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in preparation for next year, it's important for the System Administrator to do a few things *after* the curriculum has been archived in Atlas.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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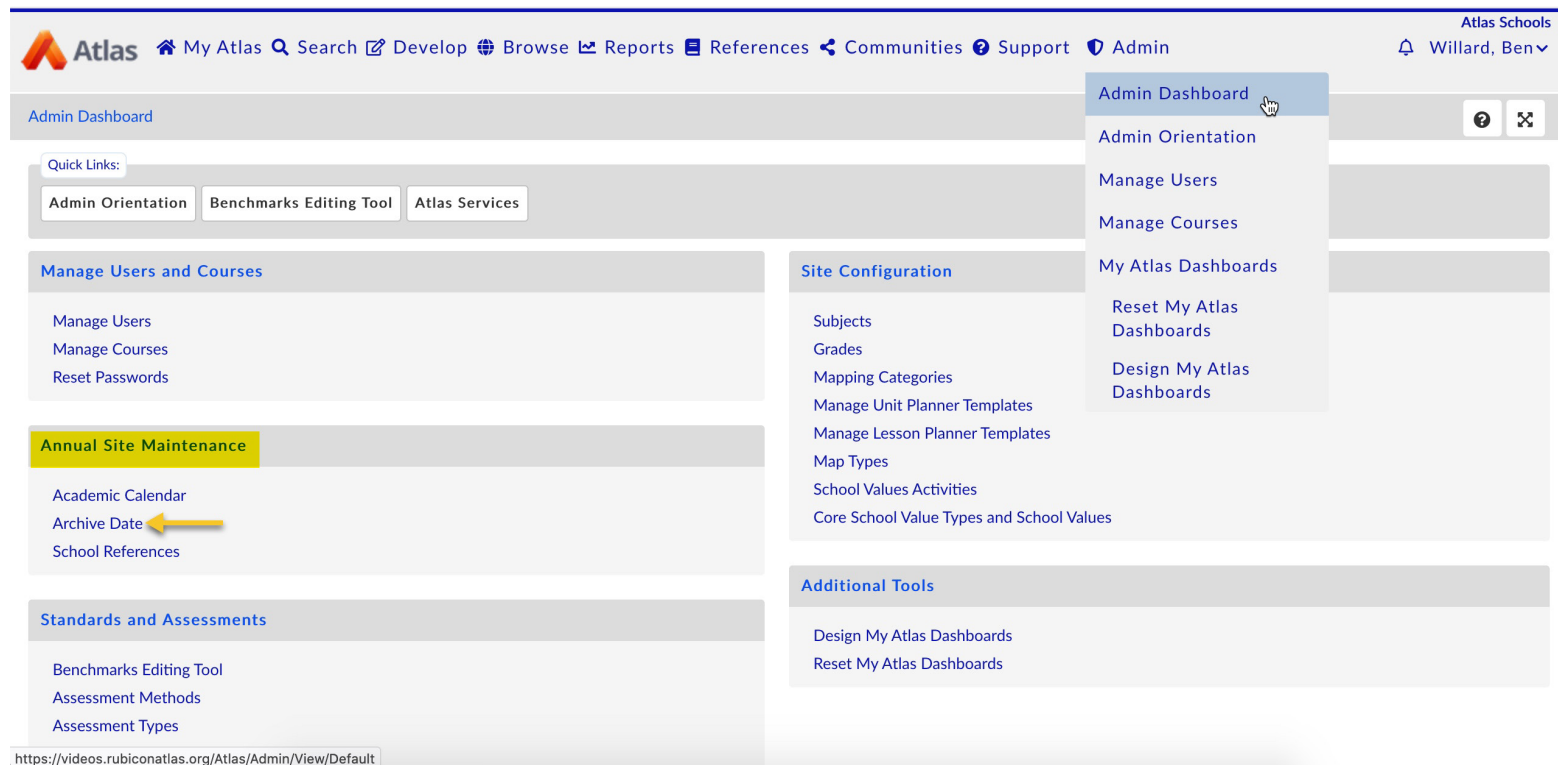# User Guide

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 Atlas automatically saves a copy of all curriculum maps in your system for historical reference.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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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.
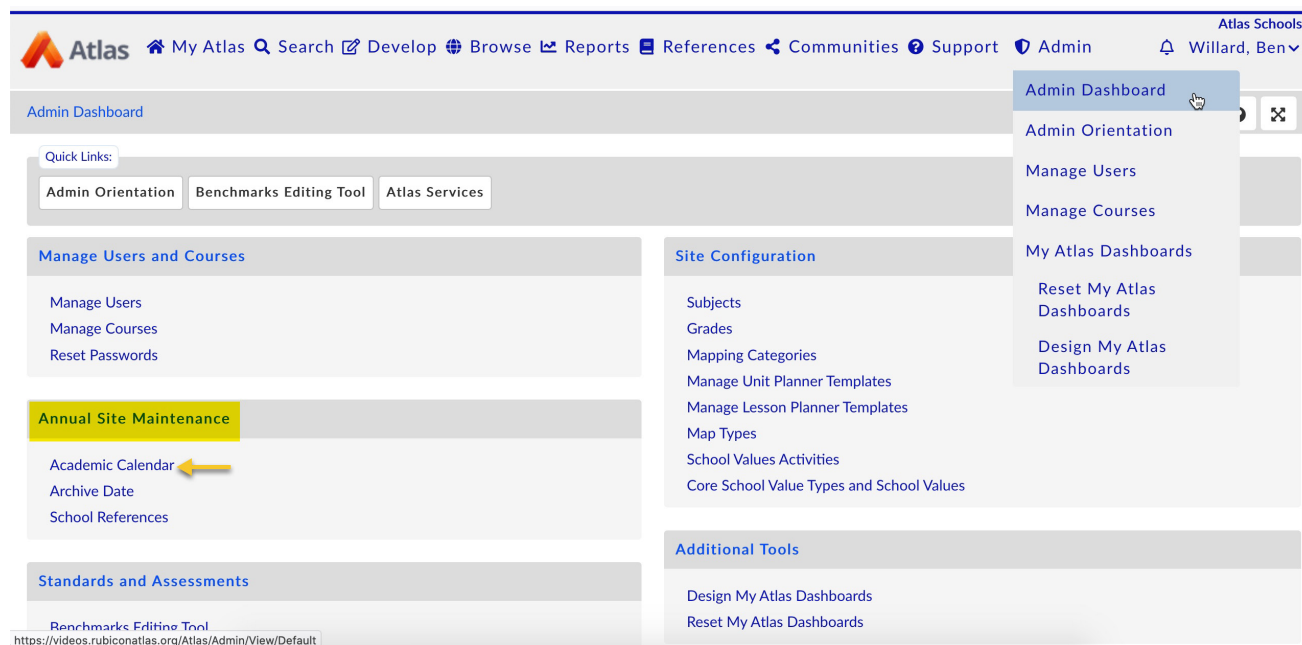
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3. Add any new teachers.

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.

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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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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.

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.

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