



Rubicon

USER GUIDE

Tips for Communicating in Atlas

We all know that collaboration is integral for a strong curriculum process, and Atlas's collaboration features support to stay in continuous communication with each other. These six, Monday-ready tips will help educators to communicate effectively in Atlas.

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Tip #1: Check Your Communications Channel

How can you tell if someone has communicated with you? Where can you find a record of the communications you have sent? Look no further than the Communications Channel in Atlas! Clicking on the little speech bubble icon will show you a quick view of the most recent communications. You can click on the word "Communication" or scroll down to the "Show All Communications" link to see your communications hub with filters for Notes, Discussions, and Shares as well as communications sent to me and sent by me.

The screenshot displays the Rubicon Atlas interface. At the top left is the Rubicon logo (a large 'R'). The navigation bar includes 'My Atlas', 'Quick Reports', and 'My Favorites'. The 'Communications' panel is open, showing a list of messages. The first message is: "A note was left on the Unit 'Sample' in Mapping Category 'Resources'" with the content "Add more resources for fractions" and is dated "Thursday, November 2, 2017, 12:27PM by The Rubicon Atlas Team". The second message is: "'R: Characters & Point of View' was discussed" with the content "Thanks for the idea- we should definitely incorporate those resources! Do you want to talk more about it in our PLC?" and is dated "Thursday, July 13, 2017, 8:32AM by Davenport, Megan A". Below the messages is a filter table:

Unit	Course
<input type="checkbox"/> Age of Exploration	<input checked="" type="checkbox"/> Social Studies 5
<input type="checkbox"/> Introduction to Colonization	<input checked="" type="checkbox"/> Social Studies 5

On the right side, a dropdown menu for the 'Communications Channel' is visible, listing 'Activity Channel', 'School Channel', and 'Rubicon Channel'. Below this, a snippet of educational content is shown, including standards like "1. Structure, Function, and Information Processing (NGSS: Grade 1)" and "1. Space Systems: Patterns and Cycles (NGSS: Grade 1)".

Tip #2: Share... Anything

Does looking at a unit spark an idea you want to share with a colleague? Share it! Would this standards report be helpful for your next PLC conversation? Share it!

You can find an option to share units and reports throughout Atlas by clicking on the green "Actions" icon. This is a great way to begin a conversation with a colleague or bring an idea to their attention. The Communications Channel (mentioned above) will also have a record of everything you shared for your own review.

The screenshot displays the Rubicon Atlas interface. At the top, there is a navigation bar with a logo 'R' and links for 'My Atlas', 'Search', 'Develop', 'Browse', 'Reports', 'References', 'Communities', 'Support', and 'Admin'. On the right, there is a 'Professional Development' section with a notification bell and 'Team, Rubicon'. Below the navigation bar, the page title is 'Math 2'. There are 'View' and 'Edit' buttons, and an 'Actions' dropdown menu. The 'Actions' menu is open, showing options: 'View Activity', 'Join the Discussion', 'Pin to My Atlas', 'Share', 'Print', 'Sort', and 'Recycle Bin'. The 'Share' option is highlighted. Below the navigation bar, there is a breadcrumb trail: 'Elementary School > Grade 2 > Mathematics > Math 2'. There is a 'Collaboration' icon. Below the breadcrumb trail, there are tabs for 'Course Description', 'Unit Calendar', and 'Curriculum Map'. The 'Unit Calendar' tab is active. Below the tabs, there is a 'Create a new Unit:' button. Below that, there is a 'Unit Name:' field, a 'From:' dropdown set to 'Week 1', and a large 'Share' button with a share icon. Below the 'Share' button, there is a unit calendar. The calendar shows months from September to June. The units listed on the left are: 'Number Concept and Place Value', 'Regrouping', 'Multiplication, Division & Area', 'Using Numbers and Organizing Data; Part 1', 'Addition & Subtraction', 'Concepts of Measurement', and 'Place Value'. Each unit has a colored bar indicating its duration across the calendar.

Tip #3: Leaving feedback? Leave a note!

Just like placing a sticky note on a unit, the notes in Atlas allow you to leave a comment on a unit or a specific category of a unit. The digital sticky notes are even better, though, because you can add attachments as well as writing. Notes can only be seen by the author(s) of the course, making them a nice way to send private feedback, share a resource, or share ideas for only the teacher(s) of the course.

You can also use Notes to leave yourself a reminder- perhaps you want to remember to link in a video clip or you want a reminder that your EQs need some work.

The screenshot displays the Rubicon Atlas interface. At the top, there is a navigation bar with a logo 'R' and various menu items: My Atlas, Search, Develop, Browse, Reports, References, Communities, Support, Admin, and Professional Development. Below this is a 'Unit Planner' section with a 'View' toggle and an 'Actions' dropdown menu. The 'Actions' menu is open, showing options like View Activity, Join the Discussion, Leave a Note, Add to Favorites, Submit To Exemplar, Pin to My Atlas, Share, Copy Unit, Rename Unit, Delete Unit, Print, Export to Word, and Enter Map-Loading Mode. The 'Leave a Note' option is highlighted. The main content area shows a unit titled 'Number Concept and Place Value' with a 'Collaboration' button and a 'Style Guide' section. A blue banner at the bottom of the unit content reads 'What is the purpose of the unit? What are the major take-away'. Below this is a 'Standards & Benchmarks' section with a 'Choose Standards' button and 'CCSS: Mathematics' listed.

Tip #4: Working in a Collaboration? Join the Discussion!

Discussions are ideal for teachers working collaboratively on a course in Atlas because they are a threaded conversation that everyone can see and contribute to. You can post a question, your colleague can respond, and the dialogue can flow from there! Discussions can take place on the unit calendar, a unit of instruction, a specific unit category, or even a saved report—so many options! As a bonus, you can add attachments to your Discussion for an even richer dialogue. This list is customizable!

The screenshot shows the Rubicon Atlas interface. At the top, there is a navigation bar with a logo 'R' and links for My Atlas, Search, Develop, Browse, Reports, References, Communities, Support, and Admin. A 'Professional Development' link is also visible. Below the navigation bar, the 'Unit Planner' section is active, showing a breadcrumb trail: Elementary School > Grade 2 > Science > Science 2 > Week 1 - Week 5. The main content area displays the unit title 'Cells are the basic unit of life' and a 'Collaboration' tag. A large blue overlay with a speech bubble icon and the text 'Join the Discussion' is centered over the unit content. To the right of the overlay, a dropdown menu is open, listing various actions: View Activity, Join the Discussion, Leave a Note, Add to Favorites, Submit To Exemplar, Pin to My Atlas, Share, Copy Unit, Rename Unit, Delete Unit, Print, Export to Word, and Enter Map-Loading Mode. Below the overlay, the unit content is partially visible, showing a question: 'What is the purpose of the unit? What are the major take-away...'. The interface also includes tabs for 'Unit Planner' and 'School Values', and a 'Style Guide' link.

Tip #5: Send a Message with the School Channel

Though Messages can only be sent from the School Channel by those with permissions to do so, they can be a great way to communicate with all teachers, or a group of teachers, in Atlas. Here are a few scenarios in which you might want to send a School Message:

- Back to school welcome message to the entire team
- Remind teachers to review or share feedback on curriculum updates
- Maximize your limited planning time by reminding your team about the focus (and pre-work) for your next meeting
- Reminder about an upcoming PD day (i.e. don't forget your laptops!)

The screenshot displays the Rubicon Atlas interface. At the top, there is a navigation bar with the Rubicon logo (a large 'R') and various menu items: My Atlas, Search, Develop, Browse, Reports, References, Communities, Support, Admin, and Professional Development. A dropdown menu for 'Team, Rubicon' is visible. Below the navigation bar, the 'Send Message' dialog box is open, showing a 'School' channel. The dialog contains two messages:

- Message 1:** "You should check out this report!" with a link to <https://pd.rubiconatlas.org/Atlas/View/SavedReport?SavedReportID=385&>, dated Wednesday, July 19, 2017, 4:17PM by The Rubicon Atlas Team.
- Message 2:** "Thanks for all of your hard work during our PLC meetings! Mark your calendars- our next curriculum review day will be August 16!" dated Thursday, July 13, 2017, 8:45AM by Davenport, Megan A.

The background shows the 'My Atlas' dashboard with sections for 'Quick Reports', 'My Favorites', and a list of units including 'Age of Exploration' and 'Introduction to Colonization'. A 'School Channel' dropdown menu is also visible on the right side of the interface.

Tip #6: Set Your Email Preferences

Atlas will automatically send you an email to alert you of communications and activity in Atlas. You may want to be notified immediately, or you might want to be notified slightly less frequently- like once per day or once per week. Whatever the scenario, you can change your settings in the top right corner of your Atlas system so that your preferences are met.

R My Atlas Search Develop Browse Reports References Communities Support Admin Professional Development Team, Rubicon

My Settings

My Settings Sign Out

Email addresses

Email addresses Add

team@rubicon.com

Notification Preferences

Send all notification emails to: team@rubicon.com

Notify me when...

A new course is assigned to me	Immediately	Daily	Weekly	Never
My course is updated by a collaborator	Immediately	Daily	Weekly	Never

Reset My Atlas Panels

Select Default Dashboard

Reset My Atlas Dashboard from Teacher

Please Select a Teacher.

Language Preference

Language: English

Save My Settings