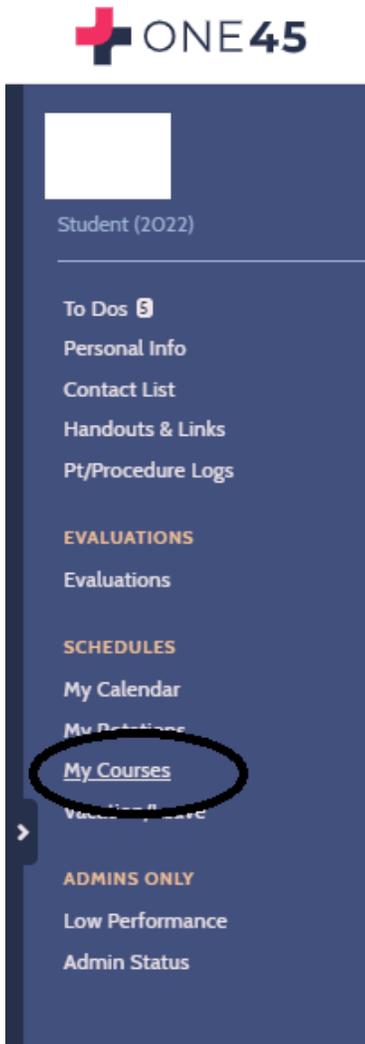


# HOW TO...

... conduct a curriculum search in One45.

Log in to One45 (<https://cmsru.one45.com>) with your Rowan ID and password. This will land you on your To-Do page. Click on My Courses in the left menu.



Courses you have been enrolled in will populate the Courses screen. Click on any course and choose Search in the left menu.



This brings up the Curriculum Search page.

## CURRICULUM SEARCH

 allow more results (slower)

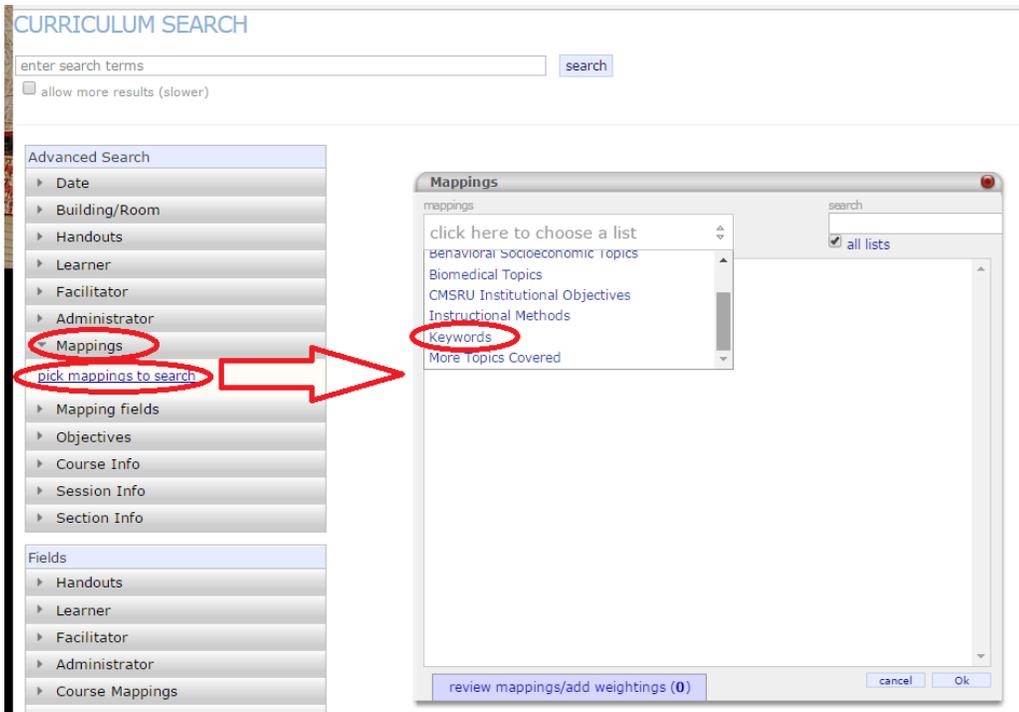
### Advanced Search

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

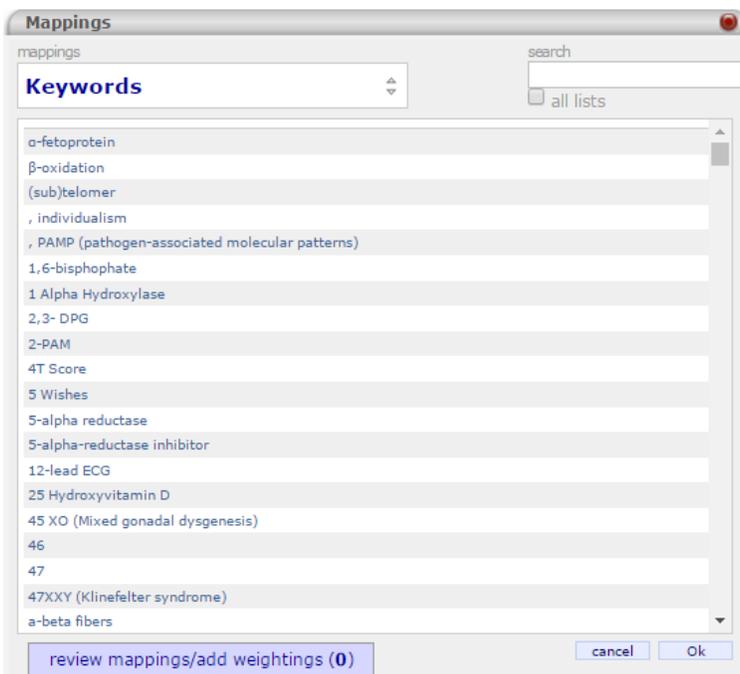
### Fields

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

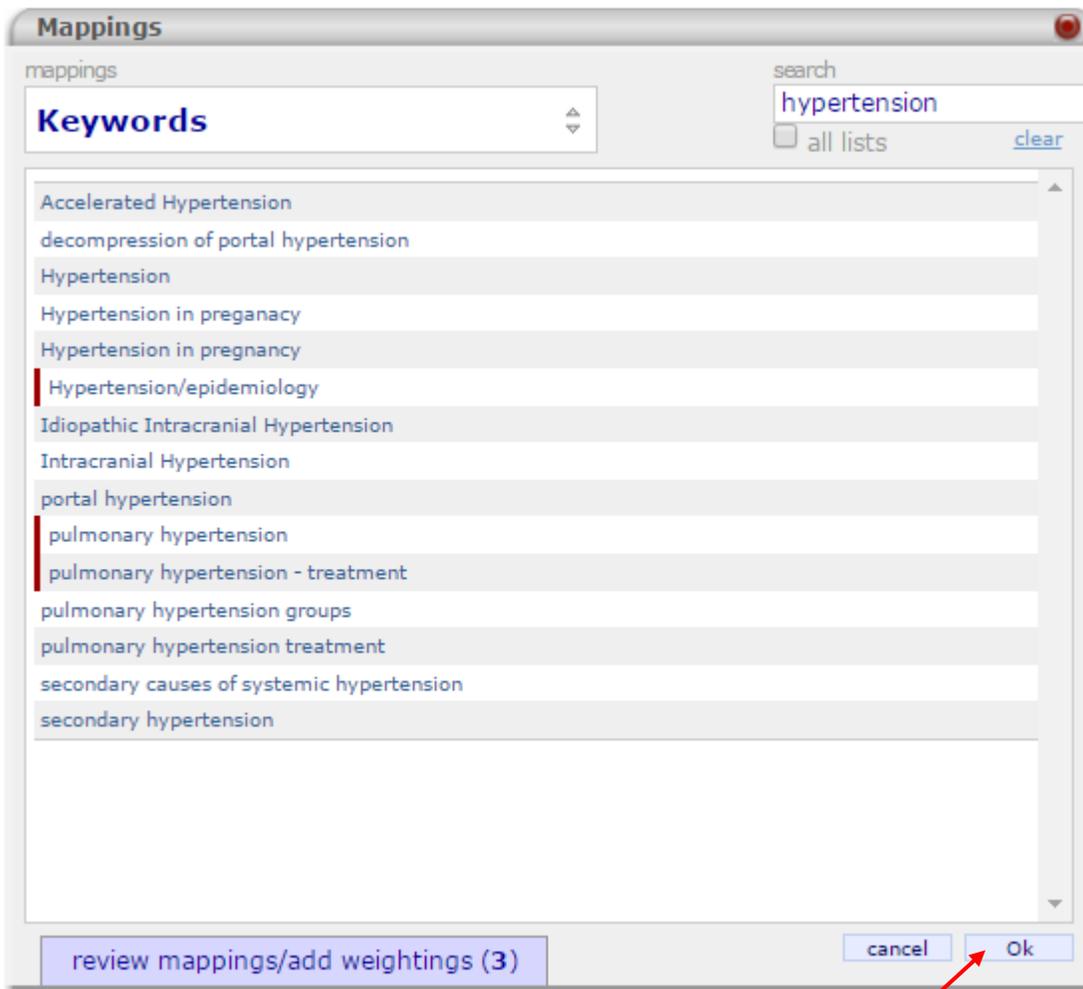
Click Mappings > pick mappings to search > click here to choose a list > Keywords.



Clicking Keywords brings up the data dictionary.



Scroll through the data dictionary or use the search box in the upper right corner to find the term you are seeking. Click on all appropriate words. When you choose an item, a vertical red line will appear to the left of the word.



When you have clicked all the terms you wish to search, click Ok. The Results list will populate. Export the results to Excel by clicking the export to excel link at the top of the list.

Current Search

- ▼ Mappings
  - 3 mappings

Advanced Search

- ▶ Date
- ▶ Building/Room
- ▶ Handouts
- ▶ Learner
- ▶ Facilitator
- ▶ Administrator
- ▼ Mappings

Results: 93 found [export to excel](#)

course	session	section	academic objectives year
<a href="#">Adult Primary Care Clerkship (Louis)</a>	<a href="#">FM - Hypertension (Louis)</a>		2014/15 1. Identify and diagnose hypertension.
<a href="#">Adult Primary Care Clerkship (Louis)</a>	<a href="#">FM - Hypertension (Louis)</a>		2014/15 2. Recognize the complications of hypertension.
<a href="#">Adult Primary Care Clerkship (Louis)</a>	<a href="#">FM - Hypertension (Louis)</a>		2014/15 3. Understand treatment options.
<a href="#">Adult Primary Care Clerkship (Louis)</a>	<a href="#">FM - Hypertension (Louis)</a>		2014/15 4. Highlight self-management tools.
<a href="#">Cardio (2014-2015)</a>	<a href="#">Lecture 20: Mitral Valve Disease (9/3/2014) 11am (Sabir)</a>		2014/15 1. Identify key pathologic features of acute and chronic rheumatic heart disease.

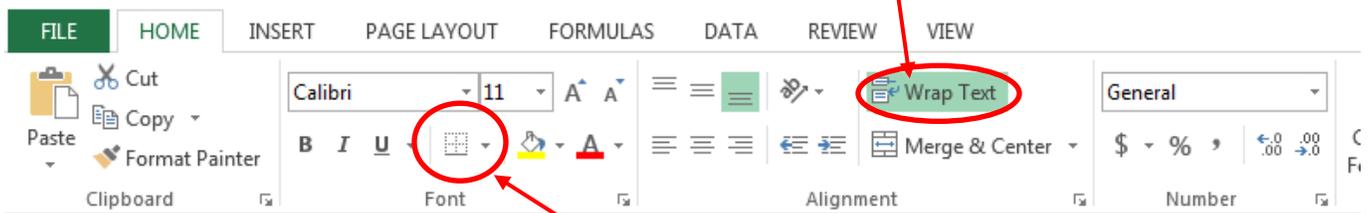
# HOW TO...

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

Open the downloaded Excel spreadsheet.

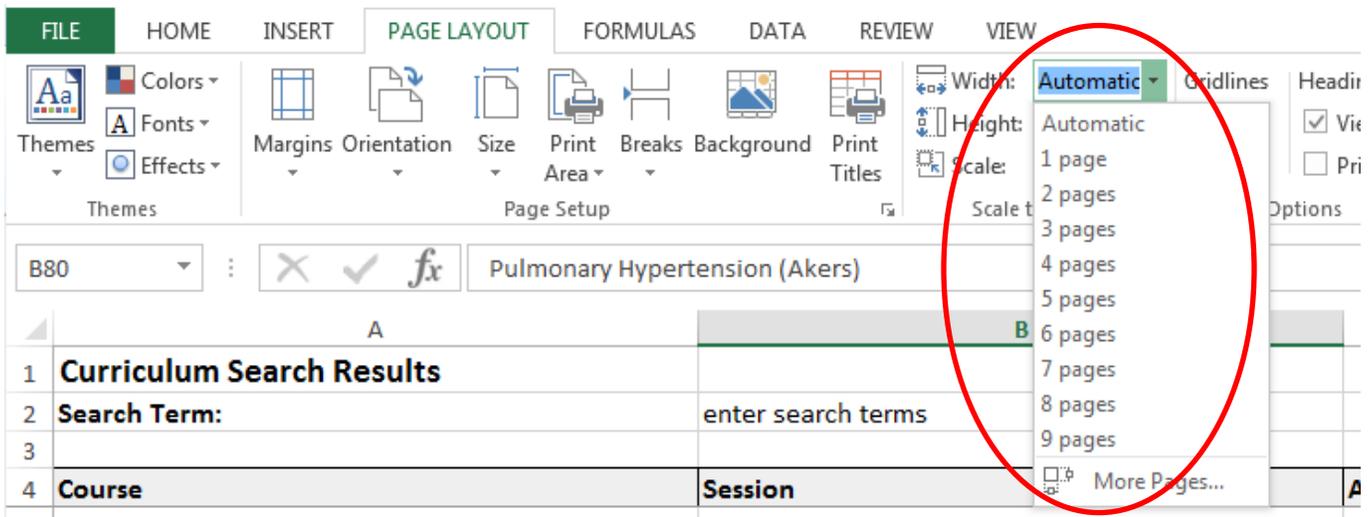
Delete any columns that have no information in them.

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.



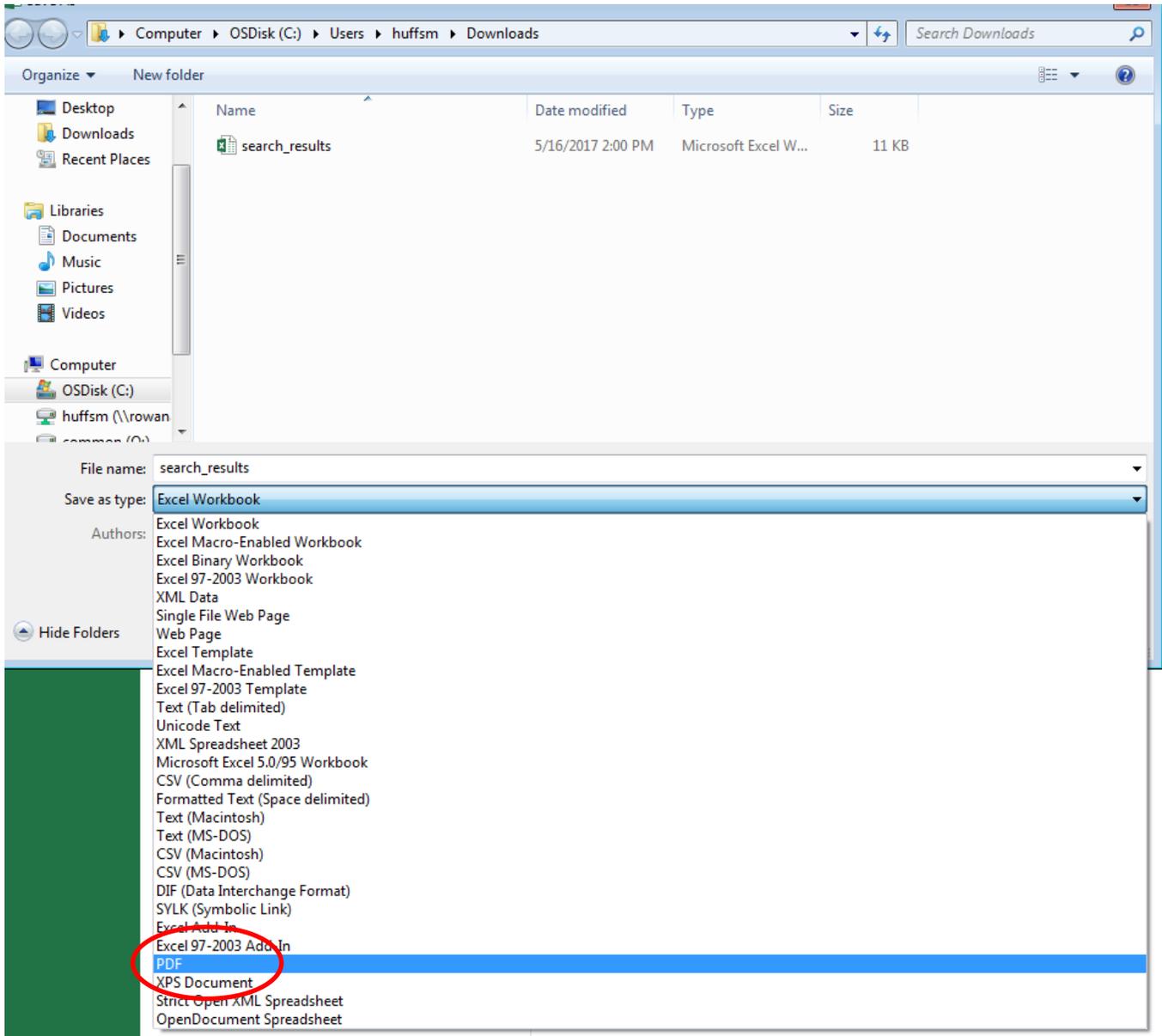
To create the PDF, you can:

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.