AAMC CI Newsletter, May 5, 2021

CI Staging Now Open, CI Portal User Guide Updates, CI Business Rule Updates, and Building a CI: Chapter 10 – Keywords

**CI Staging Now Open**

CI Staging is also now open! This is a sandbox or playground for the AAMC CI, where you can test upload portions or all your curriculum without triggering email notifications or sending your data to AAMC as your official upload.

Please note that the CI Portal and CI Staging are separate platforms, meaning:

1. You will need separate accounts to access CI Staging and CI Portal.
2. Edits you make in CI Staging has no effect on CI Portal and vice versa.

Detailed instructions about accessing and using CI Staging can be found in the “CI Staging” section of the CI Portal User Guide.

**CI Portal User Guide Updates for 2021**

Speaking of the CI Portal User Guide, an updated version of the Guide has been posted to reflect changes and improvements to the CI Portal’s CI user management process this year.

The only CI roles you need to contact AAMC CI Staff to update are the Curriculum Dean (for schools) and the Vendor Admin (for vendors) roles. Once AAMC updates these roles, all other role management needs can be conducted by schools and vendors. Details about this user management update can be found in the “CI Portal—viewing and managing users for schools and vendors” section of the CI Portal User Guide.

Please ensure your faculty and staff have access and the appropriate CI roles by June 1, as that is when instruction emails begin to be auto sent from the CI Portal.

**AAMC CI Business Rules updated for 2021**

The AAMC CI Business Rules have been updated for 2021 and is now available on the Resources for CI Developers webpage. Please take note of the following business rules which have been clarified and/or edited for 2021:

- CS05 – clarified that academic level numbers cannot be duplicated
- CS08 – removed because it was duplicative with CS04
- CS13 – clarified that it is actually not possible to trigger this business rule error because it would be a violation of the MedBiquitous specifications, and therefore the CI Portal would not allow an XML file to be checked against business rules if the MedBiquitous specifications were not first met
• CS19 – some adjustments have been made to maximum allowable character counts
• CS24 – this new rule checks that sequence block references refer to existing sequence blocks
• CF06 – events have been moved to new CF17, so CF06 focuses on sequence blocks
• CF15 – character count limits have been reduced
• CF17 – this new rule ensures that event-level learning objectives are referenced by events
• CF18 – this new rule checks that within a learning objective’s identifier, a URI is defined

Building a Curriculum Inventory (CI) – Chapter 10: Keywords

Chapter 10 of the Guidebook to Building a CI, Keywords, is now available and offers guidance on the followings:

• Reasons and goals for tagging keywords
• Your school’s implementation plan
• Standardized keyword list

You can find past chapters of the Guidebook on our Resources to Establish your CI webpage.

As questions arise, please feel free to reach out to ci@aamc.org or post them to the virtual Curriculum Community. If you are not a member of the Curriculum Community and are interested in joining, please email your request to ci@aamc.org and include your full name, institution name, your role or involvement with the curriculum management process.

Onward!

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