# Rubicon

USER **GUIDE**

# Beginning of Year Checklist for Atlas System Administrators

We created a simple checklist for System Administrators to use to update Atlas at the beginning of the year. Follow along with us as we cover how to update your academic calendar and teacher accounts, train new faculty members, and make advanced changes to your system.

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# 1. Update your 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.

*Watch our support video about managing the Atlas calendar.*

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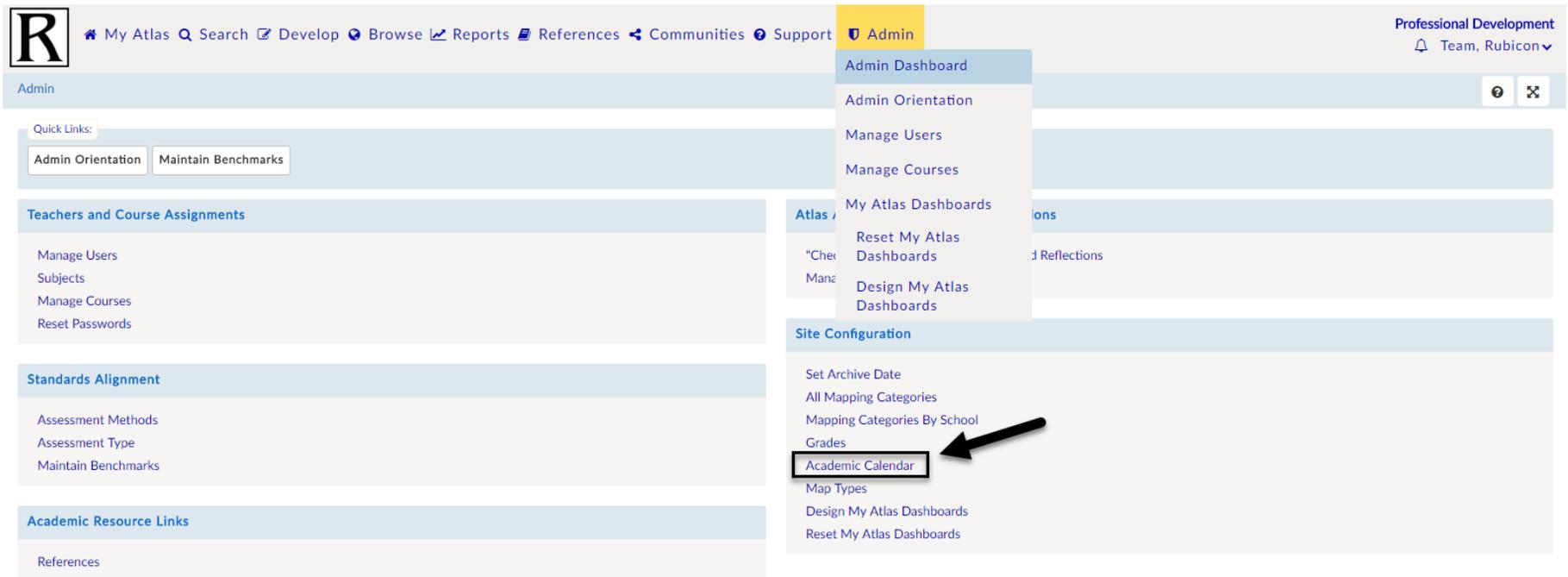
## 2. Assess your assessments. Change your template.

Looking to make other changes to your system before faculty return? Once you feel like you've mastered the tasks above, consider how else you can make your Atlas system work for your school. This is a great time of year to review your assessment methods list, planning template, and standards. If you need to update one of these areas, contact us! We're available to help make these adjustments at support@rubicon.com.

## 3. Update hover-over descriptions.

Accurate and up to date hover-over descriptions help communicate the vision for each category in the template and maintain formatting conventions. This is particularly useful when teachers are editing their curriculum or when making template changes from year to year.

In the Admin tab, select All Mapping Categories under the Site Configuration list. Next, click the edit pencil and make changes to the description box. These changes will be live as soon as they are saved.

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# 4. Add new teachers.

Did you hire new teachers during the summer? Make sure to welcome them to Atlas! As the System Administrator, your role is to manage the list of teachers and users who have access to your Atlas system, under Teachers & Privileges (in the Admin Dashboard). When adding new teachers, check the "send login info" box to send an automated email to new users that contains your school's Atlas URL. Looking to remove old teachers for your Atlas system? Skip ahead to step three!
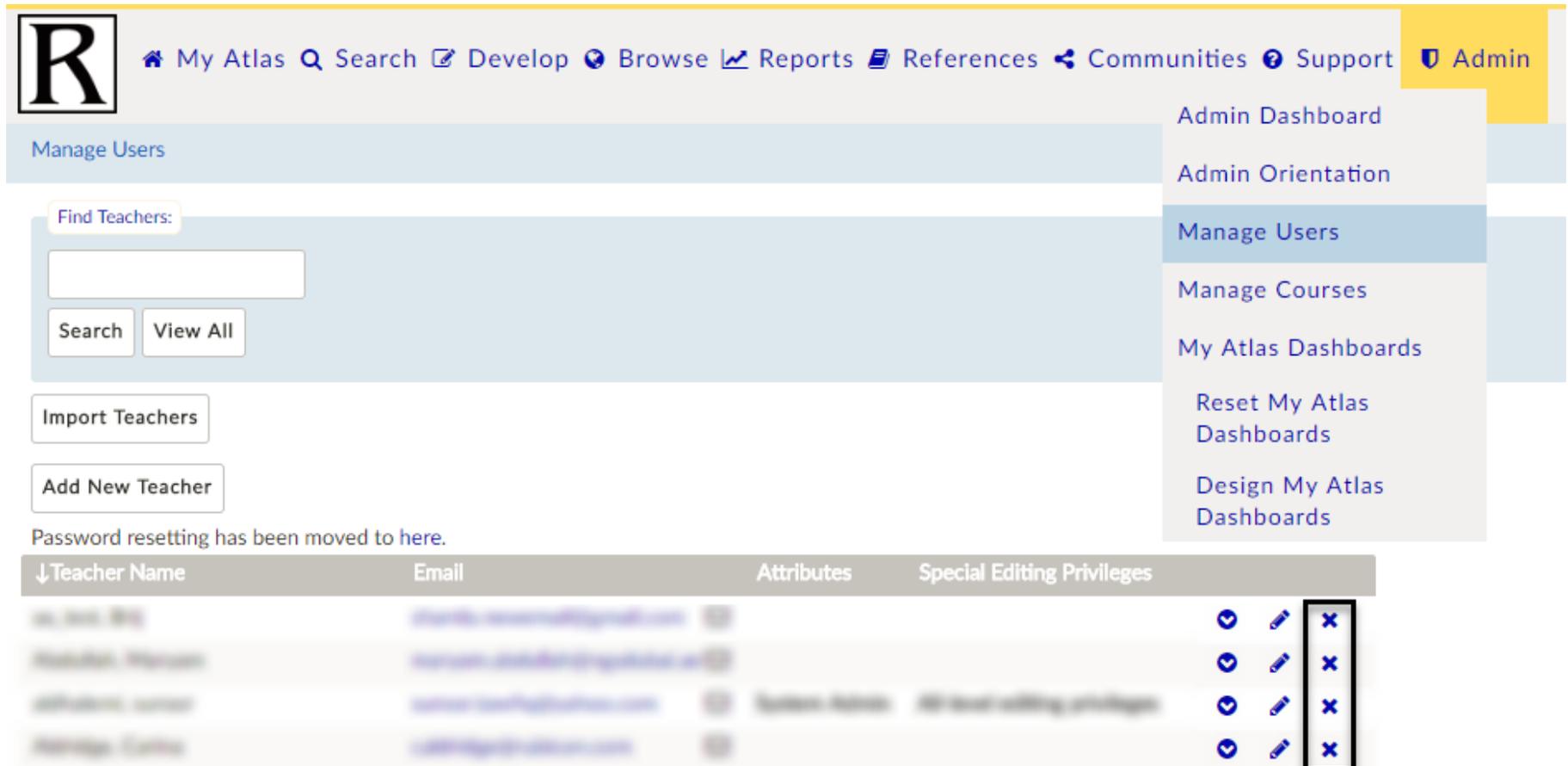
Have a lot of new hires? System Administrators also have the ability to import a large number of teachers from a CSV spreadsheet into their Atlas system.

# 5. Remove old faculty members.

Keep your Atlas system from getting cluttered with old accounts! The start of a new school year is the perfect time to remove old faculty members from your system. This can be done in the Admin tab, under Teachers and Privileges. Don't worry, removing teachers does NOT remove their course or maps! Simply reassign the maps to an incoming teacher.

*Learn more about managing users in Atlas in our support video.*

# 6. Adjust your course assignments.

Tidy up your Atlas system by adding new courses and removing ones that aren't being taught in the current academic year. When you delete material, you don't have to worry about losing it forever. Deleted courses are saved in your Admin recycle bin and can be restored at any time. Additionally, a copy of all courses from previous years is accessible to teachers through your curriculum archive.

Removing old courses isn't the only step to ensuring you have a tidy Atlas system. This is also the time to ensure that your courses are assigned to the correct teachers, and to add or remove teachers from courses as needed.

*Watch our support video about managing courses for more.*

## 7. Use a naming convention for course titles.

Using a consistent naming convention for course titles helps keep the system clean and avoid duplicate courses. Using a naming convention also helps when filtering and searching for courses. We recommend using this system: [Course Name] [Course Level (if applicable)] [Grade Level(s)]. For example, "Advanced English 12" or "Mathematics 3/4".

Under Manage Courses, you can add new course titles, or edit existing ones by clicking on the pencil.

## 8. Get new and old faculty up to speed.

It's easy to get rusty over the summer. Both new and old teachers can benefit from product training. Visit our product services page to learn about different online and onsite training options we provide.

## 9. Last, but not least – ask for help when needed.

Need help managing the System Admin workload? We offer a variety of services and trainings to support your school. Visit our page here and email our dedicated support specialists.