

**AAMC CI Newsletter, August 18, 2021**

**Curriculum Inventory Data Tool, New Testing Feature for CI Participating Vendors, and CI Office Hours**

### **Curriculum Inventory Data Tool (CI Data Tool)**

On August 2, your school's designated curriculum dean and CI primary administrator(s) received an email regarding a new initiative, the Curriculum Inventory Data Tool (CI Data Tool). This new data report-out instrument, designed to give participating schools better access to the CI data set, will be available to schools this Fall following the completion of the 2021 CI data upload season.

*What is the CI Data Tool?*

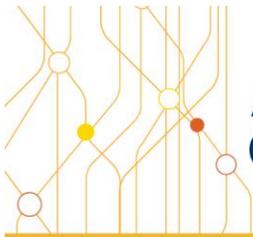
The CI Data Tool is an Excel-based annual report designed to make national curriculum data accessible to curriculum deans in a self-serve manner. The AAMC hopes that this tool will encourage research, analysis, review, and advocacy on curriculum issues and will help constituents realize the full potential of participation in the CI. You can read more about the CI Data Tool in our [Frequently Asked Questions](#).

*To receive access to the CI Data Tool, schools must do two things: (1) successfully participate in the 2020-2021 CI season by the deadline, October 21, and (2) fill out the 2021 CI Data Tool opt-in survey.*

The opt-in survey, which included a sample mock-up of the CI Data Tool, was sent to your school's designated curriculum dean and CI primary administrator(s) on August 2. If you are unsure if you received the opt-in survey via email, please reach out to [ci@aamc.org](mailto:ci@aamc.org). Your school's opt-in survey response must be received by October 21, 2021 in order to participate in the new CI Data Tool.

With that said, it is important that your school's Curriculum Dean and CI Primary Administrator role are correctly assigned in the CI Portal. Please [log into the CI Portal](#), review your school's designated CI roles, and take the necessary steps to update these contacts if needed. Please refer to page 5 of the [CI Portal User Guide](#) for instructions on how to setup/edit your medical school's CI roles.





## New Testing Feature for CI Participating Vendors

Previously, for CI participating vendors to test CI uploads on their clients' behalf, vendors needed to act within a specific school client's environment on the [CI Portal](#) and [CI Staging](#).

As a new support for our CI participating vendors, we have enhanced our platforms so that vendors can now test in both [CI Portal](#) and [CI Staging](#) within their own organization, without having to act within a school client's platform view. This means that vendors may test as much as they like without having to bother their school clients.

In order for a vendor to test uploads, they will need a CI Primary Administrator role for their vendor organization so they can view the Upload (2021) and Upload (2022) tabs, and their institution will need to be configured in the Manage Sender section if testing uploads will occur using a webservice. You can read more about CI roles in the [CI Portal User Guide](#).

## Limited Number of CI Office Hour Appointments



There are a number of resources available to support you during the CI upload season, including the virtual [AAMC Curriculum Community](#), our [website resources](#), and our email inbox [ci@aamc.org](mailto:ci@aamc.org). For schools who need specific **1:1 support** to upload their 2020-2021 CI data between August 1 and October 21, 2021, we will offer a very limited number of 1:1 appointments, as we did last year through our CI Office Hours.

[View available timeslots and sign up today!](#)

As questions arise, please either reach out to [ci@aamc.org](mailto:ci@aamc.org) or post them to the virtual [Curriculum Community](#). If you are not yet a member of the Curriculum Community and are interested in joining, please complete this [AAMC Curriculum Community Interest Form](#) and we will reach out with further instructions.

Onward!

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