Course Outline Mapping and Management System (COMMS 3.0) Resources

Entering Course Outline Information 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!

1. Locate Course Outline

A. Logging in will take you to your **Dashboard**. You will see your assigned course(s) under "**My Course Outlines.**"

B. Click the **course code** to view or edit the Course Outline.
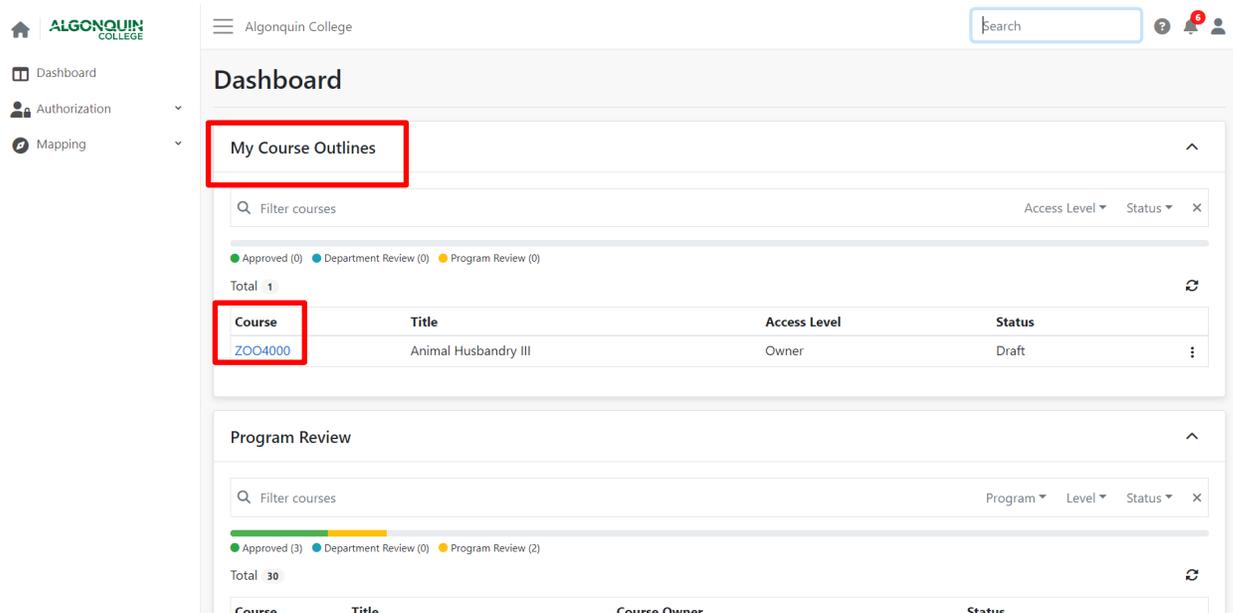
C. Sections not yet completed will appear in a menu on the right side of the screen, highlighted in red. Click the item to immediately navigate to that section, or simply scroll down the page.
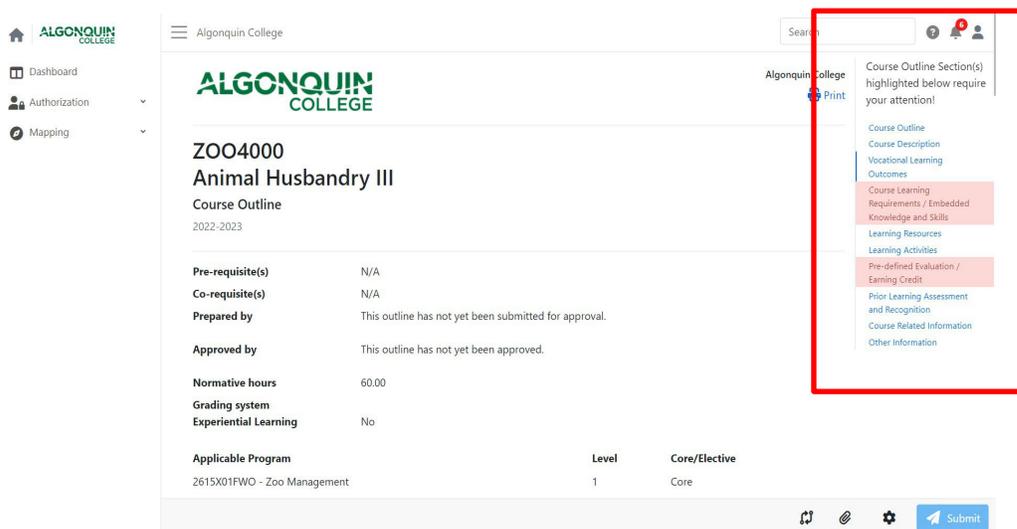
Note: some sections, such as **Vocational Learning Outcomes,** may be **locked** for editing as they have already been approved. If you need assistance with this please email the administrator at mal@algonquincollege.com.

D. Confirm that the Course Outline is set to the appropriate template. To do so, click the **gear icon** in the bottom right corner of the screen.

E. The "**Document Properties**" box will appear. Use the drop-down menu to select the most appropriate template.

F. Click "**Save**." The Course Outline Template will change to the new template you chose.
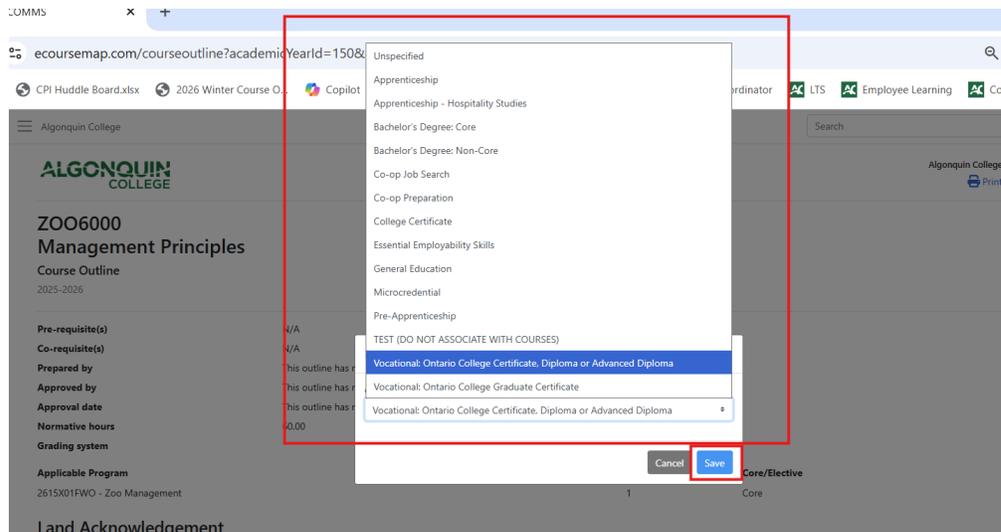
## 2. Enter Course Outline Information

General notes for navigating the Course Outline
- The Course Outline can be edited-in-place.
- The Course Outline sections are listed down the right-hand side and serve as a menu to quickly move between sections, or you can simply scroll through the entire document to review.
- To edit or revise any section of the Course Outline, click on the **pencil icon** next to its title. This will open the corresponding section of the Outline.
- If you require support, click the **question mark icon** in the top right corner of the page, then "**Get Support**." This creates a support ticket that is sent to the COMMS Administrator.
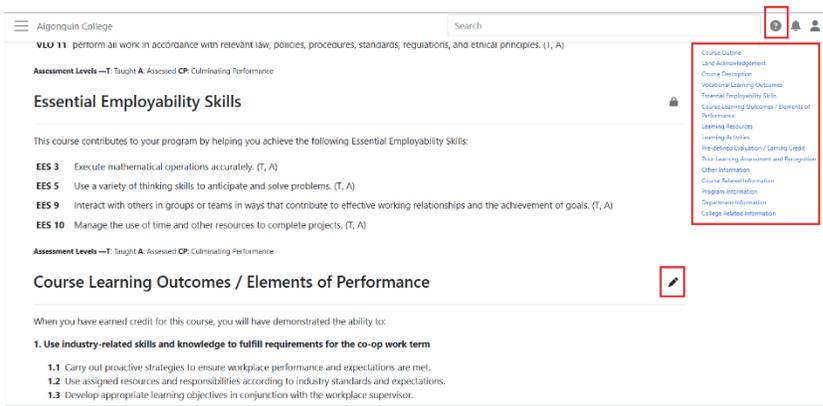
3. Enter Course Learning Outcomes (CLO)/Elements of Performance (EofP)

A. Click the pencil icon to open the **Course Learning Outcomes/Elements of Performance** section. Click "**Add Course Learning Outcome**."

Assessment Levels —**T**: Taught **A**: Assessed **CP**: Culminating Performance

Course Learning Outcomes / Elements of Performance

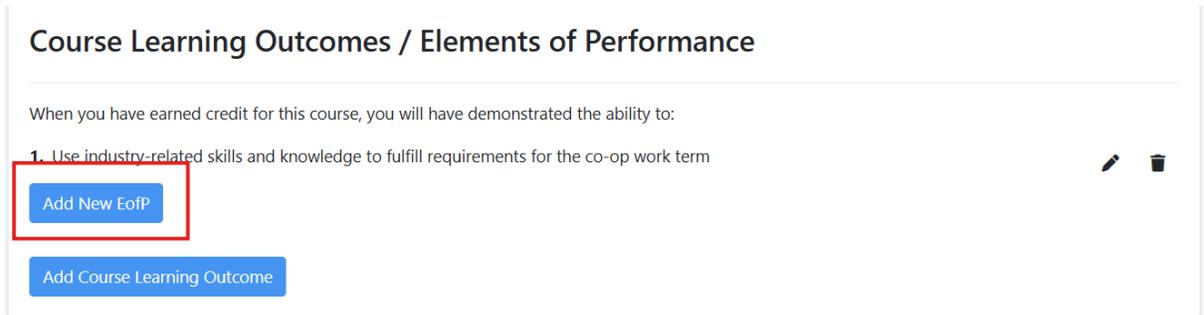When you have earned credit for this course, you will have demonstrated the ability to:

Add Course Learning Outcome

B. Enter the first Course Learning Outcome (CLO) into the text box. There is no need to number CLOs in the text box, as COMMS automatically numbers the CLOs based on the order of entry.

C. Once you have entered the CLO, click "**Add**."

Note: CLOs must be added **one at a time**. Please do not copy and paste all CLOs into the text box at once.

Course Learning Outcomes / Elements of Performance

When you have earned credit for this course, you will have demonstrated the ability to:
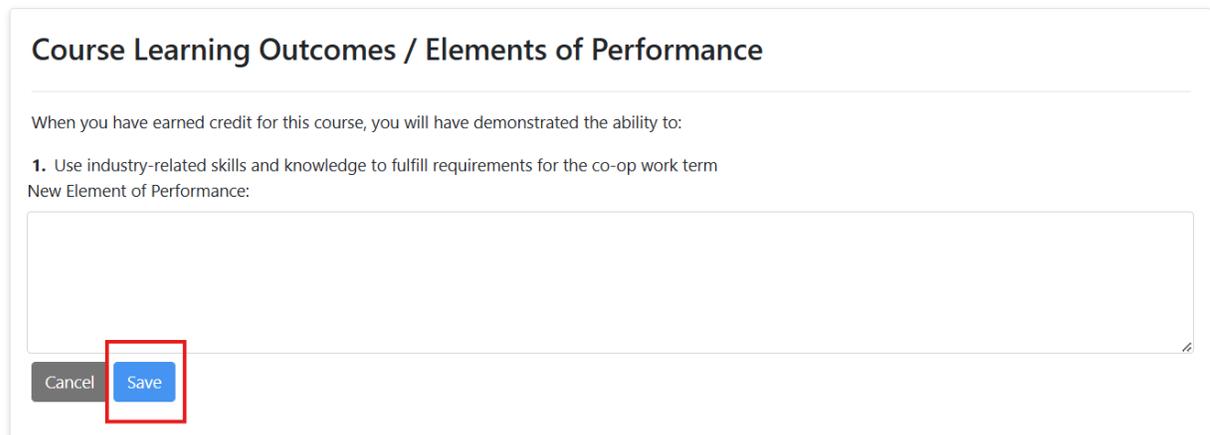
New Course Learning Outcome Description:

Cancel   Add

D. The CLO will then appear on the outline.

E. From within the CLO/EofP section, click "**Add New EofP**" to enter the EofP associated with that CLO.

F. Enter the first EofP into the text box. There is no need to number the EoP, as it will be formatted automatically number the EofP.

G. Once you have entered the EofP, click "**Save**."

Note: EoPs must be added **one at a time**.

H. The EofP will then appear below its CLO. To add additional EofP, repeat Steps E through G.

Bulk Entry of EofPs

Alternatively, you can enter EofPs **as a bulk entry**. Users must type each EofP on its own line, with a hear line break between entries.

When you have earned credit for this course, you will have demonstrated the ability to:

1. Use industry-related skills and knowledge to fulfill requirements for the co-op work term

    1.1 Carry out proactive strategies to ensure workplace performance and expectations are met.
    Use assigned resources and responsibilities according to industry standards and expectations.
    Develop appropriate learning objectives in conjunction with the workplace supervisor.

    Cancel   Save

Once you click "Save", COMMS will automatically separate each line and create an individual EofP for each one.

When you have earned credit for this course, you will have demonstrated the ability to:

1. Use industry-related skills and knowledge to fulfill requirements for the co-op work term

    1.1 Carry out proactive strategies to ensure workplace performance and expectations are met.

    1.2 Use assigned resources and responsibilities according to industry standards and expectations.

    1.3 Develop appropriate learning objectives in conjunction with the workplace supervisor.

I.   To revise an EofP, click the **pencil icon**.

J.   To delete an EofP, click the **trash icon**.

K. Once you have entered multiple EofP, arrow buttons will appear. These allow you to reorder the EofP. Click the **arrow button** underneath an EofP to move it up or down.

Course Learning Outcomes / Elements of Performance

When you have earned credit for this course, you will have demonstrated the ability to:

1. Use industry-related skills and knowledge to fulfill requirements for the co-op work term

    1.1 Carry out proactive strategies to ensure workplace performance and expectations are met.

    1.2 Use assigned resources and responsibilities according to industry standards and expectations.

    1.3 Develop appropriate learning objectives in conjunction with the workplace supervisor.

    Add New EofP

L.   You can add additional CLOs by repeating Steps A through C.

M. Once all CLOs and their corresponding EofP have been entered, click "**Save**" in the bottom right corner of the screen.

Tip: To avoid losing your work, it's strongly recommended that you click **"Save"** in the bottom-right corner of the screen after entering each CLO and its corresponding EofPs.

3. Enter Learning Resources

A. Open the **Learning Resources** section of the Course Outline by clicking the **pencil icon**.

B. Using APA citation format, list any required Learning Resources for the course. You can use the text formatting feature to italicize or bold as required.

C. Once complete, click "**Save**."

4. Enter Learning Activities

A. Open the **Learning Activities** section of the Course Outline by clicking the **pencil icon**.

B. Enter your Learning Activities into the text box. You can use the text formatting features to create bullet points for ease of reading.

C. Once complete, click "**Save**."

5. Enter Pre-defined Evaluation/Earning Credit

1. Open the **Pre-defined Evaluation/Earning Credit** section of the Course Outline by clicking the **pencil icon**.

2. Click "**Add New Earning Credit**" to enter a new evaluation item.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates Outcomes
The following will provide evidence of your learning achievement:	This activity validates the following course learning outcome and/or EES learning outcomes:

Add New Earning Credit

3. Select an evaluation definition from the dropdown menu.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validates
The following will provide evidence of your learning achievement:	This activit

Select an evaluation definition:

Assignment(s)

- Assignment(s)
- Essay(s)
- Final Exam
- Final Project
- Midterm Exam(s)
- Participation
- Presentation(s)
- Quiz(zes)
- Test(s)
- Written Assignment(s)

4. Select an evaluation scheme from the dropdown menu. An evaluation scheme indicates whether this evaluation will be graded as a **percentage**, or **pass/fail**.

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Earning Credit	Validate
The following will provide evidence of your learning achievement:	This act

Select an evaluation definition:

Assignment(s)

Select an evaluation scheme:

Percentage

- Percentage
- Pass/Fail

Cancel Add

5. Indicate the percentage weighting of this evaluation item in the context of the course's overall grade. You may type the percentage into the textbox or use the arrows on the right side of the box.

6. Once complete, click "**Add**."

Note: The percentage of each evaluation should **NOT** be more than 40%.

G. To add additional evaluation items, repeat Steps B through F.

H. Next, you will need to match CLOs and, if applicable, EES (Essential Employability Skills) to each evaluation item/earning credit. Click the **pencil icon** under "**Course Learning Outcomes**" to open this section of the Course Outline.

I. The course's CLOs, as entered in Steps A through C, will appear. If applicable, EES will also appear. Click the checkboxes to indicate which CLOs & EES are addressed by this particular evaluation item.

J. When you are done, click "**Close**."

K. Complete steps H through J for each evaluation item/earning credit.

Note: Per Policy AA13, students should be given multiple opportunities to demonstrate evidence of achievement of each CLO. Thus, each CLO should be matched to an evaluation item/earning credit more than once. If you have not used all CLOs/EES, a red banner will appear indicating that section validation has failed.

L. As you add more evaluation items, you can reorder by using the arrows to move items up or down.

M. To revise an item, click the **pencil icon**.

N. To delete an item, click the **trash icon**.

O. Once all items have been entered, click "**Save**."

6. Enter Prior Learning Assessment and Recognition Information

A. Open the **Prior Learning Assessment and Recognition (PLAR)** section of the Course Outline by clicking the **pencil icon**.

B. Using the checkboxes, select the PLAR method that best suits this course. PLAR assessment methods should generally align with the course's primary assessment method. Thus, if a course is largely exam-based, an exam may be the most appropriate PLAR assessment method; if a course is more project-based, a portfolio or project/assignment may be most appropriate. As Policy AA06 indicates that, outside of exceptional cases, all College courses should allow candidates to earn credit through PLAR, a rationale must be provided if a course cannot be challenged.

C. Click "**Save**."

7. Enter Course Related Information

A. Open the **Course Related Information** section of the course outline by clicking the **pencil icon**.

B. Enter Course Related Information into the text box. This may include information related to assignment format and submission requirements, late submission procedures and penalties, assignment extension procedures, attendance, etc.

Note: That this information will be binding across all sections of the course, if the course has multiple sections. If you prefer to leave such information to the discretion of each section's professor/instructor, omit it here so that they may include their own variations in their Weekly Schedule/Course Section Information. If so, include only a statement saying, "Please refer to the Weekly Schedule for course-related information."

8. Enter Other Course Information

A. Open the **Other Information** section of the course outline by clicking the **pencil icon**.

B. Click the "**Grade Scheme Display**" dropdown to select the appropriate grade scheme. *(Please note: The default according to [Policy AA14: Grading System](#) is 50% Pass. Only in exceptional circumstances is this higher in some courses. This is information that should be communicated and confirmed with the Program Coordinator. This should be the same information in the Student Information System.)*

C. Any additional information available will appear in clickable boxes. Select those you would like to include.

D. Once complete, click "**Save**."

9. Submit Course Outline for Approval

A. To submit a course outline for approval, click the "**Submit**" button in the lower right corner of the screen.

B. A second menu will appear, confirming you are ready to submit the Course Outline. You can add comments. When done, click "**Yes**."