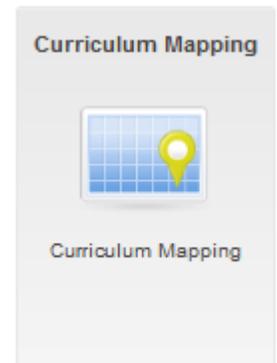# Curriculum Mapping

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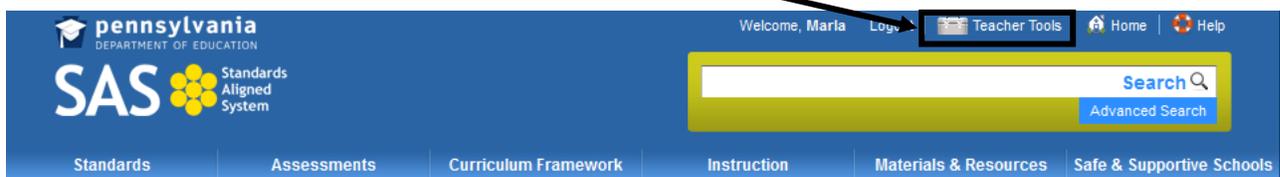
A curriculum map:

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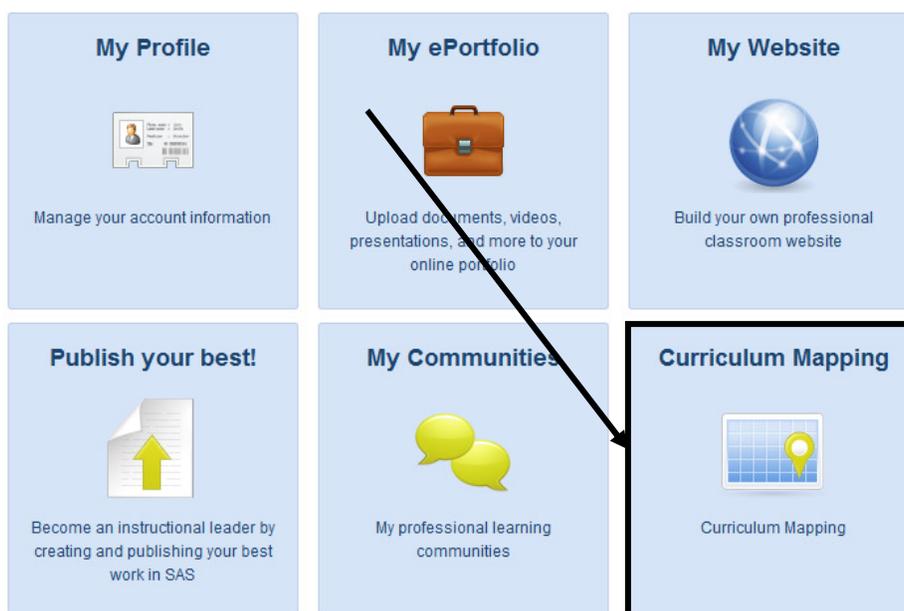
Although the examples shown within this manual may differ from your organization's maps, the steps will be very similar.

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

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

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. To view a **Curriculum Map** click on its title.

Title	Template Name	Modified Date	Options
Math Grade K - Module 1	PDE Curriculum Template - Mathematics	12/18/2013 4:16:00 AM	
Math Grade K - Module 2	PDE Curriculum Template - Mathematics	12/5/2013 1:19:00 PM	

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).
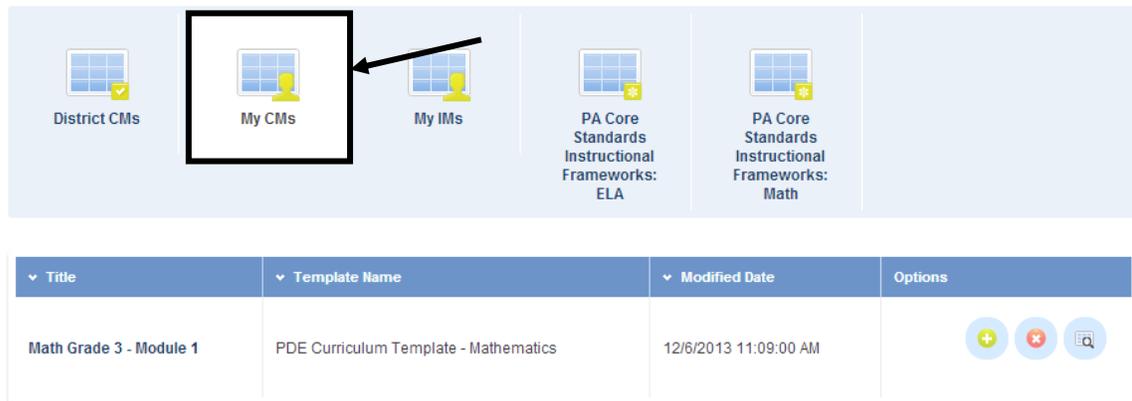
Title	Template Name	Modified Date	Options
Math Grade 3 - Module 1	PDE Curriculum Template - Mathematics	12/6/2013 11:09:00 AM	
Math Grade 3 - Module 2	PDE Curriculum Template - Mathematics	12/6/2013 8:26:00 AM	

3. To include a **Map** in your **My CMs,** click the **Add to My CMs** icon (green +) in the **Options** column, and then click **Ok**.

Math Grade 3 - Module 1	PDE Curriculum Template - Mathematics	12/6/2013 11:09:00 AM	

4. The **My CMs** tab will open showing that the selected **Map** added to your personal curriculum map list on the **My CMs** tab.

ᵛ Title	ᵛ Template Name	ᵛ Modified Date	Options
Math Grade 3 - Module 1	PDE Curriculum Template - Mathematics	12/6/2013 11:09:00 AM	

Creating an Instructional Map (IM)

Creating an **Instructional Map** allows you to customize an organization's **Curriculum Map** for your use by editing the title and adding **Notes for Teaching**.
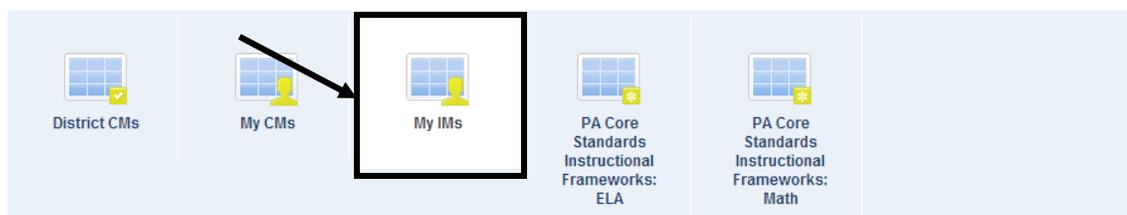
1. To create an **Instructional Map**, open the **My CMs** tab and click the **Create a New Instructional Map** icon (green +) in the **Options** column, and then click **Ok**.

ᵛ Title	ᵛ Template Name	ᵛ Modified Date	Options
Math Grade 3 - Module 1	PDE Curriculum Template - Mathematics	12/6/2013 11:09:00 AM	

2. The map will be added to your list of **Instructional Maps** on the **My IMs** tab. You can customize the map for your own use by editing the title, and adding notes for teaching.

    • Select the **My IMs** tab.
    • 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
Math Grade 3 - Module 1 - IM	1/8/2014 4:06:00 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 Math Grade 3 Module 1 - IM

Teacher Notes Column Header: (Teacher Notes, My Notes)

Instructional Notes

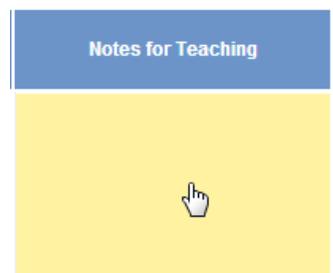4. Click the **Save** button, and then click **Ok**.

Save   Close

Adding Notes for Teaching

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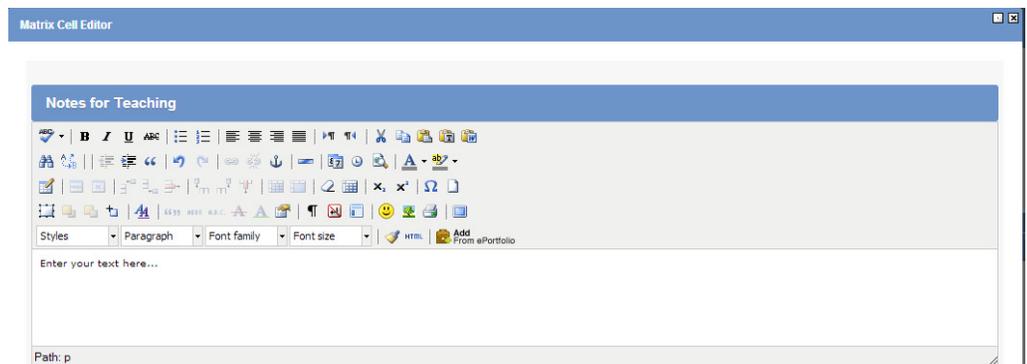
Notes for Teaching

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. 102). Items saved to your **ePortfolio** can also be included in the cell.

Matrix Cell Editor

Notes for Teaching

Styles   Paragraph   Font family   Font size   HTML   Add From ePortfolio

Enter your text here...

Path: p

3. Click **Save** to enter the text into the **Notes for Teaching** cell within the map.

Save   Cancel

Save   Close

4. Click the **Close** button (at the top right of the window) to return to the **My 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**.

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
Math Grade 3 - Module 1 - IM	1/8/2014 4:06:00 PM	

To Edit an IM

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

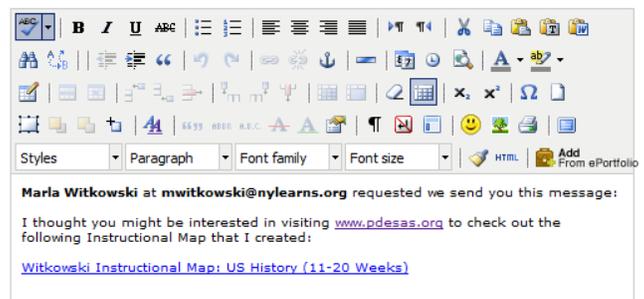- Be sure to click the **Save** button to save any changes.

To Share an IM

- Click the **Share** icon (envelope) 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**. People will receive the invitation via email, including a link to your **IM**.

Share **Cancel**

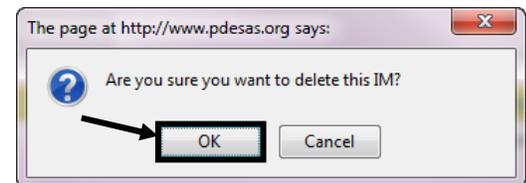- Click **Ok** to return to the **My IMs** tab.

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 (X) in the **Options** column.

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

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

Are you sure you want to delete this IM?

OK   Cancel

To View an IM

- Click the **View** icon (magnifying glass) in the **Options** column.

- This will open a print preview version of the **IM**.

  - Click the **Hide Columns** icon in the upper-right corner of the **IM** to hide individual columns.

  - Click **Print Friendly Version** icon (printer) in the upper-right corner of the **IM** to open the print dialog box.

  - Click the **Add to ePortfolio** icon (briefcase) to add the **IM** to your **ePortfolio**.

  - Click the **Export Excel** icon (Excel symbol) to export the **IM** to Microsoft Excel.

- Close the window/tab in your browser to return to the **Options** column.
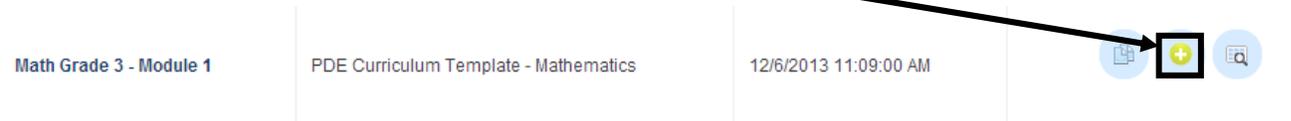
PA Core Standards Instructional Frameworks

Pennsylvania has developed curriculum maps based on the PA Core Standards in the subject areas of Math and English Language Arts. These maps were developed by Pennsylvania teachers and curriculum specialists with support from the Pennsylvania Department of Education Bureau of Teaching and Learning Curriculum Advisors.

The maps are not intended to be all-inclusive but are designed to be used as examples of content and topics that are aligned to the PA Core Standards. The maps should be used as guides for schools and districts to review, revise, and create their curricula using these as a foundation or reference.
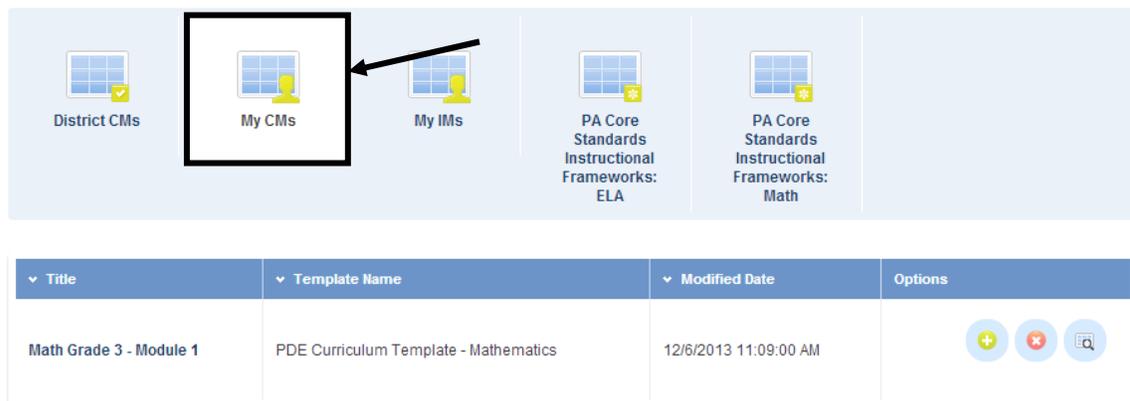
1. The **PA Core Standards Instructional Frameworks** tabs will list all of the maps that have been created. To view an **Instructional Framework** click on its title.
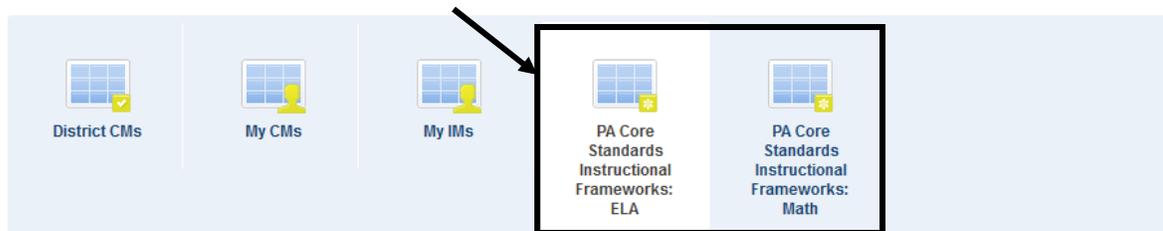
2. To include an **Instructional Framework** in your **My CMs,** click the **Add to My CMs** icon (green +) in the **Options** column, and then click **Ok**.

3. The **My CMs** tab will open showing that the selected **Instructional Framework** added to your personal curriculum map list on the **My CMs** tab.

⌄ Title	⌄ Template Name	⌄ Modified Date	Options
Math Grade 3 - Module 1	PDE Curriculum Template - Mathematics	12/6/2013 11:09:00 AM	➕ ❌ 🔍

Creating an Instructional Map (IM)

Creating an **Instructional Map** allows you to customize a **PA Core Standards Instructional Framework** for your use by editing the title and adding **Notes for Teaching**.

1. To create an **Instructional Map**, open the **My CMs** tab and click the **Create a New Instructional Map** icon (green +) in the **Options** column, and then click **Ok**.

⌄ Title	⌄ Template Name	⌄ Modified Date	Options
Math Grade 3 - Module 1	PDE Curriculum Template - Mathematics	12/6/2013 11:09:00 AM	⊕ ⊗ 🔍

2. The **Instructional Framework** will be added to your list of **Instructional Maps** on the **My IMs** tab. You can customize the map for your own use by editing the title, and adding notes for teaching.

   • Select the **My IMs** tab.
   • Click the **Edit** icon (pencil) to begin personalizing the **IM**.

District CMs	My CMs	My IMs	PA Core Standards Instructional Frameworks: ELA	PA Core Standards Instructional Frameworks: Math

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
Math Grade 3 - Module 1 - IM	1/8/2014 4:06:00 PM	✏ ✉ ⧉ ⊗ 🔍

3. Locate the Title within the Instructional Framework, and edit the **Title** for the **IM** (if necessary).

Title:

Witkowski Math Grade 3 -

4. Click the **Save** button, and then click **Ok**.   Save   Close

Adding Notes for Teaching

Add personal notes, resources, etc. to enhance the **Instructional Map**.
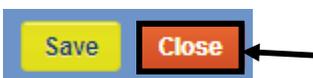
1. Click **Edit Notes for Teaching** in the upper-right corner of the **IM**.

2. Enter information in the cell using the **SAS Rich Text Editor**. Use the word processing tool to enter and format text (see p. 102). Items saved to your **ePortfolio** can also be included in the cell.
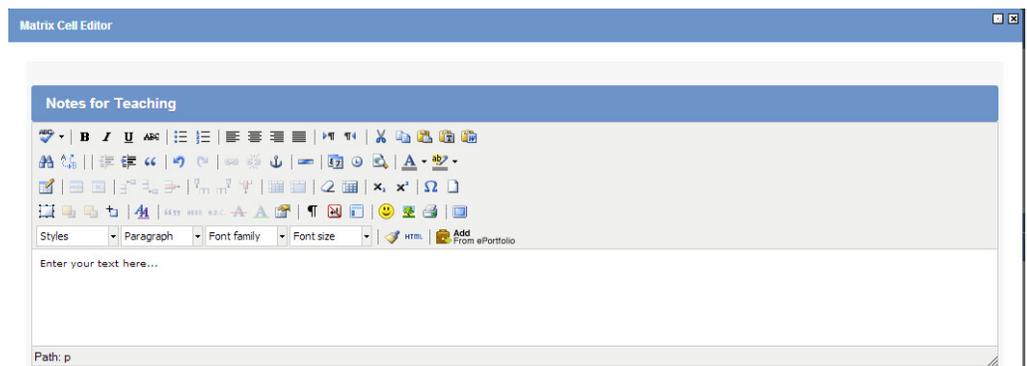
3. Click **Save** to enter the text into the **Notes for Teaching** cell within the map. The window will close, and the text will be added to the **Notes for Teaching** field at the bottom of the **IM**.

4. Click the **Close** button (at the top right of the window) to return to the **My 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 (pencil) in the **Options** column. This will open the **IM** for revision.

- Be sure to click the **Save** button to save any changes.
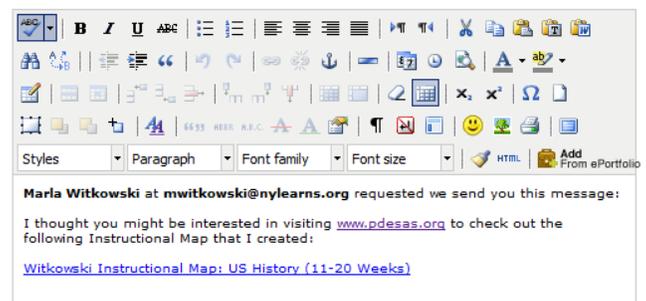
To Share an IM

- Click the **Share** icon (envelope) 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**.
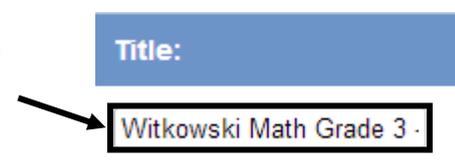
Marla Witkowski at mwitkowski@nylearns.org requested we send you this message:

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**. People will receive the invitation via email, including a link to your **IM**.

Share **Cancel**

- Click **Ok** to return to the **My IMs** 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.
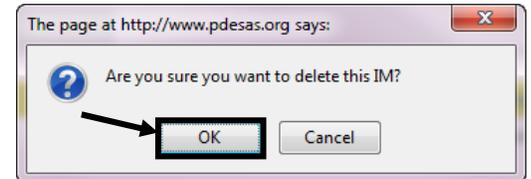
Title:

Witkowski Math Grade 3

To Delete an IM

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

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

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

Are you sure you want to delete this IM?

OK   Cancel

To View an IM

- Click the **View** icon (magnifying glass) in the **Options** column.

- This will open a print preview version of the **IM**.

    o Click **Print Friendly Version** icon (printer) in the upper-right corner of the **IM** to open the print dialog box.

    o Click the **Export Excel** icon (Excel symbol) to export the **IM** to Microsoft Excel.

    o Click the **Add to ePortfolio** icon (briefcase) to add the **IM** to your **ePortfolio**.

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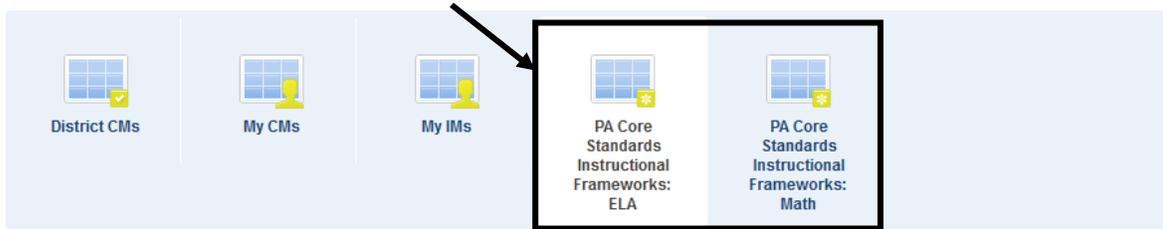
Copy to My District

The **PA Core Standards Instructional Frameworks** are designed to be used as guides for schools and districts to review, revise, and create their curricula using these as a foundation or reference.

Users who possess rights to the **Curriculum Administration** portion of the **Curriculum Mapping** tool may elect to copy the maps for use by their organization; this will provide users with the ability to edit all fields within the **Instructional Framework**.
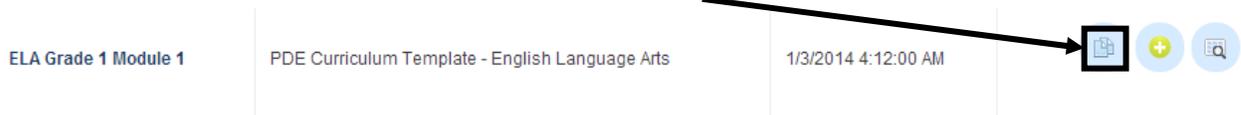
> **NOTE:** If you are a LEA administrator who desires access to Curriculum Administration, please contact the SAS Help Desk for more information.
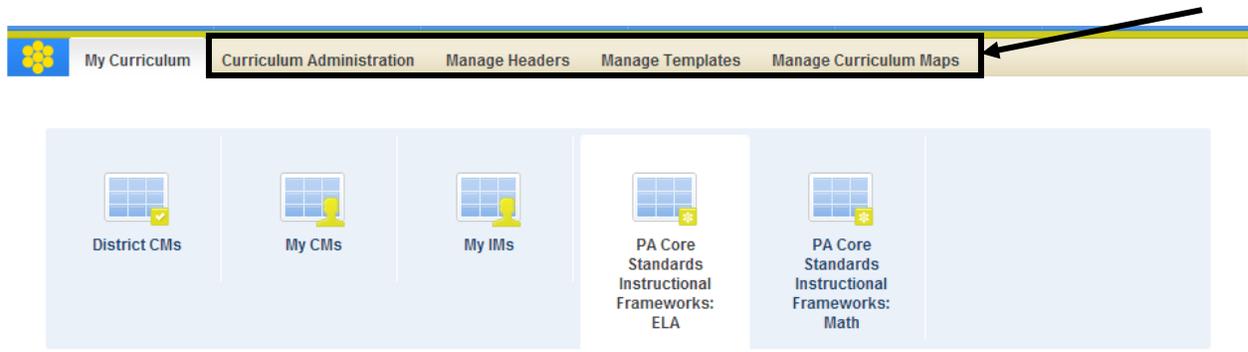
1. The **PA Core Standards Instructional Frameworks** tabs will list all of the maps that have been created. To view an **Instructional Framework** click on its title.

2. To copy an **Instructional Framework** to the Curriculum Administration tool for your organization, click the **Copy to My District** icon (paper) in the **Options** column, and then click **Ok**.

| ELA Grade 1 Module 1 | PDE Curriculum Template - English Language Arts | 1/3/2014 4:12:00 AM | | |

3. Navigate to the **Curriculum Administration** section of the **Curriculum Mapping** tool to access the copy of the **Instructional Framework** and accompanying **Template**.

4. Click the **Manage Templates** tab to see the **Templates** available for your organization.

   If there are an overwhelming number of **Templates**, use the **Keyword Search** to narrow your results. All of the **PA Core Standards Instructional Frameworks Templates** begin with *PDE*.

Manage Templates   Add Template

To edit an existing template that you have created, please click the pencil icon to the right of the template.

In order to create a curriculum map, your template must be marked "**online**." To make your template available online, click on the computer icon with the prohibit symbol. You will not be able to create a curriculum map unless the template is marked "online."

Keyword Search (Optional)

Template Name	Date Modified	Assigned Curriculum Maps	Options
Elementary	11/5/2012 5:58:00 AM	5	
IU 29 EW	6/30/2010 5:25:00 AM	1	
Maple Avenue Campus	9/16/2013 7:42:00 AM	0	
Master Tamaqua Area School District	4/5/2013 4:47:00 AM	1	
Michaels Grade 3 Mathematics Unit 1 September	6/30/2010 7:08:00 AM	0	
PDE Curriculum Template - English Language Arts	1/9/2014 1:39:00 PM	1	

5. Click the **Manage Curriculum Maps** tab to see the **Map(s)** available for your organization.

If there are an overwhelming number of **Maps**, use the **Keyword Search** to narrow your results. All of the copied **PA Core Standards Instructional Frameworks Maps** begin with *Copy*

Manage Curriculum Maps

Below is a list of maps that either you have created or have been given access to. The options for a map are located to the right of the map information. Clicking the 'Add Curriculum Map' button will allow you to add a new map.

You can edit any map listed by clicking on the pencil icon. If you click the copy icon, a copy of the map will be created and appear in the list with 'Copy' appended to the title. You can set the map to be online or offline by clicking the online/offline icon. Offline maps won't appear in the listing for the District Tab in My Curriculum.

To find a map you don't see in the list below, you can enter a search term matching the map title or the template title the map uses to locate a map in the system. You can also click the page numbers to navigate to different pages if there are more results than will fit one page.

Title	Template Name	Modified Date	Options
American Cultures 7	american cultures 7	1/17/2011 4:32:00 AM	
bentz practice	Minersville Grade 4 LA		
College Prep Algebra 1	MASD Business Ed template	1/17/2011 4:33:00 AM	
Copy of ELA Grade 1 Module 1	PDE Curriculum Template - English Language Arts	1/9/2014 8:39:00 AM	

NOTE: For more information regarding editing the **PA Core Standards Instructional Frameworks**, please refer to the **SAS Curriculum Map Creator** manual, available on the **SAS Help Desk** web site.

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