NYLearns
Curriculum Management and Standards-based System

Curriculum Administration:
Creating Curriculum Maps
March 2016

Need Help?

? NYLearns.org/support

? helpdesk@NYLearns.org

? 800.590.6126

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Signing in to NYLearns

1. Navigate to http://www.nylearns.org

2. Click the **Sign in** link

OR
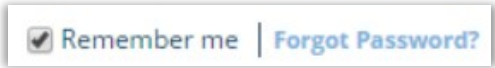
locate the **Sign In** area on the **Home Page**.

3. Enter your **Username** and **Password** and click **Sign In**.

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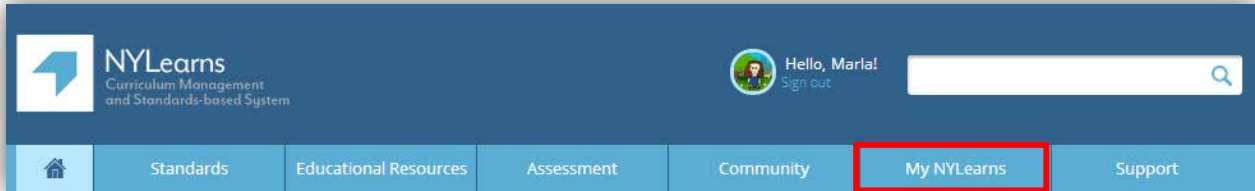if you wish to have the computer remember your login information.

Please exercise caution on public/shared computers.

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Curriculum Mapping

1. Click the **My NYLearns** tab.

2. Choose **My Curriculum** from the **Teacher Tools** menu.
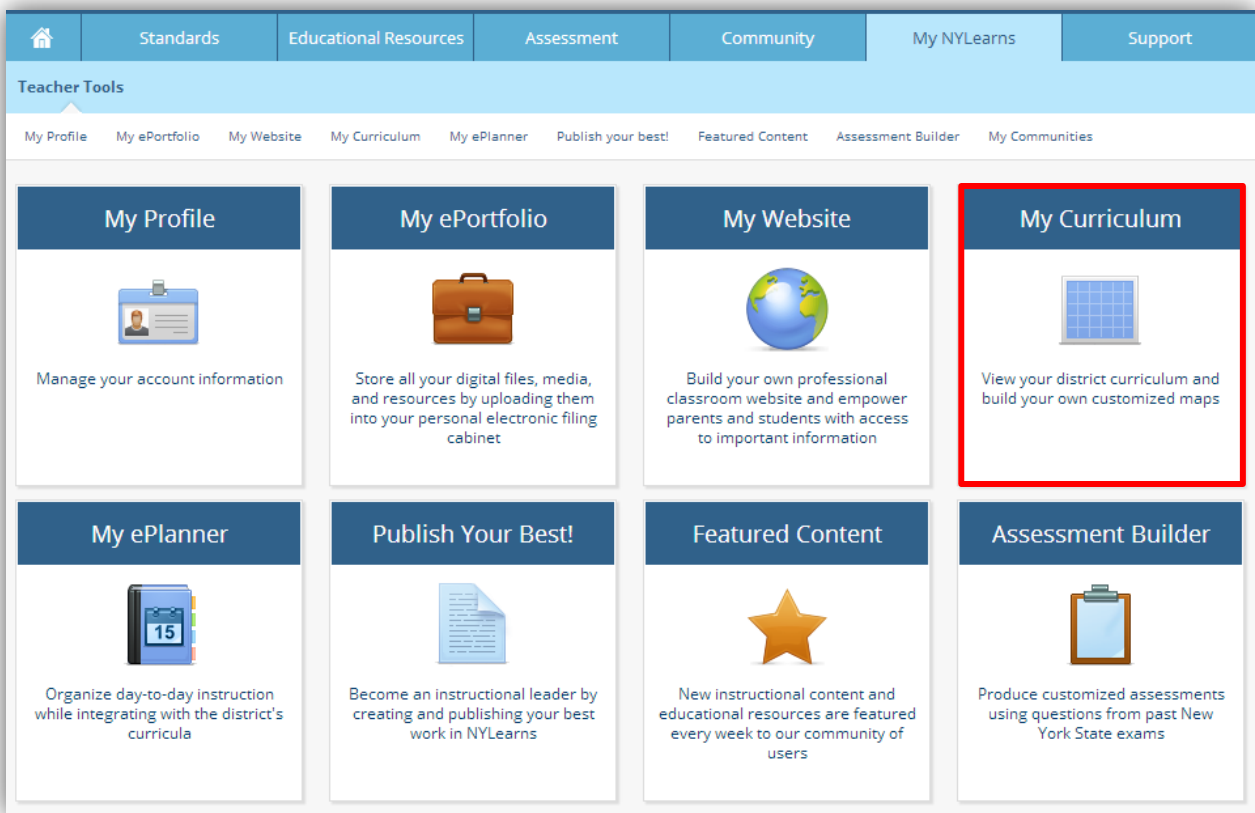
3. Click on **Curriculum Administration.**
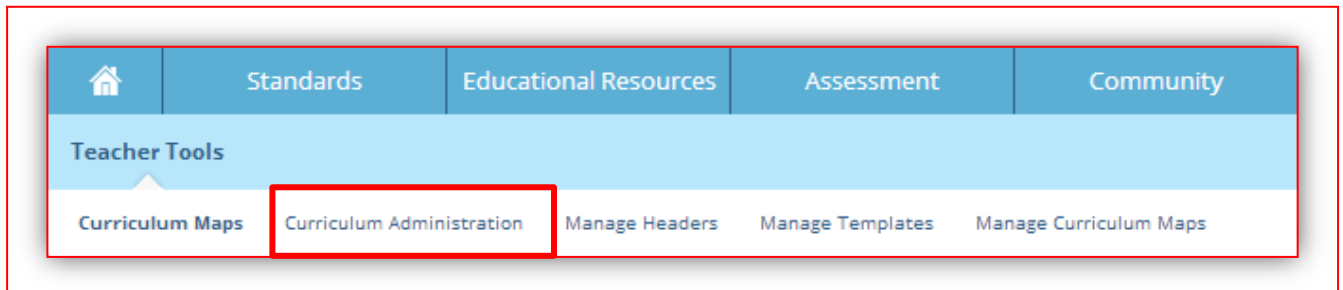
Creating Curriculum Maps

1. Click on the **Manage Curriculum Maps** button.

2. Click on the **Add Curriculum Map** button.

3. This action will yield a pop-up:

- Enter a descriptive title using the following naming convention:

    Subject-Course/Grade Level, Unit Name

- Select from the available **Templates** in the drop-down menu.

- Place checkmark(s) next to the appropriate **Subject(s)**, **Course(s)**, and **Grade Level(s)** for the maps you are creating.

Select at least one Subject and at least one Course or Grade Level:
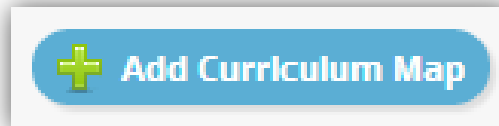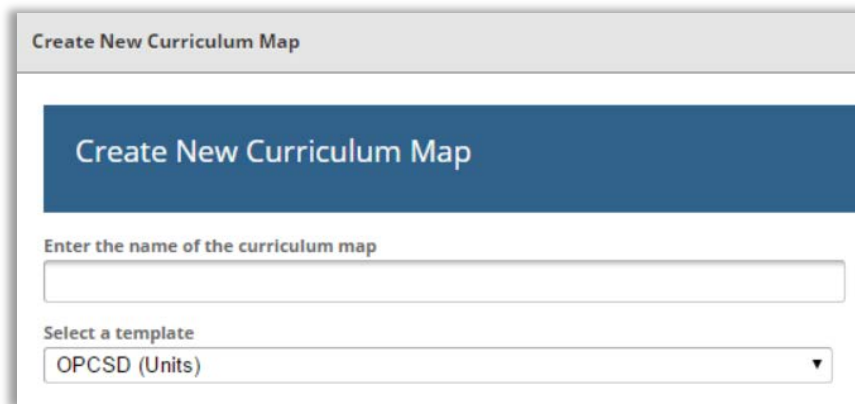
Subject(s)	Course(s)	Grade Level(s)
☐ The Arts	☐ Art	☐ Elementary
☐ Career Development and Occupational Studies	☐ Biology/Living Environment	☐ Pre-Kindergarten
☐ English Language Arts (2005)	☐ Calculus AB	☐ Kindergarten
☐ English as a Second Language	☐ Chemistry	☐ 1st Grade
☐ Native Language Arts	☐ Earth Science	☐ 2nd Grade
☐ Health, Physical Education, and Family and Consumer Sciences	☐ Computer Literacy	☐ 3rd Grade
☐ Languages Other Than English	☐ Computer Programming I	☐ 4th Grade
☐ Math, Science & Technology	☐ Grade 12: Economics, the Enterprise System, and Finance	☐ Intermediate
☐ Social Studies	☐ Computer Programming II	☑ 5th Grade
☑ English Language Arts (NYS P-12 Common Core)	☐ Global History and Geography	☑ 6th Grade
☐ Mathematics (NYS P-12 Common Core)	☐ Integrated Algebra	☑ 7th Grade
	☐ Integrated Algebra II and Trigonometry	☑ 8th Grade
	☐ English Language Arts	☐ Commencement
		☐ 9th Grade

> **Note:** You must select at least one **Subject**, and at least one **Course** or **Grade Level**. If the option to select a **Subject**, **Course**, or **Grade Level** is not present, you may need to edit the **Template**.

- Click on the **Save** button to create your new curriculum map.

4. This action will open your **Curriculum Map** in a new tab.

5. Answer "yes" or "no" to sharing your map with others using the NYLearns portal.

State-wide Collaboration

Would you like to make this curriculum map available to other districts outside of your organization?

No ▾

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Navigating the Map

1. The column headings for the map were determined when the map's template was created. If the template was created in a matrix view, your map columns will show as below:

| Essential Questions	Content	Skills
• What is the role	• Sentences (types, parts including simple and compound predicates) 8 Parts of Speech (identification and usage) Mechanics (punctuation, capitalization) Sentence (expansion, revision, varying structure)	• Use correct punctuation and capitalization throughout all written work.

2. If the map's template was created in panel view, your "columns" appear as rows within horizontal sections. You must click on the section header to display rows for editing.
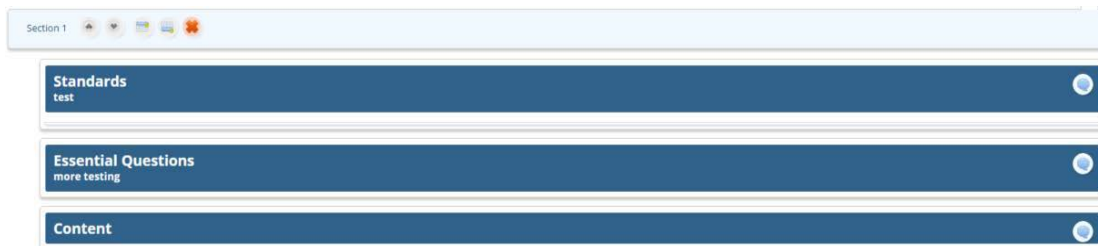
Note: The screen shots that follow represent the matrix view. Where "columns" are referenced in instructions, panel view users will see rows. Where "rows" are referenced, panel view users will see sections.

The Options Column

1. In the options column, there are several buttons for you to use to add, reorder, and remove rows.

- To add rows, click the **Add Row Above/Add Row Below icons** to add another row to the map.
- To reorder, click the **Move Up/Move Down arrow icons** 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.
- To remove row(s), click the **Delete icon (X)** in the **Options** column of the row(s) you wish to delete.
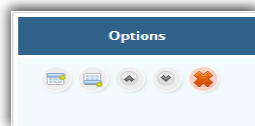
2. When you are finished adding information to the map, click the **Save** button in the upper-right hand corner of the map, and then click on the **Close** button.

Entering Data within the Map

1. Click on a cell to begin entering information. Panel view users will click the row header to open for editing.
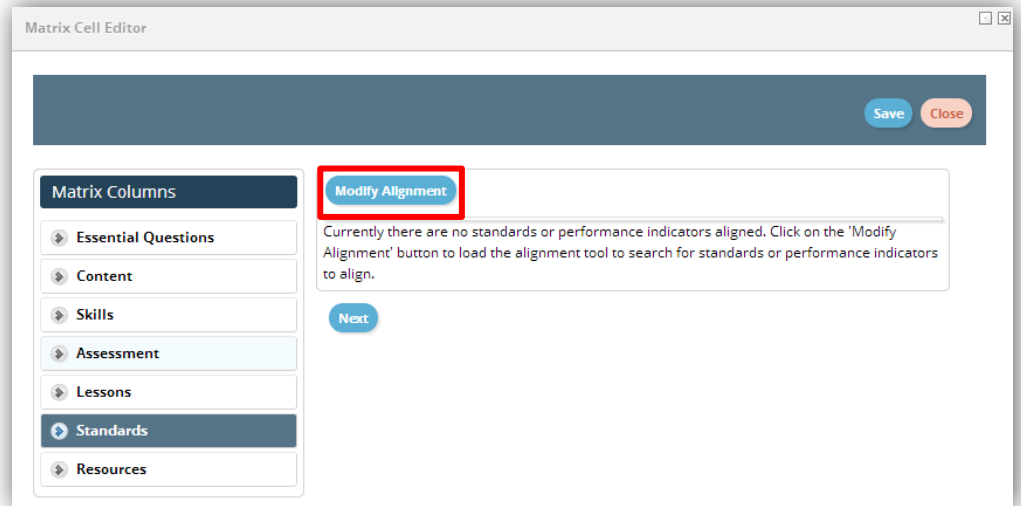
Note: When you hover your mouse over a cell, it should turn green if you are able to edit it. If it does not turn green, you have opened the preview (read-only) version of the map. For panel view users, the background will be lightly shaded.
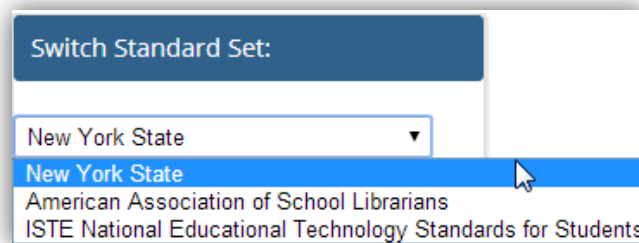
2. A new window will open.
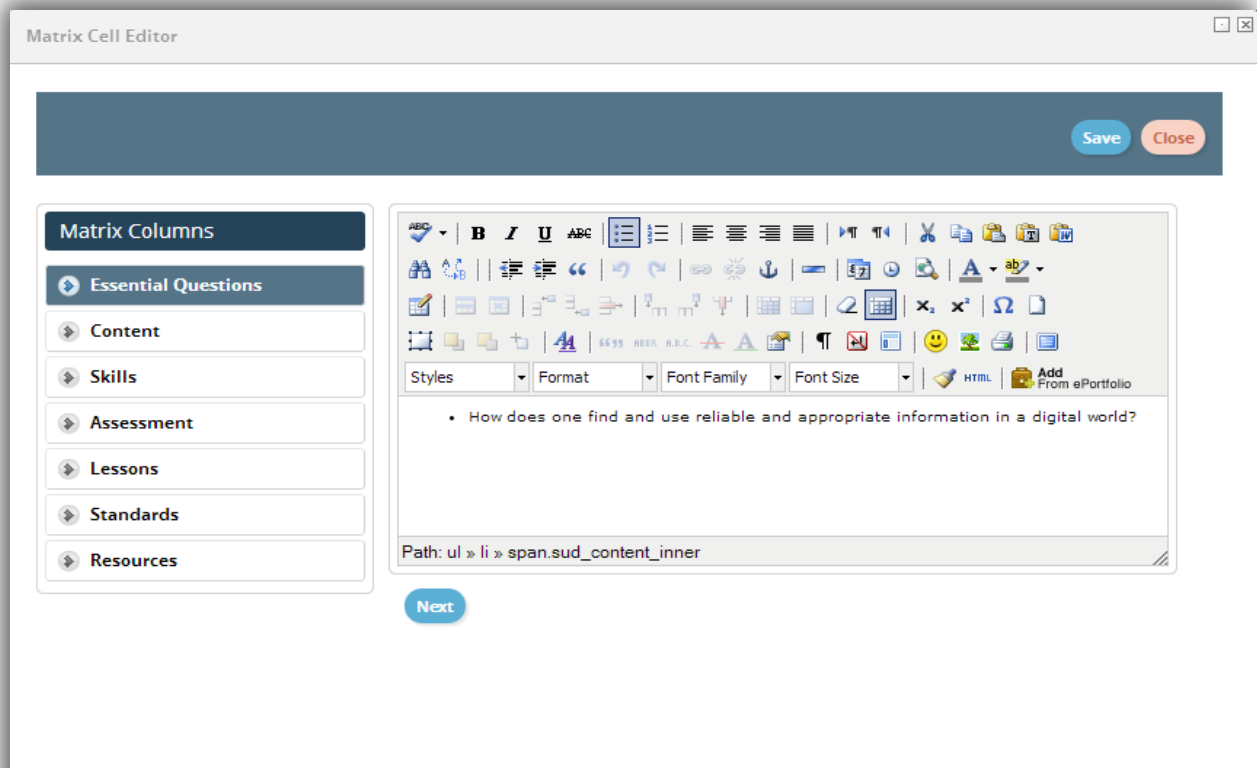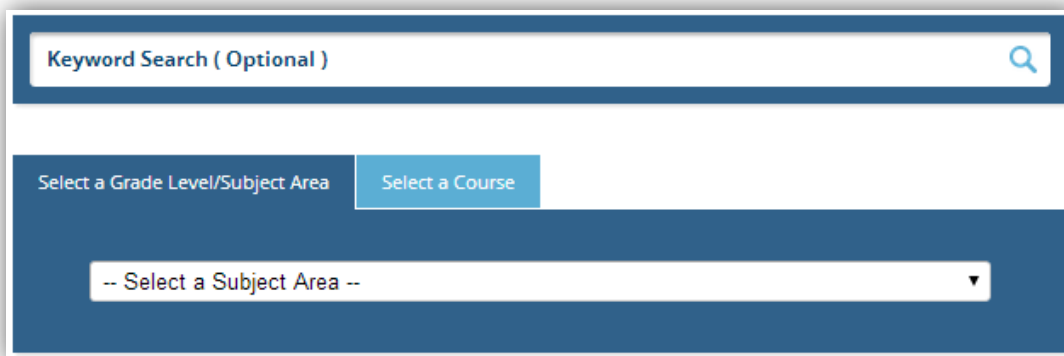
Selecting Standards

1. Click **Standards** within the **Matrix Columns**.

2. Click **Modify Alignment**.

3. Select a **Standard Set**. The default set is the ***New York State Learning Standards***.

4. You may choose to search the **Standards** by **Keyword**, **Subject Area/Grade Level**, 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.

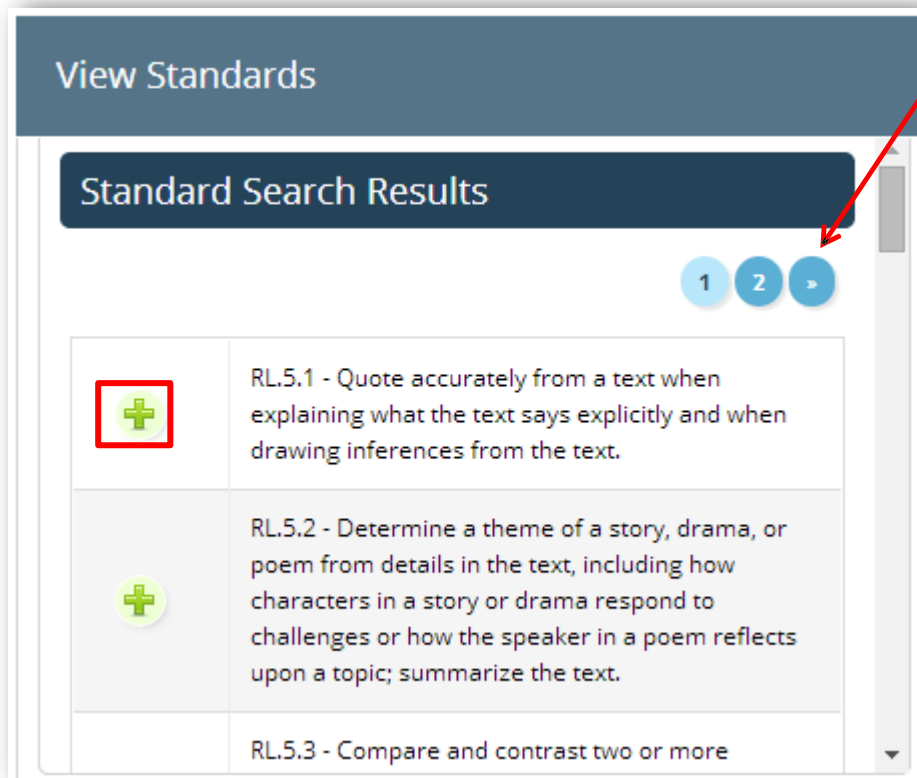- *Search by Course* – Select a Course from the drop-down menu.

5. You may also choose to limit the search by selecting a specific level of alignment. Place a checkmark next to the desired level(s).

☑ Standards   ☐ Key Ideas/Strands   ☑ Performance Indicators

☐ Major Understanding   ☐ Core Curriculum   ☐ Literacy Competency

☐ Literacy Competency Topic

6. Click **Search**.

Search

7. Scrolling down the page, the **Standards** that match your criteria will appear. Be sure to check all pages To select a **Standard**, click the **Add icon (+)** to the left of it in under **Standard Search Results.**
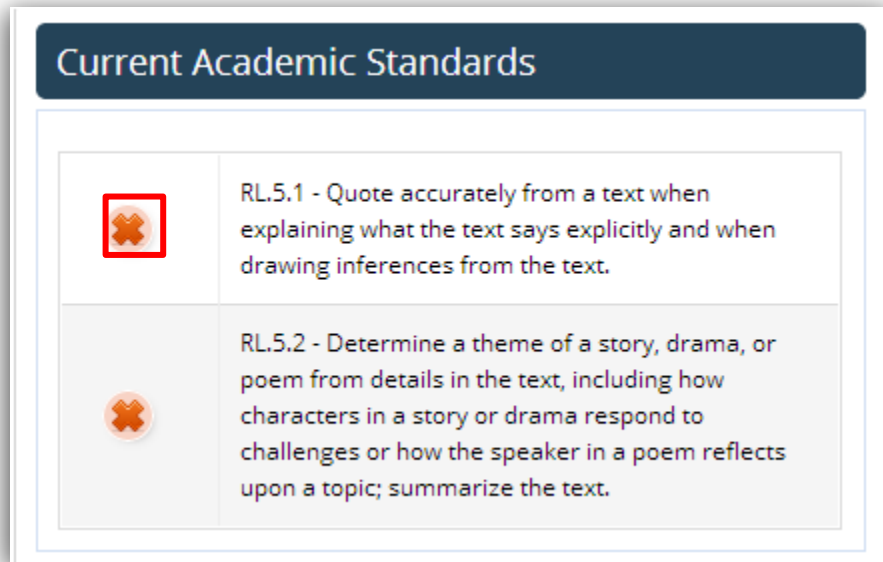
View Standards

Standard Search Results

1 2 »

➕ RL.5.1 - Quote accurately from a text when explaining what the text says explicitly and when drawing inferences from the text.

➕ RL.5.2 - Determine a theme of a story, drama, or poem from details in the text, including how characters in a story or drama respond to challenges or how the speaker in a poem reflects upon a topic; summarize the text.

RL.5.3 - Compare and contrast two or more

To remove a **Standard** from the list, click the **Delete icon (X)** to the left of it in under **Current Academic Standards**.
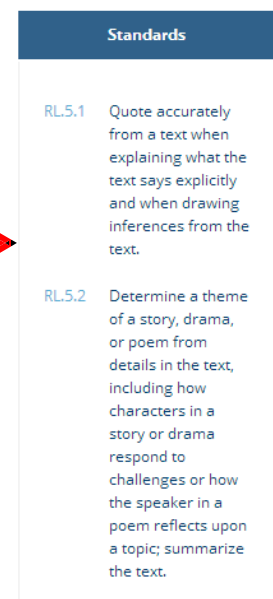

8. At the very top of this page, click the **Save** button when finished.

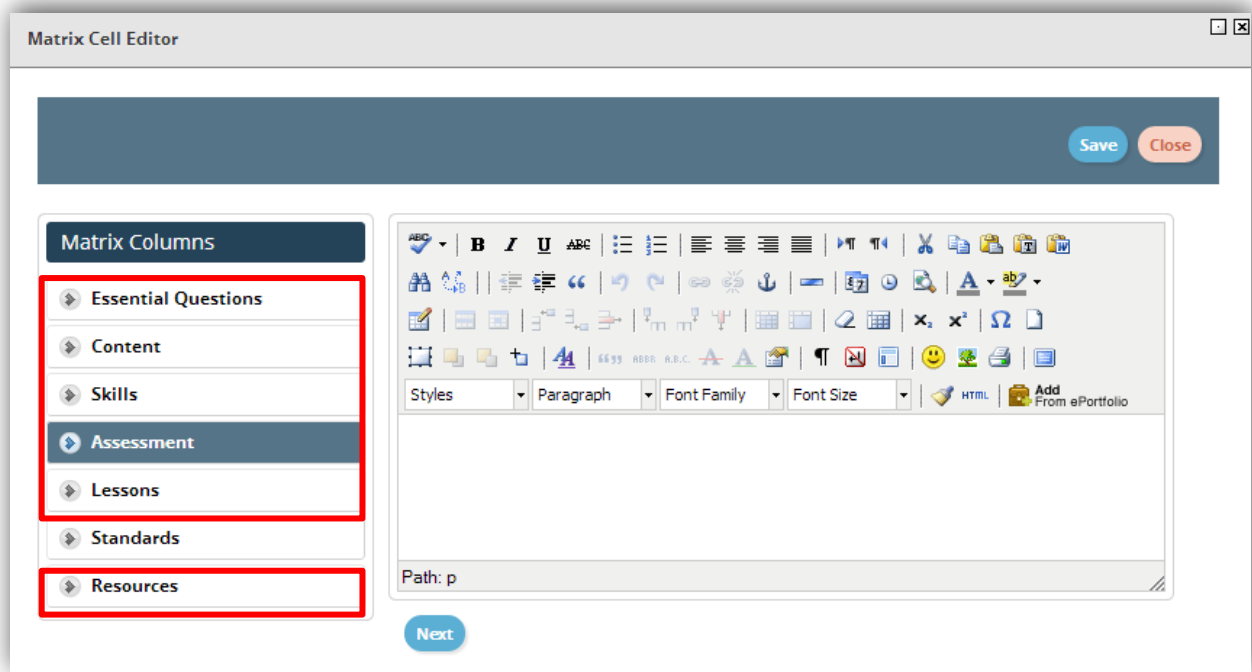The **Standards** will populate the window,
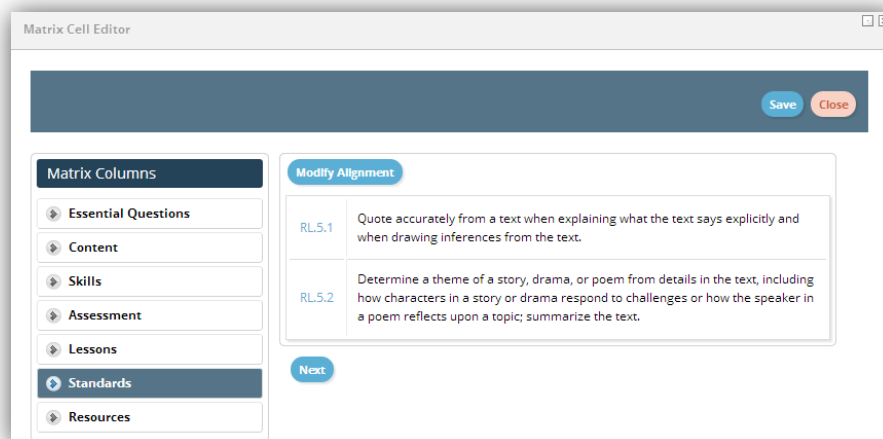
as well as in the appropriate cell within the **Curriculum Map**.

9. The window that contains the **Standards Alignment Tool** will stay open.
    To move to another column in the map, click on its **name.**

10. Enter information in all remaining cells using the *NYLearns Rich Text Editor*. Use the word processing tool to

    enter and format text.

Formatting Text with the NYLearns 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 <u>Mouse:</u> - 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 <u>Keyboard:</u> - 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 <u>Mouse:</u> - 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 <u>Keyboard:</u> - 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
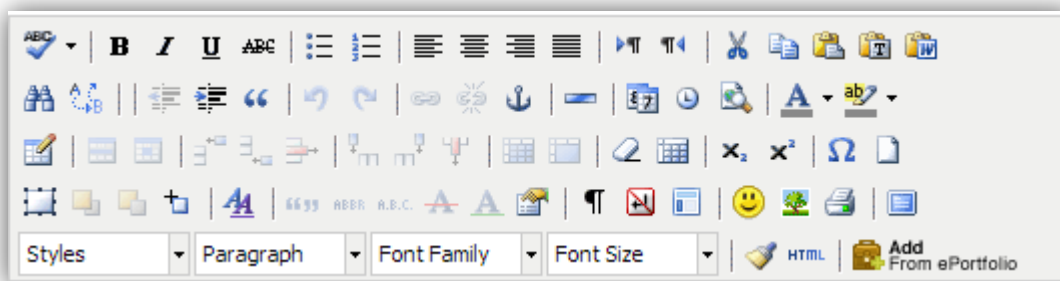
Copying and Pasting Text from Microsoft Word

The rich-text editor will accept text that has been copied from a Microsoft Word document. When you copy text from any Microsoft product you are also copying some invisible Microsoft XML formatting code. This code has the potential to change the formatting (e.g., line spacing, bulleted or numbered lists) that looked perfect in your Word document, or can cause the editor to insert strange symbols that weren't there before.
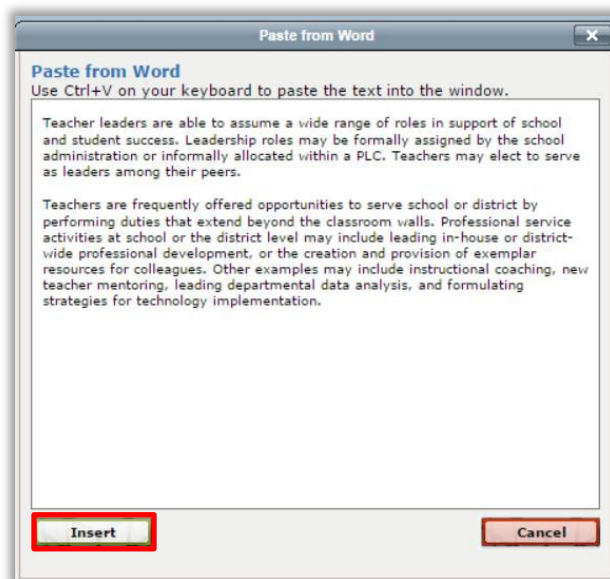
To avoid formatting changes:

1. Copy the text from the **Microsoft Word** document.
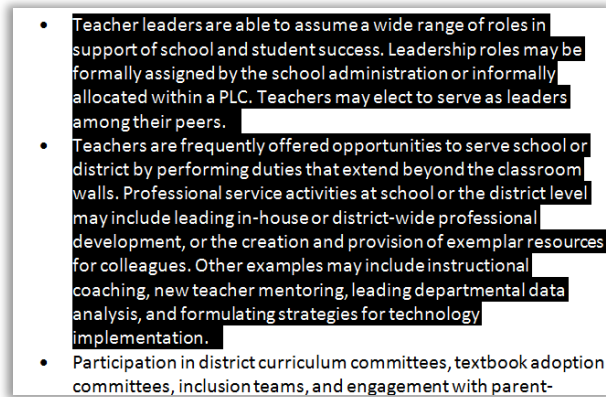
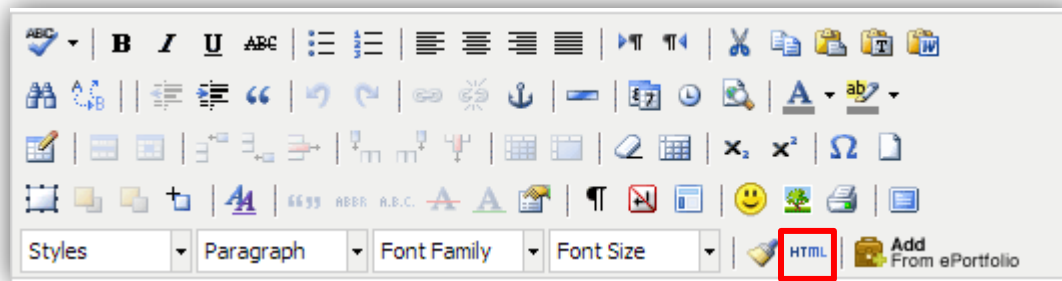2. Click the **Paste from Word icon** in the NYLearns rich-text editor.

3. Paste (Ctrl+V) your text into the window that opens.

4. Click the **Insert** button to paste the text into the editor.

Formatting HTML Code with the NYLearns Rich-Text Editor

1. 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.
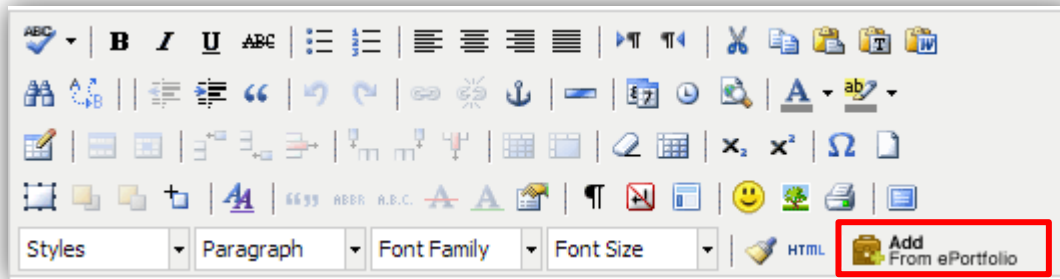

That will reveal all HTML coding:

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

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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.
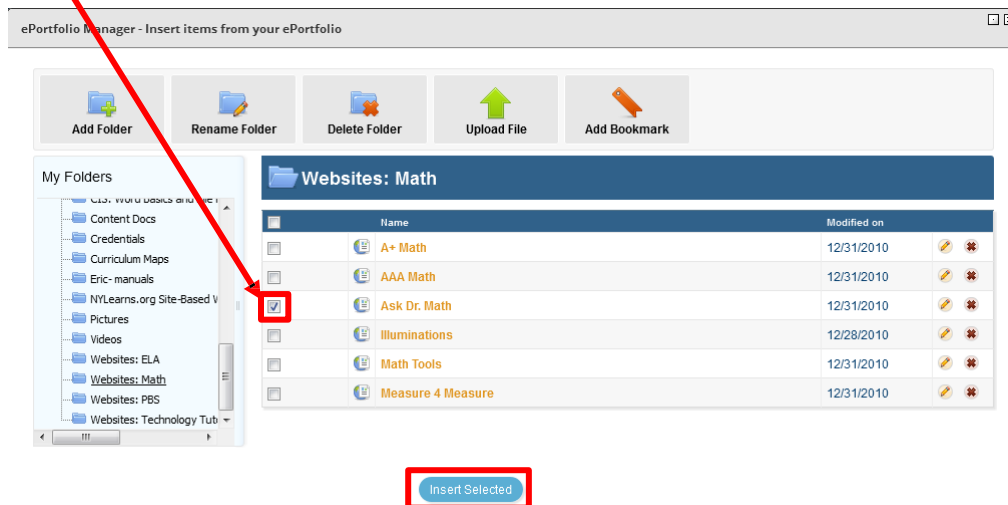
1. Click **Add from ePortfolio** on the bottom toolbar in the rich-text editor.

2. Click on the folder where the item is stored. The item within the folder will display on the right side of the tool.
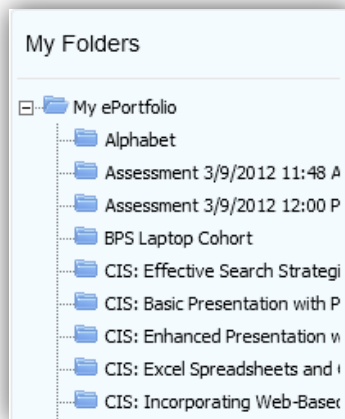
3. Check the **item** you wish to insert, and click **Insert Selected.**

4. The item you selected will be inserted within the appropriate cell on the **Curriculum Map**.

> **Note:** In the case that you inserted an image, it can be resized by clicking on it and dragging the handles.
>
> For more advanced editing, right-click on the image.

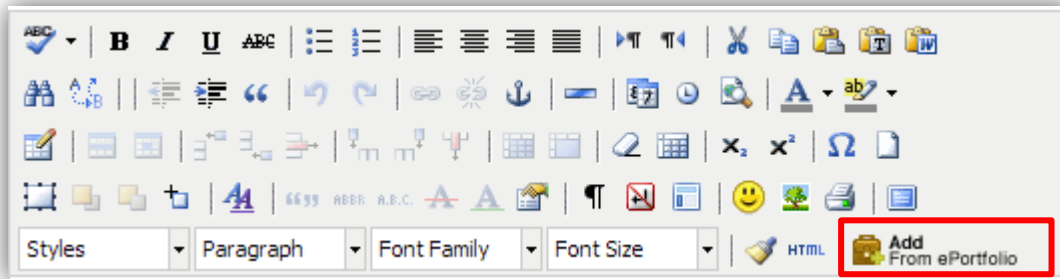Inserted files, bookmarks to web sites, or bookmarks to items within NYLearns will appear as hyperlinks.

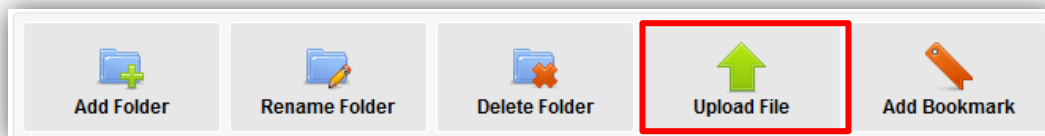# Uploading ePortfolio Items

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

1. Click **Add from ePortfolio** 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.
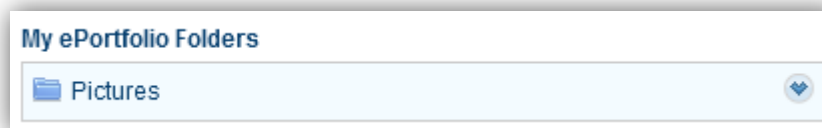
4. Click **Browse** to locate your file where you have previously saved it.
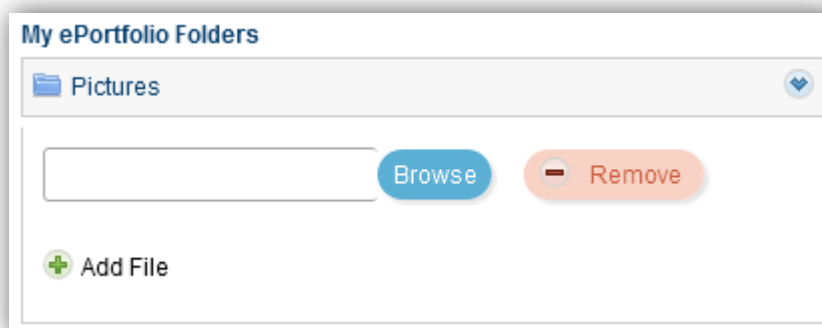
5. Locate the item, select it, and click **Open** (or double click).
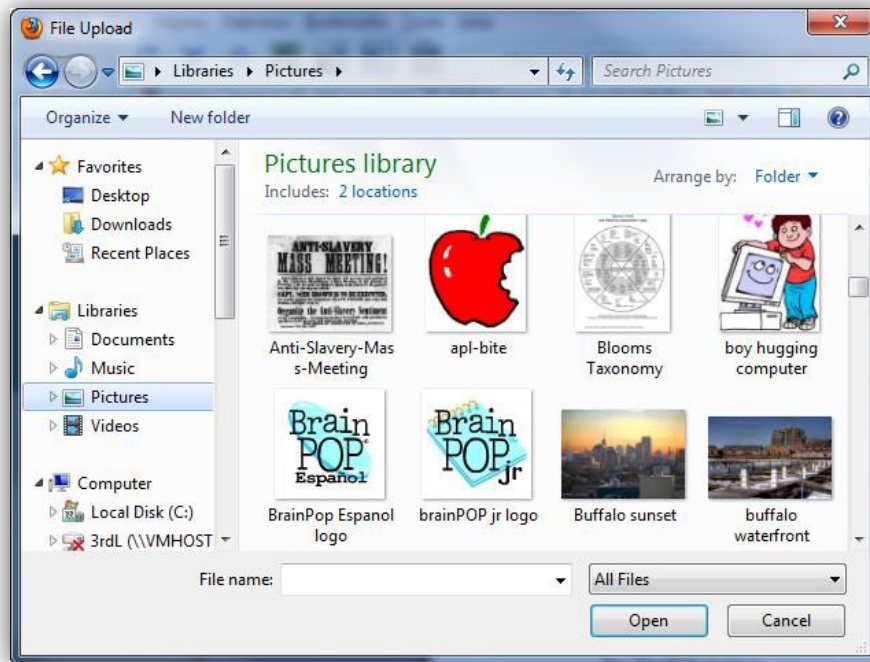
Note: To ensure success when moving files between platforms (Mac to PC) be sure to include the proper file extension when you first save the file.

Inserting Hyperlinks

1. Select and highlight the text that you want to display as the hyperlink.

2. Click on the **Insert/Edit Link icon**.
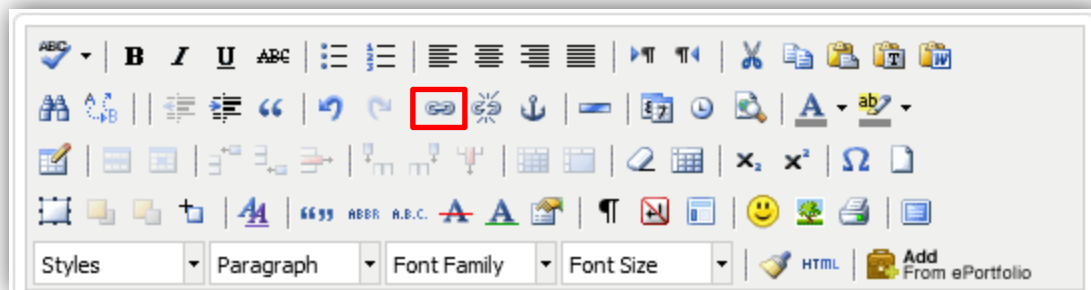
3. In the new window that opens, type or copy the address that you want to link to in the **Link URL** box.
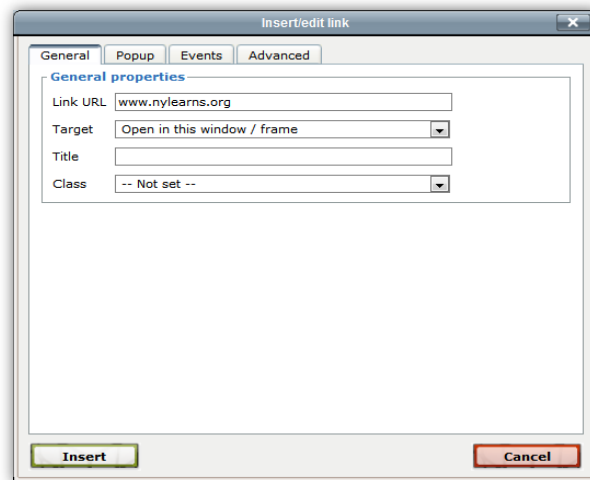
In the **Target** drop-down box, select **Open in new window (_blank)**.
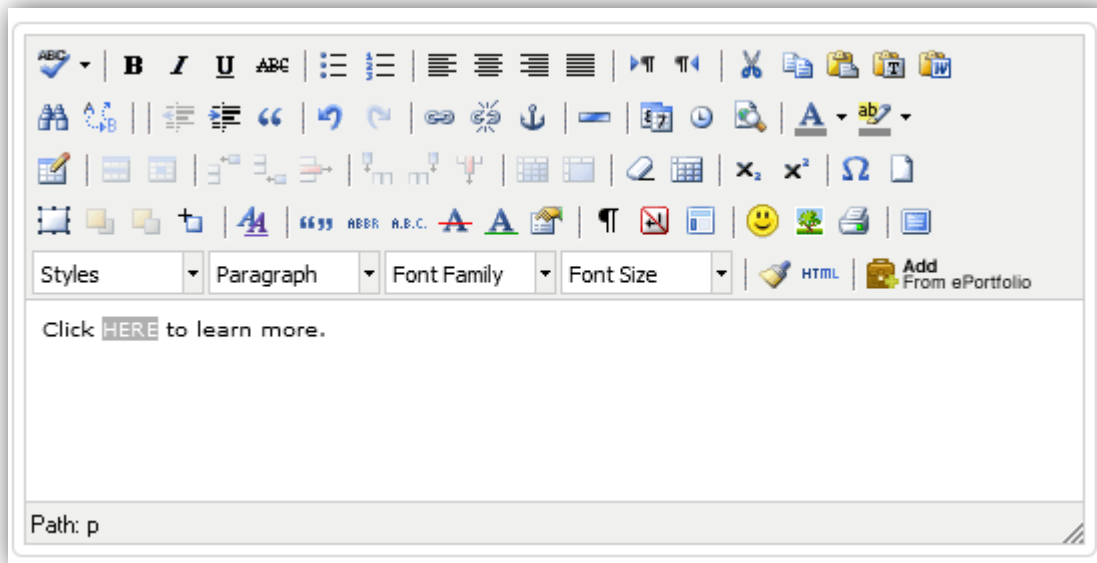
4. Click on the **Insert** button.

Note: You will know that you have successfully inserted a link if the text you selected changes color and is underlined.

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Adding Information Boxes

1. When editing your map, scroll to the bottom to see the **Add Information Box** button.

2. Clicking on this button will yield a pop-up.
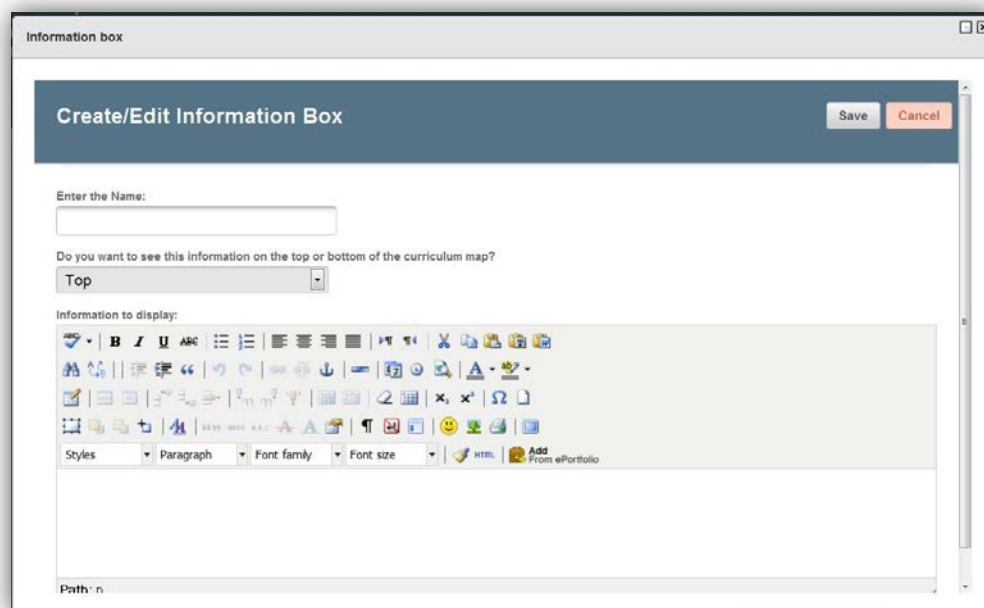
3. Enter the **Name** of the **Information Box** in the field.

4. Select from the drop-down whether you would like the **Information Box** to display at the **top** or the **bottom** of the map.
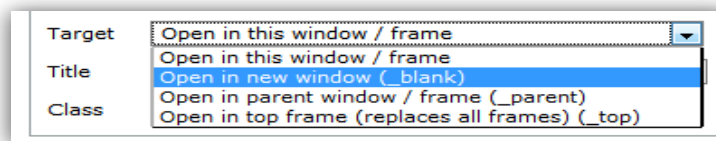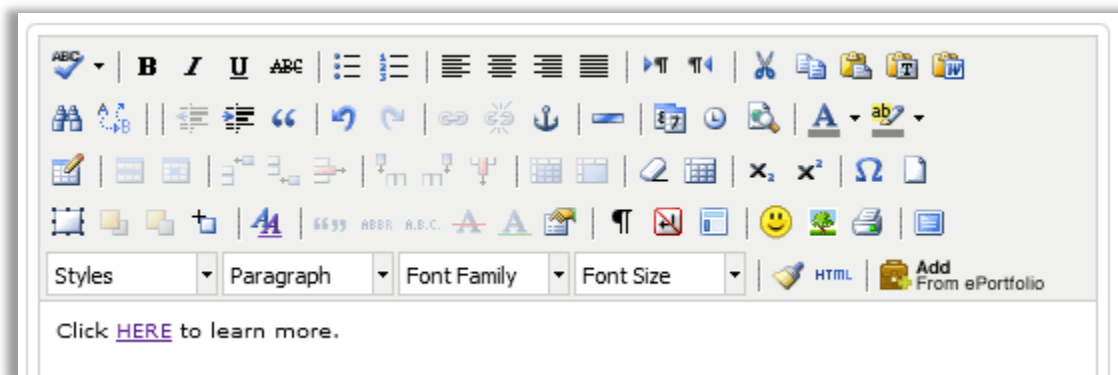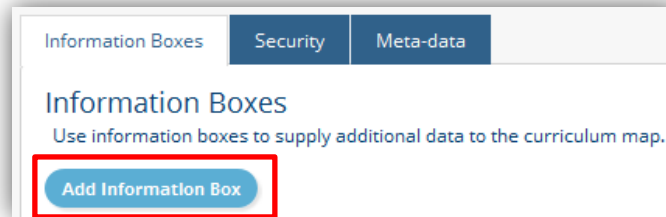
5. In the **Information to Display** text-editor, type the information you would like to display in this information box. You can use all of the same tools and features described in the **Rich-Text Editor** as when editing your map.

6. Click on the **Save** button when you are finished. This action will take you back to your map.

7. If you need to edit an **Information Box** that you have already added, click on the **Pencil** button next to the name of the **Information Box** listed at the bottom of the page.

Note: To see how the **Information Box** will look in your map, you will need to exit the **Edit** window and click on the title of the map from the **Manage Curriculum Maps** page.
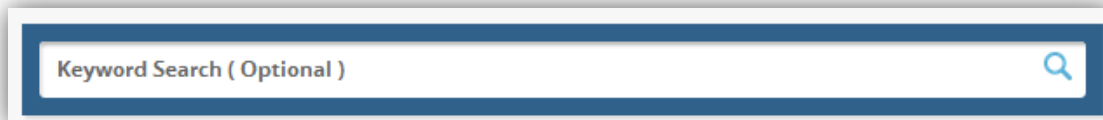
Editing Maps

Once a **Curriculum Map** has been created, there are several options available to you when managing them. These options will allow you to **Edit**, **Copy, Delete,** and **Preview** the **Curriculum Map**, as well as to be able to place it **online** so that others may view it.

Locate your **Curriculum Map** on the **Manage Curriculum Maps** tab.
The Curriculum Maps are sorted alphabetically by **Title**. You can also use the optional **Keyword Search**.

Note: Clicking on the **Title** of the map opens the **Preview** version.
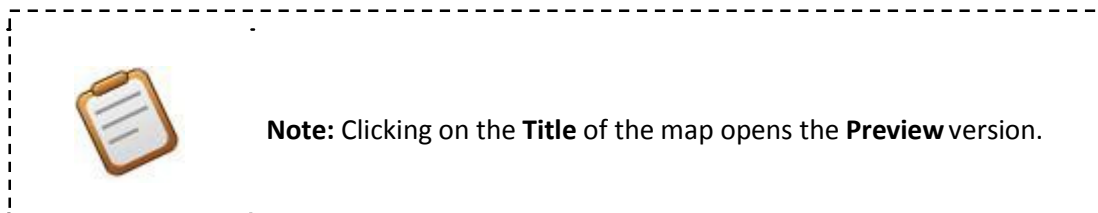
To Edit a Map

- Click the **Edit icon** (pencil) 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 of the same **Maps**. Click the **Copy icon** in the **Options** column, and then click **OK**.

- A copy of the **Map** will be added to the list. Edit the **Map** as necessary, and then **Save** your changes. Do not forget to change the **Title** when you are editing, to avoid confusion.

⌄ Title	⌄ Template Name
Computer - Kindergarten, CORE: Software Applications K	OPCSD (Units)
Computer - Kindergarten, CORE: Software Applications K Copy	OPCSD (Units)

To Delete a Map

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

- Click **OK**, and the **Map** will be permanently deleted.
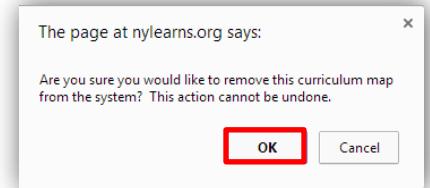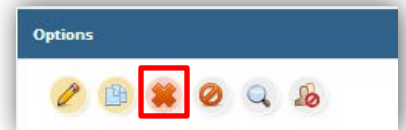
> **Note:** Once a user saves a **Map** to their **My Curriculum Maps** tab, the **Delete icon** will no longer appear in the **Options** column.

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** (caution symbol) in the **Options** column.

- The **Online/Offline icon** will turn green, indicating that the **Map** can be viewed by others. To switch it back to offline, click the **Online/Offline icon** again.
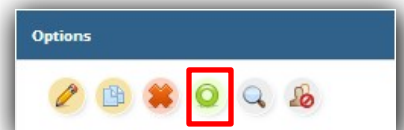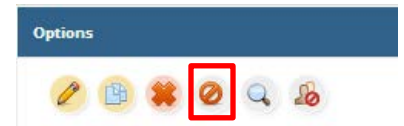
To Preview a Map

- To preview a **Map**, click the **Preview icon** in the **Options** column. A map can also be viewed by clicking on its name in the **Title** column.
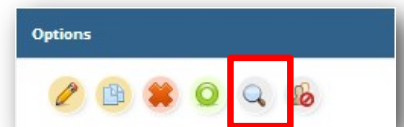
To Share a Map

- NYLearns offers the ability for districts to share their **Curriculum Maps** with other subscribing districts. If your district elects to share **Maps**, they will appear on the **Statewide Shared Curriculum Maps** tab in **My Curriculum**.

- As a default, your district's **Maps** are not shared. If you would like to participate in sharing, click the **Statewide Sharing icon** in the **Options** column. If you answered "yes" at the sharing prompt earlier in the design process you will not see the red circle here.

- A pop up window will open. Select an option from the drop-down menu.
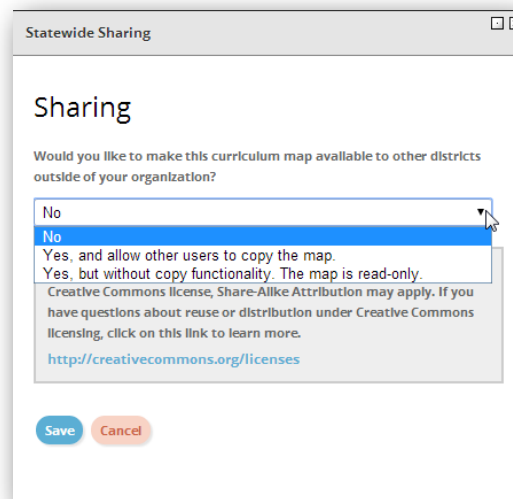
Note: Allowing other users to copy the **Map** provides them with the ability to copy your **Map**, and then to make changes to it to make it their own.

NYLearns Help Desk

helpdesk@nylearns.org

1-800-590-6126

Bob Hartz

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585-329-9687 (cell)

Cynthia Kline

Education Program Manager
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716-228-6449 (cell)