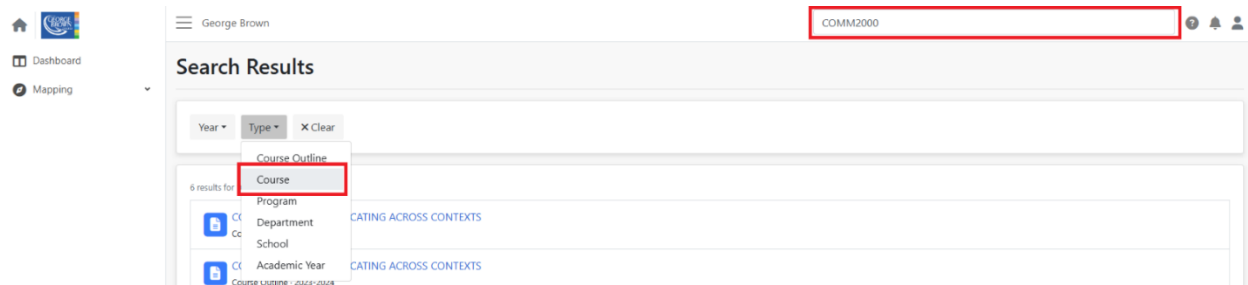


Find Uploaded Weekly Schedules in COMMS 3

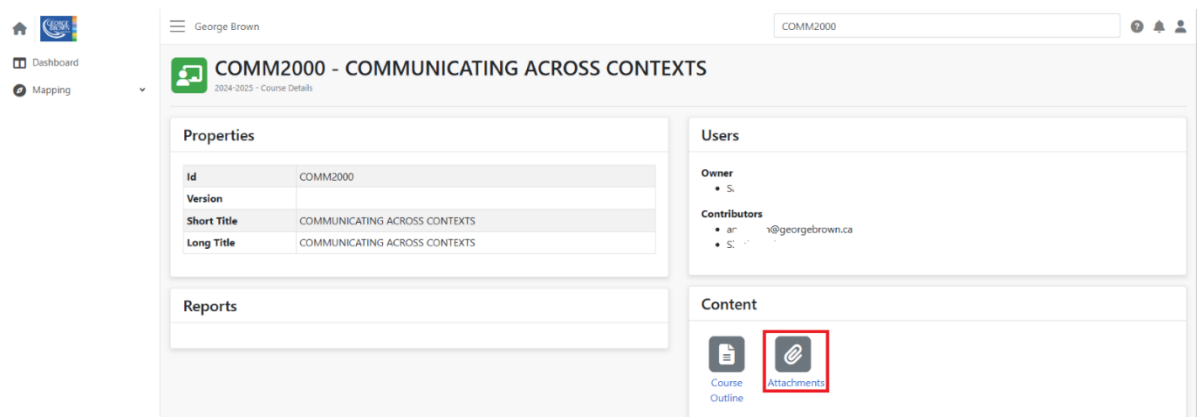
Access: All Roles

Finding Weekly Schedules at Course Level

1. From the COMMS 3 main page, enter your course code, e.g. COMM2000.
2. From the 'Type' dropdown menu, choose Course.



3. On the Course Details page, select the Attachments button.

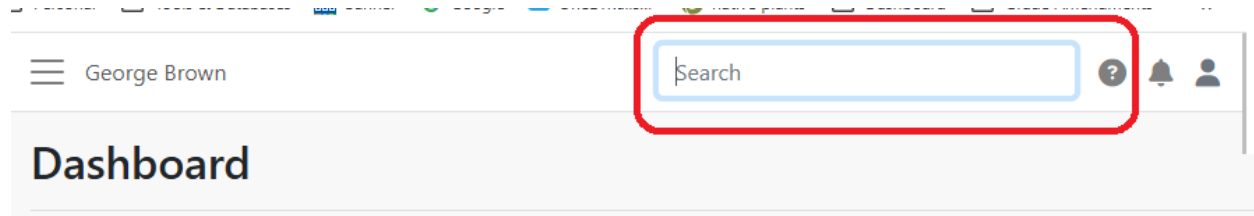


4. Select the three stacked dots next to the weekly schedule to download the document.

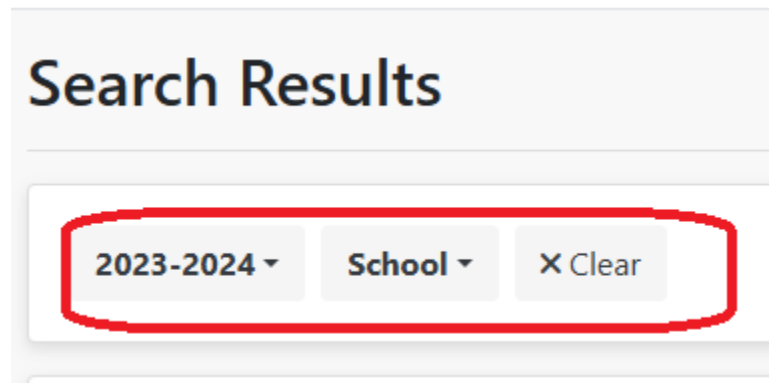
COMM2000 Attachments			
+ Add Attachment			
File Name	Uploaded By	Upload Date	
2024-2025_COMM2000_18916_2024F_communicationcw_0_18-Sep-2024.pdf		09/18/2024 08:03:14	⋮
2024-2025_COMM2000_14952_2024F_communicationcw_0_18-Sep-2024.pdf			⋮
2024-2025_COMM2000_14900_2024F_communicationcw_0_18-Sep-2024.pdf		09/18/2024 08:07:20	⋮

Finding Weekly Schedules at School Level

1. From the COMMS 3 main page, type “Reports” in the Search bar at the top right of the screen and select Enter.

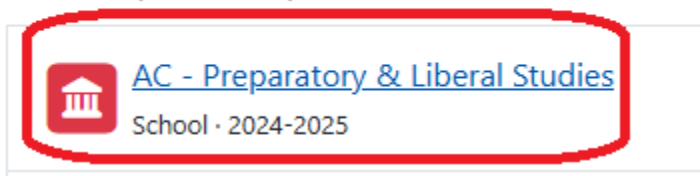


2. The Search Results screen will open. From the dropdown menu, choose the Year. From the “Type” dropdown menu, select School. Then select the Clear button.



3. Select the School.

107 results (0.02 seconds)



- Under Departments, select the Id (initials) of the School.

Departments

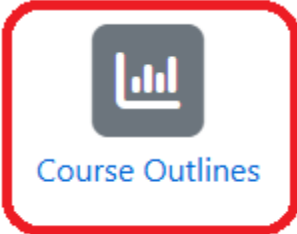
Children

Total 4


Id	Name
AB	Work & College Preparation
CM	Dept of English & Communication
ES	ESL & Immigrant Education
GA	Liberal Arts & Sciences

- Under Reports, choose Course Outlines.

Reports



Course Outlines



Program C
Rat

- Select the three stacked dots next to the course and then choose Attachments.

GHUM1003	SEXUAL DIVERSITY		Approved	08/29/2024 11:33:00	⋮
GHUM1078	PHOTOGRAPHY:SHOOTING THE TRUTH	Meadow Larkins	Draft	Attachments	⋮
GHUM1079	FILM STUDIES		Approved	01 View Course Outline	⋮

- All the Weekly Schedule (CSI) documents associated with the course will appear.

GHUM1079 Attachments

×

+ Add Attachment

File Name	Uploaded By	Upload Date
2024-2025_GHUM1079_17730_2024F_gelscw_0_16-Sep-2024.pdf		09/16/2024 14:55:39
2024-2025_GHUM1079_14724x14732x14738_2024F_gelscw_0_16-Sep-2024.pdf		09/16/2024 15:01:01
2024-2025_GHUM1079_14707_2024F_gelscw_0_16-Sep-2024.pdf		09/16/2024 14:57:14
2024-2025_GHUM1079_14701x14720_2024F_gelscw_0_16-Sep-2024.pdf		09/16/2024 14:54:23

8. Select the three stacked dots to download and view a Weekly Schedule.