Objectives

i   Review the Comms application, including its purpose and uses.

i

Overview of Comms Applicaton

i   "Comms" is an acronym for Course Outline Mapping and Management System.

i   Comms has many purposes:

      i

The Approval Process and its Players

i A course outline moves through a specific path on its way to approval.

i In order to be approved and available for distribution to students, the following process takes place:

1. The <u>Course Outline Writer</u> enters/writes/edits the course outline.

2. The <u>Program Coordinator</u> reviews the course outline.

   i If it is complete and accurate, the Program Coordinator forwards the course outline for approval.

   i If the outline requires changes, the Program Coordinator has the option to return the course outline to the Course Outline Writer for editing, with notes.

3. The <u>Academic Dean</u> reviews the course outline.

   i If it is complete and accurate, the Dean approves the course outline. The outline is then available for downloading as a PDF from the Comms application.

   i If the outline requires changes, the Dean has the option to return the course outline to the Course Outline Writer for editing, again, with notes.

Required Information

- Comms has certain information requirements in order for a course outline to make its way to the approved stage.

- Without all of this information, in many cases, the outline cannot be submitted.

- It's important to review information requirements prior to beginning the entry process.

- This will greatly simplify the task.

Required Information

3. Vocational Learning Outcomes
    i. These will be mapped on a few levels:
        i. Overall course outline
   i. Evaluation methods
        i. Course content

4. Learning Resources
    i. Text books, and other resources are listed here.
    i. Please include a complete listing of text books, including the title, the edition, year of publication, ISBN number, and authors.
    i. Reference material can also be added.
        i. In that case, it's a good idea to add titles for "Required Texts" and for "Reference Only".

Required Information

5. Evaluation Method

    i   This is another example of new language.
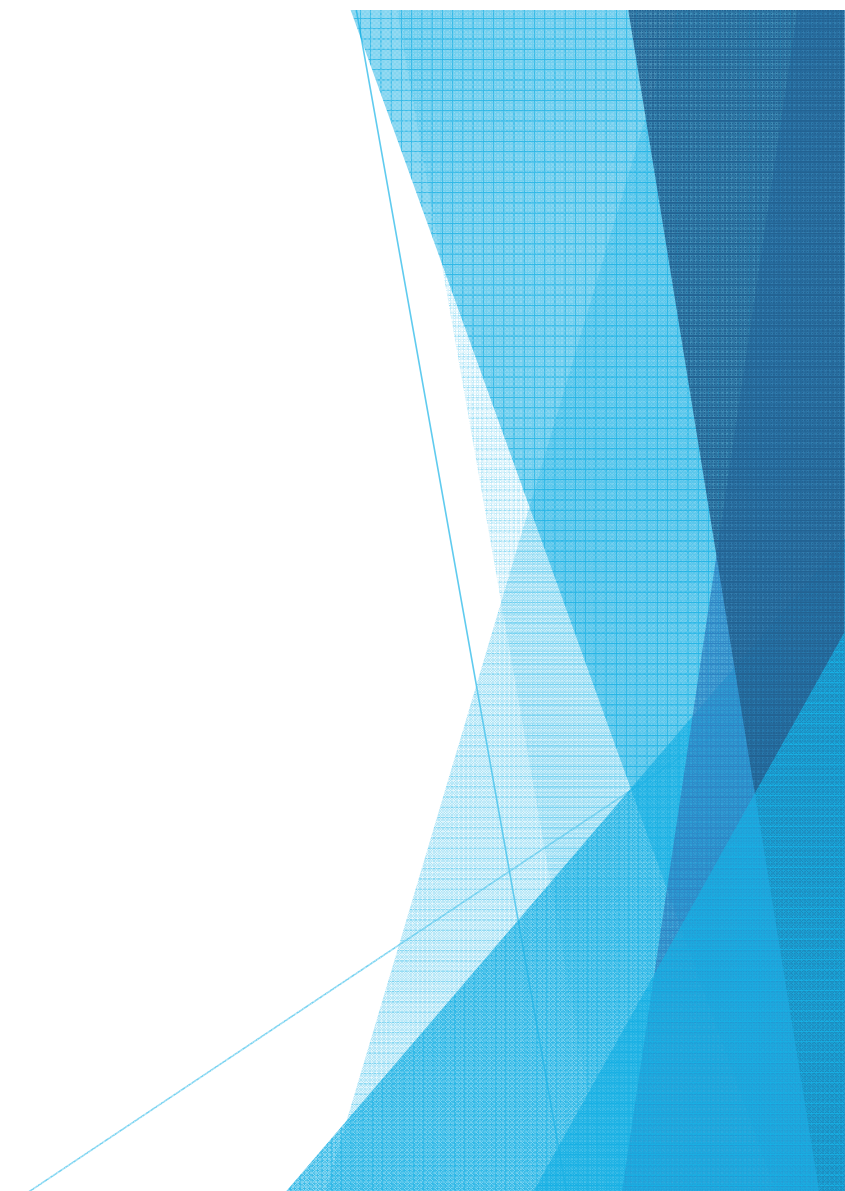
Required Information

7. Course Related Information

   i. This area allows you to enter additional information specific to the course.

   i. This information must be common to all course sections for that time period (i.e. "The passing grade for this course is a 50%, however in order to obtain a major in accounting, a grade of 60% or better is required.")

   i. If the information relates to one professor only, where multiple professors teach that particular course, then that information belongs elsewhere, in a document that is specific to the professor.

8. Department Related Information

   i. This includes information about deadline extensions which is included, in some form, on all course outlines. This

   i. This field is populated by administrators, but can be easily revised upon request.

Required Information

9. College Related Information
   i This is information another field that is pre-populated and can be added or not to any outline.
   i This is currently being used as an area to list the information about the importance of course outlines, as well as PLAR information.
   i This can also be revised easily upon request.

Required Information

10. Course Content
    i   This is where the meat-and-potatoes of the course outline is entered.
    i   This section is structured with units within modules.
    i   Each module has a title and a description.
    i   Each unit has a title, a description (if warranted), learning resources, content, and mapping for CLR's, VLO's, EES's, and EC's (earning credits).
    i   These sections can be used as required by the Deans/Associate Deans to complete the outline.

Required Information

11. CSI (Course Section Information) Document

    i   This is a separate document created by the college that is uploaded to Comms and attached to the course outline.

Entering a Course Outline

1. Log into Comms using the provided username and password.
    i. Upon logging into Comms, you will be

Entering a Course Outline

i   There are 3 stages/statuses to look for:

    a)   <u>Edit</u>

    i   This indicates an outline that has not been submitted

Entering a Course Outline

i   There are 3 stages/statuses to look for:

    b)   **Preview**

Entering a Course Outline

3. To work within one of your assigned course outlines, click the "**Edit**" link beside that outline.

COMMS Home » Course Outline Writer » Course Outline Writer
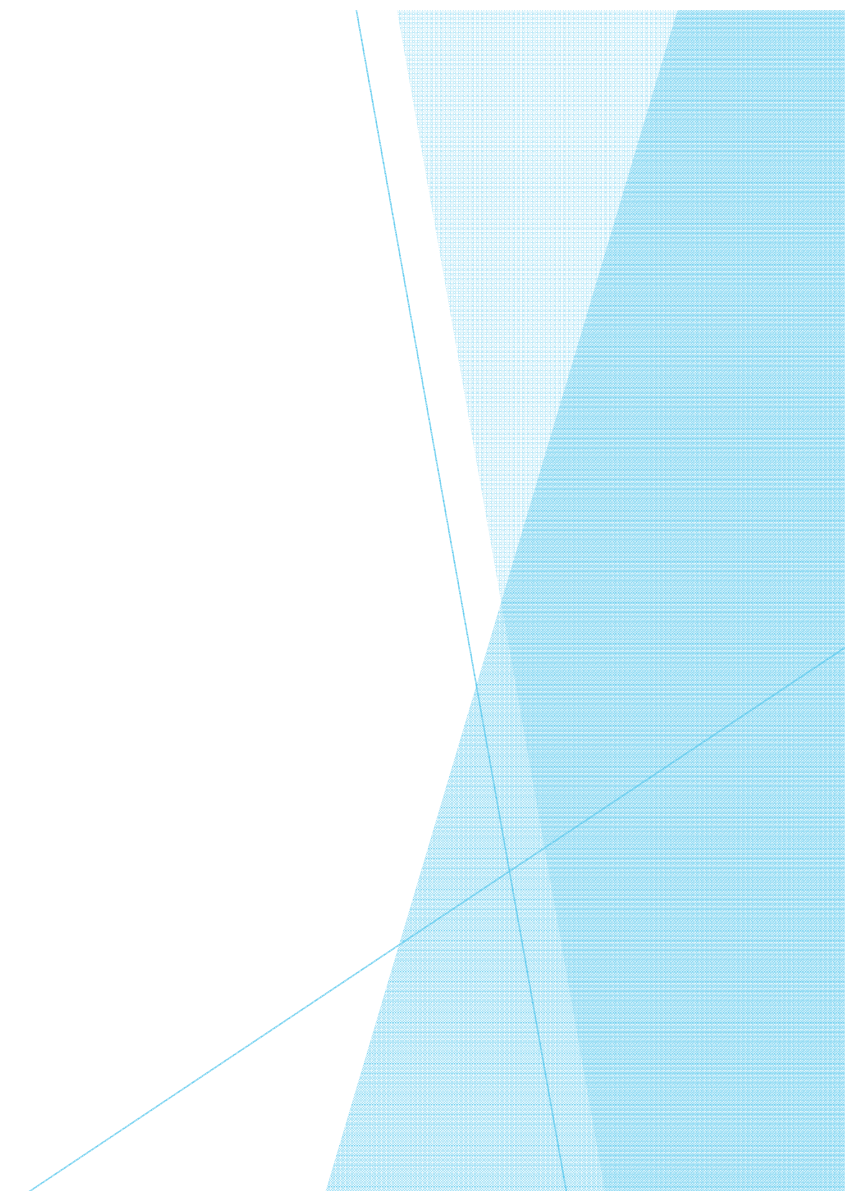
S1 gsBT/TT2 1 Tf0 2y404.6"S1 2.74c82 9.976 c83 16 34u

Entering a Course Outline

5. <u>**Course Learning Requirements Page**</u>
   i. This section is for course objectives/outcomes, which are called CLR's in Comms.
   i. Click "**Add New CLR**".
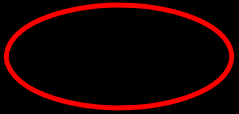
Entering a Course Outline

5. **Course Learning Requirements Page**

   i This is a good area to "copy" and "paste", if a previous version of this outline is available.
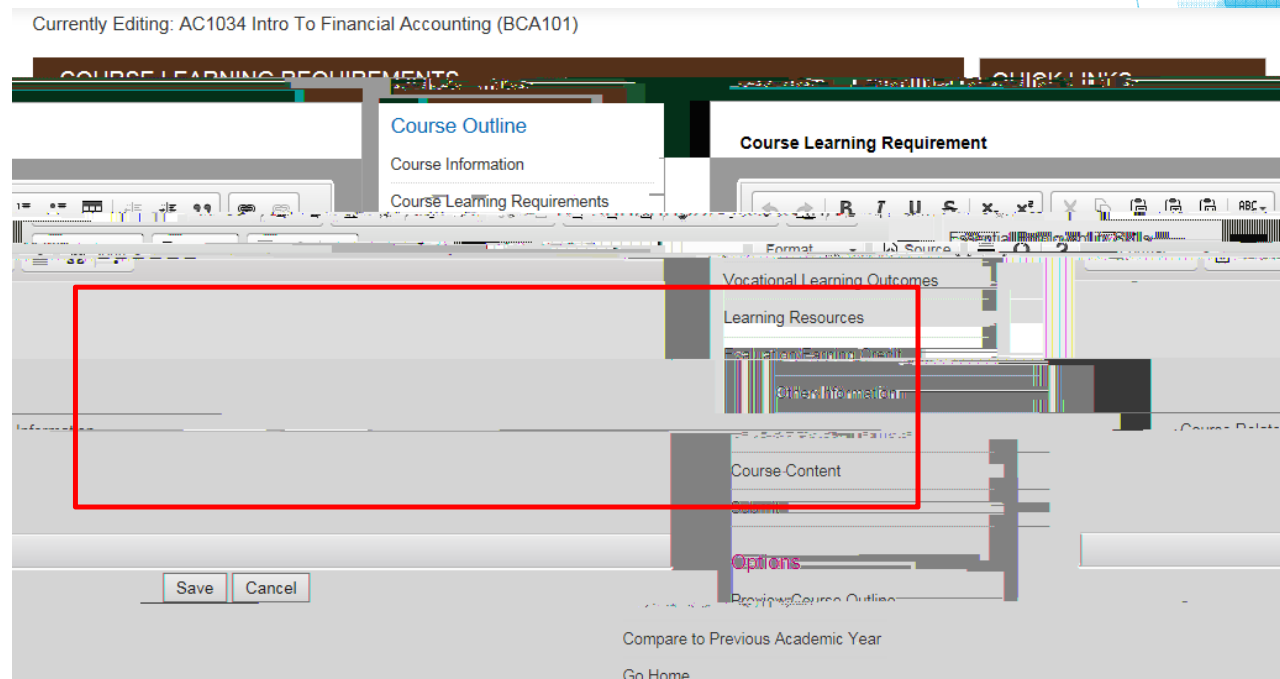
   i Once finished, click "**Save**".

   i Repeat this step until all CLR's have been entered.

Entering a Course Outline

6. **Essential Employability Skills**

   i   This system asks for clarification in mapping i.e. is this skill being taught only, assessed only, or both.

   i   Click "**Edit**" to choose the appropriate EES's and then "Save" to save.

   i   Click "**Next**" to proceed to the next step.
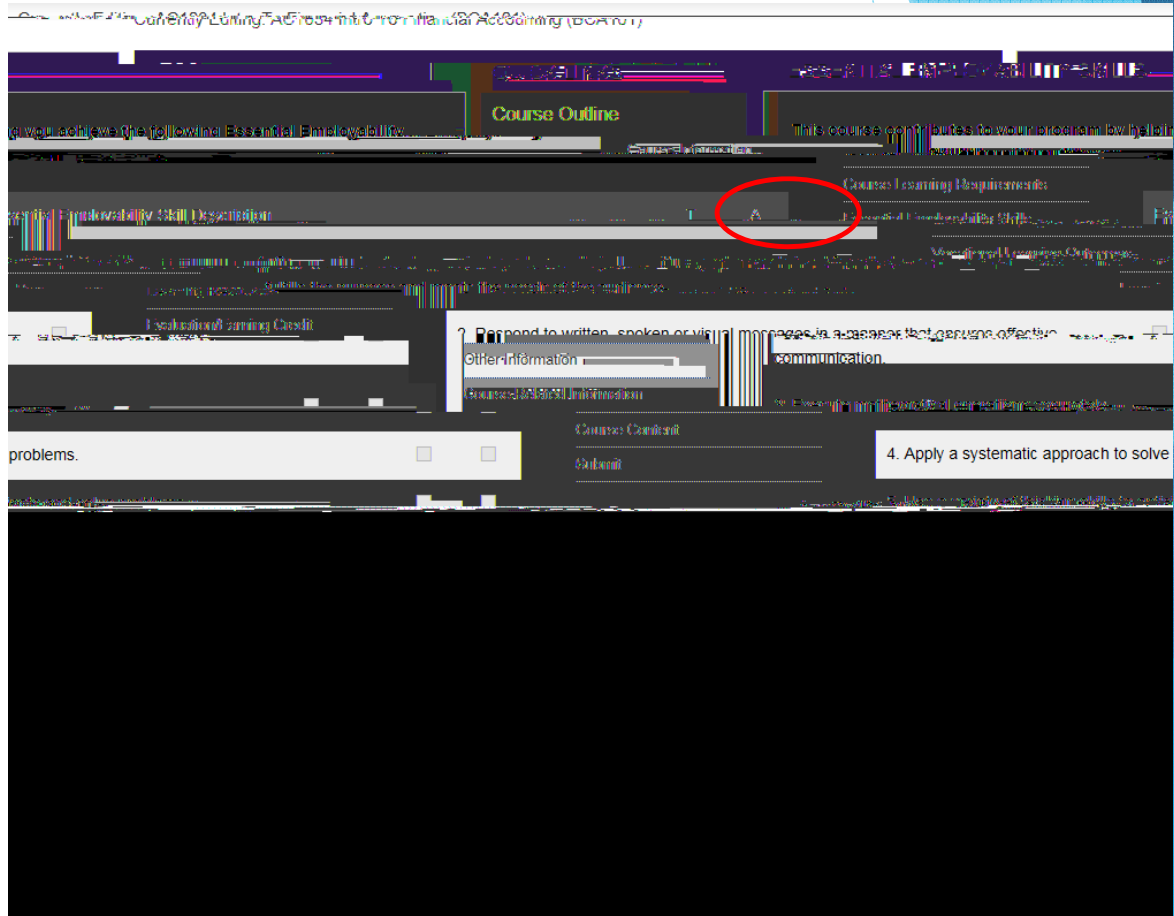
Entering a Course Outline

7. <u>**Vocational Learning Outcomes**</u>

    i   Once again the system asks for clarification in mapping i.e. is this skill being taught only, assessed only, or both.

    i   Click "**Edit**" to choose the appropriate VLO's and then "Save" to save.

    i   Click "**Next**" to proceed to the next step.

Entering a Course Outline

7. **Learning Resources Page**

    i   This is the section to enter required and/or reference only materials, ie. text books.

    i   Click "**Edit**", enter the information into the area provided (by typing or by copy and paste and then click "**Save**", and then "**Next**".
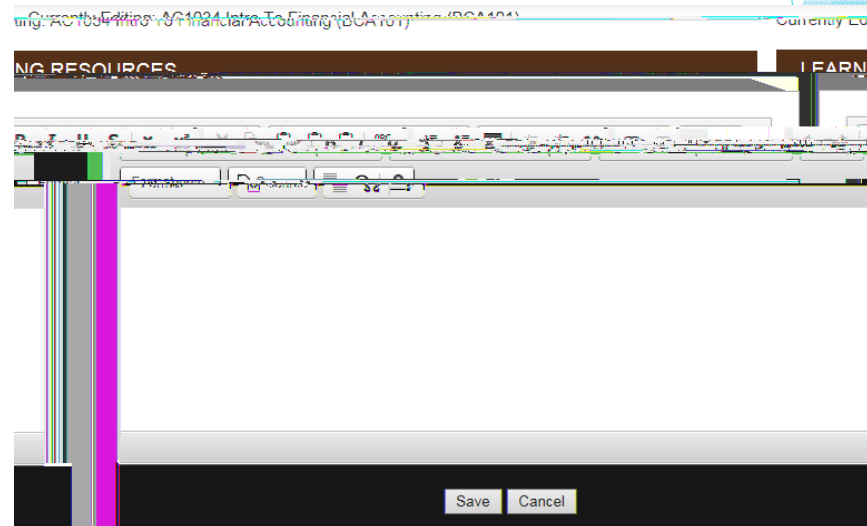
Entering a Course Outline

8. **Evaluation/Earning Credit Page**

    i   This is the section to enter evaluation methods, called "Earning Credits" in Comms.

    i   Click "**Add New Earning Credit**".
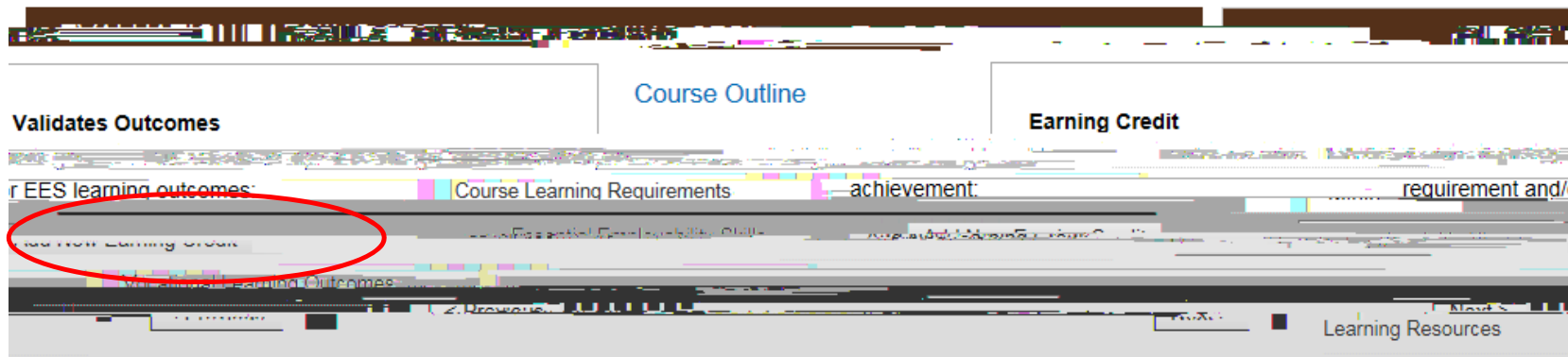
Entering a Course Outline

8. **Evaluation/Earning Credit Page**

    i   Enter the evaluation method and the percentage that method is worth to the students' overall grade, ie. Assignments – 40%.

Entering a Course Outline

8. **Evaluation/Earning Credit Page**

    i   Now the EC's must be mapped.

    i   Click on the small pen icon, to map VLO's in this section.

    i   The pen icon is another way that Comms tells us we can edit.

Entering a Course Outline

8. **Evaluation/Earning Credit Page**

   i To map EES's and VLO's, click on the box next to the appropriate selections.

   i Click "**Save**".

   i Do this for each EC.

   i All EES's and VLO's must be addressed somewhere in at least one EC.

   i Then click "**Next**".

Entering a Course Outline

8. <u>Other Information Page</u>

   i This is the area to select the appropriate passing grade.

   i There are several options available, and more can be added upon request.

   i There is no need to save here, just click the appropriate

Entering a Course Outline

8. <u>**Other Information Page**</u>

   i   The box can also be check-marked, if there is specific Program-Related Information that should be added to the course outline.

   i   This is information that would be specific only to this particular program ie. "Proof of Rabies

Entering a Course Outline

9. Course Related Information Page
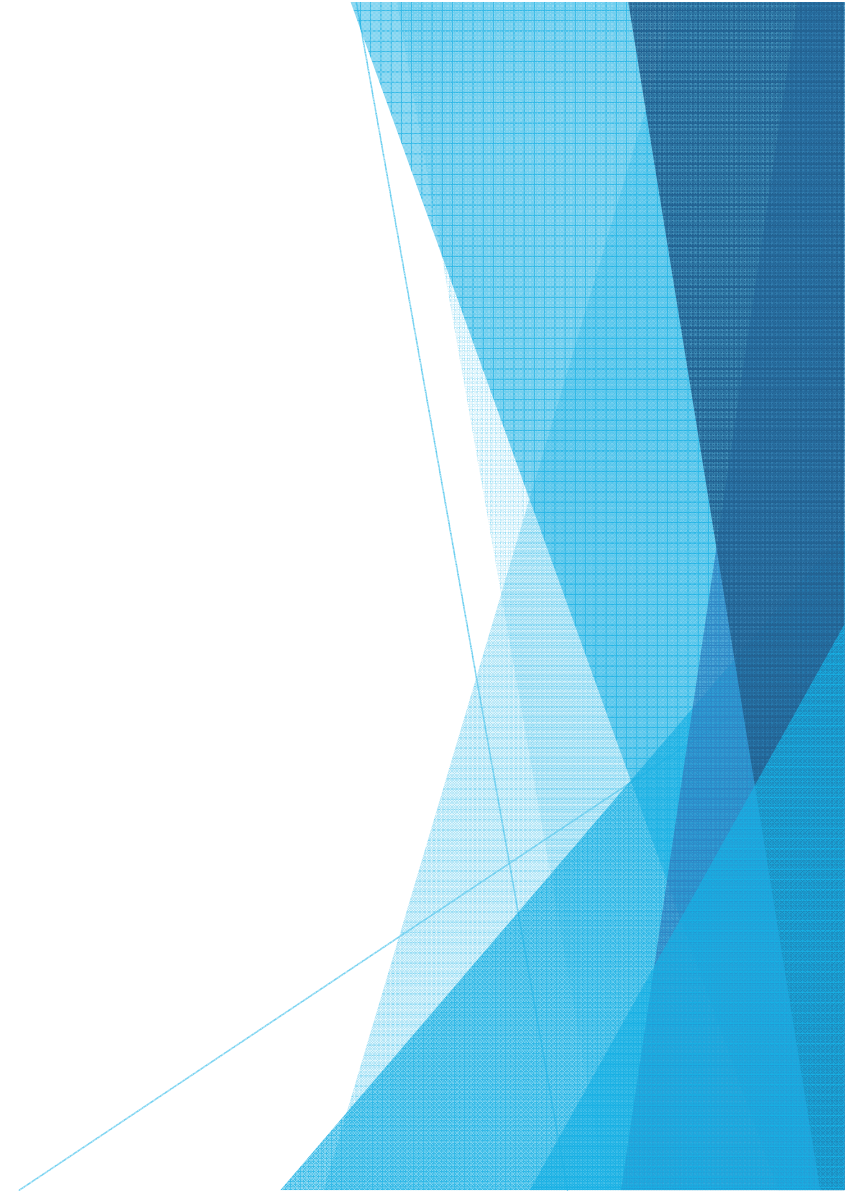
Entering a Course Outline

9. **Course Content Page**

    i   There are steps to entering the course content into Comms.

    i   The material must be entered as modules, with units within those modules.

    i   If a new course outline is being written, it's fairly simple to follow the formatting.

    i   If an existing course outline is being entered, then a decision must be made regarding formatting.

    i   For instance, an outline with six modules and no units could be entered:

        i   As one module with six units, or

        i   As six modules, each with one unit

Entering a Course Outline

9. Course Content Page

    x Once you've decided on format, click " Add New Module ".

Entering a Course Outline

9. <u>Course Content Page</u>

    i. Add the title, and the description of

Entering a Course Outline

9. **Course Content Page**

   i   I've added the title "Module 1" and the description "This is module one".

   i   From here, the units and any additional modules can be entered.

   i   Units must be used, in order to access the required mapping that must be entered in order for the course outline to be submitted.

   i   Click "**Add New Unit**".
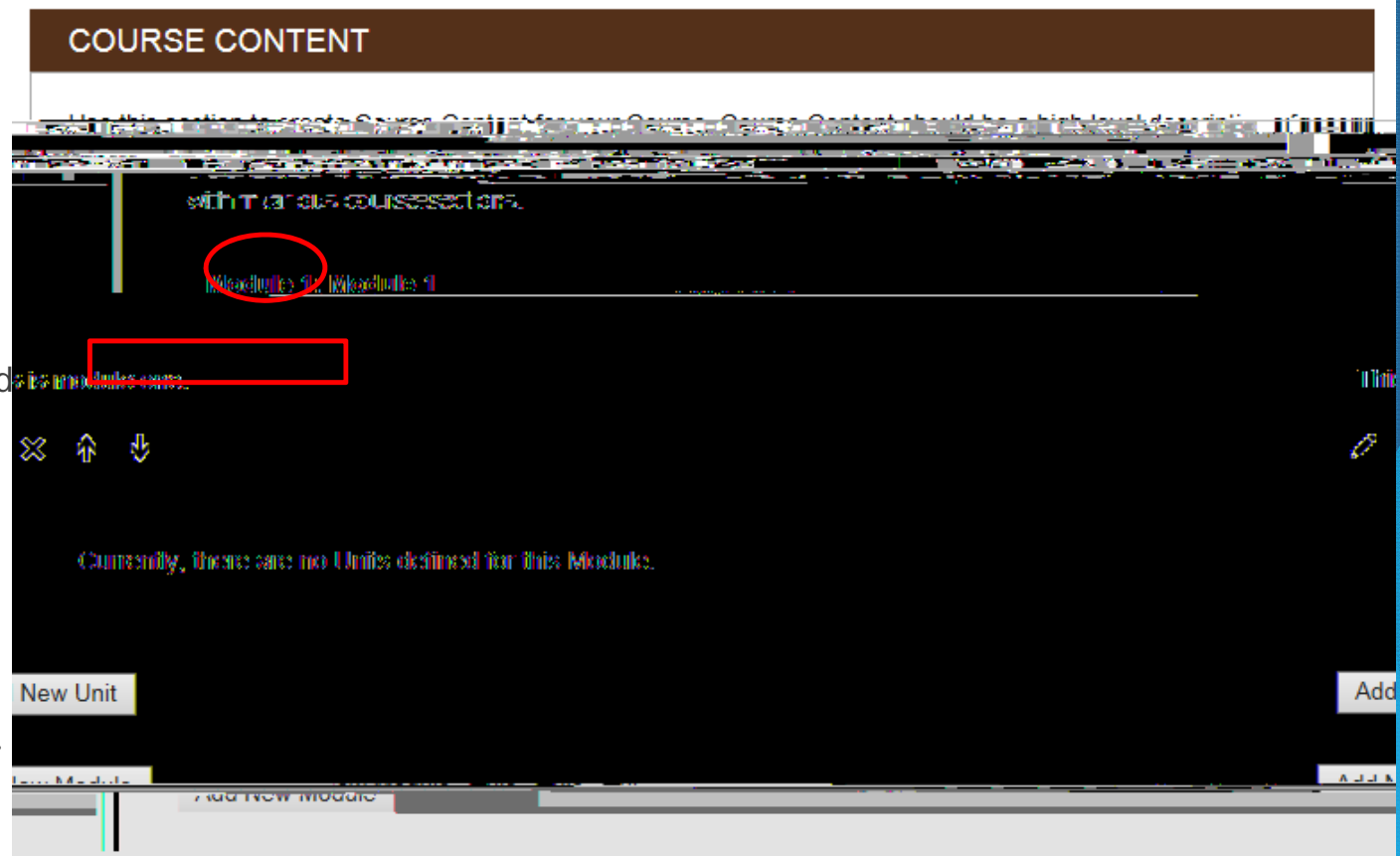
Entering a Course Outline

9. **Adding a Unit to a Module**

   i   There are several components to a unit within a module:

     a)   Title – might simply be "Unit 1"

     b)   Description – may or may not be used

     c)   Learning Resources – for text books, handouts, other resources

     d)   Knowledge and Skills Taught – the actual learning objectives/outcomes of the unit

     e)   VLO's addressed by the Unit – all VLO's that have been selected in the VLO section must be addressed at least once

     f)   EES's addressed by the Unit – all EES's that have been selected in the EES section must be addressed at least once

     g)   CLR's addressed by the Unit – currently not being mapped

     h)   EC's addressed by the Unit – all EC's must be addressed in at least one unit.

Entering a Course Outline

9. **Adding a Unit to a Module**

   a) Title – might simply be "Unit 1"

   b) Description – may or may not be used

Entering a Course Outline

9. **Adding a Unit to a Module**

    e) VLO's addressed by the Unit – all VLO's that have been selected in the VLO section must be addressed at least once

    f) EES's addressed by the Unit – all EES's that have been selected in the EES section must be addressed at least once

    NOTE: A section titled "Degree Program Learning Outcomes addressed the Unit" *magically* appeared during our fall semester work. Please disregard.

Entering a Course Outline

9. **Adding a Unit to a Module**

   g)

Added/Saved

Module 1: Module 1

This is module one.

✎ ✗ ↑ ↓

Unit 1: Unit 1

Overview:

Description of Unit 1

Learning Resources:

a book

Knowledge and Skills Taught:

stuff

Vocational Learning Outcomes addressed by the Unit:

Essential Employability Skills addressed by the Unit:

1 - EC # 1 - 40%
2 - EC # 2 - 60%

✎ ✗ ↑ ↓

[Add New Unit]

[Add New Module]

Entering a Course Outline

10. Once all of the steps have been completed, it's time to click "**Submit**".

Entering a Course Outline

- If there is missing information or mapping, a message will appear on the screen in red.

- The message will direct you to a specific section or sections, telling you what is missing.

- Complete those sections, and then attempt to submit again.

- With complete information, the issues should be minimal.

Questions?

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i Thank you!