



ATLAS QUICK START GUIDE

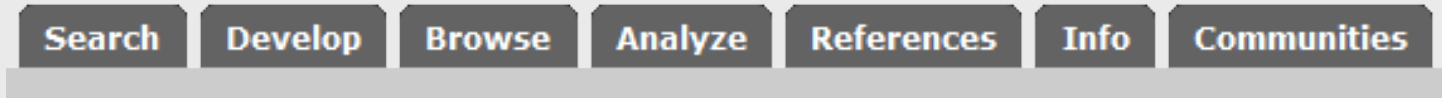
LOG IN TO ATLAS

Name: Search...

Password: [Forgot your Password?](#)
[Click here for Password reset](#)

1. Find your name in the drop down menu and enter your school's default password.
2. On the next screen, personalize your password for all subsequent log ins.
3. Confirm that your email address and preferences are correct, and click **Save My Settings**.

BASIC ATLAS NAVIGATION



My Atlas

- My Curriculum
- My Favorites
- My Reports
- My Notes
- My Settings

- My Atlas Toolbar:** View and access your courses, favorite units, custom standards reports, notes posted to your maps, and personal system settings.
- Search:** Use a keyword search of all maps in your Atlas system to find out where a specific topic or skill is taught.
- Develop:** Build your Unit Calendar and develop your curriculum maps.
- Browse:** Find specific maps in your Atlas system by using the filters to view maps by school, grade, subject, course name, teacher, and archived maps.
- Analyze:** Create custom scope and sequence and standards reports.
- References:** Access a virtual library of academic resources.
- Info:** Find technical support through help resources and Atlas training tools.
- Communities:** Go beyond your Atlas system to connect with teachers and schools around the world.

FIND HELP IN ATLAS

Info is your source for technical support and help resources, including:

- Instructional manual and Atlas Overview videos.
- Email access to your Atlas System Administrators and Core Leadership Team.
- Rubicon contact information for Atlas technical support.

Atlas > Info > Atlas Overview Videos

- How do I get around in Atlas?
- Where can I find all occurrences of a keyword or phrase throughout my school's curriculum?
- What tools can I use to enter and modify my curriculum in Atlas?
- Where can I view all the curriculum in our Atlas system?
- Where can I find help in Atlas?
- What are some ways to analyze the curriculum?
- Where can I find resources on teaching and learning and specific to my school and process?
- How do I view & share educational ideas with the global community?

If you need more help on Atlas functions, you can go to the **Atlas Manual** to read the instructions.

Context Sensitive Help is accessible on any page in Atlas by clicking the Help icon in the upper right corner.

Atlas > Develop > Anderson, John

Anderson, John

Course	Grade	School	Subject	Map Type
Algebra I*	Grade 9	High School	Mathematics	
Civil War Studies	Grade 6	Middle School	Social Studies	
Language Arts Pre-K*	Pre-Kindergarten	Elementary School	English Language Arts	

3 record(s) found. [Edit Course Assignments >>](#)

Manual Video Tutorial

Access Your Courses

Develop screen allows you to view and edit all Courses assigned to you.

Help Topics:

- Atlas FAQ
- Manual

Atlas > Develop

Unit Copy allows you to copy Units or complete Courses into your maps from the current year curriculum or from prior year archives.

Context Sensitive help for every page in Atlas.

Select Course Name to access Unit Calendar.

Select any unsorted column heading to sort list.

Add or Remove Courses optional function in Atlas.

Courses	Grade	School	Subject	Map Type
English 1	High School	High School	English Language Arts	
English 2	Grade 5	Elementary School	English Language Arts	
English 8.4	Grade/Click printer icon to view new or print Course	High School	English Language Arts	
English 2.2	High School	High School	English Language Arts	
English 8.2	Middle School	Middle School	English Language Arts	
Language Arts Pre-K	Pre-Kindergarten	Elementary School	English Language Arts	
Math 5.1	Grade 5	Elementary School	Mathematics	



DEVELOP YOUR CURRICULUM

BUILD YOUR UNIT CALENDAR

The **Unit Calendar** represents the pacing of your units of instruction as taught throughout the academic year.

View or modify the **Course Description**.

Atlas > Develop > (Macdonald, Jeffrey) > Pre-Kindergarten (Early Childhood), Early kids [Need Help?](#)

Course Description | Unit Calendar

Early kids (Early Childhood), Pre-Kindergarten View: Course Description | Curriculum Map | Unit Calendar

Create a new Unit:

Unit Name: Science Rocks! From: Week 4 To: Week 6 Save Unit Copy Auto Sort

Unit: Who am I? Where do I live?

Aug Sep Oct Nov Dec Jan Feb Mar Apr May

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38

Recycle Bin

Create a new unit:

1. Enter the name of the new unit.
2. Select the weeks in which the unit will be taught.
3. Click **Save**.
4. Select the Unit Name to open the **Unit Planner** and add the details for your unit.

Click the action menu button to **View**, **Rename**, or **Delete** the unit.

Reschedule units by dragging and dropping or lengthening and shortening the pacing bars.

The **Recycle Bin** button allows you to view and restore any units or courses you have deleted.

DEVELOP YOUR UNIT

The **Unit Planner** is your template for developing and organizing your curriculum. The categories and format of the planner have been customized by your school to support your curriculum mapping process.

Use the **Rich Text Editor (RTE)** toolbar to format your text.

Hover your cursor over a category name to view the **Category Definitions** developed by your school.

Post private **Notes** to your unit as a reminder of changes you might want to make the next time you teach this unit.

View your unit in a printable format.

Add contents to your planner:

- Click directly into categories with a white background and begin typing or paste content from other documents.
- Click the **Add New** button to select attributes from drop down lists and checkable boxes that have been preloaded to your system.

Notes View Submit To Exemplar Save Unit

Essential Questions

What did Newton mean when he said "If I have seen further, it is by standing on the shoulders of giants."?

- How has our understanding of biology progressed?
- What methods and attitudes influence scientists in the modern world?
- What opportunities might exist for me at the forefront of the living world?

Benchmarks

Add New

Science Grade 6 Scientific Inquiry

1.1: Identifies questions and concepts that guide scientific investigations.

1.1.1 Formulate a testable hypothesis.

1.2: Designs and conducts scientific investigations.

1.2.4 Follow experimental procedures described in lab manuals, demonstrate

Sort WEBSITE, DOCUMENT, IMAGE, or LESSON PLAN

- Link to a WEBSITE
- Link to a DOCUMENT, AUDIO/VIDEO, or IMAGE File
- Display an IMAGE in this unit
- Link to a Lesson Plan

Gians of Science Research Rubric.xlsx
Description: 20+ Gians of Science (Biology)

Links allow you to attach electronic resources (e.g. websites, power points, tests, worksheets, and lesson plans).



MANAGE COURSE ASSIGNMENTS

EDIT COURSE ASSIGNMENTS

Add or modify your course assignments from either **My Curriculum** on your My Atlas portal or the **Develop** tab.

[Atlas](#) > [Develop](#) > **Macdonald, Jeffrey**

Macdonald, Jeffrey

Unit Copy

Course	Grade	School	Subject	Map Type
Language Arts 1	Grade 1	Elementary School	English Language Arts	D
Language Arts 4	Grade 4	Elementary School	English Language Arts	BP
Language Arts Pre-K*	Pre-Kindergarten	Early Childhood	English Language Arts	D

3 record(s) found. [Edit Course Assignments](#) >> **1**

Note: This is an **optional** feature for Atlas systems. If you do not see the link, this feature has not been enabled in your system. Please contact your System Administrator for course assignments.

1. Click **Add** or **Edit Course Assignments** to create your course list.
2. Select your **School**, **Subject** and/or **Grade** from the drop down menus, depending on your area of instruction:
 - If you are an elementary or home-room teacher, you may prefer to filter by **Grade** and select all courses from within your specified level.
 - If you teach middle school or upper level courses, you may prefer to filter by **Subject** and select all grade levels within the specified content area.
3. Click **New** button to create an individual course for yourself, *and or* click **Join** button to request to join an existing course as a collaborator. You will be prompted to send an email request to the course collaborators and/or a System Administrator to approve your collaboration request. You will not be able to edit the course materials until your request is approved.

[Atlas](#) > [Develop](#) > **Edit Course Assignments**

[Need Help?](#)

To Add a Course:

1. Select a School

Early Childhood **2**

2. Select a Subject / Grade

English Language Arts

(Select a Grade)

3. Select a Course Title

(Optional - Select a Course Title)

Can't find your Course Title?

Early kids

New

3

Early kids

Early Childhood / No Teacher assigned

Join

My Course Assignments 2011-2012

[Language Arts Pre-K* \(D\)](#)

Early Childhood / Collaboration

[Language Arts 1 \(D\)](#)

Elementary School / Macdonald, Jeffrey

2 record(s) found. **Recycle Bin**

Requested Course Assignments

[Language Arts 3](#)

Elementary School / Bellis, Linda

Those courses you've requested to join will be listed as "requested" until your request is approved. You will receive an email when your request is approved or declined.

If you do not see your course on the list or there are no courses set up for your subject area, select **Can't find your Course Title?**

Your individual courses will be immediately available for developing.