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The Pennsylvania Standards Aligned System (SAS) is a collaborative product of research and good practice that identifies six distinct elements which, if utilized together, will provide schools and districts a common framework for continuous school and district enhancement and improvement.

Much research has been conducted as to what makes a great school. There are many intangible components; however, research supports the notion that great schools and school systems tend to have six common elements that ensure student achievement: Standards, Assessments, Curriculum Framework, Instruction, Materials & Resources, and Safe & Supportive Schools.

**Standards**

Pennsylvania’s Academic Standards define what students should know and be able to do as a result of instruction.

---

**Curriculum Framework**

The Curriculum Framework identifies the Big Ideas, Concepts, Competencies, Essential Questions, Key Vocabulary and Exemplars in each subject area.

- **Big Ideas**: Declarative statements that describe concepts that transcend grade levels. Big Ideas are essential to provide focus on specific content for all students.
- **Concepts**: Describe what students should know (key knowledge) as a result of this instruction specific to grade level.
- **Competencies**: Describe what students should be able to do, key skills, as a result of this instruction, specific to grade level.
- **Essential Questions**: Questions connected to the SAS framework and are specifically linked to the Big Ideas. They should frame student inquiry, promote critical thinking, and assist in learning transfer.
- **Vocabulary**: Key terminology linked to the Standards, Big Ideas, Concepts and Competencies in a specific content area and grade level.
- **Exemplars**: Performance tasks that can be used for assessment and instruction as well as professional development. An Exemplar is an example of student work that meets the identified criteria for the task. Exemplars provide educators with a concrete example of assessing students’ understanding of the Big Ideas, Concepts and Competencies.
Materials and Resources

Materials and Resources support standards aligned instruction and include Voluntary Model Curriculum, learning progressions, units, lesson plans and multimedia content examples for use in planning and delivering instruction.

- Materials and Resources includes the Voluntary Model Curriculum (VMC) incorporating learning progressions, units, lesson plans, and content resources aligned to the Pennsylvania Standards in curriculum frameworks for the four major content areas (mathematics, science, social studies, reading-writing-speaking-listening).
- Learning progressions span grades K-12 and include what all students should know and be able to do as a result of successfully moving through grades K-8 and by taking specific courses in grades 9-12.

Assessment

Assessment offers tools and resources to support the process of assessing, evaluating and documenting student learning in order to improve professional practice and increase student achievement. Four types of assessments are defined in PA:

- **Summative Assessment**: Seeks to make an overall judgment of progress made at the end of a defined period of instruction.
- **Formative Assessment**: Defined as classroom-based assessments that allow teachers to monitor and adjust their instructional practices in order to meet the individual needs of their students.
- **Diagnostic Assessment**: Ascertains, prior to instruction, each student’s strengths, weaknesses, knowledge, and skills.
- **Benchmark Assessment**: Measures achievement of important grade level content periodically during the year in order to provide feedback about how students.

Instruction

Instruction provides resources and interventions to facilitate achievement of the standards for all students.

Safe & Supportive Schools

Safe & Supportive Schools supplies resources and exemplars to promote active student engagement in a safe and positive learning environment. Areas within the element include the following:

- **Engagement**: Interpersonal relationships, respect for diversity and participation in school
- **Safety**: Emotional safety, physical safety, and substance use
- **Environment**: Physical environment, academic environment, wellness, and disciplinary environment

Standards Aligned System Contact Information:

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More information on the Standards Aligned System can be found on the Education Hub on the PDE website at: www.education.state.pa.us.
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Logging in to SAS

1. First, click the Login link.

OR click the Login link near the bottom of the homepage.

2. Type your Email Address and Password and click Submit.

NOTE: You may check the box to the left of Remember Me? if you wish to have the computer remember your login information.

Please exercise caution on public/shared computers.
Curriculum Mapping

Curriculum Mapping is a tool that allows educational organizations to outline the scope and sequence of their curriculum, align curriculum to the Pennsylvania Academic Standards, and to make the maps available to district personnel online.

A curriculum map:

- Captures the content, skills, and assessments taught or administered at each grade level within a school building or district.
- Organizes this information into an easily accessed visual that presents a timeline of instruction by grade level or course.
- Ensures that there is consistency from one grade level to the next, and there is little redundancy in what is being taught at each grade level.

Although the examples shown within this manual may differ from your organization’s maps, the steps will be very similar.

1. Click Teacher Tools in the upper-right hand corner of any page in SAS.

2. Choose Curriculum Mapping from the Teacher Tools menu:
Creating a Template Header

Create a **Header** for your organization’s **Curriculum Maps**.

1. Click on the **Curriculum Administration** tab.

2. Select **Create Header** from the **Map Options** drop-down menu.

3. A window will open. **Enter a Name** for your **Header**.

4. Use the rich-text editor to enter text and/or images that you would like to appear in the **Header** of your organizations’ maps. Typically, this will be the name of your organization, school district, or school.

4. Click the **Save** button.

**NOTE:**
See instructions for using the rich-text editor on p. 20
See instructions for inserting an image on p. 21
5. The **Template Header** will be added to the list of available **Headers**.

### Edit a Template Header

1. To **Edit** a **Template Header**, select **Manage Headers** from the **Map Options** menu.

2. Enter a **Keyword/Phrase** to search for the **Header**, and then click the **Search icon** (magnifying glass).

3. Click on the **Edit icon** (pencil).

4. Make whatever changes are necessary to the **Header**.

5. Click the **Save button**.

### Delete a Template Header

1. To **Delete** a **Template Header**, select **Manage Headers** from the **Map Options** menu.

2. Enter a **Keyword/Phrase** to search for the **Header**, and then click the **Search icon** (magnifying glass).
3. Click on the **Delete icon** (X).

4. Click **OK** and the **Header** will be removed from the list.

**Creating a Template**

Determine a format for your organization’s Curriculum Maps, standard **Template(s)** that will be used to develop Maps.

1. Select **Create Template** in the **Map Options** drop-down menu.

2. Select a **Header** from the drop-down menu.

3. Enter a **Name** for the **Template**.

4. You will also have an opportunity to choose whether **Standard** descriptions (wording) will appear in maps created from the template. Check the box to have them appear. If the box is unchecked, only the **Standard** codes will appear.

✔ Show the Standard description along with the Standard code.
Adding Columns to the Template

1. Select a **Column Name** to appear in the Template.

2. Rename the **Column**, if necessary.

3. Enter a **Width** (in pixels) for the **Column**, if necessary.

   **NOTE:** The default width for a **Column** is 110 pixels.

4. Select the **Column Tool** appropriate for the **Column**.
   - **HTML editor** – Allows you to enter and format text and images using the rich-text editor, as well as to include items from an ePortfolio.
   - **Standards Alignment** – Allows you to select and align Standards and Eligible Content statements.
   - **Curriculum Framework** - Allows you to select and align Big Ideas, Essential Questions, Concepts, and Competencies.

5. Repeat steps 2-5 to insert additional **Columns**. Use the **Add Column** button to add a place for additional **Columns**, if necessary, and then click **OK**.

![Column Name: Standard(s)](image)

![Rename Column: PA Academic Standards](image)

![Width: 110](image)

![Column Tool:](image)
6. Once you have created multiple Columns, you may wish to reorder them by using the Order drop-down menu.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Rename Column</th>
<th>Width</th>
<th>Column Tool</th>
<th>Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested Timeframe</td>
<td></td>
<td>0</td>
<td>HTML Editor</td>
<td>1</td>
</tr>
<tr>
<td>Standard(s)</td>
<td>PA Academic Standards</td>
<td>0</td>
<td>Standards Alignment</td>
<td>2</td>
</tr>
<tr>
<td>Big Idea(s)</td>
<td></td>
<td>0</td>
<td>Curriculum Framework</td>
<td>3</td>
</tr>
<tr>
<td>Essential Question(s)</td>
<td></td>
<td>0</td>
<td>Curriculum Framework</td>
<td>4</td>
</tr>
<tr>
<td>Objective(s)</td>
<td></td>
<td>0</td>
<td>HTML Editor</td>
<td></td>
</tr>
</tbody>
</table>

7. Click the Save Template button, and then click Ok.

Identify Grade Levels/Subject Areas/Courses/Time Frames for the Template

1. Scroll down to the Grade Levels/Subject Areas/Courses/Time Frames area.

Grade Levels / Subject Areas / Courses / Time Frames

Grade Level(s) * Select all that apply

- [ ] K-2 Band
- [ ] 2nd Grade
- [ ] 4th Grade
- [ ] 6th Grade
- [ ] 9-12 Band
- [ ] 11th Grade
- [ ] Kindergarten
- [ ] 3-5 Band
- [ ] 5th Grade
- [ ] 7th Grade
- [ ] 9th Grade
- [ ] 12th Grade
- [ ] 1st Grade
- [ ] 3rd Grade
- [ ] 6-8 Band
- [ ] 8th Grade
- [ ] 10th Grade
3. Select the **Subject Area(s)** appropriate for the **Template**.

4. Select the **Course(s)** appropriate for the **Template**.

5. Select the **Time frame(s)** appropriate for the **Template**.

6. Click the **Save Template** button, and then click **Ok**.
Granting Access to the Template

1. Select the Organization(s) you wish to have access to the Template.

2. Click the Save Template button, and then click Ok.

3. Click the Close button to return to the Curriculum Administration tab.

Managing the Templates

Once a Template has been created, there are several options available to you by selecting Manage Templates from the Map Options drop-down menu. These options will allow you to Edit, Print, Copy, and Delete the Template, as well as to be able to place it Online so that others may view it.

To Edit a Template

- Click the Edit Template icon (✏️). This will open the Template for revision.
- Be sure to click the Save Template button to save any changes.
To Print a Template

- Click the **Print icon ( )**.
- Use the **Print** options in your web browser to print the map.
- Close the window/tab in your browser to return to the Create/Edit Templates tab.

To Copy a Template

- Copying a **Template** can save time if you are creating several **Templates** with the same **Fields**. Click the **Copy icon ( )**, and then click **OK**.
- A copy of the **Template** will be opened. Edit the **Template** as necessary, and then **Save** your changes.
- Do not forget to change the **Template Name** when you are editing, to avoid confusion.

To Delete a Template

- Click the **Delete icon ( )** in the **Options** column.
- Click **OK**, and the map will be permanently deleted.

**NOTE:** You may only Delete a Template if there have been no Curriculum Maps created with it, and the Template is marked Offline.

Once Maps have been created with it, and/or the Template is marked Online, the Delete icon will no longer appear as an option.
To Place a Template Online or Offline

- When a Template is ready to be shared with others, it needs to be placed online. As you are creating the Template, only you are able to view it. To make it available to others in your organization, click the Online/Offline icon (⏰) in the Options column.

- The Online/Offline icon will uncover (⏰), indicating that the Template can be viewed by others. To switch it back to Offline, click the Online/Offline icon again.

**NOTE:** In order to create a Curriculum Map the template must be placed Online.

Creating Curriculum Maps

Once Templates have been made available Online, specified users within an organization may begin creating Curriculum Maps.

1. Within the Curriculum Administration tab, open the Map Options dropdown menu. Click Create Curriculum Map.

2. Enter a descriptive Title, and select a Template to begin creating a Curriculum Map.

3. Click Continue.

4. The Curriculum Map will open in a new tab/window, the Curriculum Map Editor.
5. Select a **CM Display Mode**:

- **Matrix View** – Field names appear across the top of the Map.
- **Pivot Matrix** – Field names appear along the left side of the Map.
- **Panel View** – Field names appear within the fields, from the top to bottom of the screen.

   **NOTE:** Users can also switch views within the Maps, by clicking on **Display Mode**.

### Entering Data within the Map

1. The column headings for the Map were determined when the Template was created – they cannot be changed.

<table>
<thead>
<tr>
<th>Options</th>
<th>Suggested Timeframe</th>
<th>PA Academic Standards</th>
<th>Big Idea(s)</th>
<th>Essential Question(s)</th>
<th>Objective(s)</th>
</tr>
</thead>
</table>

2. Click on a cell to begin entering information.

When clicking on a cell that will show Standards, the **Standards Alignment Tool** will open.

### Entering Data in a Cell Using the Standard Alignment Tool

1. A new window will open. If an alignment cell was chosen click **Modify Alignment**.
2. You may choose to search the **Standards** by **Keyword, Subject/Grade, or Course:**

- **Search by Keyword** – Enter a **Keyword**, or phrase, into the search tool.

- **Search by Subject/Grade** – Select a **Subject** and **Grade Level** from the drop-down menus.

- **Search by Course** – Select a **Course** from the drop-down menu.

- **Search by School-Wide Area of Focus** - Select an **Area of Focus** from the drop-down menu.

3. Use the checkboxes to select level(s) of alignment. Then, click **Search**.

4. The **Standards** that match your criteria will appear. To select a **Standard**, click the **Add icon** (plus sign) to the left of it.

   To remove a **Standard** from the list, click the **X** to the left of it.
5. Click the **Save** button when finished. The **Standards** will populate the window, as well as in the appropriate cell within the **Map**.

6. The window that contains the **Standards Alignment Tool** will stay open. To move to another **Matrix Column**, click its name.

---

**Adding Statements from the Curriculum Framework**

1. If you are aligning to the **Curriculum Framework** (e.g., Big Ideas, Essential Questions), click **Modify Alignment**. Scroll down to the **Search Curriculum Framework** section.

2. Make sure the **Search by Subject/Grade** tab is selected. Select a subject and then a grade.

3. Use the checkboxes to select type(s) of statements.
4. Statements that match your criteria will appear below, click the Add icon (plus sign) to add them to your map. The selected question will appear at top under Selected Curriculum Framework Statements.

5. Click Save.

Entering Data in a Cell Using the SAS Rich Text Editor

1. Enter information in all remaining cells using the SAS Rich Text Editor. Use the word processing tool to enter and format text (see p. 20).

2. Click Save to place the text in the appropriate cell within the Map. Click Next to enter information in the next Matrix Column. Close the window when you are finished entering information.

3. Click Add Row Above/Add Row Below to add another row to the Map. Continue adding information as necessary, using the steps above.

4. To Reorder or Remove Rows:
   - To reorder rows, click the arrows in the Options column of the Row(s) you wish to move. The Row(s) will move up or down one space with each click.
   - To remove Row(s), click the in the Options column of the Row(s) you wish to delete.
5. When you are finished adding information to the Map, click the Save button in the upper-right hand corner of the Map and then click Close.

Formatting Text with the SAS Rich-Text Editor:

1. First, enter text you wish to appear in the cell, and then highlight the text you wish to format.

   To highlight text on a PC:
   - **Mouse:** Move the mouse pointer before the text you wish to select. Holding down the left mouse button, drag the mouse until all text is selected. Release left mouse button.
   - **Keyboard:** Move the cursor with your arrow keys before the text you wish to select. While holding down the shift key, use the right arrow key to move the cursor over your text. When done selecting the word or phrase, release the shift key.

   To highlight text on a Mac:
   - **Mouse:** Move the mouse pointer before the text you wish to select. Holding down the mouse button, drag the mouse until all text is selected. Release the mouse button.
   - **Keyboard:** Move the cursor with your arrow keys before the text you wish to select holding down the shift key, use the right arrow key to move the cursor over your text. When done selecting the word or phrase, release the shift key.

2. Click an icon on the toolbar to apply the formatting. Using the toolbar, you have many of the same formatting options as a word processor, including:
   - Bold, italics, and underline
   - Bullets and numbers
   - Text alignment
   - Undo and redo
   - Spell check

   **NOTE:** For bulleting and numbering, if you want multiple list items, put a hard return after each item, so they each appear on their own line.
Formatting HTML Code with the SAS Rich-Text Editor:

Users who wish to enter and edit HTML code will need to click on the HTML icon in the bottom toolbar of the rich-text editor.

That will reveal all HTML coding:

![HTML Source Editor](image)

To save any changes, click the Update button.

Inserting ePortfolio Items within a Cell

Users have the ability to take items saved in their ePortfolio and add them to any cell within the Map.

1. Click the ePortfolio Manager icon on the bottom toolbar in the rich-text editor.

![EPortfolio Manager Icon](image)

2. Click on the folder where the item is stored. The item within the folder will display on the right side of the tool.

![Folder Selection](image)

3. Check the item you wish to insert, and click Insert Selected.

![Insert Selected Icon](image)
Uploading ePortfolio Items

Users can also Upload File(s) directly to the ePortfolio within the ePortfolio Manager.

1. Click the ePortfolio Manager icon on the bottom toolbar in the rich-text editor.

2. Click on the Upload File button to add files to the ePortfolio.

3. Select a Folder to add the file(s) to.
4. Click **Browse** to locate your file where you have previously saved it.

5. Locate the item, select it, and click **Open** (or double click).

**NOTE:**

To ensure success when moving files between platforms (Mac to PC) include the proper file extension when you first save the file.

6. To save time, users can elect to upload multiple files to a folder at one time. Click the **Add File** button.

7. To delete a file prior to upload, click **Remove**.

8. Click the **Upload** button. It may take a few seconds for the file(s) to upload.

9. Place a checkmark in the square to the left of the file.

10. Click **Insert Selected**.
11. The item will appear in the rich-text editor. Click the **Save** button to add the item to the **Map**.

12. The item will appear within the appropriate cell on the **Map**.

---

**Identify Subjects/Courses/Grade Levels for the Map**

1. From the **Curriculum Administration** tab, use the **Keyword Search** to locate your **Map**.

2. Click the **Edit icon** (pencil) to open the **Map**.

3. Scroll down to the **Edit CM Information** area, and locate the **Subject/Courses/Grade Levels** tab.

4. Select the **Grade Level(s)** appropriate for the **Map**.
5. Select the **Course(s)** appropriate for the **Map**.

![Course Selection]

6. Select the **Subject Area(s)** appropriate for the **Map**.

![Subject Area Selection]

7. Select the **Timeframe(s)** appropriate for the **Map**

![Timeframe Selection]

8. Click the **Save** button, and then click **Ok**.

![Save Button]

**Additional Information**

1. Click the **Additional Information** tab and then click **Add Additional Info**.

![Add Additional Info]

There are no Additional Information entries at this time. Click on ‘Add Additional Info’ to add a new entry.

2. This will create an **Additional Field** that will appear at the bottom of the **Curriculum Map**. Enter a **Label** (e.g., *Technology Integration*).

![Label Example]

3. Enter information that you wish to appear in that **Field**. Use the word processing tool to enter and format text (see p. 20). Items saved to your **ePortfolio** can also be included in the cell.

![Additional Field Example]
4. Decide whether you would like the **Additional Field** to appear at the **Top** or **Bottom** of the **Map**.

5. Click the **Save** button, and then click **Ok**.

6. The **Field** will be added to the list on the **Additional Information** tab.

   - To **Edit** the **Field**, click the **Edit icon** (pencil)
   - To **Delete** the **Field**, click the **Delete icon** (X)

   - Once you have created multiple fields, you may use the up/down arrows to re-order them.

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Updated</th>
<th>Shown on the...</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Integration</td>
<td>5/11/2011 12:49:00 PM</td>
<td>Bottom</td>
<td></td>
</tr>
</tbody>
</table>

7. The **Field** will also appear at the **Bottom** or **Top** of the **Curriculum Map**.

![Curriculum Map Example](image)
Granting Access to the Map

1. Click the **Availability** tab.

2. Select the **Organization(s)** you wish to have access to the Map.

3. Click the **Save** button, and then click **Ok**. Click **Close** to return to the **Curriculum Administration** tab.

Managing the Maps

Once a **Curriculum Map** has been created, there are several options available to you in the **Curriculum Administration** area of the tool. These options will allow you to **Edit, Copy, Delete**, place the **Map Online/Offline**, and **Print** the Map.
To Edit a Map

- Click the **Edit icon (.pen)**, in the **Options** column. This will open the **Map** for revision.
- Be sure to click the **Save** button to save any changes.

To Copy a Map

- Copying a **Map** can save time if you are creating several **Maps** with the same **Fields**. Click the **Copy icon (copy)** in the **Options** column, and then click **OK**.
- A copy of the **Map** will be opened. Edit the **Map** as necessary, and then **Save** your changes.
- Do not forget to change the **Map Title** when you are editing, to avoid confusion.

To Delete a Map

- Click the **Delete icon (trash bin)** in the **Options** column.
- Click **OK**, and the **Map** will be permanently deleted.

To Place a Map Online or Offline

- When a **Map** is ready to be shared with others, it needs to be placed online. As you are creating the **Map**, only you are able to view it. To make it available to others in your organization, click the **Online/Offline icon (web/lock)** in the **Options** column.
- The **Online/Offline icon (web)** will uncover, indicating that the **Map** can be viewed by others. To switch it back to offline, click the **Online/Offline icon** again.

To Print a Map

- Click the **View & Print icon (printer)** in the **Options** column.
- This will open a print preview version of the **Map**. Click **Print** in the upper-right corner of the screen to open the print dialog box.
- Close the window/tab in your browser to return to the **Options** column.
Accessing the Maps

Once Curriculum Maps have been created, users may save them to their account, and create personalized Instructional Maps to guide their teaching.

1. The District CMs tab will list all of the matrices that have been created for your organization:

![District CMs Tab](image)

2. To sort by specific Titles, Grade Levels, or Subject Areas, enter a term in the Keyword field and click the Search icon (magnifying glass) button.

![Keyword Search](image)

3. To include a Map in your account, click the Add to My CMs icon (蟻) on the right side of the screen.

4. The Maps selected will be added to your personal curriculum map list on the My CMs & IMs tab.
Creating an Instructional Map (IM)

Creating an Instructional Map allows you to customize the Curriculum Map for your use by editing the title and adding notes for teaching.

1. To create an Instructional Map, click the Create a New Instructional Map icon on the right side of the screen.

2. The map will be added to your list of Instructional Maps at the bottom of the tab. You can customize the map for your own use by editing the title, and adding notes for teaching. Click the Edit icon (pencil) to begin personalizing the IM.

3. On the Instructional Map Title tab, edit the Title for the IM, and the Teacher Notes Column Header (if necessary).

4. Select an IM Display Mode:
   - **Matrix View** – Field names appear across the top of the Map.
   - **Pivot Matrix** – Field names appear along the left side of the Map.
   - **Panel View** – Field names appear within the fields, from the top to bottom of the screen.

5. Click the Save button, and then click Ok.
Adding Notes for Teaching

Add personal notes, resources, etc. to enhance the Instructional Map.

1. To add notes to any Row on the IM, click within the Notes for Teaching column.

   ![NOTE: Your column may be titled differently, if you elected to rename it.]

2. Enter information in the cell using the SAS Rich Text Editor. Use the word processing tool to enter and format text (see p. 20). Items saved to your ePortfolio can also be included in the cell.

3. Click Save to enter the text into the Notes for Teaching cell within the map.

   ![Save]

4. Click the Back button (at the top right of the window) to return to the My CMs & IMs tab.

Managing the Instructional Maps

Once an Instructional Map has been created, there are several options available to you. These options will allow you to Edit, Share, Copy, or Print the IM, as well as to be able to Delete the IM.
To Edit an IM

- Click the **Edit icon (✏️)** in the **Options** column. This will open the IM for revision.
- Be sure to click the **Save** button to save any changes.

To Share an IM

- Click the **Share icon (لل)** in the **Options** column.
- Enter email addresses for individuals you wish to share your IM with. Separate addresses with a comma.
- An email will be sent to each individual listed in the **Sending To:** box. The text of the email will appear in the **Rich Text Editor** at the bottom of the tab. You can make changes to the text by typing within the **Editor**.
- When the message is complete, click **Share IM**. People will receive the invitation via email, including a link to your IM.
- Click **Ok** to return to the **My CMs** tab.

To Copy an IM

- Copying an IM can save time if you are creating several IMs with the same **Map**. Click the **Copy icon (複製)** in the **Options** column, and then click **OK**.
- A copy of the IM will be added to the list. Edit the IM as necessary, and then **Save** your changes.
- Do not forget to change the **IM Title** when you are editing, to avoid confusion.
To Delete an IM

- Click the **Delete icon (x)** in the **Options** column.

- Click **OK**, and the IM will be permanently deleted.

To Print an IM

- Click the **Print icon (Printer)** in the **Options** column.

- This will open a print preview version of the IM. Click **Print Friendly Version** in the upper-right corner of the screen to open the print dialog box.

- Close the window/tab in your browser to return to the **Options** column.