Use Curriculum Maps and Lesson Plans in the Staff View

With Aspen IMS, your district can create curriculum maps that determine the unit topics and exemplar lesson plans for your courses, and the sequence you teach them in.

Additionally, your district can align each topic and lesson plan to standards. This can help you determine which standards you have covered. Refer to any assignments students completed during those units to measure their progress in meeting the aligned standards.

Because each curriculum map is designed for a specific course, if you teach more than one course or level, you might have several curriculum maps to refer to.

As a teacher, you can use these maps and lesson plans as defined, or you can change the sequence of the topics, edit the lesson plans, or even create your own plans. Any changes or additions you make are for you only; they don't affect the curriculum map your district defined.

> **Note**: If you make changes or additions to a curriculum map or lesson plan, at the end of a course, be sure to print the entire curriculum map with lesson plans. The next year you teach the course, your view of the map is refreshed to display the original district map for the course; your changes no longer appear. You can refer to your printed curriculum map from the last time you taught the course to help develop your daily instruction for the new class.

As a teacher, there are <u>**two**</u> ways to view and use curriculum maps for your courses in the Staff view:

1. **. View a complete view of a curriculum map for a course on the Classes tab.**
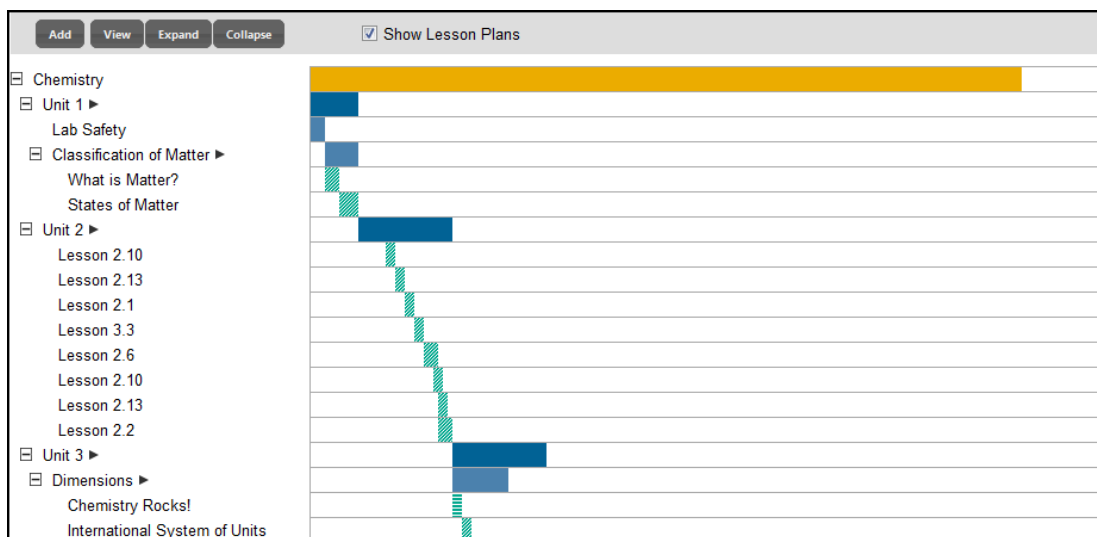
This view provides an overview of the entire course as designed by your curriculum manager, and you can look topic-by-topic at the content and lessons involved.

You can do the following to a curriculum map here:

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- View or print the entire curriculum map, or a specific map topic (unit).
- Edit the start day and duration for a map topic (unit).
- Edit, add to an existing, or add an entirely new lesson plan. For example, you might want to add additional resources for an existing, exemplar plan. Or, you might have a great lesson you developed for specific day of instruction during a unit that you want to add.

> **Note:** Anything you edit or add to a curriculum map and its lesson plans are viewable only by you.

2. **Look at the curriculum map and its lesson plans on your Planner tab to help you plan your days of instruction.** Viewing the map on the Planner gives you a day-to-day view of how you can apply the map and lessons to your classroom strategies each day the class meets.

On the **Planner** tab, you can do the following:

- Drag and drop map topics and lesson plans on your calendar to move them to new start dates.
- Edit exemplar lesson plans.

> **Note:** You can also view an overview of a curriculum map for any course in your district. On the **Planner** tab, click **Curriculum Map** next to My Resources in the upper-right corner of the page. The timeline for the first map in the list of maps at your district appears in a pop-up window:
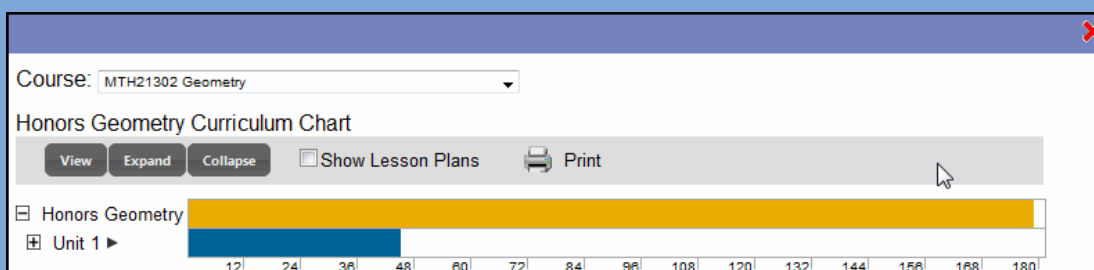
> Use the **Course** drop-down to select the course you want to reference a curriculum map for.
>
> This might be helpful if you would like to integrate curriculum with another course; you can see when specific units are covered in the course you would like to integrate with your own. Select the **Show Lesson Plans** checkbox to view all associated exemplar lesson plans created for the course.

Access the Entire Curriculum Map for a Course

As a teacher, you need to view or print the curriculum map designed for each course you are teaching.

If you look at a curriculum map for one of your courses on the **Classes** tab, you can get an overview of the entire course using the timeline.

You can view and print the content of an entire curriculum map, specific units, or individual lesson plans.

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To access the curriculum map for a specific course you teach:

1. Log on to the Staff view.
2. Click the **Classes** tab.
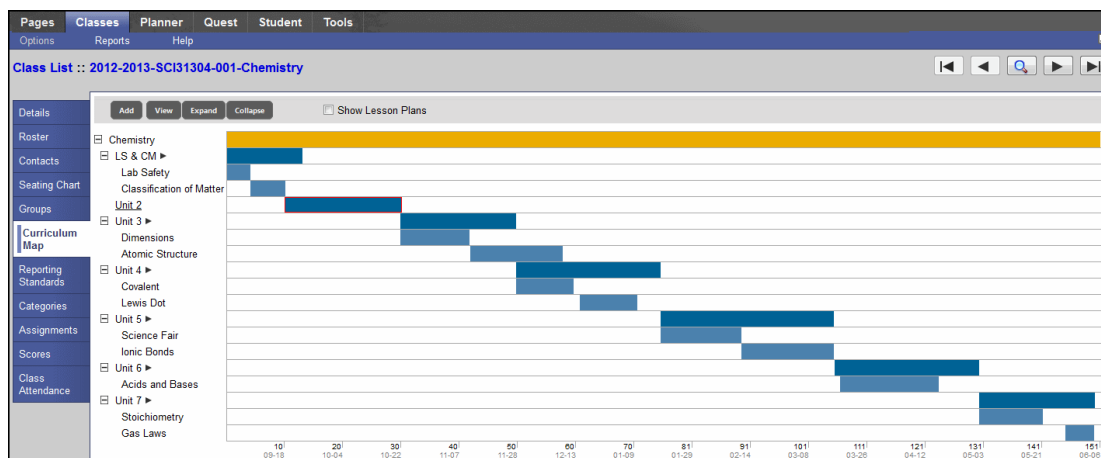3. Select the course you want to view the curriculum map for, and click the **Curriculum Map** side-tab. The timeline for the course appears:
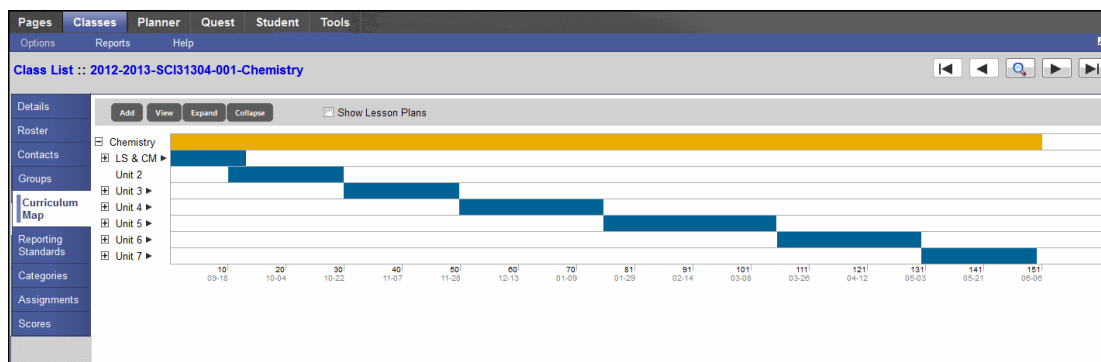
The very bottom of the timeline displays numbers that represent the school day number. In the example above, the teacher instructs the course for a total of *151* days. Those 151 days are divided into *Units 1-7* on the left-hand side of the page.

Blue bars represent units. Hover over a blue bar to view its start day and duration. Light blue bars indicate topics you should cover within a unit topic.

4. To view a list of all topics on the timeline, click **Expand** at the top of the page:

Note: Click **Collapse** to close all of the topics again. To view a topic or lesson plan, select one and click **View**.

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# View and Print the Curriculum Map for a Course

View and/or print the curriculum map designed for a course you are teaching to see the course in its entirety or just a particular unit.

In the Staff view, click the **Curriculum Map** side-tab on the **Classes** tab to view and print the entire map, or individual map topics (units).

View and Print the Entire Curriculum Map

To view or print the entire map:

1. Click the gold bar at the top of the timeline to select it. This bar represents the map header:
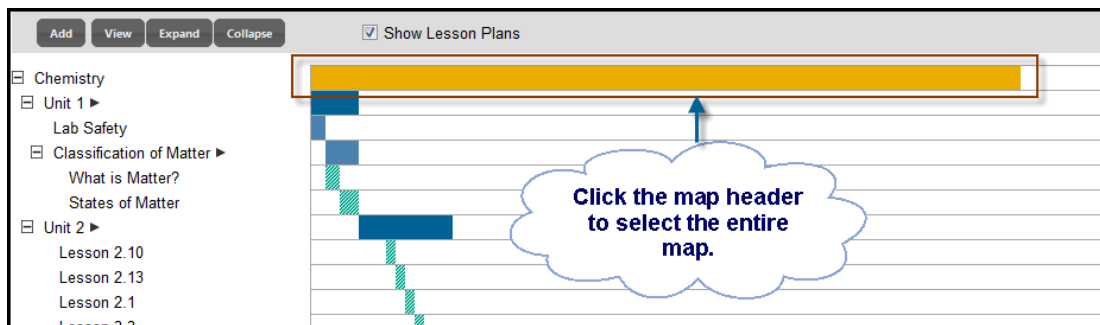
2. Click **View**. The map and its content appears.
3. Select one of the following from the drop-down at the top of the page to determine which standards you want to view throughout the map:

- **Hide duplicate standards**
- **Hide all standards**
- **Show all standards**

The map displays the timeline first, and then each map topic, or unit, and its content:

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Unit 1

Start day: 1

Duration: 18 days

Title & Terms

Laboratory Safety, Classification of Matter, and Standard International Units

- Atom
- Element
- Compound
- Homogeneous mixture
- Heterogeneous mixture
- Solids
- Liquids
- Gases
- Density
- Exothermic

- Endothermic
- Law of Conservation of Energy
- Law of Conservation of Matter
- Physical properties
- Chemical properties
- Specific heat
- Gram, liter, meter, joule, calorie
- Entropy
- Enthalpy

Content

Name	Description	Type
Acceptable Use Policy.pdf	Acceptable Use Policy.pdf	file

Essential Questions

Students will understand that:

1. Safety stressed in all lab work.

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4. If you want to print the entire map, click **Print**. Any lesson plans print, too.

View and Print a Specific Map Topic

To view and print the content of a specific map topic (unit):

1. Click the blue bar on the timeline that represents the topic you want to view or print:
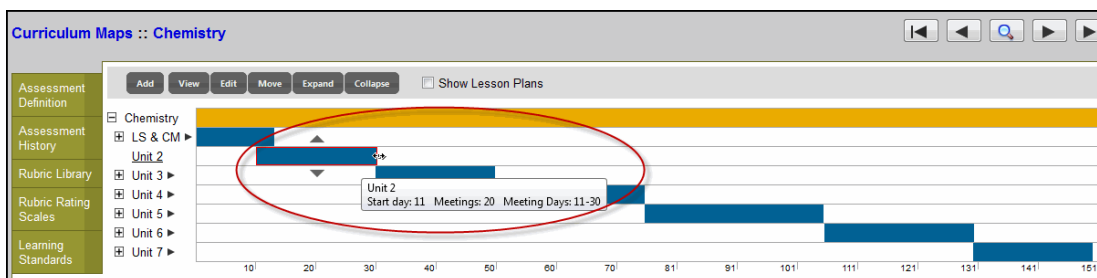
2. Click **View**. The information for the topic appears.

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3. Click **Print** to print the topic.

> **Note:** When you print a specific map topic, lesson plans within the topic do not print; you need to select the lesson plan(s) on the timeline and print separately.

You can also view, print, edit and add lesson plans.
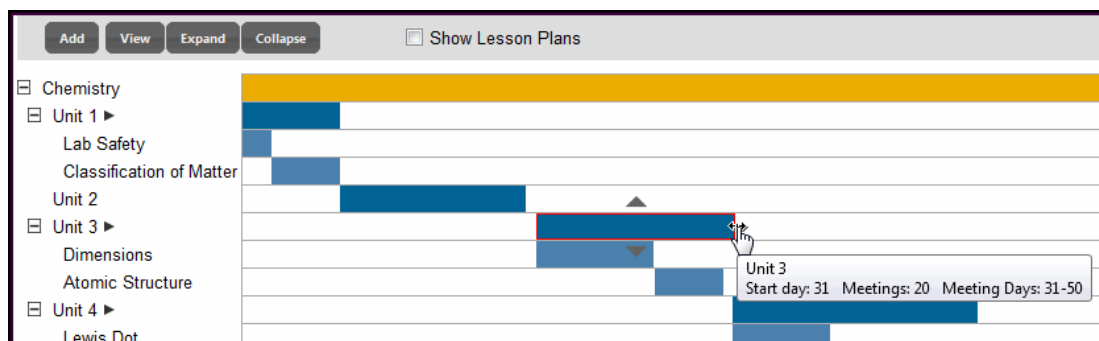
Modify Start Days and Durations of Units on a Map

If the district has designed a curriculum map for a course you are teaching, you can change the start day and duration of map topics (units) and lesson plans on the map. This way, they appear correctly on your Planner, where you'll refer to the map daily.

To modify a district curriculum map for a course:

1. Log on to the Staff view.
2. Click the **Classes** tab.
3. Click the **Curriculum Map** side-tab.
4. On the timeline, click the map topic (unit) you want to modify to select it. A red line appears around the blue bar representing the topic:
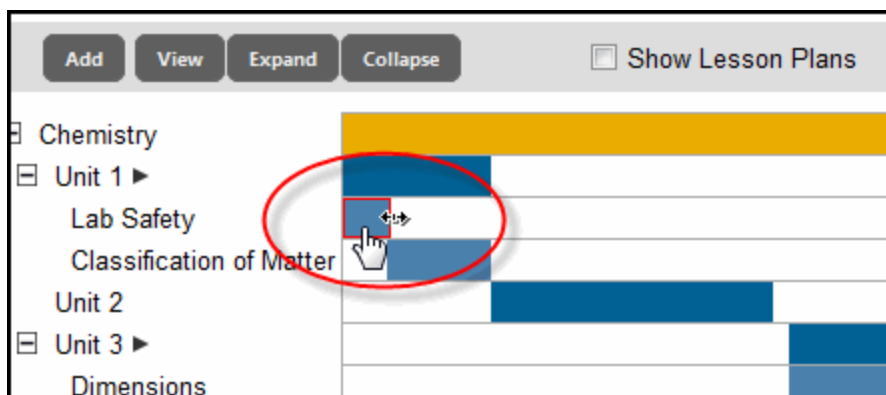
5. To edit the start day of the topic, click and drag the entire blue bar. The start day adjusts as you move the bar so you know where to place it.
6. To edit the duration you cover a map topic, hover over the line at the right-end of the blue bar representing the map topic:

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A two-headed arrow appears. Click and drag the arrow until the number of meeting days you need appears.

Aspen IMS automatically saves edits you make to map topic start and meeting days on this page.

Manage Lesson Plans for Curriculum Maps

When you are viewing the curriculum map designed for a course you teach, you can also view the lesson plans designed for specific topics (units) within the map.
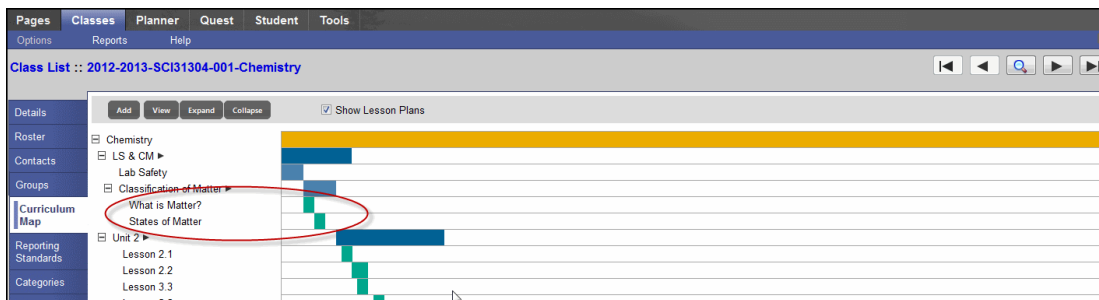
You can do the following to manage lesson plans within a curriculum map:

- View and print a lesson plan.
- Edit or add to a lesson plan.
- Add your own lesson plan to the map.

Note: If you make changes or additions to a lesson plan, at the end of a course, be sure to print the entire curriculum map with lesson plans. The next year you teach the course, your view of the map is refreshed to display the original district map for the course; the edits you made to exemplar lesson plans or new lesson plans you added along the way no longer appear. You can refer to your printed curriculum map from the last time you taught the course to help develop your daily instruction for the new class.

View, Edit, and Print Exemplar Lesson Plans for a Map Topic

1. Log on to the Staff view.
2. Click the **Classes** tab.
3. Select the course you want to view the curriculum map for, and click the **Curriculum Map** side-tab. The timeline for the course appears.
4. Select the **Show Lesson Plans** checkbox at the top of the page. A green bar appears on the timeline for each lesson plan within a topic:

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The bars that represent lesson plans on the curriculum map chart appear in the following patterns, with hover text indicating the lesson plan's origin:

- **Exemplar.** These are lesson plans designed by your curriculum director when the map was created.

- **Exemplar, edited by teacher**. If you open this lesson plan and make changes or additions to it, your edits and additions are available to you only; they do not affect the district's or any other teacher's version of the map for this course. If you make edits to an exemplar lesson plan and later delete your edited version, the exemplar lesson plan is available to you again.

- **Teacher-created**. These are any lesson plans you add to this map. These are available to you only; they do not affect the district's or any other teacher's version of the map for this course.

5. To view, print, or edit a plan, double-click the bar on the timeline. The lesson plan dialog box appears:

6. Click **Print** to print the formatted lesson plan.
7. Edit any information in any element.

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8. For each element, click **My Resources** to add anything from My Resources that might help you execute this lesson plan. Also, be sure to scroll to the **Resources Provided** field to find any resources (handouts, presentations, etc.) that your curriculum director might provide you to complete this lesson.

> **Note:** If you make a mistake, click **Revert** to revert to the last saved version of the lesson plan.

9. Click **Save** to save your changes.
10. Click **Save and Close** to save the information, and close the lesson plan dialog box.

> **Note:** If you make edits or additions to a lesson plan, your edited version is what you now see on the **Curriculum Maps** side-tab and the **Planner** tab. To return to viewing the exemplar lesson plan that was original to the map, click the lesson plan on the timeline. The lesson plan dialog box appears. Click **Delete**. You will notice that the green bar representing the lesson plan on the timeline has returned to the solid green bar ▮, indicating you are now viewing the exemplar lesson plan again.

Add Your Own Lesson Plan to a Curriculum Map

1. On the timeline, click the map topic (unit) you want to add a lesson plan to.
2. At the top of the page, click **Add**, then **Add Lesson Plan**. The New Lesson dialog box appears.
3. At the top of the page, type a **Title.**
4. In the **Start day** fields, define the day on which the lesson plan should begin to display on your Planner.
5. In the **Meeting days** field, define the number of class meeting days the lesson plan bar should appear for this lesson plan on your Planner.

> **Note:** Aspen IMS uses the start day you define within the duration of the map topic. For example, if you define the **Start day** as *3* and **Meeting days** as *2* and the map topic (unit) has a duration of 20 days, your Planner begins to display this lesson on the third meeting day of the map topic, for two consecutive meeting days.

6. For each lesson plan element, enter information. Click **My Resources** to add any applicable presentations, handouts, weblinks, etc.
7. Click **Save** to save your lesson plan.
8. Click **Print** to print the formatted lesson plan.
9. Click **Save and Close** to save your changes, and close the lesson plan dialog box.

> **Note:** Only you can see lesson plans you add to a curriculum map; Aspen IMS does not copy or send your changes back to the district's version of the curriculum map.

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View Curriculum Maps and Lesson Plans for Your Courses on Your Planner

You can use your Planner to access the curriculum maps for your courses. It provides a daily, weekly, or monthly view of how you to apply the map and any district lessons plans to implement your classroom strategies.

> **Note:** To add your own lesson plans to the map, click the **Curriculum Map** side-tab on the **Classes** tab.

You can also drag and drop topic and lesson plans to different dates. This lets you accurately reflect when you start and how long it takes to complete a topic or lesson plan.

You can also create and follow lesson plans separate from your district's curriculum map and lesson plans by using the Lesson View on your Planner.

To view curriculum maps and lesson plans on your Planner:

1. Log on to the Staff view.
2. Click the **Planner** tab. Your Planner appears.
3. Click the drop-down menu in the upper-right corner of the screen to select **Curriculum View:**
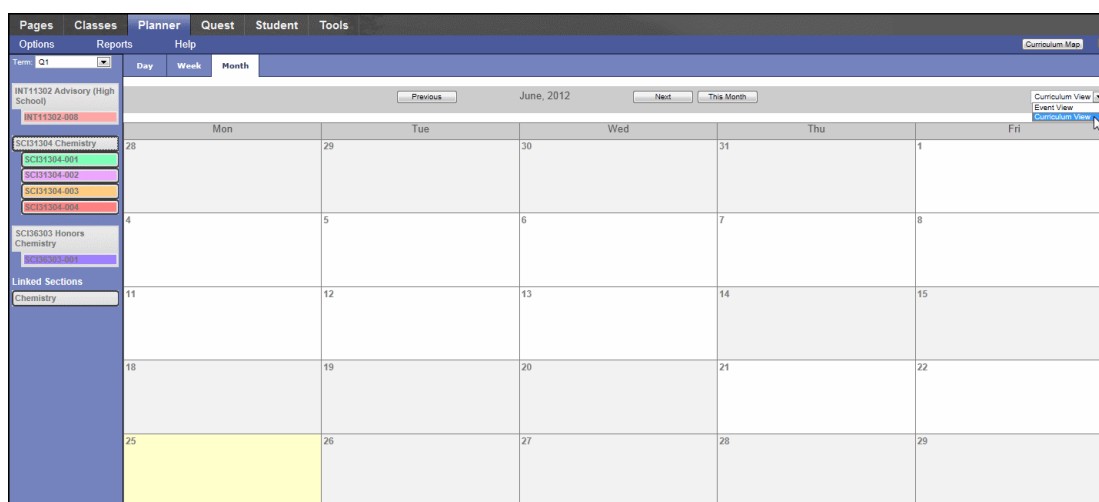
Colored bars appear on each day to represent map topics (units) to cover and lesson plans to use for each day for each of your classes.

> **Note:** You determine the colors that represent each of your classes in your Planner Settings.

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4. Click the **Day**, **Week**, or **Month** sub-tab to determine the amount of time displayed on your planner.

5. In the column on the left-hand side of the page, select the term and sections, or linked sections, you want to view the curriculum map for:

> **Note:** The curriculum map topics appear with the section number or the class nickname you define for each class. Lesson plans appear with the lesson plan icon ▩.

6. Click a map topic name to view or print the information for that topic:

The topic information appears:

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You can modify the **Start day** by dragging and dropping the bar that represents the map topic to a different day on your Planner.

Click **Print** to print the topic.

Note: Only the topic information appears; you must print lesson plans created for that topic separately.

7. To view, edit, or print a lesson plan's details, click the lesson plan name:

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The lesson plan dialog box appears:

You can modify the **Start day** and **Meetings days** values here, or drag and drop the lesson plan bar on the Planner itself.

Edit or add to any of the elements of the lesson plan. You can also click **My Resources** to attach your own files to the plan.

If the lesson plan already includes resources such as presentation files or handouts, click the file or link to open it:

Note: If you make changes or additions to a lesson plan, at the end of a course, be sure to print the entire curriculum map with lesson plans. The next year you teach the course, your view of

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> the map is refreshed to display the original district map for the course; your changes no longer appear. You can refer to your printed curriculum map from the last time you taught the course to help develop your daily instruction for the new class.

8. At the top of the dialog box, click **Print** to print the lesson plan.

> **Note:** If you make a mistake, click **Revert** to undo any changes.

9. Click **Save and Close** to save your changes or additions and return to your **Planner**.

Enter Lesson Plans Separate from a Curriculum Map

Use the Lesson View on your Planner in Aspen IMS as your online planbook. You can store all information you need to conduct a lesson for a class meeting here, including...

- notes
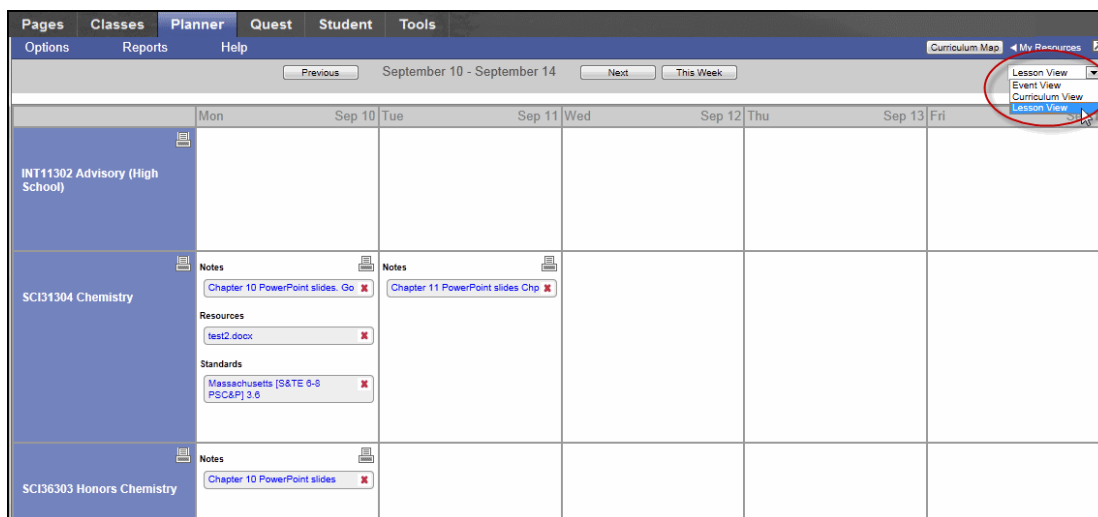- resources (document files, weblinks, etc.)
- standards

You might use the Lesson View for the following reasons:

- Your district did not include lesson plans with the district curriculum map it provided for this course.
- Your district did include lesson plans with the curriculum map for this course, but you like to use your own lesson plans and store them here.

The Lesson View might be a great page to display on your classroom's projector or interactive whiteboard as the home base for each class meeting. Tap or click your **Notes** to introduce today's activities, and then tap or click your **Resources** to guide students through a handout, or access and show a video that will kick-off today's discussion.

To use the Lesson View on the Planner tab:

1. Click **Lesson View** from the drop-down to view your planbook grid:

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For the current week, the grid displays a box for each day.

2. Click a box to do any of the following for a class for a specific day:
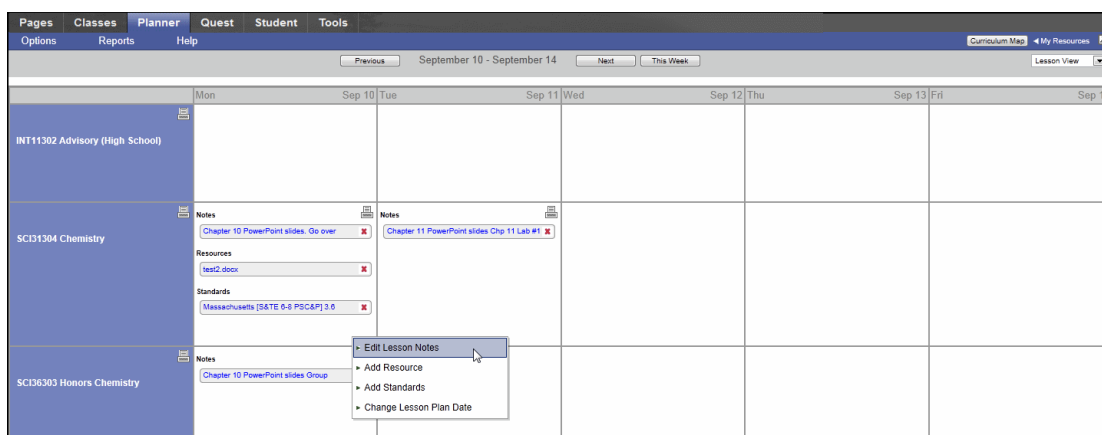
- Add or edit lesson notes. A text editor appears. You can include links and images. Click **Save** to save your notes.

- Add resources. My Resources appears. Click, hold and drag files from your resources to the date.

- Add standards. The standards picklist appears. Search for and select the standards this lesson plan addresses.

- Change the lesson plan date. Type or click 🗓 to select the new date, and click **OK**. Aspen moves all notes, resources, and standards from the current date to the new date.

> **Note:** Click 🖨 next to the course name to print lesson plan notes, including a list of attached resources and standards for the class for that week. Click 🖨 in the date box to print the lesson plan notes for the class on that date.

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