

## Course Outline Mapping and Management System (COMMS 3.0) Resources

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### UPLOADING WEEKLY SCHEDULE DOCUMENT

#### Log in

A. Navigate to COMMS at [www.algonquincollege.com/comms](http://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!

# Uploading Weekly Schedule Documents

## 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.

## Process:

- 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.”**

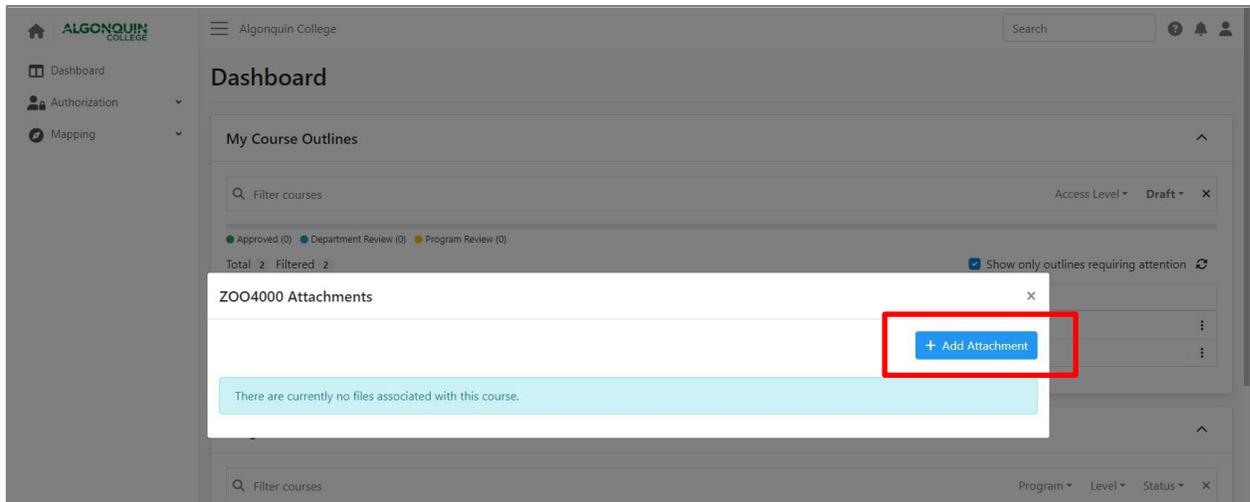
The first screenshot shows the 'My Course Outlines' table with the following data:

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

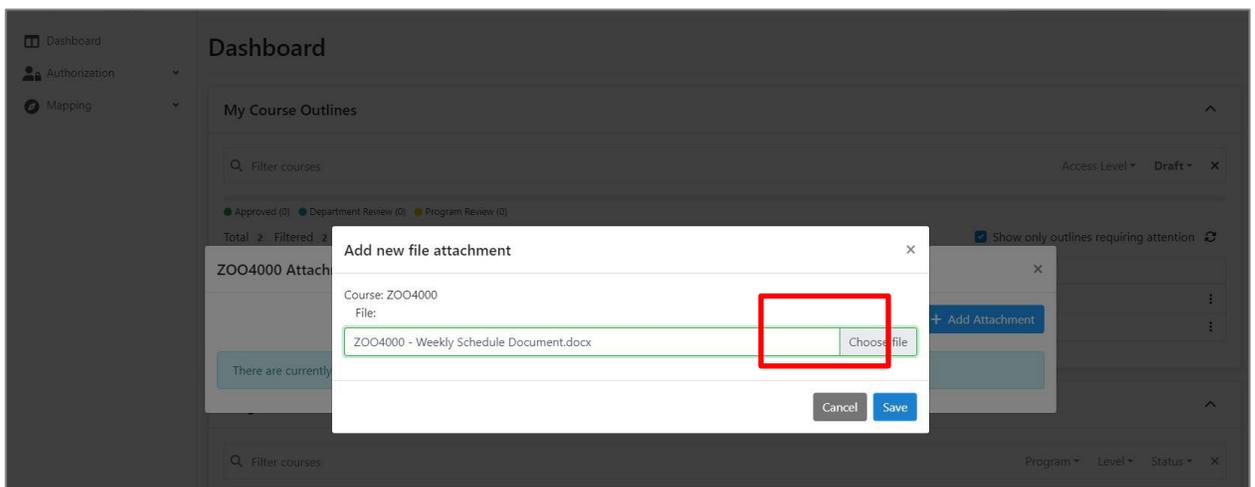
The second screenshot shows the dropdown menu for the ZOO4000 row, with the following options:

- Manage Course Contributors
- Attachments
- Compare
- Course Details

D. Click **“Add Attachment.”**

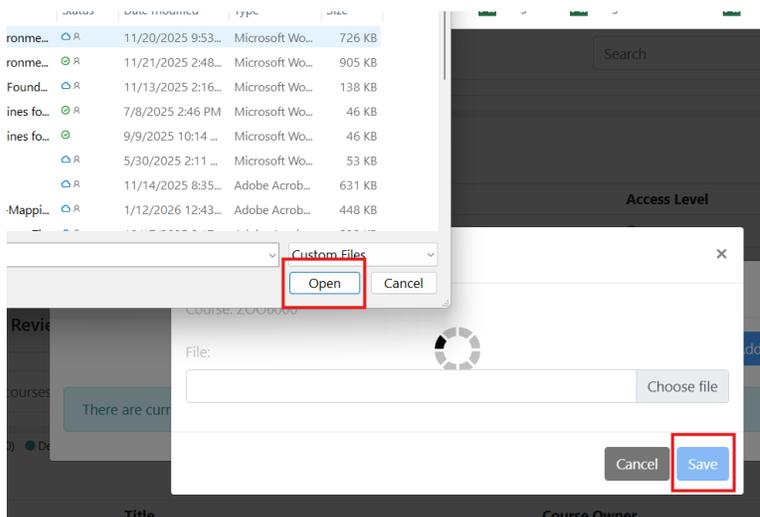


E. Click **“Choose file”** and locate the file you would like to upload.

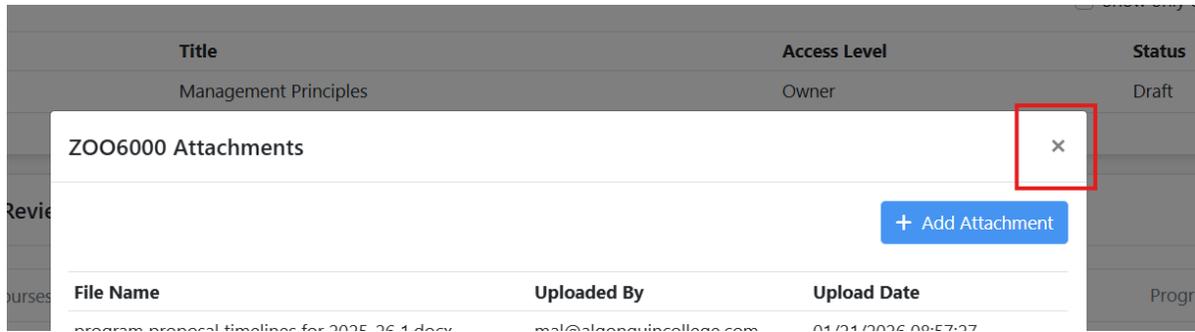


F. Click **“Open”** to select the document.

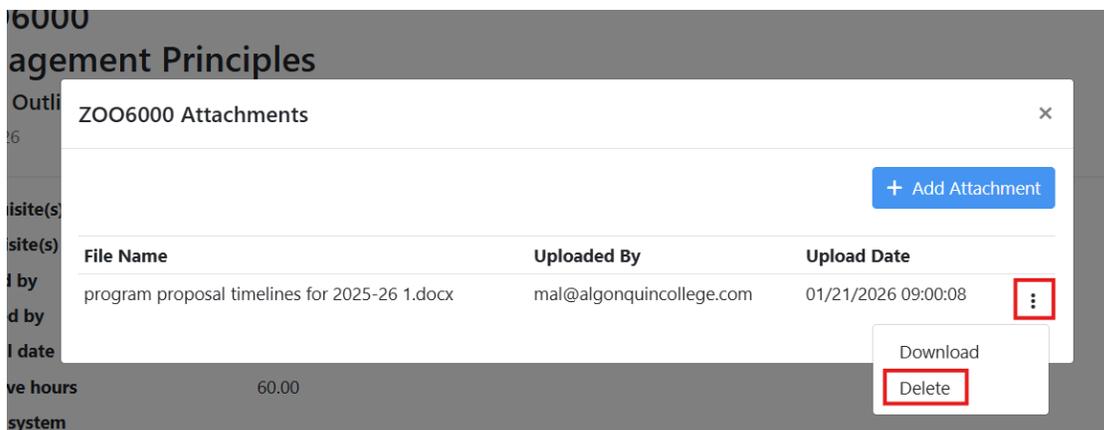
G. Click **“Save”** to upload the document.



- H. The selected file will upload. Click the “X” in the right corner of the “Add new file attachment” box to exit the attachment menu.



- I. 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.



### Another Option:

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.

