

### Bulk Entry of EofPs in COMMS 3.0

#### 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!

# Bulk Entry of Elements of Performance (EofP)

Alternatively, you can enter EofPs as a bulk entry.

In the Course Learning Outcomes/Elements of Performance section, click on the “pencil” icon to open the editor mode.

ASSESSMENT LEVELS —> 1: taught, A: assessed, C/P: Cumulating performance

## Course Learning Outcomes / Elements of Performance



When you have earned credit for this course, you will have demonstrated the ability to:

1. Use industry-related skills and knowledge to fulfill requirements for the co-op work term
  - 1.1 Carry out proactive strategies to ensure workplace performance and expectations are met.
  - 1.2 Use assigned resources and responsibilities according to industry standards and expectations.
  - 1.3 Develop appropriate learning objectives in conjunction with the workplace supervisor.
2. Apply concepts, principles and skills learned in the academic environment to a real world context

In the editor mode, users can type each EofP on a separate line, with a hard line break between entries in the one box.

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Cancel Save

Once you click “Save”, COMMS will automatically separate each line and create an individual EofP for each one.

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