



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.

Written by Gwyneth Manser and Joseph Lanigan,
Support Specialist at Rubicon | 2018

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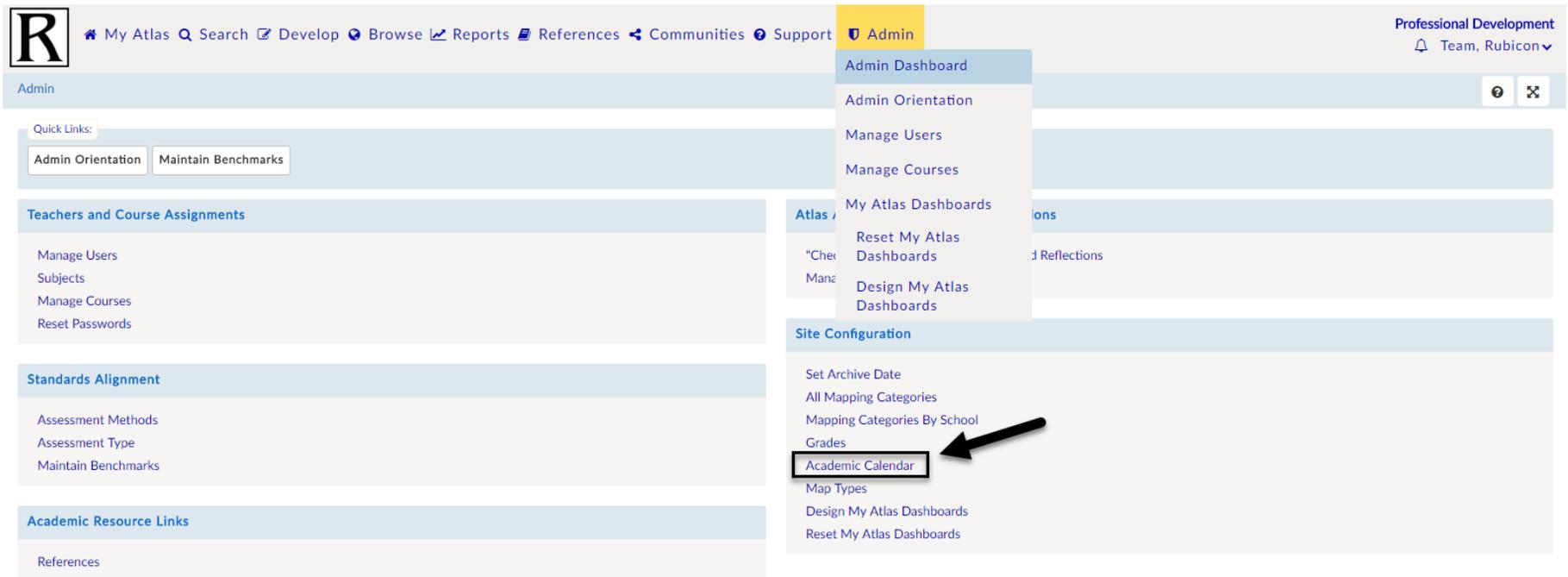
1. Update your academic calendar.

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.](#)



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.

The screenshot displays the Rubicon Atlas Admin interface. At the top, there is a navigation bar with the Rubicon logo (a large 'R' in a square) on the left and a search bar followed by menu items: My Atlas, Search, Develop, Browse, Reports, References, Communities, Support, and Admin. The Admin menu is currently open, showing a list of options: Admin Dashboard, Admin Orientation, Manage Users, Manage Courses, My Atlas Dashboards, Reset My Atlas Dashboards, and Design My Atlas Dashboards. Below the navigation bar, the main content area is divided into several sections. The 'Quick Links' section contains 'Admin Orientation' and 'Maintain Benchmarks'. The 'Teachers and Course Assignments' section includes 'Manage Users', 'Subjects', 'Manage Courses', and 'Reset Passwords'. The 'Standards Alignment' section includes 'Assessment Methods', 'Assessment Type', and 'Maintain Benchmarks'. The 'Site Configuration' section is highlighted in blue and contains 'Set Archive Date', 'All Mapping Categories' (which is highlighted with a black box and a black arrow pointing to it), 'Mapping Categories By School', 'Grades', and 'Academic Calendar'. In the top right corner, there is a 'Professional Development' section with a bell icon and the text 'Team, Rubicon'.

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!

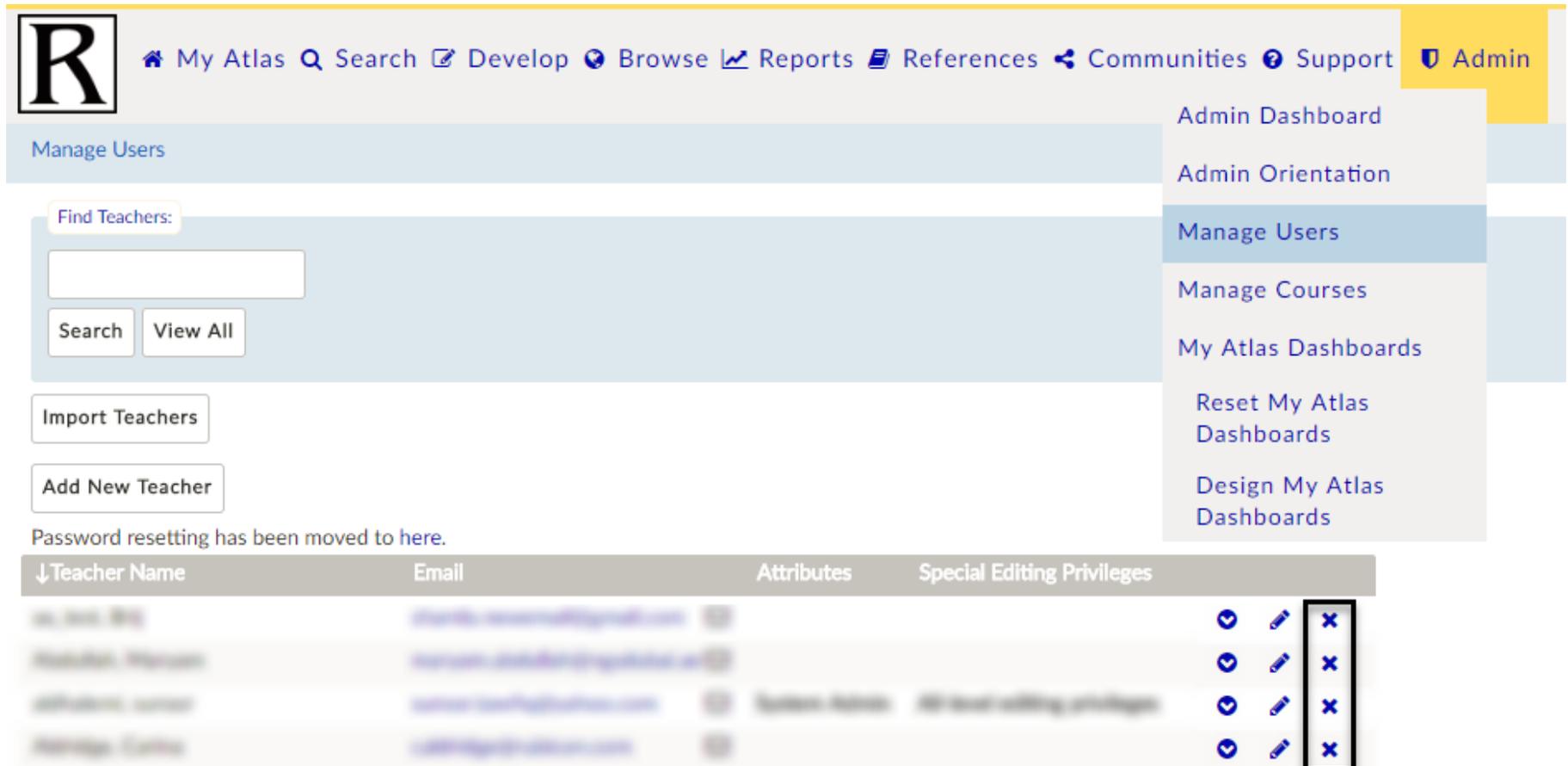
Have a lot of new hires? System Administrators also have the ability to import a large number of teachers from a CSV spreadsheet into their Atlas system.

The screenshot displays the Atlas Admin Dashboard interface. At the top, there is a navigation bar with a large 'R' logo on the left and a series of menu items: 'My Atlas', 'Search', 'Develop', 'Browse', 'Reports', 'References', 'Communities', 'Support', and 'Admin'. The 'Admin' menu item is highlighted in yellow. Below the navigation bar, the 'Manage Users' section is active. It features a search area with the label 'Find Teachers:', a text input field, and two buttons: 'Search' and 'View All'. Below the search area, there are two buttons: 'Import Teachers' and 'Add New Teacher'. At the bottom of the section, a message states: 'Password resetting has been moved to here.' On the right side, a dropdown menu is open, listing several options: 'Admin Dashboard', 'Admin Orientation', 'Manage Users' (which is highlighted), 'Manage Courses', 'My Atlas Dashboards', 'Reset My Atlas Dashboards', and 'Design My Atlas Dashboards'.

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.](#)



The screenshot shows the Atlas Admin interface. At the top, there is a navigation bar with a large 'R' logo and several menu items: My Atlas, Search, Develop, Browse, Reports, References, Communities, Support, and Admin. The Admin menu is highlighted in yellow, and a dropdown menu is open, showing options: Admin Dashboard, Admin Orientation, Manage Users (highlighted in blue), Manage Courses, My Atlas Dashboards, Reset My Atlas Dashboards, and Design My Atlas Dashboards.

Below the navigation bar, the 'Manage Users' section is visible. It includes a search box labeled 'Find Teachers:' with a 'Search' button and a 'View All' button. There are also buttons for 'Import Teachers' and 'Add New Teacher'. A message states: 'Password resetting has been moved to here.'

At the bottom, there is a table with the following columns: Teacher Name, Email, Attributes, and Special Editing Privileges. The table contains four rows of data, each with a checkmark, an edit icon, and a delete icon (X) in the rightmost column. The delete icons are highlighted with a black box.

Teacher Name	Email	Attributes	Special Editing Privileges
[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]

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.](#)

The screenshot shows the Rubicon Atlas Admin interface. At the top, there is a navigation bar with a large 'R' logo and links for My Atlas, Search, Develop, Browse, Reports, References, Communities, Support, and Admin. The Admin menu is open, showing options: Admin Dashboard, Admin Orientation, Manage Users, Manage Courses (highlighted), My Atlas Dashboards, Reset My Atlas Dashboards, Design My Atlas Dashboards, and Super Admin. Below the navigation, the 'Course Assignments' section is active, with tabs for Course Titles, Course Assignments, and Courses by Teacher. A filter sidebar on the left includes dropdowns for School Type, School, Grade, Subject, and Map Type, along with text input fields for Course Name and Teacher Name, and Reset/Filter buttons. The main content area features an 'Add New Course' button and a table of course assignments. The table has columns for Map Type, Course Title, and Pending status. A 'Recycle Bin' button is visible in the top right of the table area.

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](#).