



User Guide



Preparing for Your Atlas System Archive

Completing a few simple Admin tasks before and after the archive will ensure that your school captures an accurate record of its curriculum and is prepared for the following year's curriculum planning.



User Guide

Your Atlas system has a built-in feature that makes a copy of your curriculum maps each year and stores it in a place that is accessible by all teachers and administrators. This is what we refer to as the system archive, which is simply a backup of your curriculum. With some quick preparation and awareness of the archive, it can be used as a powerful reflective tool as your school progresses in its curriculum mapping journey.

Although this is an automatic feature of Atlas, there are several things you should know that will help you manage the process of transitioning your curriculum into a new academic year.

Content

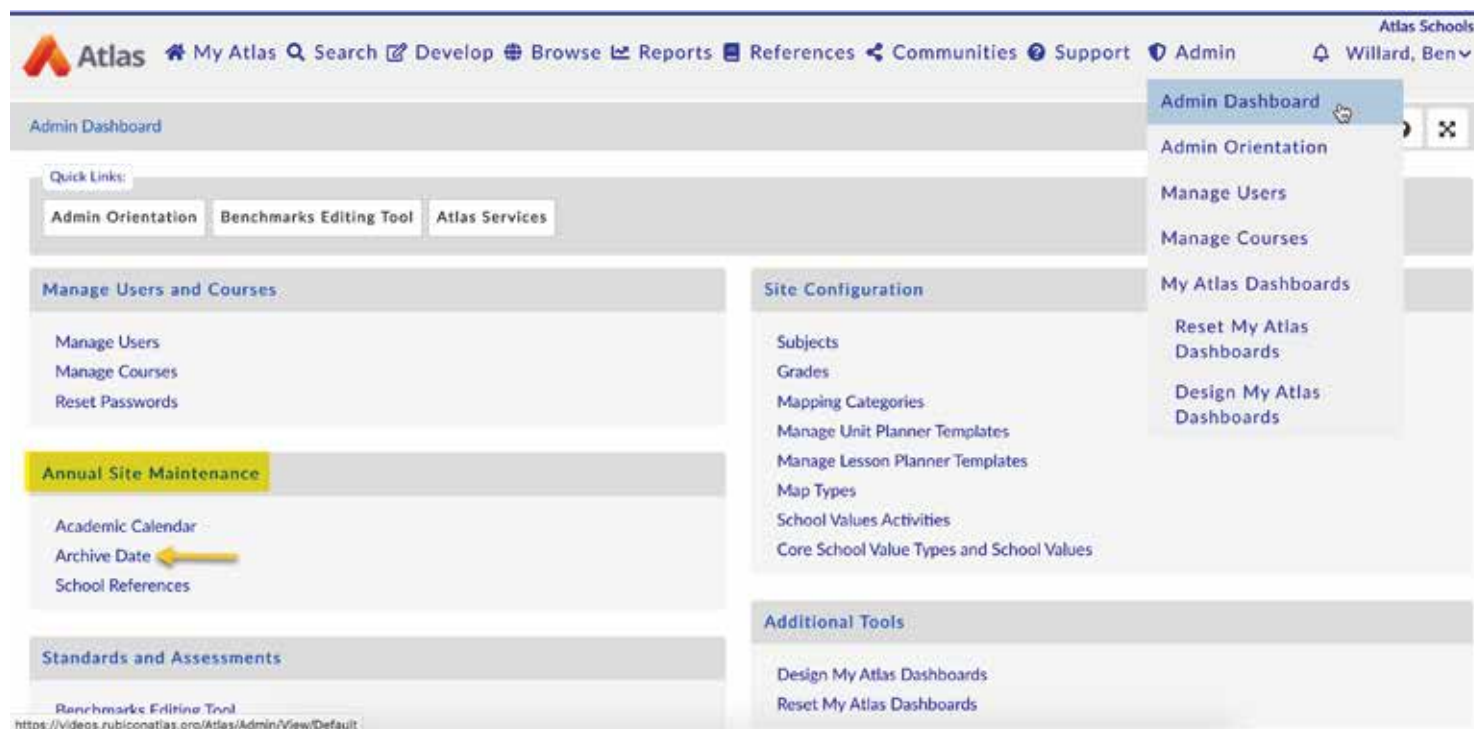
Before your system archive.....	3
1. Set the archive date for around 2 weeks after the last day of school.....	3
2. Encourage your team to update their courses to reflect what was taught in the current year.....	4
After your system archive.....	4
1. Complete System Admin tasks for quick system clean up.....	4
2. Simplify the unit template or incorporate new initiatives.....	6
3. Update the System's adopted standards list.....	6
Find your archived curriculum & reflect.....	7

Before your system archive

Prior to the archive date, remind your team to update their curriculum to best reflect the school year. Because the archive will store curricular information for years to come in Atlas, it is most beneficial when each year's archive shows exactly what was taught within that time period. Here's a few reminders to guarantee the accuracy of each archive:

1. Set the archive date for around 2 weeks after the last day of school.

Because teachers may want to plan over the summer months, we recommend that your annual archive take place at the end of the school year, after teachers have wrapped-up instruction for the year, but before they begin planning for the following year.





User Guide

2. Encourage your team to update their courses to reflect what was taught in the current year.

Because teachers may want to plan over the summer months, we recommend that your annual archive take place at the end of the school year, after teachers have wrapped-up instruction for the year, but before they begin planning for the following year.

Some sample questions for teachers to ensure their maps are up to date include:

- Are the pacing bars accurate on the Unit Calendar?
- Were there any units that you didn't cover this year? Any units that need to be added to your curriculum?
- Are the standards you taught this year accurately marked as targeted and assessed in your units?
- Are your unit reflections completed? What went well, and what needs to be improved for next year?

After your system archive

If your team has discussed any new initiatives, template changes, or standards updates, put those into action once your archive date is complete. Use these tips to prepare your Atlas system for the new year:

1. Complete System Admin tasks for quick system clean up.

As a system Admin, system maintenance is timely following the archive date

- Delete departed teachers and add new team members in Teachers and Privileges:

Atlas

User Guide

Atlas Schools
Willard, Ben

Admin Dashboard
Admin Orientation
Manage Users
Manage Courses
My Atlas Dashboards
Reset My Atlas Dashboards
Design My Atlas Dashboards

Find Users:
[Search] [View All]

Import Users

Add New User

User Name	Email	Attributes	Special Editing Privileges
Armstrong, Jill	jarmstrong@atlas.ps.edu		✓ ✎ ✕
Bebich, Sarah	bebich@atlas.ps.edu		✓ ✎ ✕
Bellis, Linda	lbellis@atlas.ps.edu	System Admin	✓ ✎ ✕
Brown, Kathy	kbrown@atlas.ps.edu		✓ ✎ ✕
Byberg, Marlo	mbyberg@atlas.ps.edu		✓ ✎ ✕
Clauson, George	gclauson@atlas.ps.edu		✓ ✎ ✕
Cody, Donna	dcody@atlas.ps.edu		✓ ✎ ✕
Doe, John	jdoe@atlas.com		✓ ✎ ✕

<https://wileco.rubiconatlas.org/Atlas/Admin/View/Teachers>

- Update the new year's course list and course assignments and remove courses that will be taught next year:

Atlas Schools
Willard, Ben

Admin Dashboard
Admin Orientation
Manage Users
Manage Courses
My Atlas Dashboards
Reset My Atlas Dashboards
Design My Atlas Dashboards

Course Assignments

Course Tiles Course Assignments Course by User

Filter:

by School Type
by School
by Grade
by Subject
Type a Course Name
Type a User Name
by Map Type
Reset Filter

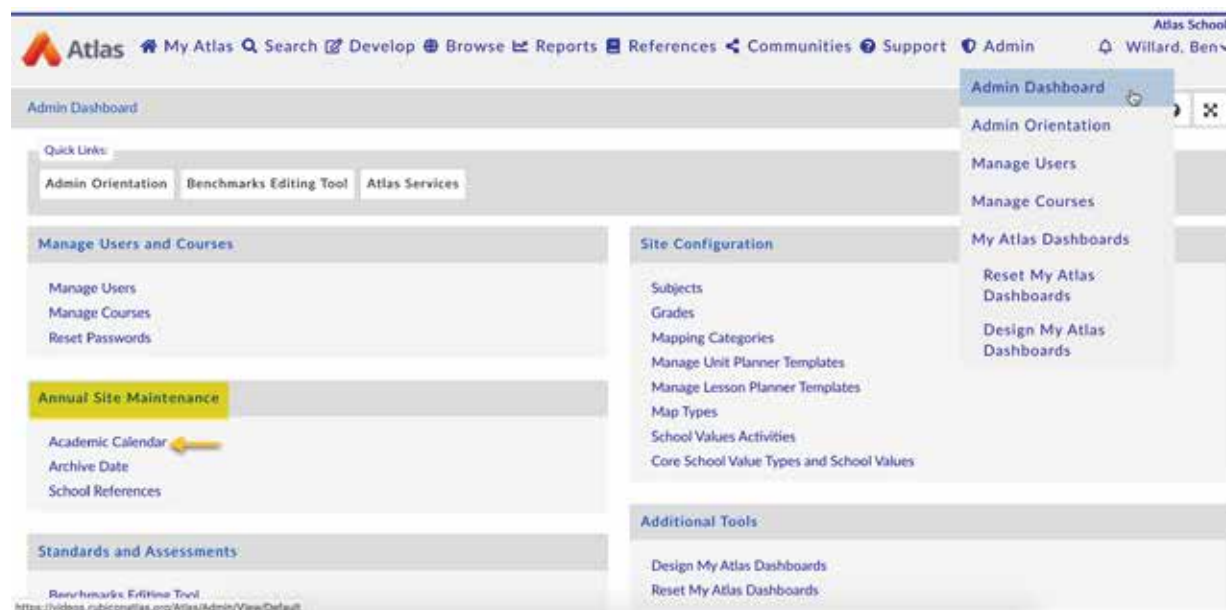
Map Type	School	Subject	Grade	Course Title	Curriculum Developers	Assignments
High School	High School	Social Studies	Grade 11	20th Century US History	Willston, Bill	✓ ✎ ✕
High School	High School	Visual Arts	High School	Adv Art	Norman, Patrick	✓ ✎ ✕
High School	High School	Mathematics	Grade 7	Algebra I	Jackson, Joey	✓ ✎ ✕
District	High School	Sciences	Grade 12	AP Biology	2 Curriculum Developers	✓ ✎ ✕
High School	High School	Social Studies	Grade 12	AP US History	Jahn, Helga	✓ ✎ ✕
Elementary School	Elementary School	Visual Arts	Grade 1	Art 1	Jackson, Joey	✓ ✎ ✕
Elementary School	Elementary School	Visual Arts	Grade 2	Art 2	Thompson, Greg	✓ ✎ ✕
Elementary School	Elementary School	Visual Arts	CE2	Art 3	Smith, John	✓ ✎ ✕

<https://wileco.rubiconatlas.org/Atlas/Admin/View/Maps>

Atlas

User Guide

- Set new school start and end dates in the Academic Calendar:



2. Simplify the unit template or incorporate new initiatives.

Can your template be streamlined for your teachers, or can new initiatives be woven in? Consult with our Support team if your template requires clean up or new additions. Keep in mind that the archive will preserve any information in the case that the template undergoes major changes for the new year.

3. Update the System's adopted standards list.

The adopted standards list can become exhaustive and inaccurate as years progress. Have a conversation with your team and determine if any standards in your system are outdated or no longer used by teachers. Feel free to reach out to our Support team if standards need to be removed from your system or if there are any new sets of standards that your team will need for the upcoming year.



User Guide

Find your archived curriculum & reflect

Finally, make sure your team makes the most use out of the archive feature by reminding others where to find their curriculum from past years. Peruse curriculum year to year by navigating to Browse > Filter > Current Year.

Visibility into past years' curriculum can be a starting point to plan for upcoming years or spark conversation about the progression of your curriculum over time. Utilize the archive feature to reflect, analyze, and celebrate the hard work your team has put in to writing your school's curriculum!

You can watch our video about managing the archive process [here](#). Don't hesitate to email our support team with any questions you have!



 + 1 503 223 7600

Visit: onatlas.com
Email: hello@onatlas.com



@Atlasbyfaria

@Planonatlas



fariaedu