

## Course Outline Mapping and Management System (COMMS 3.0) Resources

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### Modifying Course Resources for a New Term in the Same Academic Year

#### Log in

A. Navigate to COMMS at [www.algonquincollege.com/comms](http://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!

## New Course Resource

There is only one approved course outline for each academic year; therefore, once approved, it is approved for all three terms: Fall/Winter/Spring. For example, a course outline approved for Fall 2025 is also the outline for Winter 2026 and Spring 2026. An approved course outline cannot be modified for a new term within the same year unless there are exceptional circumstances (i.e. an accreditation body has indicated a change **MUST** be implemented immediately as there is a new Learning Resource/manual that students must use). In these cases, updates to the course outline should be carefully managed to ensure information is not overwritten but rather reflect the term-specific update. The following process should be followed:

- A. Faculty (*Course Outline Owner*) requests Chair to unapprove the course outline for Course xxxx in COMMS, providing the rationale.
- B. Chair unapproves Course xxxx in COMMS.  
Clicks on the '3 dots' and hits unapproved.  
You can enter a reason for the return and hits 'Unapprove'. It gets returns to the Course Outline Owner so they can make the necessary edit.

The screenshot shows the 'History of Design' interface for course DSN2001. The interface includes a search bar, a table of courses, and a context menu for the 'Unapprove' action. The table lists the following courses:

Select	Course	Title	Course Owner	Course Department	State
<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

The screenshot shows the 'Unapprove Course Outline' dialog box. The dialog box contains the following information:

Course: CUL4000  
Code: CUL4000  
Course: Global Citizenship  
Title: Global Citizenship

Send outline back to:  
 Course Owner  
 Program Owner  
 Department Owner

Unapprove Reason:

Buttons: Cancel, Unapprove

- C. Course Outline Owner opens course outline; makes the appropriate edits/updates to the Learning Resources section. PLEASE NOTE: any edits will overwrite the current outline (and this will now be the only approved document for the academic year), and it is important to maintain the information for the last term. **To make this clear, add headings indicating which resources are applicable to which terms.** After making the appropriate edits. Click 'Save'

Algonquin College

Search

## Learning Resources

**Required Textbook for WINTER 2024:**  
Pouch, Tina. (2023). *The Modern Zookeeper's Handbook*. Location: Publisher.

**Required Textbook for FALL 2023:**  
Marsup, Tom & Pouch, Tina. (2021). *Happy Kangaroo, Happy You: Managing Safe and Secure Zoos*. Location: Publisher.

B I U

## Learning Activities

During this course, you are likely to experience the following activities:

- Lectures and demonstrations
- Hybrid learning activities

Course Outline  
Course Description  
Vocational Learning Outcomes  
Essential Employability Skills  
Course Learning Requirements / Embedded Knowledge and Skills  
**Learning Resources**  
Learning Activities  
Pre-defined Evaluation / Earning Credit  
Prior Learning Assessment and Recognition  
Other Information  
Course Related Information  
Program Information  
Department Information  
College Related Information

Cancel Save

Example above: the Fall 2023 resource was already listed; Course Outline Owner has now **added** the heading “Required Textbook for Fall 2023” **AND** added the new resource information for Winter 2024 with the appropriate heading.

- D. Course Outline Owner submits course outline back through the approval process: to Coordinator, Coordinator to review, send to Chair for (re)approval.
- E. Chair approves course outline and it is now the updated and only approved outline for that academic year.

*Note: this workflow should be completed quickly as once the outline is unapproved it will be a broken link to the HTML outline. Once the Chair 're-approves' it will be live again. The course outline must be (re) approved prior to timetable release date for the term so that when the student views timetable in ACSIS, the revised outline appears with the updated resource(s).*