Creating Document Structures and Curriculum Map Templates

2 Hours

Description

Maintaining your district’s curriculum using curriculum maps, and keeping the information in each curriculum map consistent, is important in providing students with the comprehensive education they need to succeed. In Aspen IMS, document structures (i.e., templates) are the foundation on which you build curriculum maps. Each document structure contains the elements of information that a map using that structure will have, such as Essential Questions, Activities, Assessment, etc.

In Aspen IMS, curriculum maps are built using three types of document structures: map header document structures, map topic (unit) document structures, and lesson plan document structures.

Upon completion of this lesson, you will create document structures that include all of the necessary elements that your curriculum designers need to provide content in curriculum maps.

Prerequisites

Be sure you have completed the following lesson plan:

- Finding Your Way Around Aspen IMS

Materials Checklist

Each participant should bring the following to this class:

- A copy of an existing curriculum map used in your district
- A copy of an existing exemplar lesson plan used in your district

Participant Objectives

- Configure a document structure based on district and school formatting policies for curriculum map headers, curriculum map topics (units), and lesson plans.
- Form a plan or list of document structures that will be needed to support various grade levels and subject departments in your district.
- Create curriculum map templates with the necessary document structures for curriculum designers to use to create content.

**Activities**

- Create a curriculum map header document structure.
- Create a map topic (unit) document structure.
- Create a lesson plan document structure.
- Create curriculum map templates.

**Resources**

For more information on this lesson and to complete the Plan and Apply sections, refer to the resource listed below. This is available in Aspen from the Help menu, Videos. You can also access online Help from the Help menu.

**Quick Reference Guides:**

- Document Structures and Curriculum Map Templates
Plan

Use the space provided to record your answers to the following questions.

1. For which grade levels and content areas do we need to create curriculum maps?

2. Who should be responsible for maintaining/updating the document structures?

3. Do we have exemplar formats for curriculum map headers (overviews), map topics (units) or lesson plans I can use in Aspen?

**Note:** If exemplar formats exist for curriculum maps, map topics (units), AND lesson plans, skip questions 4 - 7. If no exemplar format/structure exists, answer the rest of the questions in this section.

4. The map header document structure provides the overall description, method, and theory for the map. What elements do we want for curriculum map header document structures? For example, a curriculum map header might contain an overview/description, chapters, and themes/big questions elements.

**Map Header Elements:**
5. What elements do we need to create for map unit topics? For example, does every map topic (unit) contain a title, essential questions, essential skills, resources and materials, assessment opportunities, themes, etc.? Do these elements differ by grade level or content area/subject?

**Map Topic (Unit) Elements:**

**Specific Grade Level Map Topic (Unit) Element Needs:**

**Specific Content Area Map Topic (Unit) Element Needs:**

6. What elements do we need to define for lesson plans? For example, do our lesson plans contain standards, objectives, materials, instruction, assessments differentiation? Does grade level or content area affect the lesson plan elements we need? If so, how?

For example, does your English department use *Understanding by Design* lesson plans but your Science department follows the *Madeline Hunter Direct Instruction* format? List your lesson plan element needs here by grade levels/content areas:

**Lesson Plan Elements:**
Specific Grade Level Lesson Plan Element Needs:

Specific Content Area Lesson Plan Element Needs:

7. Will several curriculum designers be creating and adding content to curriculum maps? If so, you can create curriculum maps that will serve as templates that designers can copy and edit.

For example, if your department heads will be using Aspen IMS to develop curriculum maps for their own departments, you might create a curriculum map template for each department, such as a template named HS Science Department Map Template. Then, the Science department head can copy that template for each map he or she needs to create. This gives curriculum designers by the document structures they need so that they can jump right in and add content to a map.

If this workflow applies to your district, list the curriculum map templates you can create here:
Apply

Now that you've taken an in-depth look at creating document structures and curriculum map templates, complete the following in the order listed:

1. If you answered Yes to question 3 above, use your district's existing exemplar curriculum map headers (overviews), map topics (units), and lesson plans to create document structures for curriculum map headers (overviews), map topics (units) and lesson plans in Aspen IMS.

2. If you answered No, use the group's answers to questions 4 through 6 to help you create document structures for curriculum map headers (overviews), map topics (units), and lesson plans in Aspen IMS.

3. If you answered Yes to question 7, create the curriculum map templates your district's curriculum designers can use to copy to create their own maps to add content to.
## Assess

Staff Name: _____________________________ Date: __________________

### Creating Document Structures and Curriculum Map Templates

Use the following table to confirm that you successfully completed each task, and to make any notes:

<table>
<thead>
<tr>
<th>I can...</th>
<th>Do this in Aspen...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Create document structures for all necessary map headers (overviews), including all of the elements.</td>
</tr>
<tr>
<td></td>
<td>Create document structures for all necessary map topics (units), including all of the elements.</td>
</tr>
<tr>
<td></td>
<td>Create document structures for all necessary lesson plans, including all of the elements.</td>
</tr>
<tr>
<td></td>
<td>Create curriculum map templates for curriculum designers to copy and use to add their content.</td>
</tr>
</tbody>
</table>

**Notes:**

---

Lesson Plan -7- © Copyright 2014 Follett
Aspen IMS for Curriculum Directors

Your district can create curriculum maps in Aspen IMS. Curriculum maps help districts and teachers form a timeline of what is being taught and when to help analyze, communicate, and plan curriculum in your schools.

Curriculum maps help ensure that content:

- Is not repeated
- Is taught in the right sequence
- Is consistent among teachers

A district might define curriculum maps for each subject for each grade in your district. For example, you might create 12 English/Language Arts curriculum maps in your district for grades K-12. Or, your district might create one curriculum map for each of the high school sciences (HS Chemistry, HS Biology, HS Physics, etc.)

Within those curriculum maps in Aspen, districts can include lesson plans, and can align each unit, topic, and lesson plan to district and state standards. Aspen is automatically subscribed to Academic Benchmarks, the preferred standards data services provider to K–12 education.
Creating Curriculum Maps in Aspen

**English Curriculum Map**

**Overview:**
Students in Grade 9 English will continue to sharpen their expository writing skills, literature analysis, and grammar skills, focusing on the Essential Question: “How do our relationships foster our lives?”

<table>
<thead>
<tr>
<th>Unit</th>
<th>Essential Questions</th>
<th>Activities</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1: Friendship</td>
<td>How do our friendships enhance our lives?</td>
<td>- Great Depression overview (Dorothy Langer photographs, research, group present)</td>
<td>Weekly writing assignments, character portraits</td>
</tr>
<tr>
<td></td>
<td>Can friends alter our lives for the better or worse or both? Why?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Is it better to have lots of friends or just one good friend?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>How far should we go in helping our friends? Is there such a thing as too much help?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>How do our friendships enhance our lives?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Curriculum Maps:** English 9

**English 9 Curriculum Chart**

**English 9**

- Start day: 1
- Duration: 180 days

**Activities**
- Journals
- Group Discussions (Character Portraits, Question Debates, Societal Seminars)
- Reading
- Reading Comprehension Sheets

**Assessment**
- Quizzes
Teachers can view curriculum maps in the Staff view. On the Planner tab, they can view the curriculum map topics and any lesson plans on each day that it is defined to be covered. They can also drag and drop topics and lesson plans to different dates on their calendars to reflect their actual day-to-day schedules.

**Note:** If teachers make edits to the dates a topic is covered, those dates are not overridden by district date changes.

To create curriculum maps, align them to standards, and make them available to teachers in Aspen:

1. **Define the document structures**, or formats of curriculum maps and lesson plans that your district uses. This is what determines the elements that appear on the curriculum map chart.
2. Define the details of the curriculum map, including the number of days the map will cover.
3. **Design the curriculum map chart**, including adding topics and lesson plans and aligning them to standards.
4. **Assign curriculum maps to district courses**.
5. **Activate approved curriculum maps**.
6. Teachers can **view the curriculum maps linked to their assigned sections in the Staff view**.

**Define Document Structures**

Defining document structures is the first step in building your district’s curriculum maps in Aspen IMS.

Aspen IMS document structures are the templates or formats your district creates to determine the information that should be included on curriculum maps.

Within each document structure, you define the elements it contains. For example, you might create a document structure named *HS English Lesson Plan Structure*. For this structure, you might add the following elements:

- Title
- Essential Questions
- Objectives and Learning Expectations
- Lesson and Instruction
- Assignment(s)
- Resource Materials

When this document structure is applied to the *HS English Grade 9* curriculum map, the writer of the map fills content into each of those elements for each lesson plan within that map.

For each curriculum map, your district must create the **three** following document structures:

1. A **map header structure**, which is used for the information that explains the overview of the map (with elements such as a Mission Statement and Summary):
2. A map topic structure, which is used for the information that explains what is included in each map topic (unit) within the map (with elements such as Title & Terms, Essential Questions, Essential skills, and Assessment Opportunities):

<table>
<thead>
<tr>
<th>Title</th>
<th>Topic</th>
<th>Standards</th>
<th>Summary</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Day of the Universe</td>
<td>Students will be able to...</td>
<td>Safety Standards</td>
<td>You should have finished the previous lesson on...</td>
<td>1. You should have finished the previous lesson on...</td>
</tr>
<tr>
<td>7th Grade Physical Science</td>
<td>Students will be able to...</td>
<td>Formative Assessment</td>
<td>Essential Questions</td>
<td>Essential Questions</td>
</tr>
<tr>
<td>6th Grade English</td>
<td>Students will be able to...</td>
<td>Essential Questions</td>
<td>Essential Questions</td>
<td>Essential Questions</td>
</tr>
</tbody>
</table>

3. A lesson plan structure, which is used for the information to include on a lesson plan (with elements such as Title, Essential Questions, Objectives and Learning, Daily Lesson and Instruction, etc.):

To create a document structure:

1. Log on to the District view.
2. Click the Assessment tab.

4. On the Options menu, click Add. The New Curriculum Document Structure page appears:
5. In the **Name** field, type the name for the new document structure.

   **Note:** Follett recommends you include the structure type in the name you define. For example, if you are creating a map topic structure that will be used in the high school Science department curriculum maps, you might enter **HS Science Map Topic Structure**. This way, when one of the high school Science curriculum maps is created, it is easy to find the document structure to be used.

6. In the **Description** field, type a description of the document structure.

   Then, add the elements to the document structure. These might be any of the following:

   - Measurements of instruction time, such as unit names
   - Content
   - Skills
   - Activities
   - Assessments

   **To add an element to the document structure:**
   1. Click the **Add** button on the bottom right corner of the page. The page displays an empty field.
   2. In the **Name** field, enter a name for the element.
   3. In the **Description** field, enter a description for the element.
   4. If you want to require users to enter information for that element, select the **Required** checkbox.
   5. Click **OK**.
Warning: To delete a specific element, you must click Elements on the Document Structures side-tab. The page displays only a list of elements.

Select the checkbox to the left of the element you want to delete. On the Options menu, click Delete. If you do this on the Document Structures Detail page, the entire document structure you created will be deleted.

Define the Details of a Curriculum Map

After you create the document structures (format or templates) for your curriculum maps, you can create curriculum maps in Aspen IMS. First, you define the details of the map.

Note: You can also copy an existing curriculum map that might mirror what you need to create.

Follett recommends creating curriculum maps that act as templates. For example, you might create a curriculum map named HS English Map Template, with the applicable document structures defined. This way, the designer of the HS English curriculum maps can quickly make copies of this template, and jump right into adding content in the elements.

To create a curriculum map:

1. Log on to the District view.
2. Click the Assessment tab.
3. Click the Curriculum Maps side-tab. A list of any curriculum maps already created in your district appears.
5. Use the following table to enter information in the fields:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Type the name of the curriculum map.</td>
</tr>
<tr>
<td>Duration (Days)</td>
<td>Type the number of days the curriculum map covers. For example, if a school has a 180-day school year, a semester would be 90 days and a full year 180.</td>
</tr>
<tr>
<td>Header Structure Name</td>
<td>Click to open the Curriculum Document Structure Pick List. The structure you select determines the fields and columns users have to enter information in when adding the header to this curriculum map. Select a document structure, and click OK.</td>
</tr>
<tr>
<td>Topics Structure Name</td>
<td>Click to open the Curriculum Document Structure Pick List. The structure you select determines the fields and columns users have to enter information in when adding topics to this curriculum map. Select a document structure, and click OK.</td>
</tr>
<tr>
<td>Lessons Structure Name</td>
<td>Click to open the Curriculum Document Structure Pick List. The structure you select determines the fields and columns users have to enter information in when adding lesson plans to this curriculum map. Select a document structure, and click OK.</td>
</tr>
<tr>
<td>Active</td>
<td>Select this checkbox if you want this curriculum map to be available for use in the Staff view.</td>
</tr>
<tr>
<td>Use standards</td>
<td>Select this checkbox to align standards to this map.</td>
</tr>
</tbody>
</table>

6. Click Save.

**Copy a Curriculum Map**

You can copy a curriculum map you create. For example, assume your Honors Chemistry map is very similar to your Chemistry map. You can create the curriculum map for Chemistry, then copy and enhance it for Honors Chemistry.

Or, you might create a curriculum map template for each department, such as HS Science Department Map, HS English Department Map, HS Math Department Map, etc. Then, to create a map for a specific course, select and copy the appropriate department map. Rename and use the copy to create content for the course.

**To copy a curriculum map:**

1. Log on to the District view.
2. Click the Assessments tab.
3. Click the Curriculum Maps side-tab.
4. Select the curriculum map you want to copy, and click Details on the Curriculum Maps side-tab.
5. On the Options menu, click Copy. The system creates a copy of the entire map, including all map topics, lesson plans, and aligned standards.

**Note:** The system also copies the course number associated with the map. If you are copying this for another course, be sure to change the course at the Course Number field on the Curriculum Map Details page.