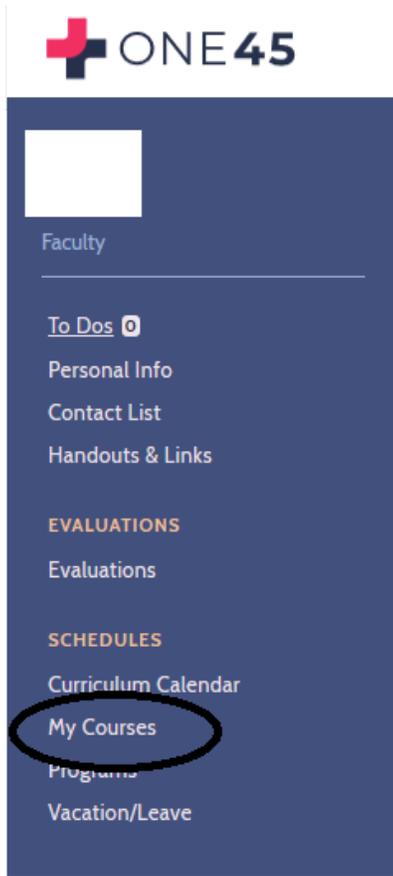


HOW TO...

... conduct a curriculum search in One45.

Log in to One45 (<https://cmsru.one45.com>). If you have trouble logging in, please email gentilmm@rowan.edu. Specific login instructions will be sent back to you as soon as possible.

When you log in, you will land on your To-Do page. In the menu on the left side of the page, click on the “My Courses” option.



This takes you to a list of courses/sessions where you are listed as a participant, as seen here.

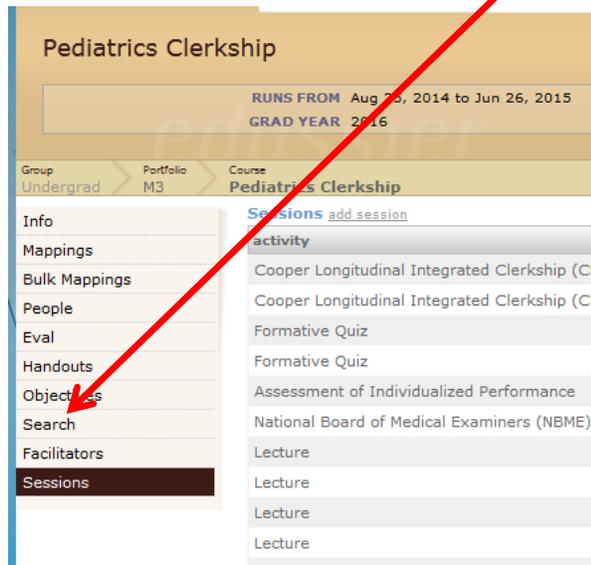
My Courses

Portfolio	Course	From	To
Class of 2023 Year 2	Pulmonary (2020-2021)	Sep 14 2020	Oct 9 2020
Class of 2023 Year 2	Feedback and Evaluations	Aug 10 2020	May 10 2021
Class of 2023 Year 2	Cardio (2020-2021)	Aug 10 2020	Sep 11 2020
Class of 2023 Year 2	ALG Fall Evaluations	Aug 3 2020	Dec 27 2020
✓ Class of 2023 Year 1	SMS (2019-2020)	Apr 6 2020	May 29 2020
✓ Class of 2021 Year 3	CLIC Alternate Experience	Mar 16 2020	Jun 30 2020
✓ Class of 2023 Year 1	Hematology-Oncology (2019-2020)	Feb 24 2020	Apr 3 2020
✓ Class of 2023 Year 1	Infectious Diseases (2019-2020)	Jan 27 2020	Feb 21 2020
✓ Class of 2023 Year 1	ALG Spring Evaluations	Dec 30 2019	Jun 18 2020
✓ Class of 2023 Year 1	Lifestages (2019-2020)	Dec 30 2019	Jan 24 2020
✓ Class of 2023 Year 1	Feedback and Evaluations	Sep 30 2019	Jun 18 2020
✓ Class of 2023 Year 1	FMP Year 1 (2019-2020)	Aug 13 2019	May 28 2020
✓ Class of 2023 Year 1	Fundamentals (2019-2020)	Aug 12 2019	Dec 13 2019
✓ Class of 2023 Year 1	ALG Fall Assessments	Aug 5 2019	Dec 16 2019
✓ Class of 2021 Year 3	Cooper Longitudinal Integrated Clerkship (CLIC)	Jul 8 2019	Jun 26 2020

If the list does not seem completely accurate, **do not worry**.¹ Click on “View Details” next to any of the appearing courses. This will open a new tab in your web browser titled “Curriculum Explorer.”



In the menu on the left side of the page, click “Search.”



Pediatrics Clerkship

RUNS FROM Aug 26, 2014 to Jun 26, 2015
GRAD YEAR 2016

Group Undergrad Portfolio M3 Course Pediatrics Clerkship

Sessions [add session](#)

activity

- Cooper Longitudinal Integrated Clerkship (CL)
- Cooper Longitudinal Integrated Clerkship (CL)
- Formative Quiz
- Formative Quiz
- Assessment of Individualized Performance
- National Board of Medical Examiners (NBME)
- Lecture
- Lecture
- Lecture
- Lecture

The “Curriculum Search” page will appear.

¹ It may be that the course you are a part of is connected to a different course/session in the framework of the mapping structure.

RUNS FROM Aug 25, 2014 to Jun 26, 2015
GRAD YEAR 2016

Group Undergrad Portfolio M3 Course

CURRICULUM SEARCH

enter search terms

Advanced Search

- › Date
- › Building/Room
- › Handouts
- › Learner
- › Facilitator
- › Administrator
- › Mappings
- › Mapping fields
- › Objectives
- › Course Info
- › Session Info
- › Section Info

Fields

- › Handouts
- › Learner
- › Facilitator
- › Administrator
- › Course Mappings
- › Session Mappings
- › Mapping fields
- › Objectives
- › Course Info
- › Session Info
- › Section Info

There are different ways to go about a search on this page.

Search Terms

To complete the broadest search, simply type in the term you are looking for into the “enter search terms” box and clicking “search.”



Once you click “search,” it may take a minute for your search results to appear. When One45 has searched all of CMSRU’s curriculum entries, your results will appear. A partial result list for a search of the word “anemia” will look like this:

CURRICULUM SEARCH

anemia [search within results](#)

search within results

Current Search

- All
- anemia

Advanced Search

- Date
- Building/Room
- Handouts
- Learner
- Facilitator
- Administrator
- Mappings
- Mapping fields
- Objectives
- Course Info
- Session Info
- Section Info

Fields

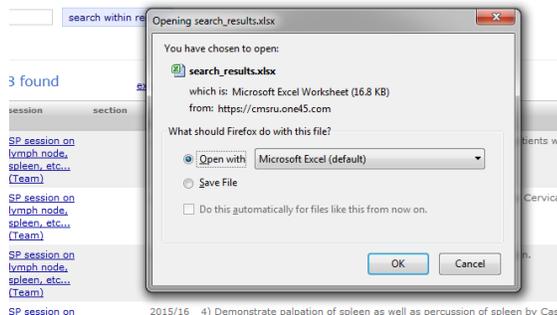
- Handouts
- Learner
- Facilitator
- Administrator
- Course Mappings
- Session Mappings
- Mapping fields
- Objectives
- Course Info
- Session Info
- Section Info

Results: 198 found [export to excel](#)

course	session	section	academic year	objectives
FMP Year 1 (2015-2016)	SP session on lymph node, spleen, etc... (Team)		2015/16	1) Review importance of conjunctiva and tongue examination in patients with anemia.
FMP Year 1 (2015-2016)	SP session on lymph node, spleen, etc... (Team)		2015/16	2) familiarize with palpation of various lymphatic systems; such as Cervical, axillary and inguinal lymph nodes.
FMP Year 1 (2015-2016)	SP session on lymph node, spleen, etc... (Team)		2015/16	3) Demonstrate palpation of liver as well as percussion of liver span.
FMP Year 1 (2015-2016)	SP session on lymph node, spleen, etc... (Team)		2015/16	4) Demonstrate palpation of spleen as well as percussion of spleen by Castell's method
FMP Year 1 (2015-2016)	SP session on lymph node, spleen, etc... (Team)		2015/16	5) Examine lower extremities to see any edema or erythema, a finding for suspected Deep vein thrombosis.
Foundations of Medical Practice I (2014-2015)	Session 46: SP session on lymph node, spleen, etc... (Team)		2014/15	1) Review importance of conjunctiva and tongue examination in patients with anemia.
Foundations of Medical Practice I (2014-2015)	Session 46: SP session on lymph node, spleen, etc... (Team)		2014/15	2) familiarize with palpation of various lymphatic systems; such as Cervical, axillary and inguinal lymph nodes.
Foundations of Medical Practice I (2014-2015)	Session 46: SP session on lymph node, spleen, etc... (Team)		2014/15	3) Demonstrate palpation of liver as well as percussion of liver span.

The number of results found shows at the top.

To export the search to MS Excel, click “export to excel.” Briefly, a new browser tab will open and the below prompt will appear. Choose whether you want to save or open the Excel file.



You also have the option to type in another term to the search box and search within those results to refine your search. Type the new term in the search box and click “search within results.”

CURRICULUM SEARCH

anemia sickle cell

search within results

Current Search

- All
 - anemia
 - anemia sickle cell

Advanced Search

- Date
- Building/Room
- Handouts
- Learner

Results: 1 found

[export to excel](#)

course	session	section	academic year	objectives
Hematology-Oncology	Anemia/RBC Case		2013/14	1. Mechanisms of splenomegaly 2. Hemoglobin variation with age 3. Mechanisms for anemia 4. Use of retic count, MCV and peripheral to evaluate any anemia 5. Correction of reticulocyte count 6. Recognition of sickle RBC on peripheral smear 7. Laboratory test abnormalities with hemolysis 8. Formation of carbonmonxyhemoglobin 9. Diagnosis of sickle cell syndromes 10. Sickle genetics 11. Timing of clinical expression of B-globinopathies Relationship of hemoglobinopathies to malaria

Keyword Search

An alternate way to search the map is by searching Keywords.

On the main Curriculum Search page, in the “Advanced Search” list, click the ► next to Mappings.

Group Undergrad Portfolio M3

RUNS FROM Aug 25, 2014 to Jun 26, 2015
GRAD YEAR 2016

enter search terms

Advanced Search

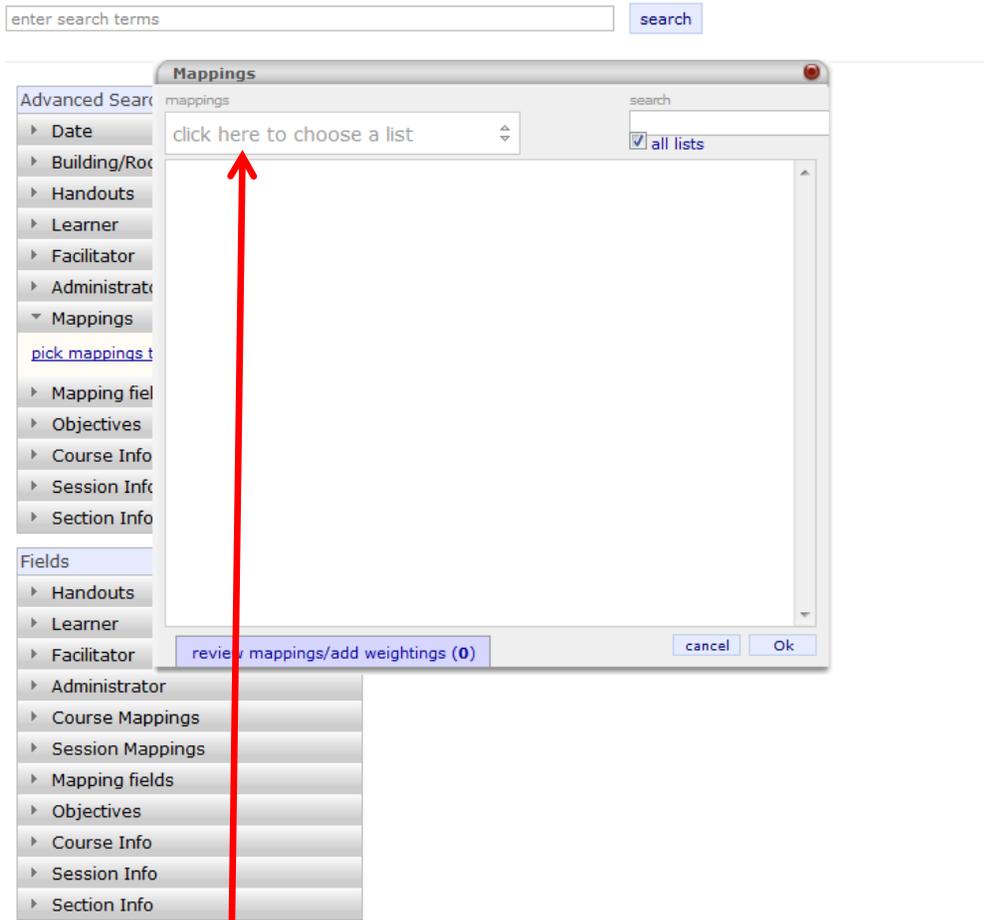
- Date
- Building/Room
- Handouts
- Learner
- Facilitator
- Administrator
- Mappings
- Mapping fields
- Objectives
- Course Info
- Session Info
- Section Info

This opens a drop-down menu; click on “pick mappings to search.”

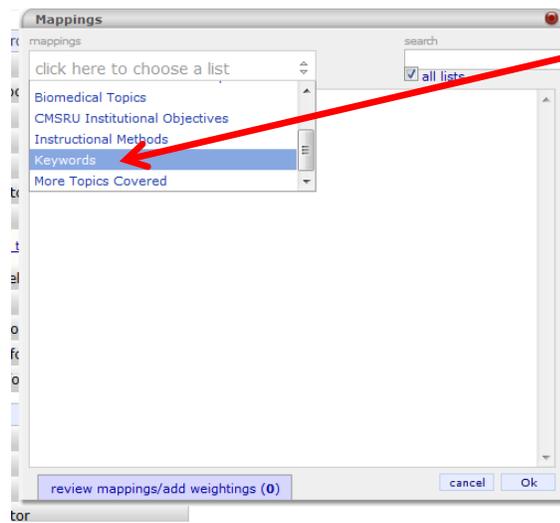
- Facilitator
- Administrator
- Mappings
 - [pick mappings to search](#)
 - Mapping fields
 - Objectives

This brings up the Mappings pop-up box.

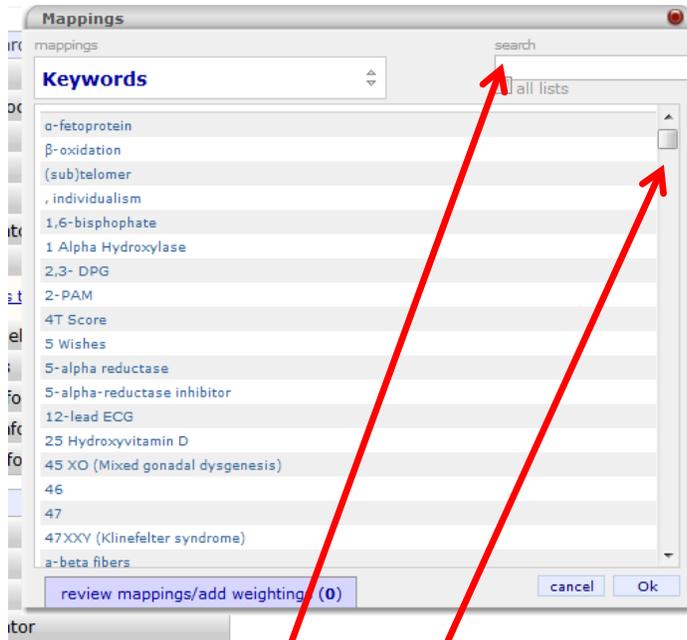
CURRICULUM SEARCH



Click on “click here to choose a list.” Scroll down through the drop-down menu and select “Keywords.”

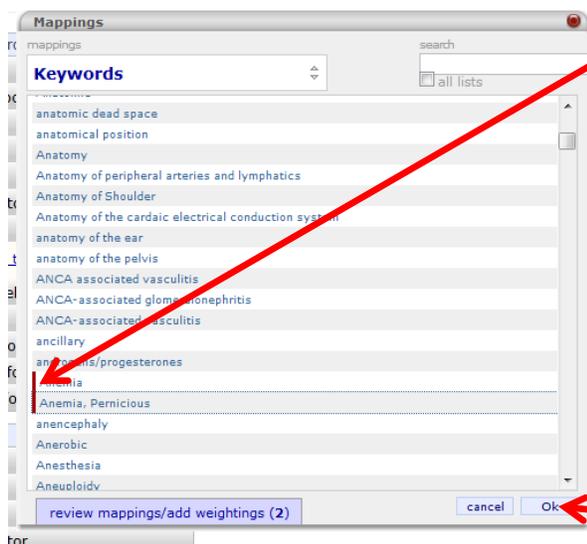


The entire CMSRU Key Word Dictionary will appear in a scrollable list.



Type an item into the “search” box or scroll through the list until you find the keyword you want.

When you do find the word you want to search, click on it and a small red box will appear to the left.



You can search as many words as you would like at once. When you have identified all your search items, click on “Ok” at the bottom of the screen.

Your results page will appear; your search results will include every place where the keyword is tied to CMSRU’s curriculum. You once again have the option to search within results and export to MS Excel. As shown on page 3, the search results will include the course / clerkship title, session, academic year, and the objectives related to the search term.

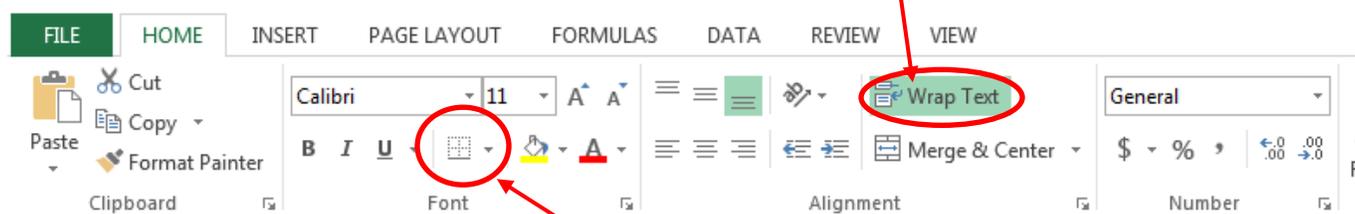
HOW TO...

... output a presentation PDF of the keyword list.

Open the downloaded Excel spreadsheet.

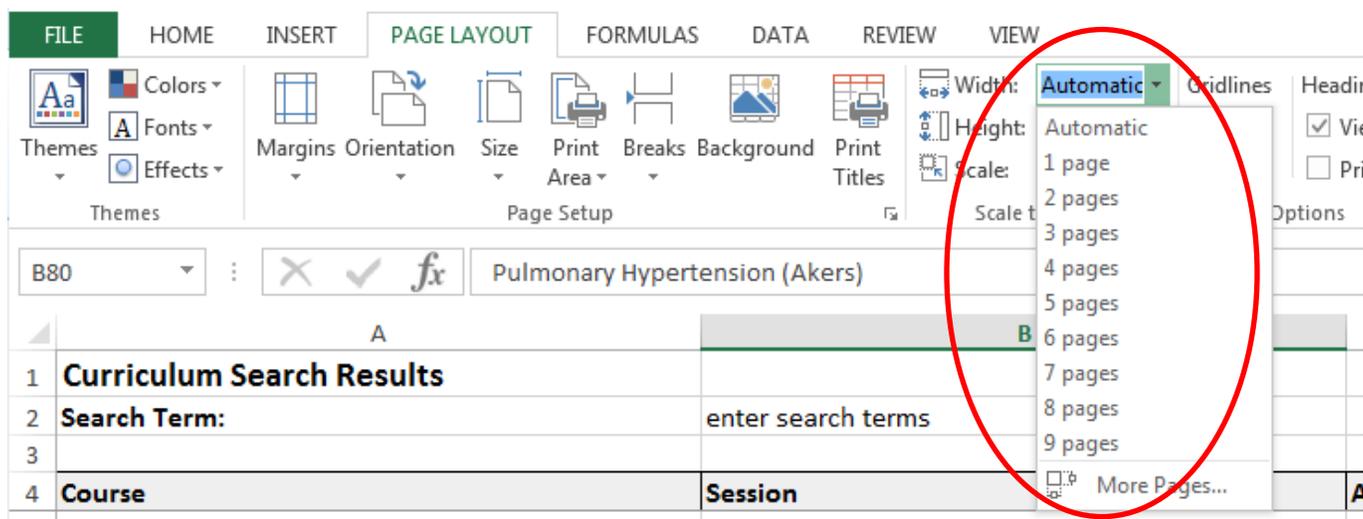
Delete any columns that have no information in them.

Resize the remaining columns to fit the contents or choose Wrap Text in the Alignment ribbon to expand cells.



Highlight all the cells that contain data and click Borders in the Font ribbon to add grid lines.

Once the columns have been resized and the grid lines added, click the Page Layout tab and click Width. In the drop-down menu, choose 1 page.



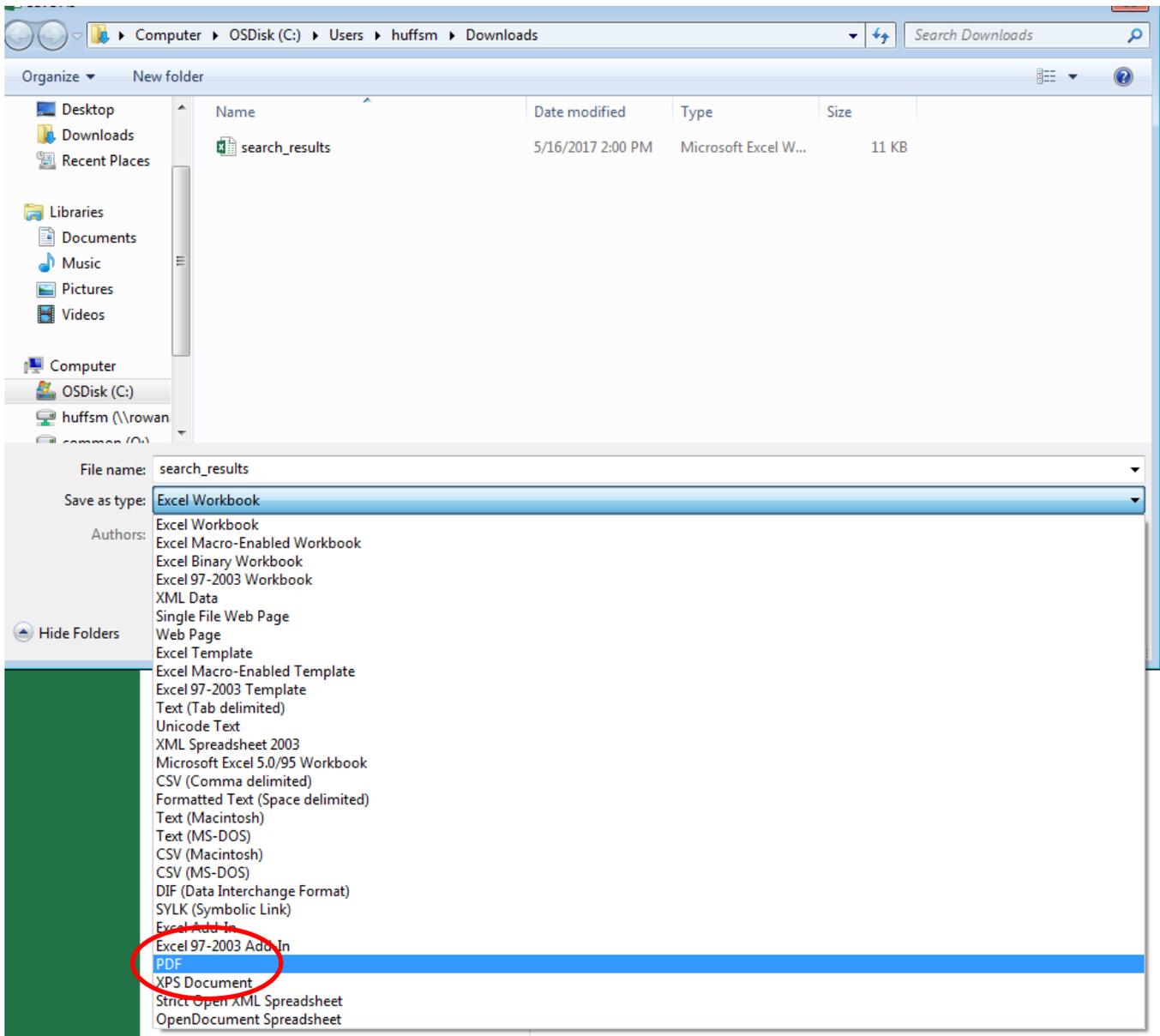
To create the PDF, you can:

1. Click File > Save As

A. Identify the directory where the item will be saved

B. Click Save as type

C. Choose PDF in the drop down menu



D. Name the file

E. Click the Save button.

Or

2. Click File > Export > Create PDF/XPS

A. Identify the directory where the document will be saved.

B. Name the file

C. Click Publish

Either way, a new, clean PDF that is ready for presentation is created.