

Curriculum Cross Walk Quick-Reference

Import Curriculum Framework

1. Highlight course name in left-hand corner of screen.
2. Execute the *File/Import/Curriculum Framework* command from the menu, a dialog box with the title *Select Curriculum Framework File to Import* will be displayed.
3. Select the desired curriculum framework from those listed by clicking it.
4. Click the *Open* button on the dialog to import the framework.
5. Scroll down to the *Curriculum Frameworks* item and insure that it is expanded, a heading describing the framework should be displayed.
6. Generate the *Curriculum Cross-Walk* report to view the framework standards and benchmarks (or content expectations).

Cross-Walk Task Against the Framework

1. "Drill Down" to a measurement criteria from the *Task List Topics* heading.
2. Insure that the *Curr. Cross Walk* tab has been selected at the top of the right-hand side of the screen.
3. The selected task should be displayed at the top of the right-hand side of the screen. The framework standards and benchmarks should be displayed in a scrolling list below it.
4. The newly imported cross walk should be appended to the bottom of the list. Scroll down to it.
5. With the task selected in the left hand side, and a curriculum framework benchmark selected on the right-hand side, click the framework benchmark. A check box should be displayed.
6. Check the checkbox to *align* the measurement criterion with the framework benchmark. Uncheck the checkbox to *unalign* the measurement criterion with the framework benchmark. When you select another framework benchmark, the checkbox changes to *yes* to indicate that the selected task is aligned with this framework benchmark.
7. Scroll through the remainder of the framework items repeating steps 5 and 6 for each applicable framework benchmark.
8. Select the next measurement criterion in the task list in the left hand side of the screen, and repeat steps 5 through 7. Repeat this process until you have tried to align all of the measurement criterion in the task list.