

Bulk Entry of Embedded Knowledge and Skills (EKS) of in COMMS 3.0

Log in

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

COMMS

Sign in

Email address

Password

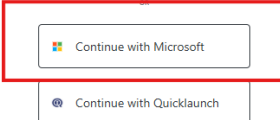
Sign in

[Forgot password](#)

[Resend email confirmation](#)

Continue with Microsoft

Continue with Quicklaunch

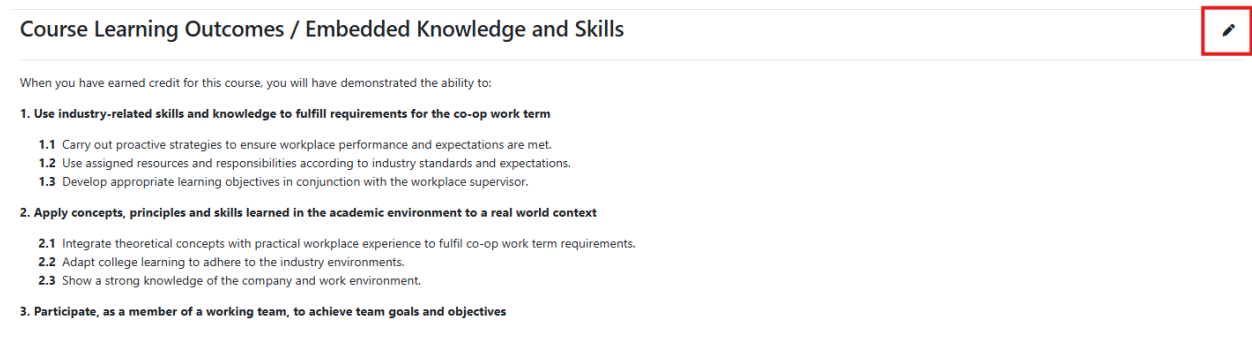


B. If you access COMMS through a URL, a log in page will appear. Click **“Continue with Microsoft”** to log in. Do NOT sign in with your username and password. You are already signed into the Algonquin network so “Continue with Microsoft” is the option for you!

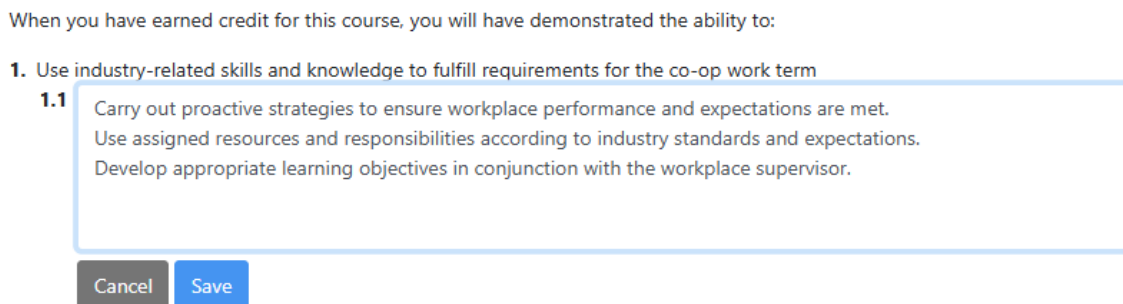
Bulk Entry of Embedded Knowledge and Skills (EKS)

Alternatively, you can enter EKSs as a bulk entry.

In the Course Learning Outcomes/Embedded Knowledge and Skills section, click on the “pencil” icon to open the editor mode.



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



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

