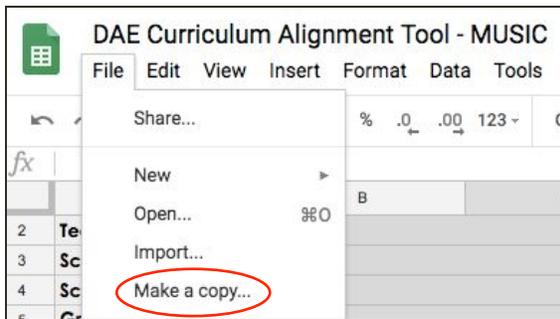# Instructions for Using the Curriculum Alignment Tool

This tool from the CPS Department of Arts Education is meant to offer you a big-picture view of how well your arts curriculum aligns to the Illinois Arts Learning performance standards. You can enter the standards to which your units align, and the tool will calculate the number of standards in each artistic process (Creating, Performing/Presenting/Producing, Responding, and Connecting) that are covered across single units and across the entire year.

1) Locate and make a copy of your discipline-specific tool in Google Drive: **bit.ly/align-tool**.

Save the copy in your "My Drive" (or in another folder that you own). Rename it however you choose.

2) Each tool contains alignment tabs for six units. You can copy tabs if you need more.

3) Enter information on the Cover Sheet (name, school, school year, grade level). *The information will populate in each unit tab.*

Teacher Name:	Jane Smith
School:	Topnotch Performing Arts Academy
School Year:	2018-19
Grade Level:	6th

4) On each unit tab, enter unit names and brief descriptions (optional).

Unit Name:	
Unit Description (optional):	

5) From the *top* dropdown menus, select the **PRIMARY** performance standards to which the unit aligns. Primary standards should be *standards that you assess*.

6) From the *bottom* dropdown menus, select any **SECONDARY** performance standards to which your unit aligns. Secondary standards are those that are not assessed but still covered in a unit.

7) The tracker at the top of each Unit tab will tally primary and secondary standards that the unit hits (organized by artistic process).

	Count of Primary Standards Addressed	Count of Secondary Standards Addressed
CREATING	2	1
PERFORMING	3	2
RESPONDING	1	0
CONNECTING	0	0

8) The trackers on the Cover Sheet will tally primary and secondary standards that are hit *across all units* (once you fill out all tabs).

	PRIMARY (ASSESSED) STANDARDS TALLY			
	Unit 1	Unit 2	Unit 3	Unit
CREATING	0	0	0	0
PERFORMING	0	0	0	0
RESPONDING	0	0	0	0
CONNECTING	0	0	0	0
	SECONDARY STANDARDS TALLY			
	Unit 1	Unit 2	Unit 3	Unit
CREATING	0	0	0	0
PERFORMING	0	0	0	0
RESPONDING	0	0	0	0
CONNECTING	0	0	0	0
GRAND TOTALS				
CREATING	0			
PERFORMING	0			
RESPONDING	0			
CONNECTING	0			

What's Next?

Once you have filled out the tool, you can use it to:

- Conduct a self-evaluation of your curricular alignments using our Self-Reflection tool. Where are they strong, and where are there gaps? What can you do to address gaps? (Use our Action Planner to plan your next steps.)

- Meet with colleagues to discuss similarities and differences in your alignments, and discuss how to address shared or individual areas for growth. (Use our Action Planner to plan next steps.)

- Share the results with administrators and other stakeholders in order to advocate for additional supports to achieve more effective alignment (e.g., increased planning time, curricular or instructional resources, professional learning).