# Users Manual for TechPaths: A Curriculum Mapping System®

This handbook is intended to be a resource for you to use as you work your way through **TechPaths: A Curriculum Mapping System**®.

Where you begin the mapping process is your choice. The sequence in the Table of Contents may not reflect the way you are going to use the application. Use this handbook as a reference when you are working with the mapping software.

You may also use the online Help section of the online application.

TechPat

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### **Getting Started**

This application is Web based, which means you may use it anywhere that you can sign on to the Web using Internet Explorer, Mozilla, or Safari. To keep your account secure we suggest you periodically change your password.

Curriculum Mapping System	<ul> <li>Open your Internet browser.</li> </ul>
Hew Features!     Before you continue signing on, please open this <u>off file (12) 865</u> and print it for future reference.     This file will give you file information you need to market and use our latest features.     Also, <u>this of file (19) (25)</u> will full you all about the important Landscape May report features.	<ul> <li>Type in your address. (Do not use www - all you need is http:// and the username for your school or district followed by techpaths.com. (See your administrator, if you do not know this.)</li> <li>Example: http://friscocounty.ca.techpaths.com</li> <li>A box will open asking you for your username and password.</li> <li>Type in the username and password you were given by your school administrator.</li> </ul>
Please enter the password you would like to use, and confirm it.         Password:         Confirm password:         Please provide a personal question and answer that only you would know. If you ever forget your password, you can retrieve it by providing the correct answer to this question.         Question:       ?         Answer:       ?         Please provide your email address so we can send you our newsletters.         Email Address:	<text><section-header><section-header><section-header></section-header></section-header></section-header></text>



You may now customize the font size using your browser.

- CLICK ON VIEW AND CHOOSE TEXT SIZE.
- Choose Increase or Decrease.



### Getting Started, con't.

The home page will appear. It will contain a welcome message, your name, a Tip of the Day, and any important announcements from TechPaths.



Use the drop down arrow and select the course in which you wish to map.



YOU MAY CHANGE YOUR PASSWORD AND USERNAME AT ANY TIME. TO CHANGE EITHER CLICK ON Click here to change your username or pass- 3. word AT THE BOTTOM OF THE WELCOME BOX.

### The Workspace

After you choose the course you wish to map in, the screen will refresh and you will see the workspace.

ľ		chPaths culum Mapping System						
We	elcome: Franz Wo	lff						Administrator
Sc	ocial Studies - 5th Grade	e 💌	Show Full Text	Performance	a Tracker   Messages   F	Rollover My Units   Help	Reports	Version 3.30
			August 9	eptember October November Decem	iber January February March April M	ay Jure July		RESET   PRINT
	Unit Name	Essential Questions 🗷	Content 🛛	Skills 🗵	Assessments 🗵	Lessons 🛛 🗵	Optional 🛛 🗵	Standards 🗷
February			•			¥.		

he workspace is the entry point for your work. It also becomes a resource for the work that you do. Across the top of the page are icons and below them are words. (Performance Tracker, Messages, Rollover My Units, Help, and Reports) You may click on either the icon or the word to activate the following:

Performance Tracker If you are using our product called Performance Tracker, clicking on either the word or the icon will take you to that site. You may move between the two products. ΠIJ



Clicking on either the word or the envelop icon will open an internal messaging section. This feature allows you to receive, send, and form groups for communication purposes.

> To close the column click on the white  $\mathbf{X}$  in the upper right corner of the column.

	The unit	ts on the left sid	Click 'Rollover' le are from previou	to oring o is years.	ne or your Y	units into 'our cum	o this year. ent units are sh	own on the right.		
E: Or	nce a Unit d. Pendis	t has been rolled ov ng Units will have a	ver, it will have a red gray background.		A View pends	ng units			1	125
wne	r: Me	M			Year	Month	Course/Section	Unit		
_	· All F	Past Years - M			2005-2006	August	Curriculum Manajaa/Data	Building Consensus	Dele	
	Month	Course/Section	n Unit	Bolizver	2005-2006	August	Curriculum Mapping/Dem	Assessments	Dela	
				Rollover	2005-2006	August	Curriculum Mapping/Dem	Quick fill Map	Delv	
105	August	Curriculum Manning Dem	Phonemic Awareness	Rolaver	2005-2006	September	Curriculum Mapping/Dem	Best Practice	Dele	
05	August	Curriculum Manning/Dem	Fluency	Rollover	2005-2006	September	Curriculum Mapping/Dem	Trainer of Trainers	Dels	
105	August	Curriculum Mapping/Dem	Cole	Rolover	2005-2006	October	Curriculum Mapping/Dem	Paperless Read Through	Delk	
05	August	Curriculum Mapping/Dem	map	Rotover	2005-2006	April	Curriculum Mapping/Dem	Unite	Dels	
05	August	Curriculum Mapping/Dem	Place Value 2	Rollover	2005-2006	August	Language Arts - 5th Grada/Dem	Idioms	Delv	
	Sec. 1		Bast Transa	Rollover	2005-2006	August	Language Arts - 5th Grade/Dem	Author Study	Dets	
¥6				Bollovér	2005-2006	August.	Language Arts - 5th Grade/Dem	spelling	Delx	
-				Rollover	2005-2006	September	r Language Arts - 5th Grade/Dem	scary stories	Delt	
					2005-2006	September	Language Arts - 5th	Mioms	( Deck	

Clicking on either the words or the calendar icon allows you to view current units on the right side of the page. You may delete an entire unit by clicking on Delete.

Each year you will move units from the left side to the right side. The units on the left are archived, while the units you move become your current units.



The workspace represents the area where you work. To view YOUR CURRICULUM MAP CLICK ON THE PRINT BUTTON IN THE UPPER RIGHT HAND CORNER.

4.





Log Out

The last icon Log Out should be used when you finish working with the application.



IechPat A Curriculum Mapping

> The rollover feature allows you to delete units that you do not want to be in the application. Deleting them will also delete all of their elements unless they are in other Units.

### The Workspace, con't.

Below the **Welcome: your name** is a pulldown that allows you to choose or change the course you are currently working in.

	chPaths						
Welcome: Franz Wo	Iff						<u>Administrator</u>
Social Studies - 5th Grade	*	Show Full Text	Performance	Tracker   Messages   F	ollover My Units   Help	Reports	Version 3.30
		August Se	eptember October November Decem	ber January February March April Ne	y June July		RESET   PRINT
Unit Name	Essential Questions 🗷	Content 🛛	Skills 🗵	Assessments 🗵	Lessons 🗵	Optional B	Standards 🗷
February			<b>Y</b>	×.	1		

The calendar list allows you to choose which month you want to work in.

• Click on the month you wish to work.

#### You may also change months by clicking on the name of the month in the far left.

• Clicking on the name in the far left will cause all 12 months to appear in the workspace.

▶ You may then choose a particular month by either clicking on the name to the far left of the month you wish to work or on the name in the calendar list.

#### Below the calendar list are the columns that you will be adding your mapping data.

You may remove columns you are not going to use by moving your curser over the small X to the right of the name of the column and when it turns red, clicking.

The screen will refresh and the column will be gone.

• Click on the **RESET** button to get the column back into the workspace.

#### You may print you map at any time.

Click on the **PRINT** button and you will be given options for printing a landscape map of your work.

#### To begin your first unit you will use the small triangle under the Unit Column.

Click on the arrow and a pulldown with two choices will open. Choose New.



Content



KEEP IN MIND THAT A UNIT REPRESENTS A SPECIFIC AREA OF STUDY WHILE A MAP REPRESENTS THE WORK YOU DO OVER THE COURSE OF THE WHOLE YEAR. THE MAP IS THE BIG PICTURE. THE UNIT IS WHAT YOU 6. DEAL WITH DAY TO DAY IN THE CLASSROOM.



### Units

You have two options for creating units. You may start from scratch by creating a new unit or you may search for units that have already been made by either you or others.

### Creating a new unit:

• Click on the small arrow in the line under UNIT NAME.

**NOTE** If the month already has a unit, the arrow will be in a gray strip below the column title. If there are no units in the month, the arrow will not be in a gray strip, but placed under the column title.

### A drop down box opens.



### A Create New Unit box opens.

	n bex epene:	_	
Create New	/ Unit		Choose the <b>Course/Section</b> for this unit.
Select a Section, I	Month, and a Descriptive Name for your Unit		Choose the <b>Month</b> for this unit.
Course/Section: Month:	social studies - 5th grade M - February M - February	•	Type in the <b>Unit Description</b> .
Unit Description:	Spell Check Description		Type in any <b>Notes</b> you may want to add. (This is optional)
Notes:	<	-	<b>MAPPING TIP</b> Name the Unit using a keyword that will help you identify the content of the Unit in the future.
	Spell Check Notes Save		Click the <b>Save</b> button.

The screen will refresh and the unit will appear in the month you selected.



UNITS SHOULD BE SPECIFIC. ALL OF THE ELEMENTS IN A UNIT SHOULD RELATE TO ONE ANOTHER IN A MEANINGFUL WAY. THE SEQUENCE OF UNITS IN YOUR MAP SHOULD REPRESENT A DEVELOPMENTAL HIERARCHY 7. OF SKILL DEVELOPMENT.



### Units, con't.

### To search for Units.



Click on the arrow under the Unit Name column.



A Search Units column opens.

Welcome: F	Franz Wolff	
Social Studie:	s - 5th Grode 🛛 📉	Show Full Tex
Search Unit	s	Х
Search type:	District 🔽 🗸	
Search for:		
Year:	2005-2006	V
Month:	- All -	~
Core Status:	⊙ All O Core O Non-Core	
Building:	- All -	~
Department:	-All-	~
Grade Range:	stant: Grade K 💌 End: Grade 12 💌	
Standards	Select standards in which to view alignments:	
Addressed:	- No Group Selected -	
Teacher:	- All -	
Course:	(Grade 5) - Social Studies - 5th Grade	- M
	Se	arch Units

#### You will see a series of filters.

Determine whether you wish to conduct a District or World Wide search.

- Choose either **District** or **World Wide** in **Search Type** box.
- Use the filters to determine the parameters of your search.
- Click on Search Units button.



Social Studies -	5th G	irade 🛛 🚩		V	Show Full Text
Search Units					X
Search type:	Wo	rld Wide			
Search for:					
Month:	- AI	-			
Core Status:	0.	O Core ON	on Care		
School Type:	-Al	-			~
State/Country:	-Al	2			~
District:	- Al	-			~
Subject Area:	- Al	-	~	1	
Building Type:	-Al	2	~		
	Start:	Kindergarten		~	
Grade Range:	End:	12th Grade		×	1



KEEP IN MIND THAT WORLD WIDE SEARCHES ARE REALLY ONLY A BASIS OF GETTING IDEAS ABOUT WHAT OTHERS ARE DOING. THEY GENERALLY WILL NOT BE 100% APPLICABLE IN YOUR DISTRICT BECAUSE STANDARDS VARY FROM STATE TO STATE.



### Units, con't.

A list of Units will appear.

	A Curriculum Mapping	g System
Velcome	e: Franz Wolff	
Social Stu	dies-5th Grade 🛛 🖌	🗹 Show Full
Search L	Jnits	x
Page 1 of	1	New Search
Explorati	on 🔺	
Month:	August	
Teacher:	Franz Wolff	
Course:	Social Studies - 5th Orade	
Native A	mericans	
Month:	August	
Teacher:	Fianz Wolff	
Course:	Social Studies - 5th Grade	
Personal	and Civil Rights (13 days)	
Month:	August	
Teacher:	Franz Wolff	
Courses	Social Studies, 5th Grade	

Move cursor over the name of the Unit you wish to either view or copy. Click on it where it is underlined.

#### A copy of the unit will open.

Plea Tea Coi	ase select acher: F urse: S	: an individual unit, Tranz Wolff 🖃 Tocial Studies - 5th	or select the Grade	Landscape Ma	p view to see all of t	the units taget	hər	
Uni	it(s): [	August   Exploratio	n		∮ ≙ 🛶 🗕			
ъ	Explora	ation						-
ugu	This is a se	mester course.						
st	Essent Why wer exploring	tial Questions re some contries 1 <sup>2</sup>	Content English - Colonization	Skills Creation and use of a	Assessments Exploration Chart - 000	Lessons Study of Different Levels of	Standards 14.E.2 ~ Determine	0
	What we explorati America	re the effects of on on the ∞2	French - Fur Trade	Outline notes	- 000	Governments - 001	the leadership	
<u> </u>				Ш				X
т	о Сору	this Unit to yo	ur Map ple	ase select:				
M	onth:	August 💌	+					
Se	Section: Social Studies - 5th Grade/Dem 🕑 🔶							
Ur	nit:	Exploration	*					
					(	Сару		

You may use the **Unit(s)** drop down arrow to view not only this unit, but also all of the rest of this teacher's units for the course.

This unit may be copied.

• Select the **Month**, **Section**, and **Unit** (Rename it if you wish).

Click on Save

The Unit will appear in your account. You may edit and change as much as you want without affecting the original.

• Clicking on the printer icon will produce a **This Unit Detailed** report.

- Selecting -View Landscape Map- shows all units for this teacher for the entire year.
- Clicking on the printer icon when viewing landscape map allows you to print a landscape map for the month or year.





You cannot copy an individual Lesson or Assessment from a Unit search. You should note the name of the Lesson or Assessment then do an Assessment or Lesson search so you can copy it directly into your Unit using the blue arrow without Having to copy the whole Unit.

### Essential Questions, Content, and Skills

You have two options for creating elements. You may start from scratch by creating a new unit or you may search for units that have already been made by either you or others.

### Creating a new element:

Unit Name	Essential Questions	Content	Skills	Assessments	Lessons	Standards
Core September	How do I use whole numbers?	Schof whole numbers	Add, subtract, multiply and divide	Class participation - 000 8/22-8/22	•	<ul> <li>05.A.4a Demonstrate a kn</li> <li>05.A.4b Design and prese</li> </ul>

• Click on the arrow under the element column you wish to create.

#### A drop down box opens.



#### An Add box will open.



Type or cut and paste your element into the box.

• Use the **Return/Enter** key on your computer or click on the **Save** button to put the element into the unit.

The box empties when the element has been placed into your unit. The box remains open allowing you to continue to add elements.

#### When finished adding elements.

• Close the Create New Element Box by clicking on the small square in the upper right hand corner of the box.



It is critical that all staff have an agreement as to what constitutes Content and Skills in their District/School. Having this discussion prior to mapping will provide a clearer direction for the mapping process.

### **TechPaths Users Manual - version 3.3**

### **Elements:**

Essential Questions, Content, and Skills

#### To copy an element found from a search:

Nelcome: F	ranz Wolff		
Social Studies	s - 5th Grade 🛛 💌	Show Full Te:	xt
Search		X	
Search type:	District		
Search for:			Sept
Year:	2005-2006	~	emb
Core Status:	All O Core O Non-Core		Ĕ
Building:	- All -	~	
Department:	- All -	~	
Grade Range:	Start: Grade K 💌 End: Grade 12 💌		
Teacher:	- All -	~	
Course:	(Grade 5) - Social Studies - 5th Grade	~	
	Searc	ch Content	

The screen will refresh and Search column opens.

Welcome: Franz Wolff		
Social Studies - 5th Grade	Shou Ful	ll Tex
Search	)	κ
Page 1 of 1		^
- NEW S	EARCH	
Administrative Branch		
Demo Elementary	r	
Authors use different language to persuade	b.	
Demo Elementary		1
Balance of Power	F	
Demo Elementary		
Clemente Orozco	Þ	
Demo Elementary		
Corruption	Þ	
Demo Elementary		
Day 1: Discuss conditions in the north and south, election of 1860, secession, C.S.A. and Jefferson Davis.	Þ	

#### To add an individual element:

Click on the blue arrow to the right of the element.

The element will move into your unit.

### To view the unit in which the element resides:

• Click on the **blue globe** to the left of the element.

#### A View Element in Units box opens.





ESSENTIAL QUESTIONS, CONTENT, AND SKILLS REPRESENT YOUR DIS-TRICT'S CURRICULUM. YOU CAN CUSTOMIZE THE LANDSCAPE REPORT SO 11. THAT YOU CAN SHARE THIS REPORT WITH PARENTS AND STUDENTS.

 Click on the arrow in the gray strip under the element you wish to search for. Click on Search.

The Search column opens on the left.

- Use the filters to narrow your search.
- Click on Search ... button.

**Note** Leave everything as is if you simply want to search in the Course you are working in. Just click on the **Search ...** button.

### Elements: Assessments

ou may add assessments either by creating a new one or searching for an existing one. You may also use the Assessment template to align your assessment to other mapping elements and Standards.

#### To create a new assessment:

Unit Name	Essential Questions	Content	Skills	Assessments	Lessons	Standards
Augus	How do I use whole numbers?	Set of whole numbers	Add, subtract, multiply and divide	participation 000 8/22-8/22		05.A.4a Demonstrate a kn

• Click on the arrow in the gray strip under the Assessment column.

### A drop down box will open.



An Add Assessment box will open.

Add I Share	Assessment Save	) Na	Enter the name for this assessment in the text line to the right of ame.
Name: Purpose: Type: Date:	Spell Check Name Accessment of Laming Accessment of Laming Select a Type September w 1 w 2005 2005	•	Choose the <b>Purpose</b> by clicking in the appropriate boxes. Note You may choose Assessment of Learning or Assessment for Learning. You may use Student Self-Assessment with either.
	C Aligument © Detail Fields	► Ty	Choose the <b>Type of Assessment</b> in the drop down box next to pe.
		•	Set Date using the drop down boxes. Click in the Detail Fields radial button.
	Spall Chack Description	► of	Click in the box below the <b>Description</b> tab. Enter your description the assessment either by typing or cutting and pasting.

Click on the next tab.

The tabs turn blue as they become active.

• Continue clicking on tabs and adding information.



### Assessments, con't.

he Links and Media tabs will allow you to activate web pages and upload information from your computer into the application.

### Using the Links tab.

• Clicking on the Links tab opens a box where you can type in a URL.



#### Using the Media tab.

• Click on the Media tab.

Click on Attach a File button.



• Click on the name of the file under File Name.

The file will open as long as your computer has the program that created it, such as Microsoft Word.



- Click on Attach a File if you wish to add more.
- Click on **Delete** to remove file from application.
- Click on Save if you are not going to Align through the Assessment template.



The assessment types list can be modified by the administrator of the application.



Assessments, con't.

ou may use the Assessment template to align your mapping elements and Standards.

Edit Assessment	<ul> <li>Click on the Alignment radial button.</li> </ul>
Name: teacher observations Spell Check Name	The screen refreshes and you see the mapping tabs and the Standards tab.
Purpose:     Assessment of Learning     Student Self-Assessment       Type:     Teacher Observation     M       Start Date:     October     31     2005-2005	<ul> <li>Click in the boxes of those items which align to this assessment.</li> </ul>
	<ul> <li>Work your way through all of the tabs.</li> </ul>
Angment O Detail Fields      Fecandal Ook or Contant Skills Lescone Optional Stantards      How did the Indians live, where on they now?      Who were the Indians?	<ul> <li>Click on Save when finished.</li> <li>The Standards you chose will appear in the Standard's column.</li> </ul>



Performance Pathways Aligning through the Assessment template makes sense only if your Unit is cohesive and if your assessments are directly aligned with the content and skills of the Unit.



### Lessons

ou may add lessons either by creating a new one or searching for an existing one.

#### To create a new lesson:

	chPaths riculum Mapping System								De			
Welcome: Franz W	Volff											Administrator
Social Studies - 5th Gra	ule 💌 🖂	Show Full Tast		Perf	ormance	Tracker   Message	es   R	ollover My Units	Help	Reports		Version 2.30
11		-	August 5sp	cember October Nove	uniour Depend	er January February March	Senil Ista	June July	ni (2016		RE	SET   PRINT
Unit Name	Essential Questions 3	Content	180	Skills	181	Assessments	181	Lessons	8	Optional	381	Standards 🗷
February		5.				-		*				

• Click on the arrow in the gray strip under the Lesson column.



An Add Lessons template box will open.

Add Lesson	<ul> <li>Type the name of the lesson.</li> </ul>
Name:     Spell Check Name       Løvel:     - None -       Time:     All       Date:     September (**)	<ul> <li>Use the pull down menu to choose the Level of lesson you are making.</li> <li>In the drop down menu next to Time choose the length of time way thick the lesson will take.</li> </ul>
Objective Activities Resources and Materials Differentiated Notes Links Media	of time you think the lesson will take.
Content/Skills: C: Household items: blankets, etc.	Set a Date: using the drop down box.





Lessons, con't.

The Objective tab defaults to blue to indicate it is active.

Add Lesson Save	• Click in the <b>Content/Skills</b> pulldown box below the Objective tab.
Name:Spell Check Name	A list of content and skills from your unit will appear.
Level: - None -	• Choose one and click on ADD.
Date: September V 1 V 2005-2006  Objective Activities Resources and Materials Differentiated Notes Links Media Content/Skills:  C: Household items: blankets, etc. C: Household items: blankets, etc.	It will appear in the Objective area with an added stem. Added content will have the stem, <b>"Students will know"</b> , while added skills will have the stem, <b>"Students will be able to"</b>
C: How the Indians lived, dwellings, what they ate, and what C: Pictographs S: Describe the ways in which institutions meet the needs of S: Developing factual knowledge S: Developing good work habits S: identification	Mapping tip Content and skills need to be part of the Objectives for your Lessons. You may also add content and skills that will scaffold on the content and skills of this Unit.
Done 🔶	

> You may also type or cut-and-paste additional objectives.

• Continue clicking on tabs - Activities, Resources and Materials, etc. - and adding information by either typing or cutand-pasting.

Click Add to Unit

The Lesson template will remain open. You may continue adding Lessons.

• Close the template when finished.

**Note** The process for adding Links and Media is the same as it was in the Assessment template (see page 13).



USING THE LINKS AND MEDIA TABS IN THE CLASSROOM CAN MAKE THE LESSON TEMPLATE A TOOL FOR TEACHING. WHEN PRINTED THEY MAY BE SENT TO SUBSTITUTES.



Lessons, con't.

### To search for a lesson:

• Click on the arrow in the gray strip under Lessons.

	chPaths riculum Mapping System							DE		3) E	
Welcome: Franz V	Volff										Administrator
Social Studies - 5th Gre	ade 💌 🛛	Show Full Tast	Per	formance	Tracker   Message	SIR	ollover My Units	s  Help	Reports		Version 2.30
1 (d)		August	September Detober Nov	smiser Depend	our January February March	Spril Ma	y June July	50. 1000			ESET   PRINT
Unit Name	Essential Questions <sup>381</sup>	Content	<sup>81</sup> Skills	081	Assessments	281	Lessons	8	Optional	361	Standards 📧
February					-						

### A drop down box opens.



The Search Bank of Elements window opens.

Velcome: H Social Studies	s - 5th Grade	Show Full Te	► Use filters to define your search.
Search		x	Click on Search Lessons.
Search type:	District		
Search for:			
Year:	2005-2006	~	
Core Status:	⊙ All O Core O Non-Core		A Search Bank of Elements box opens with lessons listed.
Building:	- All -	~	
Department:	- All -	~	To add an individual element:
Grade Range:	Start: Gräde K 💌 End: Gräde 12 💌		Click on the blue     Social Studies - 5th Grade     Show Full
Teacher:	- All -	~	arrow to the right of the Search x
Course;	(Grade 5) - Social Studies - 5th Grade	~	Page 1 of 1
	Searce	h Lessons	The element will move
w the un	it in which the element re	esides:	into your unit.

### \_\_\_\_\_

• Click on the blue globe to the left of the element.

### To copy the Unit:

• Complete the prompts at the bottom of the unit and click **Copy**.

The Unit will move into your map.

Social Studies - 5th Grade 📉	Show Full Te:
Search	X
Page 1 of 1	^
🛱 ( NEV	VSEARCH
Federal Branches of Government/Balance of Powers	er -
	►
Demo Elementary	
Indian Artifact Study - 000	
Demo Elementary	
🎱 Landbridge - 000	
Demo Elementary	•
lecture, assigned debates, group work dynamics,	
graded writing assignments, reading 000	► <sup>≡</sup>
Demo Elementary	



ESSENTIAL QUESTIONS CAN HELP TO KEEP YOUR LESSONS ON TRACK. THEY ACT AS A GUIDE FOR PLANNING YOUR LESSON.



### Editing

diting any item or element is a simple process of opening it by clicking on it and making changes.
 Spell check is available through-out the application.



Move your curser over the element you wish to edit.

Edit Skill

Click on it once it is underlined. (Click on once)

An edit box will open. The http://tpdemo.usa.techpaths.com - Skill - Mozi...

### To edit the element:

- Make changes you wish to make and click on Save.
- Click on Spell Check if you wish to check spelling. After Spell Check is completed, click on Save.
- Click on Remove if you want to remove the item from the current Unit.

You will be able to retrieve it by doing an element search.

• Click on Delete to permanently Delete the item from the application.

The item will be deleted unless it is in other Units, in which case you will get the following warning:





The difference between Remove and Delete is important. When you remove an element it is always available by searching. However, if you Delete an element it is gone from the application.





### Editing. con't.

diting a Unit will allow you to move it from one month to another. Searching will allow you to have the same Unit in multiply months.

• Click on the name of the Unit you wish to edit.

The Edit Unit box will open.

Edit Unit	
Year:	2005-2006
Month:	September 💌 🔫
Course/Section:	Social Studies - 5th Grade/ Dem
Unit Description:	Exploration Spell Check Description
Notes:	This is a semester course.
	Spell Check Notes Save Delete

• Click on the pulldown for **Month** and choose the month you wish to move the Unit to.

• Click on **Save** and the Unit will move to the month you chose.

If you want the Unit to be in more than one month.

▶ Do a **Unit** search and **Copy** the Unit into the months you want it in.





Use editing to move a unit from one month to another. Click on the Unit name to open the Edit box and choose another Month.



### Search - Unit

Searching allows you and your colleagues to view work in a number of locations. The results of a search will appear in a search column that opens on the left of your screen. Once you have completed a search, you may copy both individual elements and entire units into your map.

		hPaths							
Wel	come: Franz Wol	n.							Administrator
Bac	ini Studies - 5th Grade	×	Show Full Tast	Per	formance Tracker   Message	es   Ro	ollover My Units   Help	Reports	Version 2.20
2.2 (A			2	August September October No.	sember Depender January February March	Renil Mary	June July		RESET   PRINT
	Unit Name	Essential Questions 🕷	Content	<sup>IXI</sup> Skilis	📧 Assessments	181	Lessons 🔳	Optional	38 Standards
	Unit Name			-	-			-	
February	Search Colas.								

#### A Unit Search

• Click on Search in Unit column.

Social Studies	s-5th Grade	Show Full Te	et
Search Unit	s	x	
Search type: Search for:	(District ]♥ District World Wide		Febru
Year:	2005-2006	¥	J.
Month:	- All -	V	
Core Status:	⊕ Al O Core O Non-Core		
Building:	- All -	*	
Department:	- All -	¥	
Grade Range:	Rade K 💌 Evel: Grade 12 💌		
Standards	Select standards in which to view alignments:		
Addressed:	Late Elementary - Mathematics	~	
Teacher:	- All -	~	
Course:	(Grade 5) - Social Studies - 5th Grade	~	
		Search Uni	
	l.		

Use the filters to narrow your search.

Click on Search Unit button.

-		
earch u	nits	
Page 1 of 1		New Search
Native Ar	nericans	
Months	Avgust	
Teacher:	Franz Wolff	-
Course:	Social Studies - 5th Orade	
Native Ar	nericans	
Months	Avgust	
Teacher:	Franz Wolt	
Course:	Social Studies - 5th Orade	
Personal	and Civil Rights (13 days)	
Months	Avgust	
Teacher:	Franz Wolff	
Course:	Social Studies - 5th Grade	
Political	Parties	
Month:	August	
Teacher:	Franz Wolff	
Course	Social Studies - 5th Grade	

The search results will open on the left side of the screen in a column.

 Click on the name of the Unit you would like o see.

### The Unit will open.

Init(s):	August   Exploratio	in				
Explor	ation					
This is a p	mester cours.					
Why were exploring What we explore the apploration of the apploration	e some contries (7) re the effects of on on the s?	English - Colonization French - Fur Trade	Skills Creation and use of a chart Outine notes - focus on	Exploration Charl - 000 Exploration Notes - 000	Study of Different Levels of Governments - 001	Ste fairt fait.
To Copy Month Section:	August Social Studies -	ur Map ple Sth Grade/De	ase select:			
	Exploration					

• Click on the printer icon and the report This Unit Detailed will open.

### If you wish to copy the Unit into your account.

• Complete bottom half of form and click **Copy**.

The Unit will go into your account.

Be sure to select the Month you wish to have the Unit in your map. If the name is the same as one of your other Units, you be prompted to rename it.



TO MAKE A SEARCH MORE PRODUCTIVE TYPE IN THE ROOT OF THE WORD, FOR EXAMPLE, FOR <u>observation</u> TYPE IN <u>observe</u>. Then you WILL PULL A GREATER NUMBER OF POSSIBILITIES.

### Search - Element



An Element search can be done in any of the mapping element columns.

• Choose the column you want to search and Click on Search.



The search results will open on the left side of the screen in a column.

Social Studies - 5th Grade 💌	Show Full	Tex
Search	x	
á Inex	SEARCH	1
Administrative Branch	•	1
Authors use different language to persuade	- F	
Demo Elementary		
Balance of Power	- F	
Demo Elementary		
Clemente Orazco		
Demo Elementary		
Corruption		
Demo Elementary	P	
Day 1: Discuss conditions in the north and south election of 1860, secession, C.S.A. and Jefferson Date	ivis. 🕨	

Click on the blue arrow is to move the element into your unit,

Click on the globe to view the Unit in which the element is located.

ou may choose to copy the entire Unit.

An element search can save you time. For example, if you have a\_Spelling lesson in every Unit. Do a lesson search and use the blue arrow to move the Spelling lesson into each unit. You can modify the lesson as needed for the individual units.



**E**LEMENT SEARCHES ARE A QUICK WAY TO CREATE **U**NITS THAT HAVE CONTINUED SKILL DEVELOPMENT. **C**OPY INTO UNIT AND MODIFY SO THAT THE SKILL SHOWS INCREASED COMPLEXITY.

### **Standards and Alignment**

Standards get into your maps by alignment. Alignment can occur through any mapping element column. If you choose to align through Assessments, the alignment can take place as you are entering your assessments.

It is important that you decide how you are going to align and then inform our Customer Service department so that they disable alignment in other columns.

### Aligning from Essential Questions, Content, Skill, or Lessons:



#### • Move curser over **Align** and click.

#### An Align Skills box will open.

Align Skill Alignments for: Cr ation an use f a chert Essenti d Questions Con ent Assessments Less nsĭ 0ml al Standards 4 Was exploration a good or bad time in history? What were the effects of exploration on the Americas? V v Who were the explorers and why did they do it? Ý Why were some contries exploring?

Elements that align should be checked by putting your curser in the small box to the right of the element and clicking.

• Continue through all of the tabs.

not in other Units.

- The last tab is Standards.
- Click on the Standards tab.

A list of all of the Standards that have been assigned to your course will appear.



Perform

An Integrated Data Solution for Student Achieven

• Click in the box on those that apply to the element you are aligning.

• Click on Save when finished.

The box will close and the Standards you chose will appear in the Standards column.

If they do not appear in the Standards column you may have failed to click on the <u>Save</u> button.

USE STANDARDS AS A BASIS FOR DEVELOPING SKILLS IN UNITS.

## Standards and Alignment, con't. Aligning through the Assessment template.

hen you create a new or edit an Assessment you have the option to align from the assessment template.

### There are two radial buttons

Edit Assessment Shared Save Print Remove from Unit Delete Name: teacher observations	<ul> <li>Click on the radial button Alignment when you want to align the assessment to the other mapping elements and the Standards.</li> </ul>
Purpose: Assessment of Leaning Student Self-Assessment Assessment for Leaning Student Self-Assessment Type: Teacher Observation Start Date: October II 31 II 2005-2006	<ul> <li>Elements that align should be checked by putting your curser in the small box to the right of the element and clicking.</li> <li>Continue through all of the tabs.</li> </ul>
Algrment O Detail Fields      Seenlift Questions Content Skills Lessons Optional Standards  How elother indicate complementer	<ul> <li>The last tab is Standards.</li> <li>Click on Save after you have aligned all the tabs</li> </ul>
How did the Indials Sity, where are they now     E       Who were the Indians?     E	The Standards you chose will appear in the Standards column.





### Reports

TechPaths: A Curriculum Mapping System® provides a variety of reports designed to help make decisions about curriculum revision. The reports provide a basis for dialogue and conversations regarding the curriculum as it relates to assessments, lessons, and standards.

#### To view reports:

• Click on **Reports** or the icon is on the right side of the screen, above the workspace.

A list of reports appears on the left side of the screen.



### A Summary of Reports follows:

### Monthly Map Information

**CONSOLIDATED MAP BY MONTH**This shows all the mapping elements used by the teacher for a given month. Again, useful for conversations about what is taught in a given month. The Assessments and Lessons can be opened and printed and copied into other Units.

THIS UNIT DETAILED This report provides a complete picture, in an ordered form, of the plan for the unit. This is a report that teachers often will print and/or make available to their administrator. It is inclusive, in detail, of all elements in the unit with complete information from assessment and lesson template.

<u>THREE MONTH MAP</u>This report is a way to chunk out three months at a time. It can be useful to see this report from the perspective of a quarter or a semester.



REPORTS ARE THE BASIS FOR DIALOGUE AND DISCUSSION ABOUT YOUR CURRICULUM AND PRACTICE. THEY REPRESENT DATA ORGANIZED IN FORMATS THAT SHOULD THE BASIS OF GUIDING YOUR DIALOGUE/DISCUSSIONS.



### Reports

### Yearly Map Information

Assessment Purposes This report provides an analysis of the purposes for assessment according to: assessing for learning (a formative assessment), assessment of learning (a summative assessment) and student self-assessment. This report will be useful for staff development planning. Purposes adapted from the work of Rick Stiggins, *Classroom Assessment for Student Learning*, Assessment Training Institute.

**CURRICULUM ANALYZER** This is an advanced search feature. In this search, you can identify content or skills that were tested either in state or standardized tests. Use this search to track where (which teachers, which courses, which buildings) and when (which month or months) the content or skill was addressed. Tracking these elements will provide a richer picture of the frequency of when the elements appeared in maps as well as the specific months they were addressed in classrooms. Clicking on numbers that are underlined will open the unit in which the word occurred. In addition to being able to click each month column header to the see a graphic report for that month, you can now click the "total" column and see a graphic report for the whole year.

**LANDSCAPE MAP** The Landscape Map provides an overview of a year's curriculum. You can access this report in the report list as well as the upper right hand corner of your workspace. This report can be modified and customized and printed in Microsoft Word or Microsoft Excel. This report is used when having a conversation with colleagues about the sequence of a year's curriculum. It is a valuable resource when teachers or administrators want to prepare custom reports. It represents what many consider to be their curriculum map.

**LESSON LEVELS**This report is designed to provide an analysis of lessons according to the level: introducing, developing, reinforcing, challenging as well as according to the degree of differentiation within each lesson. It allows you to zero in on specific lessons and view them in detail as well as copy them into your own units.

LESSON PLANS This is a way for a teacher to access groups of lessons clustered by dates. This report allows teachers to view lessons without having to open units.

<u>My Consolidated Map by Year</u> This is a consolidated report for the individual teacher. It gives a consolidated view of what the scope of the curriculum has been. This report might be useful when the teacher enters into a conversation about what the scope of curriculum should be as colleagues build core maps. Assessments and Lessons can be clicked opened by clicking on them. Once open they can be printed or copied into other Units.

YEARLY ASSESSMENT TYPES FOR THIS COURSE This is a report that shows the assessment types that have been used by an individual teacher. The distribution of these types is significant. The assumption is that teachers should be providing a variety of assessments for students. In addition, performance assessments serve as an indicator that the assessment is asking for a higher level of application of knowledge from students. The types should also, at some point, show the distinction between formative and summative assessments. Clicking on the name of the Assessment Type allows you to view the unit in which the assessment occurs. Once the Unit is open, clicking on the name of the Assessment will allow you to view the Assessment.



VIEW REPORTS ON THE COMPUTER FOR READ-THROUGHS. YOU DON'T HAVE TO PRINT THE REPORTS TO TALK ABOUT THEM. DEVELOP SHEETS TO KEEP NOTES ON REGARDING OBSERVATIONS ABOUT THE REPORTS. 25.



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### YEARLY CONSOLIDATED REPORT FOR COURSE

### Reports con't.

YEARLY CONSOLIDATED MAP FOR YEAR This is a very useful report for a conversation with colleagues. It is an easier way to see what the scope of curriculum is for all of the teachers. This is a better report for curriculum analysis than is the landscape map if you are trying to understand scope and not sequence. The report includes a frequency count for each element. This report helps to build a consensus as well as a common language for content and skills. Use as a resource to find key words to use in Curriculum Analyzer Report

### Information About Standards

STANDARDS ADDRESSED IN MAPS WITH FREQUENCY This report provides a way for teachers to analyze standards that were addressed. In addition, there is a frequency count here, so that the frequency that a standard has been addressed can be noted. Those Standards that have been addressed can be clicked on and a list of the Units where the Standard was addressed will appear. This makes it possible to drill into specific Units to see how the Standards are being addressed. The assumption is that increased frequency is required in order for skills to build. Therefore, higher frequency should account for better student performance on standards based tests.

STANDARDS ALIGNED IN MAP FOR COURSE This report allows teachers to see their standards aligned to content and skills. The teacher can look to see the complete standard laid out and then see whether the content and skills make a clear match to the standard. This is a way to check the alignments that have been made for quality. The only way to get this report is to align through either content or skills.

Standards are being incorporated into the curriculum.

STANDARDS TO BE ADDRESSED IN COURSE This report provides an overview of the standards to be addressed in the course. It is used for planning purposes. Courses may be assigned multiple areas of Standards. Teachers can open this report and use it as a source for content and skills for their Units.

### Information About Alignment

MY MAP ALIGNMENT FOR COURSE The map alignment report shows more of the alignments that you have made in a given unit. The expanded view of alignment can be seen in the Alignment Level
 When you select the My Map Alignment for Course report, you will still see the familiar filter screen which allows you to choose a month and/or a unit, and to choose which type of element you want to see alignments for. Additionally, you will find a drop down box which you can use to view level 1 or level 2 alignments. It will default to show level 1 alignment", which will show all elements that are aligned to elements of that type, in that month/unit. You can now also select show level 2 alignments which will not only show you all elements that are aligned to elements.



MANY SCHOOL ADMINISTRATORS ARE USING THIS UNIT DETAILED... INSTEAD OF LESSON PLANS. IT IS FAR MORE COMPREHENSIVE AND CAN BE VIEWED WITHOUT HAVING TO BE PRINTED. 26.



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Notes

