**Steps for Using the COMMS Tool**

1. To access **COMMS** sign into **MyMohawk**, and click on Faculty or Employee tab. Then on the right hand side you will see a section called COMMS
2. Click **Quick Edit** for your course on home page
3. Select the section of the course you want to edit from the **Quick Links** list
4. Use **Edit** to enter new information, **Save** once the changes have been made,

**Next** to move on

1. Use dropdown menu to identify **Contribution to the Program** and **Course Level**
2. **Course Descriptions** are pre-populated and cannot be changed until the POS

review every October

1. Proceed to **Vocational Learning Outcomes** page
2. Identify **Vocational Learning Outcomes (VLOs)** that are **Taught (T), Assessed**
	1. **or Reinforced (R).** Click Help for a detailed description
		1. If the course is taught in more than one program, use drop down menu and do this for ***ALL*** listed programs
3. Identify the **Essential Employability Skills (EES)** and whether they are **Taught, Assessed, or Reinforced**
4. Enter **Course Learning Outcomes (CLOs)** in the left column. You can edit, delete, or add new CLOs. To edit, click on the pencil icon (  )
5. Each **CLO must be entered individually**
6. Enter the **Elements of Performance** in the right column. To edit, click on the pencil icon (  )
7. Go to **Predefined Evaluation/Earning Credit** page
8. Click **Add New Earning Credit** and select an evaluation definition and a scheme
9. **Validate** each evaluation to the relevant CLOs, VLOs, EES by clicking on the pencil in the right-hand column

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

1. Repeat the process for each evaluation component
2. Identify **Experiential Learning** (If Applicable) Please select which, if any, experiential learning activity is associated with your course. Enter Approximate hours associated with the EL activity
3. Enter any required and recommended **Learning Resources** that apply to all course sections
4. List the instructional format students will experience on the **Delivery Format**

Page

1. Indicate the course's eligibility for **Prior Learning Assessment and Recognition** using the drop-down menu
2. For **Other Information** select **Do not display grade scheme**
3. Enter course-specific information (e.g. attendance policies, late penalties, etc.) in the **Course Related Information** box
4. **Department-Related** and **College-Related Information** is pre-populated
5. **Submit for Approval or Save progress** to continue working at a later date
6. Once approved, Course Writer receives email containing link to pdf. Upload to MyCanvas