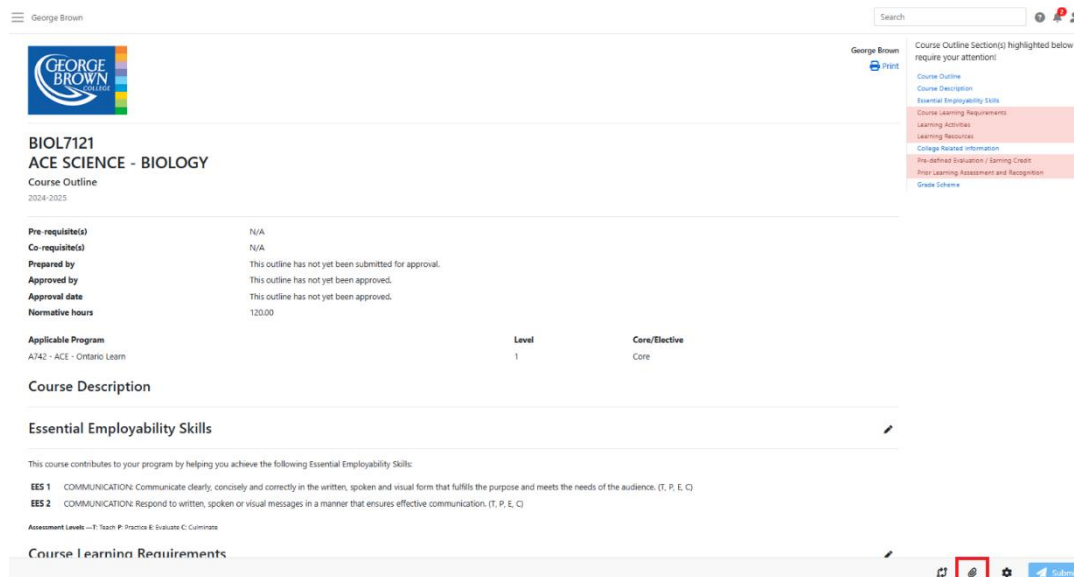


# Attach a Weekly Schedule (CSI) to a Course Outline in COMMS 3

Access: All Roles

You can attach a weekly schedule document to a course in several ways.

Option 1: From the Course Outline page, go to the bottom right corner of the page and select the Attachment button (paperclip icon).



George Brown

BIOL7121  
ACE SCIENCE - BIOLOGY  
Course Outline  
2024-2025

Pre-requisite(s) N/A  
Co-requisite(s) N/A  
Prepared by This outline has not yet been submitted for approval.  
Approved by This outline has not yet been approved.  
Approval date This outline has not yet been approved.  
Normative hours 120.00

Applicable Program A742 - ACE - Ontario Learn  
Level 1  
Core/Elective Core

Course Description

Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

EE5 1 COMMUNICATION: Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (T, P, E, C)  
EE5 2 COMMUNICATION: Respond to written, spoken or visual messages in a manner that ensures effective communication. (T, P, E, C)

Assessment Levels — E: Train P: Practice K: Evaluate C: Continue

Course Learning Requirements

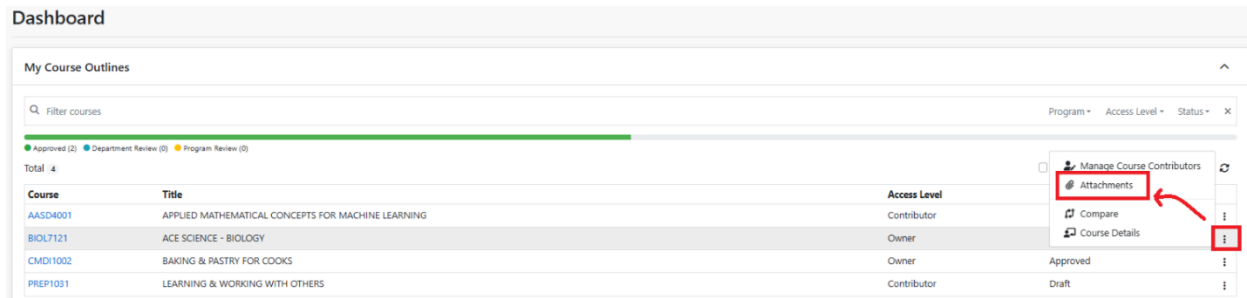
George Brown

Course Outline Section(s) highlighted below require your attention:

- Course Outline
- Course Description
- Essential Employability Skills
- Course Learning Requirements
- Learning Activities
- Learning Resources
- College Related Information
- Pre-Approved Evaluation / Spring Check
- Prior Learning Assessment and Recognition
- Grade Scheme

Submit

Option 2: From your dashboard, select the three stacked dots beside your selected course and select the Attachment button.



Dashboard

My Course Outlines

Filter courses

Program Access Level Status

Approved (2) Department Review (0) Program Review (0)

Total 4

Course	Title	Access Level	Status
AASD4001	APPLIED MATHEMATICAL CONCEPTS FOR MACHINE LEARNING	Contributor	
BIOL7121	ACE SCIENCE - BIOLOGY	Owner	
CMDI1002	BAKING & PASTRY FOR COOKS	Owner	Approved
PREP1031	LEARNING & WORKING WITH OTHERS	Contributor	Draft

Manage Course Contributors  
Attachments  
Compare  
Course Details

After selecting one of the options above, continue to

1. Select Add Attachment from the pop-up window.
2. Select Choose File to locate your document.
3. Select Save.



**NOTE:** Currently, COMMS 3 only allows one document at a time to be attached to a course. If you have multiple weekly schedules associated with a course, you will need to attach one at a time or may need to combine all weekly schedules into one document.