

## 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

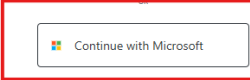
Email address

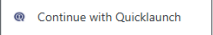
Password

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.

### Option A: On the Dashboard

- From the **Dashboard**, locate the course for which you would like to upload a Weekly Schedule document.
- Click the **three vertical dots** at the end of the course row.

Dashboard 2026-2027

My Course Outlines

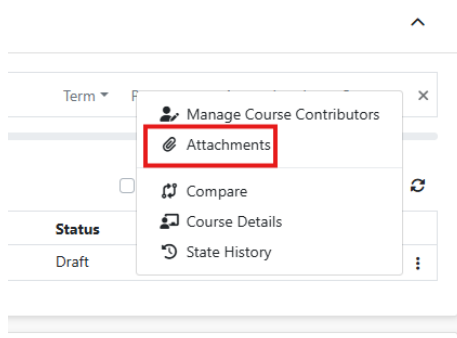
Filter courses Term Program Access Level Status

Approved (0) Department Review (0) Program Review (0)

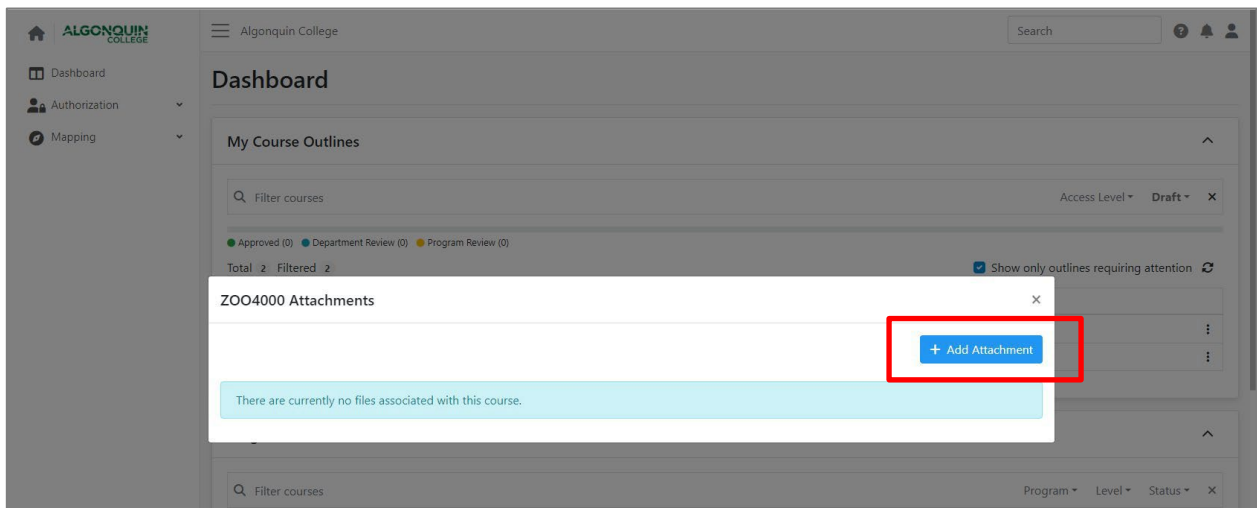
Total 1  Show only outlines requiring attention

Course	Title	Access Level	Status	
ZOO6000	Management Principles	Owner	Draft	⋮

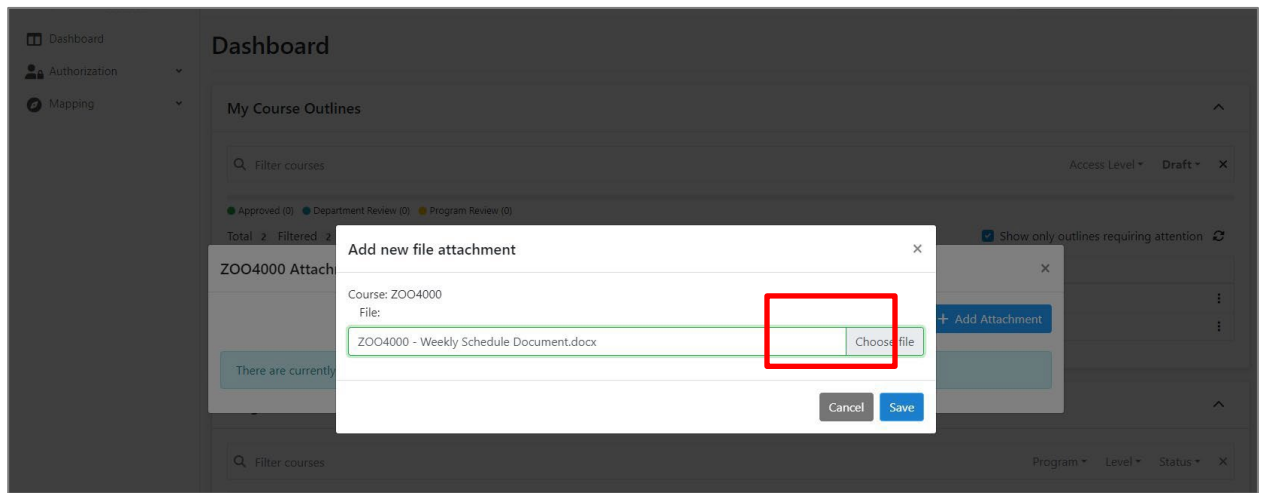
- Select **Attachments.**



**D. Click “Add Attachment.”**

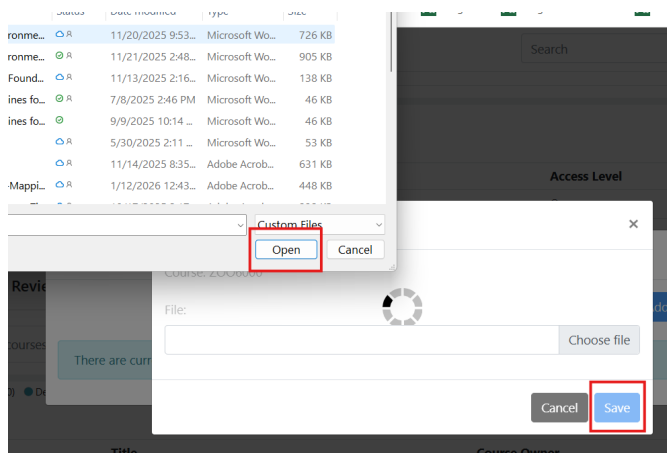


**E. Click “Choose file” and locate the file you would like to upload.**

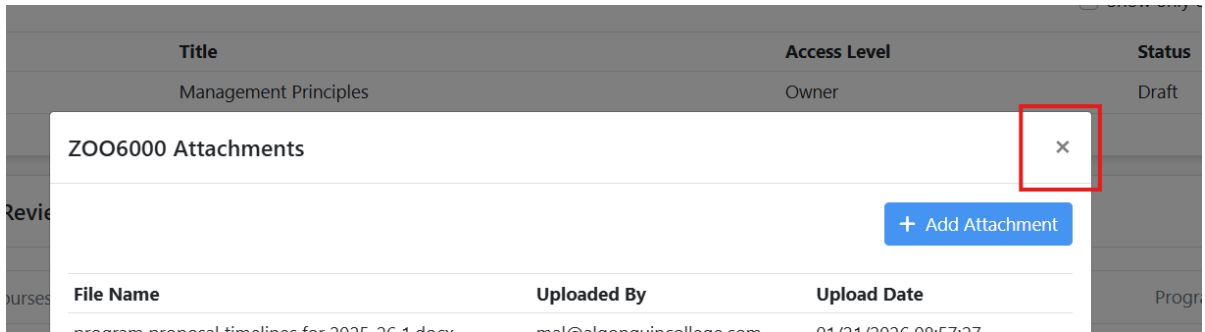


**F. Click “Open” to select the document.**

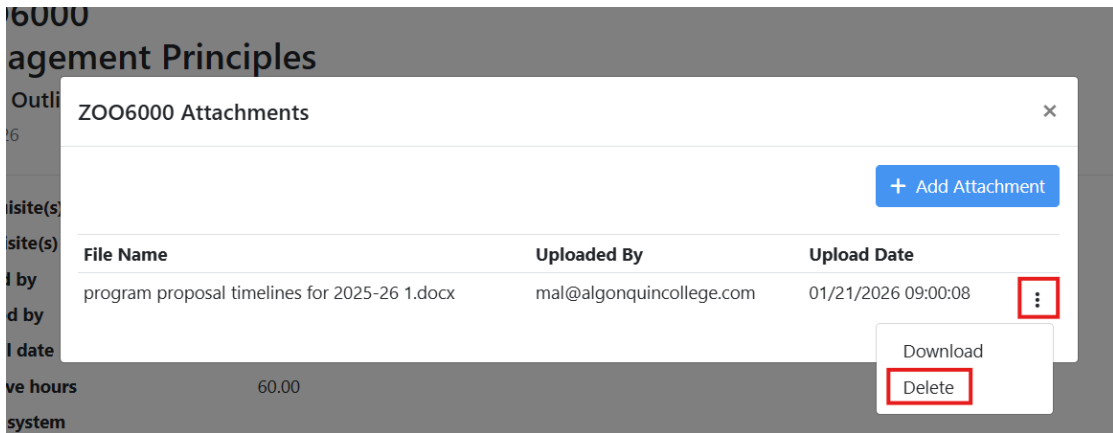
**G. Click “Save” to upload the document.**



- 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.




## Option B: From the Course Outline

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.

Algonquin College

Search

**ALGONQUIN COLLEGE**

Algonquin College  Print

- Course Outline
- Land Acknowledgement
- Course Description
- Vocational Learning Outcomes
- Essential Employability Skills
- Course Learning Outcomes / Elements of Performance
- Learning Resources
- Learning Activities
- Pre-defined Evaluation / Earning Credit
- Prior Learning Assessment and Recognition
- Other Information
- Course Related Information
- Program Information
- Department Information
- College Related Information

### ZOO6000

#### Management Principles






Course Outline

2025-2026

<b>Pre-requisite(s)</b>	N/A
<b>Co-requisite(s)</b>	N/A
<b>Prepared by</b>	This outline has not yet been submitted for approval.
<b>Approved by</b>	This outline has not yet been approved.
<b>Approval date</b>	This outline has not yet been approved.
<b>Normative hours</b>	60.00
<b>Grading system</b>	

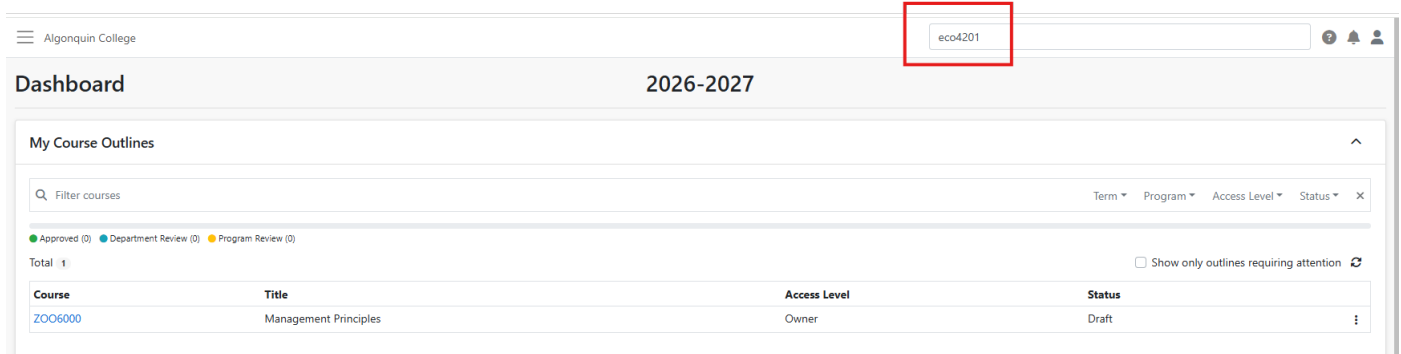
Applicable Program	Level	Core/Elective
2615X01FWO - Zoo Management	1	Core

Land Acknowledgement

     Submit

**OPTION C: If the course outline is not on your dashboard. You can attach the Weekly Schedule from the Course Page.**

Search for the course outline on the top right search bar by entering in the course code and hit enter.

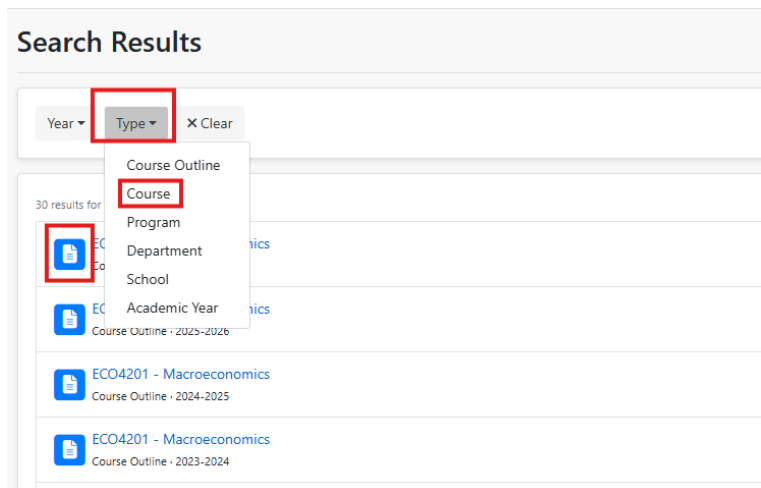


It brings up the SEARCH RESULTS

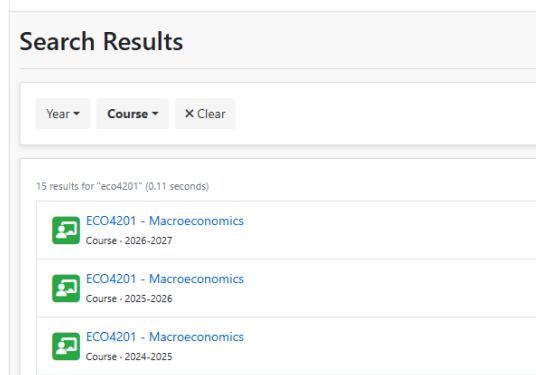
Search Results currently list all the course outlines – Please note the icon indicates these are course outlines.



Click the 'Type' and a drop-down menu will indicate what pages you can filter to, select Course






When its filter to Course, you will see this:



**Search Results**

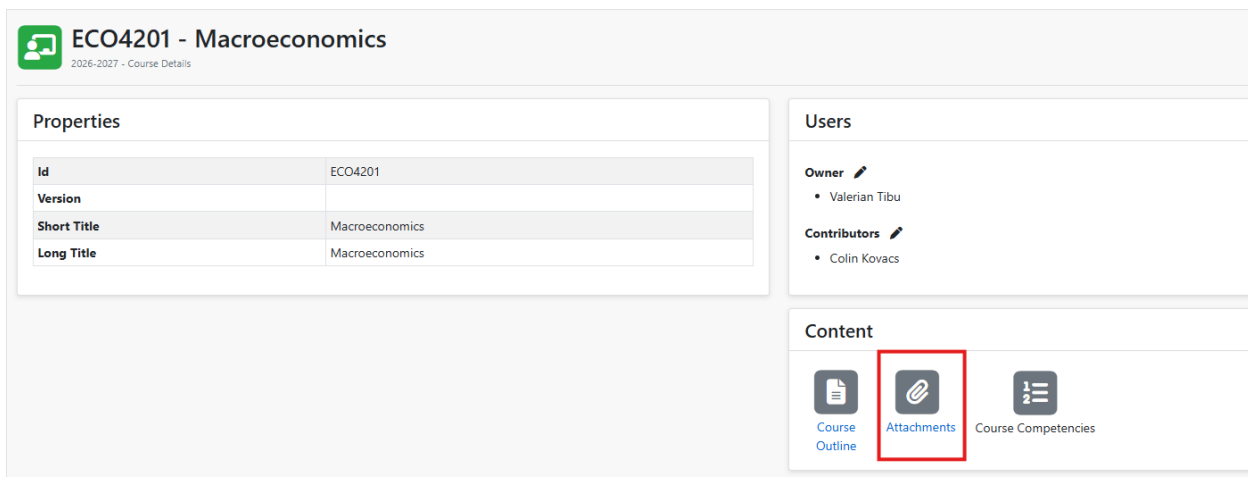
Year ▾ Course ▾ X Clear


15 results for "eco4201" (0.11 seconds)

-  [ECO4201 - Macroeconomics](#)  
Course - 2026-2027
-  [ECO4201 - Macroeconomics](#)  
Course - 2025-2026
-  [ECO4201 - Macroeconomics](#)  
Course - 2024-2025

Please note the green icon  indicates they are the course page.

Click on the Course Page (please ensure you are clicking the right academic year). This brings up the Course Page for that Course Outline. Click on the Attachment to upload the Weekly Schedule




 **ECO4201 - Macroeconomics**  
2026-2027 - Course Details


**Properties**

<b>Id</b>	ECO4201
<b>Version</b>	
<b>Short Title</b>	Macroeconomics
<b>Long Title</b>	Macroeconomics

**Users**




**Owner** 

- Valerian Tibu

**Contributors** 

- Colin Kovacs

**Content**

 [Course Outline](#)  [Attachments](#)  [Course Competencies](#)

For more information on the different levels of Pages (DATA) in COMMS please refer to this: [Different Levels of Data](#)