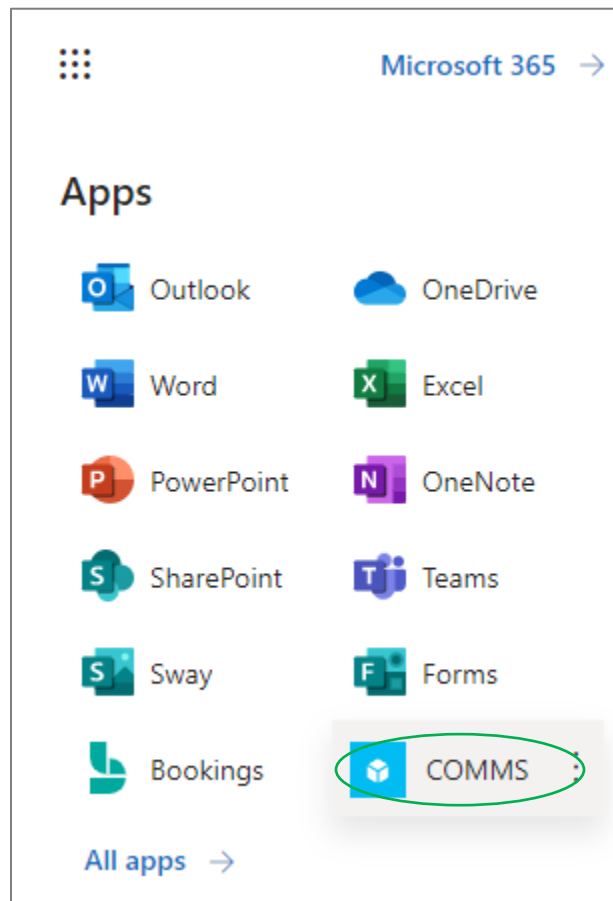


Entering Mapping into the Course Outline Mapping and Management System (COMMS 3.0)

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](#)

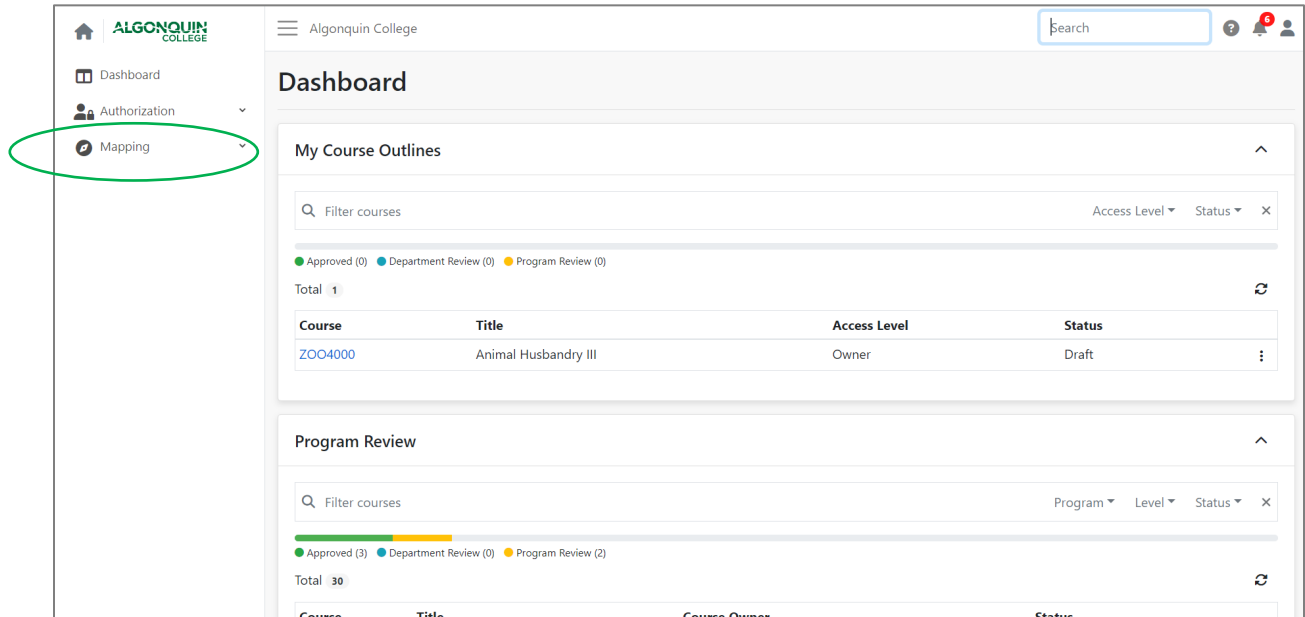
[Resend email confirmation](#)

OR

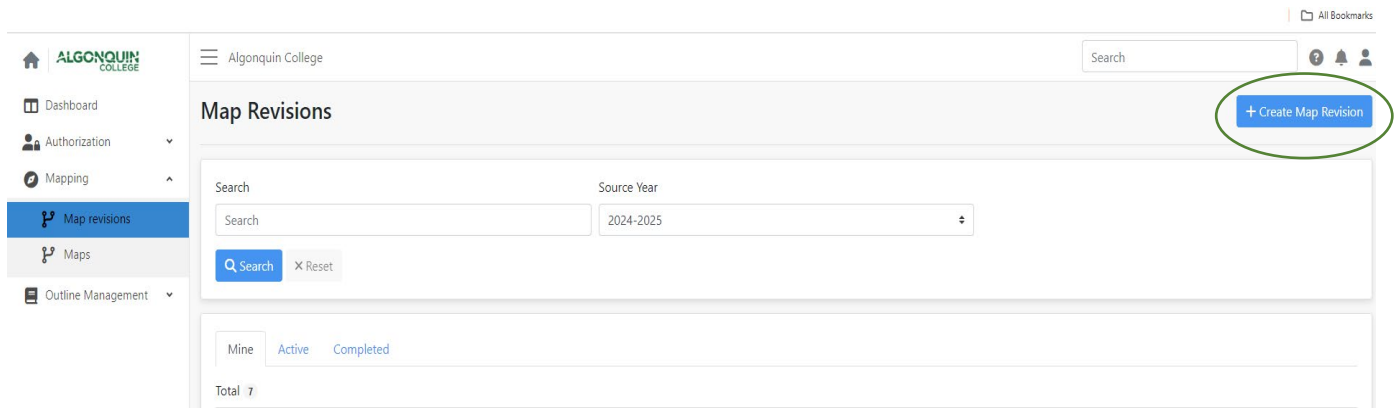
 Continue with Microsoft

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.

Algonquin College

Search

Create Map Revision

Map type

Select the type of outcome map you wish to create a revision for.

Type

- PLO
- EES
- PLO

Source program

The outcome map for an existing Program will be used as a base for this revision.

Note: If you are creating a revision for a Program in an upcoming academic year, but are doing so in the current academic year, choose the current academic year as the source program year. This is because the next academic year does not exist in COMMS until after the COMMS rollover.

Year

2024-2025

1523X01FPM (1523X01FPM) - Regulatory Affairs - Sciences

Cancel Create

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

Algonquin College

Search

Map Revisions

+ Create Map Revision

Search Source Year

Search 2024-2025

Search Reset

Mine Active Completed

Total 8

2024-2025 1523X01FPM Regulatory Affairs - Sciences ID: 570 · PLO · Draft · Rebecca Rancourt · 04/15/2024

2023-2024 0006X01FWO Computer Eng. Technology - Comp. Science ID: 547 · PLO · Draft · Rebecca Rancourt · 08/18/2023

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**.

Map Overview

Edit

Level 1

Course	Title	1	2	3	4	5	6	7	8	9	10
ENL7074	Comm. for Regulation Professionals										
RGL7301	Law & Poli Chem & Medical Devices										
RGL7401	Science & Risk Assess in Regul'n										
RGL7501	Theories, Concepts and Definitions										
RGL7601	Regulation Design & Approval Proces										
RGL7800	Pre-Market Regulatory Processes										

*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.

