

## Instructions for Tagging Lectures in Curriculum Map

- 1- Go to Office of Medical Education for any year  
<http://musom.marshall.edu/ome/>
- 2- Click "Today" under MS1 Curriculum (or this can be reached directly)  
<http://musom.marshall.edu/ome/curriculumMap/ms1front.asp>
- 3- Select Class Year: MS1 Fall, MS1 Spring, MS2 Fall, or MS2 Spring.
- 4- Switch to Edit Mode by clicking the black box in the top left corner of the calendar.  
You will have to enter your user ID and password.
- 5- Find your individual lecture, and click "Edit."
- 6- Type in/ select relevant information in sections:
  - Sessions & Related Institutional Learning Objectives (Lecture Objectives)
  - Learning Themes (Themes of your lecture)
  - USMLE Outline (click "+" to expand subheadings, check all areas that apply)

**\*\*After finishing USMLE Outline, you MUST click "Update Session". If you continue to Diseases and Drugs without updating, you will lose all previously entered information. After clicking "Update Session", this will take you back to the main calendar. Click "Edit" again on your lecture to finish tagging Diseases and Drugs.**

  - Diseases & Drugs - Hold down Ctrl on the keyboard to select multiple diseases and then click "Add" to link the selected diseases to your lecture.
  - The page will refresh.
  - Do the same for drugs.

**\*\*You can only tag one section at a time, i.e. you cannot tag Diseases and Drugs at the same time.** Correctly tagged diseases and drugs will appear in the right-side window.

**\*\*The "Copy Forward" section is only used if you wish to copy your lecture and all associated materials to the next calendar year.**
- 7- To upload associated handouts, lecture notes, and/ or Powerpoints, scroll to the bottom of the page. If no folder exists for the date of this lecture, click "Create Session Folder" at the bottom of the page. If a folder already exists for this date, you will see the session folder's name under the course folder's name and there will be no "Create Session Folder" option.
  - Click Browse to identify file on your computer
- \*\*Do not use an ampersand (&) in the filename.** The file will not load correctly if you do.
  - Click "Upload File" to save file.
  - To upload more files, repeat Step 7.
- 8- Your work is saved automatically. If you wish to exit the Curriculum Map, close your browser. If you wish to update another lecture, click "Update Session" in the middle of the page to return to the calendar.