

Aspen Curriculum Directions- Please Read Carefully

Some of you have shared that you'd like to begin writing your curriculum on ASPEN and some of you are already doing so! If you're interested, here's a guide to get started. Please contact Chris Burke with questions and for help. Thanks for your patience with this new tool!

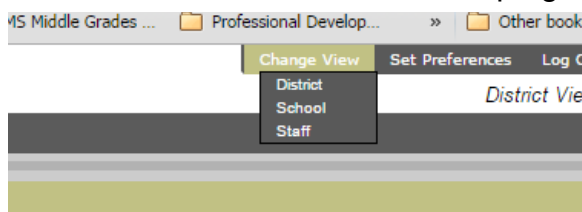
A unit should be published on ASPEN once the unit has gone through the learning cycle with a validation team. Once uploaded to ASPEN, units should, of course, continue to be refined, revised, tweaked, etc.

Please use the naming convention "Course Name-Unit Name-V[1, 2 or 3]" when copying and pasting on ASPEN. (Example: Math 5, Fractions, V1) This way, units that have moved through the validation process will be set apart from those that were simply 'migrated' over from ATLAS.

As a result of the curriculum migration from Atlas to Aspen some template language will reflect the language from Atlas. When you create a new topic map there will be slight language changes to reflect the new template.

1. Log on to: <https://aspen.ipsk12.net/aspen/logon.do>

2. Switch to District view in the top right hand corner of the screen



Do not use staff or school view to edit/create curriculum.

3. On the top left-hand tab click on **Assessment**

4. On the left hand column (side) click **Curriculum Maps**

The screenshot shows the 'Assessment' tab selected in the top navigation bar. The left sidebar has 'Curriculum Maps' highlighted. The main content area shows a list of curriculum maps with a search filter set to '1:Algebra I CP1*'. The list includes items like 'Algebra I CP1*', 'Algebra I Honors*', 'Algebra I*', 'Algebra II Honors*', 'Algebra II*', 'American Literature 11*', 'AP Psychology*', 'AP Statistics*', 'AP World History', 'Art Grade 5*', 'Art Grade 6', and 'Art Grade 7'. Each item has a checkbox and a 'CurriculumDocStructure > Name' column.

5. On the top right, select the field set for your school level

The screenshot shows the 'Tools' dropdown menu open. The options are 'Manage Filters...', 'All Active Records', 'All Records', 'Curriculum Maps with Errors', 'HS Maps', 'MS Maps', and 'Elem Maps'. A red box highlights the last three options: 'HS Maps', 'MS Maps', and 'Elem Maps'.

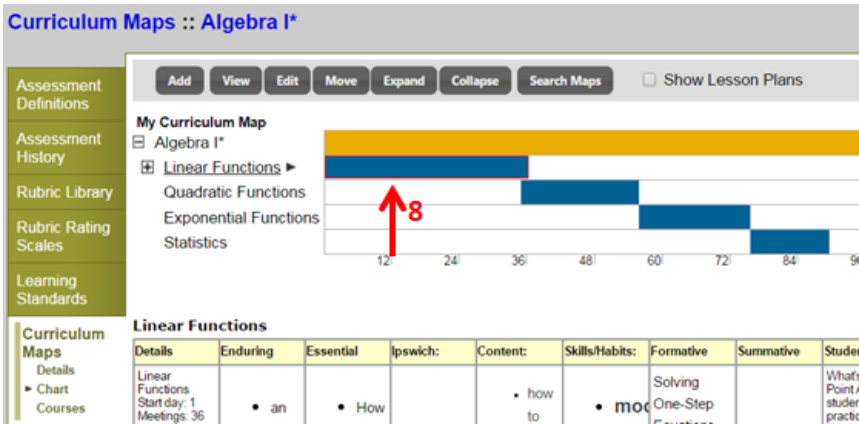
6. Click on the curriculum you would like to view or modify

The screenshot shows the 'Curriculum Maps' list with the search filter '1:Algebra I CP1*'. A red arrow labeled '6' points to the 'Algebra I Honors*' item in the list.

7. On the left hand column (side) click **Chart**

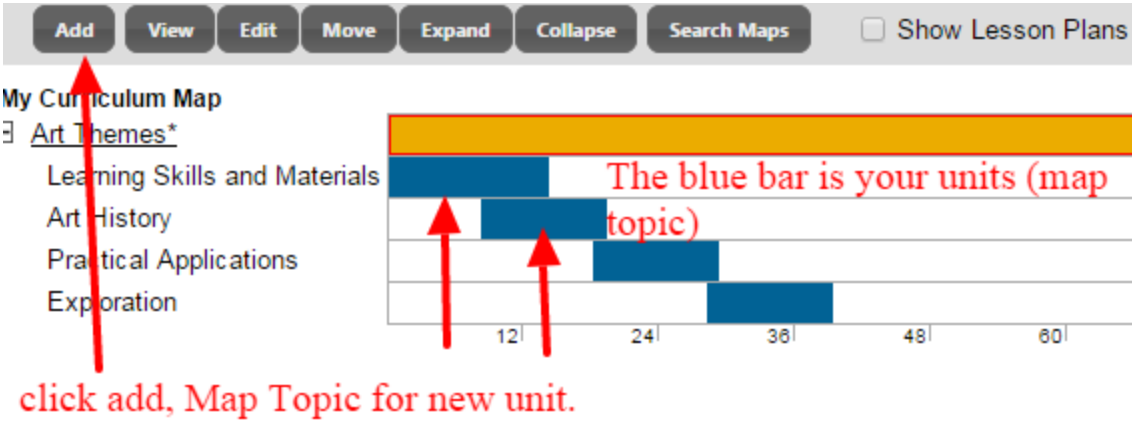
The screenshot shows the left sidebar of the Curriculum Maps section. The 'Chart' link is highlighted with a red arrow labeled '7'.

8. To edit a unit double click the name of the unit or the blue bar.



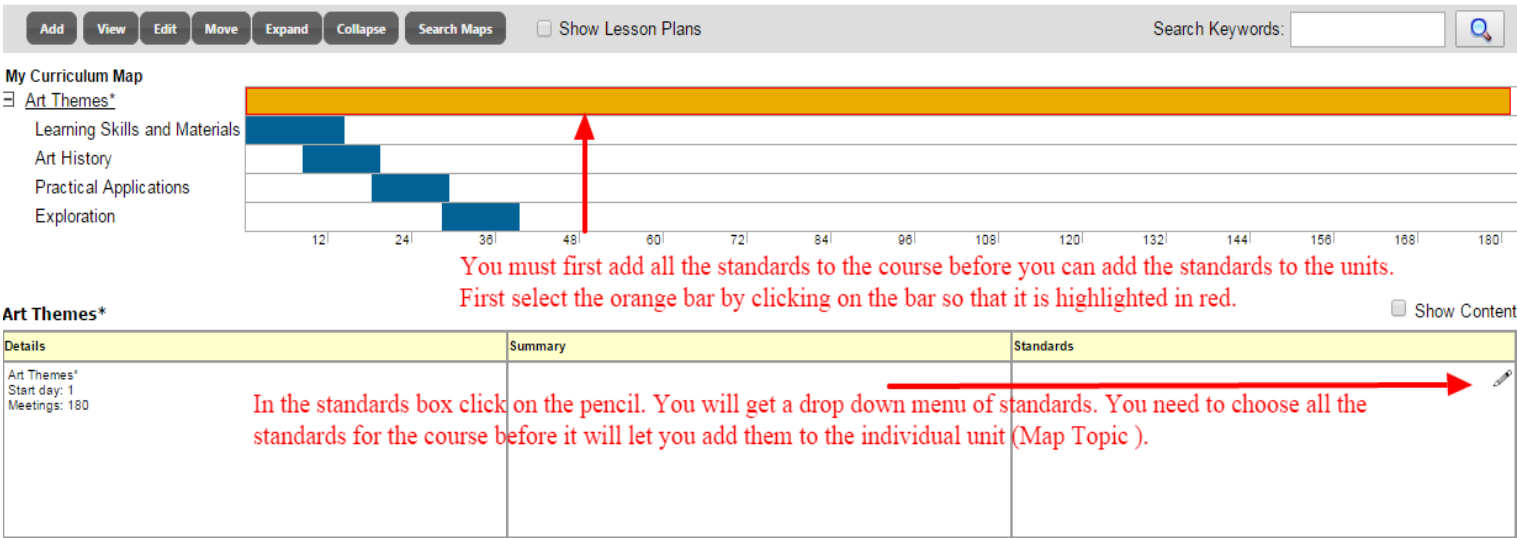
Adding a New Unit

9. To add a new unit click on the **Add** button and add a “**New Map Topic**”. Units are called Map Topics in Aspen. (see diagram below)



Adding the Standards to your Curriculum

1. Select the orange bar. (see diagram below)



2. You need to choose all the standards for the course first before you can add them to your unit. (see diagram above)

3. From the drop down menu select the standards for your entire course (for elementary this is the subject area; ie: Math 5, Writing 3, Reading K, Science 4, etc.). Check them off in the box to the left and say OK. This will populate your course/class standards and allow you to choose them for individual units. You can not add standards to units until you select them for your course/class.

Learning Standard Pick List - Google Chrome

https://aspen.ipsk12.net/aspen/selectStandards.do?selectedOids=&deploymentId=x2sis

Narrow by category

Search for text Search

1: [A K F AC] 10.1 3 of 40523 selected

Show details

☒ [A K F AC] 10.1 Arts Connections
By the end of grade 4, students will investigate uses and meanings of examples of the arts in children's daily lives, homes, and communities.

☒ [A K F AC] 6.2 Arts Connections
By the end of grade 4, students will investigate uses and meanings of examples of the arts in children's daily lives, homes, and communities.

☒ [A K F AC] 7.1 (1) Arts Connections
By the end of grade 4, students will investigate how artists create their work; read about, view films about, or interview artists such as choreographers, dancers, composers, singers, instrumentalists, actors, storytellers, playwrights, illustrators, painters, sculptors, craftspeople, or architects.
Kindergarten children will demonstrate their awareness of the arts in their daily lives and will be exposed to how professional art is created.

☐ [A K F AC] 8.1 Arts Connections
By the end of grade 4, students will identify characteristic features of the performing and visual arts of native populations and immigrant groups to America (e.g., styles of native North American cultures of the Plains or Southwest; folk and fine arts of immigrant groups from European, African, Latin American, Asian, and Middle Eastern countries).

☐ [A K F AC] 9.1 Arts Connections
When using art materials or handling and viewing objects, students will ask and answer questions about the objects: "What is this made of?" "How does this instrument produce sound?" "What is the purpose of this object?" "What is the function of this object?" "What is the history of this object?"

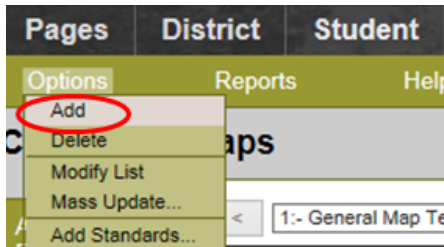
OK

check the box

Click OK

Adding a New (Course) Curriculum Map

1. On the left hand column (side) click **Curriculum Maps**
2. On the top right side **select Options > Add**



3. Enter Title, School level , Department, Meeting Days = 181, and **select General Structures:**

 A screenshot of a web application form titled 'Curriculum Maps :: New Curriculum Map'. The form has a left sidebar with a menu containing 'Assessment Definitions', 'Assessment History', 'Rubric Library', 'Rubric Rating Scales', 'Learning Standards', 'Curriculum Maps' (with sub-items 'Details', 'Chart', 'Courses'), 'Document Structures', and 'Question Bank'. The main form area has a 'Save' and 'Cancel' button at the top. Below the buttons are several input fields: 'Title *' (with value 'Chorus: Middle School Girls' Select Chorus*'), 'School Level' (with value 'Middle'), 'Department' (with value 'Music'), and 'Meeting days *' (with value '181'). Below these are three dropdown menus for 'Header Structure > Name *', 'Topics Structure > Name *', and 'Lessons Structure > Name *', all of which are set to '- General Header Structure', '- General Unit Structure', and '- General Lesson Structure' respectively. These three dropdown menus are highlighted with a red box. At the bottom, there are two checkboxes: 'Active' (checked) and 'Use standards' (checked). Below these is a 'Modified By' field with the value '2/29/16 by C. Burke'.

4. Select checkboxes: "Active" & "Use Standards"
5. Enter Date & Name in "Modified By"
6. Click Save

Curriculum Maps

Details

Chart

Courses

Document Structures

Question Bank

Active☒

Use standards☒

Modified By

2/29/16 by C. Burke

Save

Cancel