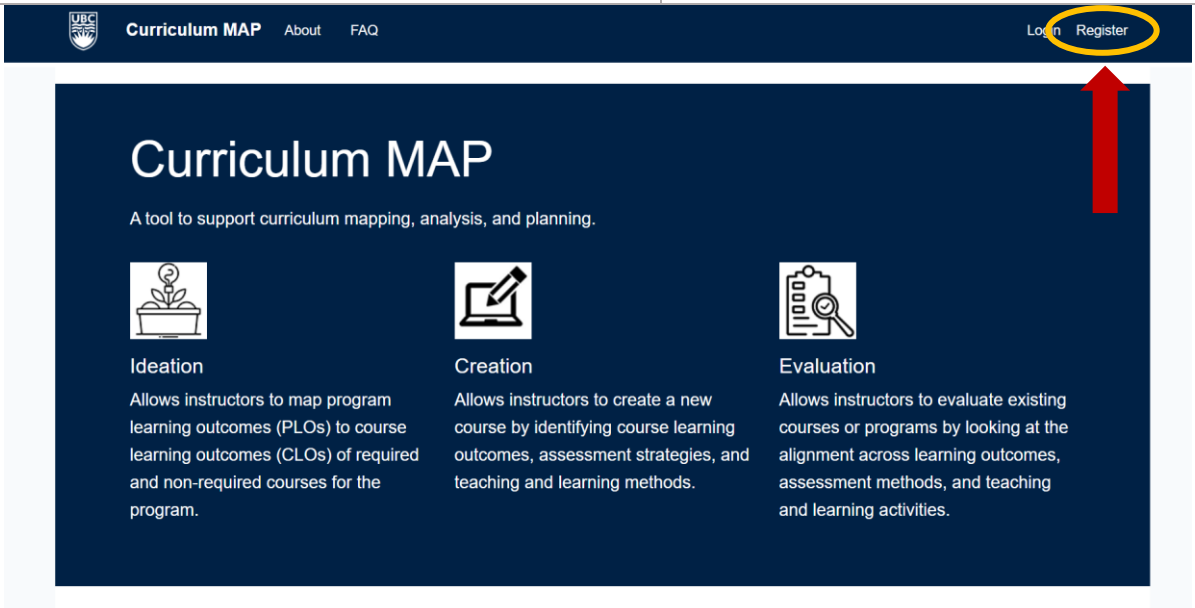
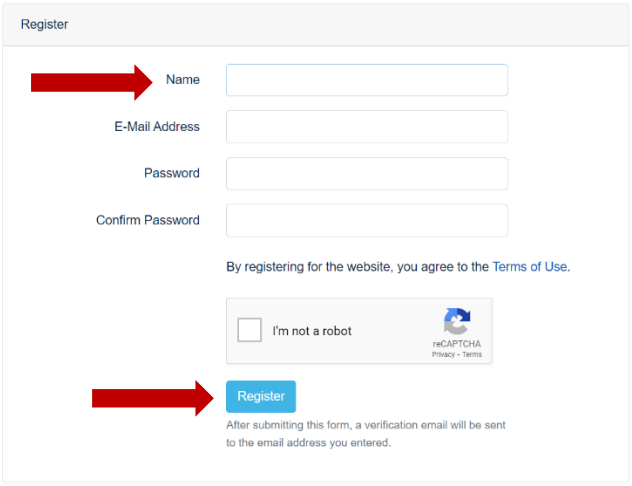
Instructions for Using UBC Curriculum MAP for NIC Programs & Courses

STEP 1: Create an Account

1. Navigate to the UBC Curriculum MAP website: https://curriculum.ok.ubc.ca/
2. Click “Register” in the upper right corner



3. Enter the email and password you would like to use for this program. Once you press register an email will be sent to you that requires verification.



4. Go to your inbox, open the email from UBC Curriculum MAP and press the “verify email” button.

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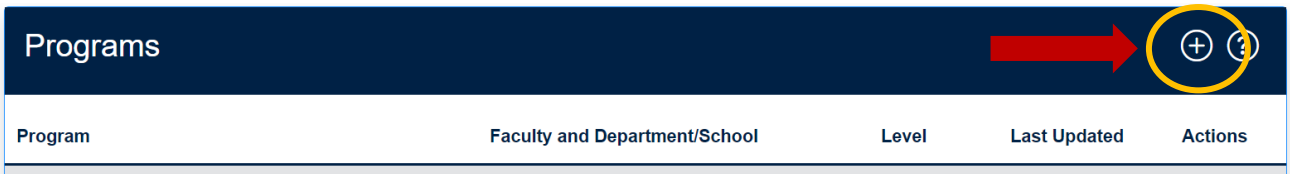
STEP 2: Add Program Details

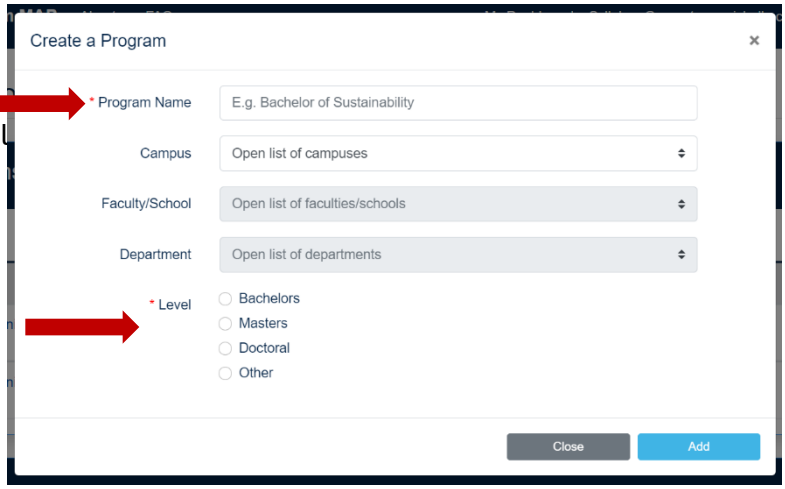
1. Navigate to “My Dashboard” in the top menu

2. Under “Programs” click the + button in the top right corner

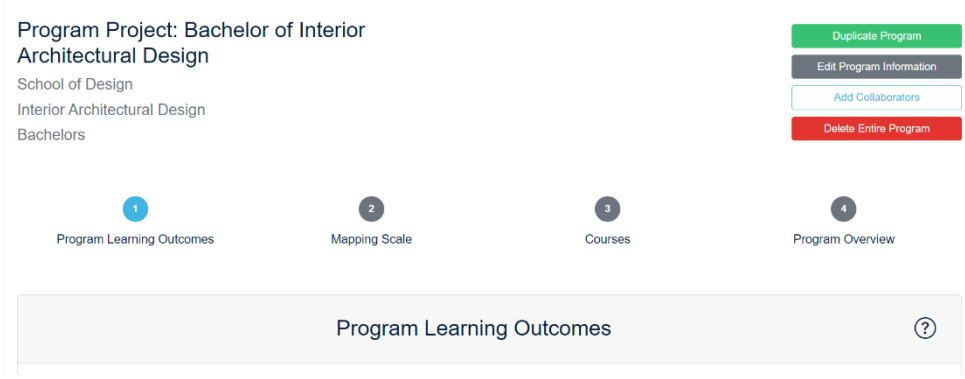


3. Enter Program Details:

   - Program name (required)
   - Campus – Choose Other (optional)
   - Faculty /School (optional)
   - Department (optional)
   - Level – Choose Other (required)

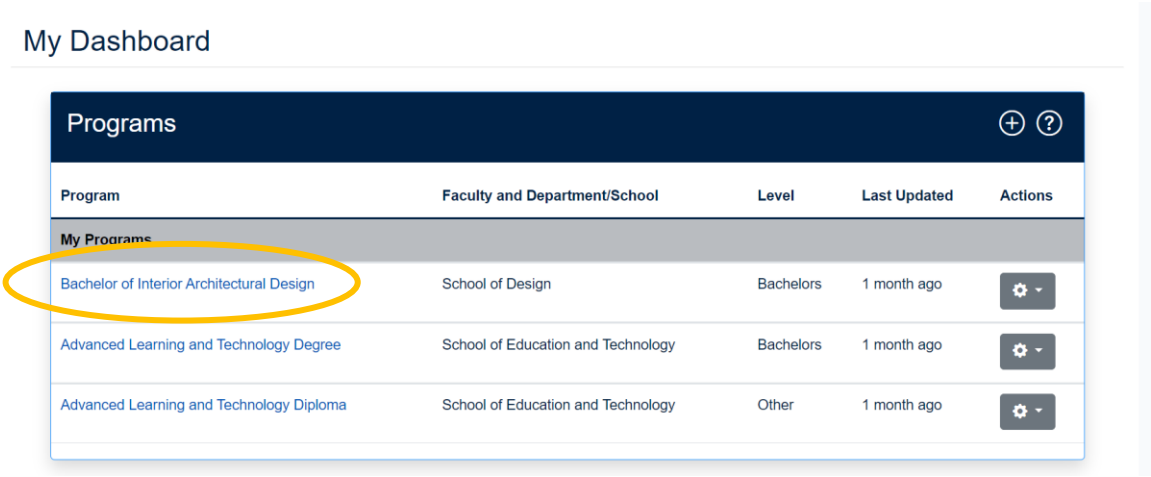


4. Your program will now be added and visible on your Dashboard. The software will take you to the Program Learning Outcomes section to complete.



STEP 3: Add Program Learning Outcomes

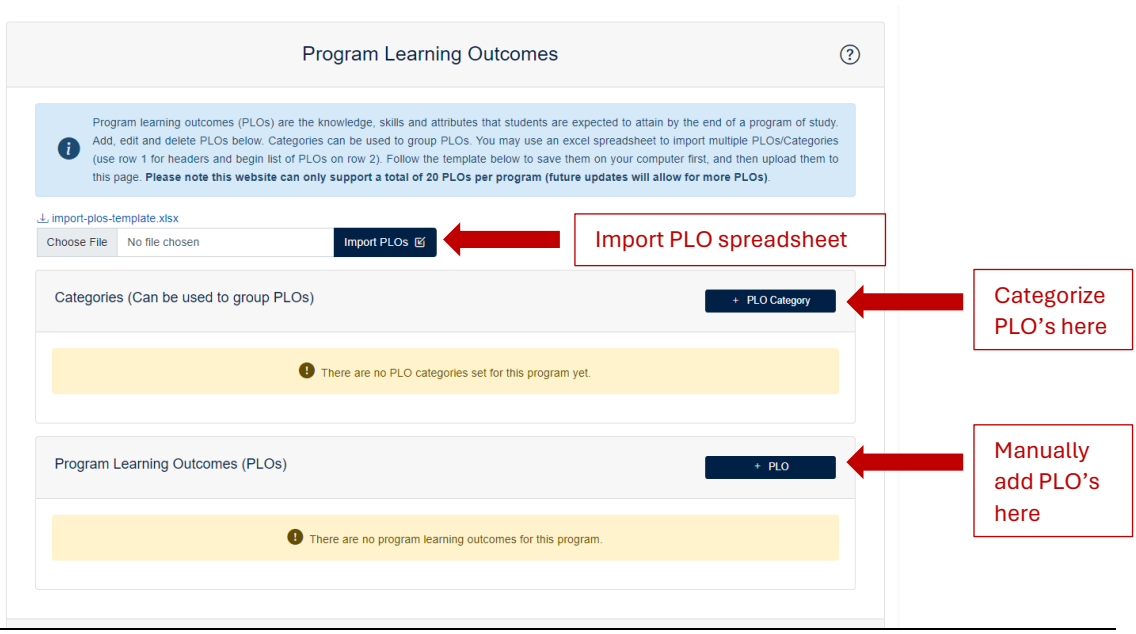
1. Navigate to the Program you would like to add PLO's to by clicking on it in the main dashboard



2. Once on the Program page, note that there are two ways to ADD PLO's:

- Import all PLO's for your program at once via an xlsx spreadsheet **OR**
- Manually add the PLO's one at a time (this option can also be used if you have more PLO's to add after uploading your spreadsheet)

You can also organize your PLO's by adding PLO categories, this step is not mandatory but useful if you have a large amount of PLO's.



3. **Importing a PLO Spreadsheet:** Complete the provided PLO spreadsheet

- Add each PLO into it's own row in **Column A**
- You have the option of adding a short phrase for quick reference for each PLO in **Column B**, this step is not required but is recommended.
- Save the spreadsheet

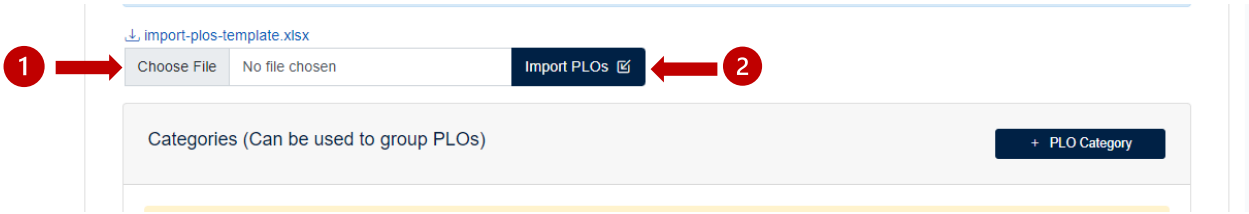
Enter individual PLO's in column A

Create short phrases for quick reference

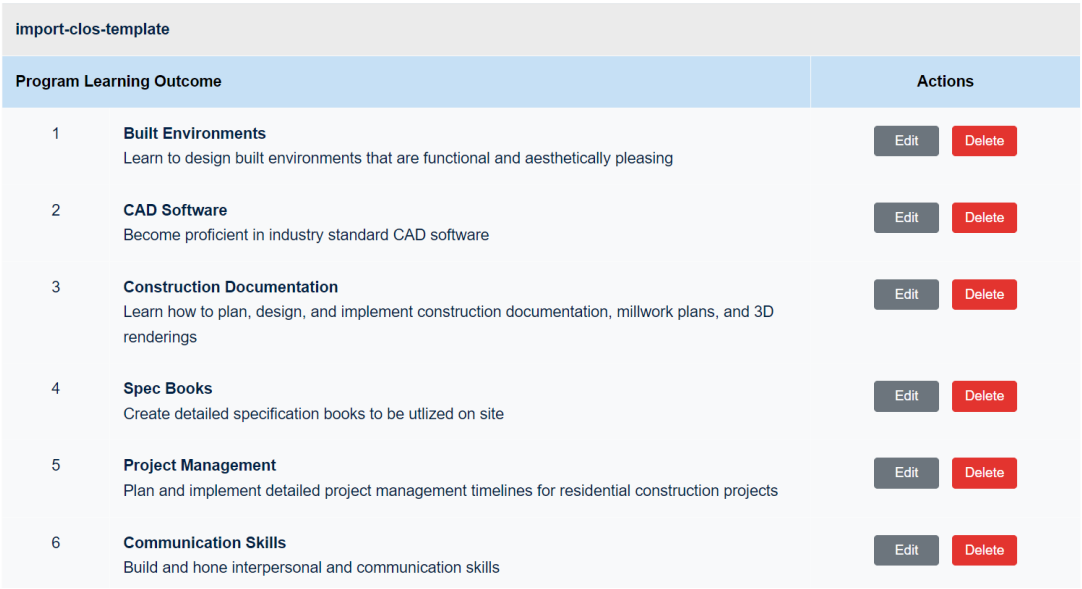
	A	B
1	**Learning Outcome**	**Short Phrase**
2	Learn to design built environments that are functional and aesthetically pleasing	Built Environments
3	Become proficient in industry standard CAD software	CAD Software
4	Learn how to plan, design, and implement construction documentation, millwork plans, and 3D renderings	Construction Documentation
5	Create detailed specification books to be utlized on site	Spec Books
6	Plan and implement detailed project management timelines for residential construction projects	Project Management
7	Build and hone interpersonal and communication skills	Communication Skills
8		
9		

4. **Import the PLO Spreadsheet:**

- Click on "Choose File"
- Select your saved PLO spreadsheet
- Click on "Import PLO's"
- This will populate your PLO's into the Program page, scroll down to see them listed (see image on next page)

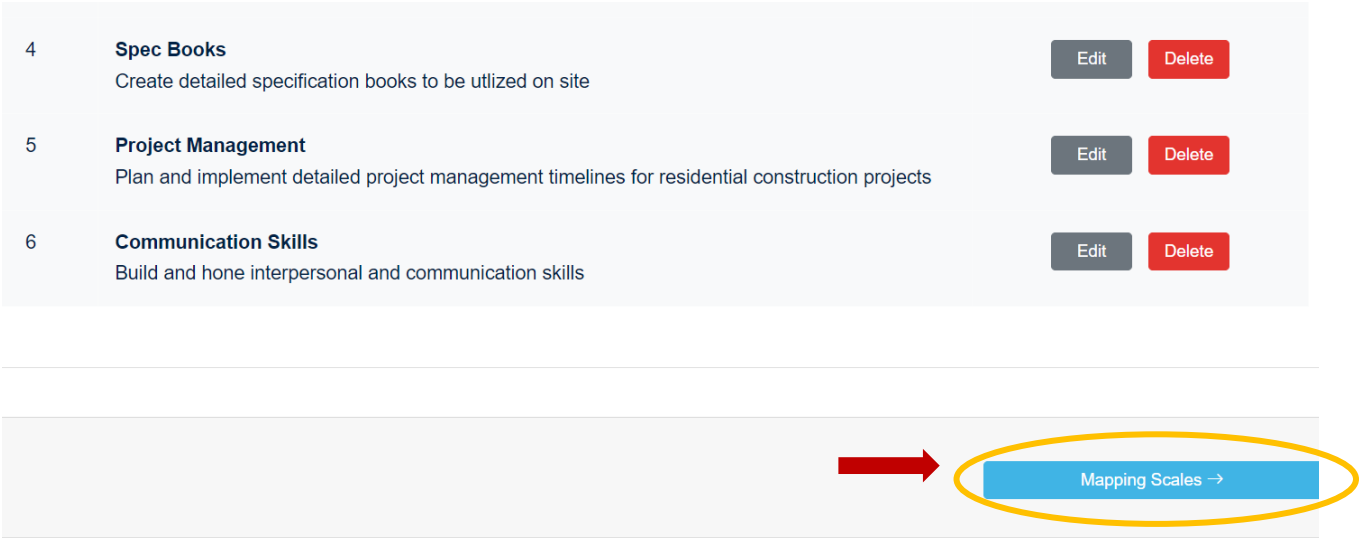


5. After importing, PLO's will be listed and should look like this. You have the option to edit or delete each, and all of the PLO's are now bound to the program you selected earlier.

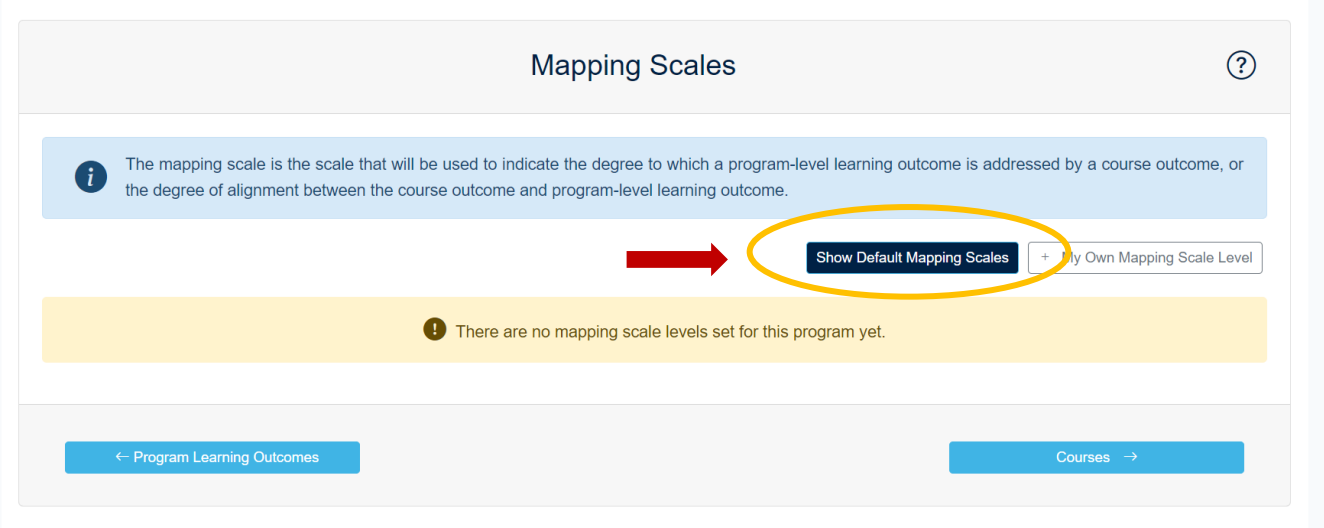


STEP 4: Choose a Mapping Scale

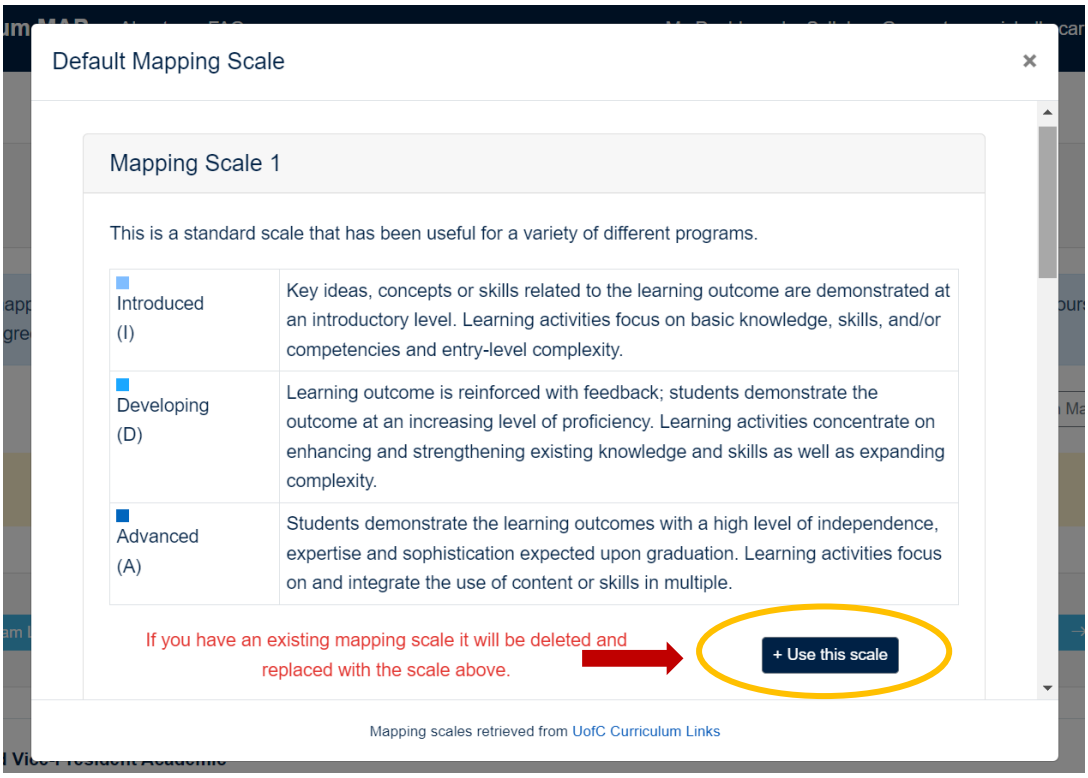
1. Now that you've entered your PLO's, you will select your Mapping Scale. Click on the "Mapping Scales" button below the list of PLO's



2. Once on the Mapping Scales Page, select “Show Default Mapping Scales”



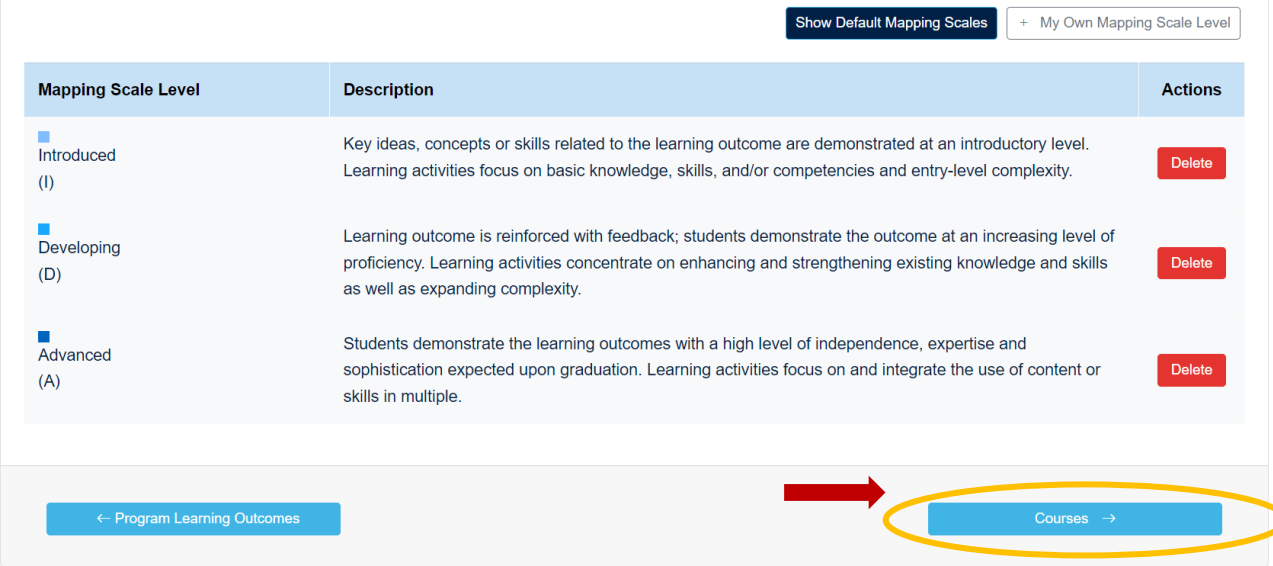
3. A pop up window will appear with three Mapping Scales to choose from, you will choose Mapping Scale 1, by clicking on “Use this Scale”



STEP 5: Add Courses

You will follow this same process for each individual course that you enter.

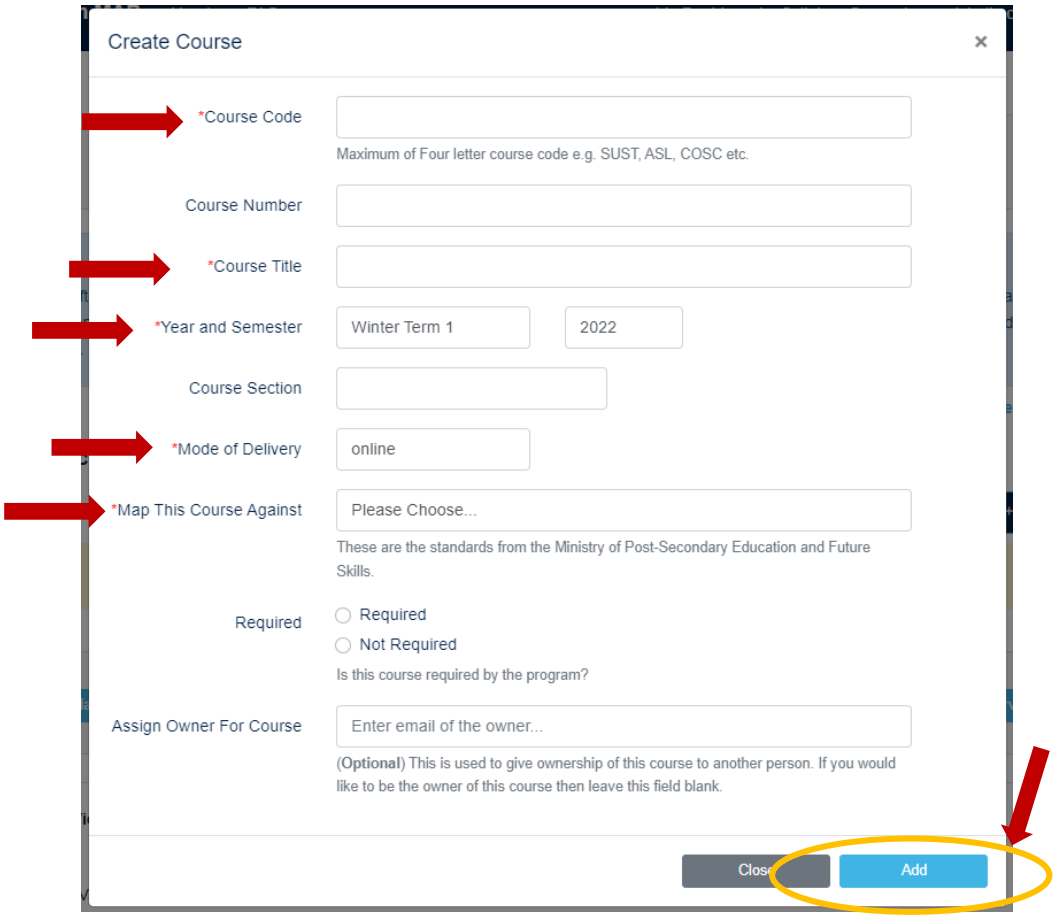
1. After selecting your mapping scale, you will now enter each of the courses within the program. Select the "Courses" button beneath the mapping scale. You can also access the courses section from your Dashboard.



2. You have two options once on the Courses page, you can either add a new course OR you can select from your course list on your Dashboard if you've entered courses previously. Select "New Course" to begin adding course information and CLO's.

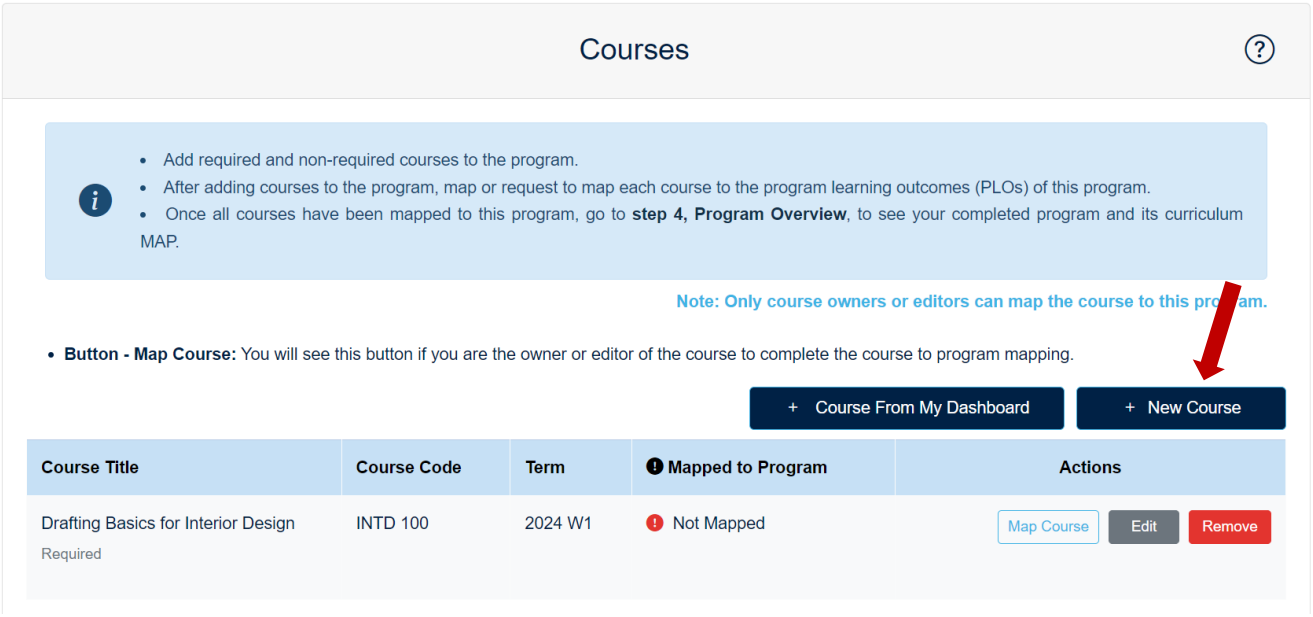
3. A pop of window will appear where you can enter your course information, ensure you include the mandatory sections:
    - Course Code
    - Course Title
    - Year and Semester
    - Mode of Delivery
    - Mapping against

Once complete, click “Add” to add the course to your program.



Note: You have the option to add someone else as “owner” of this course. This is helpful if you’d like each instructor to look after their specific courses. If this is not an option you need leave it blank to maintain ownership.

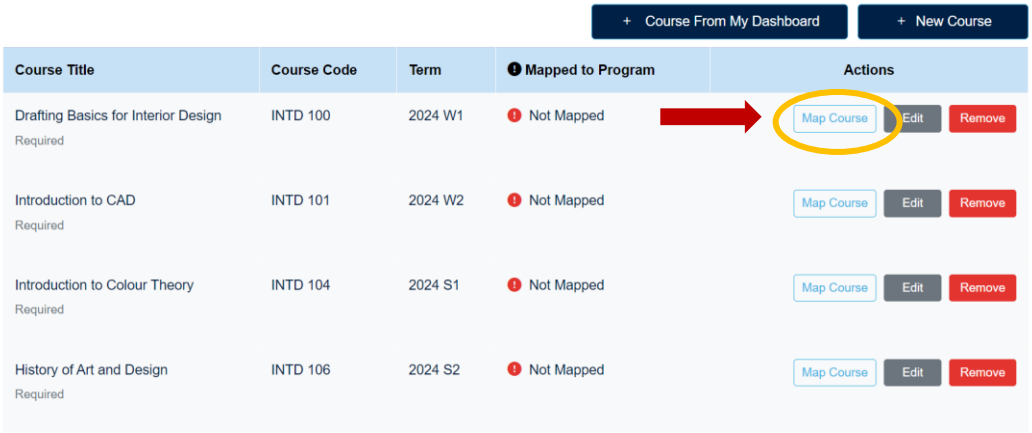
4. After you've clicked Add, you'll be taken back to the Course list for your program where you'll see your newly added course listed. It will say "Not Mapped" beside the course you've just entered. Continue adding the remainder of the courses in your program by following the last three steps from STEP 5.



STEP 6: Adding Course CLO's

You will follow this same process for each individual course you've entered for this program.

1. Once you've entered all of the courses for your program, start with the first course on the list and select "Map Course". You will be brought to that courses CLO page and see 7 steps that you will complete to Map this course.

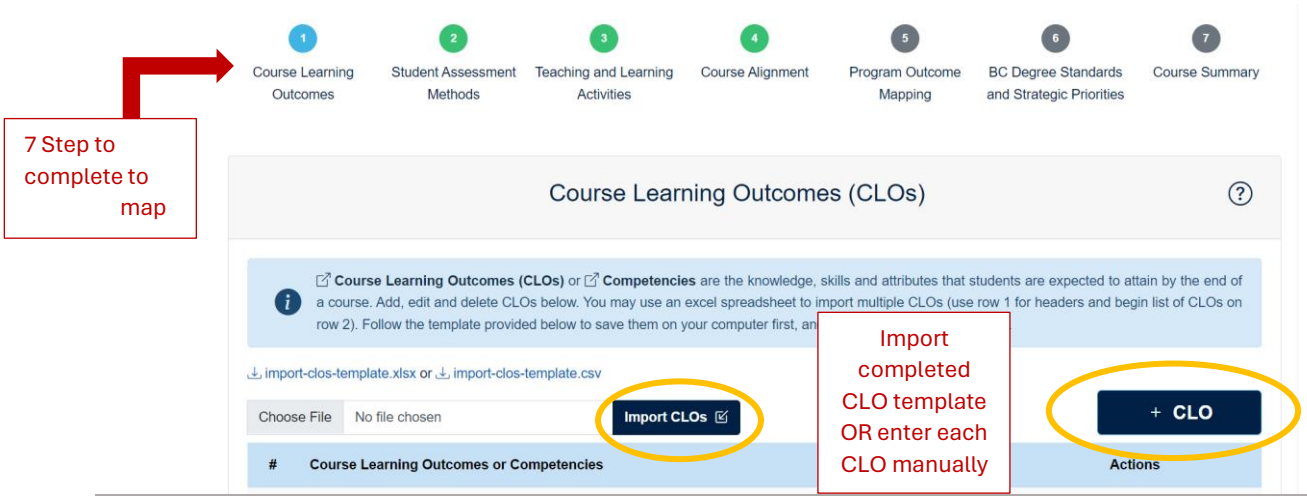


2. You will now be prompted to enter the CLO's for this course. There are TWO ways to do this:

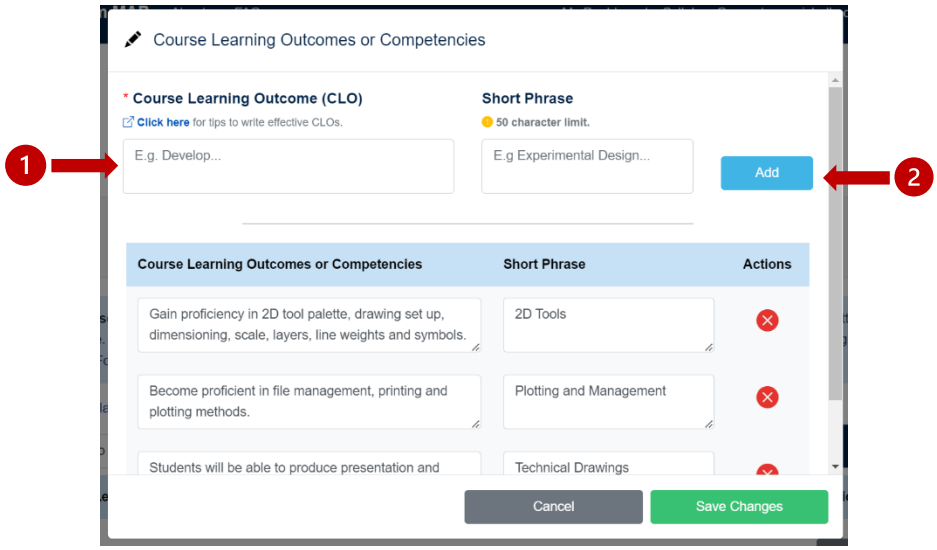
   a. Import your completed CLO xlsx or csv file that you completed prior to starting the mapping process

   OR

   b. Add each CLO individually by clicking the "+ CLO button



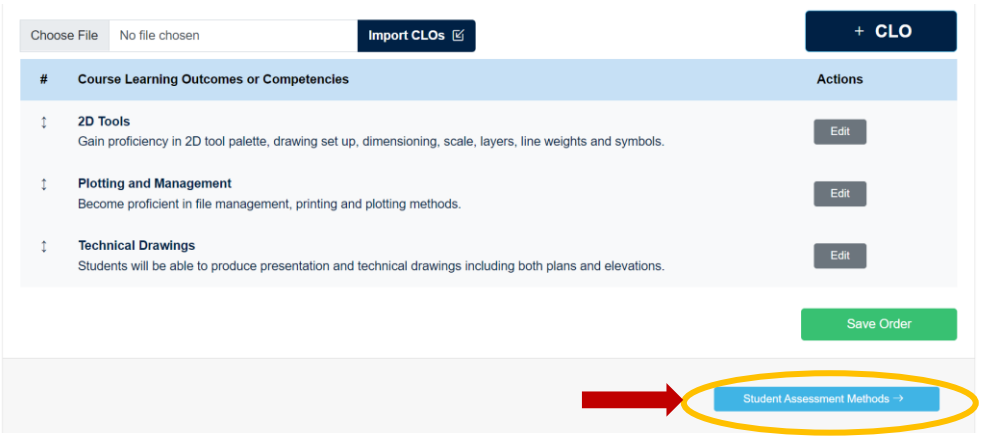
3. If entering manually, add all CLO's and a short phrase to represent each in the pop up window.
    - Enter each CLO in the top box and click "Add" to add it to the course CLO list. You can remove a CLO by clicking the red "x" beside it.
    - After entering all CLO's, press "Save Changes". This will bring you back to the CLO summary page for that course.



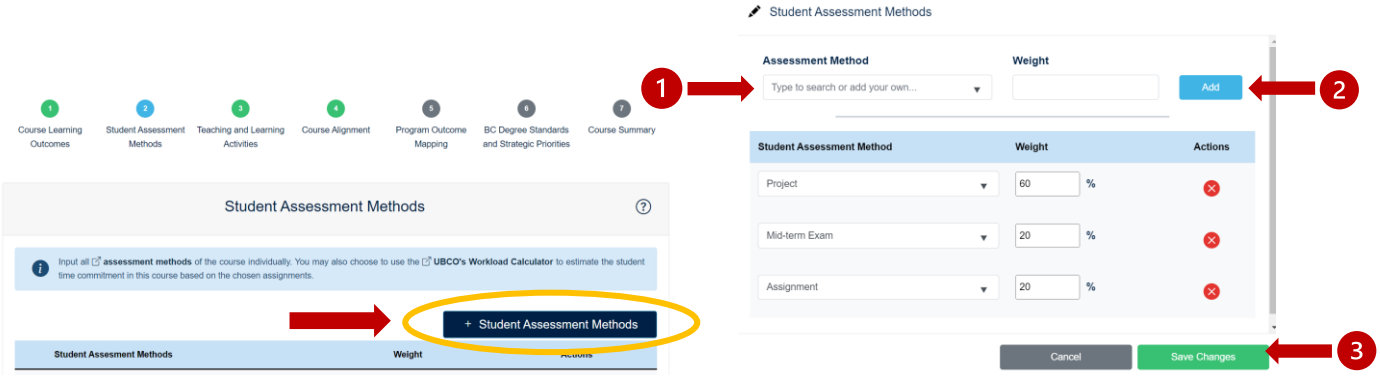
STEP 7: Add Student Assessment Methods

You will follow this same process for each individual course you've entered for this program.

1. After adding the CLO's for the course, you will click the "Student Assessment Methods" button beneath where the CLO's are listed.



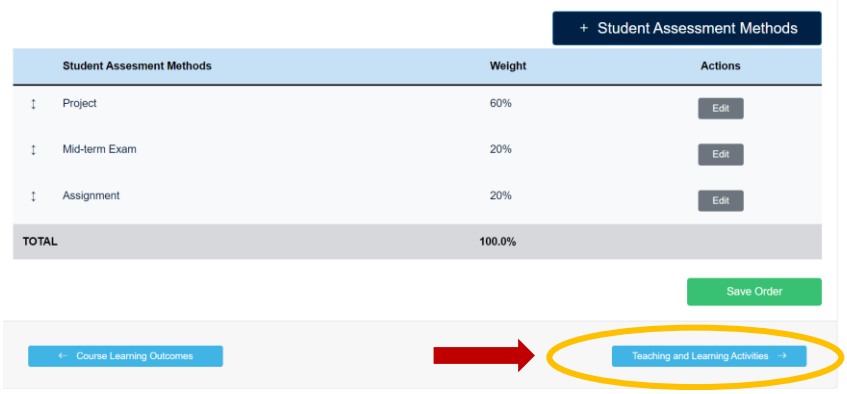
2. On the Student Assessment Methods page you will enter all of the assessment types you have for this course. If you have completed the preparatory Excel template provided, you should have these on hand to refer to.
    - Press the “Student Assessment Methods” button
    - A pop up window will open, you can choose all applicable assessment methods from the drop down menu OR enter your own if it is not on the list.
    - Press “Add” once you’ve selected or entered the assessment method and entered the weight of it.
    - Enter as many assessment methods as are relevant to the course
    - Press “Save Changes” when you’ve added all assessment methods. You’ll be brought back to the Student Assessment Methods page and all of your assessments will now be listed.



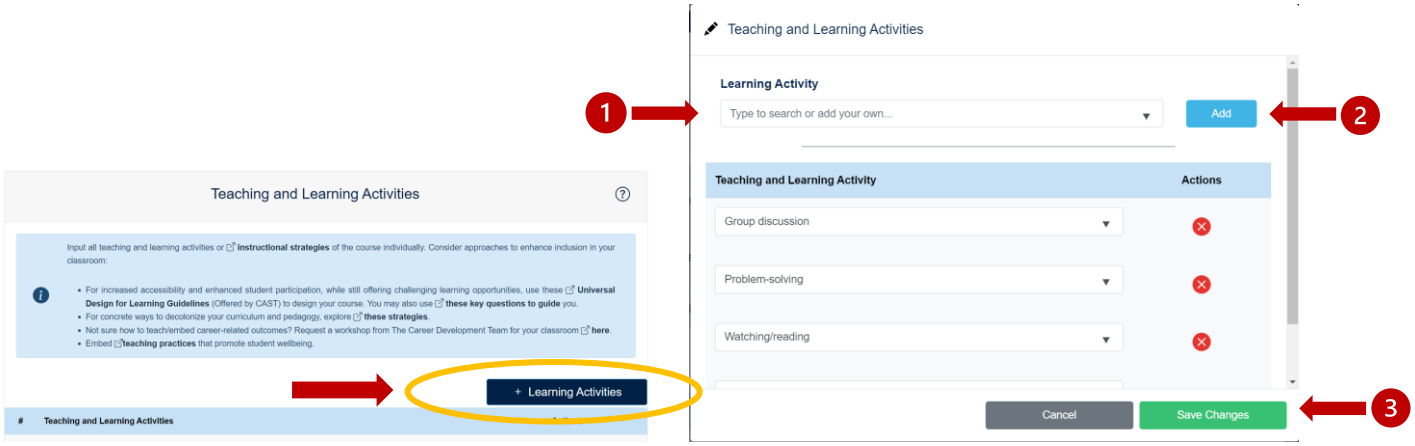
STEP 8: Add Teaching and Learning Activities

You will follow this same process for each individual course you’ve entered for this program.

1. After adding all assessment methods, you will click the “Teaching and Learning Activities” button beneath where the assessment methods are listed.



2. On the Teaching and Learning Activities page you will enter all Learning Activities for this course. If you have completed the preparatory Excel template provided, you should have these on hand to refer to.
    - Press the "Learning Activities" button
    - A pop up window will open, you can choose all applicable Learning Activities from the drop down menu OR enter your own if it is not on the list.
    - Press "Add" once you've selected or entered the Learning Activity.
    - Enter as many Learning Activities as are relevant to the course
    - Press "Save Changes" when you've added all Learning Activities. You'll be brought back to the Teaching and Learning Activities page and all of your Learning Activities will now be listed.

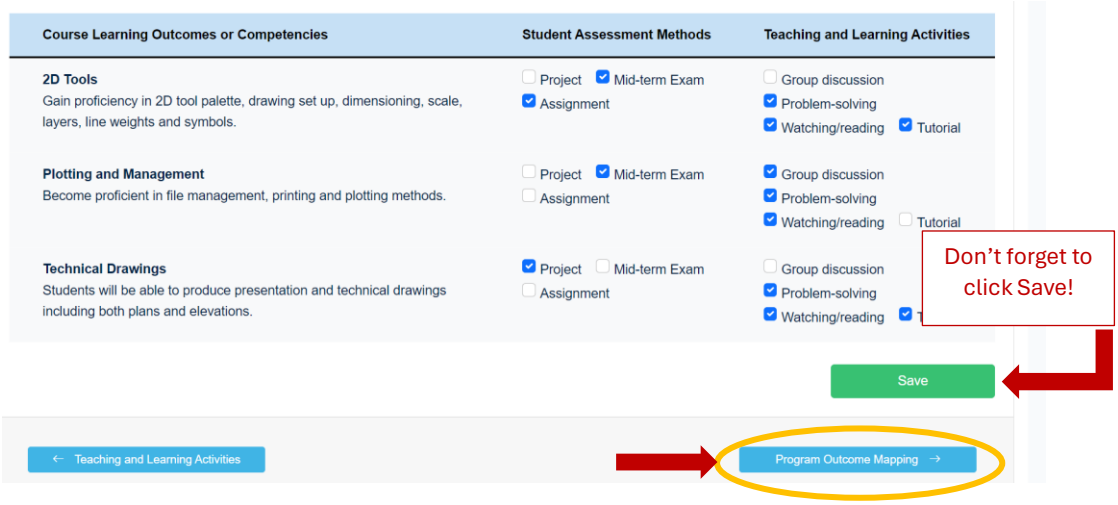


STEP 9: Course Alignment

You will follow this same process for each individual course you've entered for this program.

1. After adding all of the Learning Activities you will click the "Course Alignment" button beneath the Teaching and Learning Activities list.

2. On the Course Alignment page you will indicate which Assessment Methods and Teaching and Learning Activities align with each of the CLO's you added for this course.
   - Indicate which Assessment Methods and which Learning Activities are applicable to each CLO by clicking on the small box to the left of the Method or Activity. A blue check mark indicates you've selected it.
   - Select all that apply to each CLO and click "Save"
   - When you've aligned all Assessment Methods and Learning Activities with your CLO's, and pressed save, press the "Program Outcome Mapping"

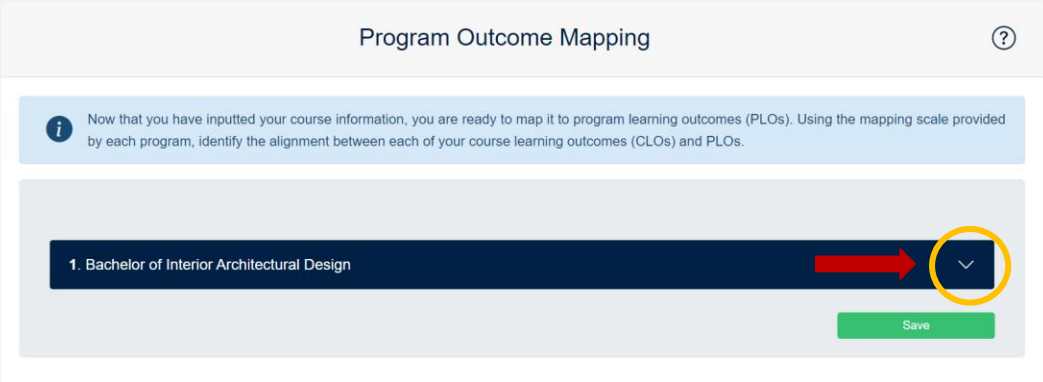


STEP 10: Program Outcome Mapping

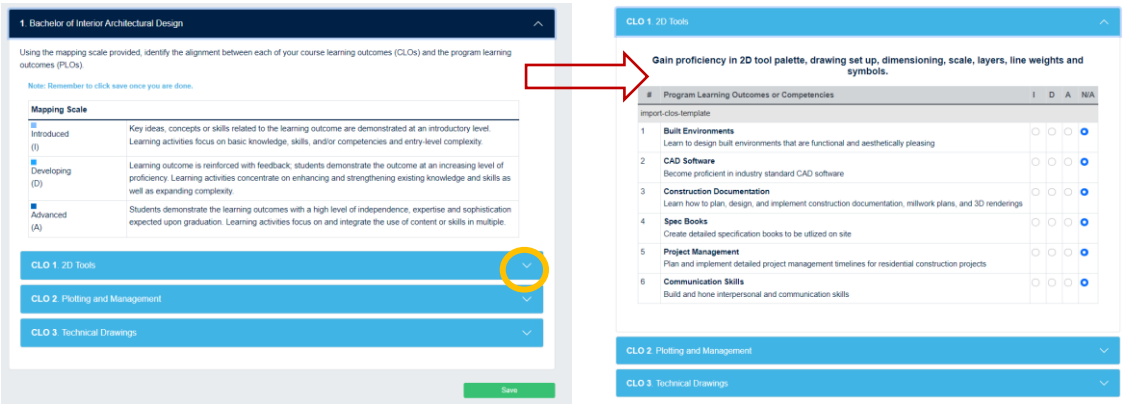
You will follow this same process for each individual course you've entered for this program.

1. On the Program Outcome Mapping page you will be using your selected Mapping Scale to identify the alignment between each of the CLO's and the PLO's.

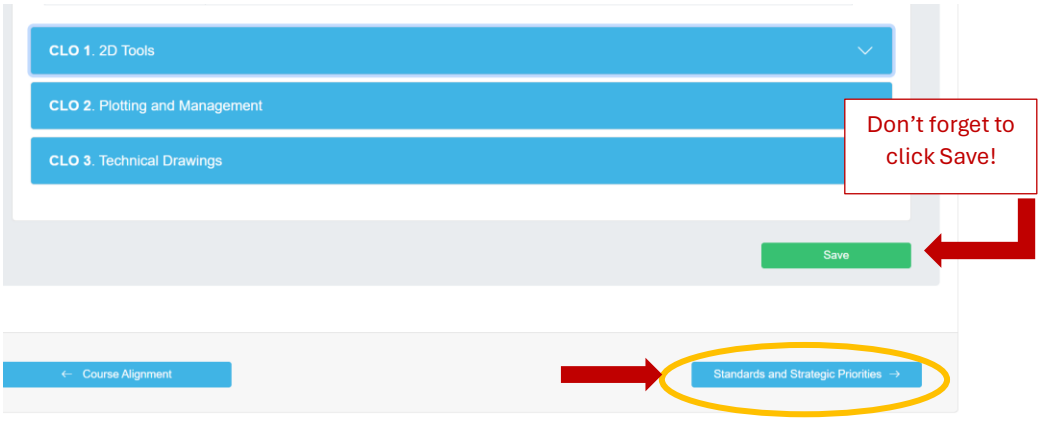
   Begin by clicking the drop down arrow on the far right on the program you would like to conduct the alignment with.



2. The Mapping Scale and a list of the CLO's for this course will now be visible. Go to CLO 1 and press the drop down arrow on the far right.
   - This will open up this CLO, listed across the top, along with a list of the PLO's. You will select I, D, A, or N/A for how this CLO aligns with each of the PLO's. Remember that the level of difficulty of the course does not necessarily indicate which of the three Mapping Scale options will be selected, ex. An introductory course won't necessarily only have I's.



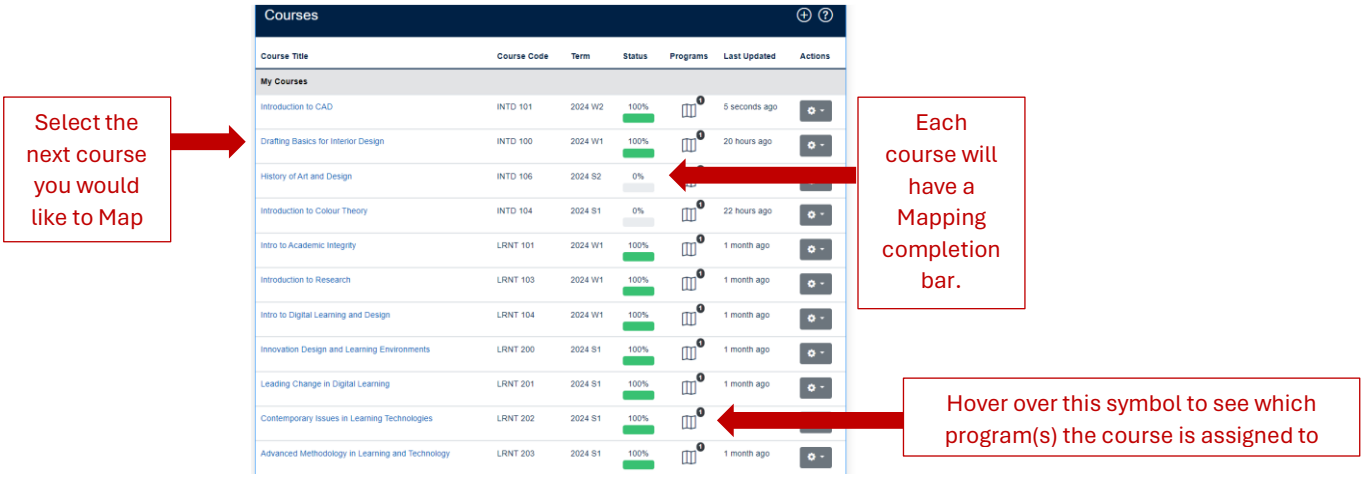
3. Continue with the alignment for each of the CLO's for this course. Once all have been completed, press "Save" and then press the "Standards and Strategic Priorities" button.



STEP 11: Course Summary

Note: You can skip the Standards and Strategic Priorities section and press the "Course Summary" button at the bottom of this page.

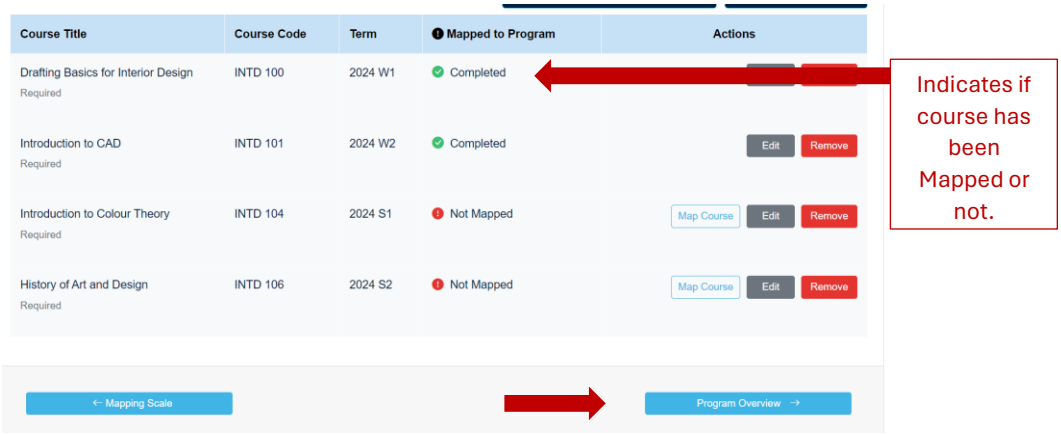
1. The Course Summary page will provide an overview of all information you have just entered. Scroll through and ensure it is all correct. You can download this summary for your records.
2. This course is now complete. You will now press "Finish" at the bottom of this page and be brought back to the Dashboard.
3. You will now Map the next course in your program.
4. Find and select the next course you would like to Map, there are two ways to do this:
    - Select the course from the list of courses on your Dashboard. Note that if you have multiple programs in your Dashboard it will list all courses from all programs.



Find and select the next course you would like to Map, there are two ways to do this:

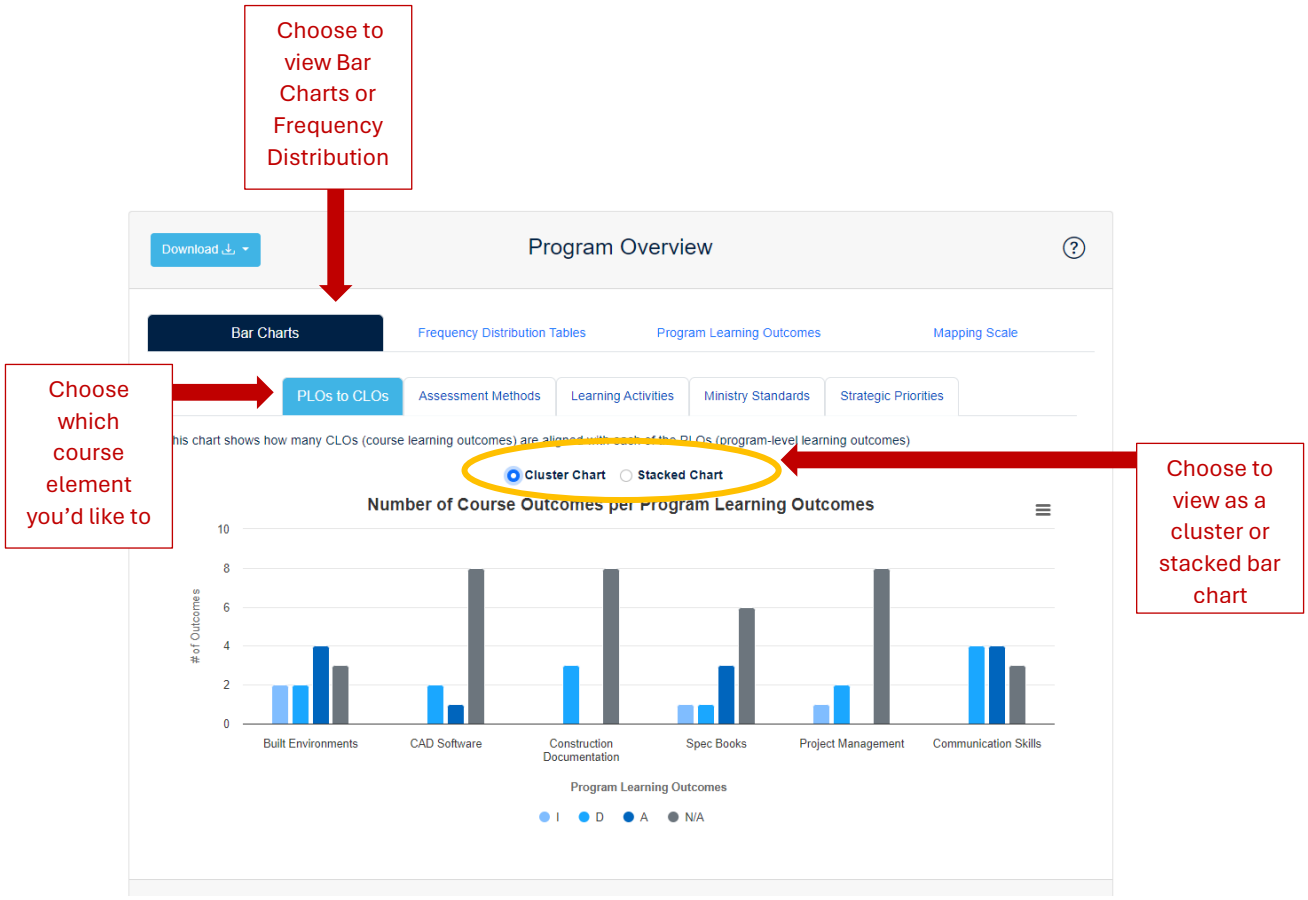
- Select the Program you are working on from the Program list at the top of your Dashboard Page. Once on the Program page, select step 3 (Courses) at the top. This will bring you to your course list for this program, where you can select the next course to be mapped.

5. You'll continue repeating Steps 6 to 10 for each course in the Program until all courses have been Mapped. You can confirm which courses have been Mapped on the Courses page for the Program.
6. When all courses are showing as "completed", click the "Program Overview" button



STEP 11: Program Overview

1. The Program Overview is the culmination of all the course Mapping that you've completed for a particular Program. It provides a visual summary of how well the CLO's align with PLO's, the frequency of Assessment Methods and Learning Activities, and a comparative look at the alignment between each course and the PLO's.

   - Bar Charts: You can choose to view clustered or stacked bar charts for
     - PLO's to CLO's
     - Assessment Methods
     - Learning Activities

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