

### User Dashboards: New Filters 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

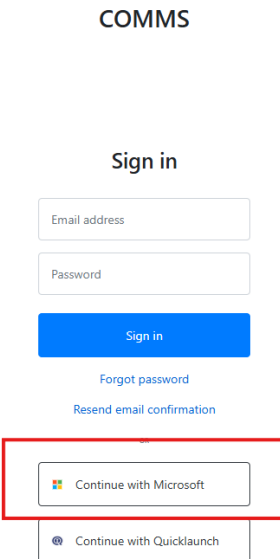
Sign in

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!

# User Dashboards: New Filters

Users now have easy access to see which course outlines still require approval. Users can filter by **TERM** and then by **STATUS** to view an up-to-date list of outstanding course outlines. This allows users to easily identify and prioritize the courses that need attention before the **Course Outline Completion due date** for each term.

## Course Owner View:

Dashboard 2025-2026

My Course Outlines

Filter courses

Approved (4) Department Review (0) Program Review (0)

Total 4

Course	Title	Access Level	
CST8132	Object-Oriented Programming	Owner	
CST8355	Software Design and Testing	Owner	
ENG4001	Project 1	Owner	
ENG4003	Project 2	Owner	

Term Program Access Level Status

Search

- 2025F
- 2026W
- 2026S

Clear

Approved

Approved

Show only outlines requiring attention

My Course Outlines

Filter courses

Approved (4) Department Review (0) Program Review (0)

Total 4

Course	Title	Access Level	Status	
CST8132	Object-Oriented Programming	Owner	Approved	
CST8355	Software Design and Testing	Owner	Approved	
ENG4001	Project 1	Owner	Approved	
ENG4003	Project 2	Owner	Approved	

Term Program Access Level Status

Search

Approved

Clear

Show only outlines requiring attention

## Program View:

Program Review

Filter courses

Approved (214) Department Review (0) Program Review (0)

Total 216

Course	Title	Course Owner	
AST2000	Introduction to Astronomy	Jenna MacDonald	
CST8102	Operating System Fundamentals (GNU/Linux)	George Kriger	
CST8108	Network Programming Basics	Shavit Lupo	
CST8116	Introduction to Computer Programming	Jennifer Lexmond	
CST8118	Computer Essentials	Stanley Pieda	

Term Program Level Status

Search

- 2025F
- 2026W
- 2026S

Clear

Show only outlines requiring attention

**Program Review**

Filter courses

Term Program Level Status

Approved (214) Department Review (0) Program Review (0)

Total 216

Show only outlines

Course	Title	Course Owner	Status
AST2000	Introduction to Astronomy	Jenna MacDonald	Approved
CST8102	Operating System Fundamentals (GNU/Linux)	George Kriger	Approved
CST8108	Network Programming Basics	Shavit Lupo	Approved
CST8116	Introduction to Computer Programming	Jennifer Lexmond	Approved

Draft  
Approved  
Clear

## Chair View:

**Department Review**

Filter courses

Term Course Department Program Department Program Level Status

Approved (196) Department Review (7) Program Review (7)

Total 292

Select (0)

Course	Title	Course Department	Status
CUL4000	Global Citizenship	COMM - Community Studies	Approved
EDU1100	Inclusive Teaching and Learning	COMM - Community Studies	Draft
EDU1101	Indigenous Pedagogies and Methodologies	COMM - Community Studies	Draft
EDU1102	Designing Teaching and Learning	COMM - Community Studies	Draft
EDU1103	Digital Teaching and Learning	COMM - Community Studies	Draft
EDU1104	The Reflective and Empowered Educator	COMM - Community Studies	Draft

2025F  
2026W  
2026S  
Clear

Show only outlines requiring attention

**Department Review**

Filter courses

Term Course Department Program Department Program Level Status

Approved (196) Department Review (7) Program Review (7)

Total 292

Select (0)

Course	Title	Course Owner	Course Department
CUL4000	Global Citizenship	Lisa Lalonde	COMM - Community Studies
EDU1100	Inclusive Teaching and Learning	William Hennessy	COMM - Community Studies

Draft  
Program Review  
Department Review  
Approved  
Clear