
- B. Enter the first Course Learning Requirement (CLR) into the text box. There is no need to number CLRs in the text box, as COMMS automatically numbers the CLRs based on the order of entry.
- C. Once you have entered the CLR, click **“Add.”**

! **Note: CLRs must be added one at a time. Please do not copy and paste all CLRs into the text box at once.**



D. The CLR will then appear on the outline.

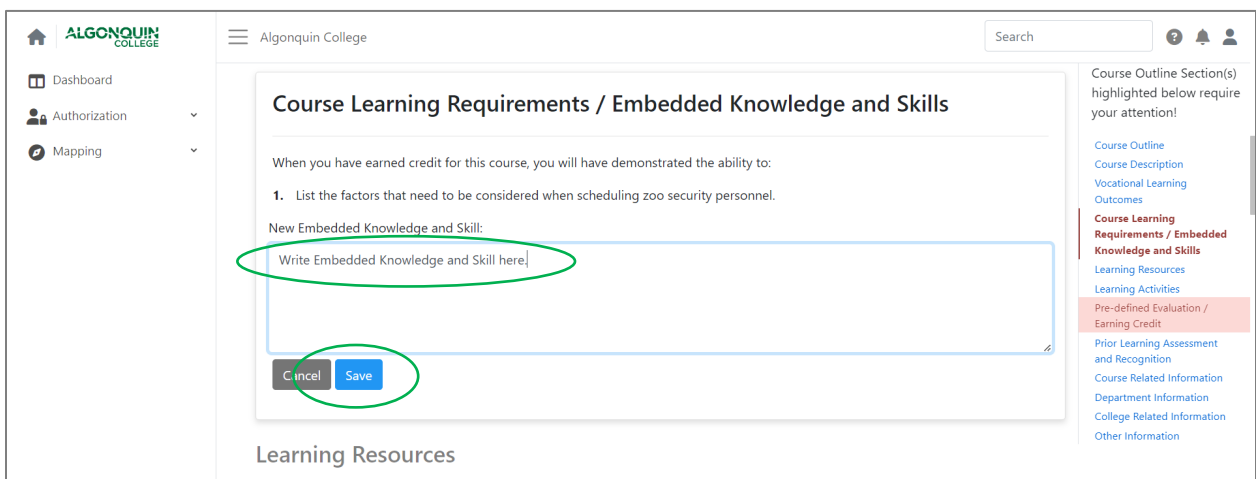
E. From within the CLR/EKS section, click **“Add New EKS”** to enter the Embedded Knowledge and Skills (EKS) associated with that CLR.



F. Enter the first EKS into the text box. There is no need to number the EKS, as it will be formatted automatically with a bullet point.

G. Once you have entered the EKS, click **“Save.”**

! Note: to maintain formatting, each EKS must be added individually.



H. The EKS will then appear below its CLR. To add additional EKS, repeat Steps 1-E through 1-G.

I. To revise an EKS, click the **pencil icon**.

- J. To delete an EKS, click the **trash icon**.
- K. Once you have entered multiple EKS, arrow buttons will appear. These allow you to reorder the EKS. Click the **arrow button** underneath an EKS to move it up or down.

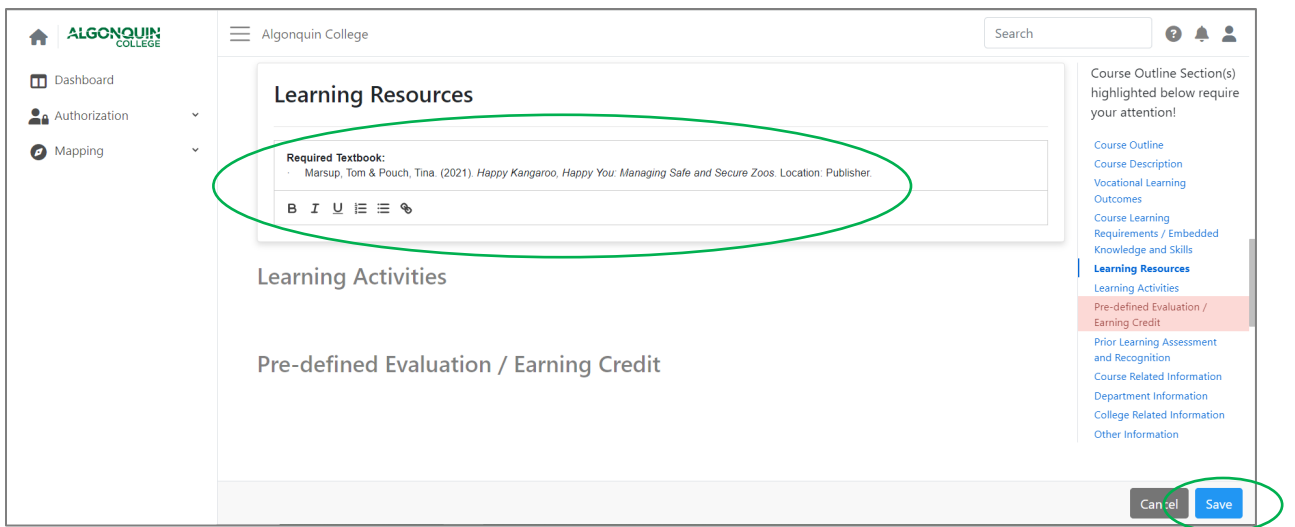
The screenshot shows the Algonquin College course outline editor. The main content area is titled "Course Learning Requirements / Embedded Knowledge and Skills". It contains a list of requirements for scheduling zoo security personnel. A red circle highlights the "Move Up" and "Move Down" arrow icons next to the second requirement: "Describe relevant worker health and safety legislation as related to the scheduling process." Below the list are buttons for "Add New EKS" and "Add Course Learning Requirement". On the right side, there is a sidebar with a navigation menu, and the "Pre-defined Evaluation / Earning Credit" option is highlighted in red. At the bottom right, there are "Cancel" and "Save" buttons.

- L. You can add additional CLR's by repeating Steps 1-A through 1-C.
- M. Once all CLR's and their corresponding EKS have been entered, click "**Save**" in the bottom right corner of the screen.

This screenshot shows the same Algonquin College course outline editor. The list of requirements has been updated to include a second requirement: "Assess a designated kangaroo housing site for safety and security risks to promote security of animals and visitors." A red circle highlights the "Save" button in the bottom right corner of the screen. The "Move Up" and "Move Down" arrow icons are now visible next to the first requirement. The "Pre-defined Evaluation / Earning Credit" option remains highlighted in the sidebar.

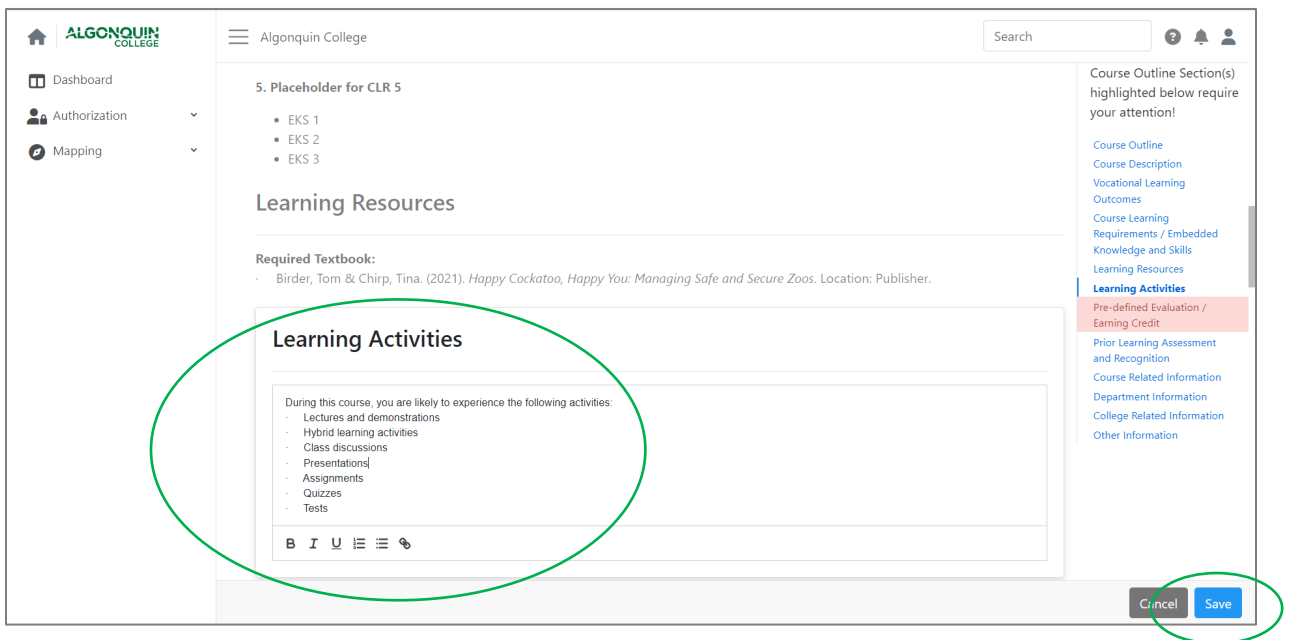
Step 2: Enter Learning Resources

- A. Open the **Learning Resources** section of the Course Outline by clicking the **pencil icon**.
- B. Using [APA citation format](#), list any required Learning Resources for the course. You can use the text formatting feature to italicize or bold as required.
- C. Once complete, click "**Save**."



Step 3: Enter Learning Activities

- A. Open the **Learning Activities** section of the Course Outline by clicking the **pencil icon**.
- B. Enter your Learning Activities into the text box. You can use the text formatting features to create bullet points for ease of reading.
- C. Once complete, click **“Save.”**



Step 4: Enter Pre-defined Evaluation/Earning Credit

- A. Open the **Pre-defined Evaluation/Earning Credit** section of the Course Outline by clicking the **pencil icon**.
- B. Click **“Add New Earning Credit”** to enter a new evaluation item.

ALGONQUIN COLLEGE

Algonquin College

Search

Dashboard

Authorization

Mapping

Pre-defined Evaluation / Earning Credit

Section Validation Failed! Not all of the Course Learning Requirements defined are used in the Earning Credit section.

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning requirement and/or EES learning outcomes:

Add New Earning Credit

Prior Learning Assessment and Recognition

Students who wish to apply for Prior Learning Assessment and Recognition (PLAR) need to demonstrate competency at a post-secondary level in all outlined course learning requirements. Evidence of learning achievement for PLAR candidates includes:

- Portfolio

Course Related Information

Course Outline Section(s) highlighted below require your attention!

- Course Outline
- Course Description
- Vocational Learning Outcomes
- Course Learning Requirements / Embedded Knowledge and Skills
- Learning Resources
- Learning Activities
- Pre-defined Evaluation / Earning Credit**
- Prior Learning Assessment and Recognition
- Course Related Information
- Department Information
- College Related Information
- Other Information

Cancel Save

C. Select an evaluation type from the dropdown menu.

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Search

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Authorization

Mapping

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning requirement and/or EES learning outcomes:

Select an evaluation definition:

- Assignment(s)
- Assignment(s)**
- Essay(s)
- Final Exam
- Final Project
- Midterm Exam(s)
- Participation
- Presentation(s)
- Quiz(zes)
- Test(s)
- Written Assignment(s)
- Application of Theory
- Assessment(s)
- Audition
- Bibliography(ies)
- Blog
- Budget
- Business plan(s)

Course Outline Section(s) highlighted below require your attention!

- Course Outline
- Course Description
- Vocational Learning Outcomes
- Course Learning Requirements / Embedded Knowledge and Skills
- Learning Resources
- Learning Activities
- Pre-defined Evaluation / Earning Credit**
- Prior Learning Assessment and Recognition
- Course Related Information
- Department Information
- College Related Information
- Other Information

D. Select an evaluation scheme from the dropdown menu. An evaluation scheme indicates whether this particular evaluation will be graded as a percentage, or pass/fail.

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
<p>The following will provide evidence of your learning achievement:</p> <p>Select an evaluation definition: Assignment(s)</p> <p>Select an evaluation scheme: Percentage Pass/Fail</p> <p>Please note: If you cannot find the appropriate evaluation type listed in the drop down menu, please contact your COMMS Administrator to discuss a potential addition.</p> <p>Cancel Add</p>	<p>This activity validates the following course learning requirement and/or EES learning outcomes:</p>

Course Outline Section(s) highlighted below require your attention!

- Course Outline
- Course Description
- Vocational Learning Outcomes
- Course Learning Requirements / Embedded Knowledge and Skills
- Learning Resources
- Learning Activities
- Pre-defined Evaluation / Earning Credit**
- Prior Learning Assessment and Recognition
- Course Related Information
- Department Information
- College Related Information
- Other Information

E. Indicate the percentage weighting of this evaluation item in the context of the course's overall grade. You may type the percentage into the textbox or use the arrows on the right side of the box.

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
<p>The following will provide evidence of your learning achievement:</p> <p>Select an evaluation definition: Assignment(s)</p> <p>Select an evaluation scheme: Percentage</p> <p>What percentage does this evaluation contribute to your course's grade scheme? 30</p> <p>Please note: If you cannot find the appropriate evaluation type listed in the drop down menu, please contact your COMMS Administrator to discuss a potential addition.</p> <p>Cancel Add</p>	<p>This activity validates the following course learning requirement and/or EES learning outcomes:</p>

Course Outline Section(s) highlighted below require your attention!

- Course Outline
- Course Description
- Vocational Learning Outcomes
- Course Learning Requirements / Embedded Knowledge and Skills
- Learning Resources
- Learning Activities
- Pre-defined Evaluation / Earning Credit**
- Prior Learning Assessment and Recognition
- Course Related Information
- Department Information
- College Related Information
- Other Information

F. Once complete, click **"Add."**

G. To add additional evaluation items, repeat Steps 4-B through 4-F.

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning requirement and/or EES learning outcomes:
Select an evaluation definition: Assignment(s)	
Select an evaluation scheme: Percentage	
What percentage does this evaluation contribute to your course's grade scheme? 30	

Please note:
If you cannot find the appropriate evaluation type listed in the drop down menu, please contact your COMMS Administrator to discuss a potential addition.

Cancel Add

H. Next, you will need to match CLRs and, if applicable, EES (Essential Employability Skills) to each evaluation item/earning credit. Click the **pencil icon** under “**Course Learning Requirements**” to open this section of the Course Outline.

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning requirement and/or EES learning outcomes:
Assignment(s) (30%) ✎ 🗑	Course Learning Requirements None selected ✎

Add New Earning Credit

Prior Learning Assessment and Recognition

Cancel Save

- I. The course's CLRs, as entered in Steps 1-A through 1-C, will appear. If applicable, EES will also appear. Click the checkboxes to indicate which CLRs & EES are addressed by this particular evaluation item.
- J. When you are done, click “**Close**.”
- K. Complete steps 4-H through 4-J for each evaluation item/earning credit.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning requirement and/or EES learning outcomes:
Assignment(s) (30%)	<p>Course Learning Requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> [CLR 1] - List the factors that need to be considered when scheduling zoo security personnel. <input checked="" type="checkbox"/> [CLR 2] - Assess a designated kangaroo housing site for safety and security risks to promote security of animals and visitors. <input type="checkbox"/> [CLR 3] - Describe successful components of an animal care team. <input checked="" type="checkbox"/> [CLR 4] - Develop a comprehensive security plan for a family-oriented park with live animals. <input type="checkbox"/> [CLR 5] - Explain the contributions made to zoo security operations and planning by technological advancements.

Close

! **Note: [Per Policy AA13](#), students should be given multiple opportunities to demonstrate evidence of achievement of each CLR. Thus, each CLR should be matched to an evaluation item/earning credit more than once. If you have not used all CLRs/EES, a red banner will appear indicating that section validation has failed.**

Pre-defined Evaluation / Earning Credit

Section Validation Failed! Not all of the Course Learning Requirements defined are used in the Earning Credit section.

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning requirement and/or EES learning outcomes:
Assignment(s) (30%)	<p>Course Learning Requirements</p> <ul style="list-style-type: none"> • [CLR 2] - Assess a designated kangaroo housing site for safety and security risks to promote security of animals and visitors. • [CLR 4] - Develop a comprehensive security plan for a family-oriented park with live animals.

Add New Earning Credit

Prior Learning Assessment and Recognition

Cancel Save

- L. As you add more evaluation items, you can reorder by using the arrows to move items up or down.
- M. To revise an item, click the **pencil icon**.
- N. To delete an item, click the **trash icon**.
- O. Once all items have been entered, click **“Save.”**

The screenshot shows the Algonquin College course management interface. The left sidebar contains navigation options: Dashboard, Authorization, and Mapping. The main content area is divided into two columns: 'Earning Credit' and 'Validates Outcomes'. The 'Earning Credit' column lists assessment methods: Assignment(s) (30%), Midterm Exam(s) (10%), and Discussion Forum (10%). The 'Validates Outcomes' column lists 'Course Learning Requirements' for each assessment method. The 'Midterm Exam(s) (10%)' row is circled in green, highlighting the pencil icon for editing. The 'Save' button at the bottom right is also circled in green.

Step 5: Enter Prior Learning Assessment and Recognition Information

- Open the **Prior Learning Assessment and Recognition (PLAR)** section of the Course Outline by clicking the **pencil icon**.
- Using the checkboxes, select the PLAR method that best suits this course. PLAR assessment methods should generally align with the course's primary assessment method. Thus, if a course is largely exam-based, an exam may be the most appropriate PLAR assessment method; if a course is more project-based, a portfolio or project/assignment may be most appropriate. As [Policy AA06](#) indicates that, outside of exceptional cases, all College courses should allow candidates to earn credit through PLAR, a rationale must be provided if a course cannot be challenged.
- Click **"Save."**

The screenshot shows the Algonquin College course management interface. The left sidebar contains navigation options: Dashboard, Authorization, and Mapping. The main content area is divided into two columns: 'Final Project (20%)' and 'Prior Learning Assessment and Recognition'. The 'Final Project (20%)' section shows 'Validates Outcomes: CLR 3, CLR 4, CLR 5'. The 'Prior Learning Assessment and Recognition' section contains a text box with instructions and a list of checkboxes: Not Applicable, Portfolio (selected), Challenge Exam, Performance Test, Project/Assignment, and Other. The 'Portfolio' checkbox is circled in green. The 'Save' button at the bottom right is also circled in green.

Step 6: Enter Course Related Information

- A. Open the **Course Related Information** section of the course outline by clicking the **pencil icon**.
 - B. Enter Course Related Information into the text box. This may include information related to assignment format and submission requirements, late submission procedures and penalties, assignment extension procedures, attendance, etc.
- ! **Note that this information will be binding across all sections of the course, if the course has multiple sections. If you prefer to leave such information to the discretion of each section’s professor/instructor, omit it here so that they may include their own variations in their Weekly Schedule/Course Section Information. If so, include only a statement saying, “Please refer to the Weekly Schedule (also known as Course Section Information/CSI) for course-related information.”**

The screenshot shows the Algonquin College course outline editor interface. The main content area displays the 'Course Related Information' section, which is highlighted with a green oval. The text box contains the instruction: "Please refer to the Course Section Information (CSI) / weekly schedule for specific course-related information as provided by your professor." Below the text box is a rich text editor toolbar with icons for bold, italic, underline, list, and link. The 'Save' button at the bottom right of the page is also highlighted with a green oval.

Step 7: Review Locked Sections – Program Information, Department Information, and College Related Information

- A. These sections of the Course Outline are locked, as they are pulled from other College systems. If you have questions or concerns, or the information needs to be updated, request support by clicking the **question mark icon** in the top right corner of the page, then **“Get Support.”** This creates a support ticket that is sent to the COMMS Administrator.

ALGONQUIN COLLEGE

Algonquin College

Department Information

The **School of Animal Studies** considers the educational process an integral piece in our on-going responsibility for the health and welfare of the animals that provide us with companionship, entertainment and a livelihood.

As indicated at the time of registration in the program, Zoo Management is a research site for curriculum delivery models. To maintain the integrity of the research and a high quality experience for learners, the following situations may arise:

- requests to complete surveys or participate in interviews,
- regular review and updating of waiver forms,
- collection of learner work, with permission, as evidence for research, and
- variations in teaching and learning practices both within and across courses.
- TESTING DEPT INFO TEXT

College Related Information

Algonquin College's policies have been developed to ensure the health, safety and security of all students, faculty and staff, and the proper and fair operation of the College as an academic institution and employer. Please refer to the Algonquin College Policies website for the most current policy information available at <http://www.algonquincollege.com/policies/>.

Students are especially encouraged to be aware of the following College expectations

Academic Integrity

Algonquin College is committed to the highest standards of academic integrity, and students are expected to uphold these standards as part of the learning process. Any academic work submitted by a student is expected to be their own work, unless designated otherwise and all sources must be attributed. All students should be familiar with the Algonquin College policy AA48: [Academic Integrity](#) which outlines student's roles and responsibilities and what represents academic dishonesty. In some courses, online proctoring may be used to prevent academic dishonesty. Additional information can be found at [Academic Integrity - Student Survival Guide - Subject Guides at Algonquin College \(libguides.com\)](#) and via [Academic Integrity Student Resources](#). Students with any questions about the course expectations regarding academic integrity are encouraged to speak to their professor and the College's academic integrity team at acaio@algonquincollege.com

Centre for Accessible Learning

Students with visible and/or non-visible disabilities are encouraged to register with the [Centre for Accessible Learning \(CAL\)](#) in order to be eligible for

Submit

Step 8: Enter Other Course Information

- Open the **Other Information** section of the course outline by clicking the **pencil icon**.
- Click the **"Grade Scheme Display"** dropdown to select the appropriate grade scheme. *(Please note: The default according to [Policy AA14: Grading System](#) is 50% Pass. Only in exceptional circumstances is this higher in some courses. This is information that should be communicated and confirmed with the Program Coordinator. This should be the same information in the Student Information System.)*
- Any additional information available will appear in clickable boxes. Select those you would like to include.
- Once complete, click **"Save."**

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Algonquin College

Other Information

Grade Scheme Display: 50% Pass

Final Grade	Mark Equivalent	Numeric Value	Final Grade	Mark Equivalent	Numeric Value
A+	90% - 100%	4.0	A	85% - 89%	3.8
A-	80% - 84%	3.6	B+	77% - 79%	3.3
B	73% - 76%	3.0	B-	70% - 72%	2.7
C+	67% - 69%	2.3	C	63% - 66%	2.0
C-	60% - 62%	1.7	D+	57% - 59%	1.4
D	53% - 56%	1.2	D-	50% - 52%	1.0
F	0% - 49%	0	FSP	0	0

Include program related information

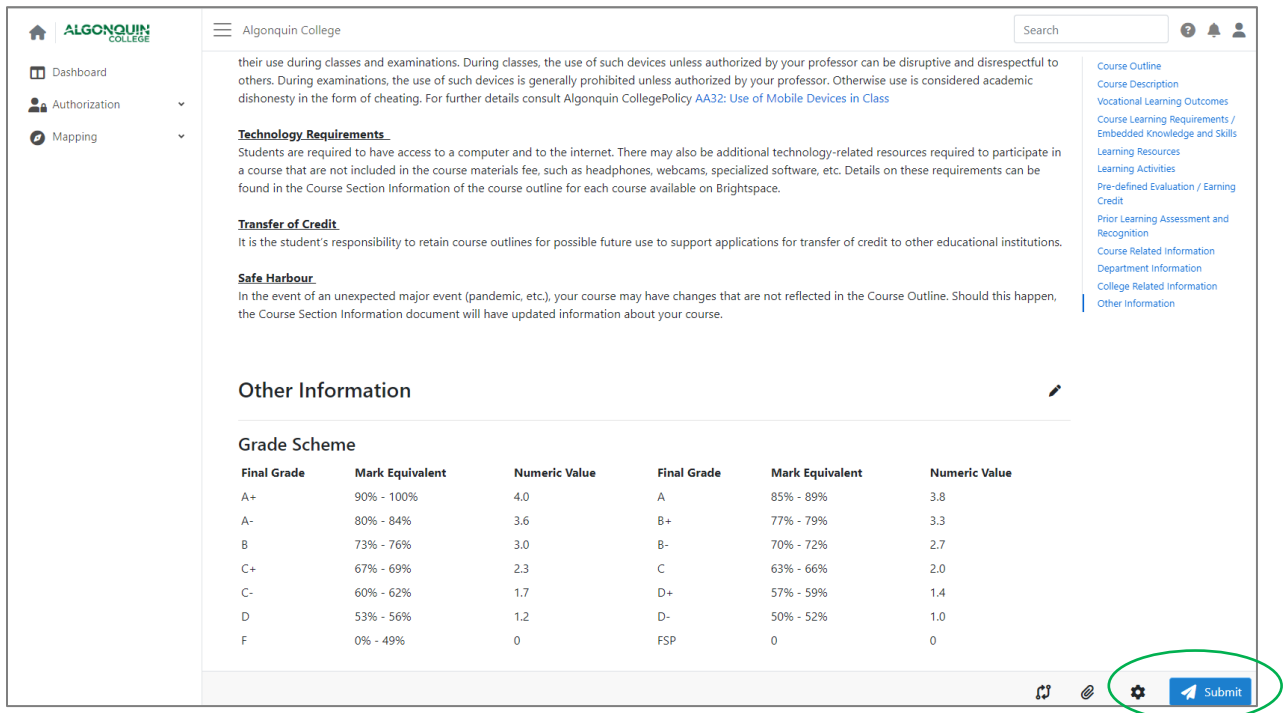
Other Information To Include:

Select	Description
<input type="checkbox"/>	Students are required to respect the confidentiality of employer, client and/or patient information, interactions, and practices that occur either on Algonquin College premises, or at an affiliated clinical/field/co-op placement site. Concerns regarding clients, patients, and/or

Cancel Save

Step 9: Submit Course Outline for Approval

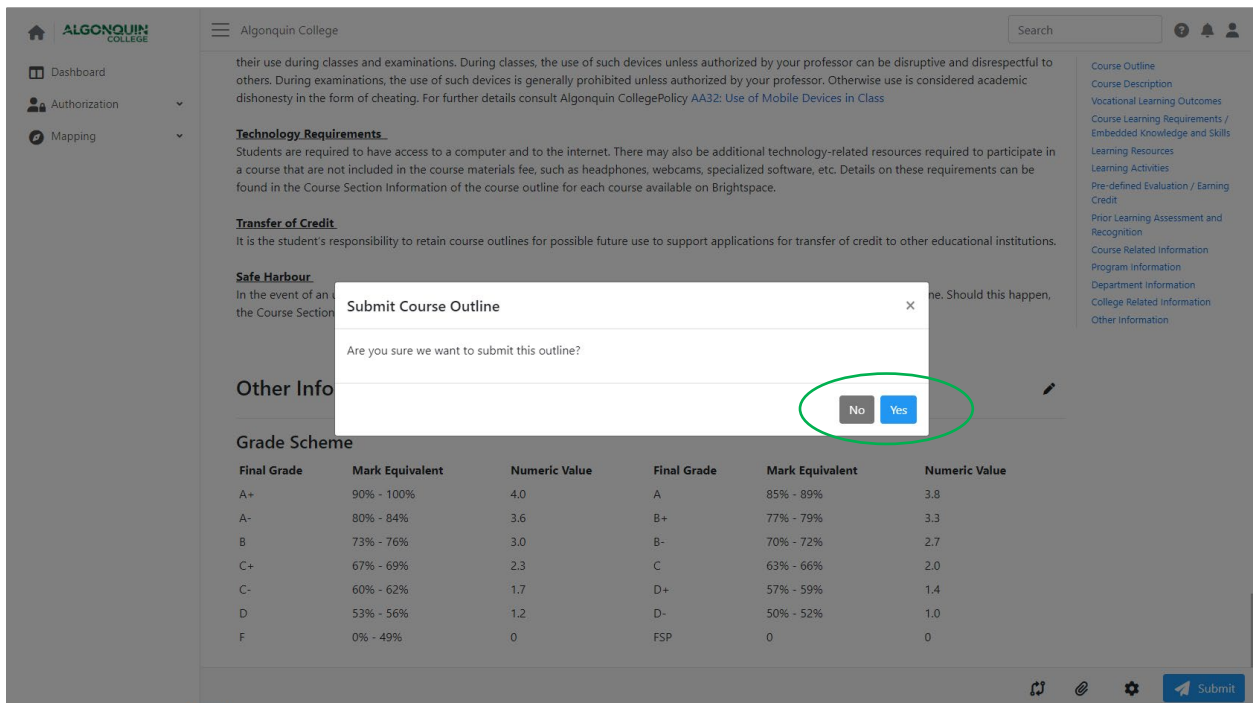
- A. To submit a course outline for approval, click the “**Submit**” button in the lower right corner of the screen.



The screenshot shows the Algonquin College course outline submission interface. The main content area contains sections for **Technology Requirements**, **Transfer of Credit**, and **Safe Harbour**. Below these is the **Other Information** section, which includes a **Grade Scheme** table. The **Submit** button in the bottom right corner is circled in green.

Final Grade	Mark Equivalent	Numeric Value	Final Grade	Mark Equivalent	Numeric Value
A+	90% - 100%	4.0	A	85% - 89%	3.8
A-	80% - 84%	3.6	B+	77% - 79%	3.3
B	73% - 76%	3.0	B-	70% - 72%	2.7
C+	67% - 69%	2.3	C	63% - 66%	2.0
C-	60% - 62%	1.7	D+	57% - 59%	1.4
D	53% - 56%	1.2	D-	50% - 52%	1.0
F	0% - 49%	0	FSP	0	0

- B. A second menu will appear, confirming you are ready to submit the Course Outline. If so, click “**Yes.**”



The screenshot shows the Algonquin College course outline submission interface with a confirmation dialog box. The dialog box asks, "Are you sure we want to submit this outline?" and has "No" and "Yes" buttons. The "Yes" button is circled in green.