

# How to Upload Weekly Schedules

When you log into COMMS, you will see all your course outlines listed in the Dashboard:

**Dashboard**

My Course Outlines ^

Filter courses 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  | ⋮ |

Just click on the three dots next to the outline you wish to attach your Weekly Schedule to.

**Dashboard**

My Course Outlines ^

Filter courses Access Level ▾ Status ▾ ×

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

Total 1  Show only outlines requiring attention ↻

| Course  | Title                 | Access Level |   |
|---------|-----------------------|--------------|---|
| ZOO6000 | Management Principles | Owner        | <ul style="list-style-type: none"><li>Manage Course Contributors</li><li>Attachments</li><li>Compare</li><li>Course Details</li></ul> |

Choose Attachments and upload your Weekly Schedule document.