

Adding or Editing a Program Curriculum Map

If you have a curriculum map that already exists as a file, you can upload that in the **Docs & Reports** section of your Program Information. However, this system does provide a user-friendly tool for creating curriculum maps that align courses with measures. Based on accreditation guidance, YSU asks that every program has an updated curriculum map either created in Watermark or uploaded as a file in Docs & Reports that includes all required courses and program learning outcomes. We encourage you to check out the curriculum map feature.

On the Curriculum screen, you will see a list of courses that are associated with your program. This list is based on information available via the YSU Course Catalog. If you are missing courses, please email ysuitl@ysu.edu to request courses be added to your program workspace.

Be sure your program learning outcomes are entered before you build your Curriculum Map! Click **Curriculum** along the left side toolbar, and then click **CREATE NEW MAP**.

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Planning & Self-Study

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Institute for Teaching & Learning
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Curriculum

Access and edit the curriculum map and all courses affiliated with this organization. You can mark courses as required, view course sections, and assign leads.

Statistics

4	0	0	0
Courses	Sections	Instructors	Students enrolled

Curriculum Map

[CREATE NEW MAP](#)

No curriculum map created yet.

Course List [DOWNLOAD CSV](#)

COURSE	REQUIRED	COURSE SECTIONS	ASSESSMENT LEAD
ITL 101 Teaching & Learning 101	YES	0 Course Sections	Assign Lead
ITL 201 Teaching & Learning 201	YES	0 Course Sections	Assign Lead
ITL 301 Teaching & Learning 301	YES	0 Course Sections	Assign Lead
ITL 401 Teaching & Learning 401	YES	0 Course Sections	Assign Lead

Figure 1

A pop-up window will appear which allows you to build your program Curriculum Map. Along the left side of the screen, you will see the program learning outcomes you entered. Along the top of the screen, you will see a list of courses associated with your program curriculum. If there are courses that are not required and/or a part of your program, click the pencil icon next to courses to delete courses from the map.

Along the bottom of the screen, you will see the Curriculum Map key – you can indicate learning at a Level 1 (Introduce or Know), Level 2 (Reinforce or Apply), or Level 3 (Master or Evaluate). You also have the option to simply use a check mark to indicate alignment without a learning level. You will also see an A icon that indicates an Assessment Activity. In the future, when you enter measures for your learning outcomes, you can link a measure to a specific course. If you make this course link, the A icon will automatically show up on your Curriculum Map.

CREATE CURRICULUM MAP
Institute for Teaching & Learning

Outcomes **Courses**

Institute for Teaching & Learning Learning Outcomes

	ITL 101	ITL 201	ITL 301	ITL 401
Enter Mission Statement Assessment coordinators will be able to enter a program mission statement.	+	+	+	+
Enter Outcomes Assessment coordinators will be able to enter, edit, archive, and delete their program learning outcomes.	+	+	+	+
Enter Outcome Measures Assessment coordinators will be able to create measures associated with each outcome.	+	+	+	+

Key: ✓ Aligned 1 Introduce or Know 2 Reinforce or Apply 3 Master or Evaluate A Assessment Activity

Figure 2

If you click the + (plus sign) in any of the boxes on the map, you can create an alignment between a program outcome and a course. In this example, you are going to click the + (plus sign) aligning the first program outcome with the ITL 101 course. After clicking the + (plus sign), a pop-up appears on the right side of the screen that lists your outcome, the selected course, and then the option to align. Toggle the Alignment button to **YES** and then select the appropriate level of learning by checking the box. You may choose multiple boxes. The level(s) will automatically appear on the map. If you only toggle alignment to **YES**, and do not check a level, then the checkmark will appear on the map.

Just a note, you see the option to ADD MEASURE on this pop-up screen. While you can add measures here, it is easier to add measures from the Manage Outcomes screen, so we recommend adding measures after you build your curriculum map. However, wherever you choose to add your course-based measures, they will appear across the entire system.

CREATE CURRICULUM MAP
Institute for Teaching & Learning

Outcomes **Courses**

Institute for Teaching & Learning Learning Outcomes

	ITL 101	ITL 201	ITL 301	ITL 401
Enter Mission Statement Assessment coordinators will be able to enter a program mission statement.	1	+	+	+
Enter Outcomes Assessment coordinators will be able to enter, edit, archive, and delete their program learning outcomes.	+	+	+	+
Enter Outcome Measures Assessment coordinators will be able to create measures associated with each outcome.	+	+	+	+

OUTCOME:
Enter Mission Statement
Assessment coordinators will be able to enter a program mission statement.

MAP TO:
ITL 101

Alignment

☒ Introduce or Know
☐ Reinforce or Apply
☐ Master or Evaluate

Measures
Add measures to demonstrate assessment activities in a course.

ADD MEASURE

TITLE	METHOD	REFERENCE
No measures added.		

Figure 3

You can continue aligning outcomes with courses by clicking on the respective + (plus signs) and following the same process. When you are finished, click **CREATE**. This will bring you back to the

Curriculum screen. At any point, you can re-enter your Curriculum Map to make updates. Also note, as you add any course-based measures, the “Assessment Activity” symbol will appear on your map.

CREATE CURRICULUM MAP Institute for Teaching & Learning																	CREATE
Outcomes	Courses																↩ →
Institute for Teaching & Learning Learning Outcomes	ITL 101	ITL 201	ITL 301	ITL 401													
Enter Mission Statement Assessment coordinators will be able to enter a program mission statement.	1	+	+	+													
Enter Outcomes Assessment coordinators will be able to enter, edit, archive, and delete their program learning outcomes.	3	+	2	+													
Enter Outcome Measures Assessment coordinators will be able to create measures associated with each outcome.	✓	1	+	1													

Figure 4