

Atlas

User Guide



End of Year Checklist for Atlas System Administrators

At the end of each school year or in preparation for next year, it's important for the System Administrator to do a few things *after* the curriculum has been archived in Atlas. Follow this checklist to set your team up for success at the start of the next academic year.



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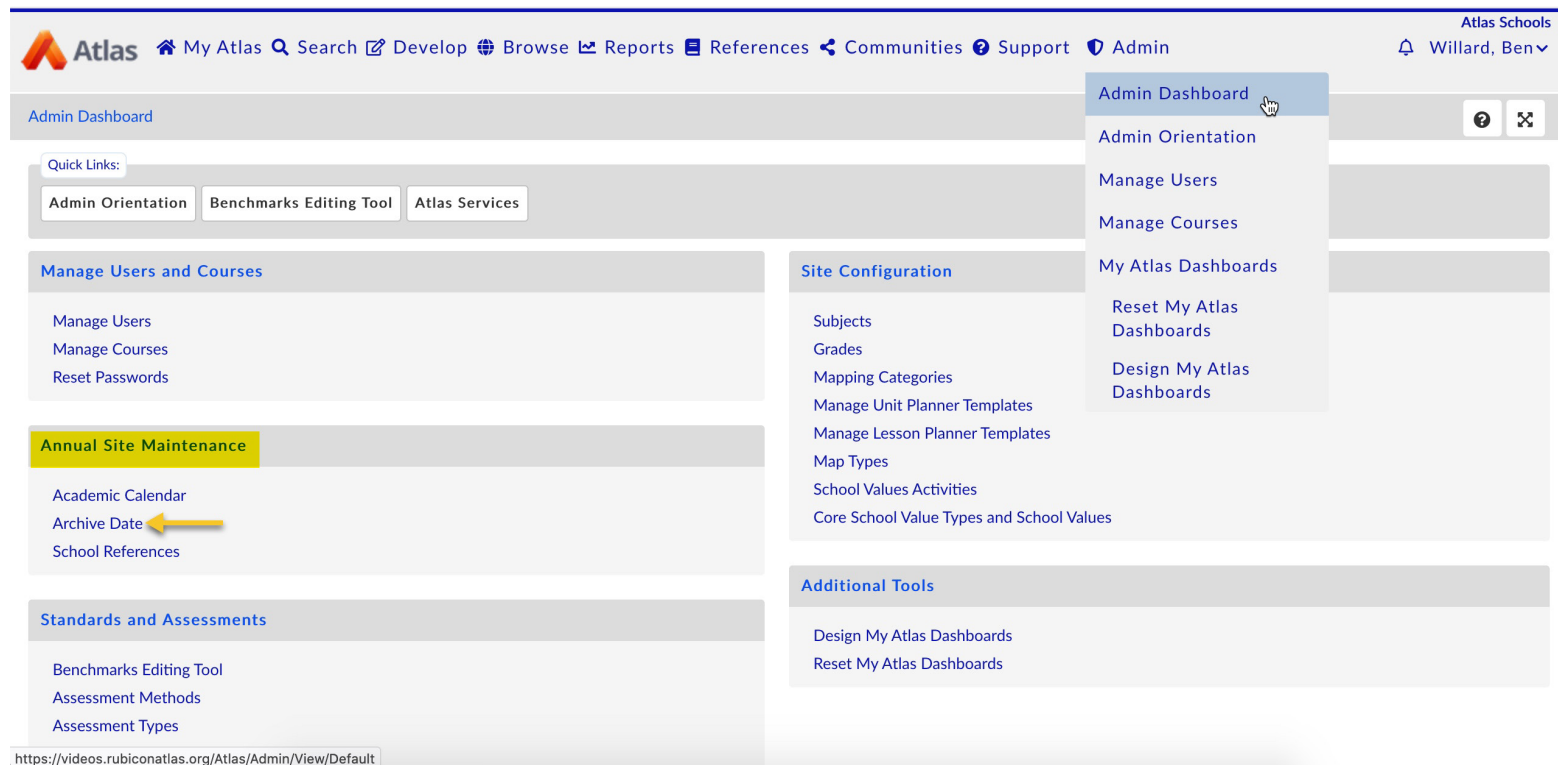
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1. Set the new archive date.

Set a date for your annual archive once a year through the Site Configuration section. Atlas automatically saves a copy of all curriculum maps in your system for historical reference. Archived maps include all curriculum including Standards, Assessments, Links, etc. Simultaneously, all curriculum is copied forward into next year's maps allowing teachers to begin modifying existing courses or developing new units for the upcoming year.

Watch our *support video* to learn more about the archive.



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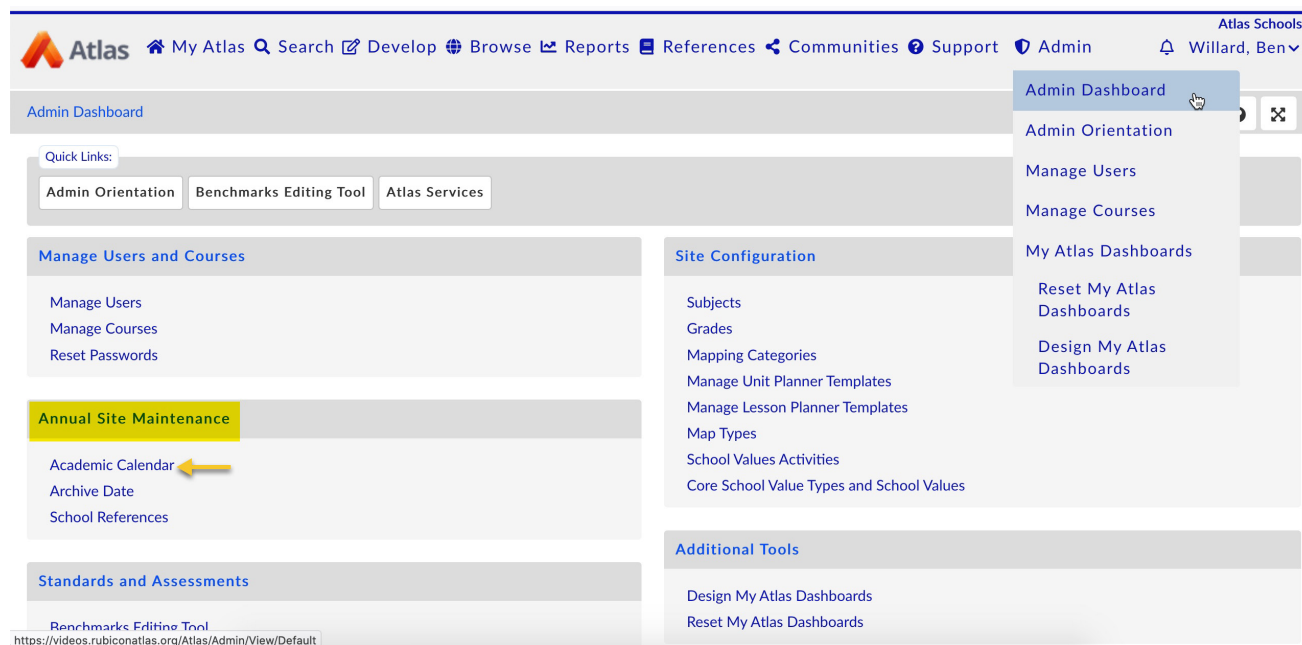
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2. Update the academic calendar.

System Administrators have the ability to adjust the Academic Calendar in the Site Configuration section of your Admin Dashboard.

Make sure that your system's start and end dates are updated to reflect the new academic year. These dates correspond to the dates shown on the Unit Calendar that teachers use to map curriculum. This is an essential first step for getting your Atlas system ready to go for a new school year.

This is also a great time to input key dates, such as the end of term or grading period, and to pick your system's archive date. The archive is a snapshot of the current year's curriculum; we recommend setting the archive date about two weeks after the end of school.



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3. Add any new teachers.

Manage the list of teachers and users who have access to your Atlas system. Under Teachers & Privileges, be sure to include an accurate email address to ensure that each teacher receives messages from other teachers, notifications when notes are posted to their maps, and automated emails to reset passwords. System Admins also have the ability to import a large number of teachers from a CSV spreadsheet into the Atlas system.

Atlas Schools

Atlas My Atlas Search Develop Browse Reports References Communities Support Admin Willard, Ben

Manage Users

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://videos.rubiconatlas.org/Atlas/Admin/View/Teachers

Admin Dashboard

Admin Orientation

Manage Users

Manage Courses

My Atlas Dashboards

Reset My Atlas Dashboards

Design My Atlas Dashboards

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4. Ensure courses are assigned to the correct teachers.

Manage Courses contains a list of Course Assignments in your system and should represent all of the classes being taught in the current academic year. You can have multiple course assignments; for example, Science 6 can be a collaboration taught by multiple teachers in addition to being taught individually. If a teacher is not selected, the course will remain in the system with no teachers assigned to edit the course.

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Course Assignments

Course Titles 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

Add New Course

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

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5. Remove the accounts of teachers no longer at your school.

Similar to #2, you can access Teachers & Privileges from the Admin dashboard to update the teacher's editing access. Use the Find Teachers: search field to quickly locate the teacher or User Account. Then click the delete button to remove the teacher or user account and click OK to confirm. If there are maps assigned to this teacher, you will be presented with options to continue.

Click Confirm Delete to remove the teacher account from Atlas. The Course(s) will remain in the system without a teacher assigned.

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Bebich, Sarah	bebich@atlas.ps.edu		✓ ✎ ✕
Bellis, Linda	lbellis@atlas.ps.edu	System Admin	✓ ✎ ✕
Brown, Kathy	kbrown@atlas.ps.edu		✓ ✎ ✕
Byberg, Marlo	mbyberg@altas.ps.edu		✓ ✎ ✕
Clauson, George	gclauson@atlas.ps.edu		✓ ✎ ✕
Cody, Donna	dcody@atlas.ps.edu		✓ ✎ ✕
Doe, John	jdoe@atlas.com		✓ ✎ ✕

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6. Customize the default My Atlas dashboard.

For new teachers, having a complete default dashboard can help them get started and up-to-speed in Atlas. Even for more seasoned teachers, designing a new default dashboard can help initiate discussions about different areas of curriculum and reporting.

In the Admin tab, select Design My Atlas Dashboards under the Site Configuration list. From there, add the panels you think would give new teachers a good overview of how your school is using Atlas. Afterwards, when adding a new teacher, select the My Atlas Dashboard you would like to appear when they log in. If you created a new dashboard, this is where it would appear.

