

Locking of Course Learning Outcomes (CLOs) in COMMS 3.0

Log in

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

COMMS

Sign in

Email address

Password

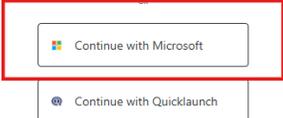
Sign in

[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!

Locking of Course Learning Outcomes (CLOs)

Please note as of the **2026-2027 Academic Year**, all CLOs on course outlines will be locked

During the Annual Curriculum Review (ACR), New CLOs created during the Program Modification process will be entered by the CPI Team. Once finalized, the CLOs will be locked.

If you need to make changes to the CLOs, a request needs to be submitted to your Chair. The Chair then will request the COMMS Administrator to unlock the CLOs.

Course Owners will be able to edit the CLOs.

CLOs will **Automatically Re-Lock** when the course outline is submitted for approval.

Elements of Performance (EofPs) will always be editable.

This is what the CLOs will look like when they are LOCKED:

The screenshot displays a user interface for managing Course Learning Outcomes (CLOs) and Elements of Performance (EofPs). The interface is titled "Course Learning Outcomes / Elements of Performance".

The top section shows a CLO: "When you have earned credit for this course, you will have demonstrated the ability to:" followed by three numbered items (1.1, 1.2, 1.3). To the right of this section is a set of icons for editing, deleting, and moving items. A red box highlights a lock icon in the top right corner of this section.

The bottom section shows another CLO: "6. Reflect on your performance during the workplace experience" followed by three numbered items (6.1, 6.2, 6.3). To the right of this section is another set of icons for editing, deleting, and moving items. A red box highlights a lock icon in the top right corner of this section.

At the bottom of the interface, there is a button labeled "Add Course Learning Outcome" with a lock icon next to it, which is also highlighted with a red box.