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
Title	Type the name of the curriculum map.
Duration (Days)	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.
Header Structure Name	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.**
Topics Structure Name	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.**
Lessons Structure Name	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.**
Active	Select this checkbox if you want this curriculum map to be available for use in the Staff view.
Use standards	Select this checkbox to align standards 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:

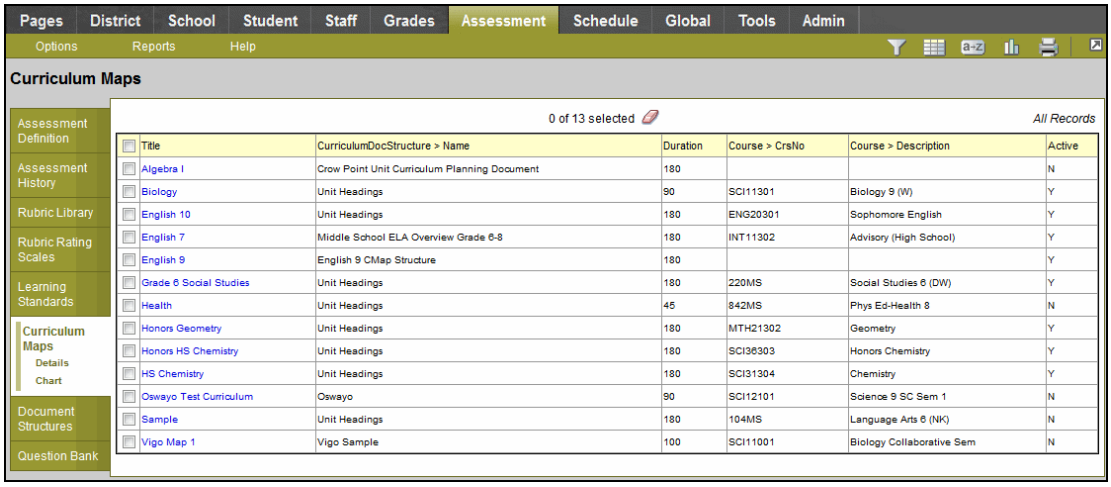
1. Log on to the District view.
2. Click the **Schedule** tab.
3. On the **Courses** side-tab, select a course and click **Details**.
4. At the **Curriculum Map** field, click  to select the appropriate map.
5. Click **Save**.

Design and View a Curriculum Map Chart

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

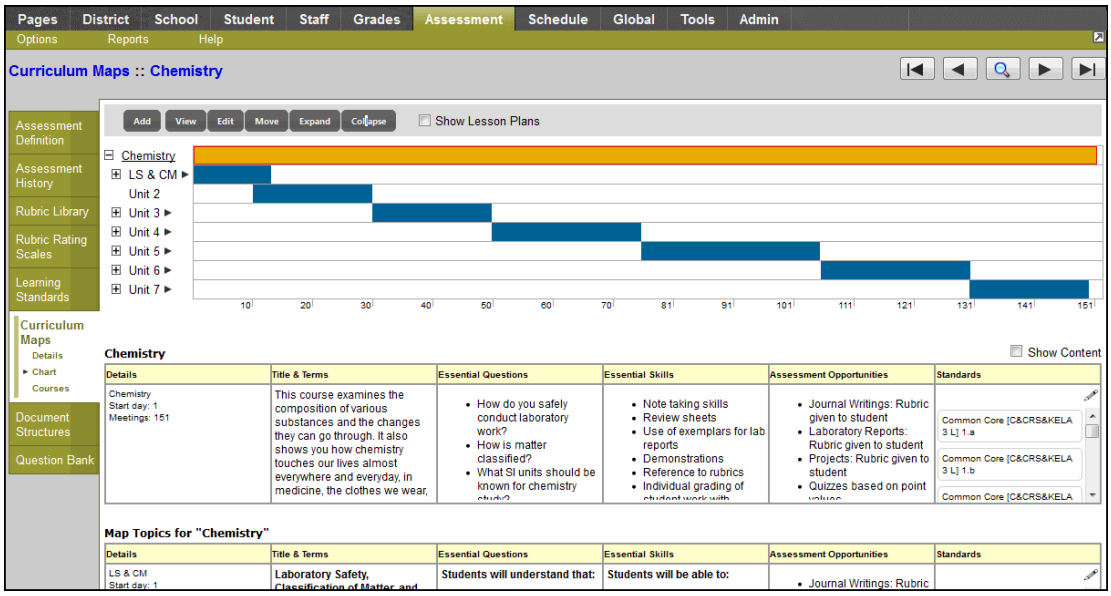
To design and view a curriculum map:

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:



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.

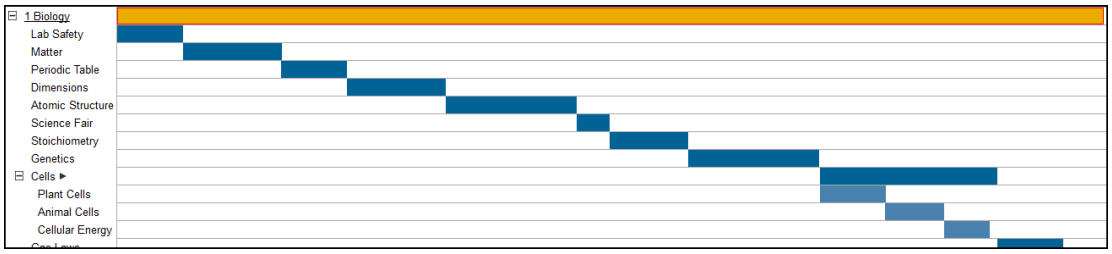
- Align curriculum map topics and lesson plans to standards.
- Initialize lesson plans.

Using the Curriculum Map Chart and Timeline

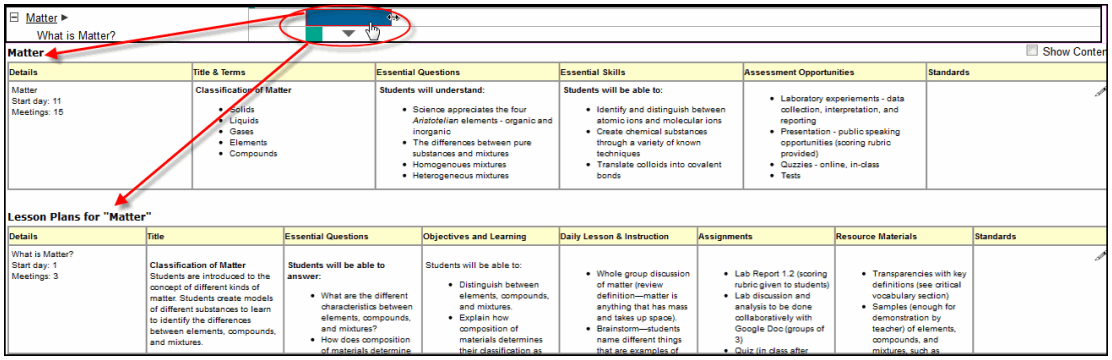
The curriculum map chart and timeline is a tool to view, edit, and add to curriculum maps. There are several ways to move around and use the page.

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:



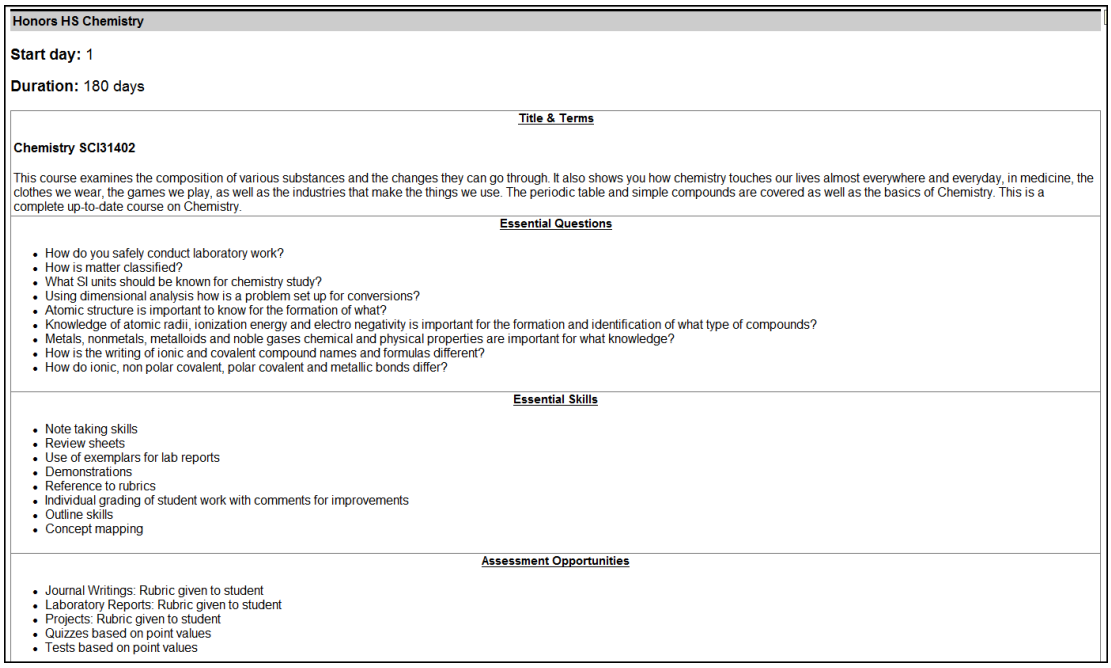
The grid format displays the elements defined within the document structures assigned to this map.

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:



Honors HS Chemistry

Start day: 1

Duration: 180 days

Title & Terms

Chemistry SCI31402

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 radii, ionization energy and electro negativity is important for the formation and identification of what type of compounds?
- Metals, 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?

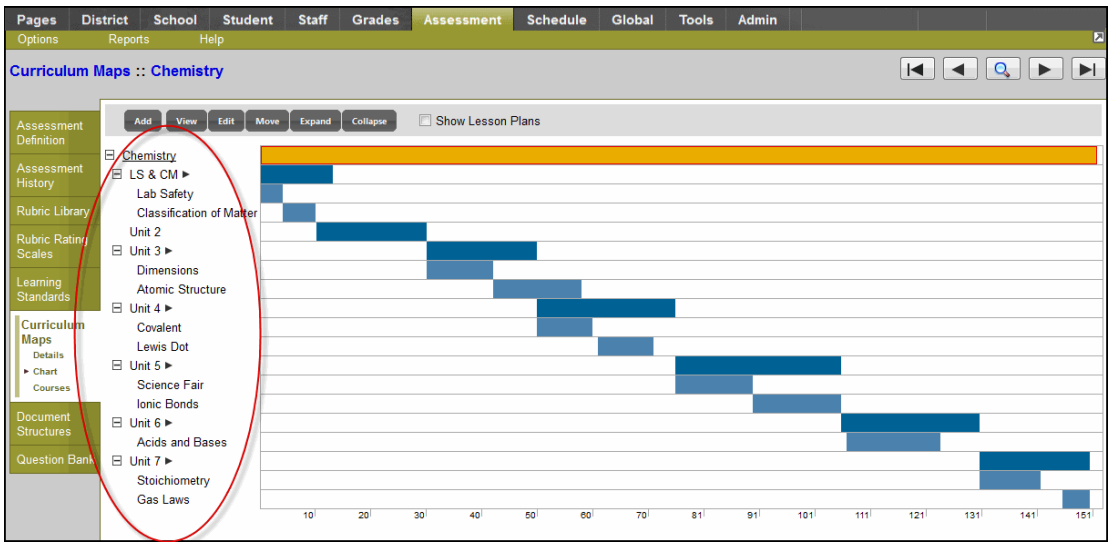
Essential Skills

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

Assessment Opportunities

- Journal Writings: 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

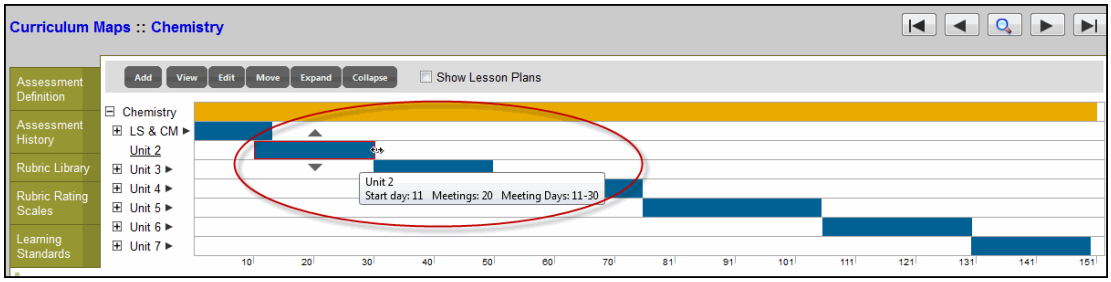
- Select a map topic on the timeline, and click **Edit** to edit the topic details or element content.
- Select a map topic on the timeline, and click **Move** to move it to a different primary topic. For example, if you want to move a unit into a different unit topic, click the unit you want to move, 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.

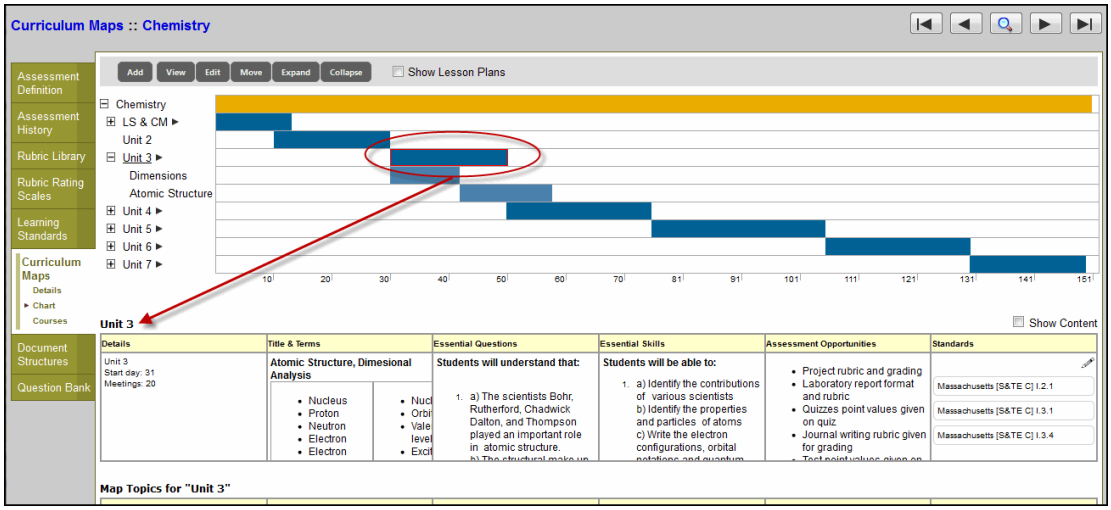
- Click **Collapse** to close all expanded map topics on the timeline.

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:

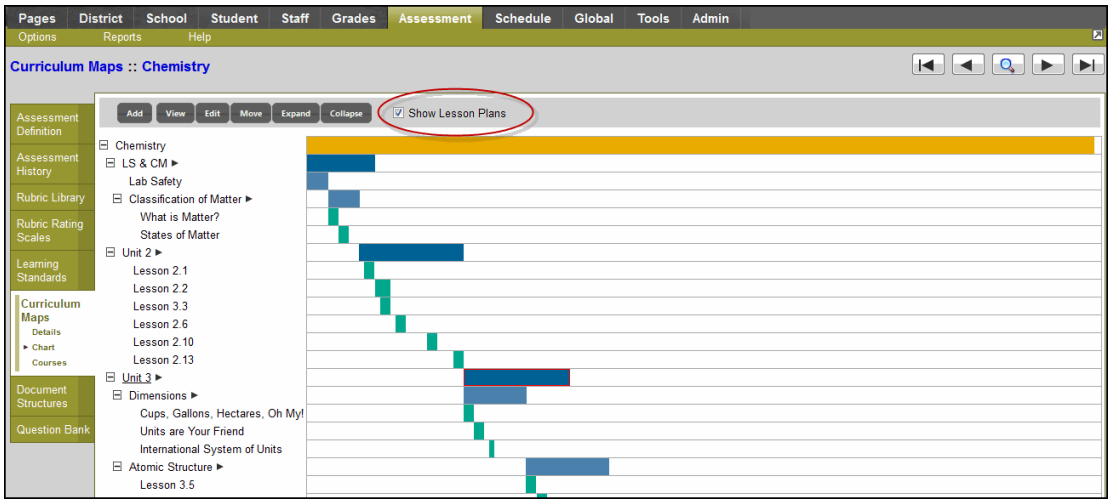


Drag and drop the bars to change the start and end days for the map topic.

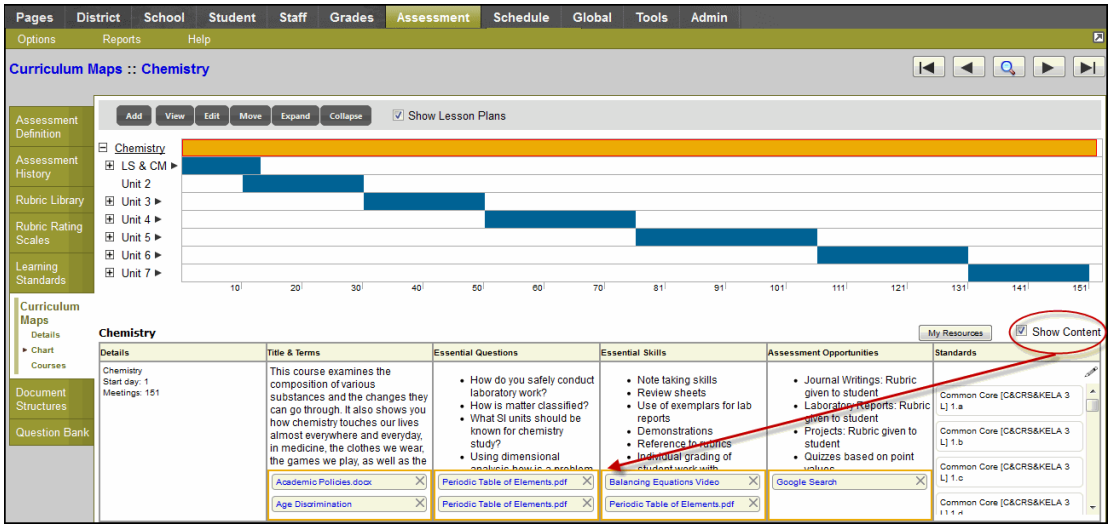
3. Click a map topic name to display the information for that map topic in the grid below the timeline:



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:



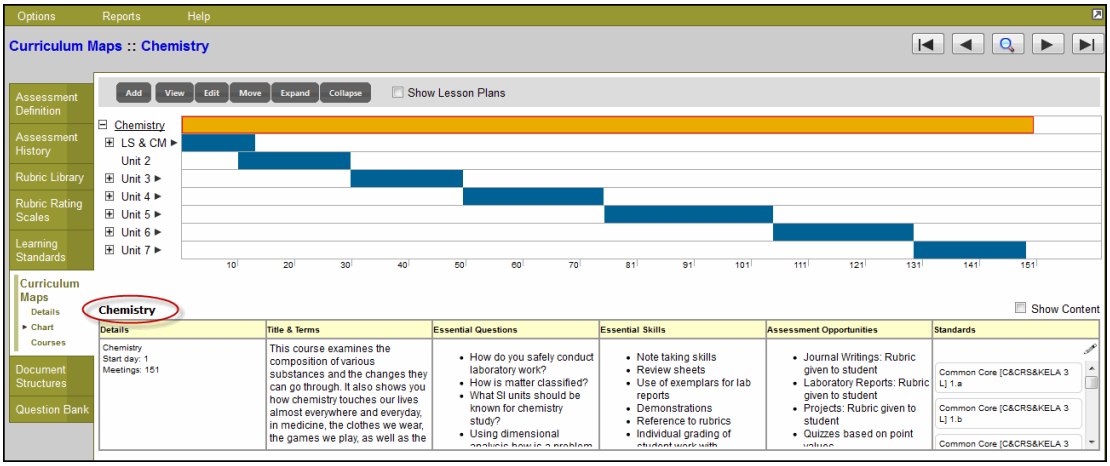
Note: Any information you edit or add to a curriculum map is automatically saved.

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:



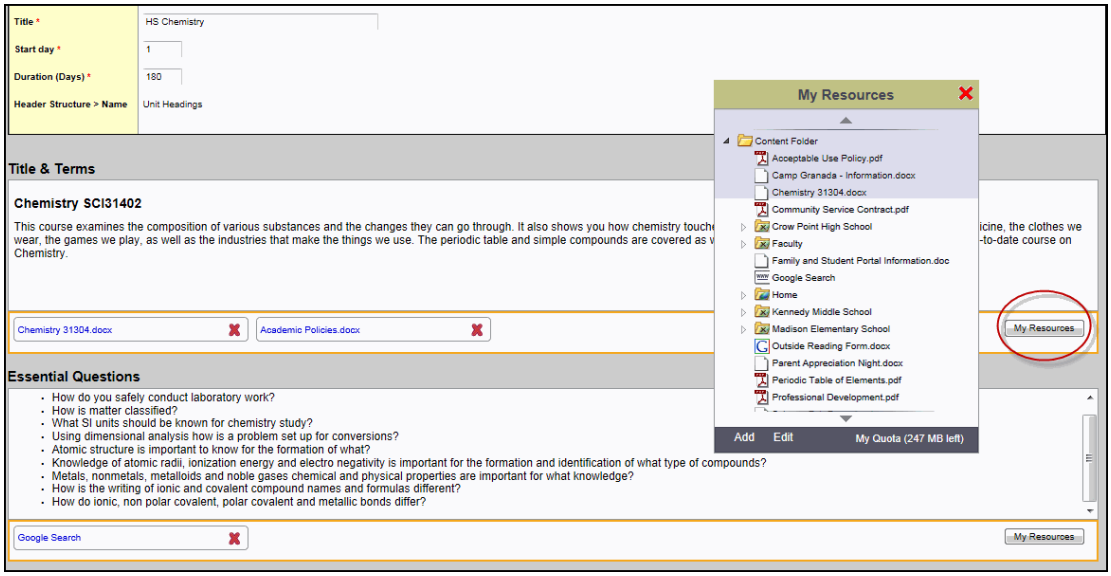
To add content to the header topic of a curriculum map:

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:

Field	Description
Title	Type a name for the header topic. This is the highest level topic in the map that might provide an overview of the map.
Start day	Type the number of the school day that a teacher should begin to teach this map topic. **Note:** This is the number of instruction days (days on which the course is scheduled). 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.
Duration (Days)	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.
Header Structure Name	The header structure name you selected when you defined the details of the curriculum map 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:

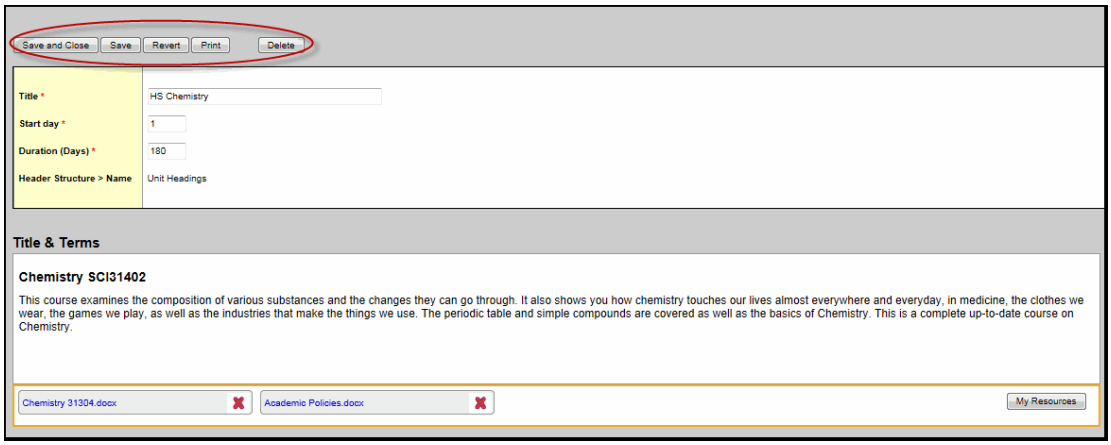


Note: Although you can click, drag and drop any items from My Resources to this header topic, these resources are not available to teachers in the Staff view. Therefore, Follett recommends you add resources to map topics other than the map topic header.

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.

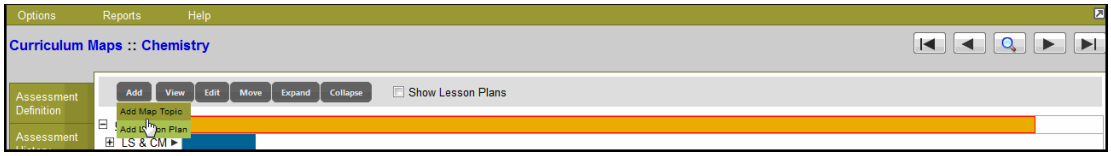
Add a Topic to a Curriculum Map

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.

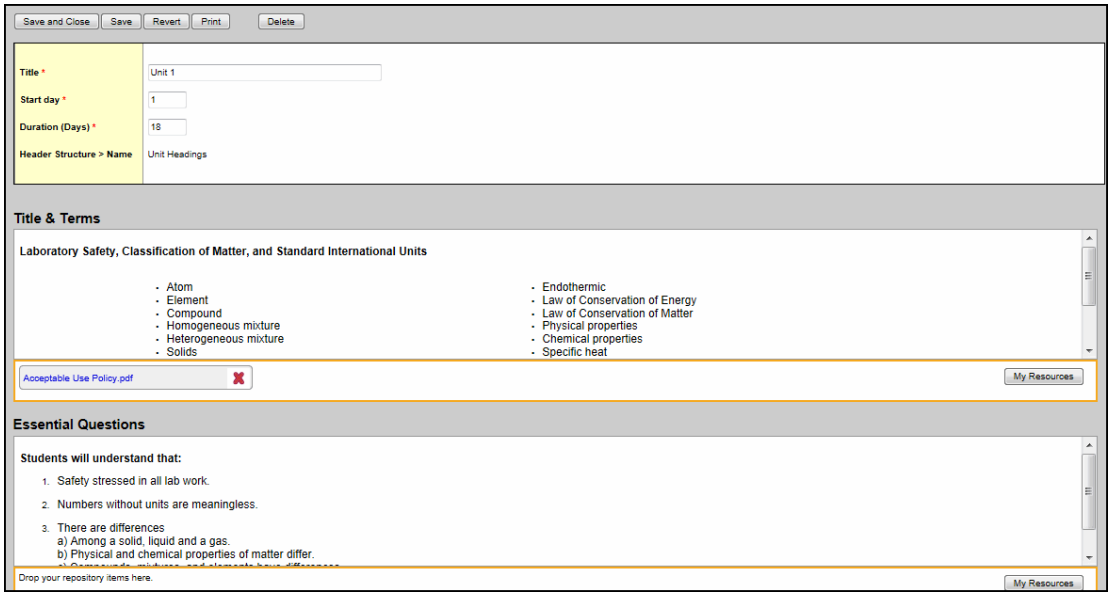
Topics can be nested within other topics. For example, you might create a topic called *Unit 1* that lasts for 30 school days. Within *Unit 1*, you might create topics for each chapter, *Chapters 1–4*, each lasting 6 days. So, Chapter 1 might have a start day of 1 and a duration of 6 days. Chapter 2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

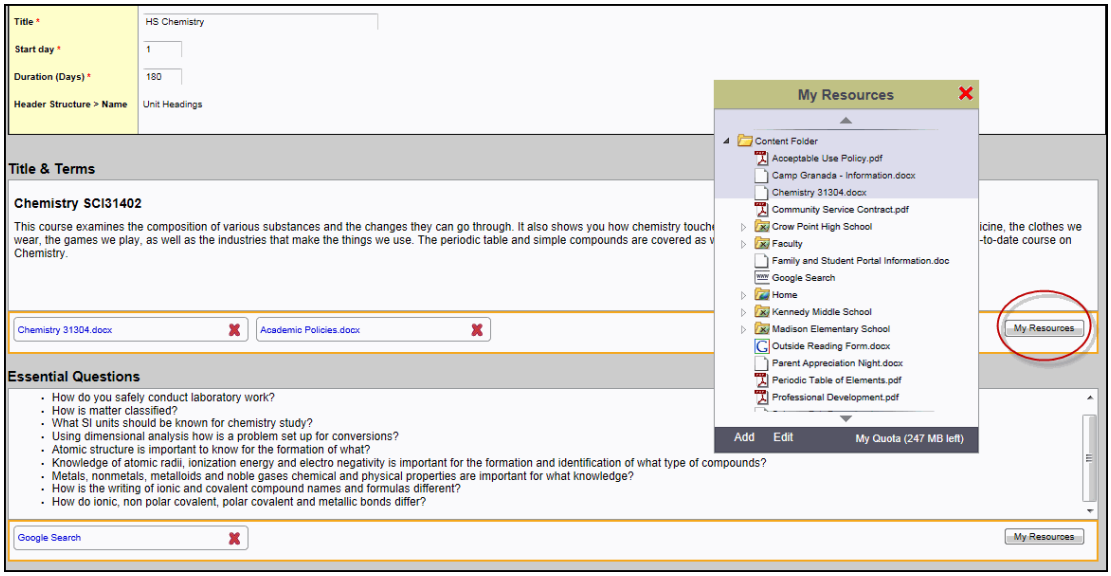


7. Use the following table to enter information into the fields in the box at the top of the dialog box:

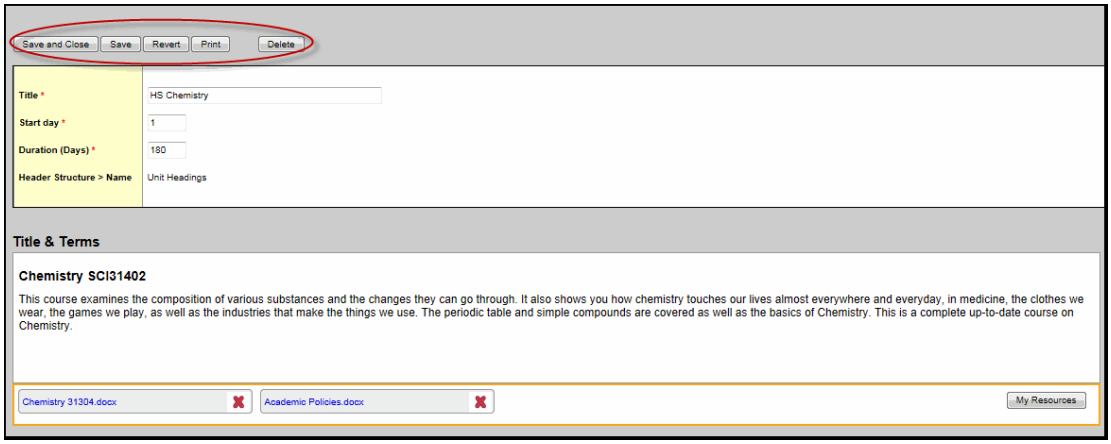
Field	Description
Title	Type a name for topic.
Start day	Type the number of the school day that a teacher should begin to teach this map topic. For example, if a teacher should begin a topic on the first day of school, type ***1***. The next unit might start on day 21.
Duration (Days)	Type the number 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***.
Header Structure Name	The topic structure name you selected when you defined the details of the curriculum map 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

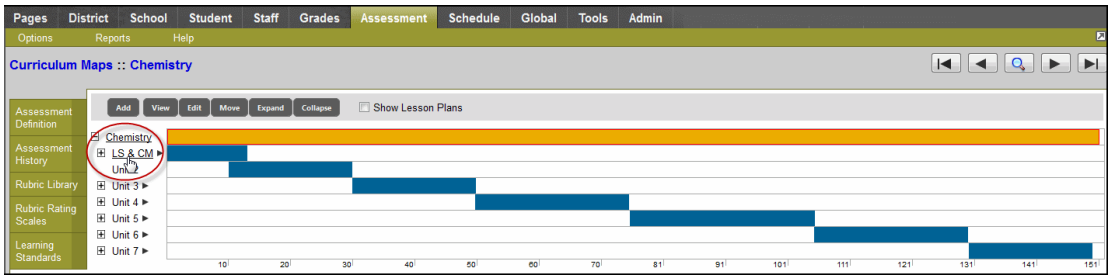
Add exemplar lesson plans to map topics you create. These lesson plans become available in the gradebook and on the Planners of teachers who are assigned to the course associated with the map. This

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

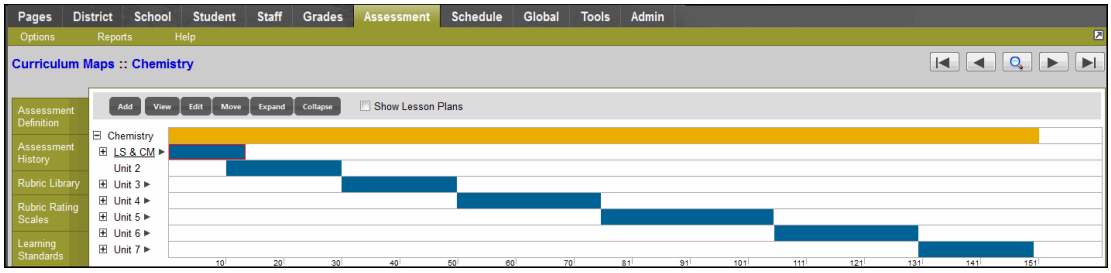
Note: You can initialize a lesson plan for every day of a topic.

To add lesson plans to a curriculum map topic:

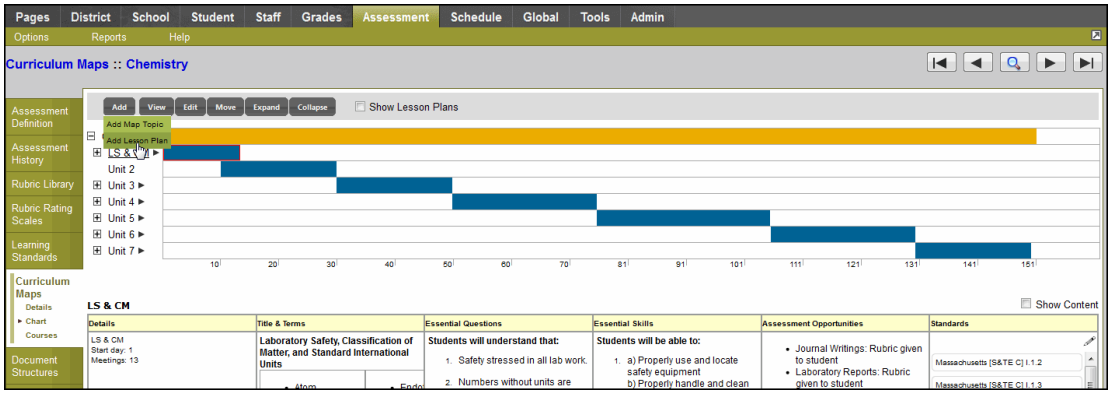
1. Log on to the District view.
2. Click the **Assessments** tab.
3. Click the **Curriculum Maps** side-tab.
4. Select the curriculum map you have not added any topics to yet, and click **Chart** on the **Curriculum Maps** side-tab.
5. On the timeline, select the map topic you want to add a lesson plan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



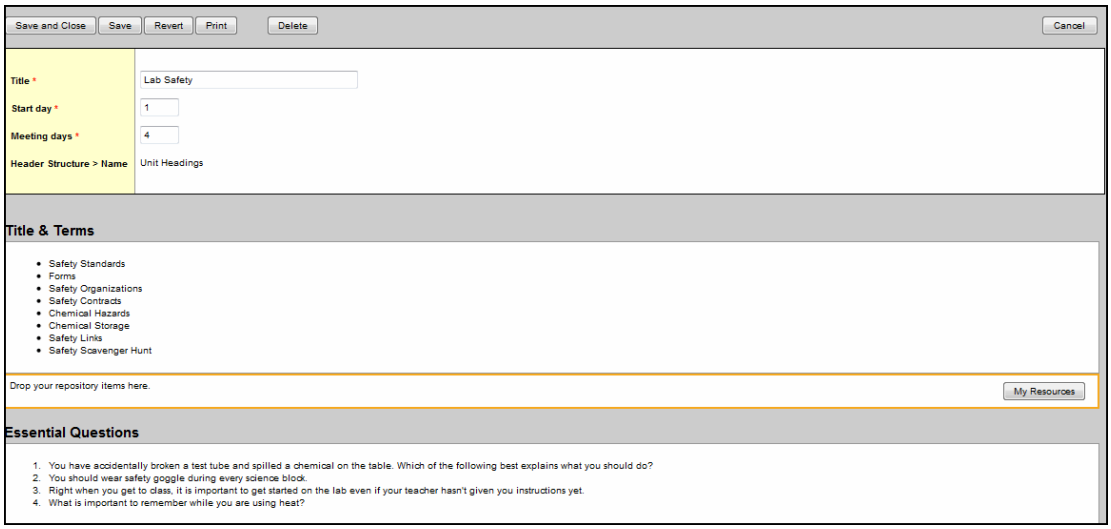
The system underlines the map topic name, and outlines its bar on the timeline in red:



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



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

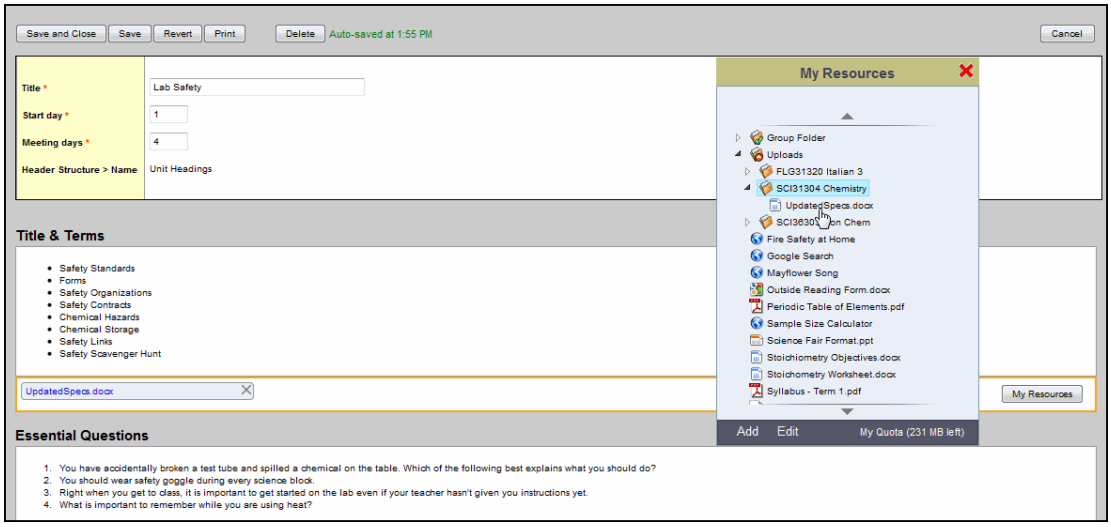


8. Use the following table to enter information into the fields at the top of the dialog box:

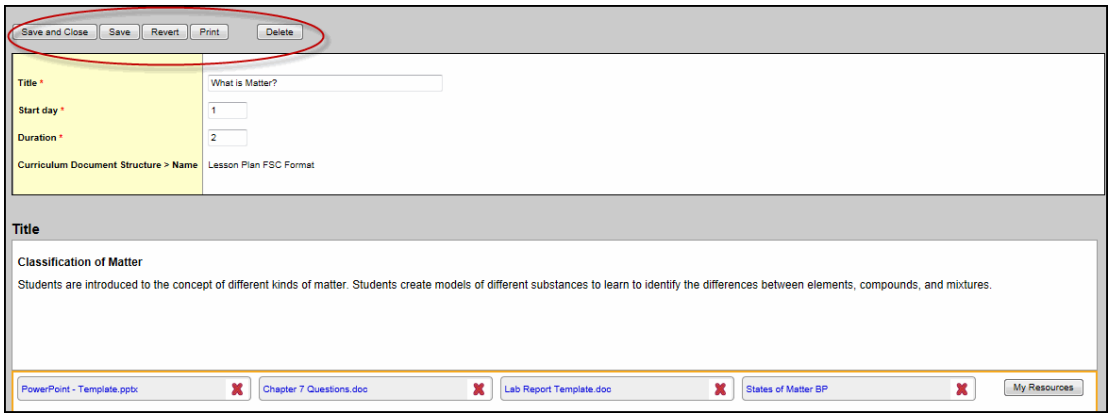
Field	Description
Title	Type a title for the lesson plan.
Start day	Type the number that represents the school day that the teacher assigned to the course assigned to this map should begin this lesson plan. For example, if a teacher should begin the lesson on the first day of school, type ***1.*** The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

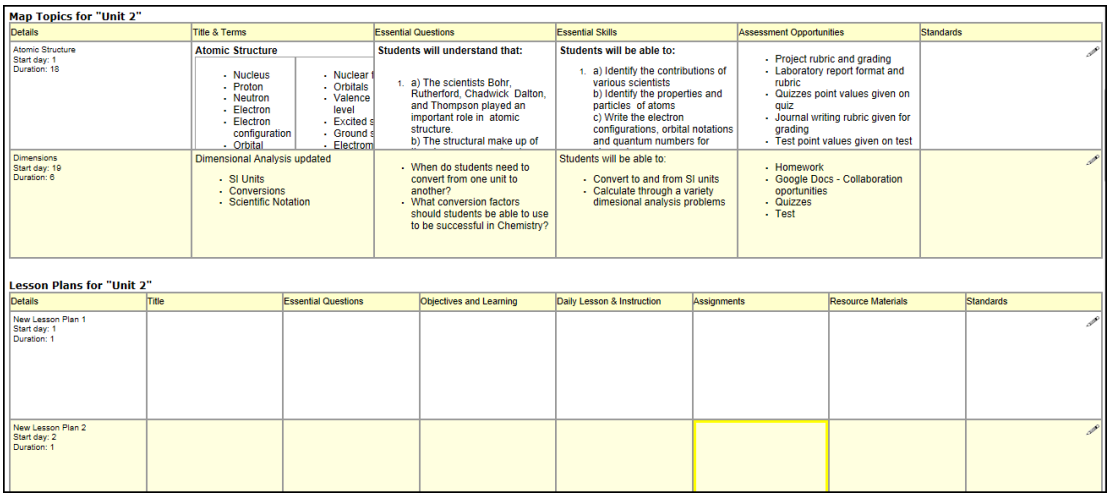


13. At the top of the page, you can also do the following:
    - Click **Save** to save the information you enter without closing the dialog box.
    - Click **Revert** to return to the information you had the last time the lesson plan was saved.
    - Click **Print** to print the lesson plan.
    - 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: 18	**Atomic Structure** • Nucleus • Proton • Neutron • Electron • Electron configuration • Orbital • Nuclear • Orbitals • Valence level • Excited • Ground • Electrom	**Students will understand that:** 1. a) The scientists Bohr, Rutherford, Chadwick Dalton, and Thompson played an important role in atomic structure. b) The structural make up of	**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 numbers for	• Project rubric and grading • Laboratory report format and rubric • Quizzes point values given on quiz • Journal writing rubric given for grading • Test point values given on test	
Dimensions Start day: 19 Duration: 6	Dimensional Analysis updated • SI Units • Conversions • Scientific Notation	• When do students need to convert from one unit to another? • What conversion factors should students be able to use to be successful in Chemistry?	Students will be able to: • Convert to and from SI units • Calculate through a variety dimesional analysis problems	• Homework • Google Docs - Collaboration oportunities • Quizzes • Test	

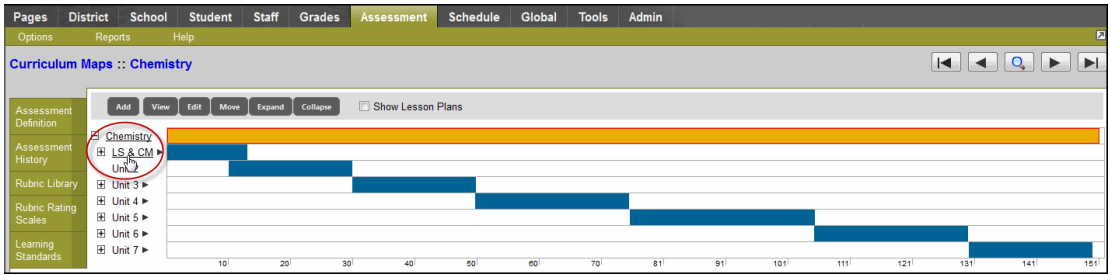
Lesson Plans for "Unit 2"

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							

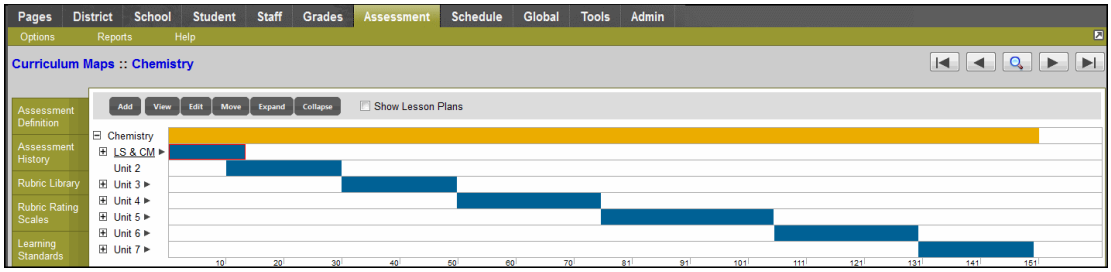
Note: If you show lesson plans on the timeline of the map, a green line appears for each lesson plan within the topic and displays the **Meeting days**.

To initialize lesson plans for a map topic on a curriculum map:

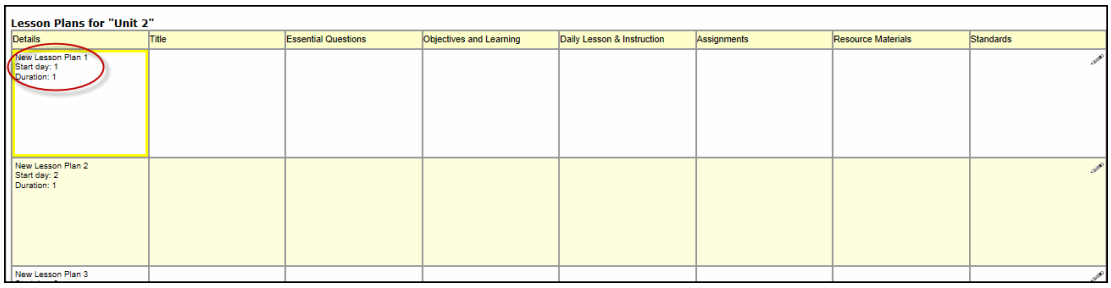
1. Log on to the District view.
2. Click the **Assessments** tab.
3. Click the **Curriculum Maps** side-tab.
4. Select the curriculum map you want to work with, and click **Chart** on the **Curriculum Maps** side-tab.
5. On the timeline, select the map topic you want to initialize lesson plans for:



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:



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.

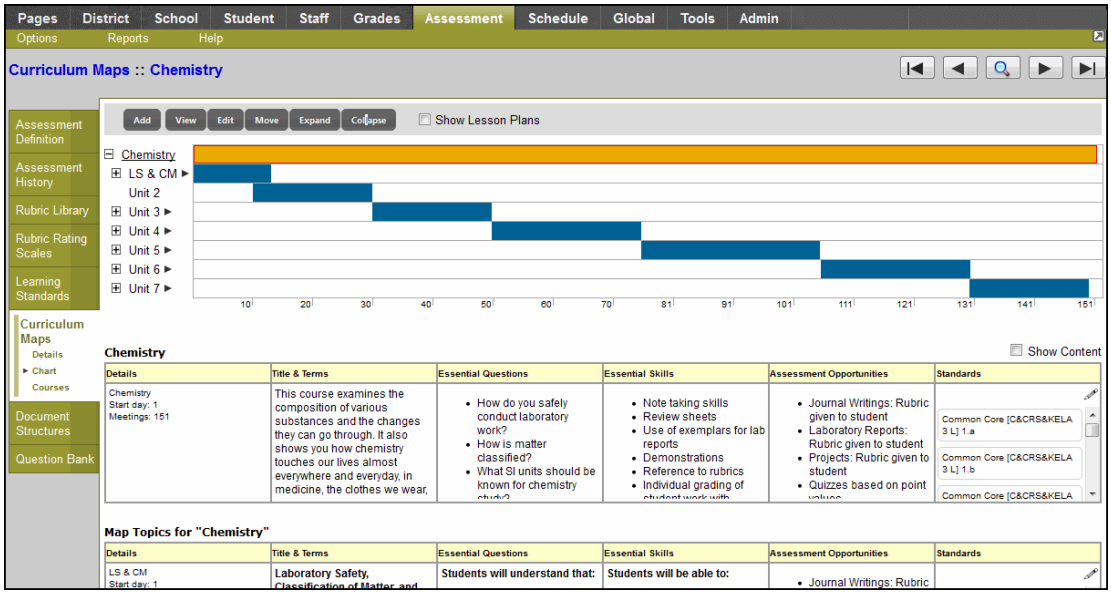
You can align your curriculum maps, each map topic within a map, and each lesson plan within a map topic to any of these standards. This helps teachers plan to teach appropriate topics and use the right methods to ensure they are meeting the demands their students' education requires.

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.

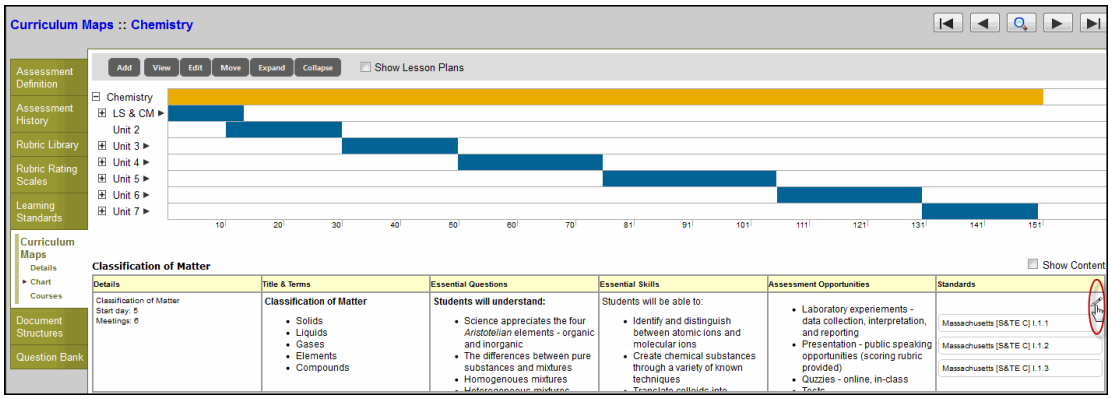
To align curriculum maps, map topics, and lesson plans to standards:

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:



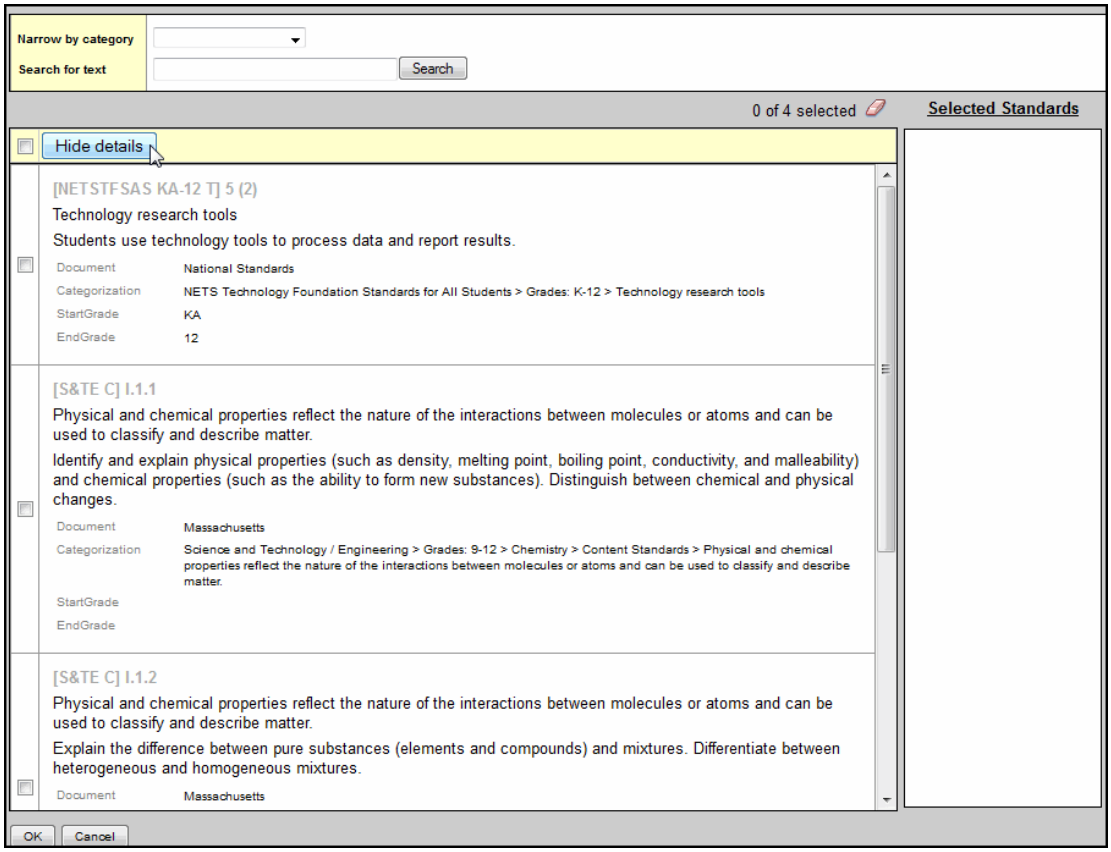
5. Do one of the following:

   - 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.

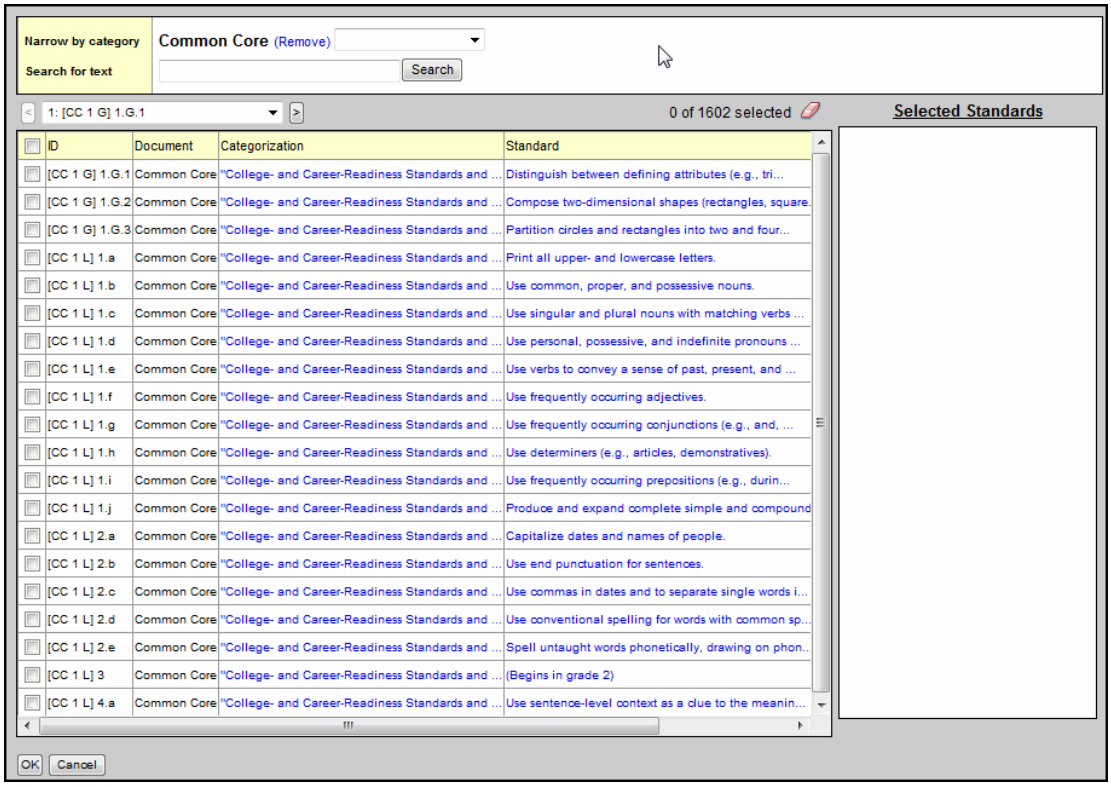
The Standards dialog box appears:



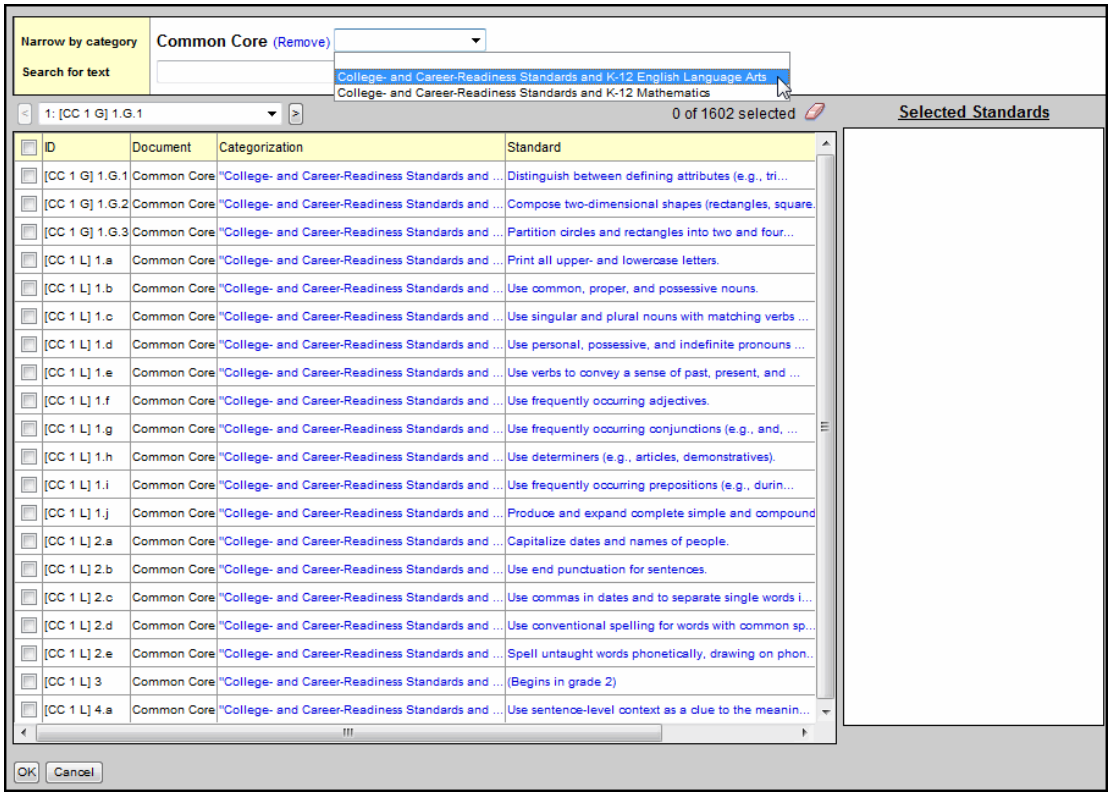
Note: If standards were aligned to the map topic header (course overview), the categories you are limited to for all other map topics in this map appear next to the **Narrow by category** drop-down; you cannot select standards that reside in other categories for a map topic.

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:



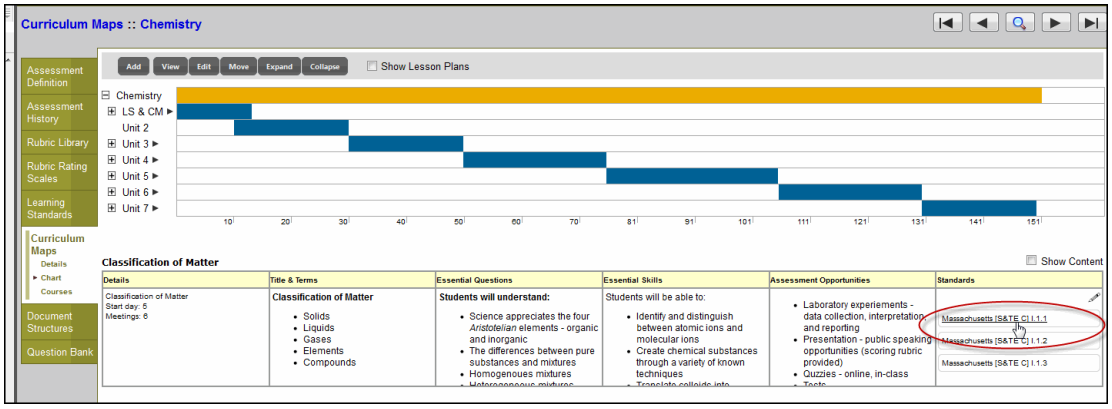
7. To further filter the list of standards available, select a sub-category within the category you first selected:



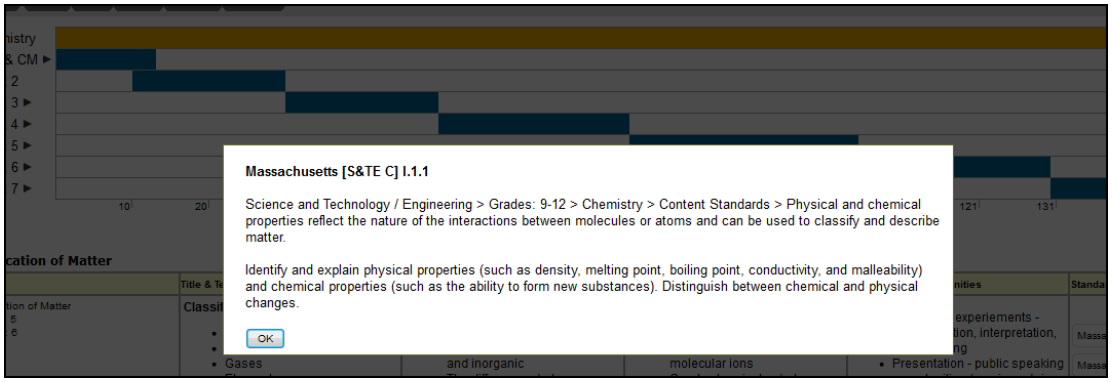
8. After you select that filter, another drop-down menu appears. You can continue to filter the list of standards by selecting categories from the drop-down menus provided.
9. Click **Show details** to show the details of each standard in the list. Then, click **Hide details** to hide them.
10. Select 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**.