Log In to Atlas

1. Find your name in the drop-down menu or type your email in the text box. Enter your school’s default password. Click log in.

2. On the next screen, enter a new password.

3. Confirm your email and preferences and Save.

Navigating in Atlas

- **My Atlas Dashboard**: View and access what you have pinned to your dashboard, including curriculum, favorite reports, activity, etc.
- **Search**: Use a keyword search of all maps in your Atlas system to find a specific topic, skill, or where activity is taking place within the curriculum.
- **Develop**: Build unit calendar for your courses and develop your curriculum maps
- **Browse**: Find specific maps in your Atlas system by using the filters to view maps by school, grade subject, course name, teacher, and archived maps.
- **Reports**: Create custom reports through the reports wizard or access pre-created reports.
- **References**: Access a virtual library of academic resources
- **Communities**: Go beyond your Atlas system to connect with teachers and schools around the world.
- **Support**: Learn how to use Atlas through an interactive Tour of Atlas, webinars, and guides. Delve deeper into your mapping process with our virtual library of resources.
- **Communication Commons**: View activity, read messages, view the latest discussion response, and keep up-to-date on edits within your curriculum.

The **Support Tab** is your source for technical support and help resources, including:

- Tour of Atlas and overview videos
- Email access to your Atlas System Administrators and Core Leadership Team
- Contact information for technical support from Rubicon
- Registration for webinars and workshops

Red bubbles indicate how many new items you have.
Atlas Quick Start Guide

Unit Calendar
The Unit Calendar represents the pacing of your units of instruction as taught throughout the academic year.

Create a New Unit
From Develop Tab>Unit Calendar:
1. Enter the name of the new unit
2. Select the time segment in which the unit will be taught.
3. Click save
4. Select the unit name to open the unit planner and add the details for your unit.

Develop a Unit
From Develop Tab>Unit Planner:

- Click add new to select attributes from drop down lists and checkable boxes within your unit template.
- Click the action menu to edit or delete a unit and to access more actions.
- Reschedule units by dragging and dropping or lengthening and shortening the pacing bars.
- The recycle bin stores deleted units for two years.

What we want students to understand about the unit or topic we are teaching.

Hover your cursor over a category name to view the category definitions developed by your school.

- Attach electronic resources using links. You can attach websites, photos, lesson plans, etc.
- Use the rich text editing toolbar to format your text.
- Click directly into categories with a white background and begin typing. You can also paste text content from other documents.