

Course Outline Mapping and Management System (COMMS 3.0) Resources

Entering Mapping into the COMMS 3.0

Log in

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

COMMS

Sign in

Email address

Password

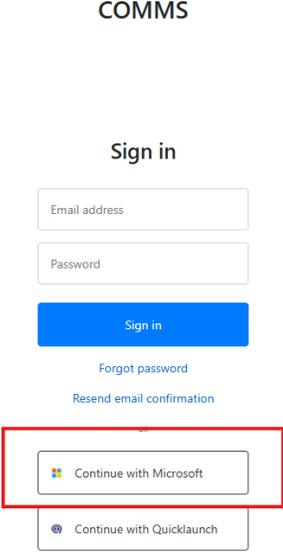
Sign in

[Forgot password](#)

[Resend email confirmation](#)

 Continue with Microsoft

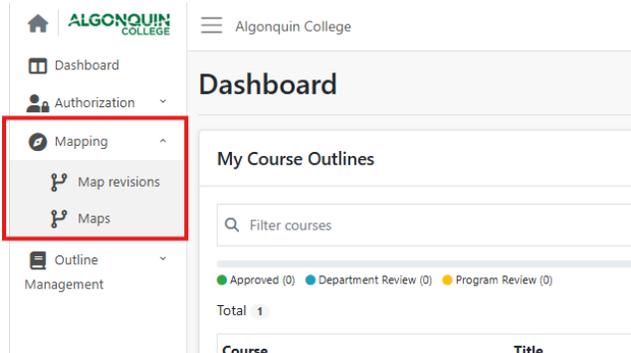
 Continue with Quicklaunch



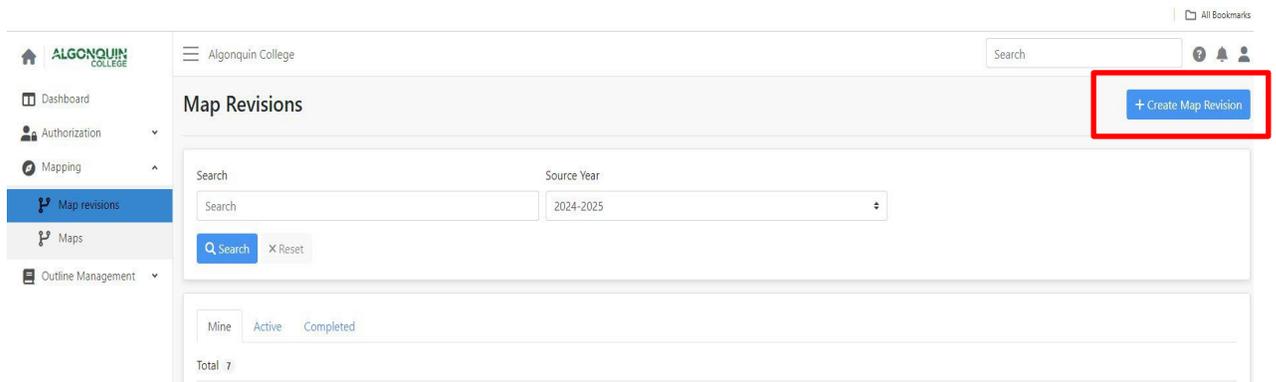
B. If you access COMMS through a URL, a log in page will appear. Click **“Continue with Microsoft”** to log in. Do NOT sign in with your username and password. You are already signed into the Algonquin network so “Continue with Microsoft” is the option for you!

Locate Mapping

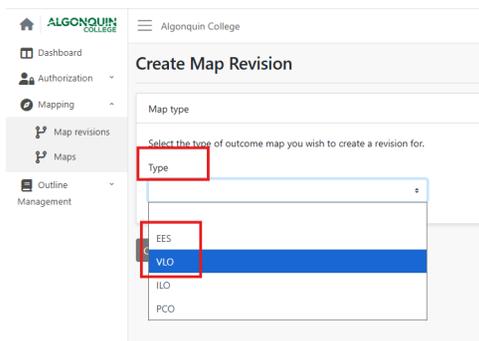
- A. Logging in will take you to your **Dashboard**. You will see the **Mapping** menu item on the left-hand side
- B. Click the drop-down menu **Mapping** and you will have two options:
 - Map revisions**: enter/revise mapping
 - Maps**: to view existing mapping for a program



- 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 VLO mapping



- E. Select the **Type** (VLO or EES) drop-down menu. Make sure that the correct year is entered in the Year box and then enter the program code or name. Hit the Create

Create Map Revision

Map type

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

Type

VLO

Source program

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

Note: If you are creating a revision for a Program in an upcoming academic year, COMMS rollover

Year

2025-2026

0422X01FWO (0422X01FWO) - Recreation and Leisure Services

Cancel Create

Button.

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

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Map Revisions

Search

Search

Source Year

2025-2026

Search Reset

Mine Active Completed

Total 1

2025-2026 0422X01FWO Recreation and Leisure Services ID: 706 - VLO - Draft - Linh Kennedy - 01/13/2026

G. Click on the **Edit** tab on 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**. Then **Hit Submit**.

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2025-2026 0422X01FWO Recreation and Leisure Services

ID: 706 - VLO - Draft - Linh Kennedy - 01/13/2026

Map Overview

Course Types:

- Core

Course	Title	1	2	3	4	5	6	7	8	9	10
ENL18135	Communications 1										
RCR0015	Leadership and Group Dynamics I				T	T A		T A		T A	T A
RCR0025	Recreation and the Environment							T	T		T
RCR1302	Program Development I	T A	T					T A	T		
RCR1303	Introduction to Fieldwork		T							T A	
RCR1411	Recreation and Human Development	T A						T A			
RCR1448	Fitness in Recreation	T A						T A		T A	
RCR1478	Introduction to Recreation	T A	T A		T			T A		T A	

After it is saved, additions are highlighted in Green, deletions are in Red.

Course	Title	1	2	3	4	5	6	7	8	9	10	11	12
BIO1300	Intro to biotechnology standards and guidelines.				T A		T A	T A					
BIO1301	Biology Lab	T A				T A		T A	T A	T A			
BTC1305	Understanding Biotechnology			T A								T A	T A
CHE1304	Chemistry 1				T A					T A			
CHE1305	Chemistry 1 Lab	T A				T A				T A			
MAT1000	Mathematics for Biotechnology				T A				T A	T A			
SAF1300	Biosafety	T A		T A									
SCI1000	Essential Lab Skills	T A	T A			T A	T A		T A		T A		

TIP: Hover your mouse over a VLO number to reveal the VLO text.

Once you've entered the mapping, please **email** COMMS administrator Linh Kennedy: mal@algonquincollege.com to advise that you have submitted a map revision. The Academic Development team will review and activate the new mapping. You will be notified when this step has been completed.