

➤ 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!