

Rubicon

USER GUIDE

End of Year Checklist for Atlas System Administrators

At the end of each school year or in preparation for next year, it's important for the System Administrator to do a few things *after* the curriculum has been archived in Atlas. Follow this checklist to set your team up for success at the start of the next academic year.

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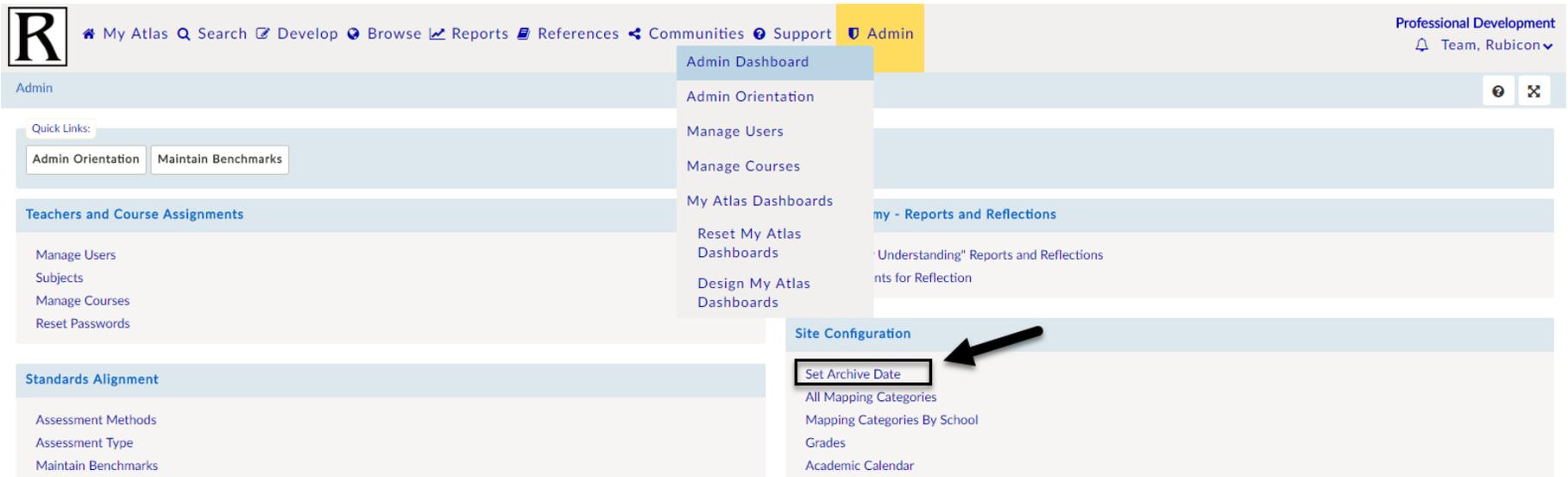
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1. Set the new archive date.

Set a date for your annual archive once a year through the Site Configuration section. Atlas automatically saves a copy of all curriculum maps in your system for historical reference. Archived maps include all curriculum including Standards, Assessments, Links, etc. Simultaneously, all curriculum is copied forward into next year's maps allowing Teachers to begin modifying existing Courses or developing new units for the upcoming year.

[Watch our support video to learn more about the archive.](#)



2. Customize the default My Atlas dashboard.

For new teachers, having a complete default dashboard can help them get started and up-to-speed in Atlas. Even for more seasoned teachers, designing a new default dashboard can help initiate discussions about different areas of curriculum and reporting.

In the Admin tab, select Design My Atlas Dashboards under the Site Configuration list. From there, add the panels you think would give new teachers a good overview of how your school is using Atlas. Afterwards, when adding a new teacher, select the My Atlas Dashboard you would like to appear when they log in. If you created a new dashboard, this is where it would appear.

The screenshot displays the My Atlas Admin interface. At the top, there is a navigation bar with the My Atlas logo, search, and various menu items: Develop, Browse, Reports, References, Communities, Support, and Admin. The Admin menu is currently open, showing options like Admin Dashboard, Admin Orientation, Manage Users, Manage Courses, My Atlas Dashboards, Reset My Atlas Dashboards, and Design My Atlas Dashboards. The Design My Atlas Dashboards option is highlighted with a black box and a black arrow. Below the navigation bar, the main content area is divided into several sections: Admin (with Quick Links for Admin Orientation and Maintain Benchmarks), Teachers and Course Assignments (with links for Manage Users, Subjects, Manage Courses, and Reset Passwords), Standards Alignment (with links for Assessment Methods, Assessment Type, and Maintain Benchmarks), and Site Configuration (with links for Set Archive Date, All Mapping Categories, Mapping Categories By School, Grades, Academic Calendar, Map Types, Design My Atlas Dashboards, and Reset My Atlas Dashboards). The Design My Atlas Dashboards link in the Site Configuration section is highlighted with a black box and a black arrow.

3. Add any new teachers.

Manage the list of teachers and users who have access to your Atlas system. Under Teachers & Privileges, be sure to include an accurate email address to ensure that each teacher receives messages from other teachers, notifications when notes are posted to their maps, and automated emails to reset passwords. System Admins also have the ability to import a large number of teachers from a CSV spreadsheet into the Atlas system.

The screenshot shows the Rubicon Atlas system interface. At the top left is the Rubicon logo (a large 'R' in a square). To its right is a navigation bar with icons and labels for: My Atlas, Search, Develop, Browse, Reports, References, Communities, Support, and Admin. The Admin menu is open, showing a list of options: Admin Dashboard, Admin Orientation, Manage Users (highlighted), Manage Courses, My Atlas Dashboards, Reset My Atlas Dashboards, and Design My Atlas Dashboards. Below the navigation bar is the 'Manage Users' section. It features a 'Find Teachers:' search box with a text input field, a 'Search' button, and a 'View All' button. Below the search box are two buttons: 'Import Teachers' and 'Add New Teacher'. At the bottom of the Manage Users section, there is a message: 'Password resetting has been moved to here.'

4. Remove the accounts of teachers no longer at your school.

Similar to #2, you can access Teachers & Privileges from the Admin dashboard to update the teacher's editing access. Use the Find teachers: search field to quickly locate the teacher or User Account. Then click the Delete button to remove the teacher or User account and click OK to confirm. If there are maps assigned to this teacher, you will be presented options to continue.

Click Confirm Delete to remove the teacher account from Atlas. The Course(s) will remain in the system without a teacher assigned.

The screenshot shows the Rubicon Admin dashboard. At the top, there is a navigation bar with the Rubicon logo and links for My Atlas, Search, Develop, Browse, Reports, References, Communities, Support, and Admin. The Admin menu is open, showing options like Admin Dashboard, Admin Orientation, Manage Users (highlighted), Manage Courses, My Atlas Dashboards, Reset My Atlas Dashboards, and Design My Atlas Dashboards. Below the navigation, there is a 'Manage Users' section with a 'Find Teachers:' search field, 'Search' and 'View All' buttons, and buttons for 'Import Teachers' and 'Add New Teacher'. A message states 'Password resetting has been moved to here.' Below this is a table of teacher accounts with columns for Teacher Name, Email, Attributes, and Special Editing Privileges. Each row has three icons: a checkmark, a pencil, and an 'X' (delete button). The delete buttons for the first three rows 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] |

5. Ensure courses are assigned to the correct teachers.

Manage Courses contains list of Course Assignments in your system and should represent all of the classes being taught in the current academic year. You can have multiple course assignments; for example, Science 6 can be a collaboration taught by multiple teachers in addition to being taught individually. If a teacher is not selected, the course will remain in the system with no teachers assigned to edit the course.

The screenshot displays the 'Manage Courses' interface. At the top, the navigation bar includes 'My Atlas', 'Search', 'Develop', 'Browse', 'Reports', 'References', 'Communities', 'Support', and 'Admin'. The 'Admin' menu is open, showing options like '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 has tabs for 'Course Titles', 'Course Assignments', and 'Courses by Teacher'. A filter sidebar on the left allows filtering by School Type, School, Grade, Subject, Course Name, Teacher Name, and Map Type. The main table lists course assignments with columns for Map Type, Course Title, and a list of assigned teachers. Each row includes icons for viewing, editing, and deleting the assignment. A 'Recycle Bin' icon is also visible in the top right of the table area.

| Map Type | Course Title | Teacher | View | Edit | Delete |
|----------------------------------|--|----------------|------|------|--------|
| High Quality | 20th Century US History - Social Studies | ... | 👁 | ✎ | ✖ |
| High Quality | 21st Century Science - Science | ... | 👁 | ✎ | ✖ |
| High Quality | Accounting 101 - Information Technology | ... | 👁 | ✎ | ✖ |
| Classroom/Personal/Customization | Adult Ed - Administration & Professional Development | Team PD | 👁 | ✎ | ✖ |
| Advanced Ed | Advanced Math - Algebra & Performing Arts | Teacher's Name | 👁 | ✎ | ✖ |
| Advanced Ed | Advanced Math - Mathematics | Collaboration | 👁 | ✎ | ✖ |
| Advanced Ed | Advanced Math - Mathematics | Team Rotation | 👁 | ✎ | ✖ |
| Advanced Ed | Advanced Math - Mathematics | Teacher's Name | 👁 | ✎ | ✖ |