



**Iowa Curriculum Alignment Toolkit (I-CAT)
Cheat Sheet**

Key Alignment Question

What did students get the opportunity to learn during the school year (as a result of your teaching)?

Guidelines

1. **“Sameness”**: (when thinking about what’s taught)
 - a. Look for one-to-one correspondence, synonyms, and/or key phrases in the IC statements
 - b. Dig into each line of the IC outline;
 - c. Decide if content is explicitly covered or if students are expected to have already mastered the content.

2. **No Squinting**: If you have to squint (i.e., you have to think about it really hard), it’s may not be a match.

3. **Time Limit**: If you have to think for a long time, or have a long conversation (e.g., over a minute), it may not be a match.

Nuts and Bolts of Using the Database

Web Address: <https://peoplebox.aea11.k12.ia.us/4dcgi/ilg>

LOG IN: District ID _____ Username _____ Password _____

- Step 1**: Bookmark page
- Step 2**: Log In (change password required at first log in)
- Step 3**: Click on “Select Courses” button
 - a. Check courses you teach
 - b. Click “Submit” when done
- Step 4**: Select desired IC content domain by clicking appropriate button
- Step 5**: Make following selections from drop-downs
 - a. Select the desired IC version
 - b. IC Discipline to start with
 - c. Course you would like to examine
 - d. IC grade span you want to examine
 - e. Enter the year for which you want to reflect
 - f. Click “Continue” when done (or “Home” to go back to main page)
- Step 6**: Select taught content (i.e., instructional content of enacted curriculum)
 - a. Check boxes for taught content
 - b. Click floating “Save” button on left side of table to save and stay on the page
 - c. Click appropriate button at bottom of page when done with data entry
 - o “Save and Continue” when ready to move to next discipline
 - o “Save and Back” to go to previous discipline in the list
 - o “Save and Home” to go to main page

Want to change your password? Click on the “Your Profile” Link.



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**II. Generating “View My Data” Reports
(from main page)**

- Step 1: Click on “View My Data” button
- Step 2: Make following selections from drop-downs and open fields
 - a. Content area (attend to dated versions of IC for which you wish to generate a report)
 - b. Report Format
 - c. Course(s)
 - use command-click [Mac]/ control-click [PC] to select multiple buildings
 - at least one of the courses must be one you teach
 - d. Grade range
 - e. School Year for which reflections occurred (text box)

CLICK CONTINUE

- Step 3: To look at different levels of reports (for Multi-level Analysis only)
 - a. Review the table at the top of the screen to look at alignment at different levels of analysis.
 - b. In the top table click on **Essential Concepts/Skill Sets** to view a detailed breakdown of which ECSS were taught and not taught.
 - c. In the top table click on **Details** to view a detailed breakdown of which Details were taught and not taught.
- Step 4: After viewing the report, navigate to next desired screen
 - Click on “Back” button to select different report options
 - Click on “Home” button to go back to main page

**III. Generating “Compare Data” Reports
(from main page)**

- Step 1: Click on “Compare Data” button
- Step 2: Make following selections from drop-downs and open fields
 - a. Content area (attend to dated versions of IC for which you wish to generate a report)
 - b. Grade range
 - c. Building(s)
 - use command-click [Mac]/ control-click [PC] to select multiple buildings

CLICK CONTINUE

- d. Report Format
- e. Course(s)
 - use command-click [Mac]/ control-click [PC] to select multiple courses
- f. School Year for which reflections occurred (text box)

CLICK CONTINUE

- Step 3: To look at different levels of reports (for Multi-level Analysis only)
 - a. Review the table at the top of the screen to look at alignment at different levels of analysis.
 - b. In the top table click on **Essential Concepts/Skill Sets** to view a detailed breakdown of which ECSS were taught and not taught.
 - c. In the top table click on **Details** to view a detailed breakdown of which Details were taught and not taught.
- Step 4: After viewing the report, navigate to next desired screen
 - Click on “Back” button to select different report options
 - Click on “Home” button to go back to main page

IV. Interpreting “Report Tables” Reports

- Step 1: Columns with course titles contain a “Y” next to each ECSS/Detail taught, blank blue cells for not taught
- Step 2: IC Details Course Coverage column has a frequency count of the number of courses where each Detail is taught
- Step 3: Percent of Course Details Coverage column has the percentage of courses where each Detail is taught
- Step 4: Interpreting data means asking questions and examining gaps and overlaps based on those questions