

Course Outline Mapping and Management System (COMMS 3.0) Resources

Entering Program Information 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](#)

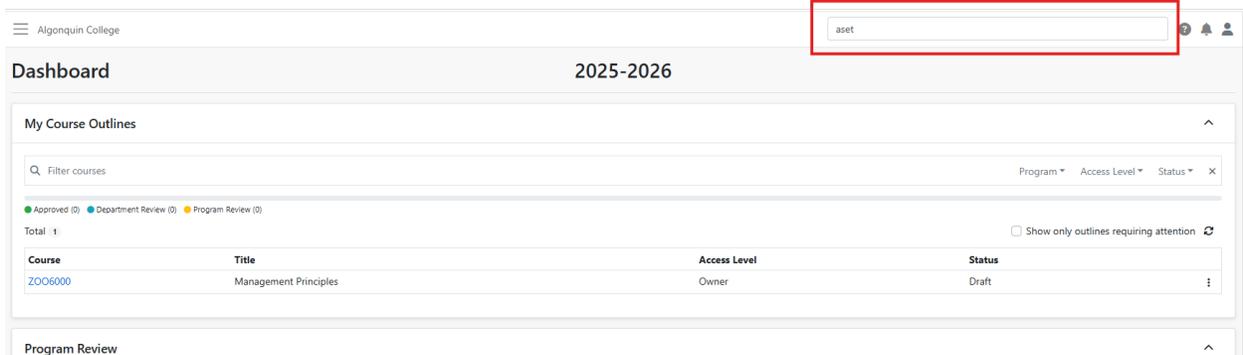
Continue with Microsoft

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!

Locate the Program

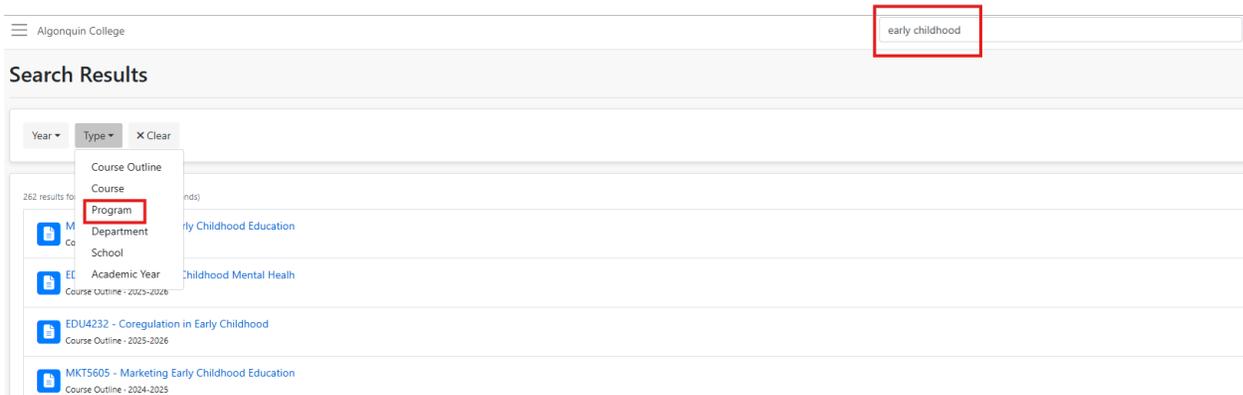
- A. Using the Search Bar on the top right-hand side of the screen, enter the program code or type the name of the program.



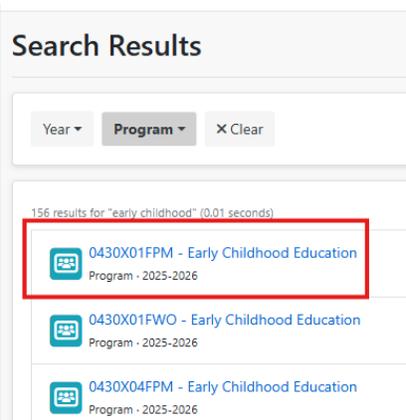
The screenshot shows the Algonquin College dashboard for the 2025-2026 academic year. At the top right, there is a search bar containing the text "aset". Below the search bar, the dashboard displays "My Course Outlines" with a table of course information.

Course	Title	Access Level	Status
ZOO6000	Management Principles	Owner	Draft

- B. Click "Type" so you can filter by program. Click the appropriate program and ensure you are selecting the right academic year.



The screenshot shows the Algonquin College search results page. The search bar at the top right contains the text "early childhood". Below the search bar, the search results are displayed with a filter menu open. The "Type" filter is selected, and the "Program" option is highlighted in red. The search results list several course outlines related to Early Childhood Education.



The screenshot shows the Algonquin College search results page with the "Program" filter selected. The search results are filtered to show 156 results for "early childhood" (0.01 seconds). The first result is highlighted in red:

- 0430X01FPM - Early Childhood Education
Program - 2025-2026
- 0430X01FWO - Early Childhood Education
Program - 2025-2026
- 0430X04FPM - Early Childhood Education
Program - 2025-2026

C. On the Program Page, click the Program Information

0430X01FPM - Early Childhood Education
2025-2026 - Program Details

Properties	
Id	0430X01FPM
Version	0430X01FPM
Short Title	Early Childhood Education
Long Title	Early Childhood Education
Load Indicator	F
VLO Map Locked	True
Degree Program	False

Reports

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

Users

Owners

- Angela Woollam
- Noel Parry
- Angela Rintoul

Content

- Program Information**
- VLO Map

D. Click on the pencil icon and add your information in the text box. Click 'Save' When you are done.

Program Information

This following text will appear in the "Program Information" outline section. All outlines using this outline section in the current academic year will be updated regardless of status.

Privacy Statement

I understand that within my course of study, I may have access to personal information, which may include personal health information (PHI) belonging to clients of Algonquin College's community partner agencies. Furthermore, I understand that I am responsible for the safekeeping of any personal information in my custody, and that I am accountable to the College for my actions in respect of this information. I agree that I will treat all personal information to which I have access as confidential, that I will access only that information which is needed for the purposes of my studies, and that I will not disclose this information, electronically, verbally or otherwise, for any other purpose.

I understand that a breach of this agreement may lead to academic discipline up to and including my removal from the program, and may further expose me to liability for breach of statute, including the Ontario Personal Health Information Protection Act (PHIPA).

Close

Program Information

This following text will appear in the "Program Information" outline section. All outlines using this outline section in the current academic year will be updated regardless of status.

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B I U

Cancel Save

E. For **each course outline** in the program, you need to specify whether the **Program Information** should be displayed. To do this, open the course outline and navigate to the 'Other Information' section." Click on the pencil icon.

Other Information 

Course Related Information 

Please refer to the Course Section Information (CSI) / weekly schedule for specific course-related information as provided by your professor.

Program Information

F. Ensure the 'Include program related information' box is checked off and click 'Save'.

Other Information

Grade Scheme Display: Do not display grade scheme

Include program related information

Other Information To Include:

Select	Description
<input type="checkbox"/>	Students are required to respect the confidentiality of employer, client and/or patient information, interactions, and practices that occur either on Algonquin College premises, or at an affiliated clinical/field/co-op placement site. Concerns regarding clients, patients, and/or employer practices are to be brought to the attention of the program coordinator, or designated field/clinical/co-op placement supervisor so that they may be resolved collaboratively. Such concerns are not to be raised publically either verbally, in writing, or in electronic forums. These matters are to be addressed through established program communication pathways.

Course Related Information

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Program Information

Cancel Save

Course Outline Section(s) highlighted below require your attention:

- Course Outline
- Link Acknowledgment
- Course Description
- Volunteer Learning Outcomes
- Essential Employment Skills
- Course Learning Outcomes / Elements of Performance
- Learning Resources
- Learning Activities
- Pre-defined Evaluation / Earning Credit
- Prior Learning Assessment and Recognition
- Other Information
- Course Related Information
- Program Information
- College-Related Information