

Course Outline Mapping and Management System (COMMS 3.0) Resources

Extracting a list of Course Outlines (by **Department** only) and their Current Status 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](#)

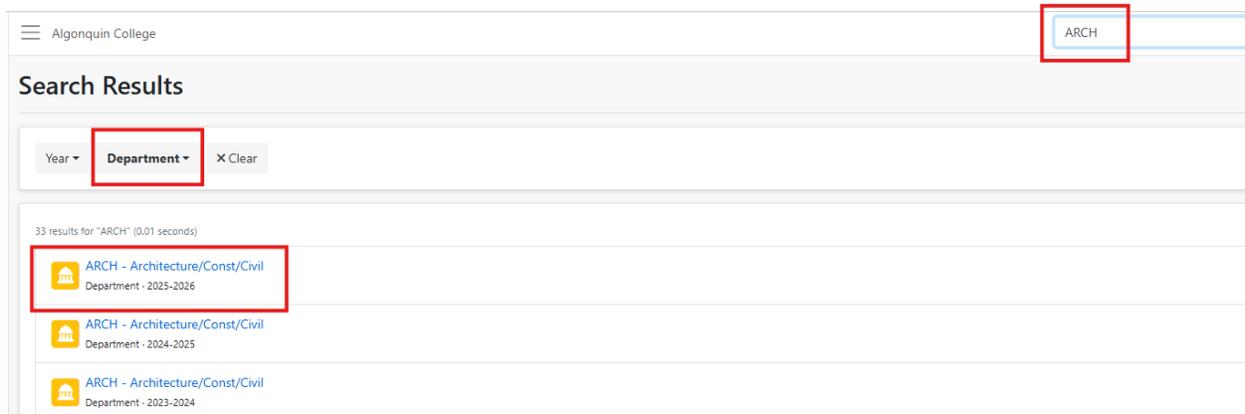
[Resend email confirmation](#)

Continue with Microsoft

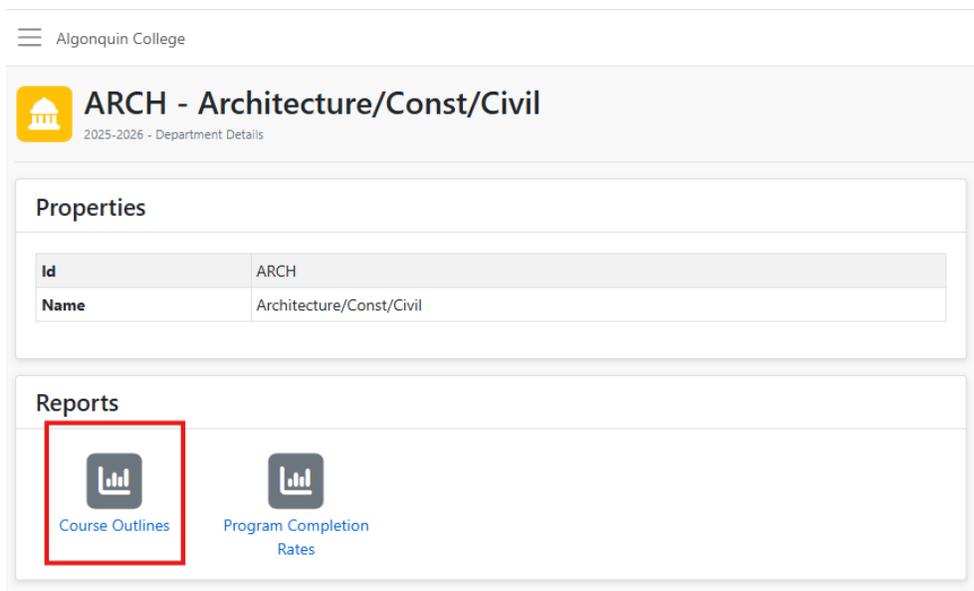
Continue with Quicklaunch

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!

- A. On the main Dashboard, type your department code in the search bar at the top right-hand corner
- B. Click on 'type' and select 'Department' from the drop-down menu
- C. Click on the department name, making sure to select the one attached to the current year



- D. Under Report, click Course Outlines



E. Under the Course Outlines section of the page, you'll see the results. These can be filtered by term, using the Term filter drop-down

Department Course Outlines
2025-2026 - ARCH

Filter course outlines Term ▾ ×

● Approved (118) ● Department Review (0) ● Program Review (0)

Total 138 ↓

Id	Title	Term(s)	Owner	Status	Date Approved	
ARC1510	Sustainable Design Studio 1	2025F	Marjan Ghannad	Draft		⋮
ARC1512	Site Assessment and Analysis	2025F	Lorraine Hodds	Approved	06/23/2025 11:41:51	⋮
ARC1513	Project Doc and Presentation Skills	2025F	Lorraine Hodds	Draft		⋮
ARC1514	Sustainable Methods and Materials 1	2025F	Lorraine Hodds	Draft		⋮
ARC1515	Intro to Sustainable Project Mngmnt	2025F	Lorraine Hodds	Draft		⋮
ARC1520G	Sustainable Design Studio 2		Amandah Selvey	Draft		⋮
ARC1521	Sustainable Project Mng. & Costing		Amandah Selvey	Draft		⋮
ARC1523	Standards and Accreditation		Amandah Selvey	Draft		⋮

Additionally, you can download the entire list to a CSV file (Excel Spreadsheet) and sort or filter based on your needs. To download, click on the download button.