

Franklin's Rubicon Atlas FAQs

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Atlas Overview:

Q. What is the difference between a Unit and a lesson?

A. Units are like road maps, in that they allow you to map the big picture, set overarching Goals, and chart a Course for your Curriculum that may encompass several weeks of instruction. Units typically encompass a large area of focus (e.g., Biomes of the World) and may contain numerous lessons (e.g., Arctic Exploration, Life in the Deserts, Grassland Herbivores, etc.). Units placed in your Unit Calendar provide the structure and sequence of your Curriculum, and serve as an outline for your Course. You can further embellish each Unit by attaching daily Lesson Plans and other class resources in digital format. Lessons are more akin to a daily itinerary, with detailed step-by-step instructions on teaching a specific topic. Both units and lessons are important components of your Curriculum planning.

Q. Which Courses in the system can I see?

A. Atlas is designed to be a tool for collaboration to encourage conversations among professionals and lead to growth in the Curriculum. For that reason, anyone who can log into your Atlas system can view all of the Courses and attachments throughout the system using the **Search**, **Browse**, or **Analyze** tabs.

You can likewise view Curriculum from any Course, and draw ideas and resources from it; however, you can only edit Courses that are assigned to you.

Developing My Courses:



Q. When I copy and paste from another document, the formatting does not always come through. Why is this?

A. When copying from other documents and pasting into Atlas, the original document's formatting might not always transfer. Tables and certain bullet styles will not be carried over into Atlas because Atlas uses a specific set of formatting tools that are compatible with Atlas reports. In these cases, it is best to strip the text of formatting by first pasting it into a text-only or plain text editor (such as Notepad for Windows, or SimpleText or TextEdit for Mac), then copying the plain text into Atlas and re-formatting using the Atlas rich text editing (RTE) tools.

Q. Why do some months on the Unit Calendar only show two or three weeks?

A. Your Unit Calendar in Atlas numbers the instructional weeks of the current academic year. A month containing a numbered week must consist of at least 3 days of instruction to appear on the calendar. Weeks with 0-2 teaching days do not appear at all, and therefore some months appear with fewer weeks.

Q. How do I restore a Unit I accidentally deleted?

A. Your  **Recycle Bin** button allows you to view and restore Units that you have deleted from your Courses. Deleted Units remain in the Recycle Bin for at least two academic years. Access your  **Recycle Bin** button at the bottom of your Unit Calendar.

Working Collaboratively:




Q. What is the difference between an Individual Course and Collaborative Course?

A: "Individual" Courses are those that are assigned to only one teacher. "Collaborative" Courses are shared among two or more teachers, all of whom can edit that map. Hover your cursor over the term "Collaboration" to see the list of teachers assigned to that map.

Q. What is the difference between sending an email and the Notes function?

A. These two communication features of Atlas have different purposes:

EMAIL: Wherever you see an underlined teacher name (or "Collaboration") in Atlas, you may click the name to send an email without leaving your Atlas screen. Your email will automatically be sent to the teacher's email account as selected by that teacher under their **My Settings** (e.g., Gmail, Yahoo, etc.), and they can then respond from that account. This is a great way to start a conversation based on something in the Curriculum that sparked your interest (e.g., "I saw you are planning a Russian History Unit this spring. I was planning on covering a similar topic in winter, we should collaborate! Let me know when we can get together sometime next week.")


NOTES: Located in Units or Courses, the  notes icon allows you to "stick" a short message on a Unit, typically with a comment or information for the teacher, rather than a conversation starter (e.g., "Great work on this Unit. I heard the library has a new resource on this topic you might want to check out"). Teachers may leave notes on their own units to capture their reflections, or on each others' Courses by clicking the icon wherever it is found. Teachers will find a compiled list of their own Notes or those left for them by others, under **My Notes**, and an email notification will also be sent when someone leaves them a Note (if they have enabled this feature in **My Settings**). Notes are semi-private; they are only viewable by the authors of that map, not by everyone in the system. The  notes icon will change in color from yellow to  red after a Note has been left on a Unit or Course.

Q. Can I see when a Course was last updated?

A. At the bottom right of the printable view of each Course you will find listed the date and time it was last updated.

Links and Attachments:

Q. What are Links?

A. The  **Links** button at the top right of the categories in your Unit Planner allows you to attach to your Course a copy of almost any type of digital document. There is no limit to the number of Links you can attach to the category, or the total number of Links in your Unit.

Any linked item will be accessible from your Course wherever you have an internet connection. You might upload documents or link to websites containing valuable resources for your class, such as:


- A Word document with important vocabulary terms for the Unit
- A PDF document of a quiz or worksheet
- A PowerPoint presentation used as part of a lesson
- An audio file on a featured author
- A short news video clip
- Image files of complex mathematical formulas or contemporary works of art.

Q. Is there a size limit for linked documents?

A. Uploaded files need to be less than 40 MB to help ensure your internet browser does not “time-out” while downloading the Links. Most documents (Word, PDF, Excel, and other formats) will be well below 40 MB. For very large files, such as video, audio and image-rich presentations, it is recommended they be broken into smaller files. There is no limit to the number of files you may attach to either your Unit or a particular category.

Tip: Some PowerPoint and Video presentations can be quite large, and may need to be compressed or have images reduced to enable uploading. Double-check the file size before attempting to upload these files. attach documents-include zip folder instructions.

Q. If I edit one of my linked documents, do I need to upload it again in Atlas?


A. Yes, the  **Links** button allows you to upload into Atlas a copy of a document from your computer. You may later download the document from any location, and it will appear as it did at the time it was originally uploaded as a link. If you make changes to the original document and wish for the new version to be attached to your Unit in place of the old document, you will need to upload the new file to your Unit.

Q. Why can't I upload my files from my Mac?

A. Some Mac files appear to be documents, but are actually folders. Apple uses folders for Keynote and Pages, but they appear to be files when displayed on Mac OS. In order to upload these folders to Atlas they may need to Save as HTML or Save as Archive.


Printing and Exporting:

Q. How do I print my Curriculum?

A. While you can print any page in Atlas simply by selecting **Print** in your browser menu, some pages are specifically designed to be printed as reports. The Unit Calendar, Unit, Course, and all reports in Atlas are designed to be printed in this way, with simple formatting and a solid white background. To use this report format, look for the  printer icon located throughout Atlas. Print settings can be further adjusted by selecting **File > Print > Print Preview** in your browser.

Q. When I print my Curriculum, some columns are too wide, and others are too small. How do I fix this?

A. Because Curriculum Maps are dynamic reports, the columns widen and narrow to make the best fit possible given the size of your browser screen and the amount of information being displayed. A "lopsided" map with 1 or 2 very wide columns is typically due either to a large image imbedded in a mapping category or some of the information in those columns. Atlas wraps the text to the next line in a category when there is either a space or a hard return. Things that will force the column to be wider than may be desired, and things to try to distribute them more evenly, include:

- an image that is wider than 4 inches, or 1200 pixels at 300 ppi (resize the image and re-upload it);
- a long string of text with no spaces or hard returns (add a space somewhere where appropriate towards the beginning of the string);
- a long web address (upload it instead as a link using the  **Links** button for the category);
- a pair of words separated by a hyphen or slash and no space on either side of the hyphen or slash (add a space, such as “ text / text” instead of “text/text”).

Q. Can I export my work and save it on my own computer?

A. Any Curriculum Map can be downloaded in to a Word document simply by selecting the icon at the bottom right of the page. Unit Maps, UNIT_CALENDARS, and any other report in Atlas can be copied and pasted into a blank Word document and saved to your personal files. If you make updates to your Curriculum on your Word document, you will need to copy and paste those changes back into your Course on Atlas in order for the live version to be updated.