



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
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. 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
18. Enter any required and recommended **Learning Resources** that apply to all course sections
19. List the instructional format students will experience on the **Delivery Format** Page
20. Indicate the course's eligibility for **Prior Learning Assessment and Recognition** using the drop-down menu
21. For **Other Information** select **Do not display grade scheme**
22. Enter course-specific information (e.g. attendance policies, late penalties, etc.) in the **Course Related Information** box

23. **Department-Related** and **College-Related Information** is pre-populated
24. **Submit for Approval or Save progress** to continue working at a later date
25. Once approved, Course Writer receives email containing link to pdf. Upload to elearn