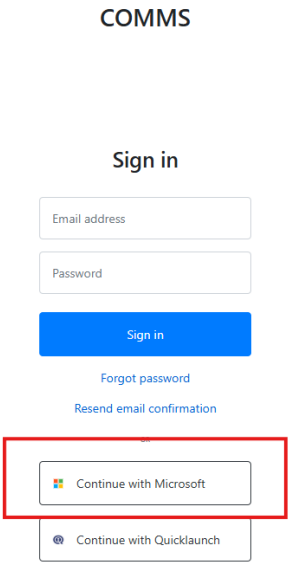
Course Outline Mapping and Management System (COMMS 3.0) Resources

Levels of Data in COMMS 3.0

Log in

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



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!

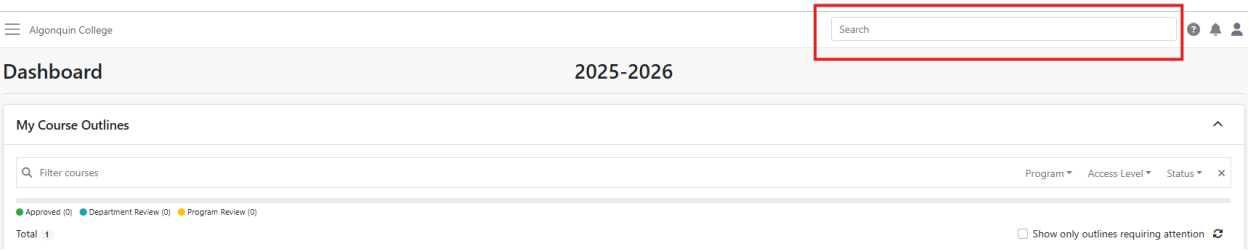
Types of Data

On the Dashboard top right-corner is a search bar.

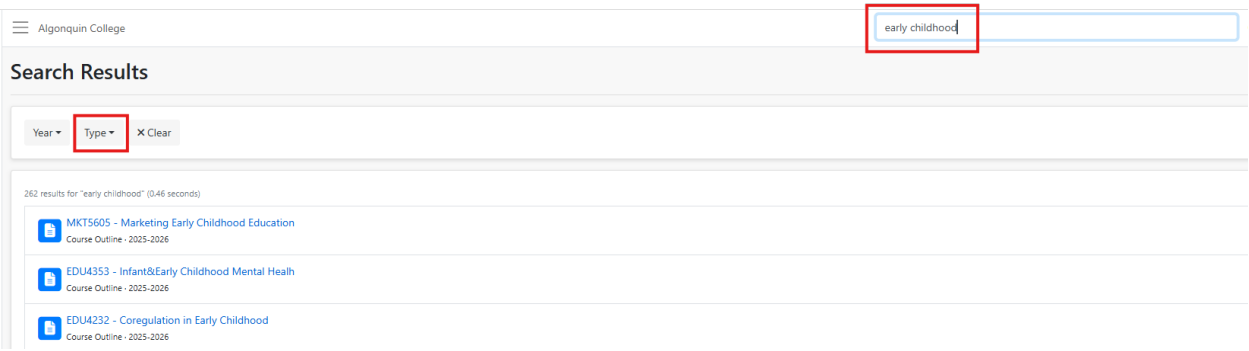
To search type in the search bar:

- The full or partial name of the course or program
- The Course Code
- The Program Code
- The Department name
- School/Faculty name

*Please note: the best way to search for a program is by program number, as COMMS uses the Short Title of programs from Genesis.



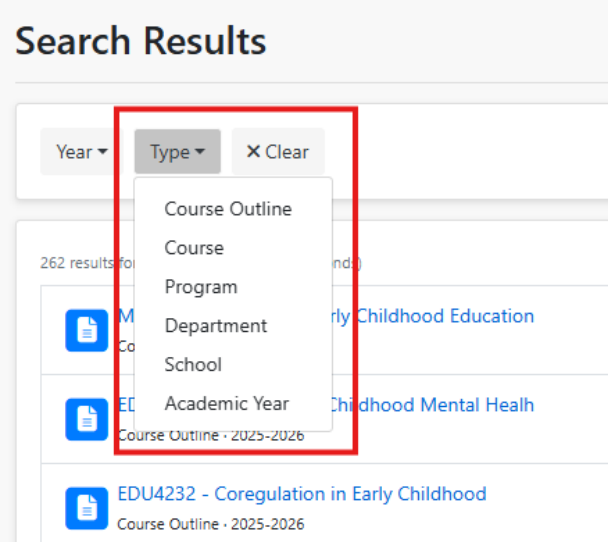
After entering your search term, press 'Enter'. You'll be taken to the **Search Results** page where you can select the appropriate item **Type**.



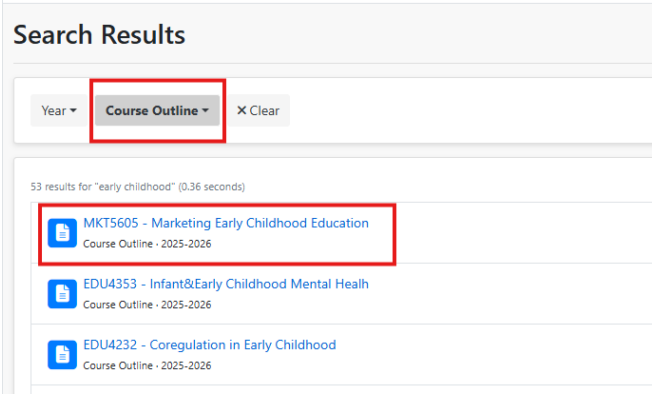
Tip: You can also Filter by Year if you are looking up older course outlines/programs.

The Different levels of data include:

A. **Course Outline**
B. **Course**
C. **Program**
D. **Department**
E. **School/Faculty**

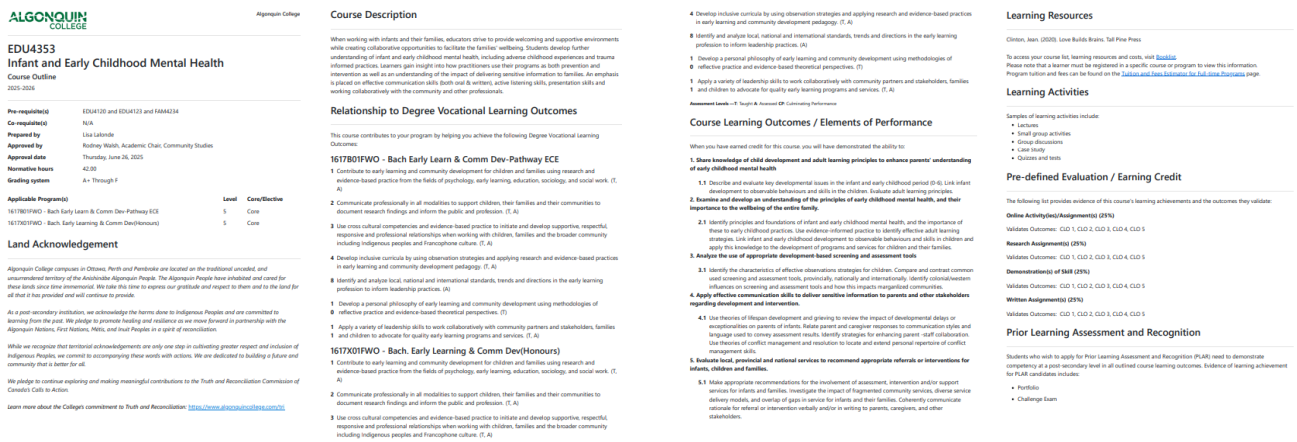


A. Course Outline Level



The Course Outline search will bring up all the Course Outlines that exist in COMMS. When selecting the course outline ensure you are selecting the correct **Academic Year**.

Example of a Course Outline:


ALGONQUIN COLLEGE

EDU4353
Infant and Early Childhood Mental Health
Course Outline
2025-2026

Land Acknowledgement

Course Description

Relationship to Degree Vocational Learning Outcomes

1617B01FWO - Bach Early Learn & Comm Dev-Pathway ECE

1617X01FWO - Bach. Early Learning & Comm Dev(Honours)

Course Learning Outcomes / Elements of Performance

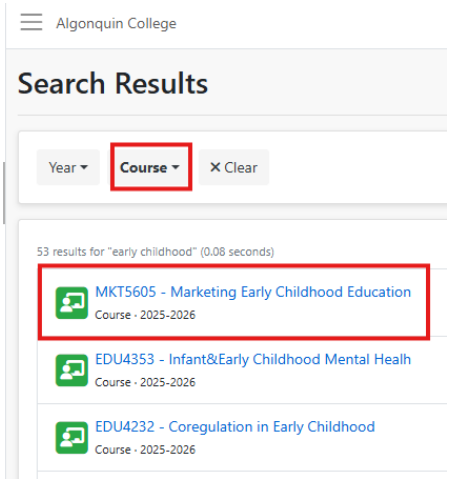
Learning Resources

Learning Activities

Pre-defined Evaluation / Earning Credit

Prior Learning Assessment and Recognition

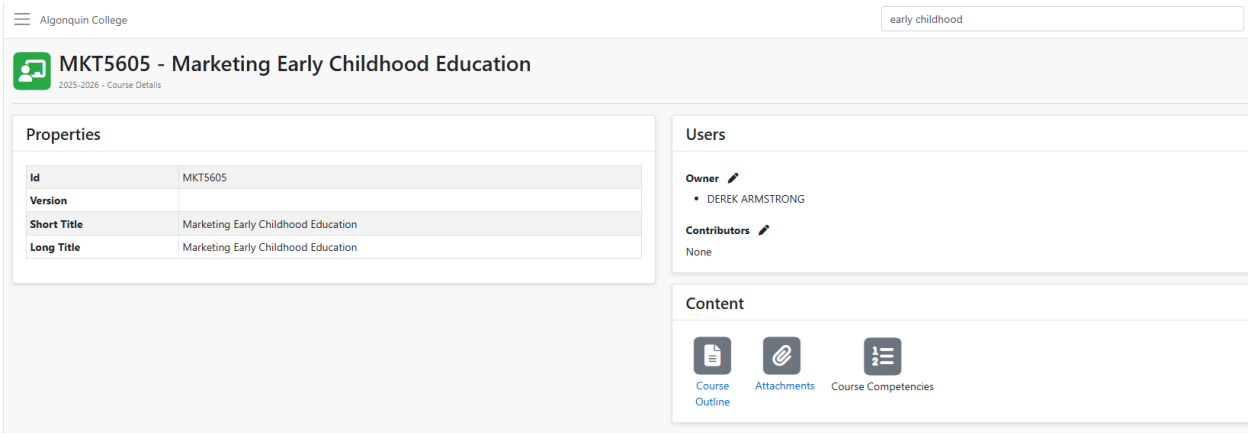
B. Course Level



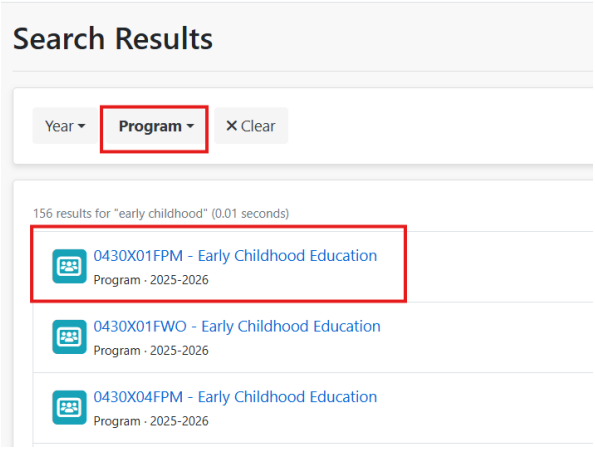
The Course search will bring up all the Course pages that exist in COMMS. When selecting the Course ensure you are selecting the correct **Academic Year**.

Some items on the Course Page:

- **Properties** – ID, Version, Short Title and Long Title
- **User** – Owner and Contributor
- **Content** – Course Outline (Brings you to the course outline), Attachments – Where you can attach the Weekly Schedule and Course Competencies.



C. Program Level

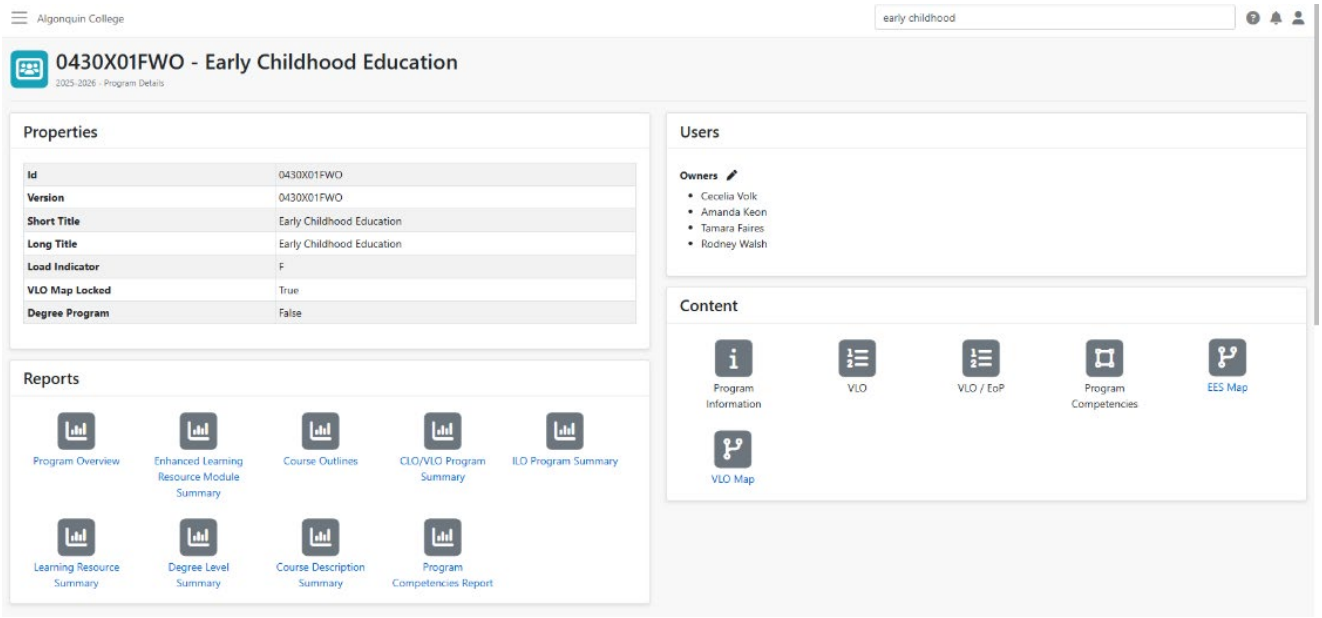


The Program search will bring up all the Program pages that exist in COMMS. When selecting the Program ensure you are selecting the correct **Academic Year**.

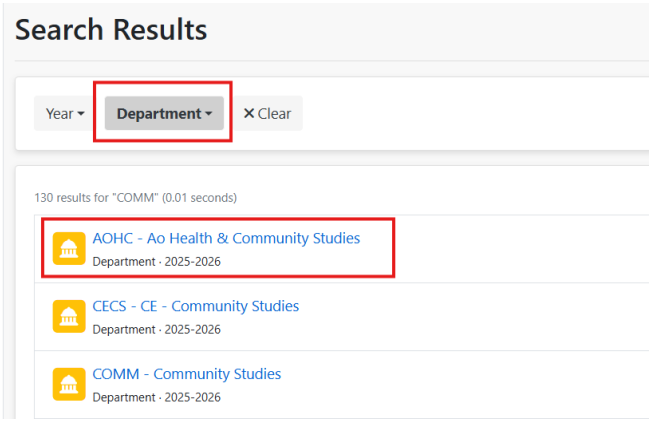
Some items on the Program Page:

- **Properties** – ID, Version, Short Title and Long Title, Load Indicator (Full time, Part time), VLO Map Locked, Degree Program (False if other credential, True if it's a degree program)
- **User** – Owners (Usually, this is the program coordinators)
- **Content**
    - Program Information – where you can edit the information and it will show up on the course outline
    - VLO – the Vocational Learning Outcomes are listed
    - VLO/EofP – The Vocational Learning Outcomes and Elements of Performance are listed.
    - Program Competencies – The Program Competencies are listed.
    - EES Map – Mapping of the Essential Employability Skills
    - VLO Map – Mapping of the Vocational Learning Outcomes

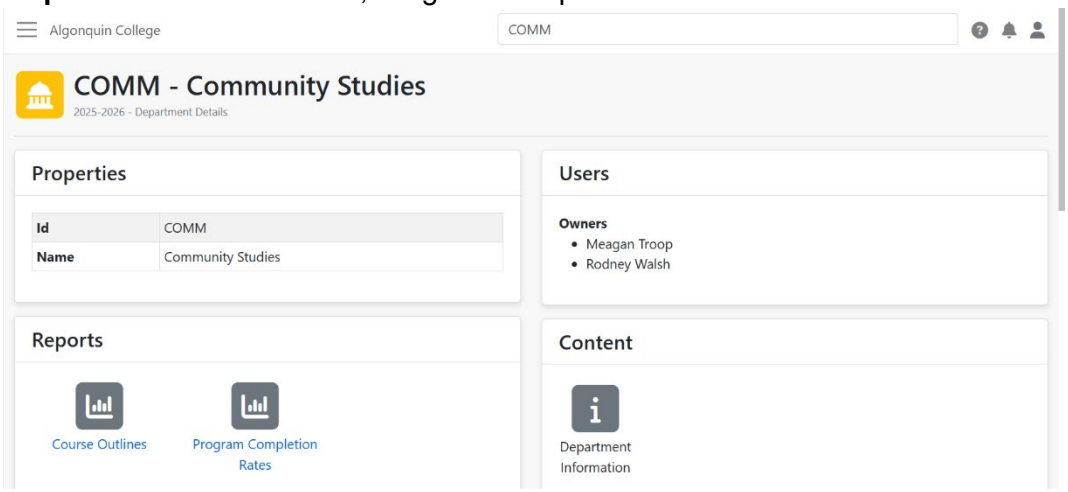
- **Reports**
  - Program Overview
  - Enhanced Learning Resource Module Summary
  - CLO/VLO Program Summary
  - ILO Program Summary
  - Learning Resources Summary
  - Degree Level Summary
  - Course Description Summary
  - Program Competencies Report



D. Department Level



The Department search will bring up all the Department pages that exist in COMMS. When selecting the Department ensure you are selecting the correct **Academic Year**.

Here are some items on the Department Page:

- **Properties** – ID (Department Code), Name (Department Name)
- **User** – Owners (Chair/Academic Manager)
- **Content – Department Information –** you can edit the information and it will automatically show up on all course outlines in the department.
- **Reports –** Course Outlines, Program Completion Rates