Creating Curriculum Maps

2 Hours

Description

Maintaining your district’s curriculum and sharing it with teachers to use in their daily instruction is important to ensure district-wide success for your teachers and their students.

The curriculum maps you use in Aspen to track instruction throughout the year are composed of document structures, which are discussed in an earlier lesson.

Upon completion of this lesson, you will create and complete curriculum maps, including entering content for all elements on a map, aligning standards to topics, and adding resources to lesson plans.

Prerequisites

Be sure you have completed the following lesson plans:

- Finding Your Way Around Aspen IMS
- Creating Document Structures and Curriculum Map Templates

Participant Objectives

Create and complete curriculum maps based on your district and school formatting policies.

Materials Checklist

Each participant should bring the following to this class:

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

Activities

- Create a curriculum map and associate it with a specific course.
- Copy a curriculum map.
- Add content to the map header.
- Add map topics (units), and enter content.
• Create lesson plans, enter content, and provide resources.
• Align a created curriculum map, map topics, and/or lesson plans with standards.
• Create unit topics and lesson plans for a curriculum map.
• Activate a curriculum map that is complete.

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:
• Creating Curriculum Maps
Plan

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

1. For which content areas or courses do we need to create curriculum maps?

2. Will we include individual lesson plans on the curriculum maps, or just unit topics?

3. How will we align our curriculum with standards? Will we align standards at the map level, unit level, and/or lesson plan level? For which curriculum maps do we want to identify associated standards? How do these standards appear in Aspen?
Apply

Now that you've taken an in-depth look at curriculum maps, complete the following in the order listed:

1. Develop a curriculum map with the document structures created in the previous lesson and associate it with a specific course.
2. Copy a curriculum map template to use to develop content for a specific map.
3. Add map topics and content to a curriculum map. If you have an existing document that contains the content of the curriculum map, copy and paste that text into the correct elements within the map.
4. Add lesson plans and content to a curriculum map. If you have an existing document that contains the content of lesson plans, copy and paste that text into the correct elements within the lesson plans you create on the map.
5. Align at least one standard with the newly created curriculum map, map topic, or lesson plan.
6. Add resources (presentations, files, weblinks, etc.) to a map topic or lesson plan.
7. Activate the curriculum map.
Assess

Staff Name:_____________________________ Date:________________________

Creating Curriculum Maps

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>Create a curriculum map.</td>
<td></td>
</tr>
<tr>
<td>Copy a curriculum map.</td>
<td></td>
</tr>
<tr>
<td>Associate a curriculum map with a course.</td>
<td></td>
</tr>
<tr>
<td>Add map topics and enter content.</td>
<td></td>
</tr>
<tr>
<td>Add lesson plans and enter content.</td>
<td></td>
</tr>
<tr>
<td>Align maps, map topics, and lesson plans with standards.</td>
<td></td>
</tr>
<tr>
<td>Add resources to a map topic or lesson plan.</td>
<td></td>
</tr>
<tr>
<td>Activate a completed curriculum map.</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
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:
### Field Description

<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.

### Assign a Curriculum Map to a Course

After you create a curriculum map, assign it to the appropriate course. This way, when a teacher adds a class for that course in the Staff view, the curriculum map appears on the Classes tab, Curriculum Map side-tab.

**To assign a curriculum map to a course:**

1. Log on to the District view.
2. Click the Schedule tab.
3. On the Courses side-tab, select a course and click Details.
4. At the Curriculum Map field, click 🔄 to select the appropriate map.
5. Click Save.

### Design and View a Curriculum Map Chart

On the Curriculum Maps side-tab, click the Chart link to build the map.

**To design and view 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 curriculum maps already created in your district appears:
4. Do one of the following:
   - To view and edit an existing curriculum map's details, select the curriculum map, and click Details on the Curriculum Maps side-tab.
   - To view and design an existing curriculum map, select the curriculum map, and click Chart on the Curriculum Maps side-tab. The curriculum map appears:

Now, you can do the following:
   - Use the Chart side-tab and its timeline to view and edit topics on the curriculum map.
   - Enter information in the map topic header of the curriculum map.
   - Add a topic to the curriculum map.
   - Add a lesson plan to the curriculum map.
Align curriculum map topics and lesson plans to standards.

Initialize lesson plans.

Using the Curriculum Map Chart and Timeline

The curriculum map chart and timeline is a tool to view, edit, and add to curriculum maps. There are several ways to move around and use the page.

The Chart page contains two views of the map:

- At the top of the page, a timeline represents the unit topics and their start dates and duration. It shows the days on which topics are covered and lessons are taught:

- The bottom of the page displays the topic you select on the timeline and any topics or lesson plans within it in a grid format:

The grid format displays the elements defined within the document structures assigned to this map.

Note: Teachers view only the timeline in the Staff view; they do not see the grid format.

To use the curriculum map timeline and grid:

1. Use the buttons at the top of the Chart page to do the following:
- Click **Add** to add a new map topic or a lesson plan. To create a secondary map topic (a topic nested within a primary topic), click the topic you want to create the secondary topic for before you click **Add**. For example, within the Cells Chemistry unit, you might include a smaller *Using a Microscope* unit to be covered.
- Click **View** to view the entire curriculum map or the specific map topic or lesson plan you select in a printable format. This format is a view teachers have to use the map. Print if desired:

<table>
<thead>
<tr>
<th>Honors HS Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start day:</strong> 1</td>
</tr>
<tr>
<td><strong>Duration:</strong> 180 days</td>
</tr>
</tbody>
</table>

**Chemistry SCI1402**

This course examines the composition of various substances and the changes they can go through. It also shows you how chemistry touches our lives almost everywhere and everyday, in medicine, the clothes we wear, the games we play, as well as the industries that make the things we use. The periodic table and simple compounds are covered as well as the basics of Chemistry. This is a complete up-to-date course on Chemistry.

**Essential Questions**

- How do you safely conduct laboratory work?
- How is matter classified?
- What SI units should be known for chemistry study?
- Using dimensional analysis how is a problem set up for conversions?
- Atomic structure is important to know for the formation of what?
- Knowledge of atomic text, ionization energy and electro negativity is important for the formation and identification of what type of compounds?
- Metallic nonmetals, metalloids and noble gases chemical and physical properties are important for what knowledge?
- How is the writing of ionic and covalent compound names and formulas different?
- How do ionic, non polar covalent, polar covalent and metallic bonds differ?

**Essential Skills**

- Note-taking skills
- Review sheets
- Use of examples for lab reports
- Demonstrations
- Reference to labbooks
- Individual grading of student work with comments for improvements
- Outline skills
- Concept mapping

**Assessment Opportunities**

- Journal Writing: Rubric given to student
- Laboratory Reports: Rubric given to student
- Projects: Rubric given to student
- Quizzes based on point values
- Tests based on point values

- Select a map topic on the timeline, and click **Edit** to edit the topic details or element content.
- Select a map topic on the timeline, and click **Move** to move it to a different primary topic. For example, if you want to move a unit into a different unit topic, click the unit you want to move, and click **Move**. Then, click the unit topic you want to move it to.
- Click **Expand** to display all topics and their nested secondary topics within the timeline at the top of the Chart page:
Note: You can also click [] next to each map topic on the timeline to expand the topics.

- Click **Collapse** to close all expanded map topics on the timeline.

2. Hover over the blue bars that represent map topics and the light blue bars that represent secondary map topics to view the start day and duration information for a map topic:

Drag and drop the bars to change the start and end days for the map topic.

3. Click a map topic name to display the information for that map topic in the grid below the timeline:
4. Select the **Show Lesson Plans** checkbox to show lesson plans associated with map topics. For each lesson plan, the timeline displays a green bar. Hover over each green bar to view the lesson plan's start date and duration:

5. Select the **Show Content** checkbox above the map topics to display any resources (document files, web searches, etc.) that are associated with a map topic:
Note: Any information you edit or add to a curriculum map is automatically saved.

To continue to develop a curriculum map using the chart, do the following:

- **Add content to the elements of the map topic header.**
- **Add a map topic.**
- **Add a lesson plan to the map.**
- **Align map topics and lesson plans to standards.**
- **Initialize lesson plans.**

**Add Content to the Header of a Curriculum Map**

The first item on a curriculum map is the header topic. It is the topic that provides the highest level of information for the map, such as the course information:
To add content to the header topic of 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 have not added any topics to yet, and click Chart on the Curriculum Maps side-tab.
5. On the timeline, select the map header topic, and click Edit. A dialog box containing the elements of the map topic header document structure appears.
6. Use the following table to enter information into the fields in the box at the top of the dialog box:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Type a name for the header topic. This is the highest level topic in the map that might provide an overview of the map.</td>
</tr>
<tr>
<td>Start day</td>
<td>Type the number of the school day that a teacher should begin to teach this topic.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This is the number of instruction days (days on which the course is scheduled).</td>
</tr>
<tr>
<td>Duration (Days)</td>
<td>Type the number of days this topic should be covered. For example, if this curriculum map covers an entire school year, you might enter 180 for the duration of the course.</td>
</tr>
<tr>
<td>Header Structure Name</td>
<td>The header structure name you selected when you defined the details of the curriculum map appears.</td>
</tr>
</tbody>
</table>

The remainder of the dialog box contains the elements that were defined when the document structure for this curriculum map was created.

7. For each element, you can click My Resources to access your personal resources and any shared resources you want to add to a topic:
**Note:** Although you can click, drag and drop any items from My Resources to this header topic, these resources are not available to teachers in the Staff view. Therefore, Follett recommends you add resources to map topics other than the map topic header.

8. At the bottom of the dialog box, you can **align this map topic header to standards**.

**Note:** You should align course-level standards to the map topic header; the standards you select for this map topic header act as primary standards for the entire map and limit the standards that are available to choose from for each map topic in the map.

9. Click **Save and Close** at the top of the page to save the information for the topic:

10. At the top of the page, you can also do the following:
- Click **Save** to save the information you enter without closing the dialog box.
- Click **Revert** to return to the information you had the last time the map topic was saved.
- Click **Print** to print the map topic.
- Click **Delete** to delete the map topic.

## Add a Topic to a Curriculum Map

Add topics to a curriculum map to fill out the content for the duration of the map. For example, your topics might be months, content units, or marking periods.

Topics can be nested within other topics. For example, you might create a topic called **Unit 1** that lasts for 30 school days. Within **Unit 1**, you might create topics for each chapter, **Chapters 1–4**, each lasting 6 days. So, Chapter 1 might have a start day of 1 and a duration of 6 days. Chapter 2 would have a start day of 7 and a duration of 6 days, etc.

**To add topics to 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 have not added any topics to yet, and click **Chart** on the **Curriculum Maps** side-tab.
5. Click **Add**. Two options appear:

6. Click **Add Map Topic**. The New Map Topic dialog box appears:
7. Use the following table to enter information into the fields in the box at the top of the dialog box:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Type a name for topic.</td>
</tr>
<tr>
<td>Start day</td>
<td>Type the number of the school day that a teacher should begin to teach this map topic. For example, if a teacher should begin a topic on the first day of school, type 1. The next unit might start on day 21.</td>
</tr>
<tr>
<td>Duration (Days)</td>
<td>Type the number of days this topic should be covered. Note: This is the number of instruction days (days on which the course is scheduled). For example, if this curriculum map covers an entire school year, you might enter 180 for the duration of the course. If this topic covers a grade term, it might be 45.</td>
</tr>
<tr>
<td>Header Structure Name</td>
<td>The topic structure name you selected when you defined the details of the curriculum map appears.</td>
</tr>
</tbody>
</table>

The remainder of the dialog box contains the fields or columns that were created when the document structure for this curriculum map was created.

8. For each field, click My Resources to access your personal resources and any shared resources you want to add to a topic:
9. Click, drag and drop any items from **My Resources** to the topic you want them to be available for.
10. At the bottom of the dialog box, you can **align this topic to standards**.
11. Click **Save and Close** at the top of the page to save the information for the topic:

12. At the top of the page, you can also do the following:
   - Click **Save** to save the information you enter without closing the dialog box.
   - Click **Revert** to return to the information you had the last time the map topic was saved.
   - Click **Print** to print the map topic.
   - Click **Delete** to delete the map topic.

**Add a Lesson Plan to a Curriculum Map**

Add exemplar lesson plans to map topics you create. These lesson plans become available in the gradebook and on the Planners of teachers who are assigned to the course associated with the map. This
way, teachers can share and use the same plans and any attached handouts.

**Note:** You can initialize a lesson plan for every day of a topic.

**To add lesson plans to a curriculum map topic:**

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 have not added any topics to yet, and click **Chart** on the **Curriculum Maps** side-tab.
5. On the timeline, select the map topic you want to add a lesson plan to:

![Curriculum Maps: Chemistry](image)

The system underlines the map topic name, and outlines its bar on the timeline in red:

![Curriculum Maps: Chemistry](image)

6. Click **Add.** Two options appear:
7. Click **Add Lesson Plan**. The New Lesson Plan dialog box appears:

![Image of the New Lesson Plan dialog box]

8. Use the following table to enter information into the fields at the top of the dialog box:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td>Type a title for the lesson plan.</td>
</tr>
<tr>
<td><strong>Start day</strong></td>
<td>Type the number that represents the school day that the teacher assigned to the course assigned to this map should begin this lesson plan. For example, if a teacher should begin the lesson on the first day of school, type 1. The next unit might start on day 21.</td>
</tr>
<tr>
<td><strong>Meeting days</strong></td>
<td>Type the number of days this lesson plan should be covered. <strong>Note</strong>: This is the number of instruction days (days on which the course is scheduled). For example, a lesson plan for a chapter map topic might cover 4 instruction days.</td>
</tr>
<tr>
<td><strong>Curriculum Document Structure Name</strong></td>
<td>The lesson plan structure name you selected when you defined the details of the curriculum map appears.</td>
</tr>
</tbody>
</table>

The remainder of the dialog box contains the fields or columns that were created when the document structure for lesson plans was created.

9. For each field, click **My Resources** to access your personal resources and any shared resources you want to add to the lesson plan:
10. Click, drag and drop any items from My Resources to the field you want them to be available for.
11. At the bottom of the dialog box, you can align this lesson plan to standards.
12. Click Save and Close at the top of the page to save the information for the lesson plan:

13. At the top of the page, you can also do the following:
   - Click Save to save the information you enter without closing the dialog box.
   - Click Revert to return to the information you had the last time the lesson plan was saved.
   - Click Print to print the lesson plan.
   - Click Delete to delete the lesson plan.

**Initialize Lesson Plans for a Curriculum Map**

If you need to make a lesson plan for every day of a curriculum map topic, you can initialize lesson plans to automatically create a space for each lesson plan on the curriculum map. Then, you can fill in the fields for each plan.
For example, map topic *Unit 2* has a duration of 35 days. When you initialize lesson plans, the system adds 35 empty lesson plan headers on your curriculum map for you to fill in:

![Curriculum Map Example](image)

**Note:** If you show lesson plans on the timeline of the map, a green line appears for each lesson plan within the topic and displays the *Meeting days*.

To initialize lesson plans for a map topic on 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 work with, and click **Chart** on the **Curriculum Maps** side-tab.
5. On the timeline, select the map topic you want to initialize lesson plans for:

![Timeline Example](image)

The system underlines the map topic name, and outlines its bar on the timeline in red:
6. On the **Options** menu, click **Initialize Lesson Plans**. The system asks if you are sure, and informs you that this will not delete any existing lesson plans you have created for the map topic.

7. Click **Yes**. A green line represents each lesson plan for each day of the map topic in the timeline, as well as a header for each below the timeline.

8. To fill in the fields for a specific lesson plan, find the lesson plan header, and click inside the **Details** box:

   ![](image)

   The lesson plan dialog box appears.

9. To fill in information for one field only, click the box for that field. For example, to add a list of study aids, click inside the Study Topics box.

10. Click [ ] in the **Standards** box to **align a lesson plan to standards**.

### Align Curriculum Maps, Map Topics, Lesson Plans, and Assignments to Standards

Aspen IMS supports standards-based instruction by providing districts with Common Core, state, and **district-created standards**.

Aspen IMS is automatically subscribed to *Academic Benchmarks*, the preferred standards data services provider to K-12 education.

You can align your curriculum maps, each map topic within a map, and each lesson plan within a map topic to any of these standards. This helps teachers plan to teach appropriate topics and use the right methods to ensure they are meeting the demands their students’ education requires.

**Note:** Teachers can also align lesson plans to standards in the Staff view.
You can also align several curriculum maps to the same standards at one time. For example, you might select all Science department curriculum maps and apply Science & Engineering standards to them at the same time.

To align curriculum maps, map topics, and lesson plans to standards:

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 add standards to, and click Chart on the Curriculum Maps side-tab. The curriculum map appears:

5. Do one of the following:
   - To align the entire curriculum map with standards, select the map topic header, and click in the Standards box:
To align a specific topic to standards, select the topic, and click in the Standards box.

To align a lesson plan to standards, select the lesson plan, and click in the Standards box.

The Standards dialog box appears:

Note: If standards were aligned to the map topic header (course overview), the categories you are limited to for all other map topics in this map appear next to the Narrow by category drop-down; you cannot select standards that reside in other categories for a map topic.

6. Click the Narrow by category drop-down to select one of the following categories of standards you want to add to your topic or lesson plan:

- Common Core
- State
- NEASC 21st Century

The category you selected appears with a new drop-down next to it, and the standards within the category appear in a list:
7. To further filter the list of standards available, select a sub-category within the category you first selected:
8. After you select that filter, another drop-down menu appears. You can continue to filter the list of standards by selecting categories from the drop-down menus provided.

9. Click Show details to show the details of each standard in the list. Then, click Hide details to hide them.

10. Select the standards you want to align to the topic or lesson plan, and click OK. The standards appear on the curriculum map in the Standards box.

**Note:** To remove a standard, click the X next to the standard ID in the Selected Standards box.

11. To view a specific standard aligned to a topic or lesson plan, click the standard ID in the Standards box:
The standard description appears:

Note: In addition, you can enter and edit standards when you create or edit an entire topic or lesson plan. Standards also appear in the printed version of the curriculum map.

Teachers can view the standards aligned to a curriculum map topic or lesson plan in the Staff view.

To align several curriculum maps to the same standards at one time:

Occasionally, your district might want to quickly align several curriculum maps to the same standards.

1. Log on to the District view.
2. Click the Assessments tab.
3. Click the Curriculum Maps side-tab.
4. Select the curriculum maps you want to add the same standards to, and click Show Selected on the Options menu. Only the curriculum maps you want to define the same standards for should appear.
5. On the Options menu, click Add Standards. The Standards dialog box appears.

Note: If standards have already been defined for all of the maps you selected, those standards appear already highlighted and selected in the Standards dialog box.
Activate an Approved Curriculum Map

After you create a curriculum map, complete the content, and have it approved, you need to activate it for the map to be accessible in the Staff view.

| Note: If a map is active and associated with a course, it is accessible in the Staff view on the Classes tab. |
| For the map to appear on the Planner tab in the Staff view, the class must have a schedule expression. |

To activate an approved 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.
4. Select the curriculum map you want to activate, and click Details on the Curriculum Maps side-tab.
5. Select the Active checkbox.
6. Click Save.