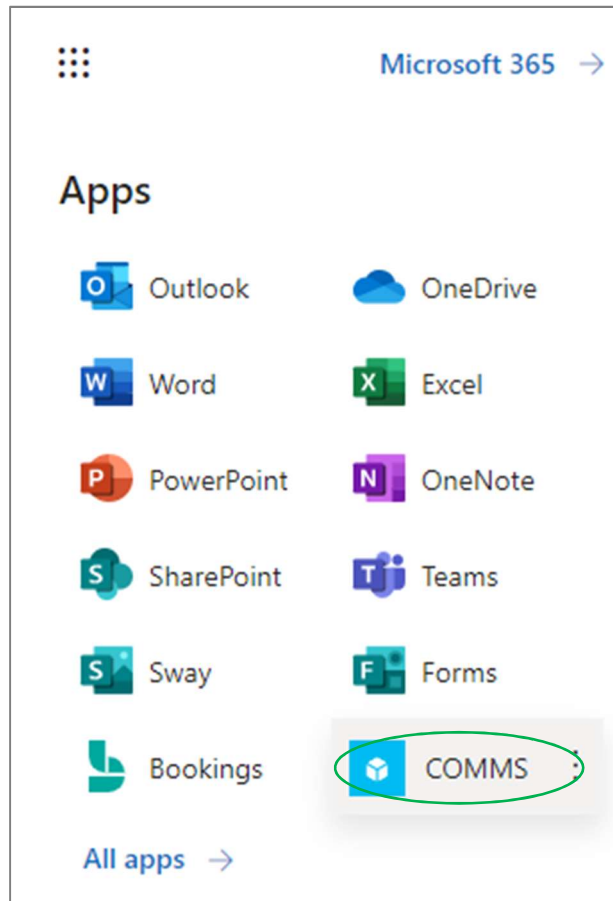


Approving Course Outlines in Course Outline Mapping and Management System (COMMS 3.0)

Log in

- A. Navigate to COMMS at www.algonquincollege.com/comms. Alternately, you can access COMMS through the **Tools** menu of MyAC.



- B. If accessing COMMS through a URL, a log in page will appear. Click "**Continue with Microsoft**" to log in. Do NOT sign in with your username and password. You are already signed into the Algonquin network so "Continue with Microsoft" is the option for you!

Sign in - COMMS

ecoursemap.com/Identity/Account/Login?returnUrl=%2F

COMMS

Sign in

fostert@algonquincollege.com


Password

Sign in

[Forgot password](#)

[Resend email confirmation](#)

OR

 Continue with Microsoft

Locate Department to Review

- A. Logging in will take you to your **Dashboard**. You will see course outline(s) to review under **“Department Review.”**
- B. Click the **course code** to review.

The screenshot shows the 'Department Review' interface. At the top, the title 'Department Review' is circled in green. Below it is a search bar labeled 'Filter courses' and several dropdown menus for 'Department', 'Program', 'Level', and 'Department Review'. A progress bar indicates 91 Approved, 2 Department Review, and 0 Program Review items. Below the progress bar, it shows 'Total 176 Filtered 2' and a checkbox for 'Show only outlines requiring attention'. The main content is a table with the following data:

Select (0)	Course	Title	Course Owner	Department	Status
<input type="checkbox"/>	BUS0010	Business Systems Security, Audit and Control	Not Identified	MKMG - Management Studies	Department Review
<input type="checkbox"/>	ZOO1200	Introductory Zoology	Patrick Borkowicz	ZOOS - Zoology Department	Department Review

Note: You can use the “Filter courses” to enter a course code or a partial course code. You can also filter by “Department”, “Program” or “Level”

This screenshot is similar to the one above but highlights the search bar 'Filter courses' and the filter dropdowns 'Department', 'Program', 'Level', and 'Department Review' with green circles. The table content is identical to the previous screenshot.

- C. Once you have clicked on the Course Code, you will see the course outline. The Course Outline sections are listed down the right-hand side and serve as a menu to quickly move between sections, or you can simply scroll through the entire document to review.



- Course Outline
- Course Description
- Relationship to Degree
- Program 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

ZOO1200 Introductory Zoology

Course Outline

2022-2023

Pre-requisite(s)	N/A
Co-requisite(s)	N/A
Prepared by	Patrick
Approved by	This outline has not yet been approved.
Normative hours	60.00

D. Once you have reviewed the entire document and are ready to “Approve” or “Return” to the Course Writer, click on the appropriate action at the bottom right-hand side of the page.

Outline Management ▾

Although a passing grade is 50%, as outlined in the grade table below, and will allow you to achieve the course credit, **the progression requirement for this course is 60%**. If you do not meet the minimum 60% grade, you are not eligible to continue/progress to the next level in the program. For additional details visit [Algonquin College Policy AA14: Grading System](#), or speak with your Program Coordinator.

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

Organization ▾

- 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

[Approve](#)
[Return](#)

E. If you click “Approve”, a box will appear that will allow you to make a comment if you wish, and then click on “Approve”.

Grade

Although
require
in the pr

Percent

90-100		
85-89		
80-84		
77-79		
73-76		
70-72		
67-69		
63-66		
60-62		
57-59		
53-56	D	1.2
50-52	D-	1.0

Approve Course Outline ×

Course Code: ZOO1200
Course Title: Introductory Zoology

Approval Comment (optional):

Cancel Approve

- F. If you click “Return”, a box will appear that will require a Return Reason. Type in the reason and then click on “Return”.

Grade

Although
require
in the pr

Percent

90-100		
85-89		
80-84		
77-79		
73-76		
70-72		
67-69		
63-66		
60-62		
57-59		
53-56	D	1.2
50-52	D-	1.0

Return Course Outline ×

Course Code: ZOO1200
Course Title: Introductory Zoology

Return Reason:

Cancel Return