

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

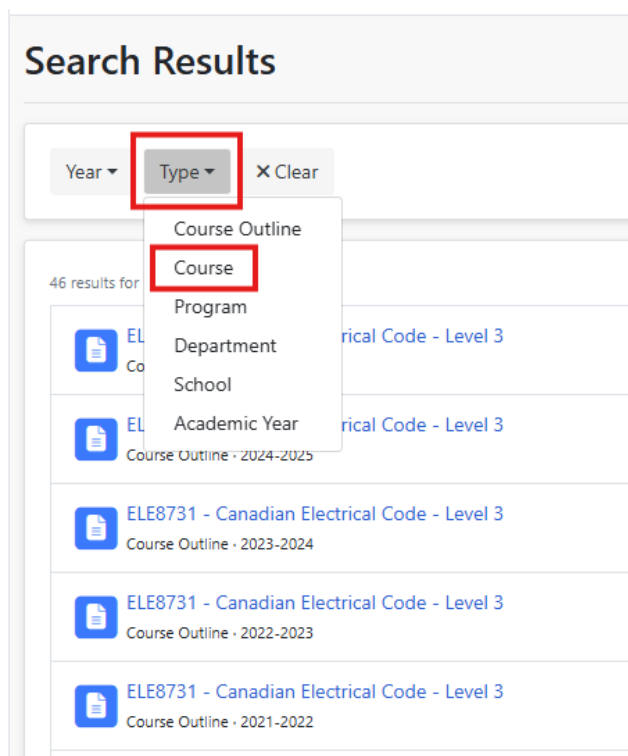
B. If you access COMMS through a URL, a log in page will appear. Click **“Continue with Microsoft”** to log in. Do NOT sign in with your username and password. You are already signed into the Algonquin network so “Continue with Microsoft” is the option for you!

Option A: Search for the Individual Course Outline

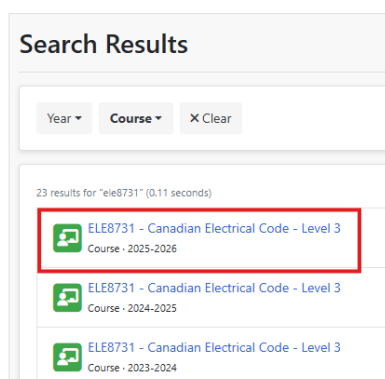
A. Search for course outline by entering the course name or course code in the top right search corner.



B. Click the 'Type' and select Course, to bring up the course page.



C. Click the Course Page, be sure you are selecting the appropriate academic year.



D. Beside 'Owner', click the pencil to open the editor.

ELE8731 - Canadian Electrical Code - Level 3
2025-2026 - Course Details

Properties

Id	ELE8731
Version	
Short Title	Canadian Electrical Code - Level 3
Long Title	Canadian Electrical Code - Level 3

Users


Owner 


- Andrew Meek


Contributors 

None


Content


 Course Outline

 Attachments

 Course Competencies

E. In the editor, delete the old owner and enter in the name of the new course owner and click save.

Owner 

Manage Course Owner 

Course Code:
ELE8731

Course Name:
Canadian Electrical Code - Level 3

Owner:
Andrew Meek (meeka@algonquincollege.com)

Cancel Save

What is the difference between **Course Owner** and **Contributor**?

- **Course Owner** is the only one that can submit the course outline for approval.
- Both the **Course Owner** and **Contributor** can make edits/changes to the course outline.

Option B: 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.

The screenshot shows the 'Authorize Course Owners' interface. On the left, a navigation menu has 'Course Owners' highlighted in blue. The main content area shows a table of courses. The first row is highlighted, and its 'Edit' button is highlighted in red.

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

- 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**.

The screenshot shows the 'Manage Course Owner' dialog box. The 'Owner' field is highlighted in red, and the 'Save' button is also highlighted in red.

Course Code: CDT0001
Course Name: Introduction to Community Development
Owner: Search for owner
Buttons: Cancel, Save