Curriculum Mapping Tutorial

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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**

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**.

**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**

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**.

**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. (Preview)
2. View your map as a Simple or Detailed map and by courses or outcomes.
Reports

1. Click on the Reports tab.
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.