Adding Disciplines and Core Competencies in eMedley

The only required tags are Primary Disciplines and Primary Core Competencies. You should have no more than 2 disciplines and at least one competency per outcome.

1. Click on the Applications icon on the left (three stacked boxes) and select eCurriculum.

2. Click on Courses.

3. Select the appropriate course from the list by scrolling or searching by course number or name by typing in the Search box.
4. You will see a screen similar to the one below.

5. Click on the Sessions button at the top of the screen. This will open up a list of all sessions for that specific course. From the list highlight the session where you want to add, change or delete outcomes. Note: you will only be able to see and edit your individual sessions.
6. Click *Update* at the top of the screen. This will open a second window with a new set of buttons.

7. From this window click on *Session Outcomes*. This window will show you all the session outcomes. Or if none are listed none will appear and these will need to be entered before you can add the discipline and competency.

8. From this screen, highlight the outcome where you want to add the discipline and competency and click on *Update*.

9. From the new screen click on *Alignments*. 
10. From this screen you will be able to select the disciplines by clicking on the *Primary Disciplines* button. Select the discipline you want from the list by clicking in the check box. Then click *Submit* at the bottom left of the screen.

![Image of primary disciplines selection](image1)

11. Add the core competencies by clicking on the *Primary Core Competencies* tab and selecting the core competencies by clicking on the check box beside the competency you want to select. You can either search for the competency or scroll down to find the correct one. You must tag the main category and sub-category for each. Example, for Medical Knowledge 2.1, you would select the main MKS category and MKS_2.1 as shown below. After selecting the competencies, click *Submit* at the bottom of the screen.

![Image of primary core competencies](image2)

12. If at any time while editing the session outcomes you need to go back, you can simply click the X in the upper right corner of the screen and you will be taken to the previous screen.
Tagging Multiple Outcomes

If you are tagging multiple outcomes, use CTRL-Select or SHIFT-Select to select multiple outcomes. Then click Align. Under Align, any tags that you select will apply to all outcomes highlighted/selected.

You can check the outcomes that will be included in the tagging by hovering over the question mark icon next to Alignments.