



# Comms Training

Course Outline Mapping and Management System

# Objectives

- ▶ Review the Comms application, including its purpose and uses.
- ▶ Discuss the people involved in the process of generating approved course outlines.
- ▶ Discuss the information required in order to enter a course outline into Comms in its entirety.
- ▶ Learn the steps involved in entering a course outline into the Comms application.

# Overview of Comms Applicaton

- ▶ “Comms” is an acronym for Course Outline Mapping and Management System.
- ▶ Comms has many purposes:
  - ▶ Creating/editing of standardized course outlines that includes all relevant information to students and AESD, including VLO mapping
  - ▶ Approval of course outlines in a systematic way, as the submitted course outline is transferred from Course Outline Writer, to Program Coordinator, to Academic Dean
  - ▶ Storage of approved course outlines without the risk of deletion; this translates to availability for past students, new faculty members, and for AESD audit
  - ▶ Reporting features

# The Approval Process and its Players

- ▶ A course outline moves through a specific path on its way to approval.
- ▶ 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.
    - ▶ If it is complete and accurate, the Program Coordinator forwards the course outline for approval.
    - ▶ 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.
    - ▶ 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.
    - ▶ 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.

Note: Emails are sent to all parties at every stage.

- If there are multiple programs associated with a course outline, multiple emails will be sent.

# 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

## 1. Course Learning Requirements

- ▶ These have previously been referred to as “Course Objectives” or “Course Outcomes”.
- ▶ The Comms term is “Course Learning Requirement” or “CLR”.

## 2. Essential Employability Skills Mapping

- ▶ These will be mapped on a few levels:
  - ▶ Overall course outline
  - ▶ Evaluation methods
  - ▶ Course content

# Required Information

## 3. Vocational Learning Outcomes

- ▶ These will be mapped on a few levels:
  - ▶ Overall course outline
  - ▶ Evaluation methods
  - ▶ Course content

## 4. Learning Resources

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

# Required Information

## 5. Evaluation Method

- ▶ This is another example of new language. Comms refers to evaluation methods as “Earning Credits”.
- ▶ Earning Credits are also mapped by EES’s and VLO’s.
- ▶ The option is there to map CLR’s (Course Learning Requirements) as well, but at this time we have opted not to do that.

## 6. Other Information

- ▶ This section is being used to show the passing grade for the course.
- ▶ There are options available, such as “Standard (50% Pass)” or “60% Pass”.
- ▶ These can be easily revised upon request.
- ▶ There is also a checkbox on this page that says “Include Program Related Information”. This is yet another area that allows detailed program-specific information to be entered, if required.

# Required Information

## 7. Course Related Information

- ▶ This area allows you to enter additional information specific to the course.
- ▶ 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.”)
- ▶ 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

- ▶ This includes information about deadline extensions which is included, in some form, on all course outlines. This
- ▶ This field is populated by administrators, but can be easily revised upon request.

# Required Information

## 9. College Related Information

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

# Required Information

## 10. Course Content

- ▶ This is where the meat-and-potatoes of the course outline is entered.
- ▶ This section is structured with units within modules.
- ▶ Each module has a title and a description.
- ▶ 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).
- ▶ These sections can be used as required by the Deans/Associate Deans to complete the outline.

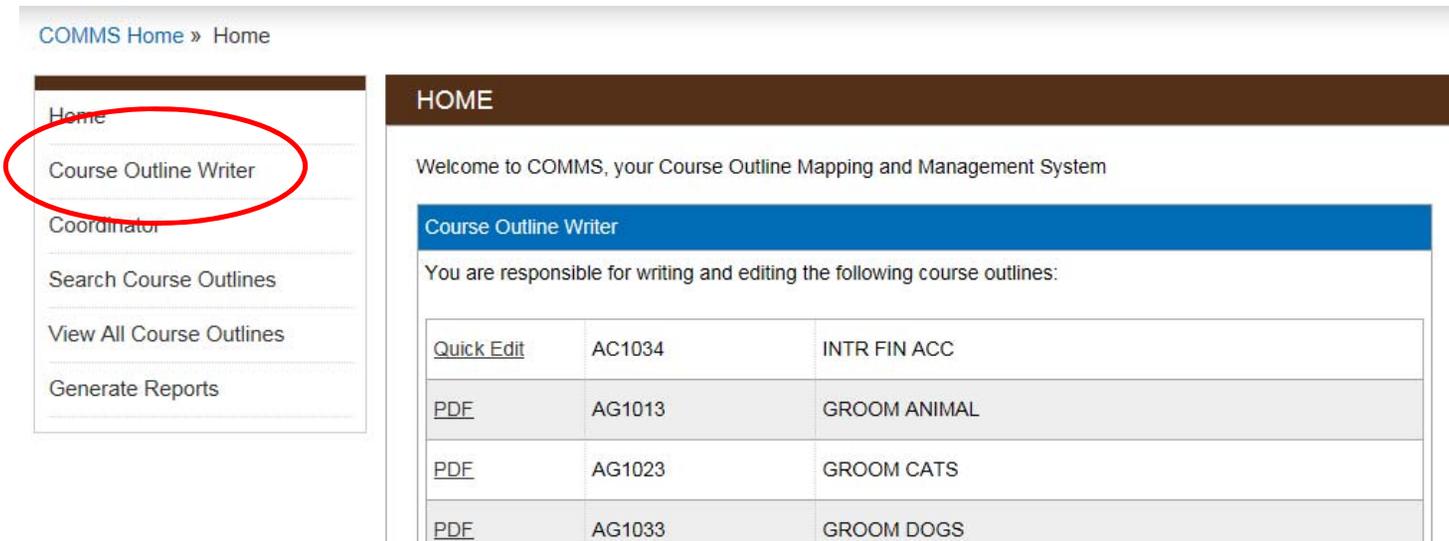
# Required Information

## 11. CSI (Course Section Information) Document

- ▶ This is a separate document created by the college that is uploaded to Comms and attached to the course outline.
- ▶ This document exists for each professor who teaches that particular course.
- ▶ It includes the name of the course, the section number, the professor's name and contact information, the academic year and term.
- ▶ It also includes specific evaluation information.
  - ▶ I.e. the course outline itself provides general evaluation information (Assignments - 40%), whereas the CSI gives specific information (3-4 Assignments - 40%).
  - ▶ It does allow for some flexibility within the teaching period.
  - ▶ It is not considered the legal course outline, and therefore is not "set in stone".
- ▶ Note: for our purposes, and because there's been some confusion surrounding course description, the CSI's include course descriptions for the Fall 2016 semester. This is another benefit of this document - its flexibility.

# Entering a Course Outline

1. Log into Comms using the provided username and password.
  - ▶ Upon logging into Comms, you will be brought to the “Comms Home” page.
  - ▶ On this page you will find a list of all outlines that are currently assigned to you.
2. Click on “Course Outline Writer”.



COMMS Home » Home

HOME

Welcome to COMMS, your Course Outline Mapping and Management System

**Course Outline Writer**

You are responsible for writing and editing the following course outlines:

<a href="#">Quick Edit</a>	AC1034	INTR FIN ACC
<a href="#">PDF</a>	AG1013	GROOM ANIMAL
<a href="#">PDF</a>	AG1023	GROOM CATS
<a href="#">PDF</a>	AG1033	GROOM DOGS

The screenshot shows the 'COMMS Home' page. On the left, a navigation menu is visible with the following items: Home, Course Outline Writer (circled in red), Coordinator, Search Course Outlines, View All Course Outlines, and Generate Reports. The main content area is titled 'HOME' and contains a welcome message and a section for 'Course Outline Writer' listing assigned outlines in a table.

# Entering a Course Outline

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

COMMS Home » [Course Outline Writer](#) » Course Outline Writer

COURSE OUTLINE WRITER		
<u>You are responsible for writing and editing the following course outline(s):</u>		
<a href="#">Edit</a>	AC1034	INTR FIN ACC
<a href="#">Edit</a>	VT2016	LAB PRO&TEC2
<a href="#">Edit</a>	VT3073	CLIN EXER 2

- ▶ This indicates an outline that has not been submitted

# Entering a Course Outline

- ▶ There are 3 stages/statuses to look for:

- b) Preview

You have submitted the following course outline(s) for departmental approval:

<u>Preview</u>	AC1004	ACCTNG INTRO
<u>Preview</u>	VA2032	FEED&FEEDING

- ▶ This indicates an outline that you have submitted for approval, but has not yet been approved.

# Entering a Course Outline

- ▶ There are 3 stages/statuses to look for:

c) PDF

The following course outline(s) have been approved:

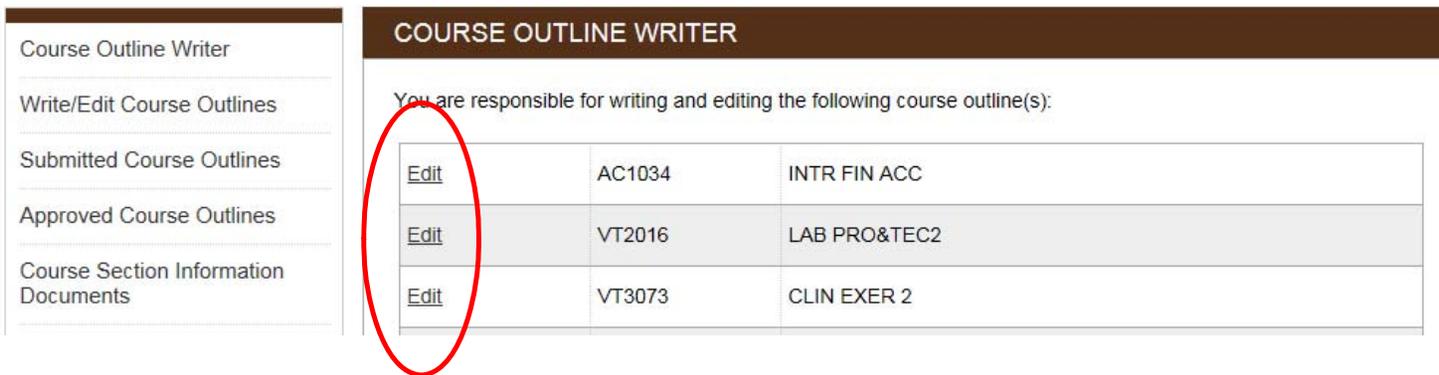
<u>PDF</u>	AG1013	GROOM ANIMAL
<u>PDF</u>	AG1023	GROOM CATS
<u>PDF</u>	AG1033	GROOM DOGS

- ▶ This indicates an outline that has been through the approval stage and is available/ready for distribution to the students.

# 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



The screenshot shows the 'COURSE OUTLINE WRITER' interface. On the left is a navigation menu with the following items: 'Course Outline Writer', 'Write/Edit Course Outlines', 'Submitted Course Outlines', 'Approved Course Outlines', and 'Course Section Information Documents'. The main content area has a dark header 'COURSE OUTLINE WRITER' and a sub-header 'You are responsible for writing and editing the following course outline(s):'. Below this is a table with three rows. The first row contains an 'Edit' link (circled in red), the course ID 'AC1034', and the course title 'INTR FIN ACC'. The second row contains an 'Edit' link, 'VT2016', and 'LAB PRO&TEC2'. The third row contains an 'Edit' link, 'VT3073', and 'CLIN EXER 2'.

COURSE OUTLINE WRITER		
You are responsible for writing and editing the following course outline(s):		
<a href="#">Edit</a>	AC1034	INTR FIN ACC
<a href="#">Edit</a>	VT2016	LAB PRO&TEC2
<a href="#">Edit</a>	VT3073	CLIN EXER 2

# Entering a Course Outline

## 4. Course Information Page

- ▶ The “Contribution to Program” section determines how the course outline is handled moving forward through the process of entering the course outline.
- ▶ Click “**Edit**” to select the correct category.

Currently Editing: AC1034 Intro To Financial Accounting (BCA101)

COURSE INFORMATION		QUICK LINKS
<b>Contribution to Program:</b>	Unspecified	<a href="#">Course Outline</a>
<b>Course Description:</b>		<b>Options</b>
		<a href="#">Preview Course Outline</a>
		<a href="#">Compare to Previous Academic Year</a>
		<a href="#">Go Home</a>

# Entering a Course Outline

## 4. Course Information Page

- ▶ The “Contribution to Program” section determines how the course outline is handled moving forward through the process of entering the course outline.

Currently Editing: AC1034 Intro To Financial Accounting (BCA101)

COURSE INFORMATION		QUICK LINKS
<b>Contribution to Program:</b>	<div style="border: 1px solid black; padding: 2px;"><p>Unspecified</p><p>General Education</p><p>Simple Vocational Learning Outcomes</p><p>Vocational</p></div>	<a href="#">Course Outline</a>
<b>Course Description:</b>		<a href="#">Options</a>
	<div style="display: flex; justify-content: space-around;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></div>	<a href="#">Preview Course Outline</a>
		<a href="#">Compare to Previous Academic Year</a>
		<a href="#">Go Home</a>

### 4 Choices:

- Unspecified
- General Education
- Simple Vocational Learning Outcomes
- Vocational

# Entering a Course Outline

## 4. Course Information Page

*Contribution to Program Choices:*

- ▶ Unspecified
  - ▶ Default selection; does not allow you to submit the outline (no “submit” link available).
- ▶ General Education
  - ▶ Meant for course outlines that have no Vocational Learning Outcomes. VLO’s will not be available if this option is chosen. This is appropriate for an **elective only**.
- ▶ Simple Vocational Learning Outcomes
  - ▶ This is being used in situations where there are several programs attached to an outline. Using this option allows for VLO mapping, but does not require VLO mapping for each program listed for that outline. It prevents the need for duplication of VLO mapping.
- ▶ Vocational
  - ▶ This option requires VLO mapping for all programs listed for this outline. If VLO mapping is not done, the Course Outline Writer is not permitted to submit the course outline.

# Entering a Course Outline

For simplification purposes, we will use the "Simple Vocational Learning Outcomes" choice for this session.

## 4. Course Information Page

### Contribution to Program Choices:

- ▶ Unspecified
  - ▶ Default selection; does not allow you to submit the outline (no "submit" link available).
- ▶ General Education
  - ▶ Meant for course outlines that have no Vocational Learning Outcomes. VLO's will not be available if this option is chosen.
- ▶ **Simple Vocational Learning Outcomes**
  - ▶ This is being used in situations where there are several programs attached to an outline. Using this option allows for VLO mapping, but does not require VLO mapping for each program listed for that outline. It prevents the need for duplication of VLO mapping.
- ▶ Vocational
  - ▶ This option requires VLO mapping for all programs listed for this outline. If VLO mapping is not done, the Course Outline Writer is not permitted to submit the course outline.

# Entering a Course Outline

## 4. Course Information Page

- ▶ Select the most appropriate choice for the “contribution to program” and click “Save”.

Currently Editing: AC1034 Intro To Financial Accounting (BCA101)

COURSE INFORMATION		QUICK LINKS
<b>Contribution to Program:</b>	<input type="text" value="Simple Vocational Learning Outcomes"/> ▼	<a href="#">Course Outline</a>
<b>Course Description:</b>		<a href="#">Course Information</a>
		<a href="#">Course Learning Requirements</a>
		<a href="#">Essential Employability Skills</a>
		<a href="#">Vocational Learning Outcomes</a>
		<a href="#">Learning Resources</a>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

# Entering a Course Outline

## 4. Course Information Page

- ▶ Click "Next".

Currently Editing: AC1034 Intro To Financial Accounting (BCA101)

COURSE INFORMATION		QUICK LINKS
<b>Contribution to Program:</b>	Simple Vocational Learning Outcomes	<a href="#">Course Outline</a>
<b>Course Description:</b>		<a href="#">Course Information</a>
		<a href="#">Course Learning Requirements</a>
		<a href="#">Essential Employability Skills</a>
		<a href="#">Vocational Learning Outcomes</a>
		<a href="#">Learning Resources</a>
	<input type="button" value="Edit"/>	<input type="button" value="Next -&gt;"/>

- ▶ Note: in many cases you will click "Edit", then "Save" and "Next" throughout this entry process.

# Entering a Course Outline

## 5. Course Learning Requirements Page

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

Currently Editing: AC1034 Intro To Financial Accounting (BCA101)

**COURSE LEARNING REQUIREMENTS**

**Course Learning Requirements**  
When you have earned credit for this course, you will have demonstrated the ability to:

[Add New CLR](#)

[< Previous](#) [Next >](#)

**QUICK LINKS**

- [Course Outline](#)
- [Course Information](#)
- [Course Learning Requirements](#)
- [Essential Employability Skills](#)
- [Vocational Learning Outcomes](#)
- [Learning Resources](#)

# Entering a Course Outline

## 5. Course Learning Requirements Page

- ▶ This is a good area to “copy” and “paste”, if a previous version of this outline is available.

Currently Editing: AC1034 Intro To Financial Accounting (BCA101)

### COURSE LEARNING REQUIREMENTS

**Course Learning Requirement**

← → **B** *I* U ~~S~~  $x_2$   $x^2$ 
✂ 📄 📁 🔒 🔓 🔍
☰ ☷ ☱ ☲ ☳ ☴ ☵ ☶ ☷ ☸ ☹ ☺ ☻ ☼ ☽ ☿ ♁ ♂ ♆ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓

Format Source Ω ?

Save Cancel

### QUICK LINKS

- [Course Outline](#)
- [Course Information](#)
- [Course Learning Requirements](#)
- [Essential Employability Skills](#)
- [Vocational Learning Outcomes](#)
- [Learning Resources](#)
- [Evaluation/Earning Credit](#)
- [Other Information](#)
- [Course Related Information](#)
- [Course Content](#)
- [Submit](#)
- 
- [Options](#)
- [Preview Course Outline](#)
- [Compare to Previous Academic Year](#)
- [Go Home](#)

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

# Entering a Course Outline

## 5. Course Learning Requirements Page

Currently Editing: AC1034 Intro To Financial Accounting (BCA101)

COURSE LEARNING REQUIREMENTS	QUICK LINKS
<p><b>Course Learning Requirements</b> When you have earned credit for this course, you will have demonstrated the ability to:</p> <div style="border: 1px solid black; padding: 5px;"><p>1. CLR # 1.</p><p>✎ ✕ ↑ ↓</p></div> <div style="border: 1px solid black; padding: 5px;"><p>2. CLR # 2.</p><p>✎ ✕ ↑ ↓</p></div> <div style="border: 1px solid black; padding: 5px;"><p>3. CLR # 3.</p><p>✎ ✕ ↑ ↓</p></div> <p><input type="button" value="Add New CLR"/></p> <p><input type="button" value=" &lt; Previous"/></p> <p><input type="button" value=" Next &gt;"/></p>	<p><a href="#">Course Outline</a></p> <p><a href="#">Course Information</a></p> <p><a href="#">Course Learning Requirements</a></p> <p><a href="#">Essential Employability Skills</a></p> <p><a href="#">Vocational Learning Outcomes</a></p> <p><a href="#">Learning Resources</a></p> <p><a href="#">Evaluation/Earning Credit</a></p> <p><a href="#">Other Information</a></p> <p><a href="#">Course Related Information</a></p> <p><a href="#">Course Content</a></p> <p><a href="#">Submit</a></p> <p><b>Options</b></p> <p><a href="#">Preview Course Outline</a></p> <p><a href="#">Compare to Previous Academic Year</a></p> <p><a href="#">Go Home</a></p>

▶ Click "Next".

# Entering a Course Outline

## 6. Essential Employability Skills

- ▶ This system asks for clarification in mapping i.e. is this skill being taught only, assessed only, or both.
- ▶ Click “Edit” to choose the appropriate EES’s and then “Save” to save.
- ▶ Click “Next” to proceed to the next step.

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ESSENTIAL EMPLOYABILITY SKILLS		QUICK LINKS	
<p><b>This course contributes to your program by helping you achieve the following Essential Employability Skills learning outcomes:</b></p>			
Essential Employability Skill Description	T	A	<p><a href="#">Course Outline</a></p> <p>Course Information</p> <p>Course Learning Requirements</p> <p>Essential Employability Skills</p> <p>Vocational Learning Outcomes</p> <p>Learning Resources</p> <p>Evaluation/Earning Credit</p> <p>Other Information</p> <p>Course Related Information</p> <p>Course Content</p> <p>Submit</p> <p><a href="#">Options</a></p> <p>Preview Course Outline</p> <p>Compare to Previous Academic Year</p> <p>Go Home</p>
1. Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Respond to written, spoken or visual messages in a manner that ensures effective communication.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Execute mathematical operations accurately.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Apply a systematic approach to solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Use a variety of thinking skills to anticipate and solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Locate, select, organize and document information using appropriate technology and information systems.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Analyze, evaluate and apply relevant information from a variety of sources.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Show respect for diverse opinions, values, belief systems and contributions of others.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Manage the use of time and other resources to complete projects.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Take responsibility for one's own actions, decisions and consequences.	<input type="checkbox"/>	<input type="checkbox"/>	
<p><a href="#">&lt;- Previous</a></p>		<p><a href="#">Edit</a></p>	<p><a href="#">Next -&gt;</a></p>

# Entering a Course Outline

## 7. Vocational Learning Outcomes

- ▶ Once again the system asks for clarification in mapping i.e. is this skill being taught only, assessed only, or both.
- ▶ Click “Edit” to choose the appropriate VLO’s and then “Save” to save.
- ▶ Click “Next” to proceed to the next step.

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**This course contributes to your program by helping you achieve the following Vocational Learning Outcomes:**

Vocational Learning Outcomes Description	T	A
1. conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics	<input type="checkbox"/>	<input type="checkbox"/>
2. schedule and coordinate tasks, within specific deadlines and according to set priorities	<input type="checkbox"/>	<input type="checkbox"/>
3. receive, process and distribute communications in the workplace to assist the flow of information	<input type="checkbox"/>	<input type="checkbox"/>
4. operate and provide support related to the use of office equipment and technologies	<input type="checkbox"/>	<input type="checkbox"/>
5. locate, file and retrieve documents and records* from a variety of electronic and paper sources to support daily office operations	<input type="checkbox"/>	<input type="checkbox"/>
6. record basic financial information using established document formats, procedures and accounting software	<input type="checkbox"/>	<input type="checkbox"/>
7. produce routine business documents using available technologies and established standards and formats	<input type="checkbox"/>	<input type="checkbox"/>
8. use interpersonal and client service skills to respond to diversity and to support the vision and mission of the organization	<input type="checkbox"/>	<input type="checkbox"/>
9. compile resources as well as services to prepare summary reports	<input type="checkbox"/>	<input type="checkbox"/>
10. select and use information technologies to support communication with internal and external stakeholders	<input type="checkbox"/>	<input type="checkbox"/>
11. assist in the organization and coordination of meetings and travel arrangements	<input type="checkbox"/>	<input type="checkbox"/>

<- Previous      Edit      Next ->

Course Information

- Course Learning Requirements
- Essential Employability Skills
- Vocational Learning Outcomes
- Learning Resources
- Evaluation/Earning Credit
- Other Information
- Course Related Information
- Course Content
- Submit

Options

- Preview Course Outline
- Compare to Previous Academic Year
- Go Home

# Entering a Course Outline

## 7. Learning Resources Page

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

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### LEARNING RESOURCES

During this course you are likely to use the following learning resources:

There are no Learning Resources defined for this course.

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### LEARNING RESOURCES

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, link, unlink, list, indent, outdent, quote, and help.

Large text input area for entering learning resources.

# Entering a Course Outline

## 8. Evaluation/Earning Credit Page

- ▶ This is the section to enter evaluation methods, called “Earning Credits” in Comms.
- ▶ Click “Add New Earning Credit”.

**EVALUATION/EARNING CREDIT**

**Earning Credit**  
The following will provide evidence of your learning achievement:

**Validates Outcomes**  
This activity validates the following course learning requirement and/or EES learning outcomes:

[Add New Earning Credit](#)

[< Previous](#) [Next >](#)

**QUICK LINKS**

- [Course Outline](#)
- [Course Information](#)
- [Course Learning Requirements](#)
- [Essential Employability Skills](#)
- [Vocational Learning Outcomes](#)
- [Learning Resources](#)

# Entering a Course Outline

## 8. Evaluation/Earning Credit Page

- ▶ Enter the evaluation method and the percentage that method is worth to the students' overall grade, ie. Assignments - 40%. Then click "Save".
- ▶ Continue this process until all evaluation methods (earning credits) have been entered.

**EVALUATION/EARNING CREDIT**

**Earning Credit**  
The following will provide evidence of your learning achievement:

Format Source Ω ?

Save Cancel

# Entering a Course Outline

## 8. Evaluation/Earning Credit Page

- ▶ Now the EC's must be mapped.
- ▶ Click on the small pen icon, to map VLO's in this section.
- ▶ The pen icon is another way that Comms tells us we can edit.

EVALUATION/EARNING CREDIT

<b>Earning Credit</b> The following will provide evidence of your learning achievement:	<b>Validates Outcomes</b> This activity validates the following course learning requirement and/or EES learning outcomes:
EC # 1 - 40%  <div style="text-align: center;">✍ ✕ ⬆ ⬇</div>	<b>Course Learning Requirements</b> None Selected  <b>Essential Employability Skills</b> None Selected  <b>Vocational Learning Outcomes</b> None Selected  <div style="text-align: center;">✍</div>
EC # 2 - 60%  <div style="text-align: center;">✍ ✕ ⬆ ⬇</div>	<b>Course Learning Requirements</b> None Selected  <b>Essential Employability Skills</b> None Selected  <b>Vocational Learning Outcomes</b> None Selected  <div style="text-align: center;">✍</div>

# Entering a Course Outline

## 8. Evaluation/Earning Credit Page

- ▶ To map EES's and VLO's, click on the box next to the appropriate selections.
- ▶ Click "Save".
- ▶ Do this for each EC.
- ▶ All EES's and VLO's must be addressed somewhere in at least one EC.
- ▶ Then click "Next".

**EVALUATION/EARNING CREDIT**

**Validates Outcomes**  
The activity 'CLR # 1 - 40%' validates the following Course Learning Requirements and/or Essential Employability Skills and/or Aboriginal Learning Outcomes and/or Vocational Learning Outcomes and/or Program Competencies:

**Course Learning Requirements**

[CLR 1] - CLR # 1.  
 [CLR 2] - CLR # 2.  
 [CLR 3] - CLR # 3.

**Essential Employability Skills**

EES 1] - Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.  
 EES 2] - Respond to written, spoken or visual messages in a manner that ensures effective communication.  
 EES 5] - Use a variety of thinking skills to anticipate and solve problems.  
 EES 9] - Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.  
 EES 10] - Manage the use of time and other resources to complete projects.

**Vocational Learning Outcomes**

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VLO 1] - conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics  
 VLO 2] - schedule and coordinate tasks, within specific deadlines and according to set priorities

# Entering a Course Outline

## 8. Other Information Page

- ▶ This is the area to select the appropriate passing grade.
- ▶ There are several options available, and more can be added upon request.
- ▶ There is no need to save here, just click the appropriate selection and then click "Next".

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### OTHER INFORMATION

Include the following information in the course outline

Include College Grading Numerical Equivalent Table

Do Not Display Grade Scheme

60% Pass  
 Kennel Duty  
 Pass 65%  
 Placement (Law)  
 Placement (Veterinary Technician)  
 Standard (50% Pass)

ion

< Previous

Next >

# Entering a Course Outline

## 8. Other Information Page

- ▶ The box can also be check-marked, if there is specific Program-Related Information that should be added to the course outline.
- ▶ This is information that would be specific only to this particular program ie. "Proof of Rabies Vaccine Required".

**OTHER INFORMATION**

Include the following information in the course outline

Include College Grading Numerical Equivalent Table

Standard (50% Pass) ▼

**COLLEGE GRADING NUMERICAL EQUIVALENT TABLE**

Final Grade	Mark Equivalent	Final Grade	Mark Equivalent
A	80% - 100%	B	70% - 79.9%
C	60% - 69.9%	D	50% - 59.9%
F	Less than 50%		

Include Program Related Information

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# Entering a Course Outline

## 9. Course Related Information Page

- ▶ Enter any additional information here that will be important to the students, that is course-specific outline (as opposed to be information about one section of the course)
  - ▶ ie. "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."
- ▶ Click "Edit", then "Save".

**COURSE RELATED INFORMATION**

There is no course specific information defined.

[<- Previous](#)      [Edit](#)      [Next ->](#)

# Entering a Course Outline

## 9. Course Related Information Page

- ▶ This page also includes pre-populated information about deadline extensions, course outlines, and PLAR.
- ▶ There is no need to do anything with this.
- ▶ If a change must be made, please contact an administrator, and the change can be made easily.
- ▶ Click “Next” to proceed.

COURSE RELATED INFORMATION

There is no course specific information defined.

**Department Related Information:**

Students who, for extenuating circumstances, (e.g. hospitalization, death in the family) are unable to meet assignment deadlines, must submit to the course professor, prior to the day of the deadline, a written request for an extension. Students who, for extenuating circumstances are unable to attend a scheduled test, must contact the course professor, the day of the test and request permission to write the test the day he/she returns to school.

Requests will be evaluated considering individual circumstances and approval is not guaranteed in all cases.

Scheduled tests and/or assignments will be returned to students within 10 working days. Students who are absent when these are returned will be responsible for seeing the professor to pick up the test/assignment. Any document not picked up by the student, from the professor, by the last day of classes, will be discarded. No student may pick up another student's work.

**College Related Information:**

**Course Outlines**

Students are advised to retain course outlines in support of applications for employment or transfer credit. It is also recommended that students not write on the course outline; as a formal document, it may not be considered valid by another institution if it has been altered.

A charge of \$12.00 shall be applied to students requesting a course outline for a course in which they are not currently enrolled.

**Prior Learning Assessment and Recognition (PLAR)**

This course may be eligible for PLAR. Refer to the Student Handbook and Academic Calendar.

# Entering a Course Outline

## 9. Course Content Page

- ▶ There are steps to entering the course content into Comms.
- ▶ The material must be entered as modules, with units within those modules.
- ▶ If a new course outline is being written, it's fairly simple to follow the formatting.
- ▶ If an existing course outline is being entered, then a decision must be made regarding formatting.
- ▶ For instance, an outline with six modules and no units could be entered:
  - ▶ As one module with six units, or
  - ▶ As six modules, each with one unit

# Entering a Course Outline

## 9. Course Content Page

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

### COURSE CONTENT

Use this section to create Course Content for your Course. Course Content should be a high level description of the Modules and Units taught within the Course. Each Unit can be mapped to a Course Outcome currently set within various course sections.

**Currently, there are no Modules defined for this course**

**Add New Module**



# Entering a Course Outline

## 9. Course Content Page

- ▶ I've added the title "Module 1" and the description "This is module one".
- ▶ From here, the units and any additional modules can be entered.
- ▶ Units must be used, in order to access the required mapping that must be entered in order for the course outline to be submitted.
- ▶ Click "Add New Unit".

### COURSE CONTENT

Use this section to create Course Content for your Course. Course Content should be a high level description of the Modules and Units taught within the Course. Each Unit can be mapped to a Course Outcome currently set within various course sections.

**Module 1: Module 1**

This is module one.

✎ ✕ ↑ ↓

Currently, there are no Units defined for this Module.

Add New Unit

Add New Module

# Entering a Course Outline

## 9. Adding a Unit to a Module

▶ 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

### COURSE CONTENT

Fill out the following details and click the 'Add New Unit' button.

**Title of this new Unit:**

**Describe the new Unit:**

← → **B** *I* U **S**  $x_2$   $x^2$  ✂ 📄 📁 📁 📁 ABC ↕

Format ▾ 📄 Source 📄 Ω ?

# Entering a Course Outline

## 9. Adding a Unit to a Module

- c) Learning Resources - for text books, handouts, other resources
  - ▶ Again, this can list “required” and “reference” only, as best fits the situation.
- d) Knowledge and Skills Taught - the actual learning objectives/outcomes for the unit
  - ▶ Some have been using the title “Learning Objectives” within this section, as an option.

### Learning Resources:

A screenshot of a rich text editor interface for the 'Learning Resources' section. The interface features a top toolbar with icons for undo, redo, bold, italic, underline, strikethrough, subscript, and superscript. Below the toolbar is a secondary toolbar with a 'Format' dropdown, a 'Source' button, and icons for bulleted list, numbered list, link, unlink, and help. The main editing area is a large, empty white box with a light gray border.

### Knowledge and Skills Taught:

A screenshot of a rich text editor interface for the 'Knowledge and Skills Taught' section. The interface features a top toolbar with icons for undo, redo, bold, italic, underline, strikethrough, subscript, and superscript. Below the toolbar is a secondary toolbar with a 'Format' dropdown, a 'Source' button, and icons for bulleted list, numbered list, link, unlink, and help. The main editing area is a large, empty white box with a light gray border.

# 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.

### Vocational Learning Outcomes addressed by the Unit:

- B011 - OFF AD.1YRPC - 1 - conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics
- B011 - OFF AD.1YRPC - 2 - schedule and coordinate tasks, within specific deadlines and according to set priorities

### Degree Program Learning Outcomes addressed by the Unit:

- B011 - OFF AD.1YRPC - 1 - conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics
- B011 - OFF AD.1YRPC - 2 - schedule and coordinate tasks, within specific deadlines and according to set priorities

### Essential Employability Skills addressed by the Unit:

- 1 - Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.
- 2 - Respond to written, spoken or visual messages in a manner that ensures effective communication.
- 5 - Use a variety of thinking skills to anticipate and solve problems.
- 9 - Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
- 10 - Manage the use of time and other resources to complete projects.

# Entering a Course Outline

## 9. Adding a Unit to a Module

- g) CLR's addressed by the Unit - currently not being mapped so disregard unless otherwise instructed
- h) EC's addressed by the Unit - all EC's must be addressed in at least one unit.

- ▶ When you've finished, click the **"Add New Unit"** link at the bottom of the page to **save your unit**.

### Course Learning Requirements addressed by the Unit:

- 1 - CLR # 1.
- 2 - CLR # 2.
- 3 - CLR # 3.

### Earning Credit addressed by the Unit:

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

# 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:

BD11 - 1 - conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics  
BD11 - 2 - schedule and coordinate tasks, within specific deadlines and according to set priorities

Essential Employability Skills addressed by the Unit:

1 - Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.  
2 - Respond to written, spoken or visual messages in a manner that ensures effective communication.  
3 - Use a variety of thinking skills to anticipate and solve problems.

Earning Credit addressed by the Unit:

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

✎ ✕ ↑ ↓

[Add New Unit](#)

[Add New Module](#)

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# Entering a Course Outline

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

COURSE CONTENT	QUICK LINKS
<p>Use this section to create Course Content for your Course. Course Content should be a high level description of the Modules and Units taught within the Course. Each Unit can be mapped to a Course Outcome currently set within various course sections.</p> <p><b>Module 1: Module 1</b></p> <p>This is module one.</p> <p>✎ ✕ ↑ ↓</p> <p><b>Unit 1: Unit 1</b></p> <p><i>Overview:</i> Description of Unit 1</p> <p><i>Learning Resources:</i> a book</p> <p><i>Knowledge and Skills Taught:</i> stuff</p>	<p><a href="#">Course Outline</a></p> <p><a href="#">Course Information</a></p> <p><a href="#">Course Learning Requirements</a></p> <p><a href="#">Essential Employability Skills</a></p> <p><a href="#">Vocational Learning Outcomes</a></p> <p><a href="#">Learning Resources</a></p> <p><a href="#">Evaluation/Earning Credit</a></p> <p><a href="#">Other Information</a></p> <p><a href="#">Course Related Information</a></p> <p><a href="#">Course Content</a></p> <p><a href="#">Submit</a></p> <p><a href="#">Options</a></p> <p><a href="#">Preview Course Outline</a></p> <p><a href="#">Compare to Previous Academic Year</a></p> <p><a href="#">Go Home</a></p>

# Entering a Course Outline

- ▶ A name and title will be requested.
- ▶ Then click "Submit for Approval".
- ▶ You will be asked "are you sure"?
- ▶ Click "OK".
- ▶ If all components have been addressed, the course outline will be forwarded to the Program Coordinator for review.
- ▶ Emails will be generated to all parties involved saying that a course outline has been submitted.

### SUBMIT COURSE OUTLINE

**Fill out your name and title in the fields below.**

If the course outline is complete, submit it for departmental approval or come back at another time to continue editing.

**Prepared By:**

**Title (of Outline Creator):**

<- Previous Exit **Submit for Approval**

# 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.

Currently Editing: AC1034 Intro To Financial Accounting (BCA101)

### SUBMIT COURSE OUTLINE

**Fill out your name and title in the fields below.**

If the course outline is complete, submit it for departmental approval or come back at another time to continue editing.

**Learning Resources have not been defined for this course. Please proceed to the Learning Resources section.**

**Prepared By:**

**Title (of Outline Creator):**

# Additional Notes

## ▶ Icons

- ▶ Note that there are icons at the bottom of many of the sections.
- ▶ The pen icon is for editing.
- ▶ The “x” is for deleting.
- ▶ The “↑” is for moving that item upward within the order of items (ie. Unit 4 should be unit 1, so click the up arrow 3 times to advance it to the unit 1 position)
- ▶ The down arrow does the same thing, but in the other direction.

Module 1: Module 1 51

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:

BD11 - 1 - conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics  
BD11 - 2 - schedule and coordinate tasks, within specific deadlines and according to set priorities

Essential Employability Skills addressed by the Unit:

1 - Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.  
2 - Respond to written, spoken or visual messages in a manner that ensures effective communication.  
5 - Use a variety of thinking skills to anticipate and solve problems.

Earning Credit addressed by the Unit:

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

✎ ✕ ↑ ↓

Add New Unit

Add New Module

# Questions?

- ▶ My contact information:  
Kellie Broderick  
[broderickk@northern.on.ca](mailto:broderickk@northern.on.ca)  
705-672-3376 ext. 8802
  
- ▶ Thank you!