Curriculum Mapping Checklist

- A curriculum mapping activity is undertaken for each credential (certificate, diploma or degree).
- Before you begin a curriculum mapping activity, the following items need to be complete.

BEFORE using the UBC Curriculum Mapping platform COMPLETE the following items:

☐ Credential Name, Faculty, Department and Level

Using the provided Course Prep Excel Template – PLO Tab:

☐ List all Program Learning Outcomes for Credential
(can use Excel template to import at once, PLO tab)

Using the provided Course Prep Excel Template – Courses Tab:

☐ List Courses to Be Mapped (Course Name + Code) that are Part of the Credential (Required and Non-Required Courses)

☐ Course Learning Outcomes for Each Course
(can use Excel template to import at once, CLO tab)

☐ Identify Student Assessment Methods for each CLO

(from drop down menu in Excel template or add your own)

☐ Identify Teaching and Learning Activities for each CLO
(from drop down menu in Excel template or add your own)

☐ Consider If/How Each CLO is aligned with each PLO based on the Curriculum Mapping Scale

BEFORE using the UBC Curriculum Mapping platform GATHER the following items:

☐ Have the completed NIC Curriculum Mapping Course Prep Template ready

☐ Export and save JUST the PLO tab as an xlsx file, named appropriately based on the Program

☐ Export and save EACH of the CLO tabs SEPARATELY as xlsx files, named appropriately based on the Course

☐ Have Program Information ready to enter

DURING the use of the UBC Curriculum Mapping platform, COMPLETE the following steps:

☐ Add your program & all program details
(from your completed excel course prep template)

☐ Import your PLO's saved from the Excel Course Prep Template
(exported from your completed excel template)

☐ Add details for EACH course, including:

　　o Course information
　　o Course Learning Outcomes
　　　(import the CLO xlsx file)
　　o Student Assessment Methods
　　　(from your completed excel course prep template)
　　o Teaching and Learning Activities
　　　(from your completed excel course prep template)

☐ Complete Course Alignment for EACH course

☐ Complete Outcome Mapping for EACH course

☐ Review Program Overview for results!