

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

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### Entering Program Information in COMMS 3.0

#### 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](#)

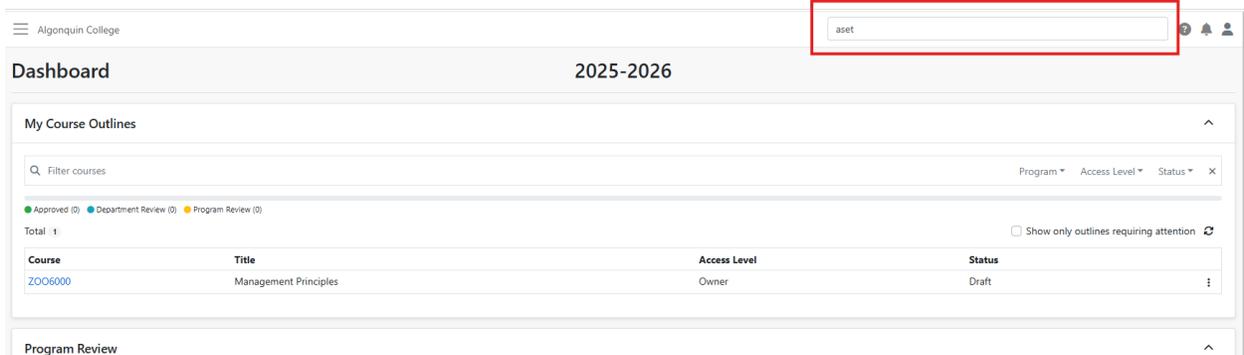
**Continue with Microsoft**

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!

## Locate the Program

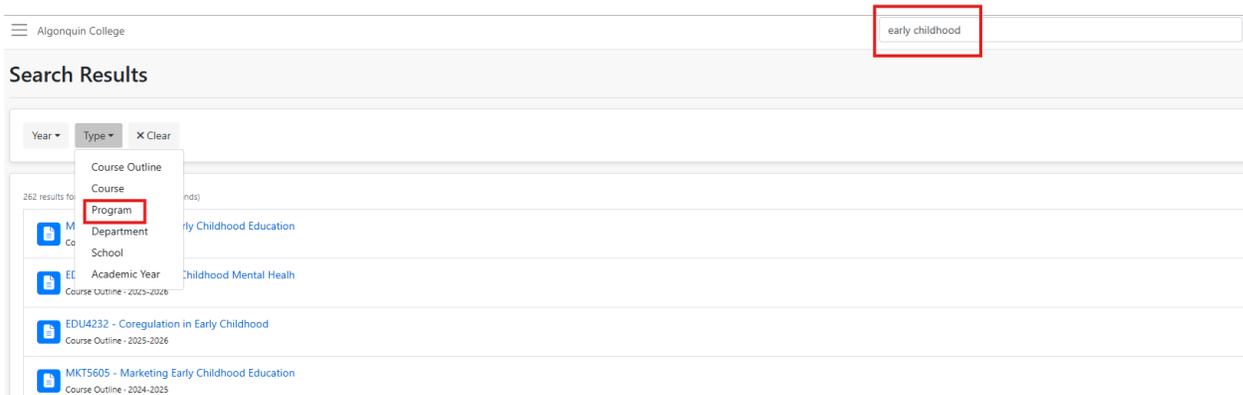
- A. Using the Search Bar on the top right-hand side of the screen, enter the program code or type the name of the program.



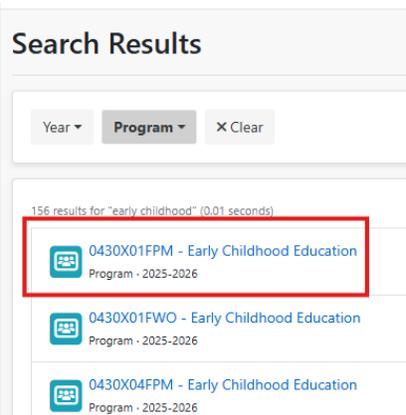
The screenshot shows the top navigation bar of the system. On the right side, there is a search bar containing the text "aset". Below the navigation bar, the main content area is titled "Dashboard" and "2025-2026". A section titled "My Course Outlines" is visible, featuring a search filter and a table of course outlines.

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 search results page. The search bar at the top right contains the text "early childhood". Below the search bar, the "Search Results" section is displayed. A dropdown menu is open under the "Type" filter, showing options: "Course Outline", "Course", "Program", "Department", "School", and "Academic Year". The "Program" option is highlighted with a red box. Below the dropdown, a list of search results is shown, including "EDU4232 - Coregulation in Early Childhood" and "MKT5605 - Marketing Early Childhood Education".



The screenshot shows a filtered view of search results. The "Type" filter is set to "Program". The search results are filtered to 156 results for "early childhood". The first result, "0430X01FPM - Early Childhood Education", is highlighted with a red box. Below it, other results like "0430X01FWO - Early Childhood Education" and "0430X04FPM - Early Childhood Education" are visible.

### 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

COMMS will **automatically** populate the **Program Information Section** of each course outline in that program with Program Information.

#### Program Information

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##### 0430X01FPM - Early Childhood Education

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If the **Program Information** has **no text**, COMMS will leave the Program Information Section empty.