Course Outline Mapping and Management System (COMMS 3.0) Resources

Assigning Course Outline Owner in COMMS 3.0

Log in

A. Navigate to COMMS at www.algonquincollege.com/comms.

COMMS

Sign in

Email address

Password

Sign in

Forgot password

Resend email confirmation

Continue with Microsoft

Continue with Quicklaunch

B. If you access 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.

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

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

E. When done entering name, Click on **Save**.