

COMMS – COURSE OUTLINE WRITER: UPLOADING WEEKLY SCHEDULE DOCUMENT/COURSE SECTION INFORMATION (CSI)

NOTES:

- **TERMINOLOGY:** The Weekly Schedule document is also known as the Course Section Information (CSI). Within this document, it is referred to as the Weekly Schedule.
- **ACCESS:** The following COMMS roles have access to upload Weekly Schedule documents: Course Outline Owner/Contributors, Program Coordinator, and Chair. If you are teaching a section of a course but do not hold any of these roles in COMMS, please inquire with the Course Outline Owner/Contributor (sometimes referred to as Course Writer or Course Lead) or Coordinator for the uploading process for that particular course.
- **FORMAT:** Weekly Schedules must be in PDF or .docx (Microsoft Word) format in order to upload in COMMS. There is no limit to the number of Weekly Schedules that may be posted per course – some courses may offer just one section and others may have several.

Uploading Weekly Schedule Documents

- Navigate to <http://www.algonquincollege.com/comms/> and log in by clicking the **COMMS LOGIN** button on the left side of the screen.
- From the **Dashboard**, locate the course for which you would like to upload a Weekly Schedule document. Please ensure you are selecting the correct academic year.
- Click the **three vertical dots** at the end of the course row.
- Select **“Attachments.”**

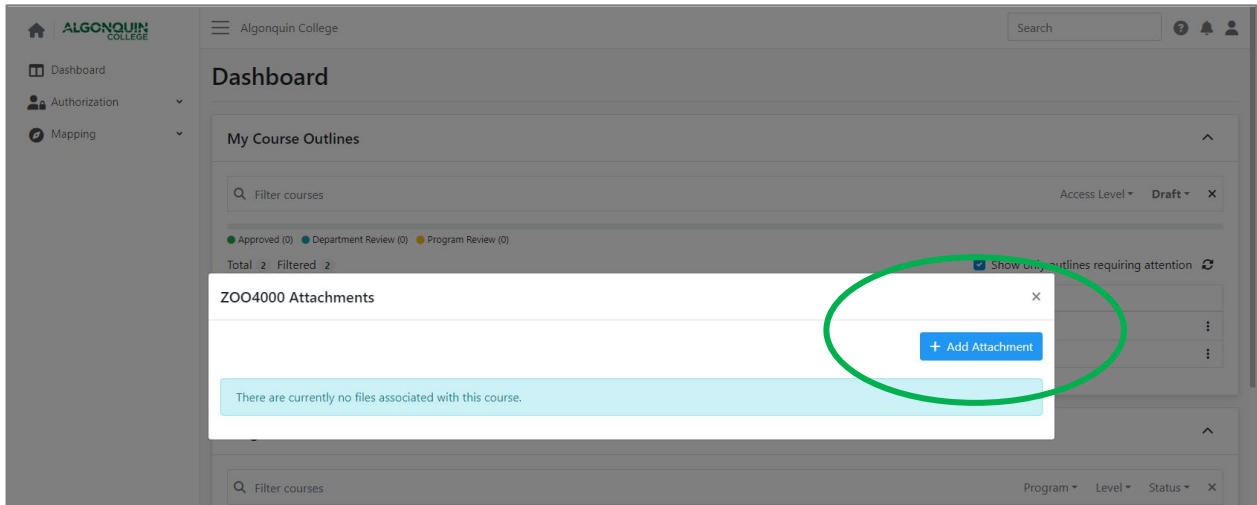
The screenshot shows the Algonquin College COMMS Dashboard. The 'My Course Outlines' section contains a table with the following data:

| Course | Title | Access Level | Status |
|---------|------------------------|--------------|--------|
| ZOO1000 | Animal Rights and Regs | Contributor | Draft |
| ZOO4000 | Animal Husbandry III | Owner | Draft |

The three vertical dots at the end of the ZOO4000 row are circled in green.

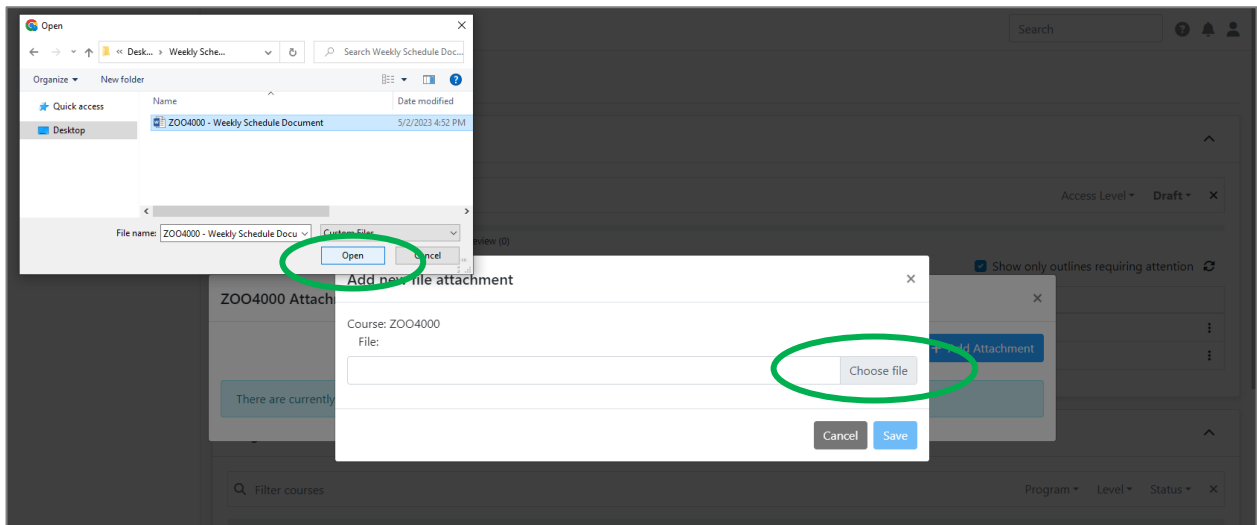
The screenshot shows the same dashboard as above, but with the dropdown menu open for the circled three vertical dots. The 'Attachments' option is highlighted in a green circle.

E. Click **“Add Attachment.”**

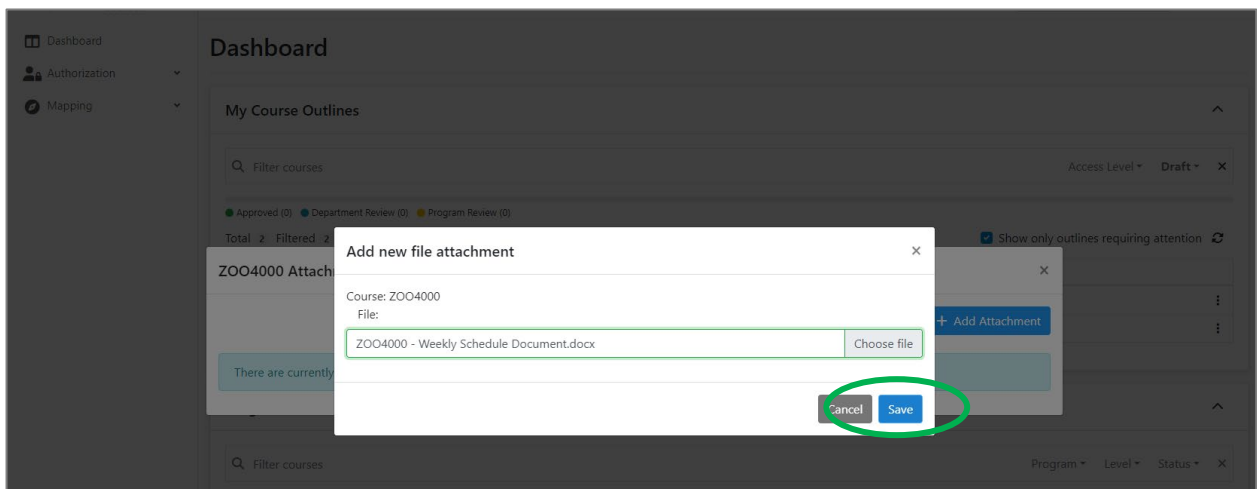


F. Click **“Choose file”** and locate the file you would like to upload.

G. Click **“Open”** to select the document.



H. Click **“Save”** to upload the document.



- I. The selected file will upload. Click the “X” in the right corner of the “Add new file attachment” box to exit the attachment menu.
- J. You can also upload a Weekly Schedule document from **within the Course Outline editor**, by clicking the **Paperclip Icon** in the bottom right corner of the screen.

The screenshot shows the Algonquin College Course Outline editor for ZOO4000 Animal Husbandry III. The page includes a sidebar with navigation options (Dashboard, Authorization, Mapping), a search bar, and a course outline table. A green circle highlights the 'Attachments' icon in the bottom right corner of the page.

| Pre-requisite(s) | N/A |
|-----------------------|---|
| Co-requisite(s) | N/A |
| Prepared by | This outline has not yet been submitted for approval. |
| Approved by | This outline has not yet been approved. |
| Normative hours | 60.00 |
| Grading system | |
| Experiential Learning | No |

| Applicable Program | Level | Core/Elective |
|-----------------------------|-------|---------------|
| 2615X01FWO - Zoo Management | 1 | Core |

Course Description

Though not requiring the same amount of physical space when held in captivity, amphibians, reptiles, and snakes all require appropriate care to remain healthy. Students move away from a more direct focus on nutritional requirements and consider the importance of environmental factors that contribute to an animal's well being. In addition, the distinct method of reproduction used by these animals provides students with the opportunity to explore current trends in caring for and protecting eggs so that the stress of captivity does not have a negative impact on animal populations.

- K. To remove or replace a Weekly Schedule document, click the three dots next to the file listing and select “Delete.” This will remove the selected file.

The screenshot shows the Algonquin College Course Outline editor for ZOO4000 Animal Husbandry III. A modal window titled 'ZOO4000 Attachments' is open, displaying a table of attachments. A green circle highlights the 'Delete' option in the dropdown menu next to the file listing.

| File Name | Uploaded By | Upload Date |
|---|------------------------------|---------------------|
| ZOO4000 - Weekly Schedule Document.docx | fostert@algonquincollege.com | 05/02/2023 11:14:50 |

Applicable Program

| Applicable Program | Level | Core/Elective |
|-----------------------------|-------|---------------|
| 2615X01FWO - Zoo Management | 1 | Core |

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Though not requiring the same amount of physical space when held in captivity, amphibians, reptiles, and snakes all require appropriate care to remain healthy. Students move away from a more direct focus on nutritional requirements and consider the importance of environmental factors that contribute to an animal's well being. In addition, the distinct method of reproduction used by these animals provides students with the opportunity to explore current trends in caring for and protecting eggs so that the stress of captivity does not have a negative impact on animal populations.