To access the Curriculum Mapping Tool, hover over “More” and click on “Curriculum Mapping Tool”

Here, you can create new Individual Curriculum Maps as well as Group Maps.

You can edit, manage, duplicate, share, and delete previously made maps.
Click on the “Create a New Individual Curriculum Map” button on the CMT home page.

You will be prompted to select a state, subject, and standards set.

Please note that the standards set that you select will be the default for the map, but you will still be able to select standards from different sets.

Give your map a name and click on “Create Map.”
Once you have created your individual map, you will be taken to a calendar page where you can add topics, standards, performance measures, and notes.

You can add a topic by clicking on the start date and dragging your cursor to the end date. This will create a new topic for that range.

Alternatively, you can click on the “Add Topic” button or double click a specific date.
Adding a topic pops up the Topic window. You can also reach this window by clicking an existing topic.

The “Topic Information” panel allows you to change the topic name and start and end date.

Click on the appropriate tab to add Standards or Performances, Assets, and Notes.
Click the “Add Standard” button to open the add standards overlay.

From here, you can select a standard category to populate the list of available standards.

You may click to select more than one standard in the list to add multiple standards at once to a particular topic.

You can filter standards based on content and standard number by entering text in the “Filter List” box.

You can click the star next to a standard to add it to your list of favorites. Unclick a star to remove a favorite.

You can use the tabs at the top to add a custom standard or access your favorite standards.

All custom standards that you create will be saved for future use.
Back on the Topics overlay, click on the “Assets” tab to add assets to your topic.

Click on “Attach Assets” to upload assets to the topic.

After you attach the asset, you can assign the asset type to a handout, media resource, lesson plan, or rubric.

These assets will automatically imported into projects created using your curriculum map.
After you add topics, icons will appear to indicate topics with associated standards, performance measures, notes, and assets.

To get a linear view of your topics, click on the “Timeline” tab.

In either view, you can click and drag topics to rearrange dates.

Click on the “Excel View” button to view all topics and associated standards, performance measures notes, and assets.
You may use the orange buttons to show and hide each of the items displayed on the table.

You may use the “Rotate Vertical” button to arrange topics vertically.

Once you are satisfied with your table, you may use the “Microsoft Excel Export” button to download your map as an excel file.
After you complete your individual curriculum map, you will have the opportunity to create a group performance map.

Click the “Create New Group Map” button from the CMT home page.

Enter your group map name and select the individual maps you would like to include in your group map.

Use the filter bar to find maps based on school, map name, or teacher.
Group maps allow you to get a broad overview of the different topics that the members of your group map are teaching.

You may click on the pencil icon next to your individual map name to rearrange topics. Any changes you make to your individual map will be automatically updated in all group maps that use the individual map.
To view the standards, notes, performance measures, and notes that are associated with a topic, click on the topic name in the schedule.

A box will show up in the Topic Detail Area with the information for that topic.

If you would like to create a new project with the topics selected, click the “Create Project with Selected Topics” button.

Please note that only one project can be created from a Group Map. To create multiple projects, you will need to duplicate your group map.
Alternatively, you can click on the “Excel View” button on the Group Map page to see a listing of all the topics, notes, assets, standards and performance of the individual maps involved in your group map.

You may export your group map as an Excel file using the “Microsoft Excel Export” Button.

If you would like to create a project using topics from this group map, the checkboxes to select the topics you would like to use as the foundation of a project. Click the “Create Project with Selected Topics” button at the top.

All of the associated standards performance measures, and assets will carry over to the new project.