Follett Aspen™
Instructional Management System

Aspen IMS for Curriculum Directors Training Plan

Description:

The Aspen IMS lesson plans empower you to get users in your district up and running with Aspen IMS using a simple 'plan, apply, and assess' methodology. Learning Aspen IMS is easy with lesson plan modules. Each of them includes planning questions, step-by-step instructions (Quick Reference Guides), assessment exercises, and an assessment checklist.

You can access the lesson plans from the Videos link on Aspen's Help menu, or by scanning the QR code at right using your mobile device.

Who Should Take This?

Administrators
Curriculum Directors

Modules:

1. Finding Your Way Around Aspen
2. Creating Document Structures and Curriculum Map Templates
3. Creating Curriculum Maps

Learning Objectives:

- Navigate views, tabs, and side-tabs
- Use CTRL + F, the record navigation bar, and page controls
- Use the Mass Update and Modify List options
- Use the Reports menu
- Use Quick Print and Quick Reports
- Access and use the Help menu
- Configure a document structure for curriculum map headers, curriculum map topics (units), and lesson plans
- Form a plan or list of document structures that will be needed
- Create curriculum map templates
- Create and complete curriculum maps

Aspen IMS for Curriculum Directors Lesson Plans

Finding Your Way Around Aspen IMS

Objectives: Navigate views, tabs, and side-tabs
Use **CTRL** + **F**, the record navigation bar, and page controls.
Use the Mass Update and Modify List options to update many records at once
Use the Reports menu
Use Quick Print and Quick Reports
Access and use the Help menu

Prerequisites: None

Description: Knowing your way around Aspen IMS makes it easy to find, edit, and print the information you need. Aspen IMS organizes your district's information by tabs and side-tabs, like a folder and file system.

In this lesson, you will learn how to use tabs, as well as the side-tabs and menus (Options, Reports, and Help) available on each tab.

QRGs: Basic Navigation
Showing and Omitting a Record
Finding Records
Mass Updating and Modifying Lists
Reports
Getting Help

Estimated Time: 1 hour

Aspen IMS for Curriculum Directors Lesson Plans

Creating Document Structures and Curriculum Map Templates

Objectives: Configure document structures
Form a plan or list of document structures that will be needed
Create curriculum map templates

Prerequisites: Finding Your Way Around Aspen IMS

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.

QRG: Document Structures and Curriculum Map Templates

Video: Creating Document Structures

Estimated Time: 2 hours

Aspen IMS for Curriculum Directors Lesson Plans

Creating Curriculum Maps

Objectives:	Create and complete curriculum maps
Prerequisites:	Finding Your Way Around Aspen IMS Creating Document Structures and Curriculum Map Templates
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. In Aspen IMS, the curriculum maps you use 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.
QRG:	Creating Curriculum Maps
Video:	Creating Curriculum Maps
Estimated Time:	2 hours