pennsylvania
DEPARTMENT OF EDUCATION

SAS
Standards Aligned System
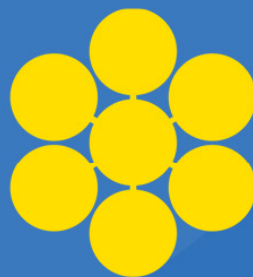
Curriculum Mapping
Version 1.8, April 2012

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STANDARDS ALIGNED SYSTEM (SAS) IN PENNSYLVANIA

www.pdesas.org

The Pennsylvania Standards Aligned System (SAS) is a collaborative product of research and good practice that identifies six distinct elements which, if utilized together, will provide schools and districts a common framework for continuous school and district enhancement and improvement.

Much research has been conducted as to what makes a great school. There are many intangible components; however, research supports the notion that great schools and school systems tend to have six common elements that ensure student achievement: Standards, Assessments, Curriculum Framework, Instruction, Materials & Resources, and Safe & Supportive Schools.

Standards

Pennsylvania's Academic Standards define what students should know and be able to do as a result of instruction.

Curriculum Framework

The Curriculum Framework identifies the Big Ideas, Concepts, Competencies, Essential Questions, Key Vocabulary and Exemplars in each subject area.

- **Big Ideas:** Declarative statements that describe concepts that transcend grade levels. Big Ideas are essential to provide focus on specific content for all students.
- **Concepts:** Describe what students should know (key knowledge) as a result of this instruction specific to grade level.
- **Competencies:** Describe what students should be able to do, key skills, as a result of this instruction, specific to grade level.
- **Essential Questions:** Questions connected to the SAS framework and are specifically linked to the Big Ideas. They should frame student inquiry, promote critical thinking, and assist in learning transfer.
- **Vocabulary:** Key terminology linked to the Standards, Big Ideas, Concepts and Competencies in a specific content area and grade level.
- **Exemplars:** Performance tasks that can be used for assessment and instruction as well as professional development. An Exemplar is an example of student work that meets the identified criteria for the task. Exemplars provide educators with a concrete example of assessing students' understanding of the Big Ideas, Concepts and Competencies.

Materials and Resources

Materials and Resources support standards aligned instruction and include Voluntary Model Curriculum, learning progressions, units, lesson plans and multimedia content examples for use in planning and delivering instruction.

- Materials and Resources includes the Voluntary Model Curriculum (VMC) incorporating learning progressions, units, lesson plans, and content resources aligned to the Pennsylvania Standards in curriculum frameworks for the four major content areas (mathematics, science, social studies, reading-writing-speaking-listening).
- Learning progressions span grades K-12 and include what all students should know and be able to do as a result of successfully moving through grades K-8 and by taking specific courses in grades 9-12.

Assessment

Assessment offers tools and resources to support the process of assessing, evaluating and documenting student learning in order to improve professional practice and increase student achievement. Four types of assessments are defined in PA:

- **Summative Assessment:** Seeks to make an overall judgment of progress made at the end of a defined period of instruction.
- **Formative Assessment:** Defined as classroom-based assessments that allow teachers to monitor and adjust their instructional practices in order to meet the individual needs of their students.
- **Diagnostic Assessment**: Ascertains, prior to instruction, each student's strengths, weaknesses, knowledge, and skills.
- **Benchmark Assessment:** Measures achievement of important grade level content periodically during the year in order to provide feedback about how students.

Instruction

Instruction provides resources and interventions to facilitate achievement of the standards for all students.

Safe & Supportive Schools

Safe & Supportive Schools supplies resources and exemplars to promote active student engagement in a safe and positive learning environment. Areas within the element include the following:

- **Engagement:** Interpersonal relationships, respect for diversity and participation in school
- **Safety:** Emotional safety, physical safety, and substance use
- **Environment:** Physical environment, academic environment, wellness, and disciplinary environment

Standards Aligned System Contact Information:

Ed Vollbrecht, Ph.D., Director, Bureau of Teaching and Learning Support at ra_sas@state.pa.us, Phone: 717-783-9530; Fax: 717-783-3946; TTY: 717-783-8445
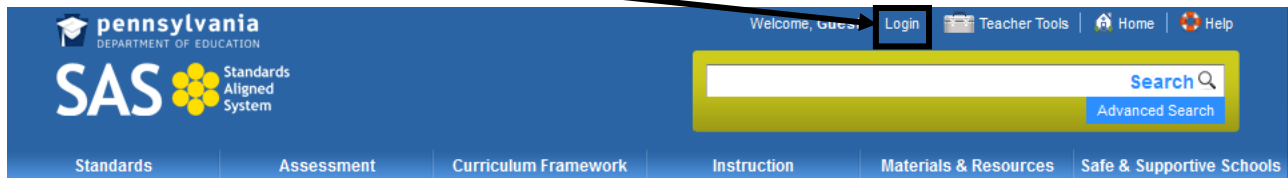
More information on the Standards Aligned System can be found on the Education Hub on the PDE website at: www.education.state.pa.us.

Contents

Logging in to SAS

1. First, click the **Login** link.

OR click the **Login** link near the bottom of the homepage.

2. Type your **Email Address** and **Password** and click **Submit.**

NOTE: You may check the box to the left of **Remember Me?** if you wish to have the computer remember your login information.

☑ Remember Me?

Please exercise caution on public/shared computers.
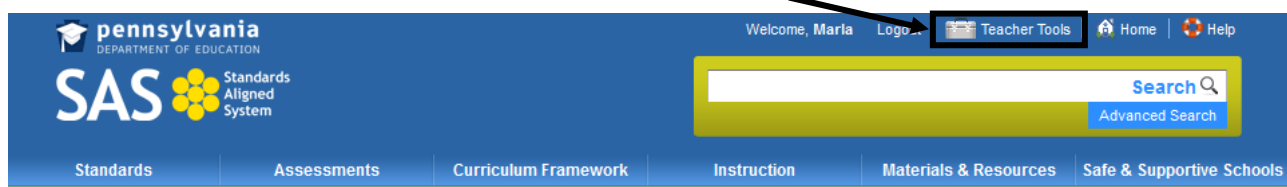
Curriculum Mapping

Curriculum Mapping is a tool that allows educational organizations to outline the scope and sequence of their curriculum, align curriculum to the Pennsylvania Academic Standards, and to make the maps available to district personnel online.
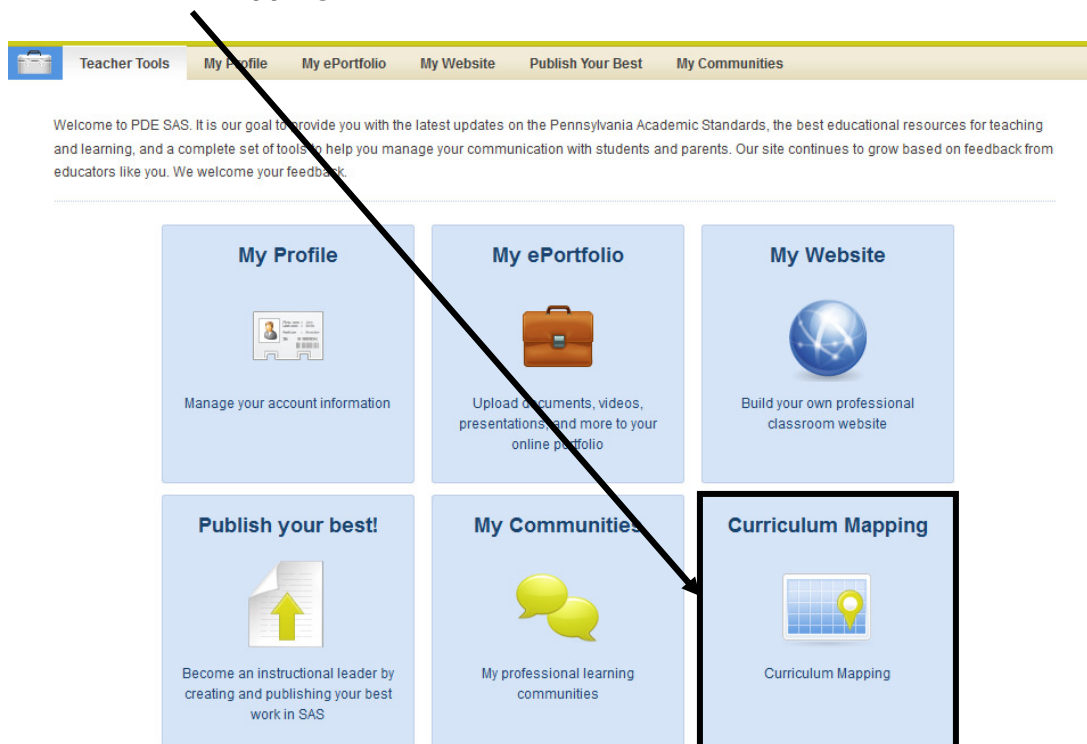
A curriculum map:

- Captures the content, skills, and assessments taught or administered at each grade level within a school building or district.

- Organizes this information into an easily accessed visual that presents a timeline of instruction by grade level or course.

- Ensures that there is consistency from one grade level to the next, and there is little redundancy in what is being taught at each grade level.

Although the examples shown within this manual may differ from your organization's maps, the steps will be very similar.

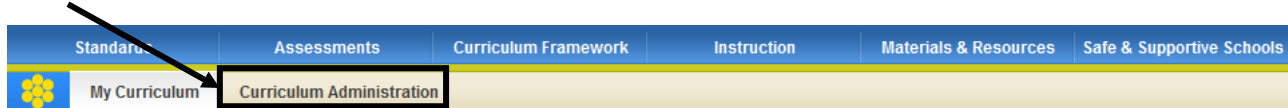1. Click **Teacher Tools** in the upper-right hand corner of any page in **SAS**.

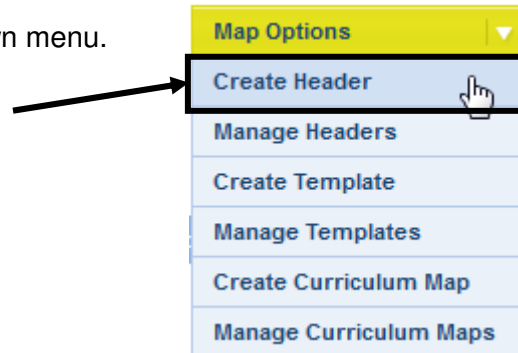2. Choose **Curriculum Mapping** from the **Teacher Tools** menu:

Creating a Template Header

Create a **Header** for your organization's **Curriculum Maps**.

1. Click on the **Curriculum Administration** tab.

Standards	Assessments	Curriculum Framework	Instruction	Materials & Resources	Safe & Supportive Schools

My Curriculum | **Curriculum Administration**

2. Select **Create Header** from the **Map Options** drop-down menu.

Map Options ▼

Create Header
Manage Headers
Create Template
Manage Templates
Create Curriculum Map
Manage Curriculum Maps

3. A window will open. Enter a **Name** for your **Header**.

Add Template Header

Template Header   Save

Name

Header

4. Use the rich-text editor to enter text and/or images that you would like to appear in the **Header** of your organizations' maps. Typically, this will be the name of your organization, school district, or school.

Styles | Paragraph | Font family | Font size
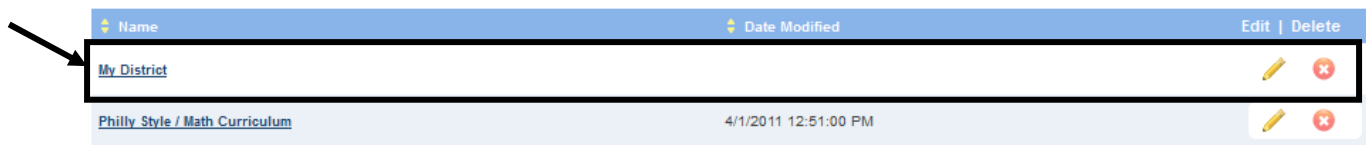
Path: p

4. Click the **Save** button.

Save

NOTE:
See instructions for using the rich-text editor on p. 20
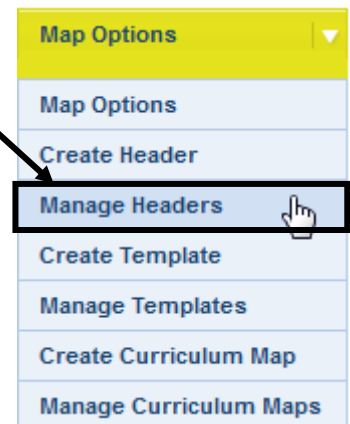See instructions for inserting an image on p. 21

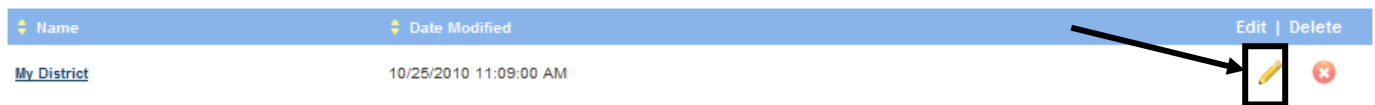5. The **Template Header** will be added to the list of available **Headers**.

Name	Date Modified	Edit | Delete
My District		✏ ✖
Philly Style / Math Curriculum	4/1/2011 12:51:00 PM	✏ ✖

Edit a Template Header

1. To **Edit** a **Template Header**, select **Manage Headers** from the **Map Options** menu.

2. Enter a **Keyword/Phrase** to search for the **Header**, and then click the **Search icon** (magnifying glass).

   My District 🔍

   Map Options ▼
   - Map Options
   - Create Header
   - **Manage Headers**
   - Create Template
   - Manage Templates
   - Create Curriculum Map
   - Manage Curriculum Maps

3. Click on the **Edit icon** (pencil).

Name	Date Modified	Edit | Delete
My District	10/25/2010 11:09:00 AM	✏ ✖

4. Make whatever changes are necessary to the **Header**.

Header

5. Click the **Save** button.

   Save   ✖ Cancel

Delete a Template Header

1. To **Delete** a **Template Header**, select **Manage Headers** from the **Map Options** menu.

2. Enter a **Keyword/Phrase** to search for the **Header**, and then click the **Search icon** (magnifying glass).
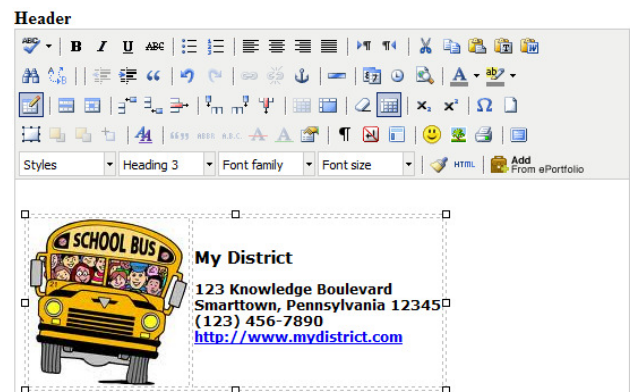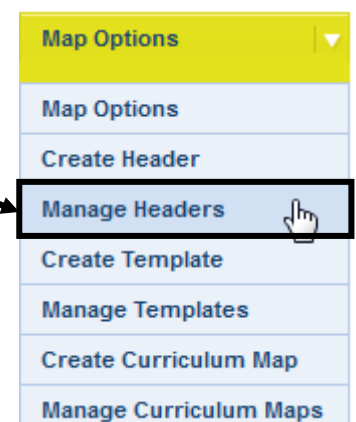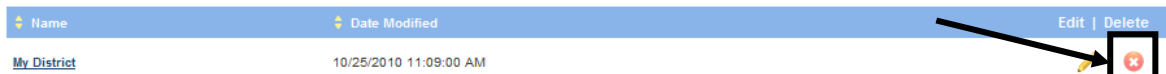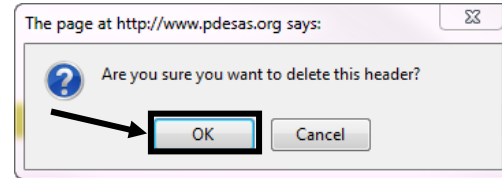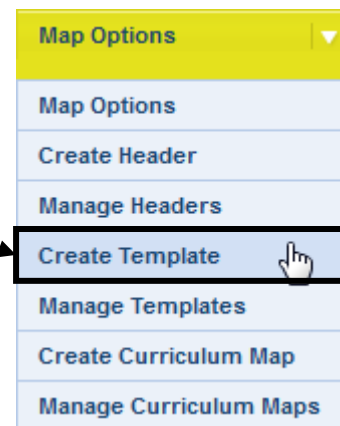
   My District 🔍

   Map Options ▼
   - Map Options
   - Create Header
   - **Manage Headers**
   - Create Template
   - Manage Templates
   - Create Curriculum Map
   - Manage Curriculum Maps

3. Click on the **Delete icon** (X).

Name	Date Modified	Edit | Delete
My District	10/25/2010 11:09:00 AM	

4. Click **OK** and the **Header** will be removed from the list.

The page at http://www.pdesas.org says:

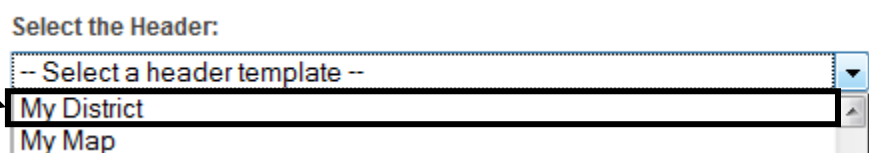Are you sure you want to delete this header?

OK   Cancel

Creating a Template

Determine a format for your organization's **Curriculum Maps**, standard **Template(s)** that will be used to develop **Maps**.

1. Select **Create Template** in the **Map Options** drop-down menu.

Map Options

Map Options
Create Header
Manage Headers
Create Template
Manage Templates
Create Curriculum Map
Manage Curriculum Maps

2. Select a **Header** from the drop-down menu.

Select the Header:

-- Select a header template --
My District
My Map

3. Enter a **Name** for the **Template**

Template Name:

SAMPLE History Template
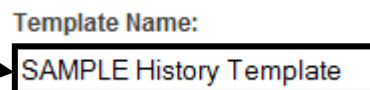
4. You will also have an opportunity to choose whether **Standard** descriptions (wording) will appear in maps created from the template. Check the box to have them appear. If the box is unchecked, only the **Standard** codes will appear.

☑ Show the Standard description along with the Standard code.

Adding Columns to the Template

1. Select a **Column Name** to appear in the **Template**.

Column Name:
Standard(s) ▼

2. Rename the **Column**, if necessary.

Rename Column:
PA Academic Standards

3. Enter a **Width** (in pixels) for the **Column**, if necessary.

Width:
110

> **NOTE:** The default width for a **Column** is 110 pixels.

4. Select the **Column Tool** appropriate for the **Column**.

- **_HTML editor_** – Allows you to enter and format text and images using the rich-text editor, as well as to include items from an **ePortfolio**.

- **_Standards Alignment_** – Allows you to select and align **Standards** and **Eligible Content** statements.

- **_Curriculum Framework_** - Allows you to select and align **Big Ideas**, **Essential Questions**, **Concepts**, and **Competencies**.

Column Tool:
HTML Editor ▼
HTML Editor
Standards Alignment
Curriculum Framework

5. Repeat steps 2-5 to insert additional **Columns**. Use the **Add Column** button to add a place for additional **Columns**, if necessary, and then click **OK**.

Column Name:	Rename Column:	Width:	Column Tool:	Order:
Suggested Timeframe ▼		0	HTML Editor ▼	1 ▼
Standard(s) ▼	PA Academic Standards	0	Standards Alignment ▼	2 ▼
Big Idea(s) ▼		0	Curriculum Framework ▼	3 ▼
Essential Question(s) ▼		0	Curriculum Framework ▼	4 ▼
Objective(s) ▼		0	HTML Editor ▼	5 ▼
▼			HTML Editor ▼	6 ▼

Add Column

6. Once you have created multiple **Columns**, you may wish to reorder them by using the **Order** drop-down menu.

7. Click the **Save Template** button, and then click **Ok**.

Identify Grade Levels/Subject Areas/Courses/Time Frames for the Template

1. Scroll down to the **Grade Levels/Subject Areas/Courses/Time Frames** area.

2. Select the **Grade Level(s)** appropriate for the **Template**.

3. Select the **Subject Area(s)** appropriate for the **Template**.

4. Select the **Course(s)** appropriate for the **Template**.

5. Select the **Time frame(s)** appropriate for the **Template**.

6. Click the **Save Template** button, and then click **Ok**.

Granting Access to the Template

1. Select the **Organization(s)** you wish to have access to the **Template**.

☐ Public

☐ Philadelphia City School District

☐ Academy at Palumbo

☑ Adaire Alexander School

2. Click the **Save Template** button, and then click **Ok**.

☐ Alcorn James School

☑ Allen Dr Ethel School

| Save Template | Close |

☐ Allen Ethan School
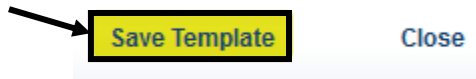
3. Click the **Close** button to return to the **Curriculum Administration** tab.

Managing the Templates

Once a **Template** has been created, there are several options available to you by selecting **Manage Templates** from the **Map Options** drop-down menu. These options will allow you to **Edit**, **Print**, **Copy**, and **Delete** the **Template**, as well as to be able to place it **Online** so that others may view it.

Template Name	Date Modified	Options
SAMPLE Mathematics Grade 4 Curriculum Map	6/25/2010 11:07:00 AM	✎ 🖨 📄 🚫
SAMPLE English Language Arts CM	4/14/2011 2:54:00 PM	✎ 🖨 📄 🚫
SAMPLE Algebra 1 CM	6/12/2010 10:46:00 AM	✎ 🖨 📄 🖥
SAMPLE History Template	3/25/2011 12:14:00 AM	✎ 🖨 📄 🖥
SAMPLE Grade 7 ELA	6/25/2010 1:04:00 PM	✎ 🖨 📄 ❌ 🖥

To Edit a Template

- Click the **Edit Template icon** (✎). This will open the **Template** for revision.

- Be sure to click the **Save Template** button to save any changes.

To Print a Template

- ▪ Click the **Print icon** (🖶).

- ▪ Use the **Print** options in your web browser to print the map.

- ▪ Close the window/tab in your browser to return to the **Create/Edit Templates** tab.

To Copy a Template

- ▪ Copying a **Template** can save time if you are creating several **Templates** with the same **Fields**. Click the **Copy icon** (⧉), and then click **OK**.

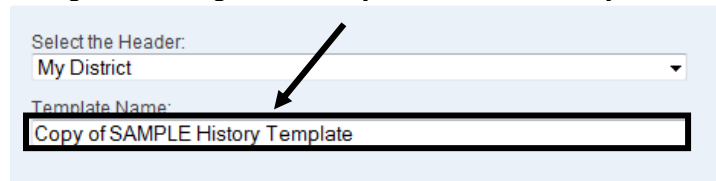- ▪ A copy of the **Template** will be opened. Edit the **Template** as necessary, and then **Save** your changes.

- ▪ Do not forget to change the **Template Name** when you are editing, to avoid confusion.

Select the Header:
My District

Template Name:
Copy of SAMPLE History Template

To Delete a Template

- ▪ Click the **Delete icon** (❌) in the **Options** column.

- ▪ Click **OK**, and the map will be permanently deleted.

The page at http://www.pdesas.org says:

Are you sure you want to delete this template?

OK   Cancel
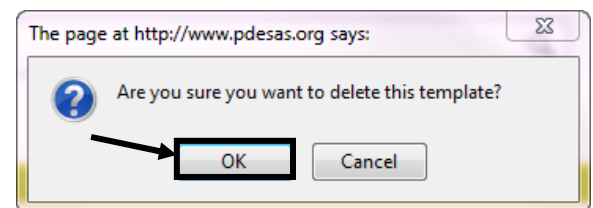
📋 **NOTE:** You may only **Delete** a **Template** if there have been no **Curriculum Maps** created with it, and the **Template** is marked **Offline**.

Once **Maps** have been created with it, and/or the **Template** is marked **Online**, the **Delete icon** will no longer appear as an option.

To Place a Template Online or Offline

- When a **Template** is ready to be shared with others, it needs to be placed online. As you are creating the **Template**, only you are able to view it. To make it available to others in your organization, click the **Online/Offline icon** (🚫) in the **Options** column.

- The **Online/Offline icon** will uncover (🖥), indicating that the **Template** can be viewed by others. To switch it back to **Offline**, click the **Online/Offline icon** again.

> **NOTE:** In order to create a **Curriculum Map** the template must be placed **Online**.

Creating Curriculum Maps

Once **Templates** have been made available **Online**, specified users within an organization may begin creating **Curriculum Maps**.

1. Within the **Curriculum Administration** tab, open the **Map Options** dropdown menu. Click **Create Curriculum Map**.

Map Options ▼
Create Header
Manage Headers
Create Template
Manage Templates
Create Curriculum Map
Manage Curriculum Maps
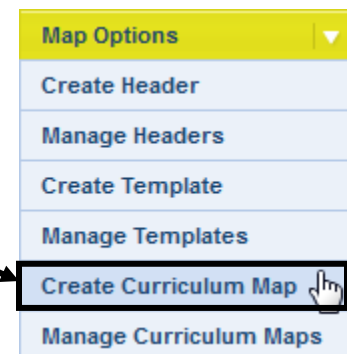
2. Enter a descriptive **Title**, and select a **Template** to begin creating a **Curriculum Map**.

Create Map

Please enter a **title**, choose an existing **template**, and click the 'Continue' button to begin working with your new map.

Title: US History 1850-Present-11-20 Weeks

Template: SAMPLE History Template ▾

3. Click **Continue**.

Continue

4. The **Curriculum Map** will open in a new tab/window, the **Curriculum Map Editor**.

5. Select a **CM Display Mode**:

- *Matrix View* – **Field** names appear across the top of the **Map**.

- *Pivot Matrix* – **Field** names appear along the left side of the **Map**.

- *Panel View* – **Field** names appear within the fields, from the top to bottom of the screen.
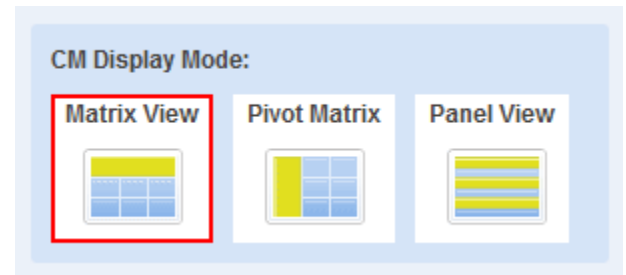
CM Display Mode:

Matrix View	Pivot Matrix	Panel View

NOTE: Users can also switch views within the **Maps**, by clicking on **Display Mode**. Display Mode

Entering Data within the Map

1. The column headings for the **Map** were determined when the **Template** was created – they cannot be changed.

Options	Suggested Timeframe	PA Academic Standards	Big Idea(s)	Essential Question(s)	Objective(s)

2. Click on a cell to begin entering information.

PA Academic Standards

Currently there is no curriculum aligned. Click on the 'Modify' button to load the alignment tool to search the standards/eligible content.
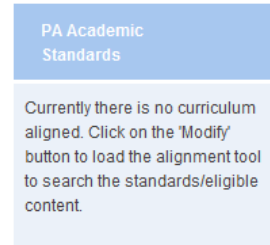
When clicking on a cell that will show Standards, the **Standards Alignment Tool** will open.

Entering Data in a Cell Using the Standard Alignment Tool

1. A new window will open. If an alignment cell was chosen click **Modify Alignment**.

Matrix Columns

Modify Alignment

Suggested Timeframe

✔ PA Academic Standards
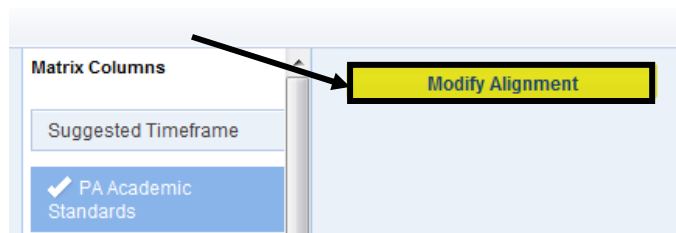
2. You may choose to search the **Standards** by **Keyword**, **Subject/Grade**, or **Course**:

- **_Search by Keyword_** – Enter a **Keyword**, or phrase, into the search tool.

- **_Search by Subject/Grade_** – Select a **Subject** and **Grade Level** from the drop-down menus.

| Keyword Search (Optional) | 🔍 |

| Select a Grade Level/Subject Area | Select a Course | Select a School-Wide Area of Focus |

-- Select a Grade Level --   ▾
-- Select a Subject Area --   ▾

- **_Search by Course_** – Select a **Course** from the drop-down menu.

- **_Search by School-Wide Area of Focus_** - Select an **Area of Focus** from the drop-down menu.

3. Use the checkboxes to select level(s) of alignment. Then, click **Search**.

☐ Subject Area   ☐ Standard Area   ☑ Standard   ☐ Anchor   ☐ Anchor Descriptor
☑ Eligible Content

Search

4. The **Standards** that match your criteria will appear. To select a **Standard**, click the **Add icon** (plus sign) to the left of it.

[1] [2] [3] [»]

Standard Search Results

➕ 8 - History

➕ 8.1 - Historical Analysis and Skills Development

➕ 8.1.6 - GRADE 6

➕ 8.1.6.A -   Explain continuity and change over time using sequential order and context of events.

➕ 8.1.6.B -   Differentiate between fact and opinion, multiple points of view, and primary and secondary sources to explain historical events.

To remove a **Standard** from the list, click the **X** to the left of it.

Current Academic Standards

✖ 8.1.6.A -
Explain continuity and change over time using sequential order and **context** of events.

5. Click the **Save** button when finished. The **Standards** will populate the window, as well as in the appropriate cell within the **Map**.

6. The window that contains the **Standards Alignment Tool** will stay open. To move to another **Matrix Column**, click its name.

Adding Statements from the Curriculum Framework

1. If you are aligning to the **Curriculum Framework** (e.g., Big Ideas, Essential Questions), click **Modify Alignment**. Scroll down to the **Search Curriculum Framework** section.

2. Make sure the **Search by Subject/Grade** tab is selected. Select a subject and then a grade.

3. Use the checkboxes to select type (s) of statements.

4. Statements that match your criteria will appear below, click the **Add icon** (plus sign) to add them to your map. The selected question will appear at top under **Selected Curriculum Framework Statements**.

5. Click **Save**.
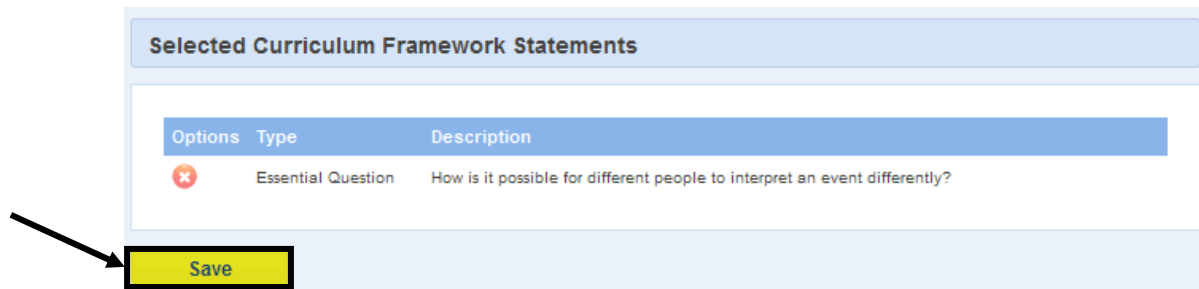
Entering Data in a Cell Using the SAS Rich Text Editor

1. Enter information in all remaining cells using the **SAS Rich Text Editor**. Use the word processing tool to enter and format text (see p. 20).

2. Click **Save** to place the text in the appropriate cell within the **Map**. Click **Next** to enter information in the next **Matrix Column**. Close the window when you are finished entering information.

3. Click **Add Row Above**/**Add Row Below** to add another row to the **Map**. Continue adding information as necessary, using the steps above.

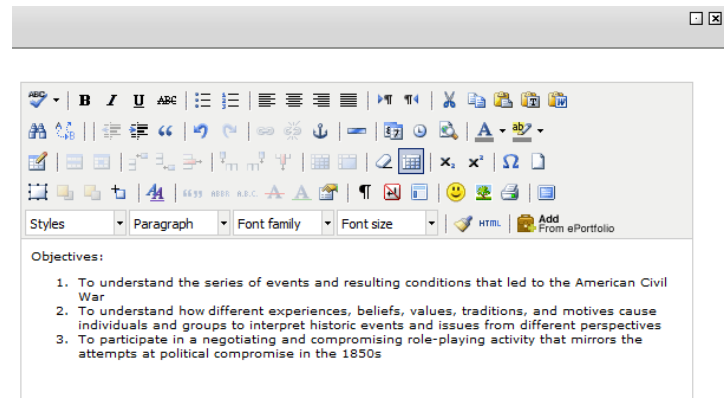4. To **Reorder** or **Remove Rows**:

    o To reorder rows, click the arrows in the **Options** column of the **Row(s)** you wish to move. The **Row(s)** will move up or down one space with each click.

    o To remove **Row(s)**, click the in the **Options** column of the **Row(s)** you wish to delete.
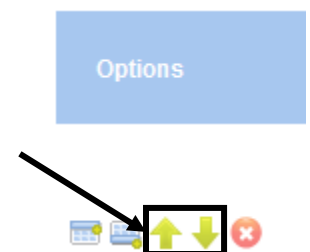
5. When you are finished adding information to the **Map**, click the **Save** button in the upper-right hand corner of the **Map** and then click **Close**.

Formatting Text with the SAS Rich-Text Editor:

1. First, enter text you wish to appear in the cell, and then highlight the text you wish to format.

    To highlight text on a **PC:**

    - o Mouse: - Move the mouse pointer before the text you wish to select. Holding down the left mouse button, drag the mouse until all text is selected. Release left mouse button.
    - o Keyboard: - Move the cursor with your arrow keys before the text you wish to select. While holding down the shift key, use the right arrow key to move the cursor over your text. When done selecting the word or phrase, release the shift key.

    To highlight text on a **Mac**:

    - o Mouse: - Move the mouse pointer before the text you wish to select. Holding down the mouse button, drag the mouse until all text is selected. Release the mouse button.
    - o Keyboard: - Move the cursor with your arrow keys before the text you wish to select holding down the shift key, use the right arrow key to move the cursor over your text. When done selecting the word or phrase, release the shift key.

2. Click an icon on the toolbar to apply the formatting. Using the toolbar, you have many of the same formatting options as a word processor, including:

    - • Bold, italics, and underline
    - • Bullets and numbers
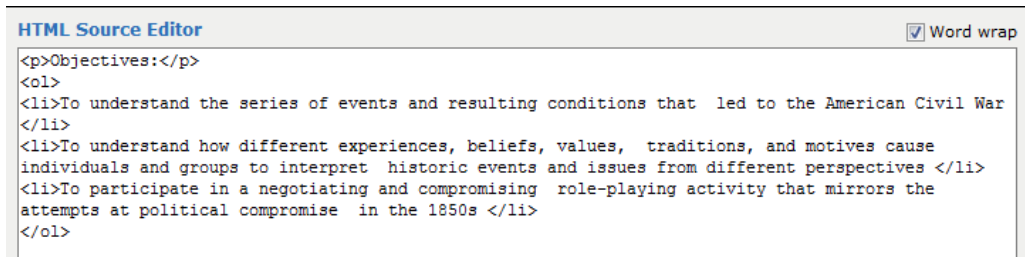   - • Text alignment
    - • Undo and redo
    - • Spell check

    NOTE: For bulleting and numbering, if you want multiple list items, put a hard return after each item, so they each appear on their own line.
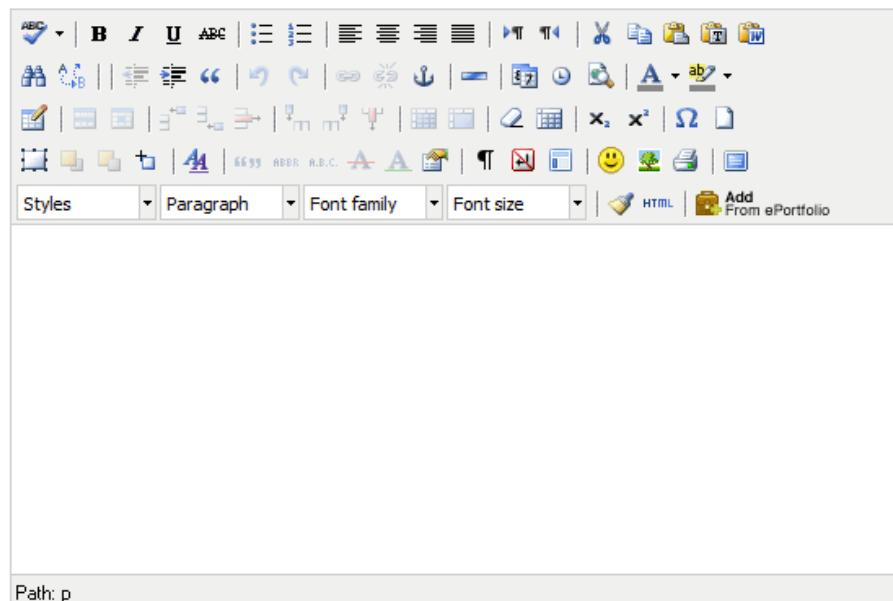
Formatting HTML Code with the SAS Rich-Text Editor:

Users who wish to enter and edit HTML code will need to click on the **HTML icon** in the bottom toolbar of the rich-text editor.

That will reveal all HTML coding:

To save any changes, click the **Update** button.

Inserting ePortfolio Items within a Cell

Users have the ability to take items saved in their **ePortfolio** and add them to any cell within the **Map**.

1. Click the **ePortfolio Manager** icon on the bottom toolbar in the rich-text editor.
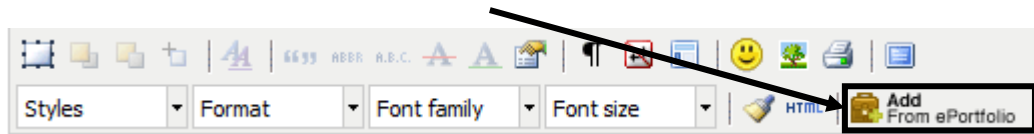
2. Click on the folder where the item is stored. The item within the folder will display on the right side of the tool.

3. Check the item you wish to insert, and click **Insert Selected**.

4. The item you selected will be inserted on the **Page**.

   In this case, the image can be resized by clicking on it, and dragging the handles.
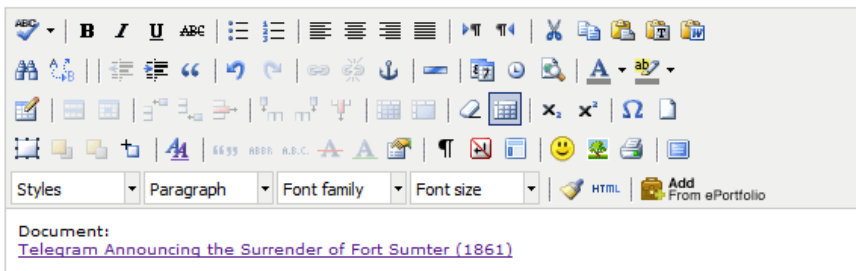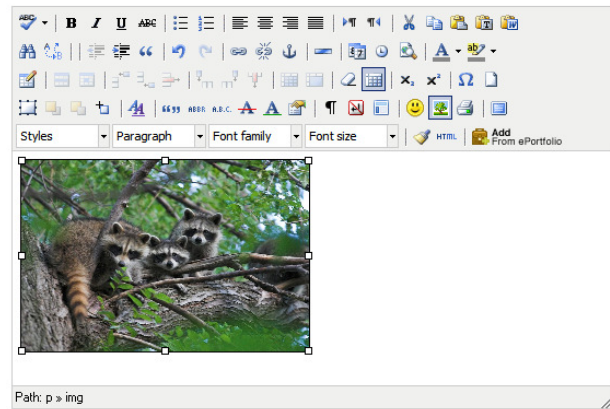
Inserted files, bookmarks to web sites, or bookmarks to items within **SAS** will appear as hyperlinks.

Uploading ePortfolio Items

Users can also **Upload File(s)** directly to the **ePortfolio** within the **ePortfolio Manager**.

1. Click the **ePortfolio Manager** icon on the bottom toolbar in the rich-text editor.
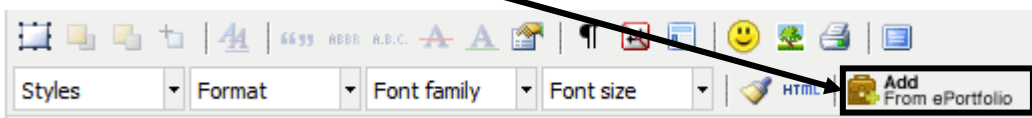
2. Click on the **Upload File** button to add files to the **ePortfolio.**

3. Select a **Folder** to add the file(s) to.
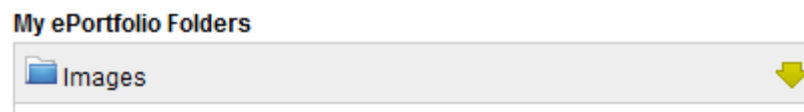
4. Click **Browse** to locate your file where you have previously saved it.

My ePortfolio Folders

📁 Images

[Browse]   ✖ Remove

➕ Add File
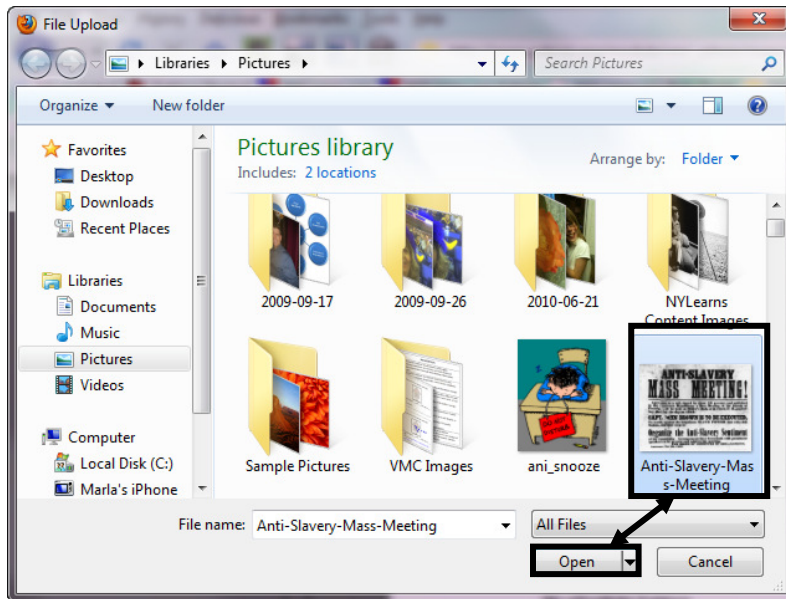
5. Locate the item, select it, and click **Open** (or double click).

NOTE:

To ensure success when moving files between platforms (Mac to PC) include the proper file extension when you first save the file.

6. To save time, users can elect to upload multiple files to a folder at one time. Click the **Add File** button.

7. To delete a file prior to upload, click **Remove**.

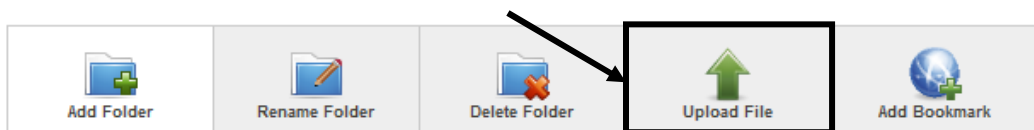8. Click the **Upload** button. It may take a few seconds for the file(s) to upload.

My ePortfolio Folders

📁 My Files

Anti-Slavery-Mass-Meeting.jp [Browse]   ✖ Remove

➕ Add File

[Upload]   ✖ Cancel

/My Files

	Name	Modified on		
☐	800px-Raccons_in_a_tree.jpg	3/23/2011	✏	❌
☐	800px-Racoon_(20091106).JPG	3/23/2011	✏	❌
☑	Anti-Slavery-Mass-Meeting.jpg	5/11/2011	✏	❌
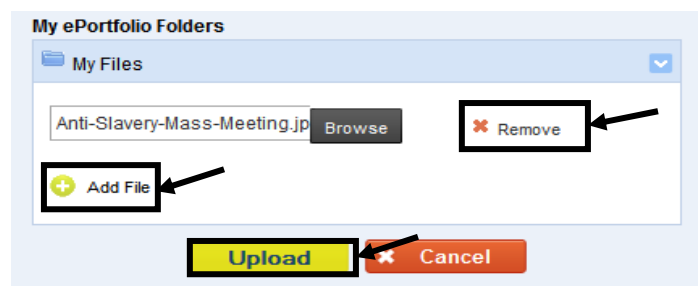
9. Place a checkmark in the square to the left of the file.

10. Click **Insert Selected**.

[Insert Selected]

11. The item will appear in the rich-text editor. Click the **Save** button to add the item to the **Map**.

12. The item will appear within the appropriate cell on the **Map**.
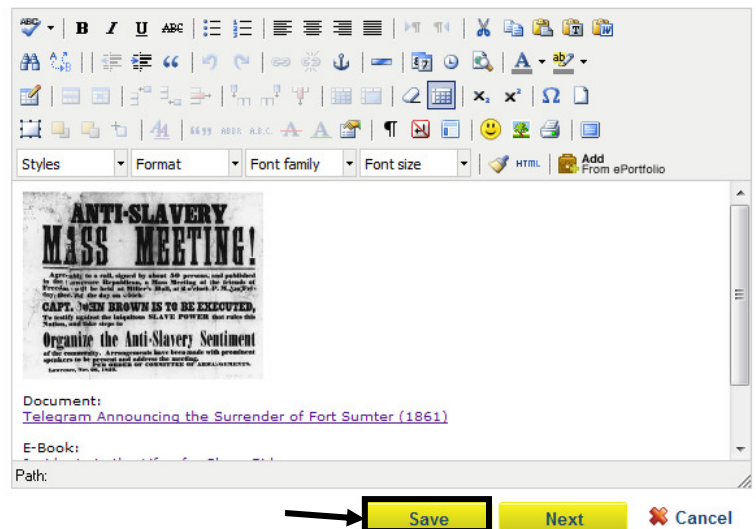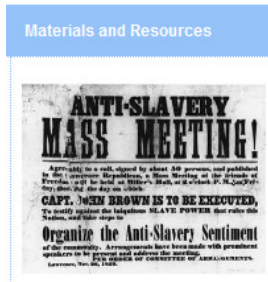
Identify Subjects/Courses/Grade Levels for the Map

1. From the **Curriculum Administration** tab, use the **Keyword Search** to locate your **Map**.
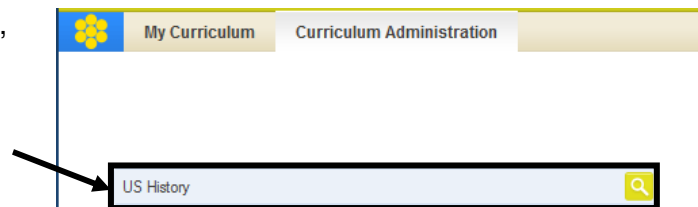
2. Click the **Edit icon** (pencil) to open the **Map**.

Title	Template Name	Modified Date	Options
US History 1850 - Present - 11-20 Weeks	SAMPLE History Template	6/25/2010 11:07:00 AM	

3. Scroll down to the **Edit CM Information** area, and locate the **Subject/Courses/Grade Levels** tab.
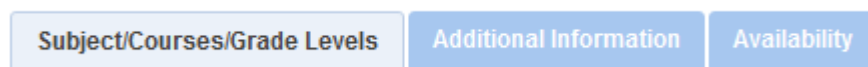
4. Select the **Grade Level(s)** appropriate for the **Map**.

Grade Level(s)   * Select all that apply

☑ 10th Grade	☑ 11th Grade	☑ 12th Grade
☐ 1st Grade	☐ 2nd Grade	☐ 3rd Grade

5. Select the **Course(s)** appropriate for the **Map**.

6. Select the **Subject Area(s)** appropriate for the **Map**.

7. Select the **Timeframe(s)** appropriate for the **Map**

8. Click the **Save** button, and then click **Ok**.

Additional Information

1. Click the **Additional Information** tab and then click **Add Additional Info**.

2. This will create an **Additional Field** that will appear at the bottom of the **Curriculum Map**. Enter a **Label** (e.g., *Technology Integration*).

3. Enter information that you wish to appear in that **Field**. Use the word processing tool to enter and format text (see p. 20). Items saved to your **ePortfolio** can also be included in the cell.

4. Decide whether you would like the **Additional Field** to appear at the **Top** or **Bottom** of the **Map**.

Show on the: Bottom
Bottom
Top

5. Click the **Save** button, and then click **Ok**.

Save   Cancel

6. The **Field** will be added to the list on the **Additional Information** tab.

- To **Edit** the **Field**, click the **Edit icon** (pencil)
- To **Delete** the **Field**, click the **Delete icon** (X)

- Once you have created multiple fields, you may use the up/down arrows to re-order them.

Name	Last Updated	Shown on the...	Options
Technology Integration	5/11/2011 12:49:00 PM	Bottom	⬆ ⬇ ✏ ❌

7. The **Field** will also appear at the **Bottom** or **Top** of the **Curriculum Map**.

My District
123 Knowledge Boulevard
Smarttown, Pennsylvania 12345
(123) 456-7890

US History 1850 - Present - 11-20 Weeks

Suggested Timeframe	PA Academic Standards		Objective(s)
	5.1.U.C	Analyze the principles and ideals that shape United States government.	
		• Liberty / Freedom	
		• Democracy	
		• Justice	
		• Equality	

Technology Integration

The History Channel

Granting Access to the Map

1. Click the **Availability** tab.

   Subject/Courses/Grade Levels   Additional Information   **Availability**

2. Select the **Organization(s)** you wish to have access to the **Map**.

   ☐ Public
   ☐ Philadelphia City School District
   ☐ Academy at Palumbo
   ☑ Adaire Alexander School
   ☐ Alcorn James School
   ☑ Allen Dr Ethel School
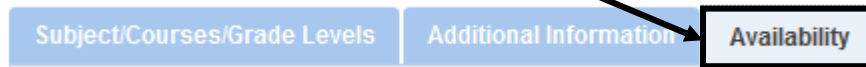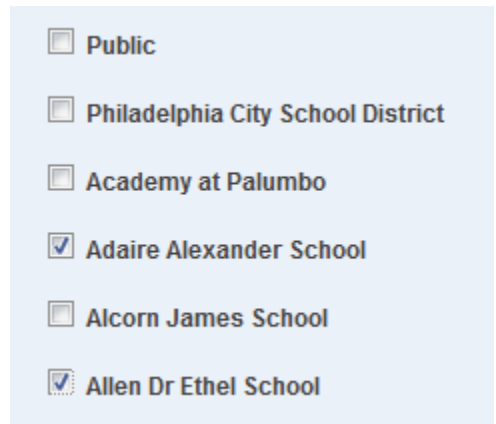
3. Click the **Save** button, and then click **Ok**. Click **Close** to return to the **Curriculum Administration** tab.

   Save   Close

Managing the Maps
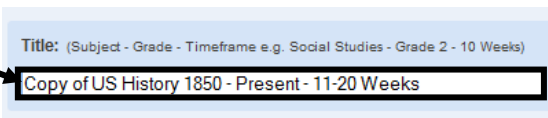
Once a **Curriculum Map** has been created, there are several options available to you in the **Curriculum Administration** area of the tool. These options will allow you to **Edit, Copy, Delete**, place the **Map Online/Offline**, and **Print** the **Map.**

Create Map   **Map Options**

Keyword Search (Optional)   🔍   1 2 3 4 5 6 »

⇕ Title	⇕ Template Name	⇕ Modified Date	Options
10/28/11 CM	SAMPLE English Language Arts CM	4/28/2011 1:10:00 PM	✏ 🗐 ❌ 🔵 🖨
4th Grade Language Arts	SAMPLE English Language Arts CM	4/14/2011 2:36:00 PM	✏ 🗐 ❌ 🔵 🖨
a	SAMPLE Mathematics Grade 4 Curriculum Map	4/28/2011 1:10:00 PM	✏ 🗐 ❌ 🔵 🖨
AGH Sample Reading 5th Grade	AGH Longstreth	4/14/2011 1:07:00 PM	✏ 🗐 ❌ 🔵 🖨
AJ Sample CMT Update	SAMPLE English Language Arts CM	5/4/2011 11:15:00 AM	✏ 🗐 ❌ 🔵 🖨
Algebra II Arithmetic Series	Brockway Sample Template	5/9/2011 1:33:00 PM	✏ 🗐 ❌ 🔵 🖨

To Edit a Map

- Click the **Edit icon** ( ), in the **Options** column. This will open the **Map** for revision.

- Be sure to click the **Save** button to save any changes.

To Copy a Map

- Copying a **Map** can save time if you are creating several **Maps** with the same **Fields**. Click the **Copy icon** ( ) in the **Options** column, and then click **OK**.

- A copy of the **Map** will be opened. Edit the **Map** as necessary, and then **Save** your changes.

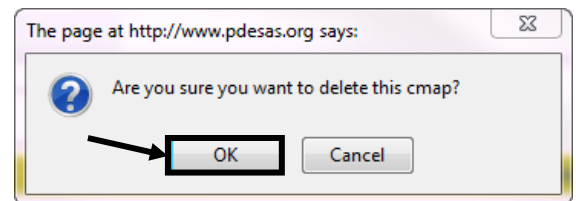 Title: (Subject - Grade - Timeframe e.g. Social Studies - Grade 2 - 10 Weeks)
  Copy of US History 1850 - Present - 11-20 Weeks

- Do not forget to change the **Map Title** when you are editing, to avoid confusion.

To Delete a Map

- Click the **Delete icon** ( ) in the **Options** column.

- Click **OK**, and the **Map** will be permanently deleted.

  The page at http://www.pdesas.org says:

  Are you sure you want to delete this cmap?

  OK   Cancel

To Place a Map Online or Offline

- When a **Map** is ready to be shared with others, it needs to be placed online. As you are creating the **Map**, only you are able to view it. To make it available to others in your organization, click the **Online/Offline icon** (/) in the **Options** column.

- The **Online/Offline icon** ( ) will uncover, indicating that the **Map** can be viewed by others. To switch it back to offline, click the **Online/Offline icon** again.

To Print a Map

- Click the **View & Print icon** ( ) in the **Options** column.

- This will open a print preview version of the **Map**. Click **Print** in the upper-right corner of the screen to open the print dialog box.

- Close the window/tab in your browser to return to the **Options** column.
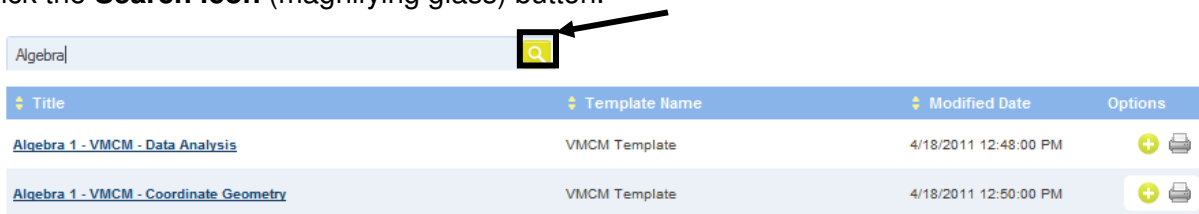
Accessing the Maps

Once **Curriculum Maps** have been created, users may save them to their account, and create personalized **Instructional Maps** to guide their teaching.
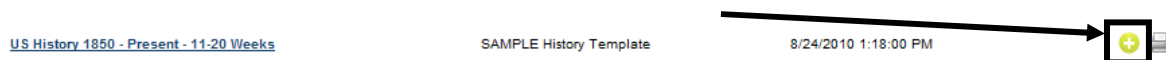
1. The **District CMs** tab will list all of the matrices that have been created for your organization:
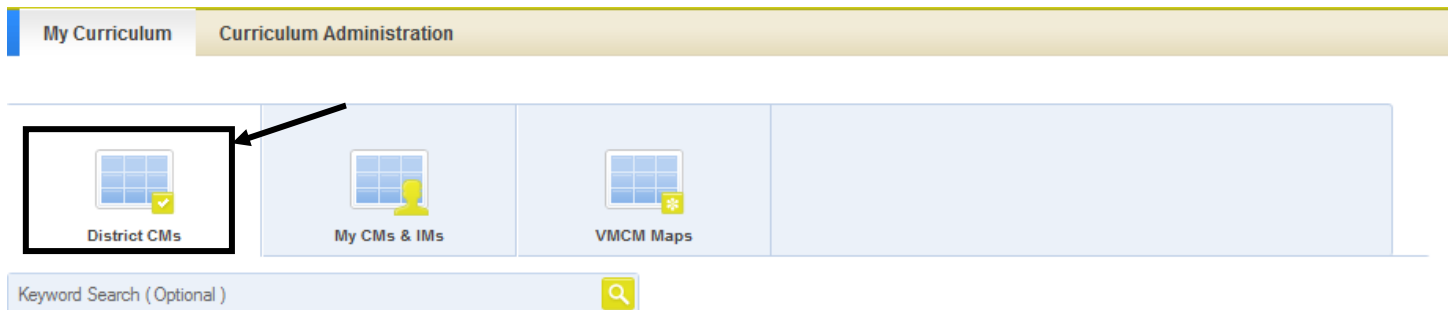
2. To sort by specific **Titles**, **Grade Levels**, or **Subject Areas**, enter a term in the **Keyword** field and click the **Search icon** (magnifying glass) button.

Title	Template Name	Modified Date	Options
Algebra 1 - VMCM - Data Analysis	VMCM Template	4/18/2011 12:48:00 PM	➕ 🖨
Algebra 1 - VMCM - Coordinate Geometry	VMCM Template	4/18/2011 12:50:00 PM	➕ 🖨

3. To include a **Map** in your account, click the **Add to My CMs icon** (➕) on the right side of the screen.

US History 1850 - Present - 11-20 Weeks	SAMPLE History Template	8/24/2010 1:18:00 PM	➕ 🖨

4. The **Maps** selected will be added to your personal curriculum map list on the **My CMs & IMs** tab.

Title	Template Name	Modified Date	Options
Algebra 1 - VMCM - Data Analysis	VMCM Template	4/18/2011 12:48:00 PM	🗔 🗔 🖨
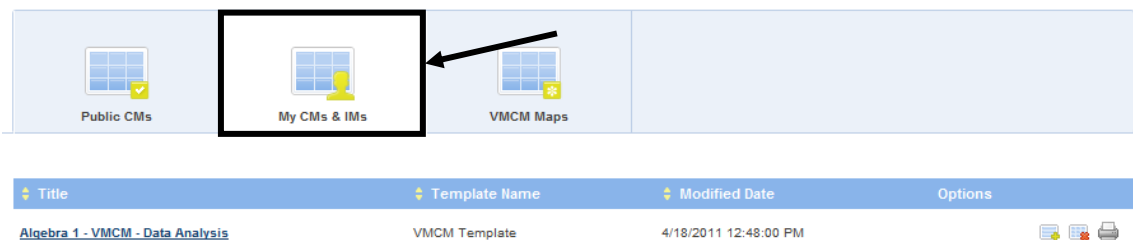
Creating an Instructional Map (IM)

Creating an **Instructional Map** allows you to customize the **Curriculum Map** for your use by editing the title and adding notes for teaching.

1. To create an **Instructional Map**, click the **Create a New Instructional Map icon** on the right side of the screen.

⇕ Title	⇕ Template Name	⇕ Modified Date	Options
Algebra 1 - VMCM - Data Analysis	VMCM Template	4/18/2011 12:48:00 PM	

2. The map will be added to your list of **Instructional Maps** at the bottom of the tab. You can customize the map for your own use by editing the title, and adding notes for teaching. Click the **Edit icon** (pencil) to begin personalizing the IM.

My Instructional Maps

My IMs lists your personalized Instructional Maps (IM). You can customize the curriculum matrix for your use by editing the title and adding notes for teaching.

Title	Modified On	Options
Algebra 1 - VMCM - Data Analysis - IM	5/11/2011 1:48:00 PM	

3. On the **Instructional Map Title** tab, edit the **Title** for the **IM**, and the **Teacher Notes Column Header** (if necessary).

> **Title:** (Subject - Grade - Timeframe e.g. Social Studies - Grade 2 - 10 Weeks)
>
> Witkowski Instructional Map: US History (11-20 Weeks)
>
> **Teacher Notes Column Header:** (Teacher Notes, My Notes)
>
> Instructional Notes

4. Select an **IM Display Mode**:

   - *Matrix View* – **Field** names appear across the top of the **Map**.

   - *Pivot Matrix* – **Field** names appear along the left side of the **Map**.

   - *Panel View* – **Field** names appear within the fields, from the top to bottom of the screen.

   IM Display Mode:
Matrix View	Pivot Matrix	Panel View

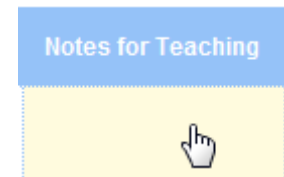5. Click the **Save** button, and then click **Ok**.

   Save   Close
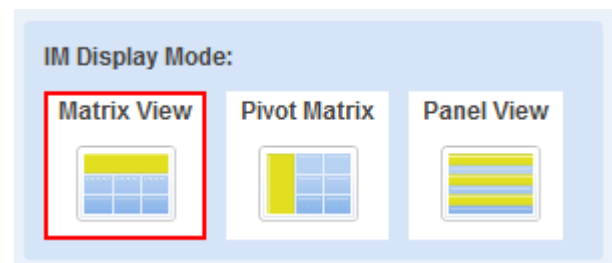
Adding Notes for Teaching

Add personal notes, resources, etc. to enhance the **Instructional Map**.

1. To add notes to any **Row** on the **IM**, click within the **Notes for Teaching** column.

   NOTE: Your column may be titled differently, if you elected to rename it.

2. Enter information in the cell using the **SAS Rich Text Editor**. Use the word processing tool to enter and format text (see p. 20). Items saved to your **ePortfolio** can also be included in the cell.
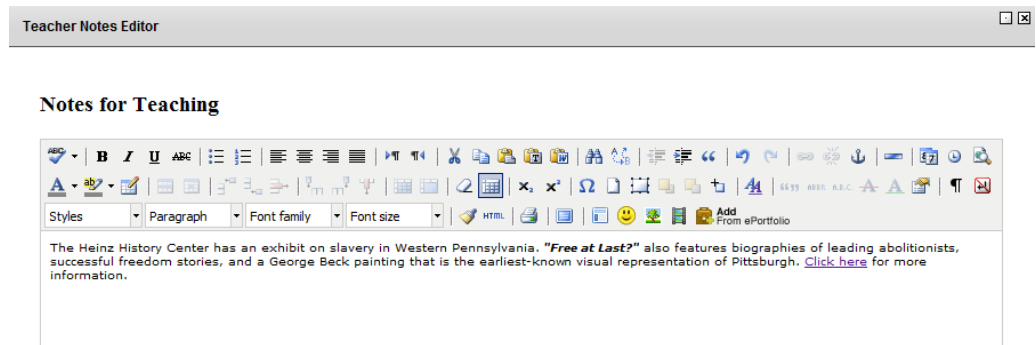
3. Click **Save** to enter the text into the **Notes for Teaching** cell within the map.

4. Click the **Back** button (at the top right of the window) to return to the **My CMs & IMs** tab.

Managing the Instructional Maps

Once an **Instructional Map** has been created, there are several options available to you. These options will allow you to **Edit**, **Share**, **Copy, or Print** the **IM**, as well as to be able to **Delete** the **IM**.

To Edit an IM

- Click the **Edit icon** ( ) in the **Options** column. This will open the **IM** for revision.

- Be sure to click the **Save** button to save any changes.

To Share an IM

- Click the **Share icon** ( ) in the **Options** column.

- Enter email addresses for individuals you wish to share your **IM** with. Separate addresses with a comma.
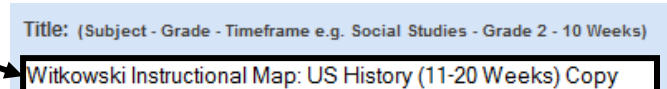
Sending To:
joe@email.com, sue@email.com, mary@email.com

- An email will be sent to each individual listed in the **Sending To:** box. The text of the email will appear in the **Rich Text Editor** at the bottom of the tab. You can make changes to the text by typing within the **Editor**.

Marla Witkowski at **mwitkowski@nylearns.org** requested we send you this message:

I thought you might be interested in visiting www.pdesas.org to check out the following Instructional Map that I created:

Witkowski Instructional Map: US History (11-20 Weeks)

- When the message is complete, click **Share IM**. People will receive the invitation via email, including a link to your **IM**.

Share IM   **Cancel**

- Click **Ok** to return to the **My CMs** tab.
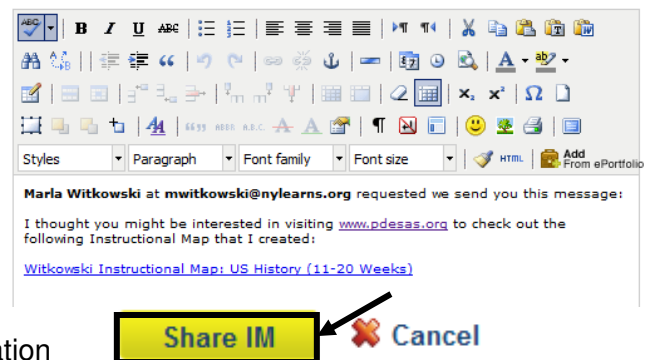
To Copy an IM

- Copying an **IM** can save time if you are creating several **IMs** with the same **Map**. Click the **Copy icon** ( ) in the **Options** column, and then click **OK**.

- A copy of the **IM** will be added to the list. Edit the **IM** as necessary, and then **Save** your changes.

- Do not forget to change the **IM Title** when you are editing, to avoid confusion.

Title: (Subject - Grade - Timeframe e.g. Social Studies - Grade 2 - 10 Weeks)

Witkowski Instructional Map: US History (11-20 Weeks) Copy

To Delete an IM

- Click the **Delete icon** ( ) in the **Options** column.

- Click **OK**, and the **IM** will be permanently deleted.
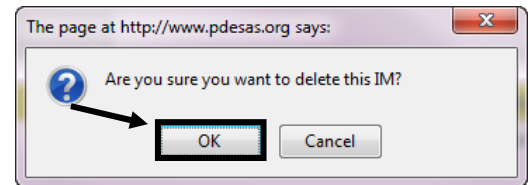
To Print an IM

- Click the **Print icon** ( ) in the **Options** column.

- This will open a print preview version of the **IM**. Click **Print Friendly Version** in the upper-
right corner of the screen to open the print dialog box.

- Close the window/tab in your browser to return to the **Options** column.