

Annual Archive Process



Atlas automatically **saves a copy of all curriculum maps** in your system for historical reference. Archived maps include all curriculum, Standards, Assessments, Links. Simultaneously, **all curriculum is copied forward** into the next year's maps allowing Teacher's to begin modifying existing courses or developing new units for the upcoming year.

Before the Annual Archive:

Set the **Annual Archive date** and encourage teachers to update their courses to reflect what was taught in the current year.

After the Annual Archive update the following:

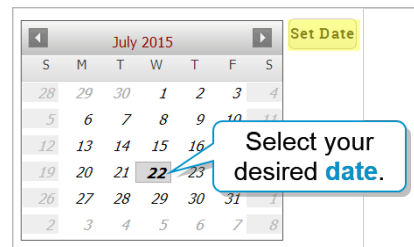
- Set new archive date
- Academic calendar
- Teacher and user accounts
- Manage course assignments

Set Next Year's Archive Date

Atlas will notify users 30 days prior to your annual archive date as a reminder to complete or update curriculum maps to reflect the most current data.

From **Admin > Set Archive Date:**

1. Select desired **archive date** from calendar.
2. Click **Set Date** to confirm the archive date.

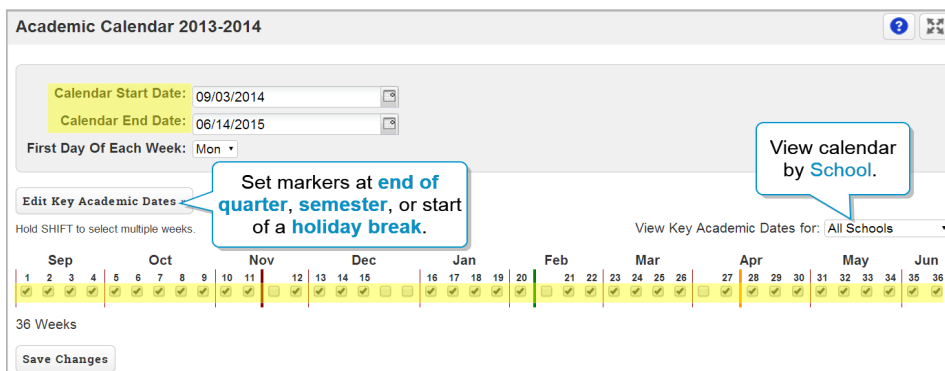


Your system is only archived once a year.

Academic Calendar

From **Admin > Academic Calendar:**



- **Update** the calendar start and end dates.
- **Uncheck** weeks on the calendar to indicate vacation or holiday breaks.
- **Edit Key Academic Dates** to indicate the end of a semester or the start of a new term.

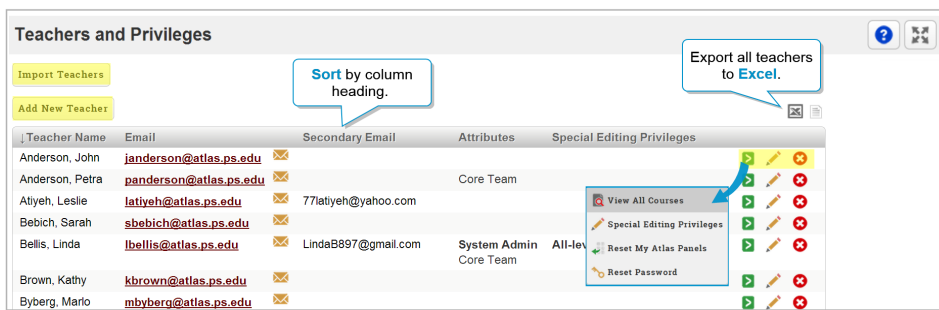


Teachers and User Accounts

After the annual archive date, update user accounts to ensure your system is a true reflection of the current years' teacher roster.

From **Admin > Teachers and Privileges**:





- **Import** new teachers from an external file (if enabled).
- **Add** new teachers individually.
-  **Edit** teacher attributes as needed.
-  **Delete** former teachers, we recommended that you reassign their courses before deleting the teacher.



Manage Course Assignments

After your system has been archived, ensure teachers are assigned to the correct courses they will be teaching in the new academic year.

From **Admin > Manage Courses > Course Assignments**:

-  **Approve** or **Decline** course join requests (if enabled).
-  **Edit** course attributes and teaching assignments.
-  **Delete** courses that will not be taught in the new academic year. Courses may be restored from the  **Recycle Bin** for up to two years.

