

# Creating Curriculum Maps

*2 Hours*

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## 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



## 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:

I can...	Do this in Aspen...
	Create a curriculum map.
	Copy a curriculum map.
	Associate a curriculum map with a course.
	Add map topics and enter content.
	Add lesson plans and enter content.
	Align maps, map topics, and lesson plans with standards.
	Add resources to a map topic or lesson plan.
	Activate a completed curriculum map.

**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.
4. On the **Options** menu, click **Add**. The New Curriculum Map page appears.
5. Use the following table to enter information in the fields:

Field	Description
<b>Title</b>	Type the name of the curriculum map.
<b>Duration (Days)</b>	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.
<b>Header Structure Name</b>	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 <b>OK</b> .
<b>Topics Structure Name</b>	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 <b>OK</b> .
<b>Lessons Structure Name</b>	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 <b>OK</b> .
<b>Active</b>	Select this checkbox if you want this curriculum map to be available for use in the Staff view.
<b>Use standards</b>	Select this checkbox to <a href="#">align standards</a> to this map.

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:



Pages	District	School	Student	Staff	Grades	Assessment	Schedule	Global	Tools	Admin
Options Reports Help										
<b>Curriculum Maps</b>										
0 of 13 selected <span>All Records</span>										
Assessment Definition	Title	CurriculumDocStructure > Name	Duration	Course > CrsNo	Course > Description	Active				
Assessment History	Algebra I	Crow Point Unit Curriculum Planning Document	180			N				
Rubric Library	Biology	Unit Headings	90	SCI11301	Biology 9 (W)	Y				
Rubric Rating Scales	English 10	Unit Headings	180	ENG20301	Sophomore English	Y				
Learning Standards	English 7	Middle School ELA Overview Grade 6-8	180	INT11302	Advisory (High School)	Y				
Curriculum Maps Details Chart	English 9	English 9 CMap Structure	180			Y				
Document Structures	Grade 6 Social Studies	Unit Headings	180	220MS	Social Studies 6 (DW)	Y				
Question Bank	Health	Unit Headings	45	842MS	Phys Ed-Health 8	N				
	Honors Geometry	Unit Headings	180	MTH21302	Geometry	Y				
	Honors HS Chemistry	Unit Headings	180	SCI39303	Honors Chemistry	Y				
	HS Chemistry	Unit Headings	180	SCI31304	Chemistry	Y				
	Oswayo Test Curriculum	Oswayo	90	SCI12101	Science 9 SC Sem 1	N				
	Sample	Unit Headings	180	104MS	Language Arts 6 (NK)	N				
	Vigo Map 1	Vigo Sample	100	SCI11001	Biology Collaborative Sem	N				

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:

The screenshot shows the 'Curriculum Maps :: Chemistry' interface. At the top, there are navigation buttons: Add, View, Edit, Move, Expand, Collapse, and Show Lesson Plans. Below this is a chart showing the timeline of units for Chemistry. The x-axis represents time in minutes, ranging from 10 to 151. The chart shows units 2 through 7, with unit 2 starting at 10 and ending at 20, unit 3 starting at 20 and ending at 30, unit 4 starting at 30 and ending at 40, unit 5 starting at 40 and ending at 50, unit 6 starting at 50 and ending at 60, and unit 7 starting at 60 and ending at 70. Below the chart is a 'Details' table for the 'Chemistry' map.

Details	Title & Terms	Essential Questions	Essential Skills	Assessment Opportunities	Standards
Chemistry Start day: 1 Meetings: 151	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,	<ul style="list-style-type: none"> <li>How do you safely conduct laboratory work?</li> <li>How is matter classified?</li> <li>What SI units should be known for chemistry work?</li> </ul>	<ul style="list-style-type: none"> <li>Note taking skills</li> <li>Review sheets</li> <li>Use of exemplars for lab reports</li> <li>Demonstrations</li> <li>Reference to rubrics</li> <li>Individual grading of student work with</li> </ul>	<ul style="list-style-type: none"> <li>Journal Writings: Rubric given to student</li> <li>Laboratory Reports: Rubric given to student</li> <li>Projects: Rubric given to student</li> <li>Quizzes based on point value</li> </ul>	<ul style="list-style-type: none"> <li>Common Core [C&amp;CRS&amp;K&amp;ELA 3 Lj 1.a</li> <li>Common Core [C&amp;CRS&amp;K&amp;ELA 3 Lj 1.b</li> <li>Common Core [C&amp;CRS&amp;K&amp;ELA</li> </ul>

Below the details table is a 'Map Topics for "Chemistry"' section with a similar table structure.

Details	Title & Terms	Essential Questions	Essential Skills	Assessment Opportunities	Standards
LS & CM Start day: 1	Laboratory Safety, Classification of Matter and	Students will understand that:	Students will be able to:	<ul style="list-style-type: none"> <li>Journal Writings: Rubric</li> </ul>	

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.

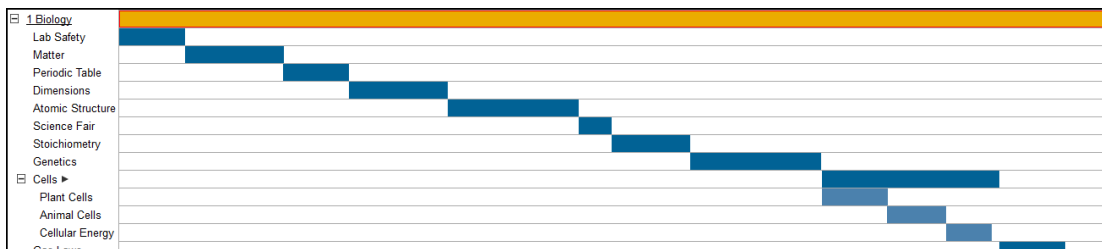
- [Align curriculum map topics and lesson plans to standards.](#)
- [Initialize lesson plans.](#)

## 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:



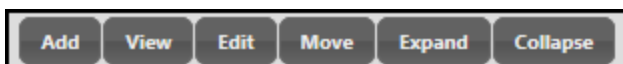
- The bottom of the page displays the topic you select on the timeline and any topics or lesson plans within it in a grid format:

Matter							
Details	Title & Terms	Essential Questions	Essential Skills	Assessment Opportunities	Standards		
<b>Matter</b> Start day: 11 Meetings: 15	<b>Classification of Matter</b> <ul style="list-style-type: none"> <li>Solids</li> <li>Liquids</li> <li>Gases</li> <li>Elements</li> <li>Compounds</li> </ul>	<b>Students will understand:</b> <ul style="list-style-type: none"> <li>Science appreciates the four Aristotelian elements - organic and inorganic</li> <li>The differences between pure substances and mixtures</li> <li>Homogeneous mixtures</li> <li>Heterogeneous mixtures</li> </ul>	<b>Students will be able to:</b> <ul style="list-style-type: none"> <li>Identify and distinguish between atomic ions and molecular ions</li> <li>Create chemical substances through a variety of known techniques</li> <li>Translate colloids into covalent bonds</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory experiments - data collection, interpretation, and reporting</li> <li>Presentation - public speaking opportunities (scoring rubric provided)</li> <li>Quizzes - online, in-class</li> <li>Tests</li> </ul>			
Lesson Plans for "Matter"							
Details	Title	Essential Questions	Objectives and Learning	Daily Lesson & Instruction	Assignments	Resource Materials	Standards
<b>What is Matter?</b> Start day: 1 Meetings: 3	<b>Classification of Matter</b> Students are introduced to the concept of different kinds of matter. Students create models of different substances to learn to identify the differences between elements, compounds, and mixtures.	<b>Students will be able to answer:</b> <ul style="list-style-type: none"> <li>What are the different characteristics between elements, compounds, and mixtures?</li> <li>How does composition of materials determine</li> </ul>	<b>Students will be able to:</b> <ul style="list-style-type: none"> <li>Distinguish between elements, compounds, and mixtures.</li> <li>Explain how composition of materials determines their classification as</li> </ul>	<ul style="list-style-type: none"> <li>Whole group discussion of matter (review definition—matter is anything that has mass and takes up space).</li> <li>Brainstorm—students name different things that are examples of</li> </ul>	<ul style="list-style-type: none"> <li>Lab Report 1.2 (scoring rubric given to students)</li> <li>Lab discussion and analysis to be done collaboratively with Google Doc (groups of 3)</li> <li>Quiz (in class after</li> </ul>	<ul style="list-style-type: none"> <li>Transparencies with key definitions (see critical vocabulary section)</li> <li>Samples (enough for demonstration by teacher) of elements, compounds and mixtures, such as</li> </ul>	

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:

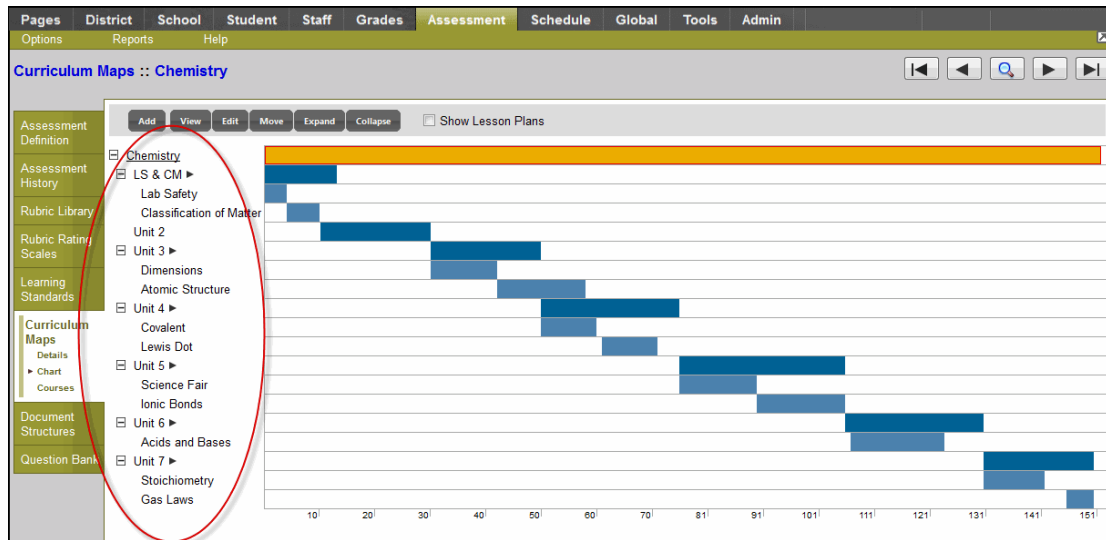



1. Use the buttons at the top of the Chart page to do the following:

- 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:

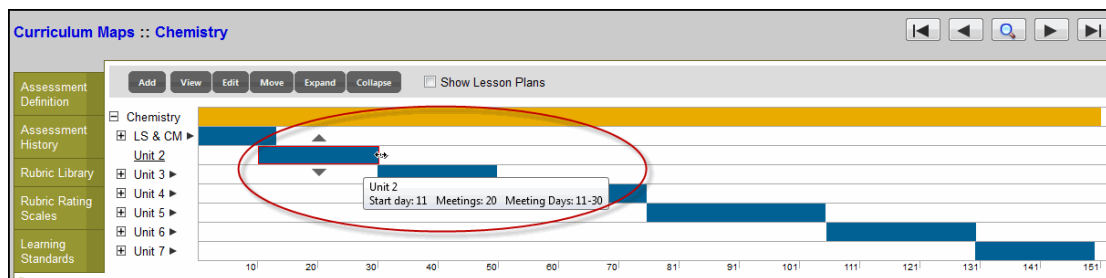
Honors HS Chemistry
<p><b>Start day:</b> 1</p> <p><b>Duration:</b> 180 days</p>
<u>Title &amp; Terms</u>
<p><b>Chemistry SC131402</b></p> <p>This course examines the composition of various substances and the changes they can go through. It also shows you how chemistry touches our lives almost everywhere 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.</p>
<u>Essential Questions</u>
<ul style="list-style-type: none"> <li>• How do you safely conduct laboratory work?</li> <li>• How is matter classified?</li> <li>• What SI units should be known for chemistry study?</li> <li>• Using dimensional analysis how is a problem set up for conversions?</li> <li>• Atomic structure is important to know for the formation of what?</li> <li>• Knowledge of atomic radii, ionization energy and electro negativity is important for the formation and identification of what type of compounds?</li> <li>• Metals, nonmetals, metalloids and noble gases chemical and physical properties are important for what knowledge?</li> <li>• How is the writing of ionic and covalent compound names and formulas different?</li> <li>• How do ionic, non polar covalent, polar covalent and metallic bonds differ?</li> </ul>
<u>Essential Skills</u>
<ul style="list-style-type: none"> <li>• Note taking skills</li> <li>• Review sheets</li> <li>• Use of exemplars for lab reports</li> <li>• Demonstrations</li> <li>• Reference to rubrics</li> <li>• Individual grading of student work with comments for improvements</li> <li>• Outline skills</li> <li>• Concept mapping</li> </ul>
<u>Assessment Opportunities</u>
<ul style="list-style-type: none"> <li>• Journal Writings: Rubric given to student</li> <li>• Laboratory Reports: Rubric given to student</li> <li>• Projects: Rubric given to student</li> <li>• Quizzes based on point values</li> <li>• Tests based on point values</li> </ul>

- 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:

**Curriculum Maps :: Chemistry**

Assessment Definition  
Assessment History  
Rubric Library  
Rubric Rating Scales  
Learning Standards  
Curriculum Maps  
Details  
Chart  
Courses

Unit 3

Details	Title & Terms	Essential Questions	Essential Skills	Assessment Opportunities	Standards
Unit 3 Start day: 31 Meetings: 20	<b>Atomic Structure, Dimensional Analysis</b> <ul style="list-style-type: none"> <li>Nucleus</li> <li>Proton</li> <li>Neutron</li> <li>Electron</li> <li>Electron</li> </ul>	Students will understand that: 1. a) The scientists Bohr, Rutherford, Chadwick, Dalton, and Thompson played an important role in atomic structure. b) The structural makeup	Students will be able to: 1. a) Identify the contributions of various scientists b) Identify the properties and particles of atoms c) Write the electron configurations, orbital notations, and quantum	<ul style="list-style-type: none"> <li>Project rubric and grading</li> <li>Laboratory report format and rubric</li> <li>Quizzes point values given on quiz</li> <li>Journal writing rubric given for grading</li> <li>Test point values given on</li> </ul>	Massachusetts [S&TE C] 12.1 Massachusetts [S&TE C] 13.1 Massachusetts [S&TE C] 13.4

Map Topics for "Unit 3"

- 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:

**Curriculum Maps :: Chemistry**

Assessment Definition  
Assessment History  
Rubric Library  
Rubric Rating Scales  
Learning Standards  
Curriculum Maps  
Details  
Chart  
Courses

Unit 3

Unit 2

Unit 1

Lesson 2.1  
Lesson 2.2  
Lesson 2.3  
Lesson 2.6  
Lesson 2.10  
Lesson 2.13

Unit 3

Dimensions

Cups, Gallons, Hectares, Oh My!  
Units are Your Friend  
International System of Units

Atomic Structure

Lesson 3.5

- 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:

Field	Description
<b>Title</b>	Type a name for the header topic. This is the highest level topic in the map that might provide an overview of the map.
<b>Start day</b>	Type the number of the school day that a teacher should begin to teach this map topic.  <div style="background-color: #4F81BD; color: white; padding: 5px; border: 1px solid #005596;"> <p><b>Note:</b> This is the number of instruction days (days on which the course is scheduled).</p> </div> <p>For example, if a teacher should begin a topic on the first day of school, type <b>1</b>. The next unit might start on day 21.</p>
<b>Duration (Days)</b>	Type the number of days this topic should be covered.  For example, if this curriculum map covers an entire school year, you might enter <b>180</b> for the duration of the course.
<b>Header Structure Name</b>	The header structure name you selected when you <a href="#">defined the details of the curriculum map</a> appears.

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.

- 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.

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

- 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.

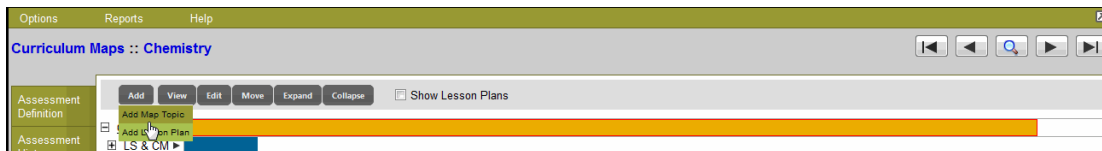
## Add a Topic to a Curriculum Map

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:



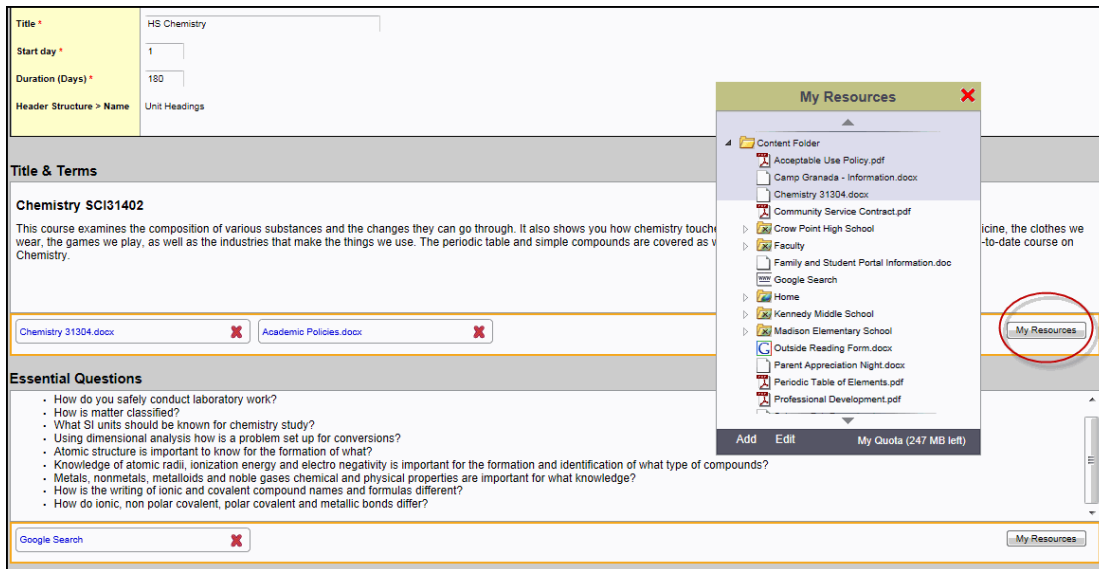
6. Click **Add Map Topic**. The New Map Topic dialog box appears:

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

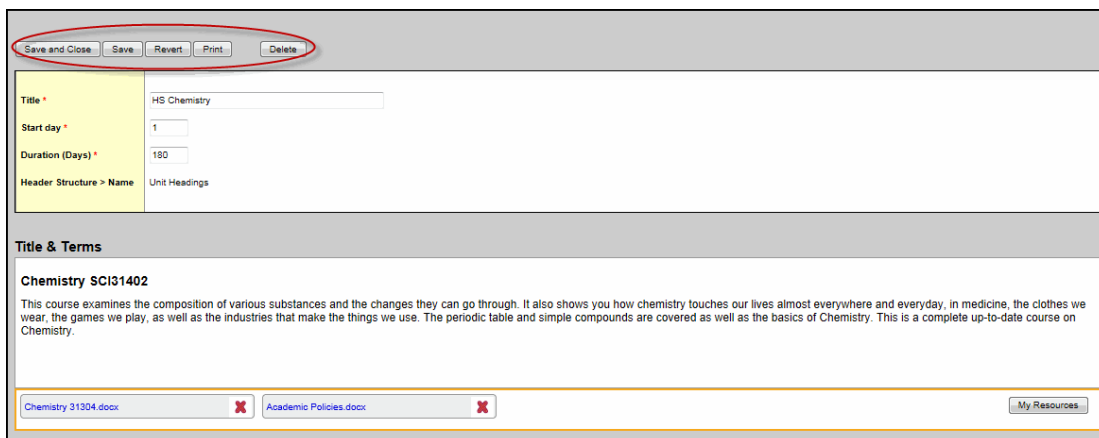
Field	Description
<b>Title</b>	Type a name for topic.
<b>Start day</b>	Type the number of the school day that a teacher should begin to teach this map topic.  For example, if a teacher should begin a topic on the first day of school, type <b>1</b> . The next unit might start on day 21.
<b>Duration (Days)</b>	Type the number of days this topic should be covered.  <b>Note:</b> 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 <b>180</b> for the duration of the course. If this topic covers a grade term, it might be <b>45</b> .
<b>Header Structure Name</b>	The topic structure name you selected when you <a href="#">defined the details of the curriculum map</a> appears.

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

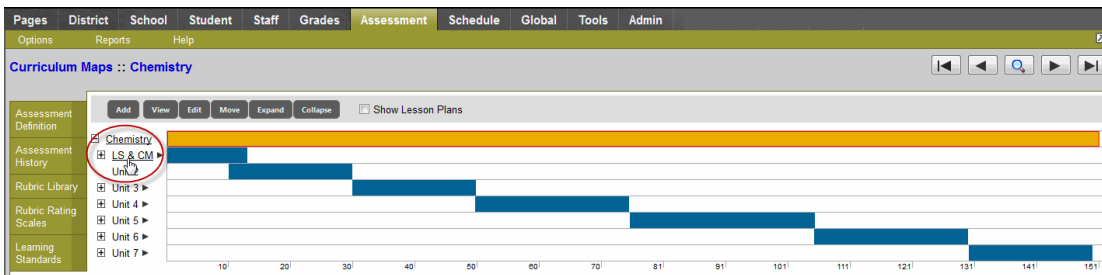
Add exemplar lesson plans to map topics you create. These lesson plans become available in the gradebook and on the Planners of teachers who are assigned to the course associated with the map. This

way, teachers can share and use the same plans and any attached handouts.

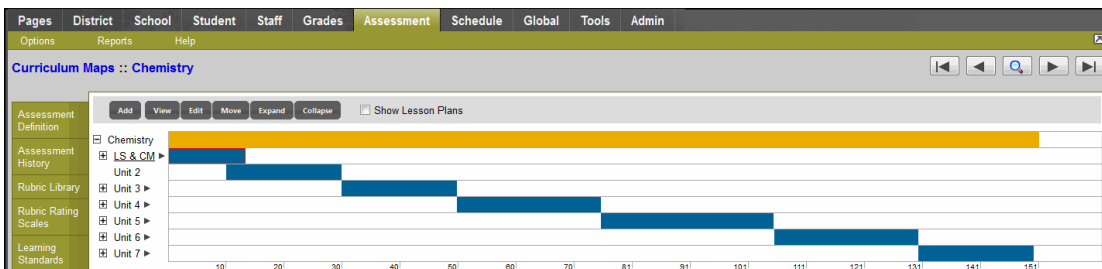
**Note:** You can initialize a lesson plan for every day of a topic.

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

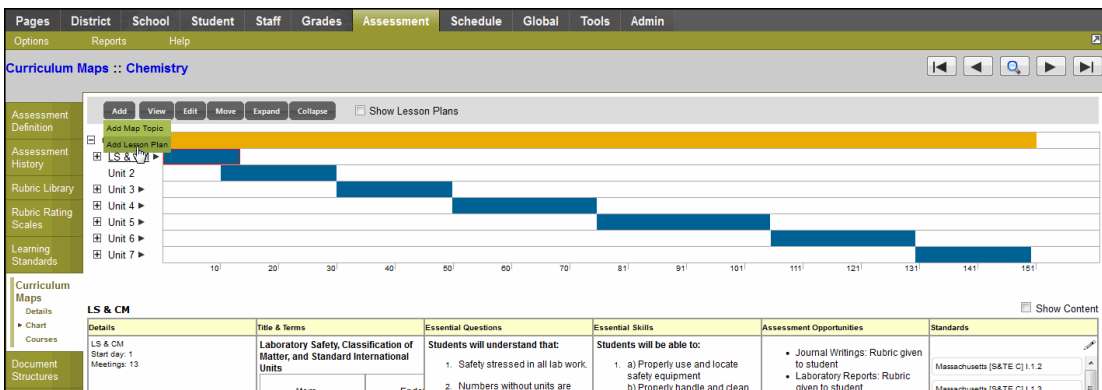
1. Log on to the District view.
2. Click the **Assessments** tab.
3. Click the **Curriculum Maps** side-tab.
4. Select the curriculum map you have not added any topics to yet, and click **Chart** on the **Curriculum Maps** side-tab.
5. On the timeline, select the map topic you want to add a lesson plan to:



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



6. Click **Add**. Two options appear:



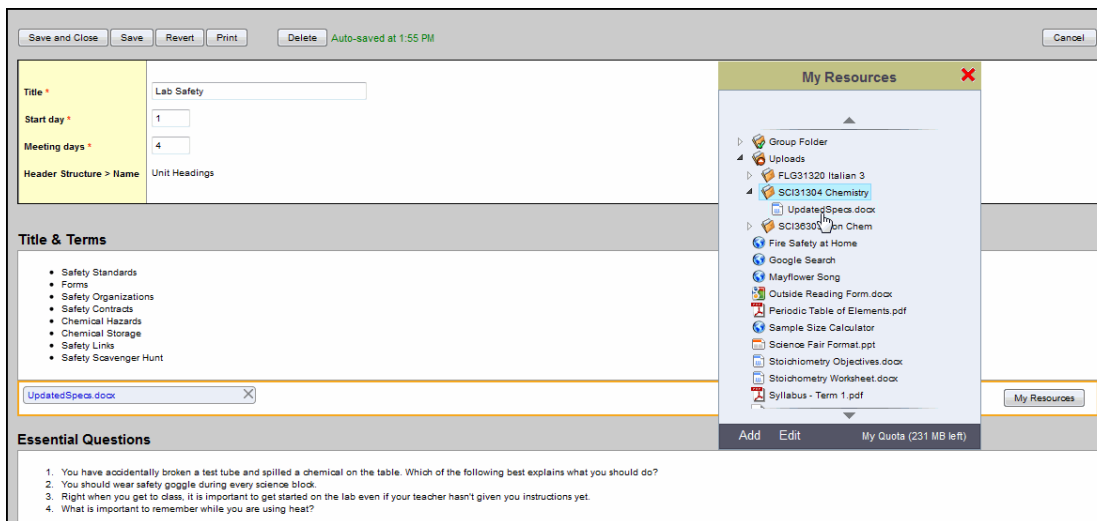
7. Click **Add Lesson Plan**. The New Lesson Plan dialog box appears:

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

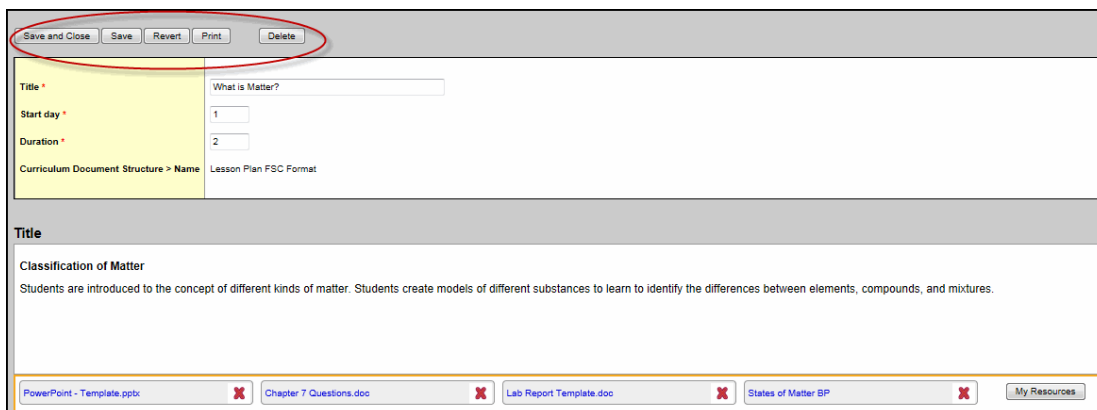
Field	Description
<b>Title</b>	Type a title for the lesson plan.
<b>Start day</b>	Type the number that represents the school day that the teacher assigned to the course assigned to this map should begin this lesson plan.  For example, if a teacher should begin the lesson on the first day of school, type <b>1</b> . The next unit might start on day 21.
<b>Meeting days</b>	Type the number of days this lesson plan should be covered.  <b>Note:</b> 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 <b>4</b> instruction days.
<b>Curriculum Document Structure Name</b>	The lesson plan structure name you selected when you <a href="#">defined the details of the curriculum map</a> appears.

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:

Map Topics for "Unit 2"						
Details	Title & Terms		Essential Questions	Essential Skills	Assessment Opportunities	Standards
Atomic Structure Start day: 1 Duration: 15	<b>Atomic Structure</b> <ul style="list-style-type: none"> <li>Nucleus</li> <li>Proton</li> <li>Neutron</li> <li>Electron</li> <li>Electron configuration</li> <li>Orbital</li> </ul>		<b>Students will understand that:</b> 1. a) The scientists Bohr, Rutherford, Chadwick, Dalton, and Thompson played an important role in atomic structure. b) The structural make up of	<b>Students will be able to:</b> 1. a) Identify the contributions of various scientists b) Identify the properties and particles of atoms c) Write the electron configurations, orbital notations and quantum numbers for	<ul style="list-style-type: none"> <li>Project rubric and grading</li> <li>Laboratory report format and rubric</li> <li>Quizzes point values given on quiz</li> <li>Journal writing rubric given for grading</li> <li>Test point values given on test</li> </ul>	
Dimensions Start day: 19 Duration: 5	<b>Dimensional Analysis updated</b> <ul style="list-style-type: none"> <li>SI Units</li> <li>Conversions</li> <li>Scientific Notation</li> </ul>		<ul style="list-style-type: none"> <li>When do students need to convert from one unit to another?</li> <li>What conversion factors should students be able to use to be successful in Chemistry?</li> </ul>	<b>Students will be able to:</b> <ul style="list-style-type: none"> <li>Convert to and from SI units</li> <li>Calculate through a variety dimensional analysis problems</li> </ul>	<ul style="list-style-type: none"> <li>Homework</li> <li>Google Docs - Collaboration opportunities</li> <li>Quizzes</li> <li>Test</li> </ul>	

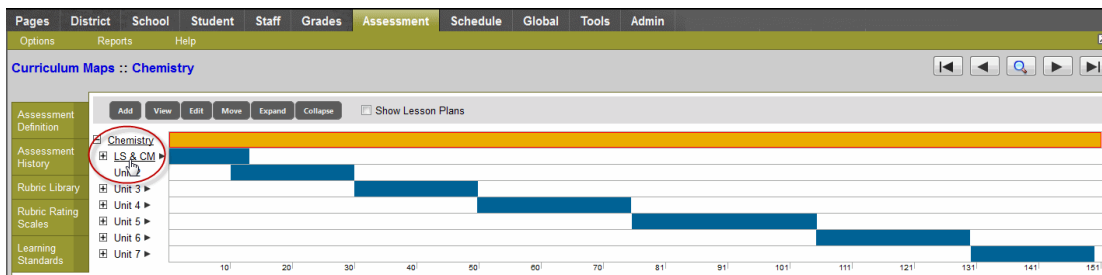
  

Lesson Plans for "Unit 2"							
Details	Title	Essential Questions	Objectives and Learning	Daily Lesson & Instruction	Assignments	Resource Materials	Standards
New Lesson Plan 1 Start day: 1 Duration: 1							
New Lesson Plan 2 Start day: 2 Duration: 1							

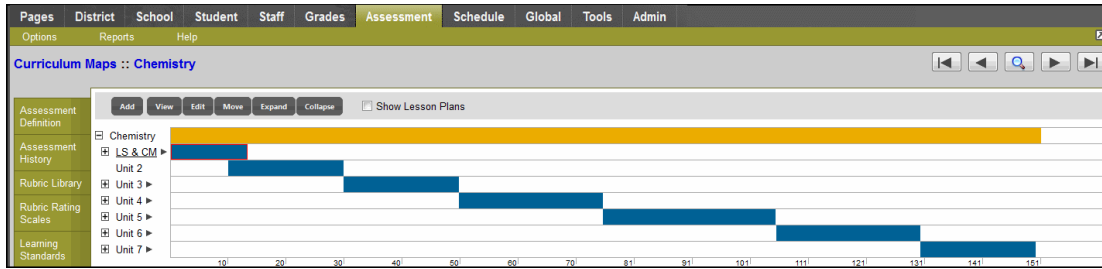
**Note:** If you show lesson plans on the [timeline](#) of the map, a green line appears for each lesson plan within the topic and displays the **Meeting days**.

### 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:




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:

Lesson Plans for "Unit 2"							
Details	Title	Essential Questions	Objectives and Learning	Daily Lesson & Instruction	Assignments	Resource Materials	Standards
New Lesson Plan 1 Start day: 1 Duration: 1							
New Lesson Plan 2 Start day: 2 Duration: 1							
New Lesson Plan 3							

[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:

Details	Title & Terms	Essential Questions	Essential Skills	Assessment Opportunities	Standards
Chemistry Start day: 1 Meetings: 151	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,	<ul style="list-style-type: none"> <li>How do you safely conduct laboratory work?</li> <li>How is matter classified?</li> <li>What SI units should be known for chemistry</li> </ul>	<ul style="list-style-type: none"> <li>Note taking skills</li> <li>Review sheets</li> <li>Use of exemplars for lab reports</li> <li>Demonstrations</li> <li>Reference to rubrics</li> <li>Individual grading of student work with</li> </ul>	<ul style="list-style-type: none"> <li>Journal Writings: Rubric given to student</li> <li>Laboratory Reports: Rubric given to student</li> <li>Projects: Rubric given to student</li> <li>Quizzes based on point values</li> </ul>	<ul style="list-style-type: none"> <li>Common Core [C&amp;CRS&amp;K&amp;ELA] 3.LJ.1.a</li> <li>Common Core [C&amp;CRS&amp;K&amp;ELA] 3.LJ.1.b</li> <li>Common Core [C&amp;CRS&amp;K&amp;ELA]</li> </ul>

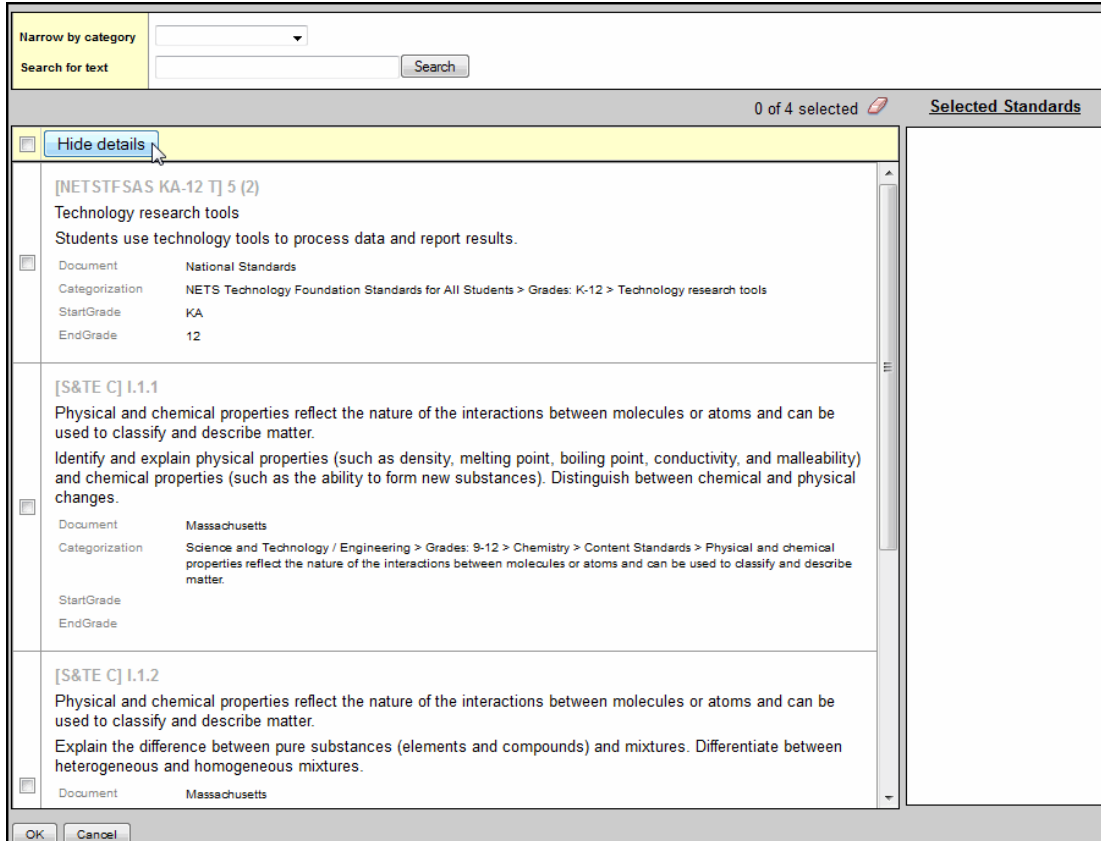
5. Do one of the following:

- To align the entire curriculum map with standards, select the map topic header, and click  in the **Standards** box:

Details	Title & Terms	Essential Questions	Essential Skills	Assessment Opportunities	Standards
Classification of Matter Start day: 6 Meetings: 6	<ul style="list-style-type: none"> <li>Solids</li> <li>Liquids</li> <li>Gases</li> <li>Elements</li> <li>Compounds</li> </ul>	<ul style="list-style-type: none"> <li>Science appreciates the four Aristotelian elements - organic and inorganic</li> <li>The differences between pure substances and mixtures</li> <li>Homogenous mixtures</li> <li>Heterogeneous mixtures</li> </ul>	<ul style="list-style-type: none"> <li>Identify and distinguish between atomic ions and molecular ions</li> <li>Create chemical substances through a variety of known techniques</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory experiments - data collection, interpretation, and reporting</li> <li>Presentation - public speaking opportunities (scoring rubric provided)</li> <li>Quizzes - online, in-class</li> <li>Tests</li> </ul>	<ul style="list-style-type: none"> <li>Massachusetts [S&amp;TE C] 1.1.1</li> <li>Massachusetts [S&amp;TE C] 1.1.2</li> <li>Massachusetts [S&amp;TE C] 1.1.3</li> </ul>

- 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:

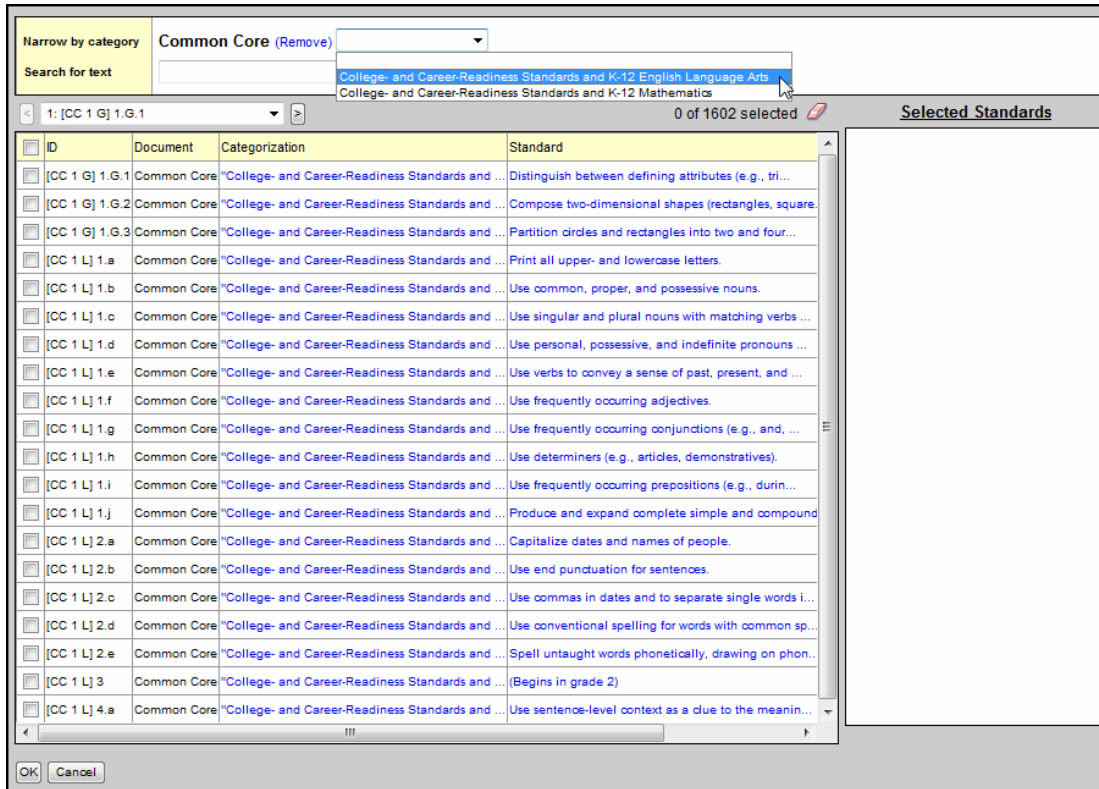
Narrow by category: Common Core (Remove) [v]  
 Search for text: [ ] Search

1: [CC 1 G] 1.G.1 0 of 1602 selected Selected Standards

ID	Document	Categorization	Standard
<input type="checkbox"/>	[CC 1 G] 1.G.1	Common Core	"College- and Career-Readiness Standards and ... Distinguish between defining attributes (e.g., tri...
<input type="checkbox"/>	[CC 1 G] 1.G.2	Common Core	"College- and Career-Readiness Standards and ... Compose two-dimensional shapes (rectangles, square...
<input type="checkbox"/>	[CC 1 G] 1.G.3	Common Core	"College- and Career-Readiness Standards and ... Partition circles and rectangles into two and four...
<input type="checkbox"/>	[CC 1 L] 1.a	Common Core	"College- and Career-Readiness Standards and ... Print all upper- and lowercase letters.
<input type="checkbox"/>	[CC 1 L] 1.b	Common Core	"College- and Career-Readiness Standards and ... Use common, proper, and possessive nouns.
<input type="checkbox"/>	[CC 1 L] 1.c	Common Core	"College- and Career-Readiness Standards and ... Use singular and plural nouns with matching verbs ...
<input type="checkbox"/>	[CC 1 L] 1.d	Common Core	"College- and Career-Readiness Standards and ... Use personal, possessive, and indefinite pronouns ...
<input type="checkbox"/>	[CC 1 L] 1.e	Common Core	"College- and Career-Readiness Standards and ... Use verbs to convey a sense of past, present, and ...
<input type="checkbox"/>	[CC 1 L] 1.f	Common Core	"College- and Career-Readiness Standards and ... Use frequently occurring adjectives.
<input type="checkbox"/>	[CC 1 L] 1.g	Common Core	"College- and Career-Readiness Standards and ... Use frequently occurring conjunctions (e.g., and, ...
<input type="checkbox"/>	[CC 1 L] 1.h	Common Core	"College- and Career-Readiness Standards and ... Use determiners (e.g., articles, demonstratives).
<input type="checkbox"/>	[CC 1 L] 1.i	Common Core	"College- and Career-Readiness Standards and ... Use frequently occurring prepositions (e.g., durin...
<input type="checkbox"/>	[CC 1 L] 1.j	Common Core	"College- and Career-Readiness Standards and ... Produce and expand complete simple and compound...
<input type="checkbox"/>	[CC 1 L] 2.a	Common Core	"College- and Career-Readiness Standards and ... Capitalize dates and names of people.
<input type="checkbox"/>	[CC 1 L] 2.b	Common Core	"College- and Career-Readiness Standards and ... Use end punctuation for sentences.
<input type="checkbox"/>	[CC 1 L] 2.c	Common Core	"College- and Career-Readiness Standards and ... Use commas in dates and to separate single words l...
<input type="checkbox"/>	[CC 1 L] 2.d	Common Core	"College- and Career-Readiness Standards and ... Use conventional spelling for words with common sp...
<input type="checkbox"/>	[CC 1 L] 2.e	Common Core	"College- and Career-Readiness Standards and ... Spell untaught words phonetically, drawing on phon...
<input type="checkbox"/>	[CC 1 L] 3	Common Core	"College- and Career-Readiness Standards and ... (Begins in grade 2)
<input type="checkbox"/>	[CC 1 L] 4.a	Common Core	"College- and Career-Readiness Standards and ... Use sentence-level context as a clue to the meanin...

OK Cancel

- 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**.