

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 Course Outline Writer enters/writes/edits the course outline.
 2. The Program Coordinator 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 Academic Dean 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

- i Comms has certain information requirements in order for a course outline to make its way to the approved stage.
- i Without all of this information, in many cases, the outline cannot be submitted.
- i It's important to review information requirements prior to beginning the entry process.
- i 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

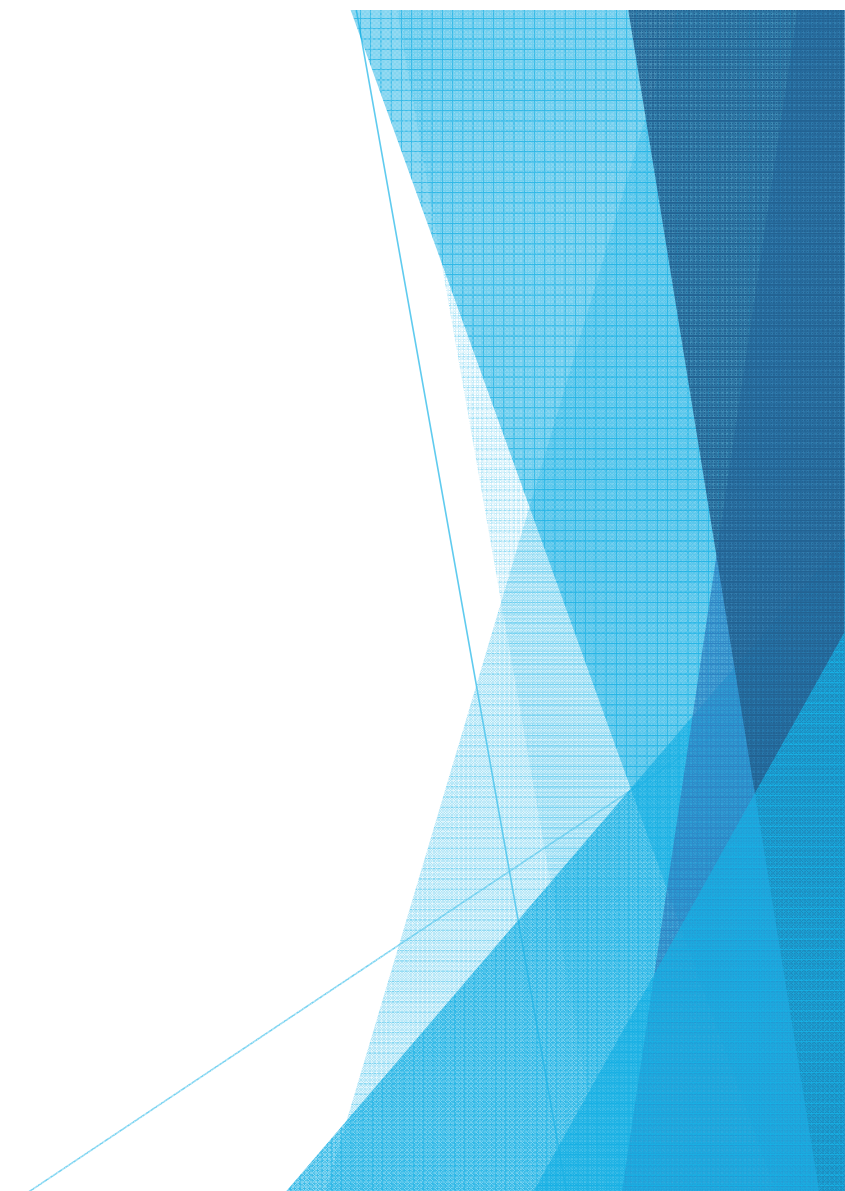
4. Learning Resources

- 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

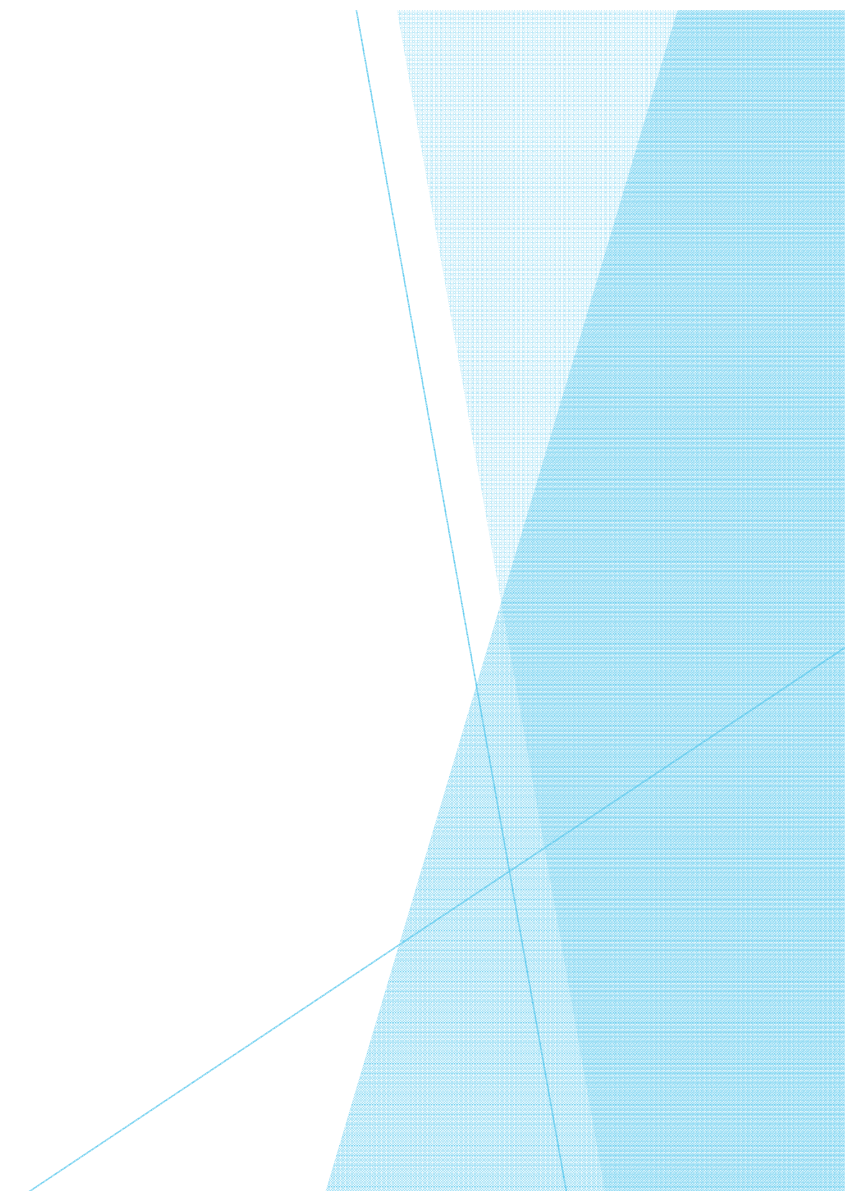
- i There are 3 stages/statuses to look for:
 - a) Edit



- 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





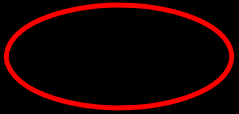
S1 gsBT/TT2 1 Tf0 2y404.6" S1 2.74c82 9.976 c83 16 34U



Entering a Course Outline

5. Course Learning Requirements Page

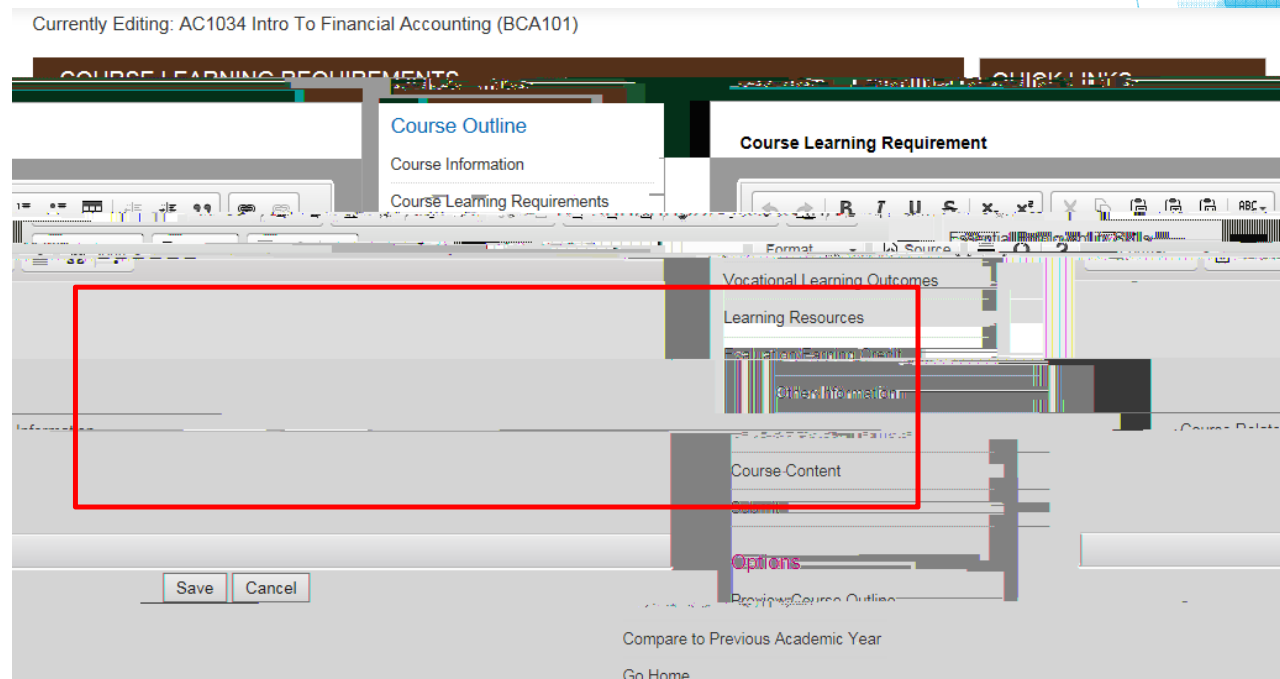
- i This section is for course objectives/outcomes, which are called CLR's in Comms.
- i Click "Add New CLR".



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.



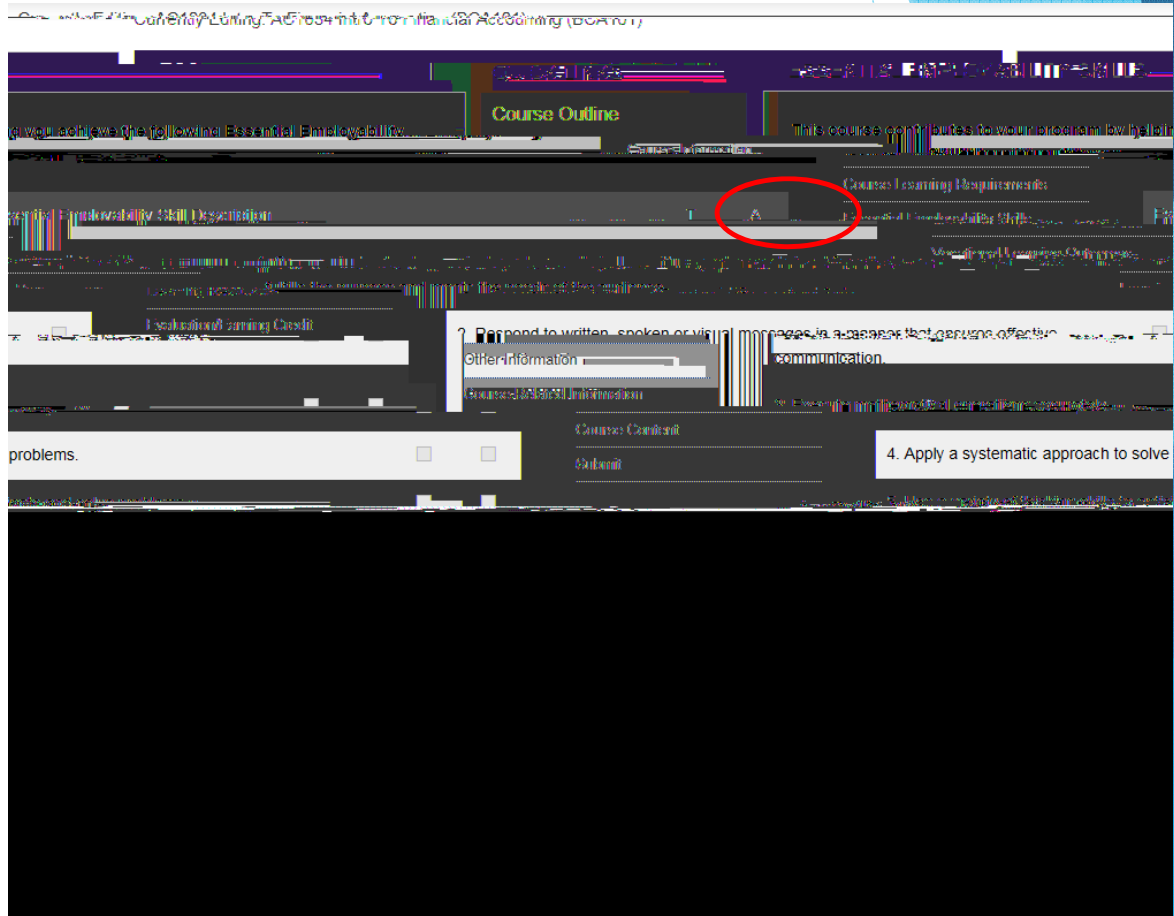
- i Once finished, click “Save”.
- i Repeat this step until all CLR’s have been entered.



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

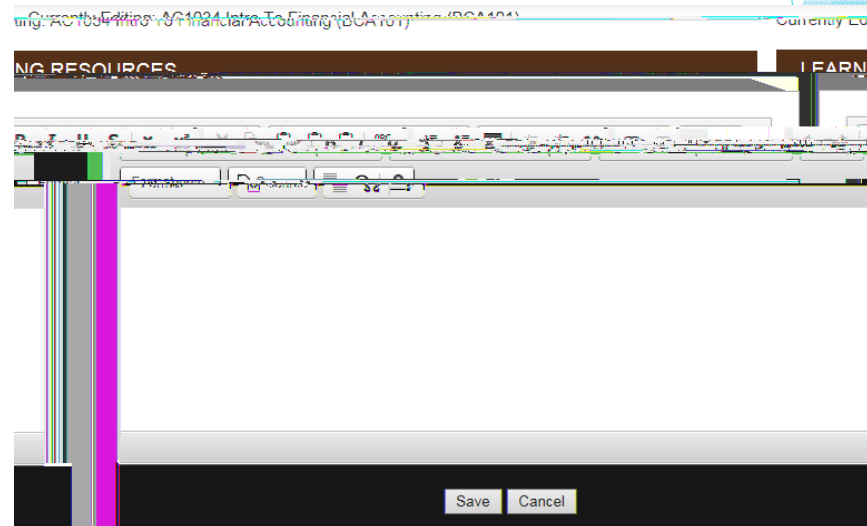
7. Vocational Learning Outcomes

- 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

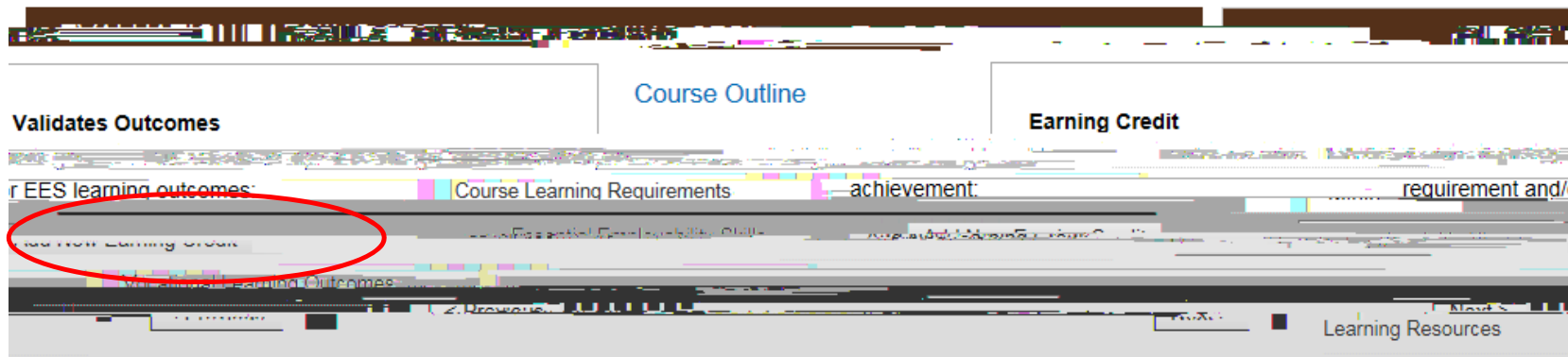
- i This is the section to enter required and/or reference only materials, ie. text books.
- i Click **"Edit"**, enter the information into the area provided (by typing or by copy and paste and then click **"Save"**, and then **"Next"**.



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.

The screenshot displays a web interface for entering course outlines. It is divided into two main columns: 'Validates Outcomes' and 'Earning Credit'.

Validates Outcomes: This section contains three dropdown menus, all currently set to 'None Selected':

- Course Learning Requirements:** None Selected
- Essential Employability Skills:** None Selected
- Vocational Learning Outcomes:** None Selected

Earning Credit: This section is titled 'The following will provide evidence of your learning achievement:' and contains a dropdown menu set to 'EC # 1 - 40%'.

A red circle highlights a small pen icon located at the bottom right of the 'Vocational Learning Outcomes' dropdown menu, indicating that this section is editable.

At the bottom of the page, there are navigation buttons: 'Next >' and '< Previous'. An 'Add New Earning Credit' button is also visible in the bottom right corner.

Entering a Course Outline

8. Other Information Page

- 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

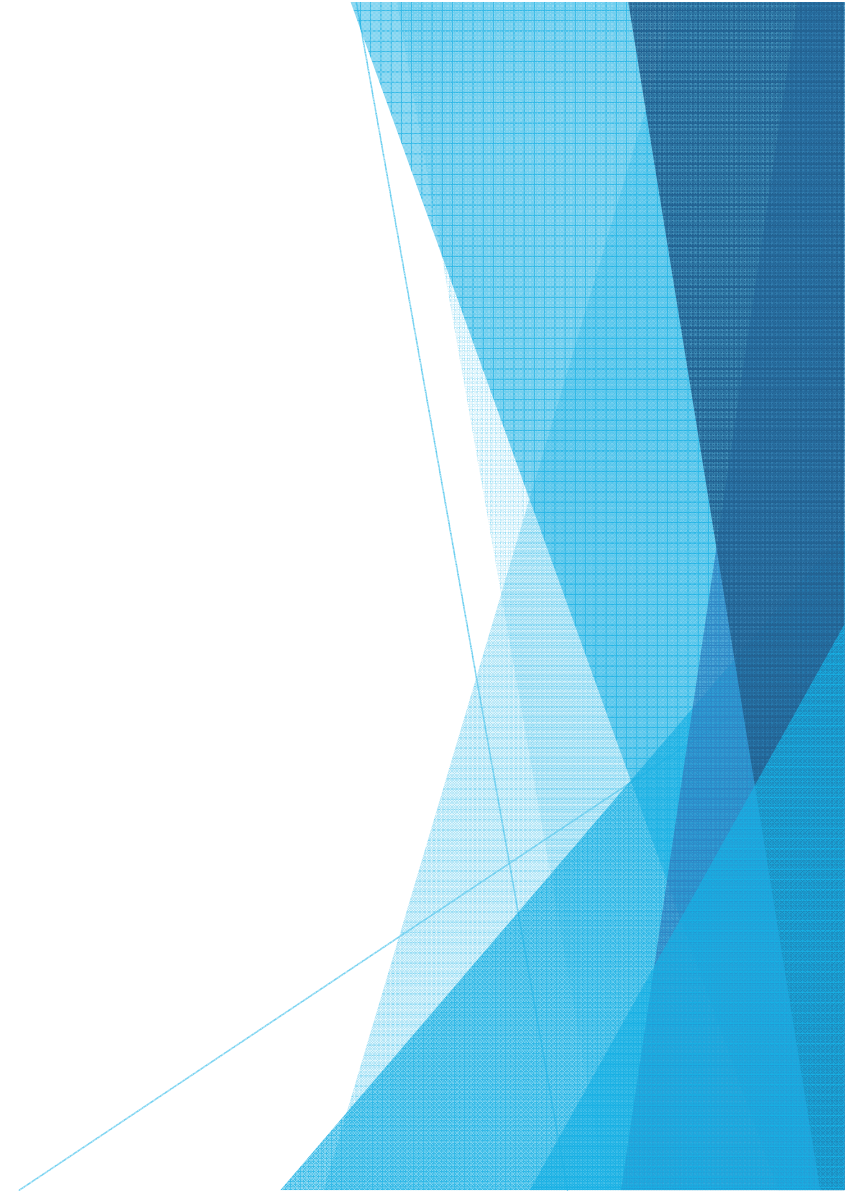
Entering a Course Outline

8. Other Information Page

- 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

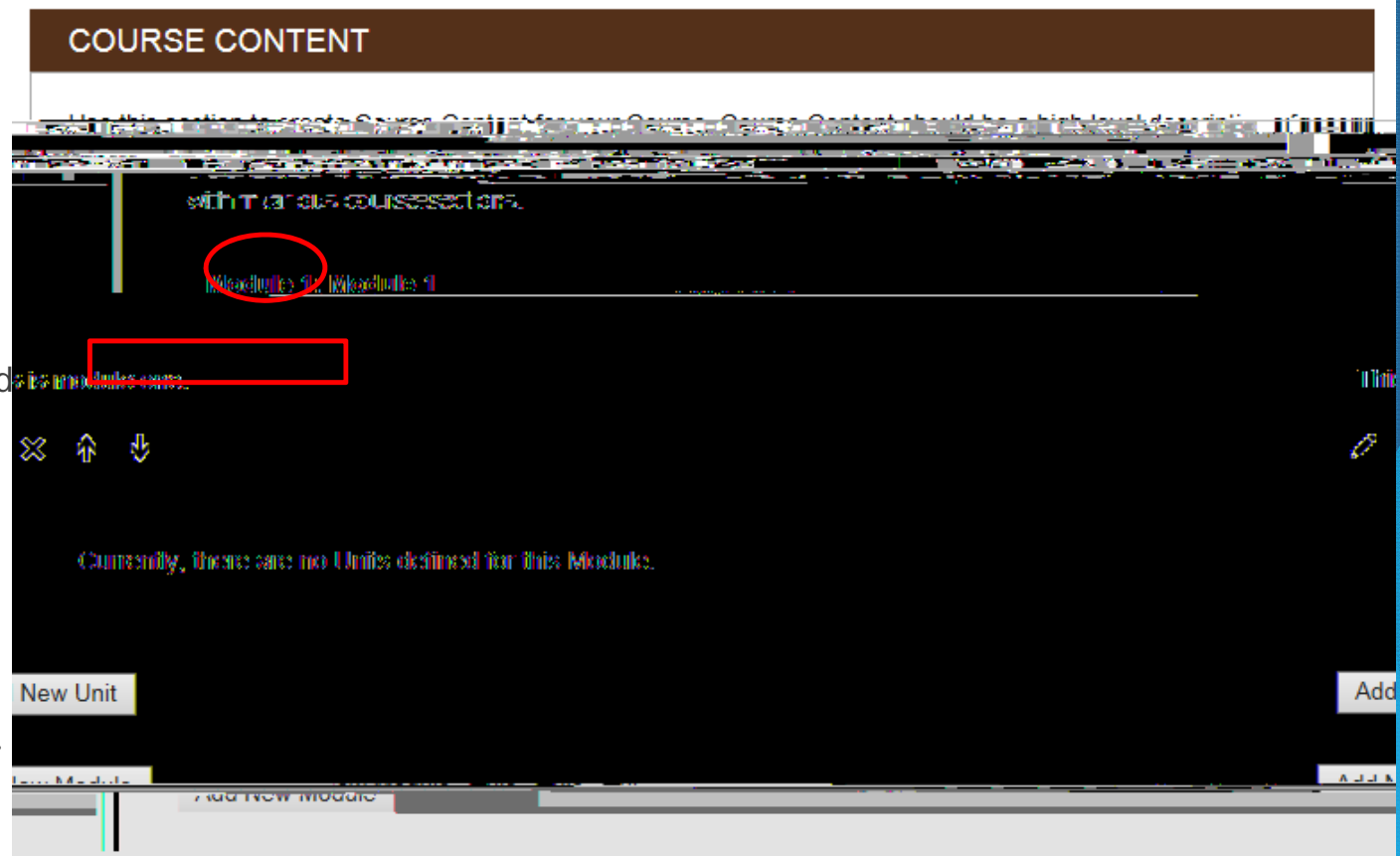
9. Course Content Page

- 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

The screenshot shows a web interface for adding a new unit to a course. At the top, there is a header "COURSE CONTENT" and a sub-header "Add New Unit". Below this, there is a form with two main sections. The first section is titled "Title of this new Unit:" and has a text input field. The second section is titled "Describe the new Unit:" and has a larger text area. Below the text area, there is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, undo, redo) and a "Source" button. The interface is clean and modern, with a white background and blue accents.

Entering a Course Outline

9. Adding a Unit to a Module

g)



Added/Saved

Module 1: Module 1 47

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:

Module 1: Module 1

Essential Employability Skills addressed by the Unit:

- 1. Communication Skills
- 2. Critical Thinking Skills
- 3. Problem Solving Skills
- 4. Teamwork Skills
- 5. Self-Management Skills
- 6. Learning Skills

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

✎ ✕ ⬆ ⬇

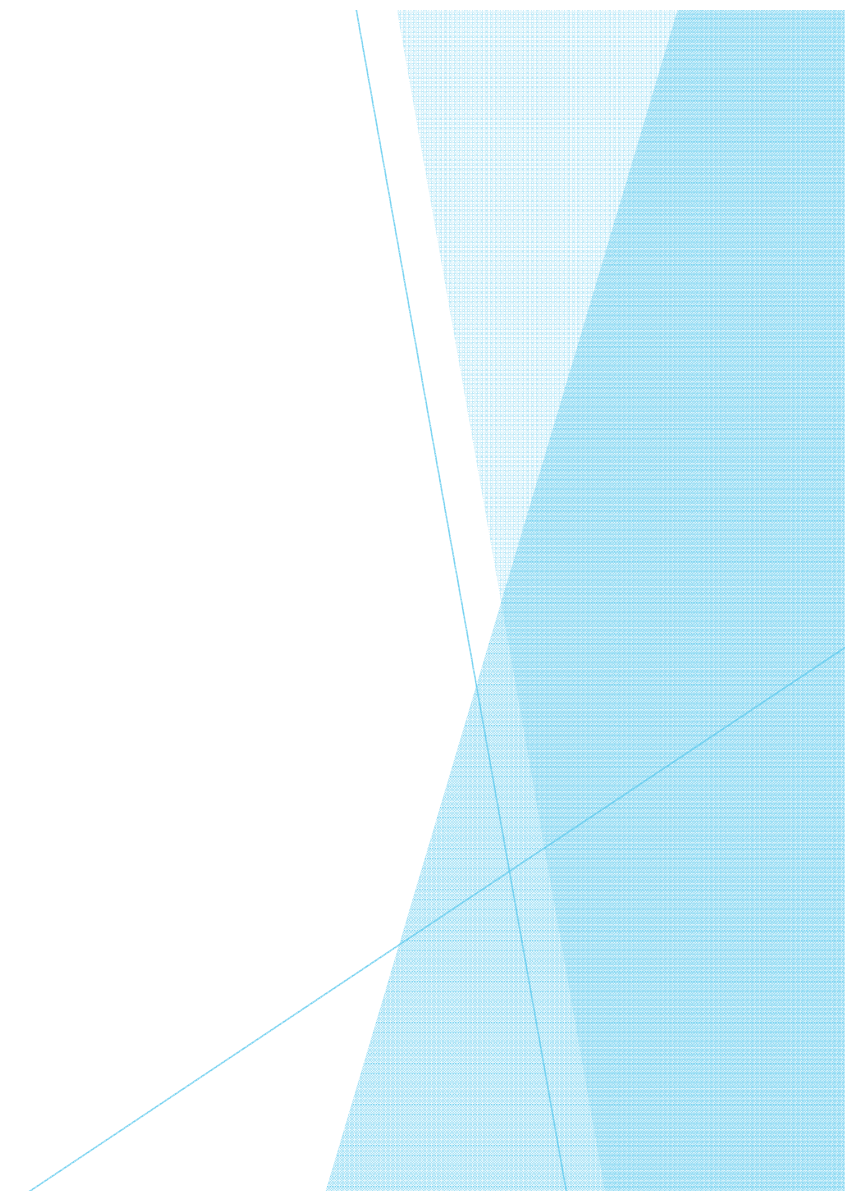
(Add New Unit)

(Add New Module)

Entering a Course Outline

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

The screenshot displays a web interface for course management. At the top, there are two dark brown tabs: "COURSE CONTENT" and "QUICK LINKS". Below the "QUICK LINKS" tab, there is a link for "Course Outline" and a "Course Information" link. The main content area is divided into several sections. On the left, there is a sidebar with a list of items: "Course Learning Requirements", "Essential Employability Skills", "Vocational Learning Outcomes", "Learning Resources", "Evaluation/Earning Credit", and "Other Information...". The main content area is titled "Module 1: Module 1" and contains the text "This is module one." Below this text are navigation icons: a pencil, an 'x', an up arrow, and a down arrow. At the bottom of the main content area, there is a "Submit" button, which is circled in red. To the right of the "Submit" button, there is an "Options" dropdown menu with the following items: "Preview Course Outline" and "Compare to Previous Academic Year". At the bottom of the page, there is a "Go Home" button and the word "stuff".



Entering a Course Outline

- i If there is missing information or mapping, a message will appear on the screen in red.
- i The message will direct you to a specific section or sections, telling you what is missing.
- i Complete those sections, and then attempt to submit again.
- i With complete information, the issues should be minimal.

Currently Editing: AC1004 Intro To Financial Accounting (DCA1004)

SUBMIT COURSE OUTLINE

Fill out your name and title in the fields below.

the course outline is complete, submit it for departmental approval. You may return to this page at any time to continue editing.

This course. Please proceed to the Learning Resources section.

Learning Resources have not been defined for this section.

Prepared By:

Title (of Outline Creator):

Exit Submit for Approval <- Previous

Questions?

- i My contact information:
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705-672-3376 ext. 8802

- i Thank you!