Curriculum Manager
for Complete Anatomy 2019

Starter Pack
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Curriculum Manager Starter Pack and Tips

The following document was created to help you get started using Complete Anatomy right away. Learn how to create and share content and discover the best tips for getting the most out of Curriculum Manager.

These helpful guidelines will build a strong foundation for creating and sharing engaging content using Complete Anatomy.

Tutorial Videos

All video tutorials are available on our website:

3D4MEDICAL.COM
Getting Started
Logging In

In order to unlock premium access to Complete Anatomy you need to login with your email and password. To do this:

1. Select the Profile icon in the top right corner of the screen.

2. Select Login and type in your email address and the password provided to you by 3D4Medical.
3. Once you have logged in, select ‘Return to App’. You can now fully interact with all the body systems and premium tools.

4. Tap the Library icon to start downloading content developed by 3D4Medical from the cloud.
Select the "Tips" button at the bottom right-hand corner of the screen. Instantly access short video tutorials on how to use every feature of Complete Anatomy.
Profile

Use the Profile tab to edit your account details.

Here you can change your password, manage your personal information, avatar, interests, and manage Groups and Notifications.
Groups
Creating a Group

Create a Group to share content with other faculty members or students. Complete Anatomy allows you to share Screens, Quizzes, Recordings, Lectures and Courses with any other Complete Anatomy user, directly within the app.

1. Select Profile from the Main Menu, and then the Groups tab to start working with Groups.

2. Create a Group by tapping the green + Add button.
3. Enter the name, description and specialist area for your Group, and give it an avatar to identify it easily.

4. Select Create Group when you’re done.

For more tutorials and videos, visit: [TUTORIALS](#)
Adding Members to your Group

1. Tap on the Manage Group Members tab to begin adding members.

Here you can search for existing users to invite, or invite someone to your Group via email.
2. Tap invite to confirm your invitation. Continue adding as many members as you need.
Batch-Adding Members

If you have many students with Student Plus licenses to add to a private group, we can assist! Please contact us directly:

1. Click the following link: groups@3d4medical.com
2. This will launch your Mail Application.
3. Include the following in your email:
   - Your name
   - Your institution
   - Name of your Group
   - Total number of members needing access to the Group
   - Attachment of a spreadsheet of names and email addresses of the students you would like added

Please keep in mind, members to be added must be registered and have a Student Plus license for Complete Anatomy.

For more tutorials and videos, visit: TUTORIALS

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Hello 3D4Medical,

I would like to batch-add members to my Complete Anatomy Group. The spreadsheet of names and emails is attached.

Please see my information:

Name Institution or Company: Dr. Lisa Owens
Group: Principles of Anatomy
Number of people Needing access: 127

Kind Regards,
Dr. Lisa Owens
Medical University

Sent from my iPad
Members Accepting your Invitation

Once you have issued invitations to your Group, an in-app notification will appear within the Profile tab for each new member. Once the notification is received, navigating to Profile > Notifications and selecting “Join Group” will complete the process and they will now have access to existing and new content associated with your Group.
TIP

Managing Groups

We recommend that you create multiple groups for managing different content.

1. One Group to house your personal content that may be a work in progress.

2. One Group to share with other faculty members, who you’ve designated as Admins. This way multiple users can contribute to the same Group.

3. One Group to share content with your students.
Making Group Members Administrators

You can only edit, delete or add content to Groups you have created. Therefore, if you share a Screen with your class of students, then only you, the lecturer, can edit the Screens in that Group.

If you would like multiple users to be able to edit content and add Resources to a Group you have created, for example, faculty members, then you can make them Administrators.

1. Go to Profile
2. Select the Groups tab
3. Select the Edit button beside the Group
4. Open the Manage Group Members tab
5. Under the list of Group Members, select Make Admin. The option to Reject Admin then becomes available.
Creating and Sharing Content

Now that you have your Group set up, you can begin creating Resources. Complete Anatomy features Screens, Recordings and Quizzes, all of which can be customized for your needs and be assembled into Lectures and Courses.
Library Overview

Manage all of your Courses, Modules, Lectures, Screens, Recordings, and Quizzes in the Library.
Access the Library
To view the Library, select 'Library' from the main menu on the right-hand side of the screen. The grid of Library items will open.

Choosing Content
Five types of content can be viewed in the Library. Select a heading to view content associated with that category.
Library Categories

Courses
Courses are a series of guided Lectures arranged into Modules on various anatomical topics and areas. For more information on Courses, see page 79.

Screen
Screens allow you to create a fully interactive experience with our 3D model. Attach Labels, edit the model with tools to focus your audience on a specific body area or region. To find out more about creating Screens, please see page 34.
Recordings
Short recorded clips, complete with voiceover, to guide your audience through a particular aspect of the anatomy. To learn how to create Recordings, please see page 57.

Quizzes
Assemble tests on anatomical topics and areas. To find out more about Quizzes, please see page 76.

Questions
Individual questions designed for use in Quizzes. For instructions on how to create Questions, please see page 72.
General Tips and Tricks

Before you get started with creating your Library, the following section highlights some key guidelines you can follow to make managing and creating content easier.
Undergraduate Human Anatomy Courses

3D4Medical have teamed up with 7 anatomical experts from major universities to create two undergraduate human gross anatomy courses. Each course contains the same mixture of Screens, Recordings and Quizzes, they are just arranged differently depending on how you like to teach anatomy - regional vs. systemically.
If you’ve subscribed to Curriculum Manager, you have access to the hundreds of resources over 100 Lectures created by our team of anatomical experts. You can copy any of these resources to your own Group, adapt them, and share with your students.

To view these Courses and all of the Lectures and resources available to you, open Library and, under Groups, select:

01-Undergraduate Gross Anatomy: Regions
or
02-Undergraduate Gross Anatomy: Systems
or
03-Cadaveric Images: Skeletal and Muscular Systems
or
04-Point of Care Ultrasound (POCUS)

Once you have selected a Group, view the different Courses, Screens, Recordings, Quizzes and Questions by selecting the respective category heading.

If you do not see these Groups, please contact us on groups@3d4medical.com
As you review each resource, you’ll notice that all resources are numbered. This corresponds to the order in which resources appear in the Lectures. As a result, numbering systems between the Undergraduate Regions and Systems Groups will be different.

Tip: Open the Courses tab to view each individual Undergraduate Course and note the names of the resources or Lectures you’d like to copy to your own Group.

Learn how to copy Screens, Recordings, Quizzes or Questions in the next section: Library Options.

To learn how to copy Lectures to your own Group, please see page 86: Copying Lectures to Groups.
Library Options

Access editing and sharing options for your Library items.
Item Options
To access the options for an individual resource, select the colored tab that appears on the item’s thumbnail. The options bar will open.

Copy to Group
This option allows you to share the resource with members of your Groups.
Edit
This option allows you to make changes to a resource, then choose to replace it or save as a new version. Learn how to edit Screens (see page 37) and edit Recordings (see page 62) in this document.

Delete
This option removes the resource from your Library. Note: If you have shared the item with other users, they will still have access to the item in their libraries.
Numbering Resources

All Screens, Recordings and Quizzes are sorted numerically. Therefore, it’s a good idea to number resources when creating content so you can find more easily.

Tip: Number resources in the following format: 01, 02, 03, etc to avoid the number 10 appearing before the number 2. If you expect to have 100+ Resources in a region, start with 001.
Multiselect Sharing

**Multiselect**
Select multiple items to apply options across a group of resources. Begin multiselection by holding down on an resource for a couple of seconds. Alternatively, open the options bar on an item. After using either method, select more items by tapping on them.

**Multiselect Bar**
When multiple resources are grouped, the multiselect bar will appear. Choose to share the selected items with a group, or to delete the items from your Library.
3D4Medical have created a library of Screens, Quizzes and Recordings which are available as educational resources for individual learning or, with a Curriculum Manager subscription, as building blocks to create your own Lectures quickly and effortlessly.

Use the Library Options to copy the Resources to your own Group (see page 28).
Screens
Screens

Screens allow you to save a collection of information in a single place.

Manipulate the model and add Cuts, Textboxes, Labels, Images and Handwritten Notes or Drawings. This all can be saved as a Screen, which you can share with a Group or easily access and edit at any time.
How to Create Screens

1. Set your model to the position you’d like to save, and tap the green Save Screen button under the Main Menu. You’ll also find this button at the top of the Screens panel.

2. Enter a title and description for your Screen.

3. Choose which group you would like to save the Screen to, or save it to My Screens to keep it private.

4. When you’re happy with the Screen, select Save.
Editing Screens and Saving Options

Once you have copied a Screen to your Group, you can then edit it. To edit a Screen, select the Edit icon to be brought into Edit mode. You can set up the Screen in any way you like, including changing the position and adding new Tool work. Tap the ‘Save / Edit’ button to confirm your changes.

When confirming edits to your Screen, you can change the title, description, and other details. You also have the option of overwriting the old Screen, or saving your edited Screen as a new one alongside the previous version.
Tips for Screens

In this section, learn how to use Tools to create fun and interactive Screens that focus on your specific anatomical structure or region. Regardless of whether you are creating Lectures, Recordings or Quizzes, Screens will always be your essential starting point.
Optimize Loading Speed

Use the **Gender/Region** feature to show only the region you need for your Screen. This optimizes the model, and with a reduced number of structures to display, it helps the app to load the Screen at maximum speed when accessed by your students.
Assigning Labels to Different Views

You can link labels to different model views and positions. When a label is selected, it navigates the model to a specific position quickly, focusing on the structures you want to show.
To assign labels to different views, just add a new label to a structure each time you move the model.

1. Arrange the model to a position you’d like to focus on.

2. Open Tools and choose Labels.
3. Select a structure on the model to add a Label.

4. Deselect the Labels button or click Done to exit Label mode.
5. Rotate or zoom the model to a new position.

6. Select the Labels button to add a Label to this specific view. Repeat the process as often as required.

Tip: After saving Labels in a Screen, you can always return to edit the finished screen and change labelled model positions at any time.
Custom Labels

Custom Labels allows you to create your own titles for structures and is one of our favorite tools for teaching anatomy!

To create a Custom Label:

1. Open Tools from the Main Menu.
2. Select Labels.
3. Double-tap or double click on a structure.
4. Enter your own text.
Multiple Ways to Use Custom Labels

Custom Labels can be used for adding short notes, labelling 3D pen markings, supplementing text and highlighting structures which are functionally related.
Grouping Labels
Group together and highlight types of structures which are functionally related.

Supplementing text
Where by a Custom Label can be added to highlight one of your main points by demonstrating it on the model.

Joints are where two or more bones meet, such as the shoulder, elbow or wrist. However, not all joints are moveable. Different factors determine how moveable a joint is, including:

1. The type of tissue in the joint
2. The orientation & elasticity of the surrounding muscles and ligaments
3. The articulating shape of the joint
4. The size of subcutaneous tissue (fat) and muscle in the area
A **Gomphosis** is an immobile joint between a rounded extension of one bone and a socket of another.

The connection between the teeth and the surrounding bone is an excellent example of this type of fibrous joint.

Each tooth is positioned in an individual socket within the alveolar bone of either the mandible or the maxilla. Within the socket, the teeth are held firmly in place by small **periodontal ligaments**. The ligaments support the tooth within the cavity of the socket by attaching from the circumference of the wall of the socket to the root of the tooth.

**Labelling 3D Pen**

If you have used the 3D pen on the model, you can use the Custom Labels to provide more information about your illustration.

**Short Notes**

Custom Labels allow up to 300 characters so you can add short notes to your labels for additional learning value.

**TIP**

Skeletal muscles can attach to organs. For example, the extraocular muscles attach to the eyeball to alter our field of view.

Skeletal muscles attach to other organs such as the skin to move and wrinkle the skin and are responsible for forming our facial expressions.

The majority of skeletal muscles, such as the biceps brachii, attach to bone and help move the skeleton.
Group Labels

Group Labels allow you to consolidate a large amount of information into one clear and simple location.

Creating a Group Label:

1. Open Tools and choose Labels.
2. Hold down anywhere on the model for more than 2 seconds and a Label will appear. A blue border will appear at the top of the screen to indicate that you are in Group Label creation mode. Position the Label wherever is best for you.
3. Continue tapping structures to add them to the label list.
4. When you’ve finished adding structures, tap ‘Save’ in the top right corner of the screen.

Removing a Label inside Group:

1. Remove individual labels inside the Group by tapping the delete (x) button located in the top left corner of the label.
Undo and Redo

Undo and redo labels using the options at the top of the tool selection panel.

Clear

To remove all Labels, select the ‘Clear’ button in the top left corner of the screen. Select Clear Labels or Clear All Tools to clear all.
Import Images and Videos

Complete Anatomy gives you the opportunity to enhance each lesson by uploading Images and Videos to your Screens.
How to Import Images and Videos:

1. Select Tools from the Main Menu on the right-hand-side of the screen.

2. Select the Import icon.
3. An array of Images and Videos stored on your device will be shown. Choose up to 5 Images or Videos per Screen that you would like to add.

Note the Video cannot be longer than 10 seconds or larger than 10mb.

4. Drag the Image or Video to move it to your chosen location.
5. Use the indicators in the corners of the Image or Video to resize.

6. Clear individual Images and Videos using the bin button at the top left corner of the selected Image or Video, or press and hold the ‘Undo’ button in the top left of the screen and choose ‘Clear All Tools’ from the dropdown menu.
Getting Creative with Images!

Bring diversity to each lesson by incorporating images of pathologies or slides from previously created presentations!

You can also “connect” your images to the model by using the 2D pen to annotate the image and highlight important features on the model.

Rotator Cuff Tear

Rotator Cuff comprises of 4 muscles that surround and support the shoulder joint:

- Supraspinatus
- Infraspinatus
- Subscapularis
- Teres minor
The Breadcrumb trail is a navigation tool that allows you select groups of structures e.g. the Stomach.

**Following the Trail**
When a structure is selected, the Breadcrumb Trail will appear at the top of the screen, showing the path from that structure back to the system it belongs to.

**Selecting Parent Groups**
You can select any parent group from the Breadcrumb Trail and choose to Hide or Fade the group in the same way as an individual structure.

**Tip:** Using the Breadcrumb Trail to hide structures means that you can make Screens a lot quicker than selecting and hiding each individual structure.
Multi Selection

Multi Selection allows you to group structures together for quicker navigation.

1. Access Multi Selection by selecting the first structure and tapping the Multi Selection button underneath the View Options.

2. Select more structures by tapping them one-by-one. The names of your selected structures appear in the info panel.
3. Also use Select Area to select multiple structures with one motion by dragging across the screen. Use the Deselect Area function to remove an area from the selection, or deselect an individual structure by tapping the X next to its name in the list.

4. You can undo selections by tapping on the ‘Undo’ button in the Infobox. To redo a selection, tap the ‘Redo’ button located next to it.
Recordings

Recordings is a unique tool which allows you to record and save your interactions with the model, along with a voiceover.
Using Recordings

Accessing Recordings
Recording are stored in the Library. To access, select Library from the main menu. Select the Recordings category to view individual resources associated with a specific Group. Browse the Recordings by group and body area.

Selecting a Recording
A list of Recordings is displayed in the panel, containing its title, creator, user-rating and a preview image. You may add a Recording to your Favourites by tapping the heart icon. View a Recording by tapping its thumbnail.
Viewing Recordings

Play a Recording by selecting it. The Recording loads fullscreen on your device and plays automatically. Along the bottom of the screen you will see the time indicator and a timeline containing the frames of the Recording. You may need to adjust the volume on your device to hear the voiceover, if present. Tap the screen at any time to pause the playback and interact with the model. Tap the flashing thumbnail at the bottom of the screen to resume from where you paused. Skip forwards and backwards by tapping any of the frames. When you’re done, you can Rate the Recording along the top of your screen. Tap Exit Recording to return to the Main screen.
Creating Recordings

1. Set your model to the position from which you’d like to begin and tap the green Record button under the Main Menu. This button can also be found at the top of the Recordings panel.

2. Tap the Record button to start. Allow Complete Anatomy to access your microphone to include a voiceover.

3. All model interactions will be saved in the Recording. Your voiceover will be recorded simultaneously as you interact with the model on-screen.

4. A timer will appear in the bottom left corner, showing the current length of the recording. The timer also includes the button to stop recording, as well as access to the Magic Marker.

5. While recording, you continue to have access to the full suite of Tools, allowing you to edit the model as you go along.
6. Highlight an area of the Screen while recording using the Magic Marker. Select the Magic Marker button and use as a pointer by tapping and dragging on screen to temporarily highlight. The Marker disappears when your finger is lifted. For a more permanent drawing on the model or screen, use the Pen Tool.

7. Not quite right? Discard and try again. Good to go? Save your Recording by choosing the Group to save to, the body area it’s related to, and add a title and description. Tap on Save when done. You can replay your Recording at any time by selecting it from the Recordings panel.
Editing Recordings

All users can edit the name and audio of a Recording. Those with a Curriculum Manager subscription also have the additional option of editing the model.
To edit a Recording:

1. Select the Edit icon to enter edit mode. Here, you can change the details of the Recording, including its title.
2. You can also choose to change the Model and Audio by selecting Edit Recording. This will load your Recording, and prepare it for the editing process.

3. To edit the audio, select the red Record Audio button to start recording your new audio from the beginning of your Recording, or select Play and select to find a particular segment you’d like to re-record.

4. To edit the Model, select the Edit Model button to change the model state or edit any Tools used.
5. While editing the Model you can add or remove systems and structures, and edit or add Tools such as Labels. If you want to cancel your edits, select the Return button. If happy with your changes, select Apply.

6. Next, set the duration of your edit using the yellow controller.
7. When finished, select Done on the top right hand corner. Here you can decide whether you want to Continue Editing, Discard or Save the changes.

Tip: Always make a copy of your Recording before you edit the Audio or Model, so you have the original version to revert back to if needed.
Using Images in Recordings

Already have a Presentation Slide made? You can upload as an image and use alongside the model in Complete Anatomy.
1. Take Screenshots of your Presentation Slides and store them in your photo library.

2. Open the Tools Menu and select the Image icon.

3. Select screenshots of your presentation from your photo library and import.

4. Stack images on top of each other in the order you’d like your viewers to see them.

5. Start Recording and delete the top images one by one during the lesson.
Using Screens in Recordings

Did you know you can open Screens while creating a Recording?
Avoid having to type up notes during the lesson by preparing Screens with text or labels beforehand and keep your presentation looking seamless.

1. Prepare Screens you want to include in your Recording.

2. Start Recording.

3. Open Library and navigate to Screens or use the Search function to find your desired Screen.

4. Once found, select the Screen preview image and it will open in the Recording.

**Note:** During playback, the Recording only shows the model and the Screens you have opened. It does not show your library of Screens or your Search bar.
Quizzes

Create your own Questions and Quizzes to share with your Group of students or with other users.
Creating Questions & Quizzes

Access Quiz from the Main Menu and tap the Add button at the top of the screen. You can quickly add a new Question based on the setup of your screen, or assemble an entirely new Quiz.
Creating Questions

1. Tap ‘New Question’ to begin creating a Question. You’ll have the option to use the current model position, or to choose from a screen you’ve made previously.

2. If you would like to, choose a Screen from your library by selecting it. You can return to your library to choose a different screen using the Screens button.
3. Type in your questions and add up to five answers, choosing between Correct or Incorrect for each. Tap outside of the answer box to save your answer. Make sure at least one of the potential answers is a correct answer!
4. Once you’re happy with your question and choice of answers, hit the Save button. Choose the group where you’d like to store your Question and the body section to which the Question applies. Use the slider to set the question difficulty, then press Save.
Assembling Quizzes

1. Tap New Quiz to begin assembling a Quiz. You’re presented with a grid of Questions, which you can sort by group, body region, or difficulty. To add Questions to your quiz, simply drag and drop each Question into the timeline on the left of your screen.
2. Press Edit to rearrange the order of questions in your quiz. Drag and drop the questions that you’d like to move to their new position. The first Question automatically becomes the poster image for the Quiz — this can be changed in Settings. Tap Done when you’re happy with the order of the Questions in your Quiz.

3. Tap Finish when you are happy with your Quiz and you will be brought to Quiz Settings. Here you can set your overall quiz settings including your Quiz title, description, and optional objective. Hit “Edit Questions” if there are any changes you would like to make.
4. When you’re happy with your quiz, hit Save. Now choose the group you’d like to save your new quiz to, and attach it to a relevant body area. Then, hit Save. Your quiz is now ready to be played!
Curriculum Manager

Now that you’ve assembled and/or created teaching resources that exist as individual Screens, Recordings and Quizzes within Complete Anatomy, it’s time to use Curriculum Manager to combine them into interactive Lectures, and then into one comprehensive, easy to manage Course.
Tips

Before we dive in, here are some tips and terms to remember.

Groups are a way to organise the content you send to your students. Assign your students to individual groups, depending on which classes you teach, and then arrange your content for easy reference!

Lectures are the fundamental units of Courses. Lectures are created by selecting and assembling your resources (Screens, Recordings, Quizzes) into cohesive groups related to specific subjects. Collaborate with other faculty members (admins) to create Lectures designed specifically for your audience.

Courses are a combination of Lectures and the gateway for your students to your subject matter. Your students will access Lectures through a Course, which is assigned to a specific Group. Your Lectures must be assigned to a Course in order for your students to see them.
Accessing Curriculum Manager

To access Curriculum Manager, open your Library and select ‘Go to Curriculum Manager’.

To get started with a Course, you must first assemble Lectures.

Select the ‘Lectures’ tab to start creating.
Creating Lectures

By default, your lectures will save to ‘My Lectures', where they are visible only to you. You can also create lectures inside of a group, making it visible to admins of that group, and allowing them to edit it.

1. To begin, Select the Add button at the top of the screen to create a new Lecture.

2. Add an image to use as the cover for your Lecture, along with a title.

3. Select Add Resources and your library will appear.
4. Use the filter options at the top of the screen to search the name of the Resource or filter your search by Group, Body Region, and type of Resource.

5. Select and hold to drag your chosen Resource to your Lecture on the left.
6. At any point, select ‘Edit’ to rearrange or remove Resources from the Lecture.

7. Select the Edit Description button in the top right hand corner. Add in your Description, Objectives and select a Body Region.

8. When you’re happy with your Lecture, select Save Lecture.
Nice job!

You’ve made your first interactive lesson! To preview the Lecture as your students would see it, hit the 3 dots on the Lecture card, then choose the Play button and select any of the resources on the left hand side.
Copy lectures to groups

Ready to collaborate?

To start with, let’s copy the Lecture into your target group so that administrators of a Group can edit the Lecture (e.g. your faculty members).

1. The lecture you have created appears in your ‘My Lectures’ group.

2. To share a lecture with a Group that contains your students, select the Copy to Group button. Don’t worry, they won’t be able to see this lecture until you add it to a Course.
3. Activate the switches beside the Groups that you would like to share the Lecture with.

4. You can also decide to copy all of the Resources to the Group members’ library. This means they will have access to Recordings, Screens and Quizzes within their own Libraries, not just through the Lecture.

5. Copying Lectures to another Group usually takes some time. You will get a notification in your Profile when copying is completed. Once there, only admins will have access to the lecture - for others to see it, you must first add it to a course.
Once the lecture has been copied into the relevant Group, you can find it using the Group dropdown. At the moment, it can be seen and edited by administrator of the Group. Once you’re happy that the Lecture is ready to be seen by students, it’s time to add it to your Course.

**Note:** The green number on the Lecture card represents how many people can currently access this Lecture.

You can copy this Lecture to any other group by selecting the Copy to Group button displayed on the Lecture.
Creating a Course

Adding a Lecture to your Course is easy!

1. Select the ‘Courses’ tab from the top right.

2. The Group that contains your lectures is already selected, so go ahead and select ‘Create My First Course’.
3. Enter the details for your Course; you can choose a Title, Subtitle authors from the 3D4Medical member list. Add an Image to make your Course instantly recognisable. All set? Press Next.

4. You can add a brief description of the course for your students to read, learning outcomes, and any additional people you’d like to credit for their work. Hit Next to continue.

5. Here you have the option to add a Course video to give a snapshot of what your Course will be about. Don’t want to add a video? No problem, skip to the final step.
6. In this window, you will see Add New Module which you can rename.

7. Press "Add Lectures" to add lecture to module 1 and you’ll see a selection of all Lectures which were shared to your target group in this window.

8. Simply grab the ones you need and press "Add to Course".

9. Continue to add more Modules and Lectures.

10. Save your changes and your Course and Lectures are now live! Your students are notified that they have new content and view the Course.
Contact

We will be available to help and provide any support to you and your staff going forward. It is our goal to make sure that your experience is as seamless as possible. If you or your faculty have any questions, software issues, or require training of any kind in regards to Complete Anatomy or Curriculum Manager, please do not hesitate to reach out to either Mr. Reyes or Ms. Lynch.

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