

## ➤ START HERE

Access COMMS at:  
[https://  
northern.ecoursemap.com](https://northern.ecoursemap.com)

Click **Quick Edit** for  
your course on home

Select the section of the  
course you want to edit  
from the **Quick Links** list

Use **Edit** to enter new  
information, **Save** once  
the changes have been  
made, **Next** to move on

Use dropdown menu to  
identify **Contribution to  
the Program** and  
**Course Level**


**Course Descriptions** are  
pre-populated and  
cannot be changed until  
the POS review every  
October

Proceed to **Vocational  
Learning Outcomes** page

Identify **Vocational  
Learning Outcomes  
(VLOs)** that are **Taught  
(T)**, or **Assessed (A)**.

If the course is taught in  
more than one program,  
use drop down menu  
and do this for **ALL** listed  
programs

Identify the **Essential  
Employability Skills  
(EES)** and whether they  
are **Taught**, or **Assessed**.

Enter **Course Learning  
Outcomes (CLOs)** in the left  
column. You can edit, delete,  
or add new CLOs. To edit,  
click on   
Each **CLO must be entered  
individually**

Enter the **Elements of  
Performance** in the  
right column.

Go to **Predefined  
Evaluation/Earning Credit**  
page

Click **Add New Earning  
Credit** and select an  
evaluation definition and  
a scheme

**Validate** each evaluation  
to the relevant CLOs, VLOs,  
EES by clicking on the  
pencil in the right-hand  
column

**Note:** Link only those CLOs,  
VLOs, & EES that are  
relevant to that evaluation  
item. ALL outcomes must be  
linked to an evaluation  
component or the outline  
cannot be submitted for  
approval

Repeat the process for  
each evaluation

Enter any required and  
recommended **Learning  
Resources** that apply to  
all course sections

List the instructional  
format students will  
experience on the  
**Delivery Format Page**

Indicate the course's  
eligibility for **Prior  
Learning Assessment  
and Recognition** using  
the drop-down menu

For **Other  
Information** select the  
grading scheme or  
information to include

Enter course-specific  
information (e.g.  
attendance policies, late  
penalties, etc. ) in the  
**Course Related  
Information** box

**Department-Related** and  
**College-Related  
Information** is pre-  
populated

**Submit for Approval** or  
**Save progress** to  
continue working at a  
later date

Once approved, Course  
Writer receives email  
containing link to pdf;  
Upload to eLearn

➤ **FINISHED!**