

COMMS Quick Tips Sheet

COMMS URL:

Role **Coordinator**

Responsibility Identify course outline writers and review course outlines.

Tasks

- ▶ Use the **Identify Course Outline Writers** button to identify or change the Course Outline Writer for a course
- ▶ Use the **Review Course Outlines** button to view the status of all course outlines for courses attached to programs in your department, to review a course outline, or to return an outline to the Course Outline Writer for editing
- ▶ Use the **Generate Reports** button on the Home menu to generate reports for mapping of vocational and EES learning outcomes and for general education theme areas for programs within the department

Facts

- √ You can identify only one Course Outline Writer for a course
- √ Only the Coordinator can identify the Course Outline Writer for a course
- √ The Coordinator must indicate that he/she has reviewed the course outline before the Chair can approve it

Hints

- You will receive an autogenerated email when you have been added as Coordinator, or when you need to review a course outline
- You must add comments to the email that is sent to the Course Outline Writer when you return a course outline for editing
- You will cause an autogenerated email to be sent to the Course Outline Writer when you review a course outline and forward it for approval by the Chair