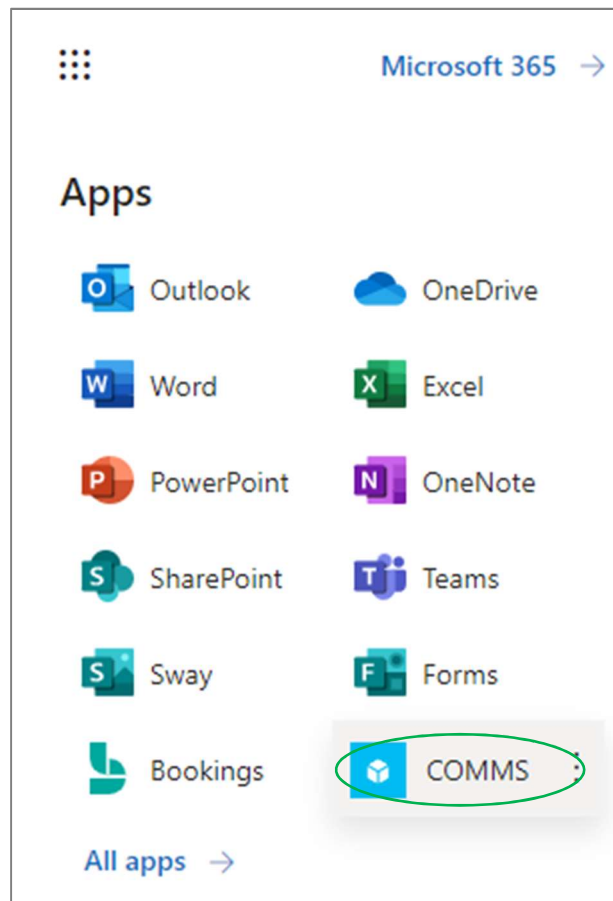


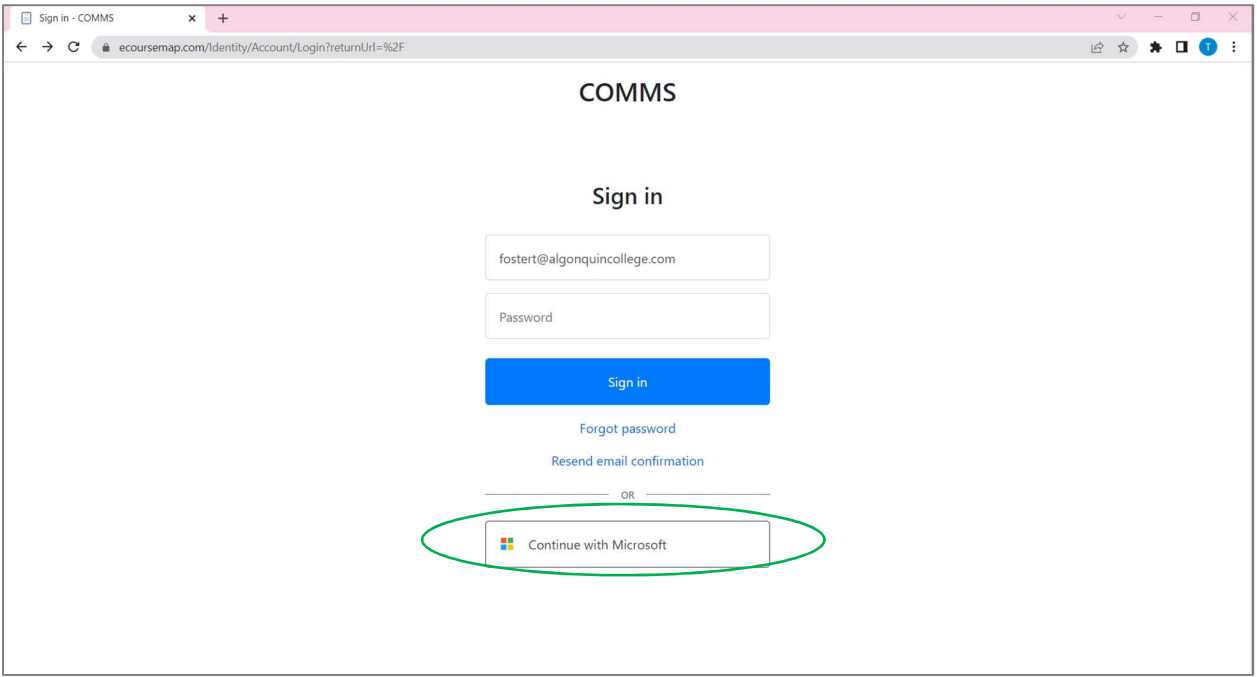
Assigning Course Outline Writers in Course Outline Mapping and Management System (COMMS 3.0)

Log in

- A. Navigate to COMMS at www.algonquincollege.com/comms. Alternately, you can access COMMS through the **Tools** menu of MyAC.



- B. If accessing COMMS through a URL, a log in page will appear. Click "**Continue with Microsoft**" to log in. Do NOT sign in with your username and password. You are already signed into the Algonquin network so "Continue with Microsoft" is the option for you!



Authorize Course Owners

- A. Logging in will take you to your **Dashboard**. You will see a menu list down the left-hand side. Click on **Authorization**.
- B. Click on **Course Owners** to access the ability to assign a Course Owner.

Department: Academic Access Centre (CCCP)

Filter courses

Total 91

Course Code	Course Name	Course Owner Name	
ART0025	Behind the Scenes	PatrickTEST Borkowicz	Edit
CDT0001	Introduction to Community Develop		Edit

- C. Locate the course that you want to assign a Course Owner (Writer) to and click on the **Edit** button on the right-hand side of the course.

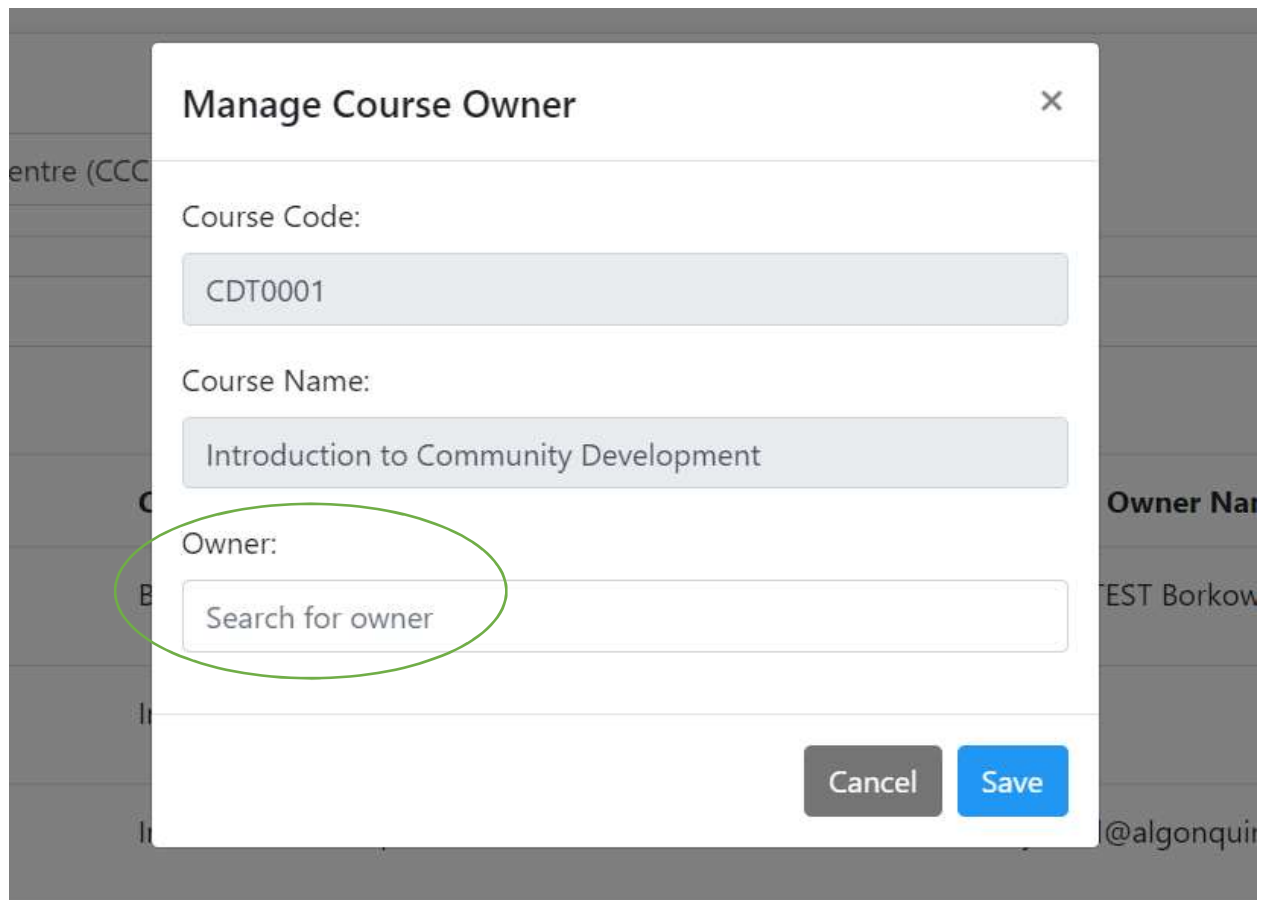
Department: Academic Access Centre (CCCP)

Filter courses

Total 91

Course Code	Course Name	Course Owner Name	
ART0025	Behind the Scenes	PatrickTEST Borkowicz	Edit
CDT0001	Introduction to Community Develop		Edit

- D. In the Manage Course Owner box that pops up, type the name of the person that you are making the **Course Owner** (Writer). You do not need to type their username but rather can simply search by entering their first or last name.

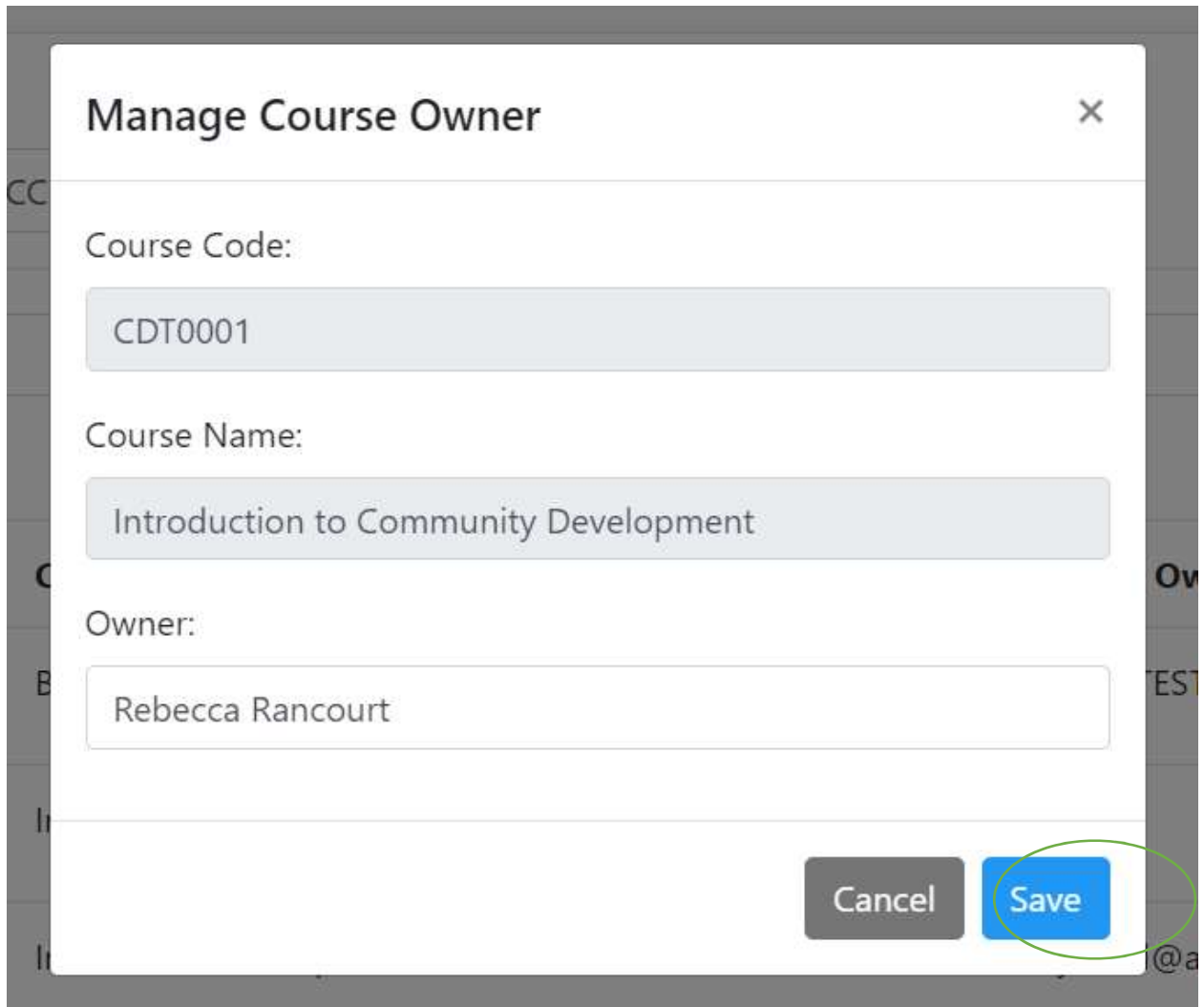


The image shows a 'Manage Course Owner' dialog box with the following fields and values:

- Course Code:** CDT0001
- Course Name:** Introduction to Community Development
- Owner:** Search for owner (highlighted with a green circle)

Buttons at the bottom right: Cancel, Save

E. Click on **Save**.



The image shows a dialog box titled "Manage Course Owner" with a close button (X) in the top right corner. The dialog contains three input fields:

- Course Code:** CDT0001
- Course Name:** Introduction to Community Development
- Owner:** Rebecca Rancourt

At the bottom right of the dialog, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a green circle.