



College of Medicine

System User Guide

Curriculum Management System (CMS)

User access - Lecturer

Welcome to the COM curriculum management system which has been designed to support teaching activities at COM.

The URL for the system is <http://cms.medcol.mw>

Log on using your user name and password

For example

Username: kumwendaj

Password : mypassword



Wednesday, 9 August 2017

COLLEGE OF MEDICINE
Malawi Medical
CURRICULUM MANAGEMENT SYSTEM

Home

Login details

Username: kumwendaj

Password:

✓ Login

This will take you to your HOME page



Wednesday, 9 August 2017

Welcome, Andrew Logout

COLLEGE OF MEDICINE
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CURRICULUM MANAGEMENT SYSTEM

Home Timetable Reporting Manage

ICT Orientation (SARIS, CMS, Email and Internet)

Posted by Mr Joel Kumwenda on Wednesday, 9th August 2017

I am happy to welcome you all to College of Medicine Blantyre Campus.

Take note that there will be orientation on how to use ICT services on 17 August 2017 from 8 AM to 12 PM in Lecture Theater 1. The Orientation will focus on

How to use :

Personal agenda

8AM TO 10AM

Lecture: Measurement scales, types of data, variables, data @ TBC - To Be Confirmed

10AM TO 12PM

Lecture: Measurement scales, types of data, variables, data @ TBC - To Be Confirmed

[View your timetable...](#)

The system is navigated by selecting the tabs from the top menu bar.

The **Home** page has announcements for students on the left hand side. As a lecturer you are able to create announcements and have these appear on the front page. The top announcement is called a **featured announcement** and this allows a particular announcement to be given the highest importance. Only the Dean and course coordinators have the ability to feature an announcement, so if you require your announcement to be featured then you need to contact the relevant course coordinator. A maximum of 10 announcements will appear on the page; after 10 announcements, the oldest announcement will be removed from the list.

Personal agenda

On the right hand side you can see your own timetable. **Your Personal agenda** will display every teaching session that you are involved in for the week. This will include all Courses and years that use the CMS.

Role of lecturer in the CMS

The course coordinators are responsible for scheduling the timetable within the system and creating the element pages for teaching.

Within the system there will be a single **element page** for each teaching session. This element page displays both the administrative and educational information for each teaching session.

The administration information is uploaded and controlled by the course coordinators

- Lecturers name
- Location of teaching
- Element type e.g. lecture, workshop, guided study etc
- Date and time of teaching
- Year and group being taught

The lecturers are responsible for the educational information on the page

- Learning outcomes
- Required and recommended reading
- Uploading PowerPoint presentations and handouts
- Links to supporting elearning resources
- Topic headings i.e. where it fits into the integrated curriculum

Instructions to complete Element pages

Log on to the CMS and select the tag **Manage**

From the Manage menu select **My un-validated elements**



Management Functions

Announcement Functions

- Add or Edit Announcements

Element Functions

- Core Elements List
- Element Instance List
- [My Unvalidated Elements](#)
- Create Element

Administrative Functions

- Location Timetable
- Room Booking System

This takes you to a list of the element pages that have been created for you by the course coordinator. These are listed by the title of your teaching session. There will be an element page for each of your lecturers, practical sessions, guided studies and so on. You will only be able to edit element pages if you are the **owner** of the element. If you are an assistant lecturer for the element, you will be able to see the element but not be able to edit it.

Page 1 of 3, Total Records: 22

Element Code ▲	Element Title	Owner	Type	Schedulings	Controls
	Designing a questionnaire using Epi Info	Mr Andrew Kunitawa	Practical	1	
	Questionnaire design	Mr Andrew Kunitawa	Lecture	1	
	Surveys and Sampling	Mr Andrew Kunitawa	Lecture	1	
	Data analysis using Epi Info	Mr Andrew Kunitawa	Practical	1	
	Data Analysis using Epi Info	Mr Andrew Kunitawa	Practical	2	
	Stat. Tools in Public health: Hypothesis Testing	Mr Andrew Kunitawa	Lecture	1	
	Learning by Living Week 2	Mr Andrew Kunitawa	Community Placement	1	
	Learning by Living Week 3	Mr Andrew Kunitawa	Community Placement	1	
MB100116CH(P)	Statistical Tools for Public Health: Summary Statistics	Mr Andrew Kunitawa	Practical	1	
MB100140CH	Statistical tools in PB: Population and Samples	Mr Andrew Kunitawa	Lecture	1	


Go To Page Show

Next you need to open each page and add your resources.

Click on the Element Title to open the page. You will be met with an Element page with the administrative information already added by course coordinators.

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 **Malawi Medical**
CURRICULUM MANAGEMENT SYSTEM

(Core Element) Designing a questionnaire using Epi Info

PRACTICAL ORGANISED BY MR ANDREW KUMITAWA

Scheduled Element Times

- 3pm to 5pm, Tuesday 27th March 2018, ARCHETYPE

 **Lecturers** **Student Groups**

- Community Health
- MBBS100

Notes **Academic year**

ELEMENT NOT YET VALIDATED (RESOURCES ARE HIDDEN) 2017/18

Click on the green tick to edit, upload resources, learning outcomes and then validate.

Validate Guided Study: Information Literacy Skills - Critical appraisal

Year: 2010
Code: IL103

Information

Notes

Readings

Element Readings + Add new reading

[Click here to add first reading](#) Remove

Drag the arrows up or down to reorder items.

Mapping

Curriculum mapping Please select mapping below.

- Administration
- Cardiovascular System
- Endocrine System
- Gastrointestinal System
- Haematology
- Life Cycle
- Molecular Medicine
- Musculoskeletal System
- Nervous System
- Non-systems Based
- Professional Development
- Renal System
- Reproductive System
- Respiratory System
- new heading 1

Write your

recommended reading here

Select where your teaching best fits into the curriculum topics

Add your learning outcomes here

Use the file upload to add your PowerPoint files and Handouts

Copy and paste the URL of external resources into the Address (URL). This is where you link to Edinburgh resources


You must

select Yes for the student to be able to view the page.

You will have several learning outcomes. Once the learning outcomes are added, you are able to drag and drop these to change their order.

Once you have completed this process the students are able to view and gain access to their resources.

Editing Element pages

Should you wish to edit your element page at a later date you can select your element directly from the timetable. You need to select the Validation option  make the necessary amendments and then validate again. Your changes will appear to the students.

Alternatively you can choose Manage and select **Element Instance List** and then use the controls to choose which element pages that you want to display.

Currently Applied Filters

From: Mon, 21 Aug 2017
 To: Tue, 21 Aug 2018
 Location: Any Location
 Module: any
 Year: this
 Owner: akumitawa
 Validated: un validated
 Archetype: either

Date From: Mon, 21 Aug 2017
 Date To: Tue, 21 Aug 2018
 Location: Any Location
 Group: any
 Year: this
 Owner: Kumitawa, Mr Andrew
 Show Validated: Un Validated
 Show Archetypal: either
 Curriculum Mapping: MBBS Topics, Pharmacy Topics, BMS Topics
 Other Text:

[Element filter parameters](#)

Core Element List

Filtered elements Page 1 of 5, Total Records: 41

Date	Time	Element Title	Type	Owner	Element Code
23/8/2017	10:00 till 11:00	Statistics- Probability & probability distribution	Lecture	Mr Andrew Kumitawa	

As a lecturer you are able to post announcements on the system. From the Home page select Manage then click on manage Announcements.

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Management Functions

Announcement Functions

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Element Functions

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- My Unvalidated Elements

Administrative Functions

- Location Timetable
- Room Booking System

From this page you can add a new announcement and manage your own announcement(s). You are not able to edit or delete an announcement from any other staff member.

Announcements

+ New Announcement

Table showing 6 of 6 announcements, Featured announcement marked with a ★ NOTE: Only module coordinators can feature announcements.

Posted date	Title	Publisher	Show	Actions
21/10/09	Library Information	Mrs. Julie Struthers		
21/10/09	IT news	Mrs. Julie Struthers		
21/10/09	Change of location ★	Dr. Vari Lilley		
15/10/09	Test	Mr. Christopher Coutts		
15/10/09	Another Test	Mr. Christopher Coutts		
15/10/09	My second post	Mr. Christopher Coutts		

To post a new announcement select New Announcement from the menu.

Title

Message

Audience

Audience

Double click to expand an item.

- BScHM
- Bsc for Clinical Officers
- Foundation
- Graduated
- MBBS
- MLS
- MPH
- Pharm
- Physio
- Post Graduate
- Teach the teacher

Publication

Start Date (inclusive)

End Date (inclusive)

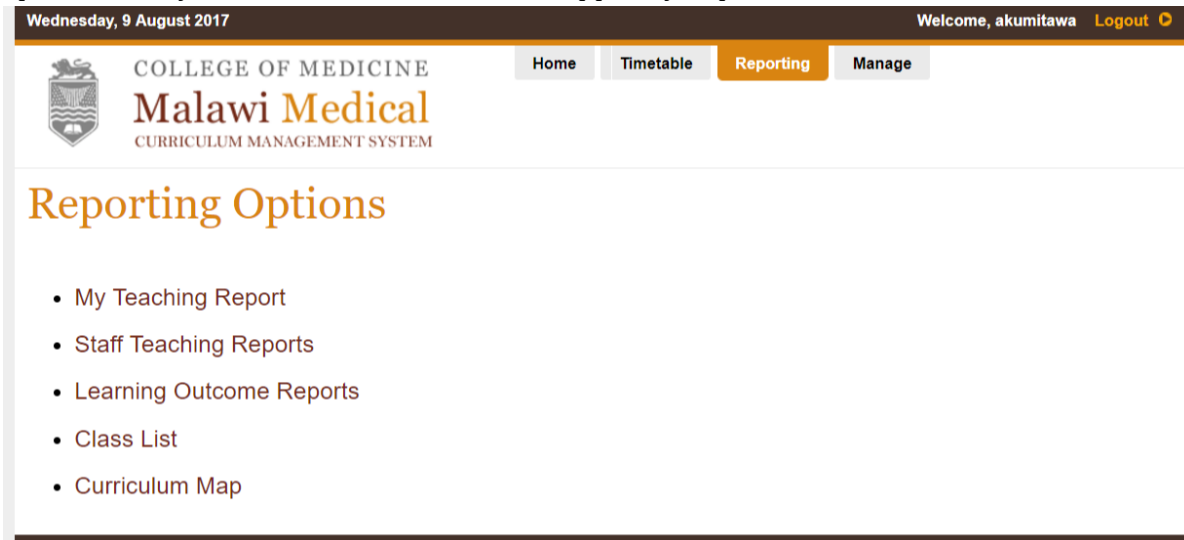
Publish

- Choose the title for the announcement
- Type the content here
- Choose the audience
- You can opt to show or hide the announcement by checking **Publish**
- Once you have finished, click on Create announcement

If you need to edit an announcement, you can either click on the title of the announcement in the list, or on the pencil on the right-hand side. If you need to delete an announcement, click on the red cross . The green ticks and red circles indicate whether the announcement is shown or not.

Reports

There are a number of reports on the curriculum available for you to view. Select the Reporting tab. Most of these reports are displayed in excel format. You can opt to save these to your desktop or print out for future reference and in case of network problems. The Curriculum View option allows you to see all the curriculum mapped by Topics.



The screenshot shows the 'Reporting Options' page of the Malawi Medical Curriculum Management System. The page header includes the date 'Wednesday, 9 August 2017', the user 'Welcome, akumitawa', and a 'Logout' button. The navigation menu has 'Home', 'Timetable', 'Reporting' (selected), and 'Manage'. The main content area lists five reporting options:

- My Teaching Report
- Staff Teaching Reports
- Learning Outcome Reports
- Class List
- Curriculum Map

My Teaching Report is probably the most interesting report for you. You can download it to your PC or print it off and it will act as your timetable when there are network problems.

	A	B	C	D
1	Title	Type	Date	Location
2	Information literary skills - the internet	Lecture	8am to 9am, Monday 11th January 2010	Test Location

You will see the mention of Core element. This is the element information without the additional information of scheduling time/s and any specific group allocation.

e.g. If you are teaching 4 groups of students at different times, you only have to complete 1 core element and the course coordinator will be responsible for scheduling it 4 times. At the time of scheduling the course coordinator will assign different staff to the scheduled element if appropriate.

If you have any problems with the system please contact the Support Team on <https://support.medcol.mw>