# Focus Group Meeting Script

## Introduction

Good evening and welcome to our session tonight. Thank you for taking the time to join our discussion of Curriculum Mapping at Monarch Academy.

My name is Ian Carnaghan and I am a Graduate Student in the University of Baltimore’s Information and Interaction Design DS program. I am attempting to find out information about how a web based curriculum mapping applications might assist Monarch teachers in building curriculum maps for their classes.

Tonight we will be discussing how you currently create lesson plans and curriculum maps. We'll also be discussing how you use computers and technology here at Monarch to assist your everyday teaching tasks. I am interested in hearing about the ways you currently collaborate with other teachers to ensure that curriculum is consistent within grade levels and how common core standards are adhered to. I would like to learn more about the processes you follow for lesson planning and the types of resources you need access to. I am looking to gain new insight and create new tools that will help you achieve your curriculum planning and mapping goals. There are no right or wrong answers but rather differing points of view. Please feel free to share your point of view even if it differs from what others have said. I do ask that your answers be specific, with as much information as possible. My goal tonight is to capture ideas, which will hopefully aid me in building an effective curriculum mapping application for your school.

Before we begin, let me note that I will be recording this session and taking notes to gather and then later analyze information from our discussion tonight. Our session should take about one hour. We will be on a first name basis tonight, but in our later reports there will not be any names attached to comments. You may be assured of complete confidentiality. Is there anyone here who didn't sign a consent form when they arrived?

<Assuming all answer no>

Thank you.

## Ground Rules

First, we want to go over some basic ground rules to guide our discussion:

* Only one person talks at a time.
* No sidebars (separate conversation).
* It is important for us to hear everyone’s ideas and opinions. There are no right or wrong answers – all ideas, experiences and opinions are valuable.
* It is important for us to hear all sides of an issue – both the positive and the negative. Respect others' opinions, even if you do not share them
* Ask for clarification if questions or terms are not clear.
* Please turn cell phones off for the duration of the session. Any questions about anything we’ve discussed so far?

## Introductions

Let's find out some more about each other by going around the room one at a time. Tell us your name, what you teach, including your current grade level, and how long you have been teaching. Feel free to provide any additional information.

## Questions

1. Let's take a moment and discuss what online / web based applications you currently use on a daily basis as a teacher here at Monarch Academy.
   1. Benefits vs Challenges
   2. Access Restrictions
   3. Other Issues
2. How familiar are you with Curriculum Mapping? Have you had any experience creating maps either here at Monarch or other schools?
3. What resources do you need to effectively lesson plan and / or collaborate with your grade team on curriculum planning?
   1. Educational resources (Educational resources for building the lessons).
   2. Tools used to create plans (Software used to create the lesson plan, Word, Excel, etc., formatting requirements).
4. Can you think of ways your current process of lesson planning and curriculum planning could be improved, either through the use of technology or otherwise?
5. How do you currently map common core to your own lesson plans / curriculum?
6. Can you give me an example of one of your favorite web sites or web applications?
   1. What is it about this application or site that you like.
7. Can you give me an example of one of your least favorite web sites or web applications?
   1. What annoyances or problems do you have with this site or application?
8. If an application was created where you could manage your lesson plans as well as curriculum maps, can you describe the ideal set of tools or resources it might contain to help you in your job?