Aspen IMS for Curriculum Directors

Your district can create curriculum maps in Aspen IMS. Curriculum maps help districts and teachers form a timeline of what is being taught and when to help analyze, communicate, and plan curriculum in your schools.

Curriculum maps help ensure that content:

- Is not repeated
- Is taught in the right sequence
- Is consistent among teachers

A district might define curriculum maps for each subject for each grade in your district. For example, you might create 12 English/Language Arts curriculum maps in your district for grades K-12. Or, your district might create one curriculum map for each of the high school sciences (HS Chemistry, HS Biology, HS Physics, etc.)

Within those curriculum maps in Aspen, districts can include lesson plans, and can align each unit, topic, and lesson plan to district and state standards. Aspen is automatically subscribed to *Academic Benchmarks*, the preferred standards data services provider to K–12 education.

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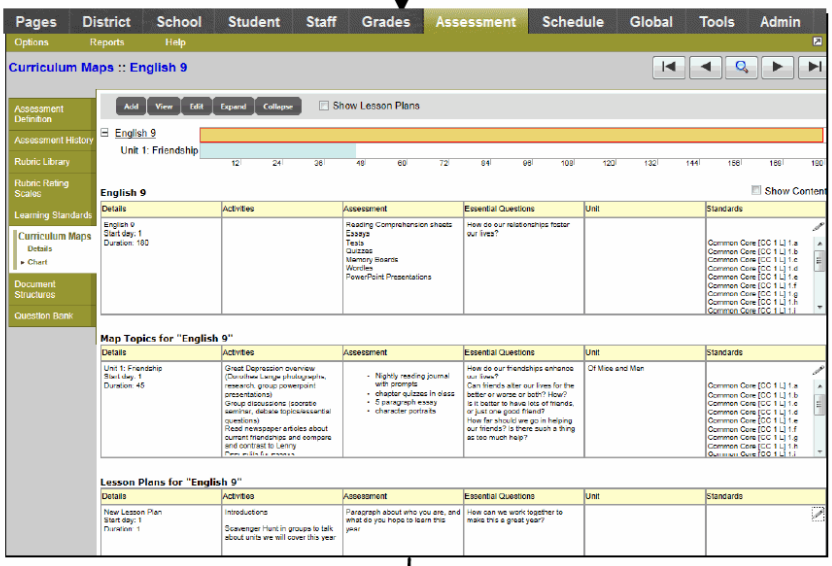
Creating Curriculum Maps in Aspen

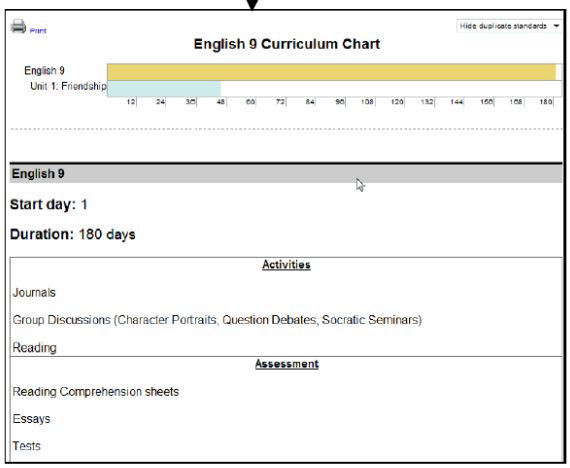
English 9 Curriculum Map

Overview:

Students in Grade 9 English will continue to sharpening their expository writing skills, literature analysis, and grammar skills, focusing on the Essential Question: How do our relationships foster our lives?

Unit	Essential Questions	Activities	Assessment
Unit 1: Friendship	How do our friendships enhance our lives? Can friends alter our lives for the better or worse or both? How? Is it better to have lots of friends, or just one good friend? How far should we go in helping our friends? Is there such a thing as too much help? How do our friendships enhance our lives?	• Great Depression overview (Dorothea Lange photographs, research, group powerpoint presentations) • Group discussions (socretic seminar, debate topics/essential questions) • Read newspaper articles about current friendships and compare and contrast to Lenny • Peer edits for essays	Nightly reading journal with prompts chapter quizzes in class 5 paragraph essay character portraits





Teachers can view curriculum maps in the Staff view. On the **Planner** tab, they can view the curriculum map topics and any lesson plans on each day that it is defined to be covered. They can also drag and drop topics and lesson plans to different dates on their calendars to reflect their actual day-to-day schedules.

Note: If teachers make edits to the dates a topic is covered, those dates are not overridden by district date changes.

To create curriculum maps, align them to standards, and make them available to teachers in Aspen:

1. Define the document structures, or formats of curriculum maps and lesson plans that your district uses. This is what determines the elements that appear on the curriculum map chart.
2. Define the details of the curriculum map, including the number of days the map will cover.
3. Design the curriculum map chart, including adding topics and lesson plans and aligning them to standards.
4. Assign curriculum maps to district courses.
5. Activate approved curriculum maps.
6. Teachers can view the curriculum maps linked to their assigned sections in the Staff view.

Define Document Structures

Defining document structures is the first step in building your district's curriculum maps in Aspen IMS.

Aspen IMS document structures are the templates or formats your district creates to determine the information that should be included on curriculum maps.

Within each document structure, you define the elements it contains. For example, you might create a document structure named ***HS English Lesson Plan Structure***. For this structure, you might add the following elements:

- Title
- Essential Questions
- Objectives and Learning Expectations
- Lesson and Instruction
- Assignment(s)
- Resource Materials

When this document structure is applied to the ***HS English Grade 9*** curriculum map, the writer of the map fills content into each of those elements for each lesson plan within that map.

For each curriculum map, your district must create the **three** following document structures:

1. A **map header structure**, which is used for the information that explains the overview of the map (with elements such as a *Mission Statement* and *Summary*):

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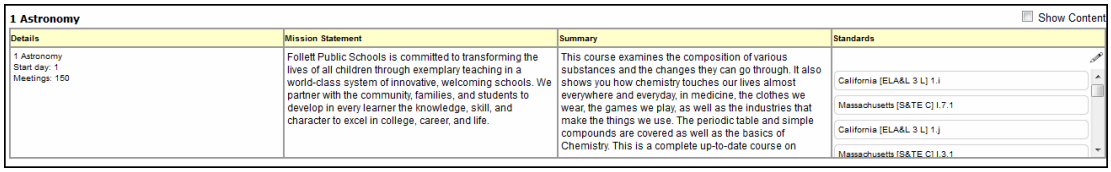
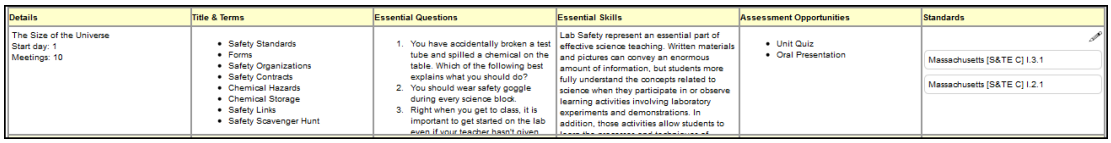
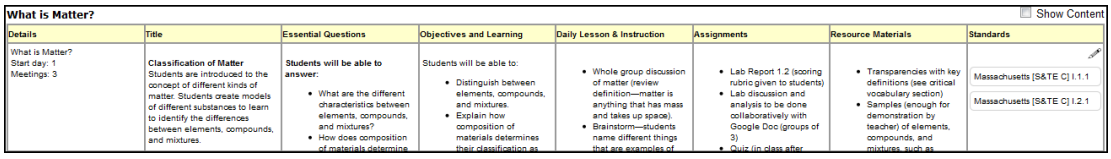


2. A **map topic structure**, which is used for the information that explains what is included in each map topic (unit) within the map (with elements such as *Title & Terms, Essential Questions, Essential skills, and Assessment Opportunities*):

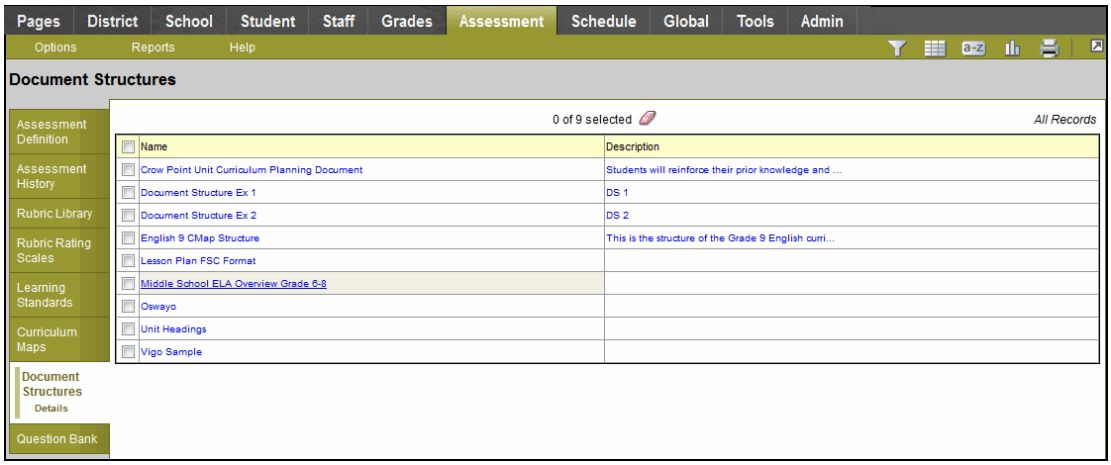


3. A **lesson plan structure**, which is used for the information to include on a lesson plan (with elements such as *Title, Essential Questions, Objectives and Learning, Daily Lesson and Instruction*, etc.):

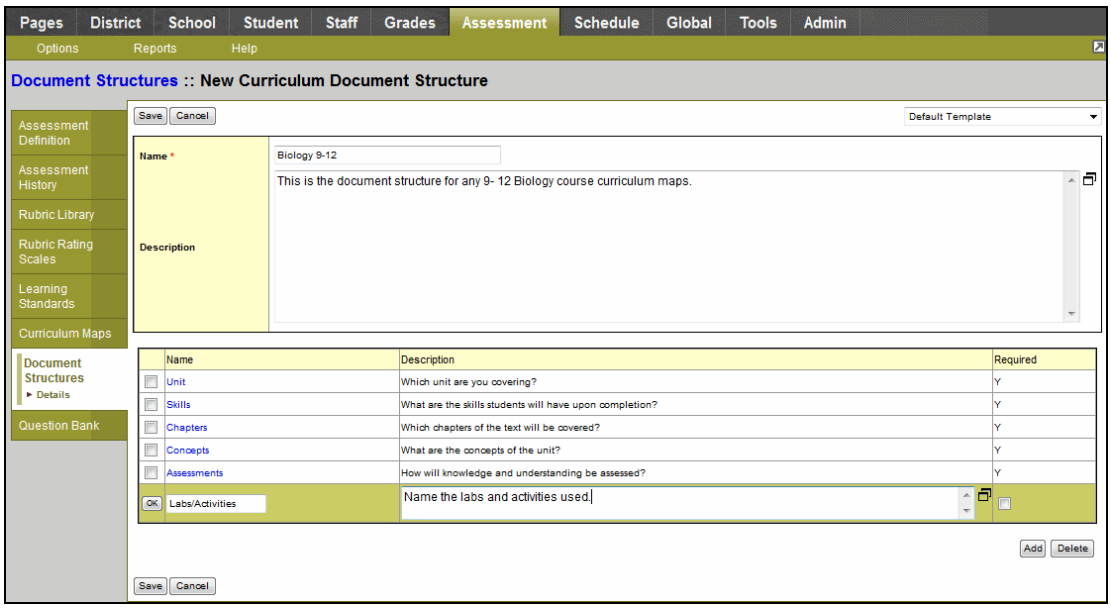


To create a document structure:

1. Log on to the District view.
2. Click the **Assessment** tab.
3. Click the **Document Structures** side-tab.



4. On the **Options** menu, click **Add**. The New Curriculum Document Structure page appears:



5. In the **Name** field, type the name for the new document structure.

> **Note:** Follett recommends you include the structure type in the name you define. For example, if you are creating a map topic structure that will be used in the high school Science department curriculum maps, you might enter ***HS Science Map Topic Structure***. This way, when one of the high school Science curriculum maps is created, it is easy to find the document structure to be used.

6. In the **Description** field, type a description of the document structure.

Then, add the elements to the document structure. These might be any of the following:

- Measurements of instruction time, such as unit names
- Content
- Skills
- Activities
- Assessments

To add an element to the document structure:

1. Click the **Add** button on the bottom right corner of the page. The page displays an empty field.
2. In the **Name** field, enter a name for the element.
3. In the **Description** field, enter a description for the element.
4. If you want to require users to enter information for that element, select the **Required** checkbox.
5. Click **OK**.

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Warning: To delete a specific element, you *must* click **Elements** on the **Document Structures** side-tab. The page displays only a list of elements.

Select the checkbox to the left of the element you want to delete. On the **Options** menu, click **Delete**. If you do this on the Document Structures Detail page, the entire document structure you created will be deleted.

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:

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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.