Steps for Using the COMMS Tool

1. Access COMMS through link on Faculty MOCOmation page
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
5. Use dropdown menu to identify Contribution to the Program and Course Level
6. Course Descriptions are pre-populated and cannot be changed until the POS review every October
7. Proceed to Vocational Learning Outcomes page
8. Identify Vocational Learning Outcomes (VLOs) that are Taught (T), Assessed (A) or Reinforced (R). Click Help for a detailed description
   a. If the course is taught in more than one program, use drop down menu and do this for ALL listed programs
9. Identify the Essential Employability Skills (EES) and whether they are Taught, Assessed, or Reinforced
10. Enter Course Learning Outcomes (CLOs) in the left column. You can edit, delete, or add new CLOs. To edit, click on the pencil icon (✏)
11. Each CLO must be entered individually
12. Enter the Elements of Performance in the right column. To edit, click on the pencil icon (✏)
13. Go to Predefined Evaluation/Earning Credit page
14. Click Add New Earning Credit and select an evaluation definition and a scheme
15. 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
16. Repeat the process for each evaluation component
17. Enter any required and recommended Learning Resources that apply to all course sections
18. List the instructional format students will experience on the Delivery Format Page
19. Indicate the course’s eligibility for Prior Learning Assessment and Recognition using the drop-down menu
20. For Other Information select Do not display grade scheme
21. Enter course-specific information (e.g. attendance policies, late penalties, etc.) in the Course Related Information box
22. **Department-Related** and **College-Related Information** is pre-populated
23. **Submit for Approval** or **Save progress** to continue working at a later date
24. Once approved, Course Writer receives email containing link to pdf.
25. Upload to eLearn