



# Curriculum Mapping Tutorial

New York City College of Technology

Instructional Technology & Technology Enhancement Centers (iTEC)

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## System Requirements:

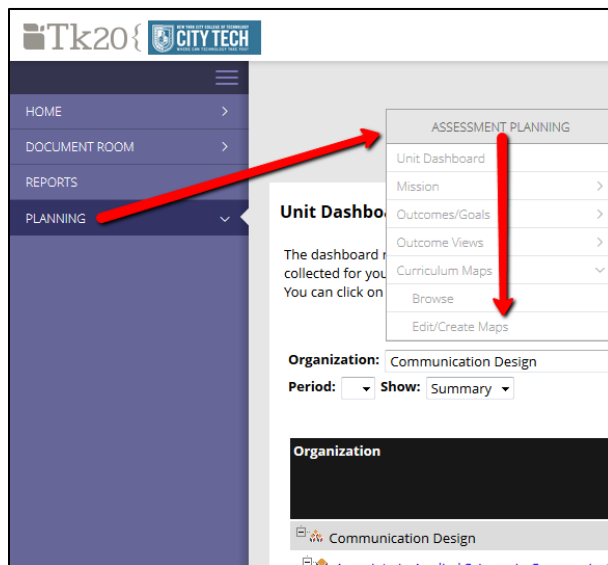
Tk20 recommends and fully supports the latest two versions of the following browsers for optimal use:

- Google Chrome
- Mozilla Firefox\*
- Microsoft Internet Explorer 10 and 11. Future versions of IE will not be supported.
- Safari

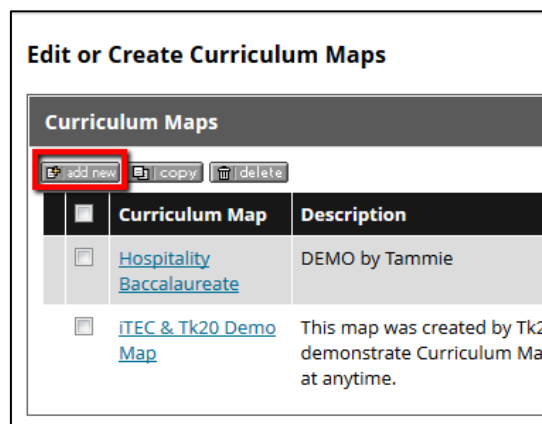
\*We recommend using Mozilla Firefox browser if you are working on a Linux platform.

- *Prior to creating a curriculum map, you should make sure your outcomes are entered and updated under the **Planning** tab.*

## Creating a Curriculum Map



1. Click on **Planning** -> **Assessment Planning** -> **Curriculum Map** -> **Edit/Create Map**.
2. Click on the **Add New** button.



## Step 1: Enter Basic Information

**Create New Curriculum Map**

1 Step 1 Enter Basic Information 2 Step 2 Select Outcomes 3 Step 3 Map Courses to Outcomes

**Step 1: Enter Basic Information**

Curriculum Map Details

Title\* ITEC Test Curriculum Map - 112816

Description This is a Test Map

Is this map active?  Yes  No

Organizations

Next >> Save Cancel

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**Select Courses**

Select Term Enter a term for which you would like to search courses. Fall 2016

Specify Courses itec

Display Courses

Search Results

Select the courses that you wish to include in your curriculum map.

Course Number	Term
<input checked="" type="checkbox"/> ITEC Test Course	Fall 2016

Next >>

1. Enter the **Title** of the curriculum map.
2. Enter the **Description**.
3. Click **Yes** to make the map active, which will allow you to collect feedback from the faculty.
4. In the **Select Courses** section, select the **term** of the course you are searching for.
5. Type the course name in the **Specify Courses** box and click **Display Courses**. (Hover over the **Question Mark** to see the search credentials.)
6. Select the courses for your curriculum map and click **Next**.

**Create New Curriculum Map**

1 Step 1 Enter Basic Information 2 Step 2 Select Outcomes 3 Step 3 Map Courses to Outcomes

**Step 2: Select Outcomes**

Select Outcomes

Organization Select the organization(s) for which the associated outcomes should be included in the curriculum map. City Tech

Type Outcome (Program)

Keyword Search for outcomes by entering a word or phrase contained in desired outcome(s).

Search

Search Results:

Select the outcomes you wish to map to your courses and click "Next". You may remove unwanted outcomes in Step 3.

General Education Outcome/Outcome (Program)/ABET Objective	Type	Category	Organization/Program
<input checked="" type="checkbox"/> Students will be able to demonstrate excellent written communication skills.	Outcome (Program)		City Tech

Additional Information

Collect Feedback from faculty on specified outcomes?  Yes  No

< Back Next > Save Cancel

## Step 2: Select Outcomes

1. Select the **Organization** (your program) from the drop down menu.
2. Select the **type** of outcome. You may select either **General Education Outcome** or **Outcome (Program)**. (Keywords are optional.)
3. Click **Search**. You will now see all the outcomes of that organization.
4. Select all of the outcomes you want to include in your curriculum map.
5. Under **Additional Information**, click **No** for **Collect Feedback from faculty on specified outcomes**.
6. Click **Next**.

## Step 3: Map Courses to Outcomes

Create New Curriculum Map

1 Step 1 Enter Basic Information 2 Step 2 Select Outcomes 3 Step 3 Map Courses to Outcomes

Step 3. Map Courses to Outcomes

Curriculum Map Details

Title\* ITEC Test  
Description This is a test map

Curriculum Map

< Back Preview Save Cancel

View By: Courses

To remove a course or outcome from this map, select it and click the "remove" button. To add more courses or outcomes, click the appropriate link below.

Outcomes: [Add more courses](#) [Add more outcomes](#)

Outcomes: Students will be able to demonstrate excellent wri...

Courses:

Course	Level	Emphasis	Measure (Optional)
ITEC Test Course	Introduce	Not Applicable	Rubric

< Back Preview Save Cancel

1. For each course, select the **Level** (Not Applicable, Introduce, Reinforce, Emphasize).
2. Ignore the **Emphasis** (Not Applicable).
3. Enter the **measure**, such as rubric or test. This is optional.
4. Click **Save**.

Outcomes: [Add more courses](#) [Add more outcomes](#)

Outcomes: Students will be able to demonstrate

Courses:

Course	Level	Emphasis	Measure
ITEC Test Course	Introduce	Medium	Rubric

Add Courses

Select Courses

Select Term: Any

Specify Courses: ITEC

Display Courses

Search Results

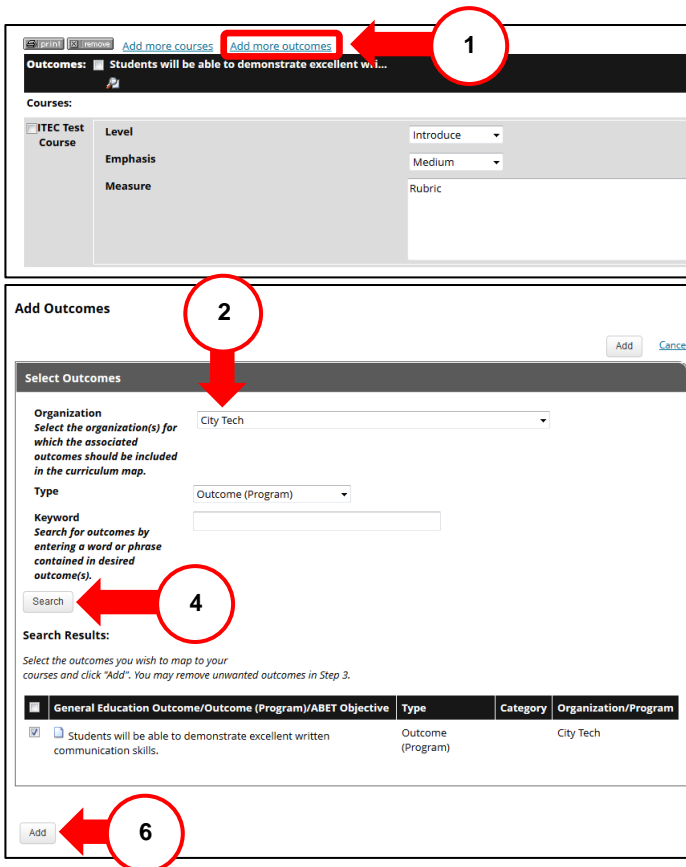
Select the courses that you wish to include in your curriculum map.

Course Number	Term
<input checked="" type="checkbox"/> ITEC Test Course	Fall 2016

Add

## Adding More Courses

1. Click on **Add More Courses**.
2. In the **Select Courses** section, select the **term** of the course you are searching for.
3. Type the course name in the **Specify Courses** box and click **Display Courses**.
4. Select the courses for your curriculum map and click **Add**.



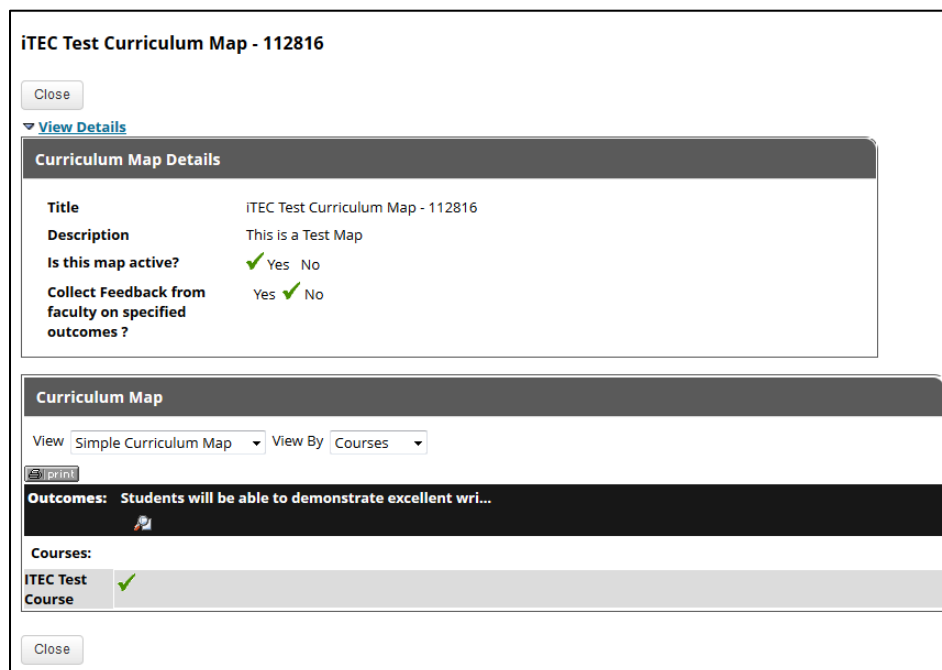
## Adding More Outcomes

1. Click on **Add More Outcomes**.
2. Select the **Organization**.
3. Select the **type** of outcome.
4. Click **Search**. You will now see all the outcomes of that organization.
5. Select all of the outcomes you want to include in your curriculum map.
6. Click on **Add**.

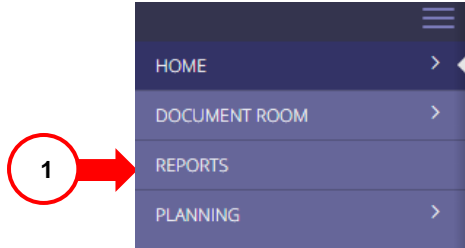
***Note:** Additional courses and outcomes will appear in alphanumeric order.*

## Previewing the Curriculum Map

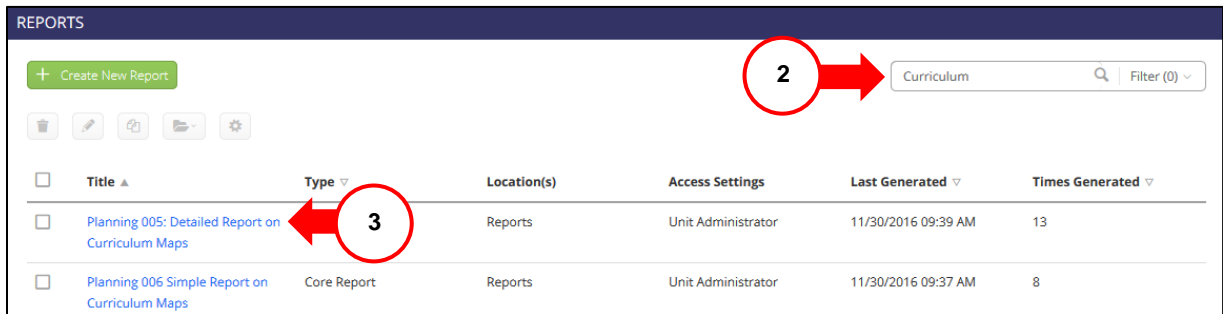
1. Click on the **Preview** button to view your map. (  )
2. View your map as a **Simple** or **Detailed** map and by **courses** or **outcomes**.



## Reports



1. Click on the **Reports** tab.
2. Search for your report. Reports on Curriculum Maps are **Planning 005: Detailed Report on Curriculum Maps** and **Planning 006 Simple Report on Curriculum Maps**.
3. Click on the name of the report.



### Planning 005 & Planning 006:

1. After clicking on the name of the report, select the curriculum map that you want to run the report for.
2. Click on **Generate**.
3. The Report will appear.

