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

Course	Title	Access Level	Status	
ZOO6000	Management Principles	Owner	Draft	⋮

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 ⟳

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

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)

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'.

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.

Weekly Schedules

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

A window pops up for you to attach your Weekly Schedule file.
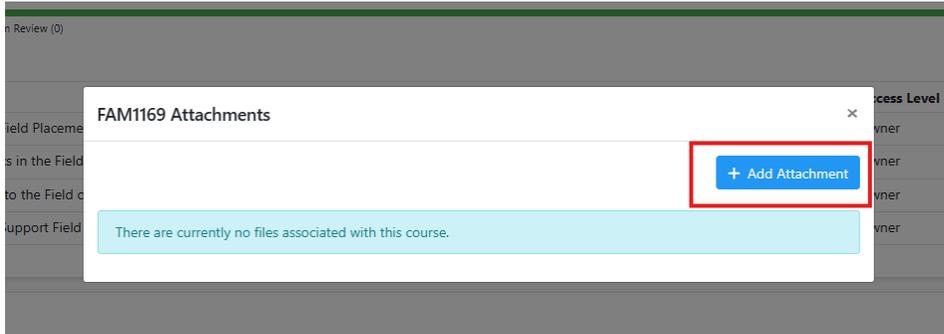
Choose your file and click 'Save'
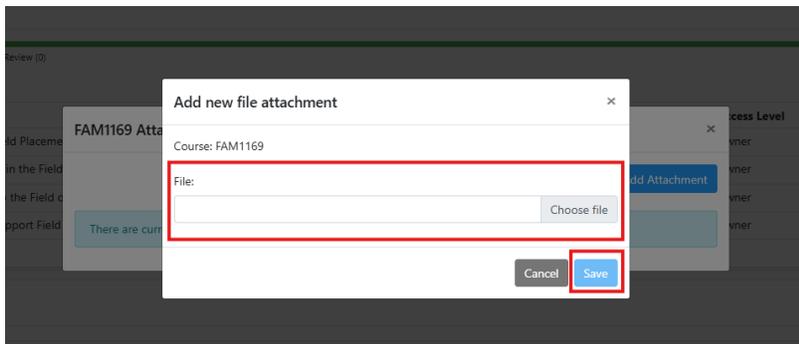
2. Program Coordinator - Program Review Section

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)

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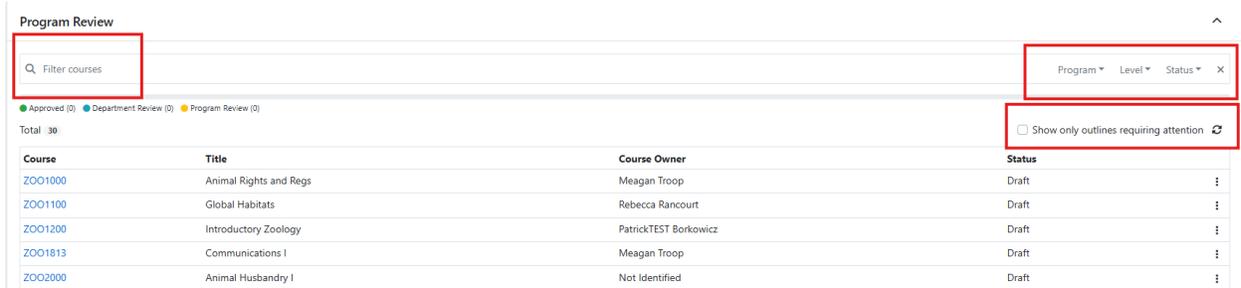
Tip: If you can't find your course outline, uncheck the 'Show only outlines requiring attention' and all the outlines should appear.

Click on the 3 dots on the right-hand side and it gives you more options.
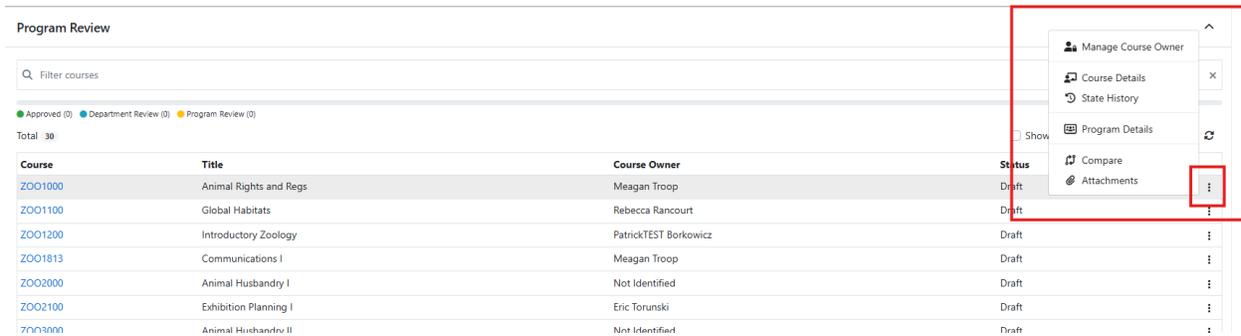
As a Program Coordinator, you can attach Weekly Schedules here as well by clicking 'Attachments'
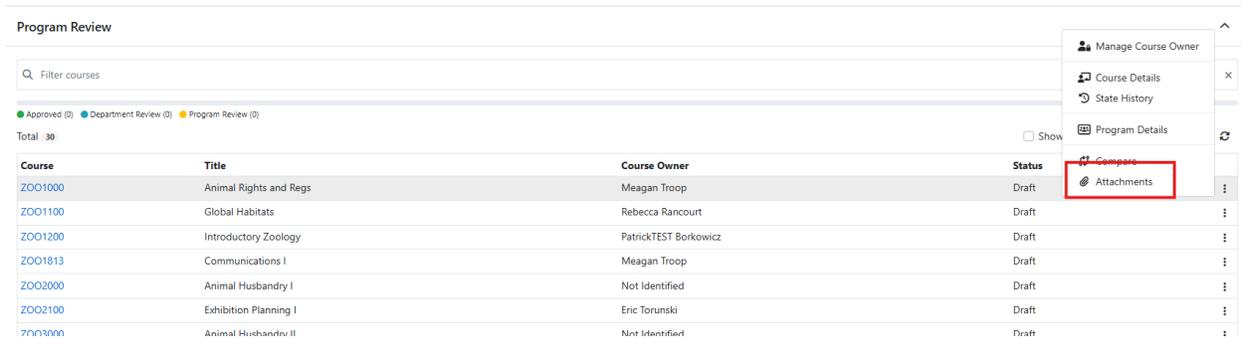
For instructions to attach Weekly Schedules.

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.

- **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)

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'.

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

For instructions to attach Weekly Schedules.