

## Updating Curriculum Directory

There are two options for updating your institution's data in CurrMIT:

- 1) **The first option is by utilizing our new CurrMIT Directory Wizard. This option provides you a quick and easy way to update basic course information at your institution. Instructions are attached.**

**Review and update the "Institution" page.**

- a. **Click on the "Directory Wizard" tab at the top of the screen.**
  - i. **Enter course name (leave blank to list all courses)**
  - ii. **Select Graduation Year and/or Select Academic Year**
  - iii. **Press the "Search Button"**

**\*\* Your courses will then be listed based on the criteria you had selected.**

To edit/copy the course:

- a. Select the course by clicking on the course name
- b. Review the basic course information and then click either **"Edit this course"** or **"Copy this course"**.
  - a. Editing Course
    - i. You can change the course name, Academic Year, Discipline, and Course Option Type. You will also be able to link educational elements to the particular course by entering basic criteria in the **"Search Text"** box and then clicking on **"Search Elements"**.
    - ii. Once complete, press **"Save Course"**
  - b. Copy Course
    - I. You can change the course name, Graduation Year, Discipline, and Academic Year, Course Option Type. To copy the course, please update the preceding data to the respective year and press **"Save Course"**

**To add a new course: If your school has added a new course to the curriculum, please follow these simple instructions for adding the course.**

- a. Click on the **"Curriculum Management"** button located at the top of the screen and then click on the **"Manage Courses"** link.
- b. Click on the **"Add a New Course"** link located on the left menu under **"Options"**
  - i. You can enter the course name, Academic Year, Discipline, and Course Option Type. You will also be able to link educational elements to the particular course by entering basic criteria in the **"Search Text"** box and then clicking on **"Search Elements"**.

- c. After entering the course information for the new course and press the “**Save Course**” button located at the bottom of the screen.
  
- 2) Request AAMC CurrMIT Staff to copy your courses forward for you by replying to this email with your request. We only suggest this approach if your school did not experience any changes in your curriculum from the previous year. We still encourage you to review and update your "Institution" page in CurrMIT. (**Note: AAMC staff will not review your "Institution" page**); and we will not make any changes to your course records; we will simply move the course records forward as they are currently entered in CurrMIT. You may later log into CurrMIT to further edit the course records, if there are some additional changes needed.)
  
- 3) Curriculum Contact: The Curriculum Contact is the individual at your Institution assigned as the primary Curriculum liaison with the AAMC and other parites. Another school seeking information about your curriculum may seek out the Curriculum Contact first.

CurrMIT Contact: The CurrMIT contact is the primary individual responsible for maintaining CurrMIT at your institution.

**The Curriculum Contact and the CurrMIT contact can be the same individual.**

**Contact:**

[helpcurrmit@aamc.org](mailto:helpcurrmit@aamc.org)