

Course Outline Mapping and Management System (COMMS 3.0) Resources

The Dashboard in COMMS 3.0

Log in

A. Navigate to COMMS at www.algonquincollege.com/comms.

COMMS

Sign in

Email address

Password

Sign in

[Forgot password](#)

[Resend email confirmation](#)

[Continue with Microsoft](#)

[Continue with Quicklaunch](#)

B. If you access 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!

The Dashboard: When you log in to COMMS, you will land on the Dashboard.

There will be at most 3 sections on the Dashboard. Depending on the user (Chair, Program Coordinator or Course Owner) you will have different sections displayed.

Course Owner

Dashboard 2025-2026

My Course Outlines

Filter courses Program Access Level Status

Approved (0) Department Review (0) Program Review (0)

Total 1 Show only outlines requiring attention

| Course | Title | Access Level | Status |
|---------|-----------------------|--------------|--------|
| ZOO6000 | Management Principles | Owner | Draft |

Program Coordinator

Dashboard 2025-2026

My Course Outlines

Filter courses Program Access Level Status

Approved (0) Department Review (0) Program Review (0)

Total 1 Show only outlines requiring attention

| Course | Title | Access Level | Status |
|---------|-----------------------|--------------|--------|
| ZOO6000 | Management Principles | Owner | Draft |

Program Review

Filter courses Program Level Status

Approved (0) Department Review (0) Program Review (0)

Total 30 Show only outlines requiring attention

| Course | Title | Course Owner | Status |
|---------|------------------------|-----------------------|--------|
| ZOO1000 | Animal Rights and Regs | Meagan Troop | Draft |
| ZOO1100 | Global Habitats | Rebecca Rancourt | Draft |
| ZOO1200 | Introductory Zoology | PatrickTEST Borkowicz | Draft |
| ZOO1813 | Communications I | Meagan Troop | Draft |
| ZOO2000 | Animal Husbandry I | Not Identified | Draft |

Chair

Dashboard

My Course Outlines

Filter courses

Approved (7) Department Review (0) Program Review (0)

Total 7

| Course | Title |
|---------|--|
| BIOC001 | General Microbiology |
| ENV4016 | Field Techniques and Sample Acquisition |
| ENV4017 | Environmental Auditing and Site Assessment |
| MATH002 | Numeracy and Logic |
| MATH003 | Mathematics for Aviation |
| SAR001 | Food Safety and Sanitation |
| SC0008 | Introduction to Chemistry and Physics |

Program Review

Filter courses

Approved (17) Department Review (0) Program Review (0)

Total 18

| Course | Title |
|----------|------------------------------|
| AIST2000 | Introduction to Astrobiology |
| BCH2000 | Biochemistry |
| BCH2001 | Biochemistry Lab |
| BIOC001 | General Microbiology |
| BIOC111 | Food Microbiology |
| BI01005 | Cellular Biology |
| BI01006 | Cellular Biology Lab |
| BI01100 | Introduction to Biology |
| BI01101 | Biology Lab |
| BIO2000 | Molecular Biology |

Department Review

Filter courses

Approved (17) Department Review (0) Program Review (0)

Total 18 Filtered 0

No courses found, try adjusting filter criteria.

1. Course Owner - My Course Outlines Section

Course outlines will only show up if you are assigned as a course owner of the course outline.

There are 4 columns:

- **Course** – the Course Code. Click on the Course Code to go to the course outline.
- **Title** – Title of the course
- **Access level** – Owner or Contributor
 - **Owner** – Has complete access to the course and is responsible for submitting the course outline for approval
 - **Contributor** – Has the ability to edit the course outline but **cannot submit** the course outline for approval.
- **Status** (Draft, Program Review, Approved)

My Course Outlines

Filter courses

Program Access Level Status

Approved (4) Department Review (0) Program Review (0)

Total 4

Show only outlines requiring attention

| Course | Title | Access Level | Status |
|---------|---|--------------|----------|
| FAM1169 | Community Field Placement | Owner | Approved |
| FAM1262 | Current Topics in the Field of Developmental Services | Owner | Approved |
| FAM1264 | Introduction to the Field of Developmental Services | Owner | Approved |
| FAM1903 | Educational Support Field Placement | Owner | Approved |

Options to Search/Filter for a course outline:

- Type course code in 'Filter courses'.
- Filter by Program, Access Level, and Status,
- Check off 'Show only outlines requiring attention'.

The screenshot shows the 'My Course Outlines' interface. At the top, there is a search bar labeled 'Filter courses' and three filter dropdown menus: 'Program', 'Access Level', and 'Status'. Below these, there are status indicators for 'Approved (4)', 'Department Review (0)', and 'Program Review (0)'. A checkbox labeled 'Show only outlines requiring attention' is visible. The main content is a table with columns for Course, Title, Access Level, and Status.

| Course | Title | Access Level | Status |
|---------|---|--------------|----------|
| FAM1169 | Community Field Placement | Owner | Approved |
| FAM1262 | Current Topics in the Field of Developmental Services | Owner | Approved |
| FAM1264 | Introduction to the Field of Developmental Services | Owner | Approved |
| FAM1903 | Educational Support Field Placement | Owner | Approved |

****Tip:** If you can't find your course outline, uncheck the 'Show only outlines requiring attention' and all the outlines should appear.

Click on the 3 dots on the right-hand side and it gives you more options.

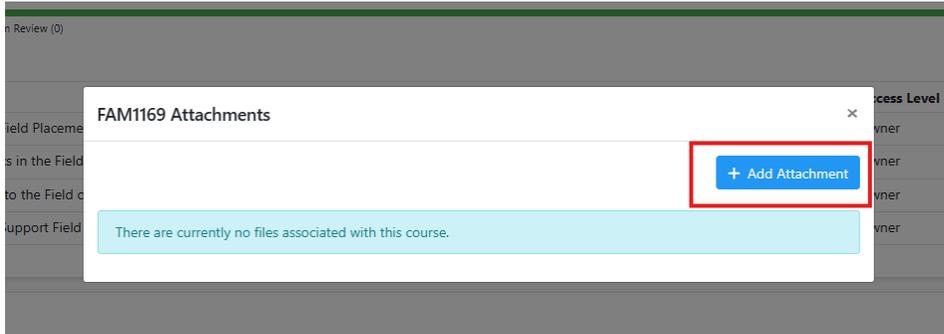
This screenshot is similar to the previous one but shows a dropdown menu open on the right side of the table. The menu options are: 'Manage Course Contributors', 'Attachments', 'Compare', 'Course Details', and 'State History'. The 'Attachments' option is highlighted with a red box.

Weekly Schedules

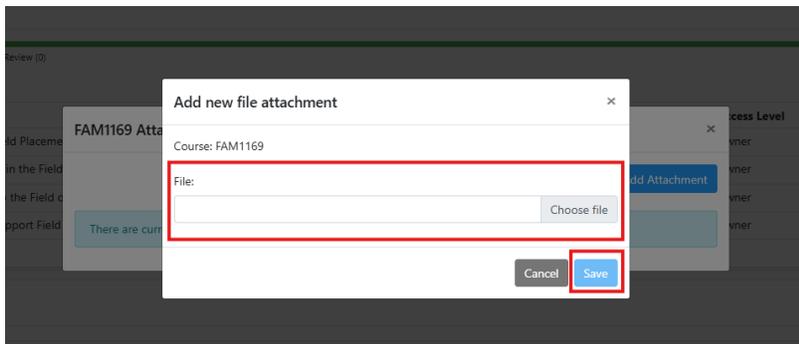
To add a **Weekly Schedule**, click on 'attachments'

This screenshot is similar to the previous one but shows the 'Attachments' option in the dropdown menu highlighted with a red box. Additionally, the three dots at the bottom right of the table are also highlighted with a red box.

A window pops up for you to attach your Weekly Schedule file.



Choose your file and click 'Save'



2. Program Coordinator - Program Review Section

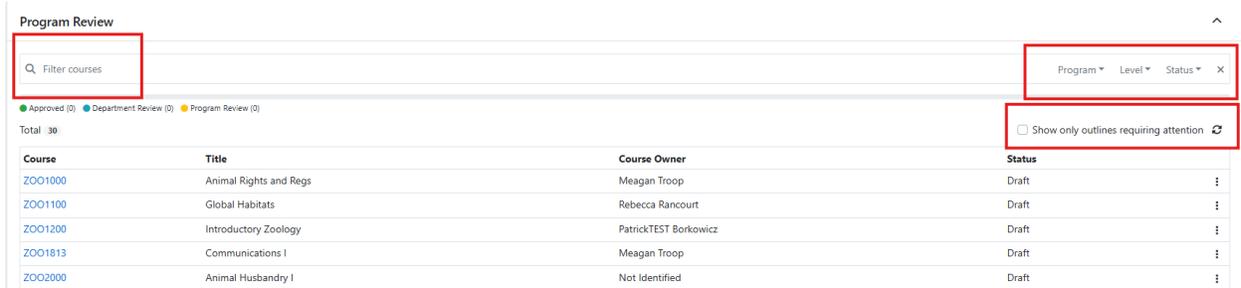
There are 4 columns:

- **Course** – the Course Code. Click on the Course Code to go to the course outline.
- **Title** – Title of the course
- **Course Owner** – Name of Course Owner
- **Status** (Draft, Program Review, Approved)

| Course | Title | Course Owner | Status |
|---------|------------------------|-----------------------|--------|
| ZOO1000 | Animal Rights and Regs | Meagan Troop | Draft |
| ZOO1100 | Global Habitats | Rebecca Rancourt | Draft |
| ZOO1200 | Introductory Zoology | PatrickTEST Borkowicz | Draft |
| ZOO1813 | Communications I | Meagan Troop | Draft |
| ZOO2000 | Animal Husbandry I | Not Identified | Draft |
| ZOO2100 | Exhibition Planning I | Eric Torunski | Draft |

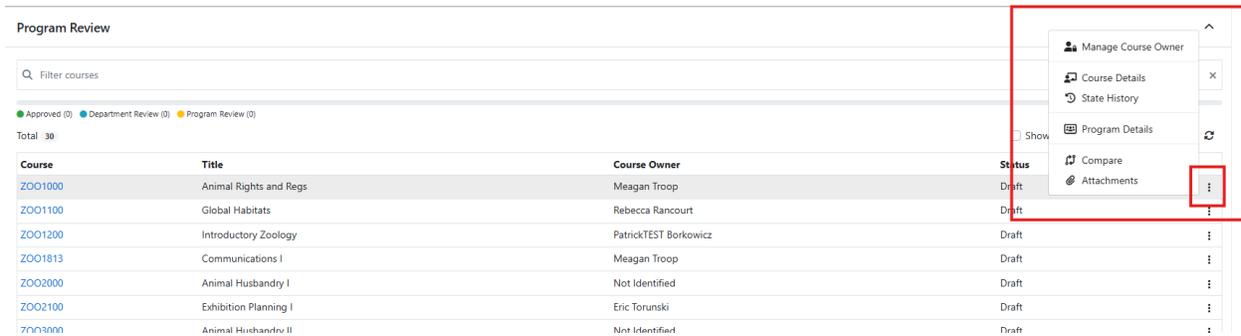
Options to Search/Filter for a course outline:

- Type course code in 'Filter courses'.
- Filter by Program, Level, and Status,
- Check off 'Show only outlines requiring attention'.

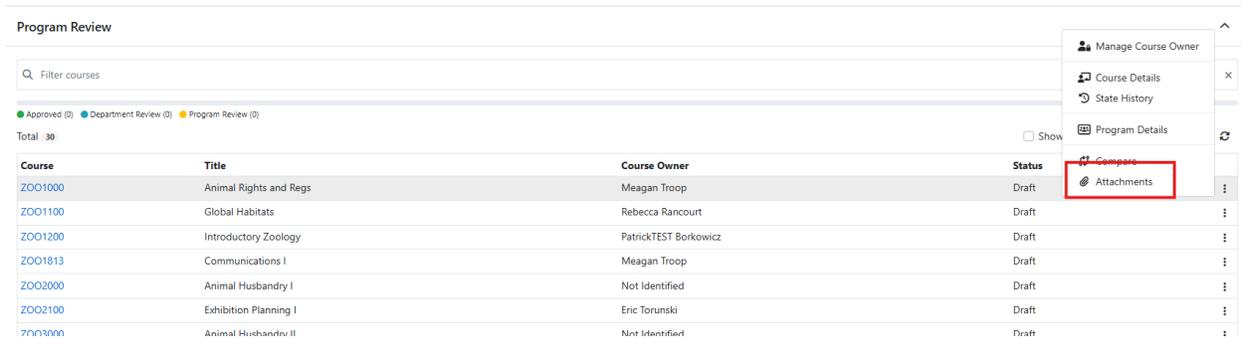


****Tip:** If you can't find your course outline, uncheck the 'Show only outlines requiring attention' and all the outlines should appear.

Click on the 3 dots on the right-hand side and it gives you more options.



As a Program Coordinator, you can attach Weekly Schedules here as well by clicking 'Attachments'



For instructions to attach [Weekly Schedules](#).

3. Chair/Academic Manager - Department Review Section

There are 6 columns:

- **Select (0)** – Select option allows chairs to approve or unapproved all course outlines in that section. Once you select a section, you will see an option to ‘**Approve**’ (if the course outlines are in PROGRAM REVIEW) or ‘**Unapprove**’ (if they are all in APPROVED) status.

Department Review

Filter courses

Course Department Program Department Program Level Status

Approved (199) Department Review (0) Program Review (7)

Total 292

Select (3) Unapprove Show only outlines requiring attention

| Select (3) | Course | Title | Course Owner | Course Department | Status |
|-------------------------------------|---------|---|------------------|--------------------------|----------|
| <input checked="" type="checkbox"/> | CUL4000 | Global Citizenship | Lisa Lalonde | COMM - Community Studies | Approved |
| <input checked="" type="checkbox"/> | EDU1100 | Inclusive Teaching and Learning | William Hennessy | COMM - Community Studies | Draft |
| <input checked="" type="checkbox"/> | EDU1101 | Indigenous Pedagogies and Methodologies | Not Identified | COMM - Community Studies | Draft |

- **Course** – the Course Code. Click on the Course Code to go to the course outline.
- **Title** – Title of the course
- **Course Owner** – Name of Course Owner
- **Course Department** – Department the course outline is owned by
- **Status** (Draft, Program Review, Approved)

Department Review

Filter courses

Course Department Program Department Program Level Status

Approved (199) Department Review (0) Program Review (7)

Total 292

Select (0) Show only outlines requiring attention

| Select (0) | Course | Title | Course Owner | Course Department | Status |
|--------------------------|---------|---|------------------|--------------------------|----------|
| <input type="checkbox"/> | CUL4000 | Global Citizenship | Lisa Lalonde | COMM - Community Studies | Approved |
| <input type="checkbox"/> | EDU1100 | Inclusive Teaching and Learning | William Hennessy | COMM - Community Studies | Draft |
| <input type="checkbox"/> | EDU1101 | Indigenous Pedagogies and Methodologies | Not Identified | COMM - Community Studies | Draft |

Options to Search/Filter for a course outline:

- Type course code in ‘Filter courses’.
- Filter by Course Department, Program Department, Program, Level, Status.
- Check off ‘Show only outlines requiring attention’.

Department Review

Filter courses

Course Department Program Department Program Level Status

Approved (199) Department Review (0) Program Review (7)

Total 292

Show only outlines requiring attention

| Select (0) | Course | Title | Course Owner | Course Department | Status |
|--------------------------|---------|---|------------------|--------------------------|----------|
| <input type="checkbox"/> | CUL4000 | Global Citizenship | Lisa Lalonde | COMM - Community Studies | Approved |
| <input type="checkbox"/> | EDU1100 | Inclusive Teaching and Learning | William Hennessy | COMM - Community Studies | Draft |
| <input type="checkbox"/> | EDU1101 | Indigenous Pedagogies and Methodologies | Not Identified | COMM - Community Studies | Draft |
| <input type="checkbox"/> | EDU1102 | Designing Teaching and Learning | Not Identified | COMM - Community Studies | Draft |

****Tip:** If you can’t find your course outline, uncheck the ‘Show only outlines requiring attention’ and all the outlines should appear.

Click on the 3 dots on the right-hand side and it gives you more options.

The screenshot shows a 'Department Review' interface. At the top, there is a search bar labeled 'Filter courses' and two dropdown menus for 'Course Department' and 'Program Department'. Below this is a progress bar with three segments: 'Approved (199)' in green, 'Department Review (0)' in blue, and 'Program Review (7)' in orange. A 'Total 292' is displayed. The main part of the interface is a table with columns: 'Select (0)', 'Course', 'Title', 'Course Owner', 'Course Department', and 'Draft'. The table contains three rows of course data. On the right side of the table, a dropdown menu is open, listing several options: 'Unapprove', 'Manage Course Owner', 'Course Details', 'State History', 'Course Department Details', 'Program Department Details', 'Compare', and 'Attachments'. The 'Attachments' option is highlighted with a red box.

| Select (0) | Course | Title | Course Owner | Course Department | Draft |
|--------------------------|---------|---|------------------|--------------------------|-------|
| <input type="checkbox"/> | CUL4000 | Global Citizenship | Lisa Lalonde | COMM - Community Studies | |
| <input type="checkbox"/> | EDU1100 | Inclusive Teaching and Learning | William Hennessy | COMM - Community Studies | Draft |
| <input type="checkbox"/> | EDU1101 | Indigenous Pedagogies and Methodologies | Not Identified | COMM - Community Studies | Draft |

As a Chair/Academic Manager, you can attach Weekly Schedules here as well by clicking 'Attachments'

This screenshot is similar to the one above, showing the 'Department Review' interface. The table and progress bar are identical. The dropdown menu on the right is also open, but in this view, the 'Attachments' option is highlighted with a red box, while the other options are not. The 'Attachments' option is located at the bottom of the dropdown menu.

For instructions to attach [Weekly Schedules](#).