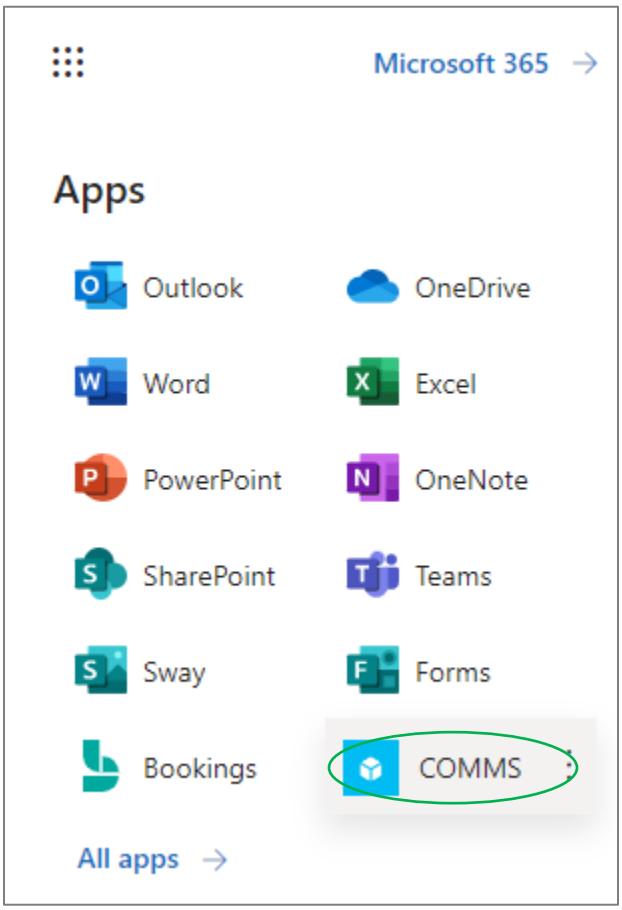
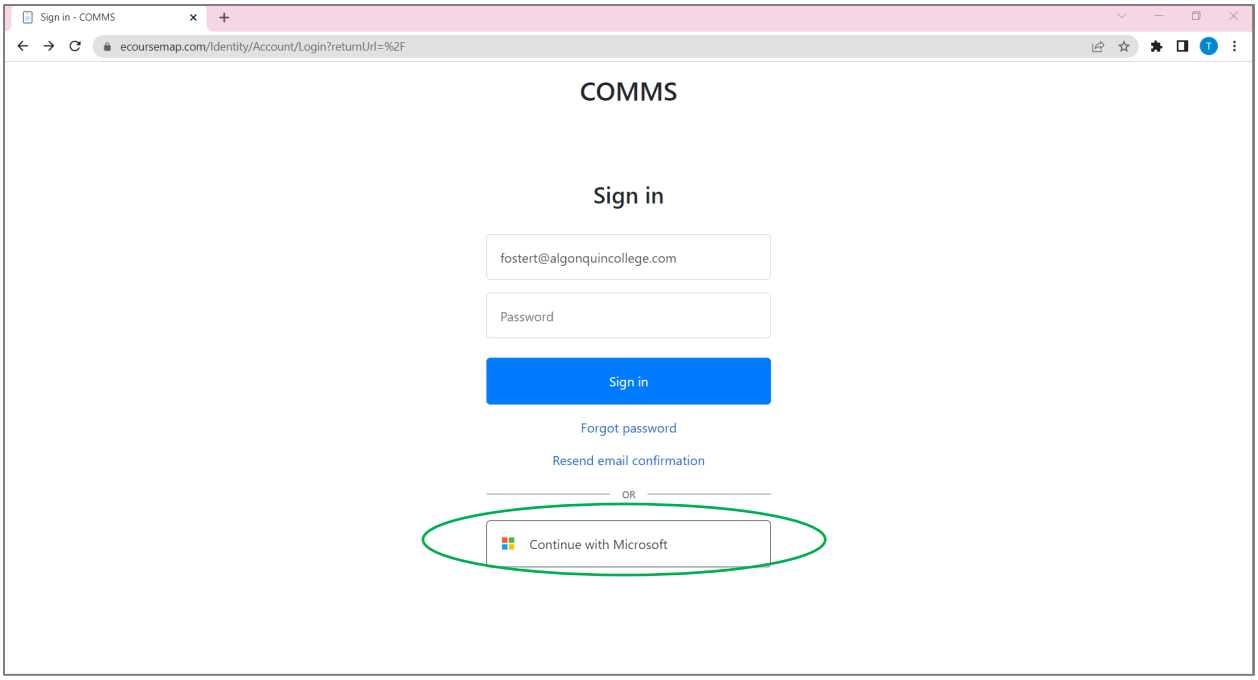
Entering Mapping into the Course Outline Mapping and Management System (COMMS 3.0)

Log in

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



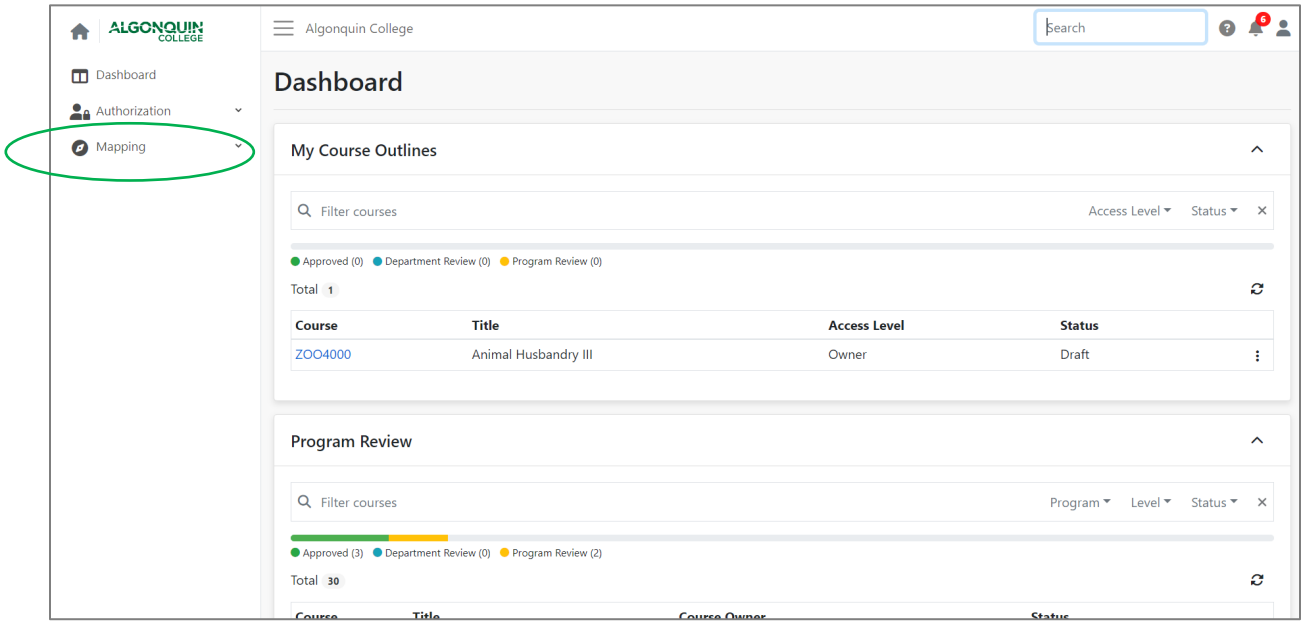
B. If accessing COMMS through a URL, a log in page will appear. Click "**Continue with Microsoft**" to log in. Do NOT sign in with your username and password. You are already signed into the Algonquin network so "Continue with Microsoft" is the option for you!


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

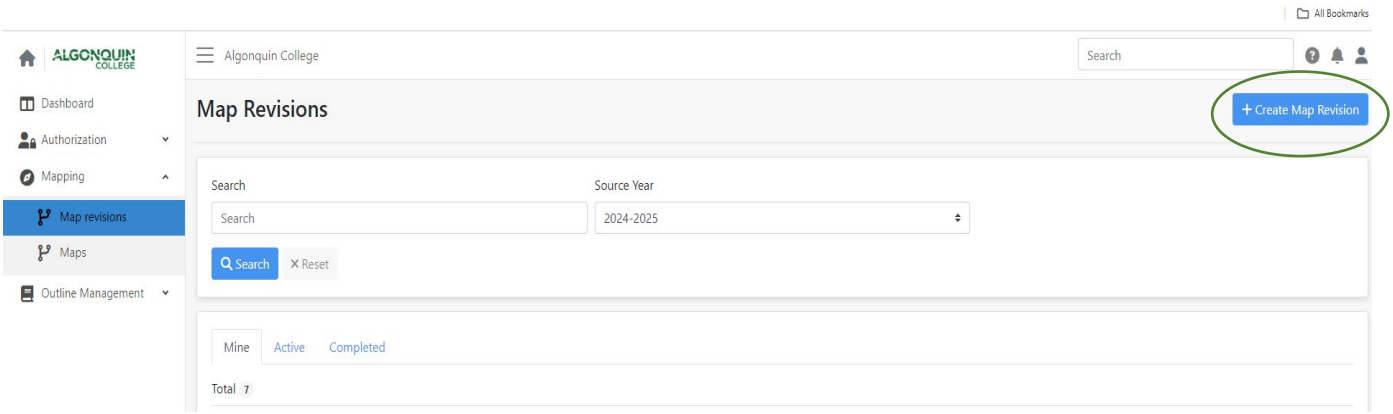
Locate Mapping

A. Logging in will take you to your **Dashboard**. You will see the **Mapping** menu item on the left-hand side

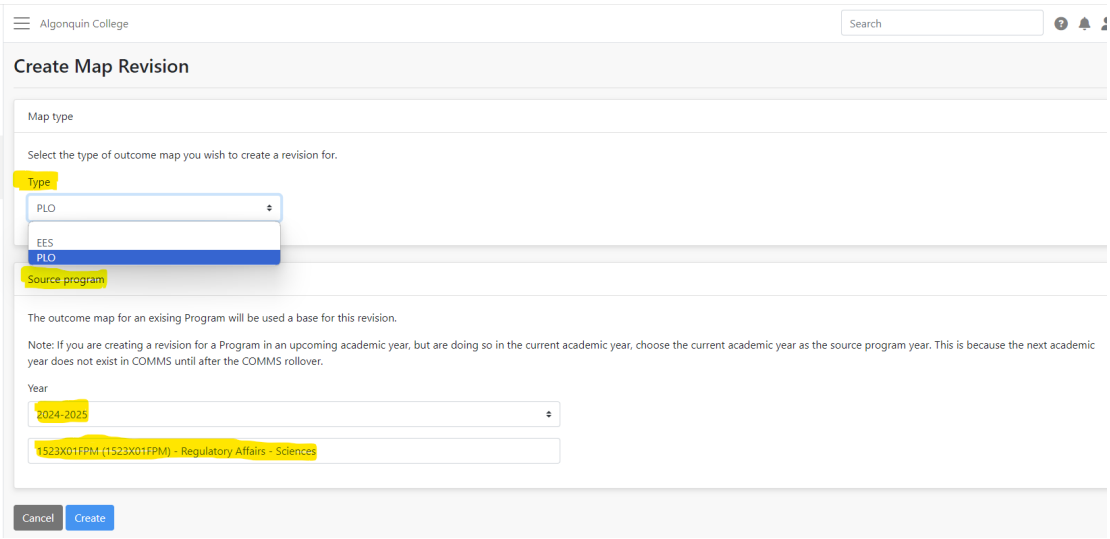
B. Click the drop-down menu **mapping** and you will have two options: Map revisions, or Maps. Click on Maps to view existing mapping for a program, or Map revisions to enter/revise mapping.



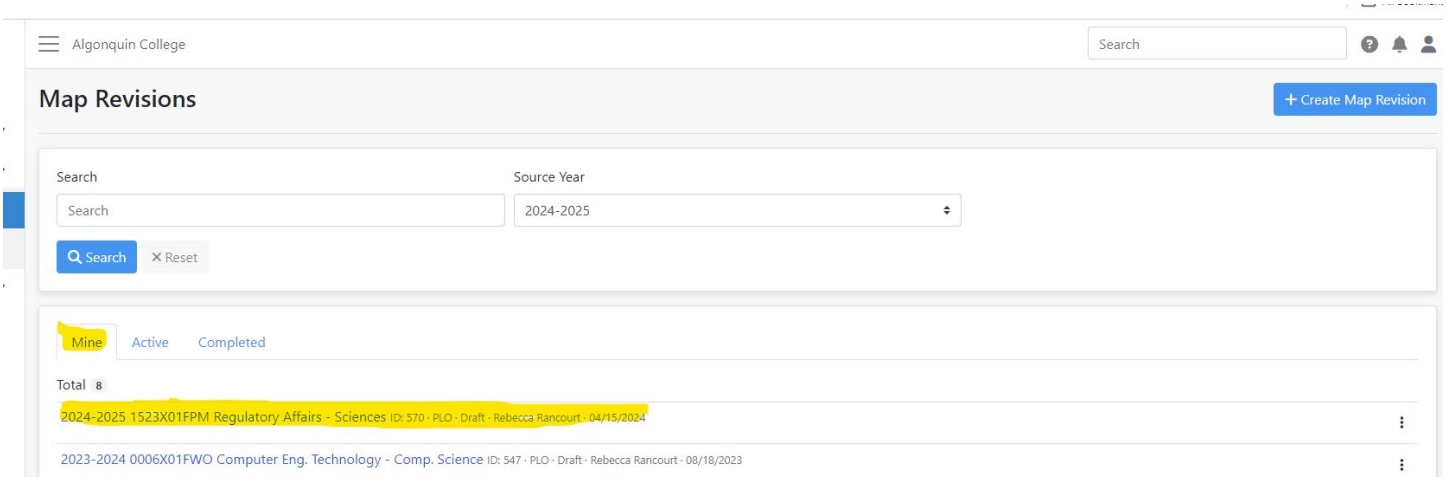
C. When you click on Map revisions, you'll have the option to **+Create Map Revision**.



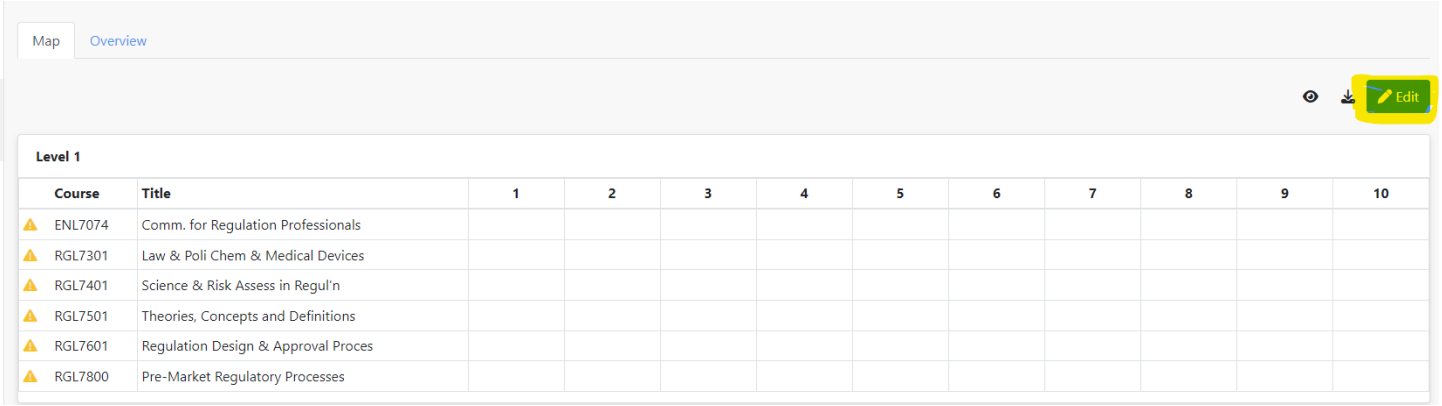
D. After clicking on **+Create Map Revision**, select either EES or PLO mapping from the **Type** drop-down menu. Make sure that the correct year is entered in the Year box, and then enter the program code or name.



E. Find the program mapping revision you just created under the **Mine** tab and click to open it.



F. Click on the **Edit** tab at the right-hand side and you'll notice that T A CP appears in all boxes. If the course is already mapped, the T A or CP will appear in boldface where applicable and greyed out where not applicable. Simply click on the letters to either activate or deactivate them. Once you've made the changes, click **Save.**



*Once you've entered the mapping, the Academic Development team will review and activate the new mapping. You will be notified when this step has been completed.