

Curriculum Mapping Quick Guide



Get Started

Prior to creating your curriculum map, upload course data from your SIS system and create goals/outcomes in the **Planning** tab. Additionally, any customized settings should be set up under Unit Setup > Nomenclature > Curriculum Mapping under the **Planning** tab.

1. Go to the **Planning** tab and click on **Curriculum Maps** located in the side menu. Click on **Edit/Create Maps**.
2. Under the heading Curriculum Maps, click on **add new**. This will bring you to a three-step wizard.

Step 1: Enter Basic Information

1. Curriculum Map Details:
 - Enter a title and description for your curriculum map.
 - For the question, **Is this map active?** Select **yes**.
Select **no** if you plan to continue working on the map and wish to keep it inactive. You may change the status to active any time after saving your curriculum map.
2. Select Courses:
 - Select the term for which you would like to search for courses.
 - Specify courses using prefixes separated by commas, and click **Display Courses**.
 - Select the courses for your curriculum map by checking the boxes next to the courses and click on **Next**.

Step 2: Select Outcomes

1. Select the organization for which the associated outcomes should be included in the curriculum map from the dropdown menu.
2. Select the type (outcome/goal/objective/standard) you wish to include in the curriculum map. Optionally, enter any text in order to search goals/outcomes by keyword.
3. Click on the **Search** button. This will show all of the goals/outcomes from the desired organization.
4. Choose all goals/outcomes you wish to include by marking the checkbox beside each.

Additional Information:

Indicate whether or not you will collect feedback on the goals/outcomes from faculty associated with the selected courses. If **yes**, the instructors of the courses selected will have the ability to enter information related to the outcomes associated with their courses through their Courses tab in Tk20

Select Outcomes

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

Type
Outcome

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.

Goal/Outcome/Objective/Competency	Type	Category	Organization/Program
<input type="checkbox"/> 1.1 Demonstrate knowledge of current technologies	Outcome		General Education
<input type="checkbox"/> 2.1 The university graduate will be able to write clearly and persuasively.	Outcome		General Education

5. Click on

Next

Step 3: Map Courses to Outcomes

- For each course indicate the Level (Not Applicable, Introduce, Reinforce), the Emphasis (Not Applicable, Low, Medium, High). Optionally, enter the measure being used as evidence to evaluate the extent to which the outcome/goal is being met at the course level.

Note: Level, Emphasis, and the related choices may be edited in **Unit Setup > Nomenclature > Curriculum Mapping**.

2. Click on **Save**.

Help Resources

Online Tutorials

Tk20 has step-by-step tutorials located on your log-in page. On the right side of the screen, click the Tutorials sub-tab to see a listing of all tutorials available. Click on the link you wish to view.

Tk20 Unit Administrator

Contact information can be found on the right side of your institution's Tk20 login page.

Curriculum Map

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.

[print](#)
[remove](#)
[Add more courses](#)
[Add more outcomes](#)

Outcomes:

☐ 1.1 Demonstrate knowledge of current technologies
 ☐ 2.1 The university graduate will be able to write ...
 ☐ 2.2 The university graduate will be able to orally...
 ☐ 3.1 The graduate will be able to demonstrate the k...

Courses:

<input type="checkbox"/> EDM 104	<div>Level: Introduce</div> <div>Emphasis: Not Applicable</div> <div>Measure: <input type="text"/></div>	<div>Level: Introduce</div> <div>Emphasis: Not Applicable</div> <div>Measure: <input type="text"/></div>	<div>Level: Introduce</div> <div>Emphasis: Not Applicable</div> <div>Measure: <input type="text"/></div>	<div>Level: Introduce</div> <div>Emphasis: Not Applicable</div> <div>Measure: <input type="text"/></div>
<input type="checkbox"/> EDM 204	<div>Level: Introduce</div> <div>Emphasis: Not Applicable</div> <div>Measure: <input type="text"/></div>	<div>Level: Introduce</div> <div>Emphasis: Not Applicable</div> <div>Measure: <input type="text"/></div>	<div>Level: Introduce</div> <div>Emphasis: Not Applicable</div> <div>Measure: <input type="text"/></div>	<div>Level: Introduce</div> <div>Emphasis: Not Applicable</div> <div>Measure: <input type="text"/></div>
<input type="checkbox"/> ENG 103	<div>Level: Introduce</div> <div>Emphasis: Not Applicable</div> <div>Measure: <input type="text"/></div>	<div>Level: Introduce</div> <div>Emphasis: Not Applicable</div> <div>Measure: <input type="text"/></div>	<div>Level: Introduce</div> <div>Emphasis: Not Applicable</div> <div>Measure: <input type="text"/></div>	<div>Level: Introduce</div> <div>Emphasis: Not Applicable</div> <div>Measure: <input type="text"/></div>