



User Guide



Tips for Communicating in Atlas

We all know that collaboration is integral for a strong curriculum process, and Atlas collaboration features support to stay in continuous communication with each other. These six tips will help educators to communicate effectively in Atlas.



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Tip #1: Check Your Communications Channel

Does looking at a unit spark an idea you want to share with a colleague? Share it! Would this standards report be helpful for your next PLC conversation? Share it!

You can find an option to share units and reports throughout Atlas by clicking on the green “Actions” icon. This is a great way to begin a conversation with a colleague or bring an idea to their attention. The Communications Channel (mentioned above) will also have a record of everything you shared for your own review.

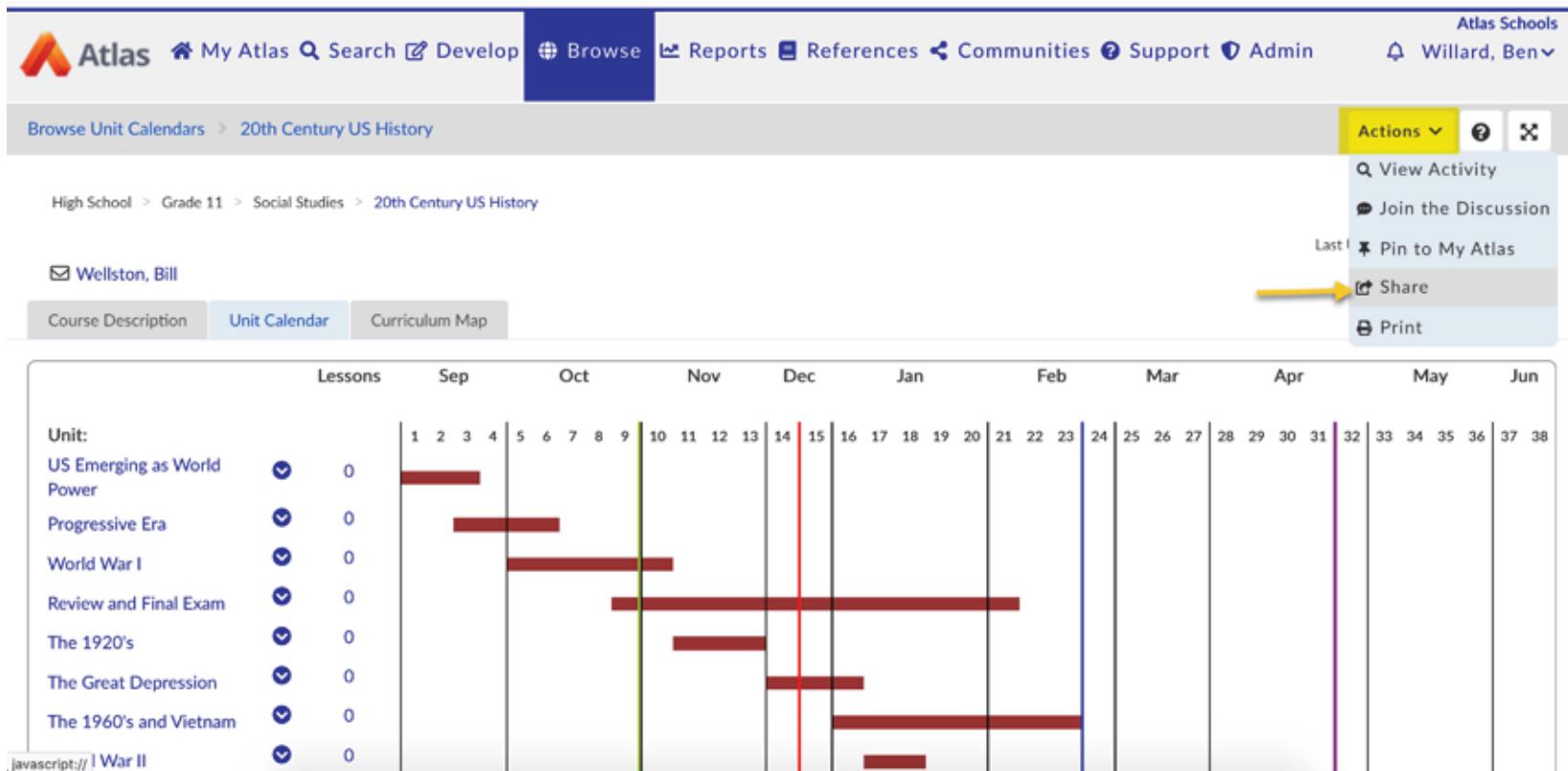
The screenshot displays the Atlas web application interface. At the top, the Atlas logo and navigation menu are visible. The main content area is divided into several sections. On the left, under 'My Courses', there is a table for 'English K' showing lessons for Quarter 1 through Quarter 4. A 'View in Unit Calendar' link is present below the table. In the center, a 'Communications' modal window is open, displaying a message: 'A note was left on the unit "Quarter 1"'. The message content reads: 'Let's give our units descriptive names. What are you teaching in "Quarter 1"?'. The message is dated 'Wednesday, April 15, 2020, 3:33PM by The Atlas Team'. On the right side of the interface, a 'Communications Channel' is visible, with a yellow arrow pointing to it. Below the channel, there are icons for 'Assessments' and 'My Unit Calendar Comparison'.

Lessons	Sep	Oct
Quarter 1	0	
Quarter 2	0	
Quarter 3	0	
Quarter 4	0	

Tip #2: Share... Anything

Does looking at a unit spark an idea you want to share with a colleague? Share it! Would this standards report be helpful for your next PLC conversation? Share it!

You can find an option to share units and reports throughout Atlas by clicking on the green “Actions” icon. This is a great way to begin a conversation with a colleague or bring an idea to their attention. The Communications Channel (mentioned above) will also have a record of everything you shared for your own review.



The screenshot shows the Atlas interface for a unit calendar. The top navigation bar includes the Atlas logo, 'My Atlas', 'Search', 'Develop', 'Browse', 'Reports', 'References', 'Communities', 'Support', and 'Admin'. The user is logged in as 'Willard, Ben'. The breadcrumb trail is 'Browse Unit Calendars > 20th Century US History'. The page title is 'High School > Grade 11 > Social Studies > 20th Century US History'. The user's name 'Wellston, Bill' is displayed. The 'Unit Calendar' tab is selected. The 'Actions' menu is open, showing options: 'View Activity', 'Join the Discussion', 'Pin to My Atlas', 'Share' (highlighted with a yellow arrow), and 'Print'. The unit calendar grid shows lessons from September to June. The units listed are: US Emerging as World Power, Progressive Era, World War I, Review and Final Exam, The 1920's, The Great Depression, and The 1960's and Vietnam.

Lessons	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Unit:										
US Emerging as World Power	1-4									
Progressive Era		5-7								
World War I		8-10								
Review and Final Exam			11-21							
The 1920's			22-23							
The Great Depression				24-25						
The 1960's and Vietnam					26-31					



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Tip #3: Leaving feedback? Leave a note!

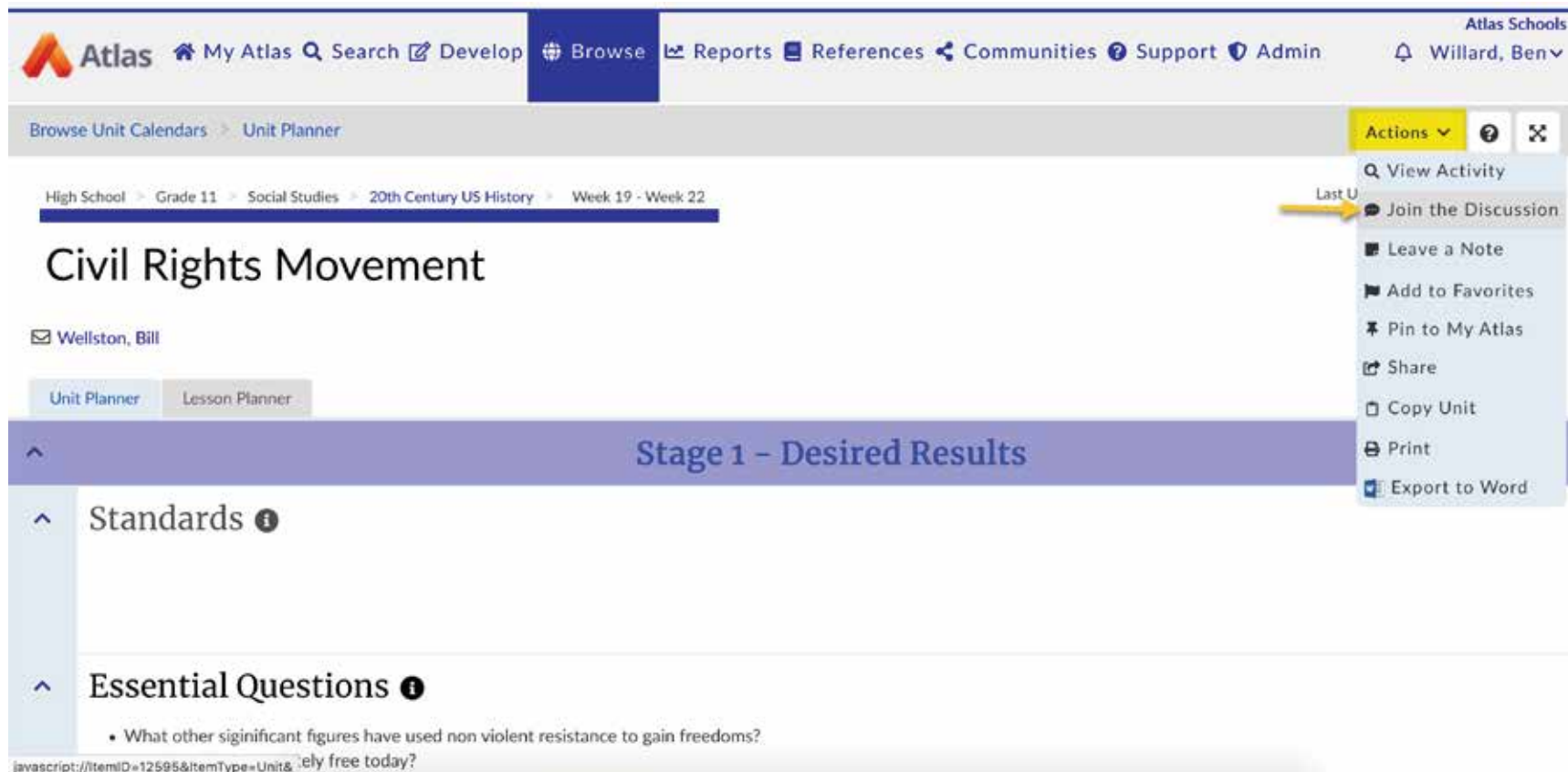
Just like placing a sticky note on a unit, the notes in Atlas allow you to leave a comment on a unit or a specific category of a unit. The digital sticky notes are even better though, because you can add attachments as well as writing. Notes can only be seen by the author(s) of the course, making them a nice way to send private feedback, share a resource, or share ideas for only the teacher(s) of the course.

You can also use Notes to leave yourself a reminder - perhaps you want to remember to link in a video clip or you want a reminder that your EQs need some work.

The screenshot displays the Atlas web application interface. At the top, there is a navigation bar with the Atlas logo and various menu items: My Atlas, Search, Develop, Browse, Reports, References, Communities, Support, and Admin. The user's name, Willard, Ben, is visible in the top right corner. Below the navigation bar, there is a breadcrumb trail: High School > Grade 11 > Social Studies > 20th Century US History > Week 3 - Week 6. The main content area is titled 'Progressive Era' and is owned by 'Wellston, Bill'. There are tabs for 'Unit Planner' and 'Lesson Planner'. A blue banner indicates 'Stage 1 - Desired Results'. Below this, there is a section for 'Standards' with a dropdown arrow and an information icon. The standards listed include 'UT: Literacy in History/Social Studies, Science, & Technical Subjects (Gr6-12 2013)', 'UT: Grades 6-8', and 'Reading: History/Social Studies'. A specific standard is highlighted: '3. Analyze how and why individuals, events, or ideas develop and interact over the course of a text.' Below this, a sub-standard is listed: 'RH.6-8.3. Identify key steps in a text's description of a process related to history/social studies (e.g., how a bill becomes law, how interest rates are raised or lowered)'. On the right side of the interface, there is an 'Actions' menu with a dropdown arrow. The menu items are: View Activity, Join the Discussion, Leave a Note (highlighted with a yellow arrow), Add to Favorites, Pin to My Atlas, Share, Copy Unit, Print, and Export to Word.

Tip #4: Working in a Collaboration? Join the Discussion!

Discussions are ideal for teachers working collaboratively on a course in Atlas because they are a threaded conversation that everyone can see and contribute to. You can post a question, your colleague can respond, and the dialogue can flow from there! Discussions can take place on the unit calendar, a unit of instruction, a specific unit category, or even a saved report- so many options! As a bonus, you can add attachments to your Discussion for an even richer dialogue. This list customizable!



The screenshot displays the Atlas interface for a unit planner. The top navigation bar includes the Atlas logo, 'My Atlas', 'Search', 'Develop', 'Browse', 'Reports', 'References', 'Communities', 'Support', and 'Admin'. The user is logged in as 'Willard, Ben'. The breadcrumb trail shows 'Browse Unit Calendars > Unit Planner'. The main content area is titled 'Civil Rights Movement' and is associated with 'Wellston, Bill'. Below the title, there are tabs for 'Unit Planner' and 'Lesson Planner'. A blue bar indicates 'Stage 1 - Desired Results'. The 'Standards' section is expanded, and the 'Essential Questions' section is also expanded, showing a question: 'What other significant figures have used non violent resistance to gain freedoms?'. A yellow arrow points to the 'Join the Discussion' option in the 'Actions' menu, which is open and shows options like 'View Activity', 'Join the Discussion', 'Leave a Note', 'Add to Favorites', 'Pin to My Atlas', 'Share', 'Copy Unit', 'Print', and 'Export to Word'.

Tip #5: Send a Message with the School Channel

Though Messages can only be sent from the School Channel by those with permissions to do so, they can be a great way to communicate with all teachers, or a group of teachers, in Atlas. Here are a few scenarios in which you might want to send a School Message:

- Back to school welcome message to the entire team
- Remind teachers to review or share feedback on curriculum updates
- Maximize your limited planning time by reminding your team about the focus (and pre-work) for your next meeting
- Reminder about an upcoming PD day (i.e. don't forget your laptops!)

The screenshot displays the Atlas interface. At the top, the navigation bar includes 'Atlas', 'My Atlas', 'Search', 'Develop', 'Browse', 'Reports', 'References', 'Communities', 'Support', 'Admin', and a user profile for 'Willard, Ben'. The main content area is titled 'Standards Analysis' and features a 'Send Message' dialog box. The dialog box is titled 'School' and contains the following text: 'Diversifying Assessments', 'Please take a look at this report as we consider ways to diversify our assessments.', and a link to 'MS Assessment Methods (current year)' with the timestamp 'Wednesday, April 15, 2020, 3:43PM by Willard, Ben'. The background shows a pie chart titled 'Assessment Methods' with the following data: Test: Common : 2.8%, Project: Visual Arts : 4.1%, Project: Technology: 2.3%, Project: Personal : 2.3%, Oral: Quiz: 9.6%, Oral: Peer Assessment: 4.1%, Oral: Speech: 0.5%, Oral: Presentation: 3.2%, Oral: Oral Report: 6.0%, Oral: Discussion: 3.7%, and Oral: Quiz: 9.6%.



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Tip #6: Set Your Email Preferences

Atlas will automatically send you an email to alert you of communications and activity in Atlas. You may want to be notified immediately, or you might want to be notified slightly less frequently - like once per day or once per week. Whatever the scenario, you can change your settings in the top right corner of your Atlas system so that your preferences are met.

