AAMC
Tomorrow's Doctors, Tomorrow's Cures®

AAMC
CURRICULUM
INVENTORY

CI Portal User Guide 2022

Last updated November 2022

Association of
American Medical Colleges

The *CI Portal User Guide* is copyrighted by the AAMC. Medical schools, including their advisers and service providers, may reproduce and distribute this resource for the medical school's internal curriculum-related, non-commercial activities only. All other rights reserved except with explicit permission from the AAMC.

All screenshots and data in this document use test data for the purposes of illustrating the functions of the CI and should *not* be treated as real data.

CI Portal closing June 30, 2023

The CI Portal will be permanently closing for school access on June 30, 2023, as it will be replaced with a new data collection, the AAMC Curriculum Survey. For questions about curriculum resources, support, or data collection, please reach out to curriculum@aamc.org.

Given that the CI Portal will be permanently closing, the following instructions are intended for schools to help them **download curriculum reports before the CI Portal closes on June 30, 2023,** and they no longer have access.

Contents

Association of
American Medical Colleges

Roles for schools

In the AAMC CI Portal, schools' faculty and staff have different privileges related to schools' CI data files and reports. Schools can manage their school users in the CI Portal **User Management Tool** tab. Roles include:

Title	Description	How to set up/edit	Available functions	
Curriculum Dean	A dean-appointed role held by a high-level administrator who is responsible for the curriculum. This role is responsible for a school's access and use of the Curriculum Inventory Data Tool (CI Data Tool).	This role is set up by AAMC CI staff—to update or change this role, please email curriculum@aamc.org. Only one user per institution can be assigned this role.	User Management Tool – grant, extend and revoke roles	**Yes**
			View users	**Yes**
			View and download Curriculum Inventory (CI) Data Tool	**Yes**
			View and download school's past Verification and Accreditation Support Reports	**Yes**
			View and download National Reports	**Yes**
			View and download Reports Requested by Your School	**Yes**
CI Primary Administrator	The staff or administrator who is the primary point of contact for the AAMC CI. Schools can designate more than one CI Primary Admin.	This role is set up by the school's Curriculum Dean and/or other CI Primary Admins in the CI Portal tab **User Management Tool.**	User Management Tool – grant, extend and revoke roles	**Yes**
			View users	**Yes**
			View and download school's past Verification and Accreditation Support Reports	**Yes**
			View and download National Reports	**Yes**
			View and download school's past reports	**Yes**
			View and download Reports Requested by Your School	**Yes**
CI Viewer	School faculty and staff who are kept informed of CI data and reports but do not have edit responsibilities. Schools can assign multiple staff to the CI Viewer role.	This role can be edited by the school's Curriculum Dean and/or CI Primary Admin in the CI Portal tab **User Management Tool**	User Management Tool – grant, extend and revoke roles	**No**
			View users	**Yes**
			View and download school's past Verification and Accreditation Support Reports	**Yes**
			View and download National Reports	**Yes**
			View and download Reports Requested by Your School	**Yes**

Association of
American Medical Colleges

Managing CI Portal users for schools

1. A user should only be assigned one role. If multiple roles are assigned AAMC staff will remove the lowest level role. For example, if the CI Primary Admin and CI Viewer role are assigned to the same user, AAMC staff will revoke the CI Viewer role.
2. Each school should designate **only one** Curriculum Dean.
3. All CI Portal users will be able to view all school but only the Curriculum Dean and the CI Primary Admin will be able to manage user access. To view or manage access from the CI Portal select the **User Management Tool (UMT)** in top navigation.
4. At this point you will leave the CI Portal application and be transferred to the UMT tool to view or manage access depending on your role.
5. The UMT toolbar at the top of the page has four tabs:

   a. **Users**—All users will be able view all active CI Portal roles here (including expiration dates of the roles), and users that can manage access will be able to grant, extend, and revoke roles from here.
   b. **Home**—If you have access to other AAMC applications using UMT (e.g., VSLO) this will take you back to a list of applications to manage access for those applications.
   c. **Invitations**—If you have access to User Management Tool this is where you can grant CI Portal access to a new user(s).
   d. **Back to Application**—this will take you back to the CI Portal.

Viewing an existing CI Portal user (available to all CI Portal roles)

1. In the Users tab, all active role holders will be listed in the User Details table:
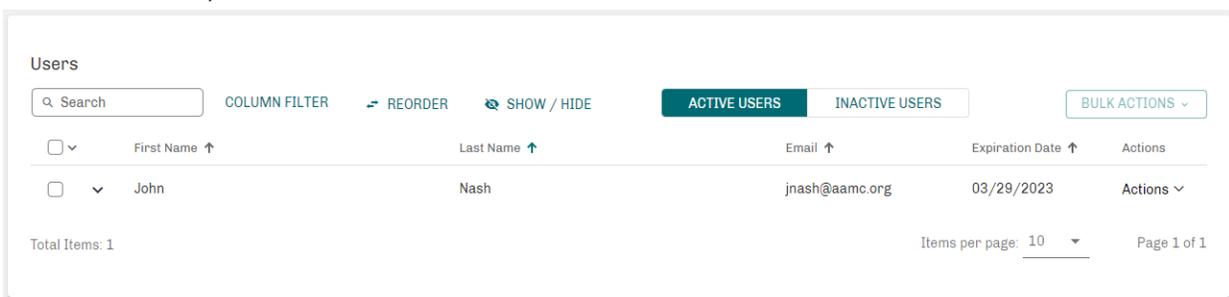
   a. Clicking anywhere on the row will expand the row to show additional details, including a list of all Active and Inactive roles for that specific individual user.
   b. If the user has too many active or inactive roles to display you will see a View All Roles link that will open up all the Active and Inactive roles in new window.
   c. Click anywhere on the row to collapse the expanded row details.

Modifying an existing CI Portal user – grant additional roles, extend, or revoke roles for existing users (available to only the Curriculum Dean and CI Primary Admin)

From the User Details table administrator role holders can manage the following:

1. Grant additional roles to existing users
   a. To grant additional roles to an existing user select Grant Roles from the Actions ∨ menu. Choose the roles you wish to grant to that user and click Grant Roles. The user will receive a notification that new roles have been granted.
2. Extend roles for existing users
   a. All roles have an expiration date, but the administrator can extend the expiration date in order to avoid users being locked out. As the expiration date nears, select Extend Roles from the Actions ∨ menu to immediately extend the expiration date for one year. The individual will receive a notification that their role(s) have been extended.
3. Revoke roles for existing users
   a. To revoke one or more of the Active roles for a user, select Revoke Roles from the Actions ∨ menu. A new window will open for you to select one or more roles to revoke. Choose which roles to revoke and click Revoke Roles. No notification is sent to the user when a role is revoked.
   b. To reverse a revoke action, you can grant a new role or invite the user as described above.
4. Extend or revoke roles for multiple users
   a. Select two or more rows using the ☐ boxes, then choose Bulk Extend or Bulk Revoke from the Bulk Actions menu

5. To revoke a Curriculum Dean user role, please email curriculum@aamc.org

Inviting a new user to the CI Portal

1. In the **Invitations** tab, click on the "Invite User" button.
2. Select the role you wish to grant (e.g., CI Viewer).
3. Input the user's first name, last name, and address.
4. Click the "Notify me when redeemed" box to know when the invitation is activated.
5. Invitation access codes are valid for 28 days from the date they are issues.

Association of
American Medical Colleges

6. Click the "Send Invitation" button.

Managing invitations to the CI Portal

1. Once an invitation is sent, it will appear in the **Invitations** tab listed as "Active."
2. You can choose to "Manage" an individual invitation, which will allow you to "Resend" or "Revoke" the invitation by clicking on the "Actions" tab in the last column of the **Invitations** table.
   a. If details in the original invitation were not accurate (e.g., sent to the wrong email address), you can "Revoke" the invitation and create a new invitation with the correct information.
   b. Revoking an invitation revokes the original access code sent via email to the invited user. If an invited user attempts to redeem a revoked invitation, they will receive an error message that the access code is not valid.
   c. If you select "Resend," the invitation will resend with the original details (first name, last name, email address) provided.
3. Invitations that are redeemed will appear in your list of invitations sent. No further action is needed to grant access to the CI Portal to the user.
4. Invitations that are revoked will appear in your **Invitations** list.

		First Name ↑	Last Name ↑	Email ↑	Status ↑	Date Issued ↓	Date Redeemed ↑	Expiration Date ↑	Actions
☐	∧	John	Nash	jnash@aamc.org	Redeemed	05/26/2020	05/26/2020		Actions ∨

Invitations **INVITE USER**

Search COLUMN SEARCH ↩ REORDER 👁 SHOW / HIDE   BULK ACTIONS ∨

Created By: John Nash   Redemption Link: https://apps.staging.aamc.org/account/#/?accessCode=NBwnEHorCCGd
Redeemed By: John Nash   Roles:
Access Code Id: NBwnEHorCCGd   • CI Primary Admin
                               • CI Viewer

To edit the name or email address of an AAMC account

Once signed into an AAMC webpage/application (e.g., the CI Portal, or other AAMC pages/products beyond the CI, etc.), you can navigate to the upper right-hand corner. Then click your name and select "My Account" from the drop-down menu. There, you can edit some user account details and click "Save," or select "Need help?" for further assistance. For general assistance with your AAMC account, beyond CI applications (such as resetting your password or unlocking your account), please see these frequently asked questions, or contact constituenthelp@aamc.org.

Accounts and roles must belong to a real person

Each account and role for the AAMC CI must belong to a real person and include a first and last name. Please do not use or create any 'alias' accounts with an email address that multiple users have access to – this is a security risk. Each person who wishes to have and is eligible for access must have their own account with an email address that they can access.

Curriculum reports for schools

Overview

In the CI Portal, navigate to the "Reports" tab on the top navigation bar. In this tab, reports are organized into categories:

1. Previous Verification Reports
2. Previous Accreditation Support Reports
3. Reports requested by your school
4. National curriculum reports
5. Curriculum Inventory Data Tool (CI Data Tool)

Your school's access to curriculum reports is determined by your CI participation – more reports are available for schools who contribute to the CI data set.

When interpreting data, we must be cautious to appropriately frame what can be inferred. The CI shows us what schools have documented in their curriculum; it may be that additional or different curriculum exists that was not documented in a manner expressed in a given report. When referencing CI data, it is important to note that while we can say X% of curriculum was documented, it does not mean the inverse (Y%) does not exist. For example, if we find that 80% of schools documented transgender patient care within their curriculum, we *cannot* assume that means 20% of schools do not have any curriculum related to transgender patient care.

School-specific reports

The Verification and Accreditation Support Reports reflect a school's own data, formatted into data tables. The Accreditation Support Report contains data tables formatted to align with the Liaison Committee on Medical Education (LCME) Data Collection Instrument (DCI), which may support schools in the accreditation process. The primary function of these school-specific reports is to confirm that a school's curriculum data is accurate and complete and identify whether adjustments to how school's data is documented are needed to reflect an accurate and complete curriculum. Schools may also find these reports and data tables useful for internal program evaluation and continuous quality improvement purposes. Samples of these reports are available for download in Appendix A.

The Liaison Committee on Medical Education (LCME) has a limited number of specific instructional and assessment methods it wishes schools to report on when completing the Data Collection Instrument (DCI) for accreditation. The MedBiquitous/AAMC Curriculum Inventory (CI) Standardized Instructional and Assessment Methods and Resource Types contains more instructional and assessment methods than are called for in the DCI, so some CI instructional and assessment methods have been grouped into categories below to support schools' accreditation efforts within schools' Accreditation Support Report, which schools receive upon successfully uploading their CI data to AAMC through the CI Portal annually. Refer to Appendix B for more information.

Previous Verification and Accreditation Support Reports

Your school's previous Verification and Accreditation Support Reports, up to the last 10 years, are available in the "Previous Verification Reports" and "Previous Accreditation Support Reports" tabs. The reports are only available for the years in which a school successfully uploaded CI data, as the reports cannot be created without a school's data. The Accreditation Support Report is only available

from 2020 onward, as 2020 is the first year this report was offered.

Once you select "Previous Verification Reports" or "Previous Accreditation Support Reports" from the "View" drop-down menu, you will see a table with three fields:

1. **Report Year**.
2. **Verification Report (or Accreditation Support Report) Download**. This a downloadable PDF file per academic year.
3. **Verified Date**. This is the date upon which a school verified their CI data to officially share it with AAMC. Because this date is manually entered by AAMC staff, it is only available from 2017-2018 onward, as 2018 is the first year this service of providing previous Verification Reports was offered.

Reports requested by your school

Once you select "Reports Requested by Your School" from the "View" drop-down menu, you will see data requests requested by your faculty and fulfilled by AAMC staff. These are available only to AAMC-member schools.

National curriculum reports

Once you select "National Curriculum Reports" from the "View" drop-down menu, you will see a variety of national aggregate curriculum reports.

Curriculum Inventory Data Tool (CI Data Tool)

The CI Data Tool is an Excel-based annual report designed to make national curriculum data accessible to curriculum deans in a self-serve manner. Medical schools that choose to participate in the CI season for academic year 2021-2022 will have the opportunity to receive the CI Data Tool in November-December 2022. A sample of this report is available for download in Appendix A.

Medical schools interested in receiving the CI Data Tool must submit the Opt-in Survey, which collects feedback on the extent to which medical schools wish to share their data in the CI Data Tool. An invitation for the Opt-in Survey is sent to medical schools each year at the start of the CI season (August 1).

To receive access to the CI Data Tool, medical schools must do two things by October 21: (1) successfully participate in the CI data upload and (2) submit the CI Data Tool Opt-in Survey. More information about the CI Data Tool is available in our [Frequently Asked Questions](#).

Intended use of curriculum reports

AAMC curriculum reports, whether school-specific or in aggregate, are intended for internal institutional use. These reports can support:
1. Program and course evaluation
2. Continuous quality improvement
3. Benchmarking against national trends
4. Accreditation

These reports can be shared among faculty at your school for internal institutional use. These reports

should not be shared with other institutions, societies, or external groups. If other schools or societies are interested in these reports, please refer to them curriculum@aamc.org. If you or your faculty are interested in using or citing AAMC curriculum report data externally, for example in a scholarly work, please contact curriculum@aamc.org. Reports may not be used for commercial or for-profit purposes.

Report availability depending on CI participation

Schools will upload their CI data between August 1-October 21, 2022. Once a school successfully uploads and verifies their CI data), schools have access to curriculum reports.

Reports viewable in the CI Portal	My school uploaded CI data last year	My school did **not** upload CI data last year	My school has uploaded CI data this year
Can I see my school's *previous* Verification Reports?	Yes	Yes	Yes
Can I see my school's *current* Verification Report?	Yes	Yes, once a new CI data file is uploaded August 1-October 21	Yes
Can I see my school's curriculum report data requests?	Yes	Yes	Yes
Can I see my school's *previous* Accreditation Support Reports?	Yes	Yes	Yes
Can I see my school's *current* Accreditation Support Report?	Yes	Yes, once a new CI data file is uploaded August 1-October 21	Yes
Can I see "National Curriculum Reports"?	Yes	No	Yes

Curriculum reports beyond the CI Portal

There are over 50 publicly available national curriculum reports available in the AAMC Curriculum Reports AAMC website. These reports come from two data sources:
1. The AAMC Curriculum Inventory (CI), and
2. The Liaison Committee on Medical Education (LCME) Medical School Questionnaire Part II.

If you have questions or suggestions about the CI Portal User Guide contents, or need additional assistance, please contact curriculum@aamc.org.

Appendix A: Sample Reports

[Sample Verification Report](#)

[Sample Accreditation Support Report](#)

[Sample Curriculum Inventory (CI) Data Tool](#)

Association of
American Medical Colleges

Appendix B: LCME Report Categories for Instruction and Assessment

The Liaison Committee on Medical Education (LCME) has a limited number of specific instructional and assessment methods it wishes schools to report on when completing the Data Collection Instrument (DCI) for accreditation. The MedBiquitous/AAMC Curriculum Inventory (CI) Standardized Instructional and Assessment Methods and Resource Types contains more instructional and assessment methods than are called for in the DCI, so some CI instructional and assessment methods have been grouped into categories below to support schools' accreditation efforts within schools' Accreditation Support Report, which schools receive upon successfully uploading their CI data to AAMC through the CI Portal annually.

Accreditation Support Report – Table 2

LCME Instructional Methods	Instructional Method Unique Identity (UID)	CI Instructional Methods
Lecture	IM013	Lecture
Lab	IM012	Laboratory
Small group	IM008 IM019 IM026	Discussion, Small Group (=<12) Problem-Based Learning (PBL) Team-Based Learning (TBL)
Patient contact	IM002 IM003 IM018 IM024 IM025 IM029	Clinical Experience - Ambulatory Clinical Experience - In-Patient Preceptorship Service Learning Activity Simulation Ward Rounds
Other	IM001 IM004 IM005 IM006 IM007 IM009 IM010 IM011 IM014 IM015 IM016 IM017 IM020 IM021 IM022 IM023 IM027 IM028 IM030 IM031	Case-Based Instruction/Learning Concept Mapping Conference Demonstration Discussion, Large Group (>12) Games Independent Learning Journal Club Mentorship Patient Presentation - Faculty Patient Presentation - Learner Peer Teaching Reflection Research Role Play/Dramatization Self-Directed Learning Team-Building Tutorial Workshop Patient Presentation-Patient

Association of
American Medical Colleges

Accreditation Support Report – Table 6

LCME Assessment Methods	Assessment Method Unique Identity (UID)	CI Assessment Methods
Internal exams	AM004 AM005	Exam - Institutionally Developed, Written/ Computer-based Exam - Institutionally Developed, Oral
Lab or practical exams	AM019	Exam - Institutionally Developed, Laboratory, Practical
NBME subject exams	AM008	Exam - Nationally Normed/Standardized, Subject
OSCE/SP exam	AM003	Exam - Institutionally Developed, Clinical Performance
Faculty/ resident rating	AM001 AM002 AM009 AM010 AM012 AM018	Clinical Documentation Review Clinical Performance Rating/Checklist Multisource Assessment Narrative Assessment Participation Stimulated Recall
Paper or oral pres.	AM011 AM014 AM016	Oral Patient Presentation Portfolio-based Assessment Research or Project Assessment
Other	AM006 AM007 AM013 AM017	Exam - Licensure, Clinical Performance Exam - Licensure, Written/Computer-based Peer Assessment Self-Assessment

Accreditation Support Report – Table 7

LCME Assessment Methods	Assessment Method Unique Identity (UID)	CI Assessment Methods
NBME subject exams	AM008	Exam - Nationally Normed/Standardized, Subject
Internal written exams	AM004	Exam - Institutionally Developed, Written/ Computer-based
Oral Exam or Pres.	AM005 AM011	Exam - Institutionally Developed, Oral Oral Patient Presentation
Faculty/ resident rating	AM001 AM002 AM009 AM010 AM012 AM018	Clinical Documentation Review Clinical Performance Rating/Checklist Multisource Assessment Narrative Assessment Participation Stimulated Recall
OSCE/SP exam	AM003	Exam - Institutionally Developed, Clinical Performance
Other	AM006 AM007 AM013 AM014 AM016 AM017 AM019	Exam - Licensure, Clinical Performance Exam - Licensure, Written/Computer-based Peer Assessment Portfolio-Based Assessment Research of Project Assessment Self-Assessment Exam - Institutionally Developed, Laboratory, Practical

Association of
American Medical Colleges