NEW Course Code and Course Outline: Copying an existing Course Outlines to the NEW Course Outline in COMMS 3.0

Log in

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

**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!

Copying Course Outlines

****Only the **Course Owner** will be able to edit a course outline.

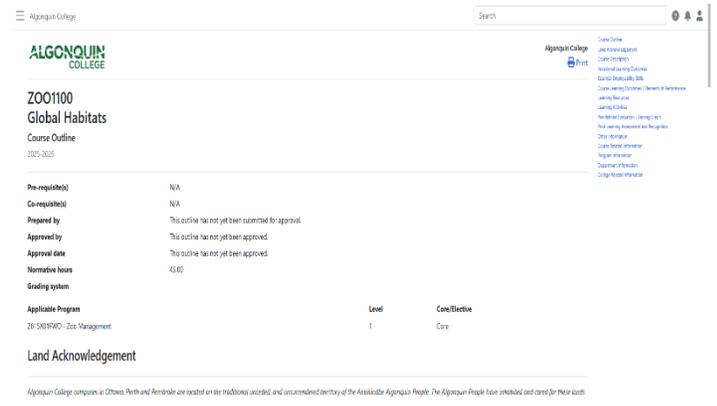Locate the two course outlines – the new course outline and the outline you want to copy.
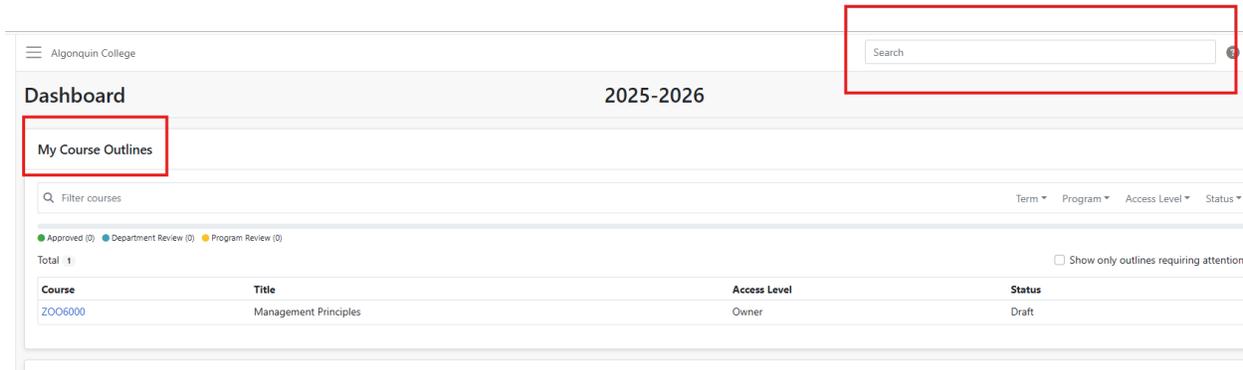
Course Owner can search for the course outline by either entering the name or course code in the top right corner. Or it could be listed in My Course Outlines Section.

Pull both course outlines up on your screen. (**TIP:** It is easier to open two COMMS webpages so you can have them side by side)

New Course Outline
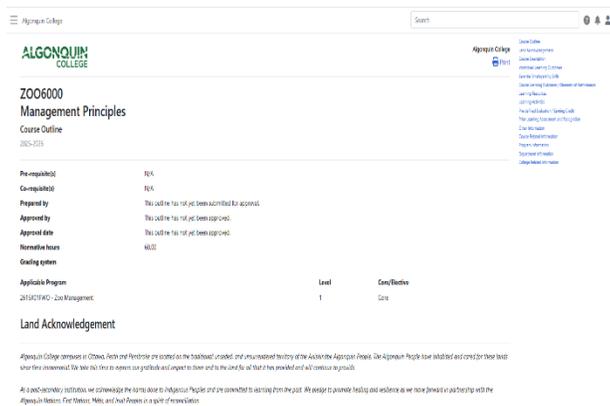
Existing Course Outline you want to copy from

For each section you want to update, click on the "Pencil" icon. You can then just **copy and paste** the section from the **existing Course Outline** to the **New Course Outline**.

Remember to **save** each section as you finish.