

Suggested Course Design / Revision Process

- **Step 1** – Review the State standards for the course (all subjects review the ELA Common Core)
- **Step 2** – If applicable, review the Surveys of Enacted Curriculum (SEC) and what's covered on the SAT/PSAT and M-STEP (use M-STEP ELA/Math Claims and Targets or the expectations for science/social studies)
- **Step 3** – Identify the essential standards for the course based on steps 1 and 2
- **Step 4** – Unpack the essential standards that will be covered in the course
- **Step 4** - Revise/Create the Common Final Exam (Beginning, Middle, and End of Year Tests for Elementary) using the INSPECT Item Bank in Illuminate Education based on the results of Steps 1-4 ensuring the tests are similar in rigor and content to the state mandated tests
- **Step 5** - Develop a [Scope and Sequence](#), establish rough timelines, identify unit topics/big ideas along with the essential standards covered for the unit, and identify timelines for the common formative and unit summative assessments for each unit (use district templates for [Scope and Sequence](#) and [Unit Development](#))
- **Step 6** – Principal and grade level/department approves the draft scope and sequence and common exam (BoY, MoY, and EoY for Elementary)
- **Step 7** – After Principal and grade level/department approval, draft scope and sequence and exam (BoY, MoY, EoY for Elementary) is submitted to the Curriculum Director for review
- **Step 8** – After Curriculum Director review, department develops/revises units based on the work completed in steps 1 to 7. In addition, the department develops common formative assessments, common unit assessments, and common scales
- **Step 9** - Individual teachers revise/develop lesson plans and learning targets based on department created units. Teachers maintain their own lesson plans
- **Step 10** - Ongoing data review with adjustments to curriculum and instruction will be made via the Professional Learning Community (PLC) process
- **Step 11** – The Curriculum Department edits the common final exam (BoY, MoY, and EoY for Elementary) and scope and sequence for consistency. Also, the Curriculum Department maintains master copies for public review