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 Application

- "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 <u>Course Outline Writer</u> enters/writes/edits the course outline.
 - 2. The <u>Program Coordinator</u> 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 <u>Academic Dean</u> 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.

- 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.

- 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

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".

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.

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.

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.

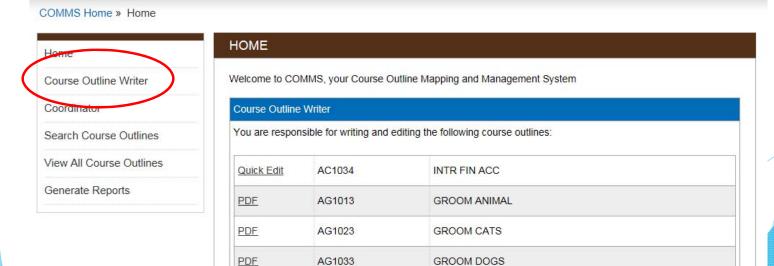
10. Course Content

- ▶ 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.

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.

- 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".



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

COMMS Home » Course Outline Writer » Course Outline Writer

Course O	utline Writer
Write/Edit	Course Outlines
Submitted	Course Outlines
Approved	Course Outlines
Course Se	ection Information

COURSE OUTLINE WRITER			
You are respo	onsible for writing and e	diting the following course outline(s):	
<u>Edit</u>	AC1034	INTR FIN ACC	
Edit	VT2016	LAB PRO&TEC2	7
<u>Edit</u>	VT3073	CLIN EXER 2	

▶ This indicates an outline that has not been submitted

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

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

Preview	AC1004	ACCTNG INTRO
Preview	VA2032	FEED&FEEDING

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

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

The following course outline(s) have been approved:

PDF	AG1013	GROOM ANIMAL
PDF	AG1023	GROOM CATS
PDF	AG1033	GROOM DOGS

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

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

Course O	utline Writer
Write/Edit	Course Outlines
Submitted	Course Outlines
Approved	Course Outlines
Course Se	ection Information

ou are respo	onsible for writing and e	diting the following course outline(s):	
<u>Edit</u>	AC1034	INTR FIN ACC	
<u>Edit</u>	VT2016	LAB PRO&TEC2	
Edit	VT3073	CLIN EXER 2	

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.

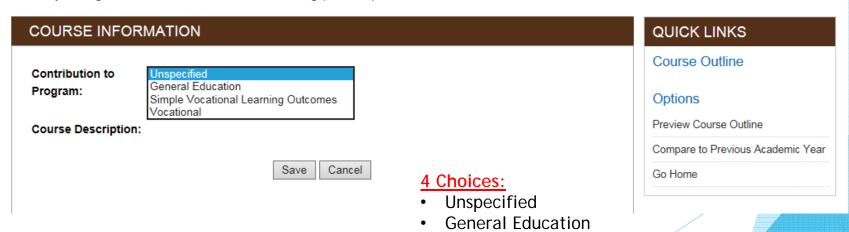
Currently Editing: AC1034 Intro To Financial Accounting (BCA101)



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)



Vocational

Simple Vocational Learning Outcomes

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.

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.

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)



4. Course Information Page

Click "Next".

Currently Editing: AC1034 Intro To Financial Accounting (BCA101)

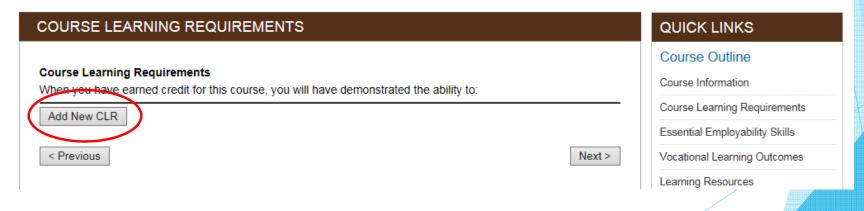


Note: in many cases you will click <u>"Edit"</u>, then "Save" and "Next" throughout this entry process.

5. Course Learning Requirements Page

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

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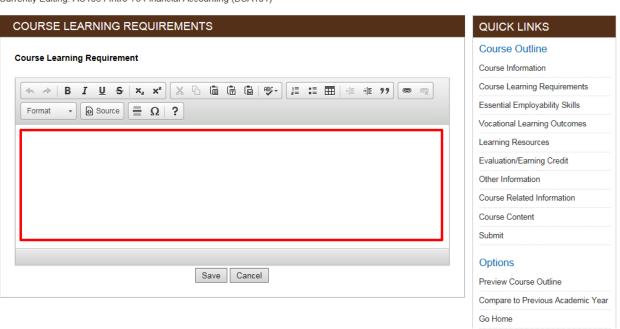


5. Course Learning Requirements Page

This is a good area to "copy" and "paste", if a previous version of this outline is available.

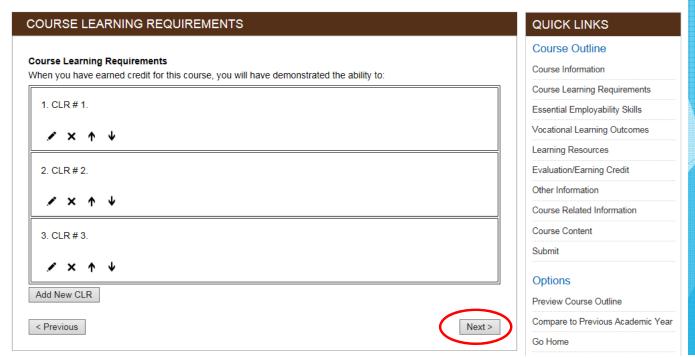
Currently Editing: AC1034 Intro To Financial Accounting (BCA101)

- Once finished, click "Save".
- Repeat this step until all CLR's have been entered.



5. Course Learning Requirements Page

Currently Editing: AC1034 Intro To Financial Accounting (BCA101)



Click "Next".

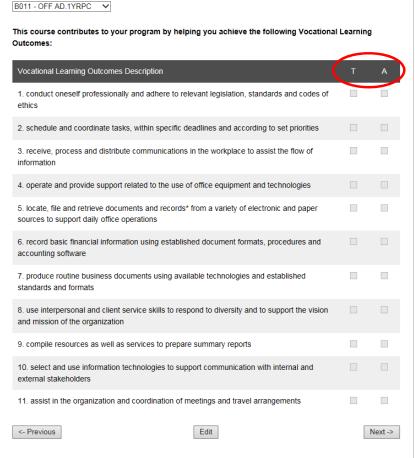
6. Essential Employability Skills

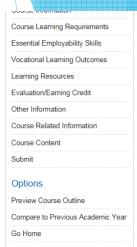
- This system asks for clarification in mapping i.e. is this skill being taught only, assessed only, or both.
- Click "Edit" to choose the appropriate EES's and then "Save" to save.
- Click "Next" to proceed to the next step.

Currently Editing: AC1034 Intro To Financial Accounting (BCA101) ESSENTIAL EMPLOYABILITY SKILLS **QUICK LINKS** Course Outline This course contributes to your program by helping you achieve the following Essential Employability Course Information Skills learning outcomes: Course Learning Requirements Essential Employability Skill Description Essential Employability Skills Vocational Learning Outcomes 1. Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. Learning Resources Evaluation/Earning Credit 2. Respond to written, spoken or visual messages in a manner that ensures effective Other Information Course Related Information 3. Execute mathematical operations accurately. Course Content 4. Apply a systematic approach to solve problems. Submit 5. Use a variety of thinking skills to anticipate and solve problems. Options 6. Locate, select, organize and document information using appropriate technology and Preview Course Outline Compare to Previous Academic Year Go Home 7. Analyze, evaluate and apply relevant information from a variety of sources. 8. Show respect for diverse opinions, values, belief systems and contributions of others. 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. 11. Take responsibility for one's own actions, decisions and consequences. Edit <- Previous Next ->

Vocational Learning Outcomes

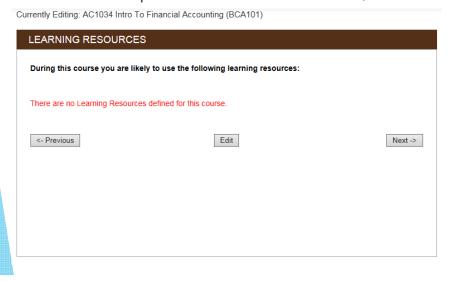
- Once again the system asks for clarification in mapping i.e. is this skill being taught only, assessed only, or both.
- Click "Edit" to choose the appropriate VLO's and then "Save" to save.
- Click "Next" to proceed to the next step.

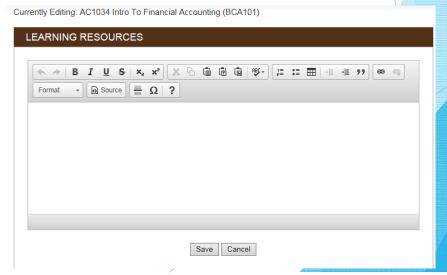




7. Learning Resources Page

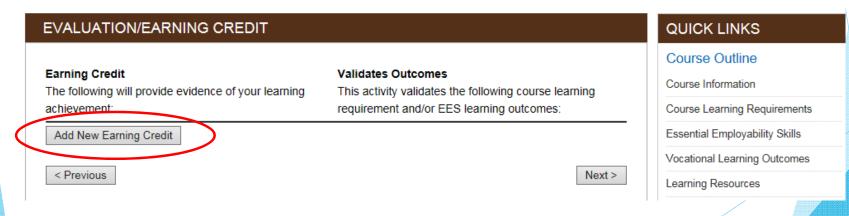
- ► This is the section to enter required and/or reference only materials, ie. text books.
- ► Click "Edit", enter the information into the area provided (by typing or by copy and paste and then click "Save", and then "Next".





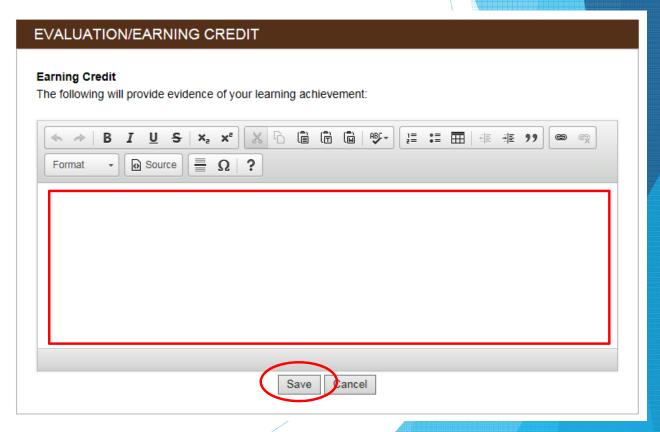
8. Evaluation/Earning Credit Page

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



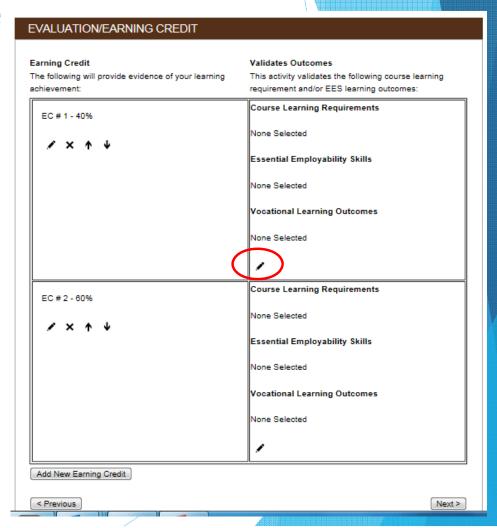
8. Evaluation/Earning Credit Page

- ► 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.



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.



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 θ] 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.

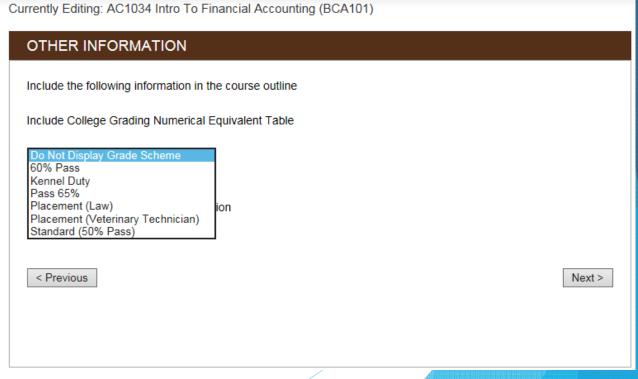
Vocational Learning Outcomes

B011 - OFF AD.1YRPC

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

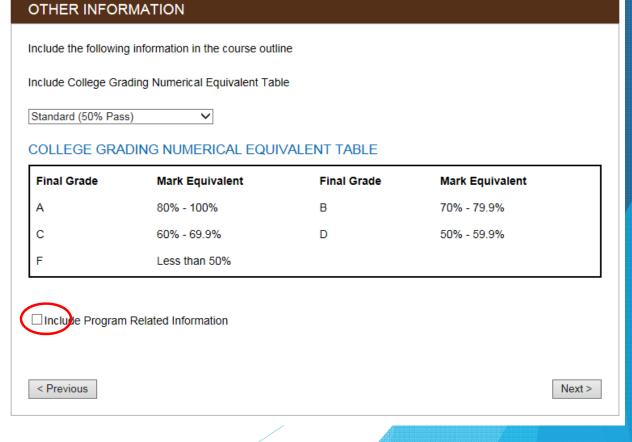
8. Other Information Page

- ► 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".



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".



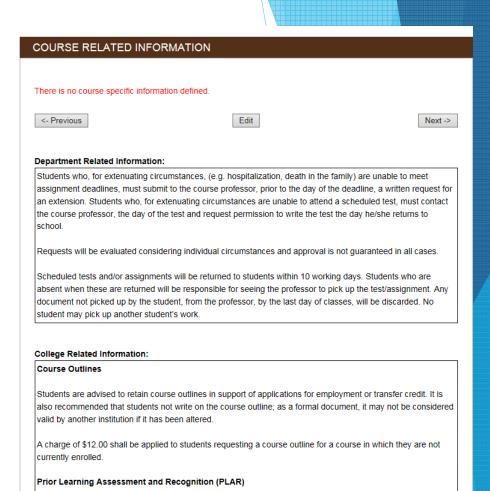
9. Course Related Information Page

- ▶ Enter any additional information here that will 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 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.



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

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

Course Content Page

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

COURSE CONTENT

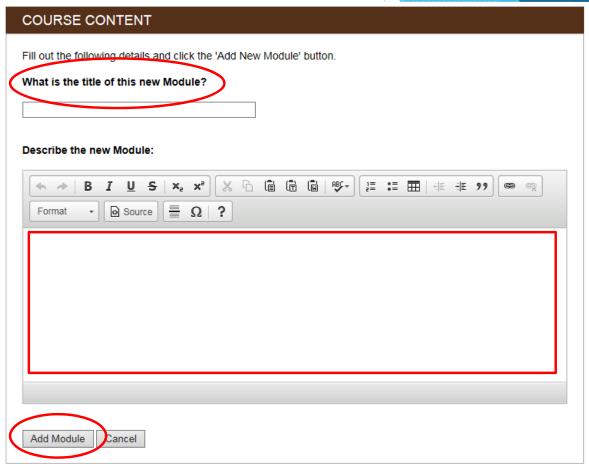
Use this section to create Course Content for your Course. Course Content should be a high level description of the Modules and Units taught within the Course. Each Unit can be mapped to a Course Outcome currently set within various course sections.

Currently, there are no Modules defined for this course

Add New Module

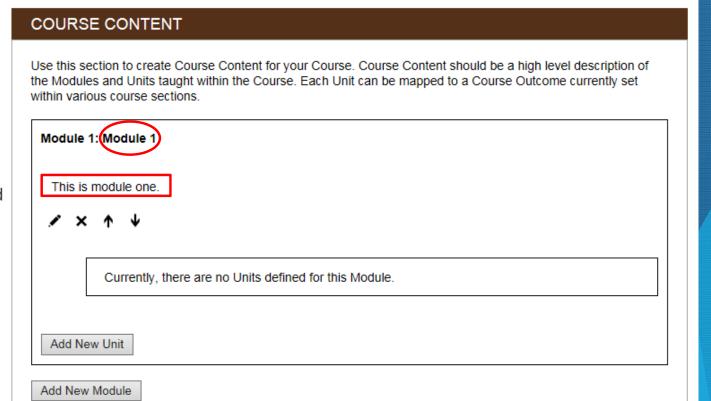
9. Course Content Page

- Add the title, and the description of the module.
- Click "Add Module".



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".

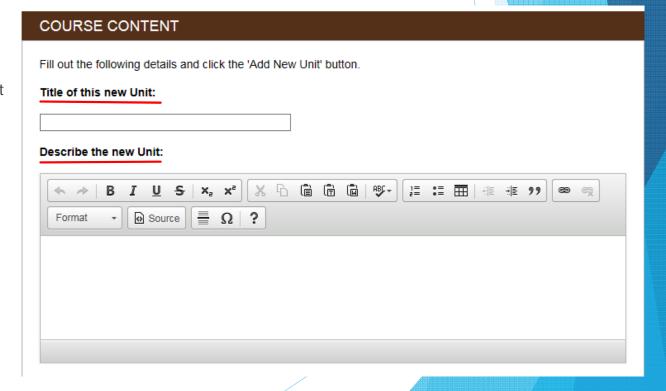


9. Adding a Unit to a Module

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

9. Adding a Unit to a Module

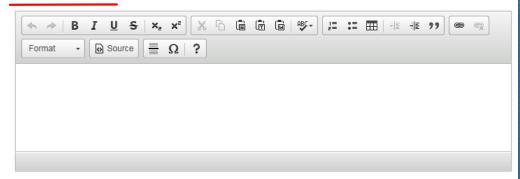
- a) Title might simply be "Unit 1"
- Description may or may not be used



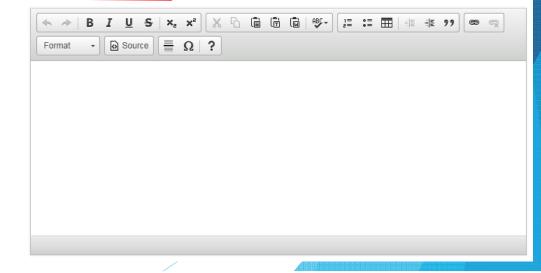
Adding a Unit to a Module

- c) Learning Resources for text books, handouts, other resources
 - Again, this can list "required" and "reference" only, as best fits the situation.
- 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:



Knowledge and Skills Taught:



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.

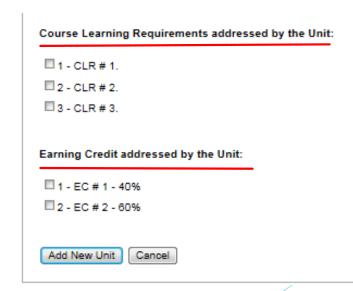
Vocational Learning Outcomes addressed by the Unit:

☐ B011 - OFF AD.1YRPC - 1 - conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics
\square 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 - scriedule and coordinate tasks, within specific deadlines and according to set priorities
Essential Employability Skills addressed by the Unit:
\Box 1 - Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.
\square 2 - Respond to written, spoken or visual messages in a manner that ensures effective communication.
\Box 5 - Use a variety of thinking skills to anticipate and solve problems.
\Box 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.

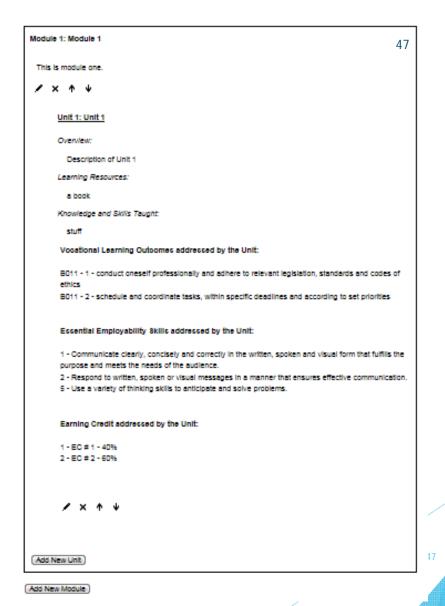
9. Adding a Unit to a Module

- 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.

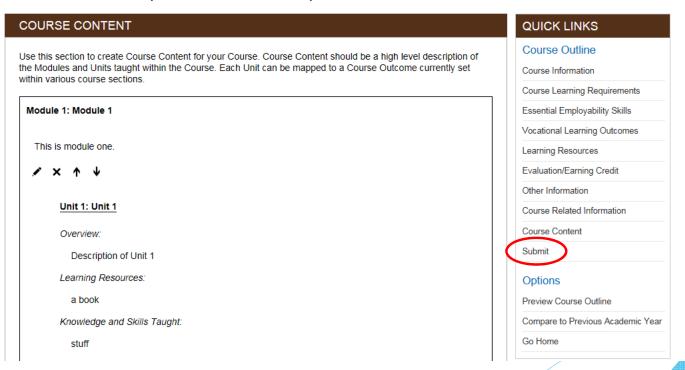
When you've finished, click the "Add New Unit" link at the bottom of the page to save your unit.



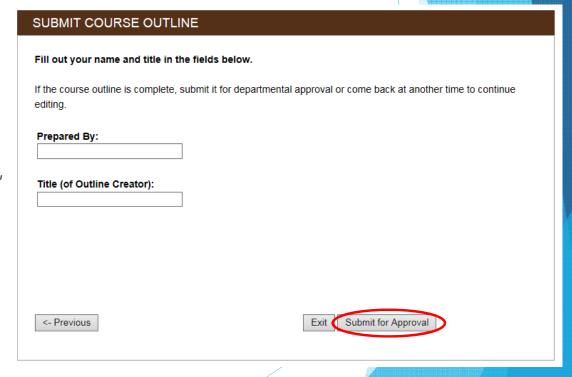
Added/Saved



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



- 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.



- 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.

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:

K. B.

Title (of Outline Creator):

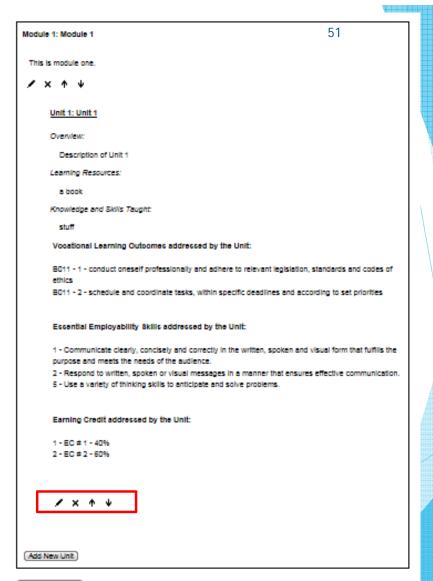
Testor

Currently Editing: AC1034 Intro To Financial Accounting (BCA101)

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.



Add New Module

Questions?

My contact information:

Kellie Broderick

 $\underline{broderickk@northern.on.ca}$

705-672-3376 ext. 8802

► Thank you!