RubiconAtlas

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.

Rubicon Atlas

Please type in your Email and your Password.

Email: _____
Password: _____   Forgot your Password?
                             Click here for Password reset
                [Login]

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

3. Confirm your email and preferences and Save.

Find Help in Atlas ❓

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

Tour of Atlas

| Overview | Navigation | Personalization | Course Development |
| Exploration | Curriculum Activity | Global Community | |

Navigating in Atlas

My Atlas   Search   Develop   Browse   Reports   References   Communities   Support

- **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.

❶ **Communication Channel:** View notes, discussions, and shares sent to me and sent by me.

❷ **Activity Channel:** View activity in courses I have been assigned.

❸ **School Channel:** View news from your school.

❹ **Rubicon Channel:** View upcoming professional development events and helpful curriculum mapping tips.

Red bubbles indicate how many new items you have.

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.

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.

Unit Planner

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.

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.