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.
| Tip #1: Check Your Communications Channel | 3 |
| Tip #2: Share... Anything | 4 |
| Tip #3: Leaving feedback? Leave a note! | 5 |
| Tip #4: Working in a Collaboration? Join the Discussion! | 6 |
| Tip #5: Send a Message with the School Channel | 7 |
| Tip #6: Set Your Email Preferences | 8 |
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.
Tip #2: Share... Anything

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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.
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!
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!)
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.