



Teacher Guide

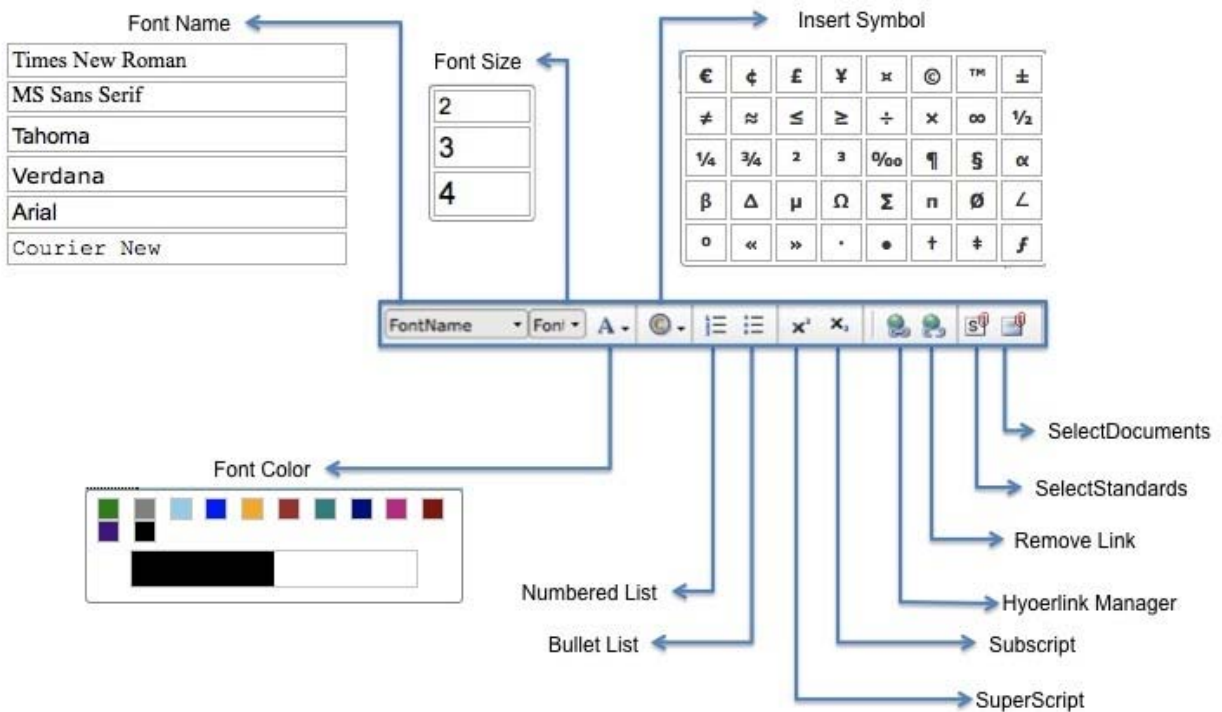
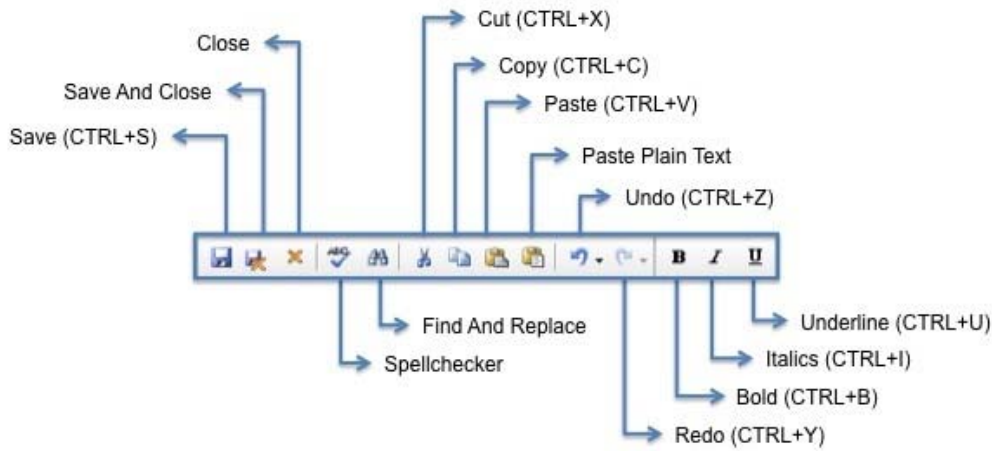
Curriculum Mapper 2010™

Teacher Guide

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Explanation of Tool Bar in Edit Mode



Creating/Editing Curriculum Maps

Adding New Maps

1. Under the **Maps** tab, select **My Maps**.
2. Click **Add New Map** link on right.
3. Select **course, month, and year**; click **OK**.
4. The school name, teacher, email, course #, and grade level will be listed under the course name of the map. The month created will appear below.
5. Click **Add New Block** on right to begin entering map data. Each month of a curriculum map will contain at least one block. A block with a green perimeter is in *active* Edit mode.
6. Title the block, if desired.
7. Enter information into desired columns.
8. Click **Save** often to prevent data loss. Click **Save and Close** to exit block.
9. Click **Back to Maps** List to return to listing of personal maps. Click **Change Map** to use dropdown list to select Course, Month, and Year of another map.

Editing a Map

1. Under the **Maps** tab, select **My Maps**.
2. Click the month name to edit
3. The screen will refresh and display data in the current month, by block.
4. Click **Edit** to add information to desired block. A block with a green perimeter is in active Edit mode.
5. Click **Add New Block** on right for additional blocks. Title the block, if desired.
6. Click **Save** often to prevent data loss. Click **Save and Close** to exit block.

Copy Own Map

1. Under the **Maps** tab, select **My Maps**.
2. Click on the month of the map to copy.
3. Click **Copy Map** link on right.
4. Choose the **Course, Year, and Month**; click **OK**.

Creating/Editing Curriculum Maps, continued

Copy Map of Another Teacher




1. Under the **Maps** tab, select **My Maps**.
2. Click **Copy Map** link on right.
3. Click on the **Course** name to be copied.
4. To copy one month at a time, click **Add This Month Map**. Choose the **Course, Year, and Month**; click **OK**.
5. To copy all months, click **Add All Months**. Chose the **Course** and **Year**; click **OK**.

Inserting Standards

1. Click **Edit** for the block in which standards will be entered.
2. Place cursor where the standard is to be attached.
3. Click **Select Standards** .
4. Select the Set, Subject, and Level from the dropdown list.
5. Use **Search** to isolate standards containing a word or word part.
6. Place a check in the box(es) next to the desired standard(s). From the dropdown list to the right of the box, select **Introduced, Developed, or Reinforced** to qualify where each standard currently lies on path towards mastery.
7. Repeat steps 4-6 until all desired standards are selected.
8. Click **Attach Standards**. The **Standards icon**  will be placed in the map where the cursor is flashing.
9. Click **Select Standards**  to close the Attach Standards window.
10. When another teacher views a curriculum map and places the cursor on a Standards icon, he or she will see an overview of how many items are included from a Standard Set. By clicking on the **Standards icon**, a window will appear showing the text of the standards.
11. By choosing **Show Standard**, the text of all standards associated with the standards icons  will appear in the block.

Creating/Editing Curriculum Maps, continued

Editing Standards

1. Click **Edit** for the block in which standards will be edited.
2. Click the **Standards icon**  to highlight. Eight white boxes will surround the icon.
3. Click **Select Standards**.
4. Locate the standard(s) to be added or deleted.
5. Place a check in the box(es) to add or remove the desired standard(s).
6. From the dropdown list to the right of the box, select **Introduced**, **Developed**, or **Reinforced** to qualify where each standard currently lies on path towards mastery.
7. Repeat steps 4-6 until all desired standards are selected.
8. Click **Attach Standards**. The **Standards icon**  will contain the most recently selected standards.
9. Click **Select Standards**  to close the Attach Standards window.
10. Save the map.

Adding a Hyperlink

1. Click **Hyperlink Manager**.
2. In the Hyperlink Manager window, type or paste the URL of the desired website.
Example: <http://www.si.edu>
3. In the **Link Text** box, type in the word or words to be associated with this link in the map. Text highlighted before clicking **Hyperlink Manager** will appear in the **Link Text** line.
4. In the **Target** dropdown list select how the new website should open.
5. Click **OK**.
6. **Save**.

Removing a Hyperlink

1. Highlight the hyperlinked text.
2. Click **Remove Link**.
3. The text remains but the link to the website has been removed.
4. **Save**.

Documents



Uploading Documents to the Document Library

1. Click **Resources** and then **Document Library**.
2. Click **Add New File**.
3. Click **Upload** to add a new file to the **Document Library**.
4. Click **Browse** to locate the file.
5. Choose **Share Option**. (*Remember: **Global Access** is free space*).
6. Enter Document Title and Description, and select **Category, File Type**, and **Library**.
7. Click **Add File**.

Adding a New Folder

1. Click **Resources** and then **Document Library**.
2. Click **Add New File**.
3. Fill in a name for the folder.

Uploading a Document while in a Curriculum Map


1. Click **Select Documents**. 
2. Click **Upload** to add a new file to the **Document Library**.
3. Click **Browse** to locate the file.
4. Choose **Share Option**. (*Remember: **Global Access** is free space*).
5. Enter Document Title and Description, and select **Category, File Type**, and **Library**.
6. Click **Add File**.
7. Click in the desired column. Documents(s) will attach where the cursor is placed.
8. Click **Attach** to attach the desired document.
9. To close the **Document** section, click **Select Documents** 
10. **Save**.

Editing Document Library


1. Under the **Resources** tab, select **Document Library**.
2. Both folders and files may be added or deleted. If there are a number of files to be uploaded, it is a good idea to create folders for organization.

Printing Maps

Printing one month of a personal map

1. Under the **Maps** tab, select **My Maps**.
2. Click the month name.
3. If desired, select **Show Standards** from the **Show Icon** dropdown list to display the text of the standards in the map in place of the Standards icon. Displaying the standards will increase the length of the document.
4. In the web browser, select **File, Page Setup** to change from Portrait to Landscape.
5. Click **Print** for the webpage view.
6. To export the map to **Microsoft Word**, click the  icon in top right corner. A dialog box will appear.
7. Select **Open** to open the map in Microsoft Word. Select **Save** to save map and then open in Microsoft Word.
8. Select **Print** within Microsoft Word to print the map.

Printing all months of a personal map

1. Under the **Maps** tab, select **My Maps**.
2. Click the course name. The map will appear in a popup window; maximize the window.
3. If desired, select **Show Standards** from the **Show Icon** dropdown list to display the text of the standards in the map in place of the standards icon. Displaying the standards will increase the length of the document.
4. In the web browser, select **File, Page Setup** to change from Portrait to Landscape.
5. Click **Print** for the webpage view.
6. To export the map to **Microsoft Word**, click the  icon in top right corner. A dialog box will appear.
7. Select **Open** to open the map in Microsoft Word. Select **Save** to save map and then open in Microsoft Word.
8. Select **Print** within Microsoft Word to print the map.
9. Click Close to return to **My Maps**.

Viewing Maps

Viewing School Maps

1. Under the **Maps** tab, select **School Maps**.
2. To view the curriculum map for a particular course and teacher, click the **Course** name.
3. Maps can be sorted on this page by clicking on a column heading.
4. Switch between schools in the district by choosing the desired school in the dropdown list at the top of the page.

Viewing Maps and Documents using Global Search

Maps:

The Global Search function searches all subscribing schools of Curriculum Mapper® according to particular criteria entered by the users

1. Under the **Search** tab, select **Global Search**.
2. Choose the criteria for the search.
3. Click **Search**.
4. If the search is for a particular course, click the box in **course title** only.

Documents:

Global Search for documents allows searches for documents from all subscribing schools of Curriculum Mapper® according to particular criteria entered by the user.

1. Under the **Search** tab, select **Document Search**.
2. Choose the criteria for the search.
3. Global Search is used to search for documents throughout the system.
4. Results of Document Search will display the document in red in the map.

Reports

Search/Print Standards Report


1. Click **Reports** and then **Search/Print Standards**.
2. Choose the **Standard Set, Subject, and Level**; click **Run Report**.
3. The report will show every standard for the standard set, subject, and level. To print the report click Print.
4. A report can also be run that will narrow the focus of the search to only the standards that relate to a particular concept, topic, and/or skill. Choose the **Standard Set, Subject, and Level**. Type a word or words in the search box; click **Run Report**.

Compare and Search Report

Compare Maps

1. Click **Reports**; click **Compare and Search Report**.
2. Choose the **Search Criteria** for the report.
3. Click **Search**.
4. Results will be displayed.
5. The month column identifies which month(s) exist for each map.
6. Check the boxes to include maps in the comparison.
7. Check the column(s) to be displayed.
8. Click **Compare**.
9. Results will open in a new window.
10. Analysis is aided through the use of the **Highlight** feature. Enter a term, click **Highlight**; that term will be highlighted in yellow within the results.
11. Click **Close** when finished analyzing.

To Search and Compare by Keyword

1. To search by a particular word or words enter keyword(s) in **Keyword Search**.
2. NOTE: Use a wildcard search to search for maps that contain various forms of a term. For example, **estimat*** will return **estimate, estimated, estimation, etc.**
3. Click **Search**.
4. Results will be displayed.
5. The month column identifies which month(s) exist for each map.
6. Check the boxes to include maps in the comparison.
7. Check the column(s) to be displayed.
8. Click **Compare**.
9. Results will open in a new window.
10. The term entered in the Search will be displayed in red.
11. A second term to analyze can be entered in the highlight text box. Click **Highlight**; that term will be highlighted in yellow within the results.
12. These reports can be printed or converted to a Microsoft Word document for viewing or printing. Click on  and follow the computer prompts.

Reports, continued

Standards and Performance report

1. Choose the **School Year, School, and Teacher**.
2. The maps associated with the teacher will be listed. Place a checkmark in the box of the map or maps to run the report.
3. Click **Select Standards**.
4. Choose the **Standard Set, Subject, and Level**.
5. To search by a particular word or words enter Keyword(s) in Search.
6. Click **Search**.
7. Once the standards have loaded, choose **one** of the following:
 - a. Click the checkbox(es) of the standards to run the report
 - b. Click **Check All**
 - c. Choose a **specific level**
8. To begin again, check **Clear All**.
9. Click **Select Standards**.
10. At the bottom of the page click **Run Report**.
11. Scroll down to see results.
12. The number of times the standard(s) was taught, as well as the month taught, will show in the chart.
13. To view the map where the standard(s) was addressed, click on the number under the month and/or the **Total** at the end of the chart. A new window will open showing the standard(s) in bold red. To close the window, click **Close** at the bottom right of the screen.
14. To include subtopics in the report, click Include Subtopics.
15. To remove subtopics, click **Ignore Subtopics**.
16. To view a graph of each standard, click on the particular standard under the heading **Topics**.
17. To view results of only the standards addressed in the map, click **Show Standards Addressed**.
18. To view results of missing standards in the map, click **Show Standards Not Addressed**.
19. To compare the occurrences of the standards, check the box in front of the standards.
20. Click **Compare**.

Support

Feedback and Technical Support

To submit a comment:

1. Under the Support tab, select Feedback & Technical Support.
2. Select type of comment from dropdown list:
Question, Comment, Suggestion, Problem
3. Enter text in Comments.
4. Click Submit Feedback.

For Immediate Assistance

Call Support at 800-455-7060. Support is available at no cost to all registered users from 7:00 AM CST until 9:00 PM CST Monday - Friday.

FAQs

For answers to frequently asked questions:

1. Under the Support tab select FAQ.
2. Click one of the frequently asked questions.
3. Click Back to Top to return to list.



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