Administrator Guide

Note: These features are only meant for authorized librarians and/or faculty administrators.
Getting Started

Custom Curriculum allows Curriculum Directors, Faculty Instructors, and Librarians to:

• Build a targeted set of resources, assignments and tests for medical students and resident physicians
• Seamlessly integrate resources from the Access platforms with external resources to meet the exact needs of your educational program and curriculum
• Track student progress and mastery with built-in reports
In order to use Custom Curriculum, all users must first register for a personal MyAccess account.

- Go to: mhmedical.com
- Click Sign in or Create an Account
- Click Don’t have a MyAccess account?
- Fill in your name, email, and select a username and password
- Click Create Account
Curricula and Learning Modules

Custom Curriculum Instructor Dashboard

Learning Modules contain content such as readings, cases, videos, and tests. Curricula are topical organizations of these modules.

- **Instructor versus Learner View:** Each user has the ability to use Custom Curriculum as a Learner or Instructor. Instructor privileges must be manually assigned by a member of User Services. To request instructor privileges, please contact userservices@mhprofessional.com
Curricula and Learning Modules

New Curricula and Learning Modules can be created from the Custom Curriculum dashboard.

- To create a new module, click on Curricula and Learning Modules in the left navigation column, then click on Add Learning Module.
Curricula and Learning Modules

Create a new learning module from scratch

- Create a descriptive title for your module
- Nest Learning Module underneath an existing curriculum from the dropdown menu, or create a new curriculum
- Edit author information *(optional)*
- Enter a learning objective for the module *(optional)*
- Click **Save** to finishing creating your learning module
Instructors can add three kinds of activities to a Learning Module

**Activity Types:**

- **Access Site Activity**: Readings, videos, cases, or other content pulled directly from Access sites
- **Tests**: Evaluations that can be pulled from existing Self-Assessment content on Access sites, or custom-built by the instructor
- **External Activity**: Custom content created by instructor including PowerPoints, documents, or links to external resources
From the Learning Module dashboard, choose **Clip Content from an Access Site**

Pop-up instructions will appear and you will choose the Access site from which you would like to clip content from the list of available options.

Browse the selected site for the desired content and select the **Clip** icon from the dashboard.

Move the pointer to the desired, chapter, section, or figure and click once to select.
Curricula and Learning Modules

Clip content from an access site (continued)

- Preview the content that you have selected
- Select the module(s) to which you would like to add the selected content
- Add a note about the content *(optional)*
- Click **Add to Selected Modules**
Curricula and Learning Modules

Not all Access resources can be clipped. In those cases you must enter the URL for the desired content.

- From the Learning Module Dashboard, select **Enter an Access Site URL**
- Copy the URL and follow the on screen instructions to add it to the Module
- Paste the URL of the desired content into the field provided
- Enter any notes for the learner *(optional)*
- Click **Save**
Curricula and Learning Modules

Add external content to Learning Modules, including PowerPoints, documents, links to journals/e-resources, or require learners to upload content.

• From the Learning Module dashboard, select **Add an External Activity**
• Enter a title and description of the activity
• Provide the URL or upload the desired content
• Check optional boxes if desired (Require learner to upload a file, or Make activity optional for the learner)
• Click **Save**
Tests

Instructors can create three types of tests: Auto-Generated from an Access site, Specific Questions from an Access site, or Self Authored.

- From the main navigation, click on Tests
- Select Create a New Test
Tests

Instructors can create an auto-generated test using the available Self-Assessment resources on an Access site.

- Create a title for the test
- Choose Test Type **Auto-Generated**
- Click **Save**
- Once test has been created, click on the link to **Add Questions**

This test does not yet contain any content.
Tests

Creating a new test: Auto-generated from Access site (continued)

- Select an Access site and book from the dropdown menu
- Enter the desired number of questions from each section and click Save
Tests

Creating a new test: Add a specific set of questions from an Access site

- From the Learning Module dashboard select **Add A Test**
- Select **Create a New Test**
Tests

Creating a new test: Specific questions from an Access site (continued)

- Create a title for the test
- Choose Test Type **Access Test (Specific questions)**
- Click **Save**
- Once test has been created, click on the link to **Add Questions**
Tests

Creating a new test: Specific questions from an Access site (continued)

• Select the Access site from the dropdown list
• Select the resource from which you would like to add questions
• Select the appropriate section from the resource
• Select individual questions and click **Save**
Create a Self-Authored test by creating a bank of multiple choice questions

- Create a new test and assign a title
- Choose Test Type **Self-Authored Test**
- Click **Save**
- Once test has been created, click on the link to **Create a New Question**
Tests

Self-authored test: Add a question to your question bank

- Enter the text for your multiple choice question in the space provided
- Select the number of possible answers (1-10)
Tests

Self-authored test: Select the correct response

• Enter the text for your responses
• Make sure to select the Answer Choice radio button to indicate which is the correct response
Tests

Self-authored test: Add an explanation for the correct response

- You can enter an explanation about the correct answer which learners will see once they have completed the test.
- You can save questions to your question bank to use on future tests, and even create categories to organize saved questions.
Tests

Self-authored test: Confirm that the correct answer has been indicated

- Confirm the question and response to ensure that it is correct
- Click **Save and Add to Test**
Add Tests to a Learning Module

Once you have created tests, you can add them to existing learning modules.

- From the Learning Module dashboard select Add A Test
- Choose the type of test:
  - Pretest/Posttest- the same questions will be administered at the beginning and end of the module. Only the posttest requires a passing score
  - Standalone test- test will only be given once
- Enter the passing score percentage
- Click Submit
Manage Learners

Learners are the end users to whom you will be assigning content. Custom Curriculum allows you to have multiple learner groups within your account.

- From any Custom Curriculum page, click on **Learners** in the left navigation box
- From your Learner Group dashboard, click on **Create a New Learner Group**
Manage Learners

Create a new Learner Group by searching a learner by name. To be an eligible learner, users must have a MyAccess profile.

• Enter a name for the Learner Group
• Search for a learner by first or last name
• Click Add Learner to add selected learner to the Learner Group
Manage Learners

Add learners to a learner group by browsing full list of eligible learners. To be an eligible learner, users must have a MyAccess profile.

<table>
<thead>
<tr>
<th>NAME</th>
<th>PROFESSION</th>
<th>SPECIALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo, Student</td>
<td>Student</td>
<td>Nutrition</td>
</tr>
<tr>
<td>DeYoung, Jim</td>
<td>Faculty</td>
<td>Acute Care</td>
</tr>
<tr>
<td>Doe, Jane</td>
<td>Student</td>
<td>Internal Medicine</td>
</tr>
<tr>
<td>Doe, Jane</td>
<td>Student</td>
<td>Neurology</td>
</tr>
<tr>
<td>Dorko, Liith</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Browse entire list of eligible learners by last name
- Check the box next to the name of the desired learners
- Click **Add Selected Learners to Group**
Manage Learners

Edit an existing Learner Group by removing learners.

- To remove a learner from an existing Learner Group, first click on the name of the group you wish to edit.
- Then, click on the X next to the learner’s name.
- Click Save to save your changes.
Archive Learner Groups

Instructors may want to archive Learner Groups at the end of each academic year. Learner Groups can only be archived when they have no outstanding assignments.

- From the Learner dashboard, find the name of the group that you would like to archive
- Click on **Deactivate Group** on the right side of the screen
Reactivate Learner Groups

An archived Learner Group can be reactivated.

- From the Learner dashboard, select the tab that says Inactive Learner Groups. This will display all archived groups.
- Find the desired group and click Reactivate Group.
Assignments

Once a module is complete, it can be assigned to learners. Modules are assigned in their current state. Any subsequent updates will not be included in the assignment.

- From the main navigation, click on Assignments
- Click on Create New Assignment
Assignments

Once a module is complete, it can be assigned to learners. Modules are assigned in their current state. Any subsequent updates will not be included in the assignment.

- Enter a name for the assignment in the **Assignment Name** dialogue box.
- Select the Learning Module that you would like to assign from the dropdown list of available modules.
- Choose the Learner Group that is the desired recipient of the assignment from the dropdown list.
- Specify the date when you would like the learners to receive the assignment (can be post-dated).
- Specify the assignment due-date or check the button next to indication **No Due Date**.
- Click **Save** to save the assignment.
Assignments can also be generated directly from the Learning Module dashboard.

- From the Learning Module page, select **Assign this Learning Module**
- Fill in the dialogue boxes as described on the previous page. The Learning Module you are currently working in will be automatically populated to the Learning Module title field.
**Archiving Assignments and Modules**

Assignments and modules can be archived and reactivated later.

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Start Date</th>
<th>Due Date</th>
<th>Submitted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Practice</td>
<td>3/14/2014</td>
<td>3/14/2014</td>
<td>0 of 1</td>
</tr>
</tbody>
</table>

- From the Assignments page, select the assignment you wish to archive and click on the **Archive** link on the right-hand side of the page.
Archiving Assignments and Modules

You can reactivate an archived module and assign it to a different Learner Group.

From the Assignments page, click on **Archived Assignments**.

Choose the assignment you want to reactivate and click the **Reactivate** link on the right side of the page.
Organizing Curricula and Modules

Curricula and Learning Modules can be sorted by dragging and dropping. Tests and Assignments can be arranged by date.

Click to watch video
FAQs

1. How do I get access to Custom Curriculum?
All users must first create a MyAccess account to be an eligible Learner in Custom Curriculum. If a user wishes to be an instructor, they must contact userservices@mhprofessional.com and request access.

2. Does Custom Curriculum integrate with my Learning Management System?
Custom Curriculum does not currently interface with any Learning Management Systems. Users can link to external content using the Add External Activity function.

3. Can my colleague and I share instructor privileges on an account?
Users can act as co-administrators of an account, however, they must be using the same set of credentials. Instructors cannot collaborate on a curriculum/learning module if they are using separate logins. For users who wish to share instructor privileges, we recommend creating a separate MyAccess account for this purpose.
4. Can I make changes to an assignment after I have already assigned it to Learners?

Once an assignment has been pushed out to a group of Learners, it is locked in at the state it was in when it was assigned. Subsequent edits or changes to the module will not be visible to Learners who have already received the assignment. Any new content or edits should be sent to Learners in the form of a new assignment.

5. My instructor told me that an assignment was sent, why did I not receive an email notification?

Assignment notifications are sent to the email address you used when creating your MyAccess account. Please ensure that you provide a valid email address. You may also need to search your junk/spam folders and adjust your settings accordingly to ensure that messages make it to your inbox.
Questions?
Contact McGraw-Hill Services at
userservices@mhprofessional.com or
customcurriculum@mhprofessional.com