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Tips for Communicating in Atlas

We all know that collaboration is integral for a strong curriculum process, and Atlas collaboration features support to stay in continuous communication with each other. These six tips will help educators to communicate effectively in Atlas.
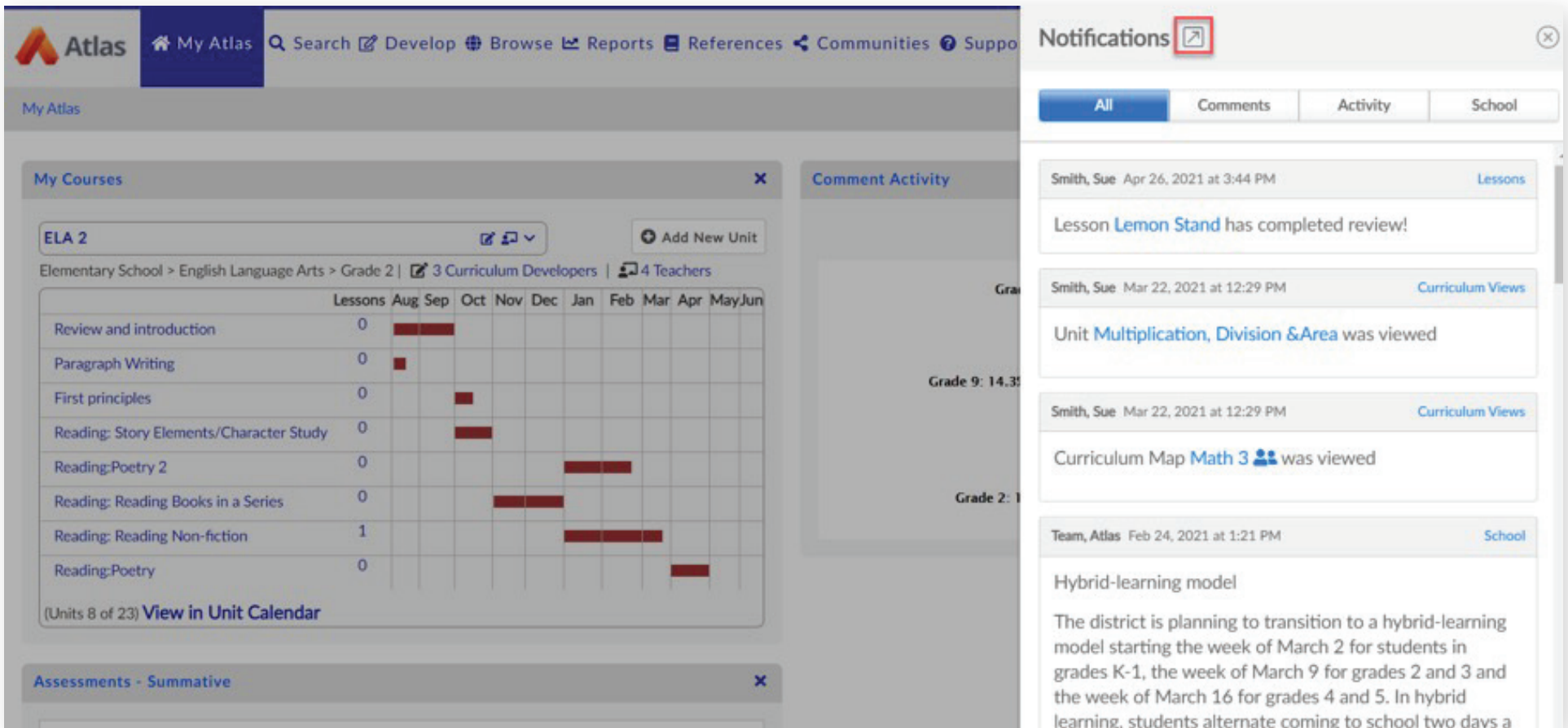
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Tip #1: Check Your Notifications Center

On any Atlas page, click the envelope icon in the top panel to access your Notifications Center. Atlas organizes messages you receive into three key channels. This provides a central location to quickly access these targeted and relevant communications.

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Tip #2: Share... Anything

Does looking at a unit spark an idea you want to share with a colleague? Share it! Would the 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 "Actions" drop-down menu. This is a great way to begin a conversation with a colleague or bring an idea to their attention. The Notifications Center (mentioned above) will also have a record of anything you have shared and has been shared with you, for your review.

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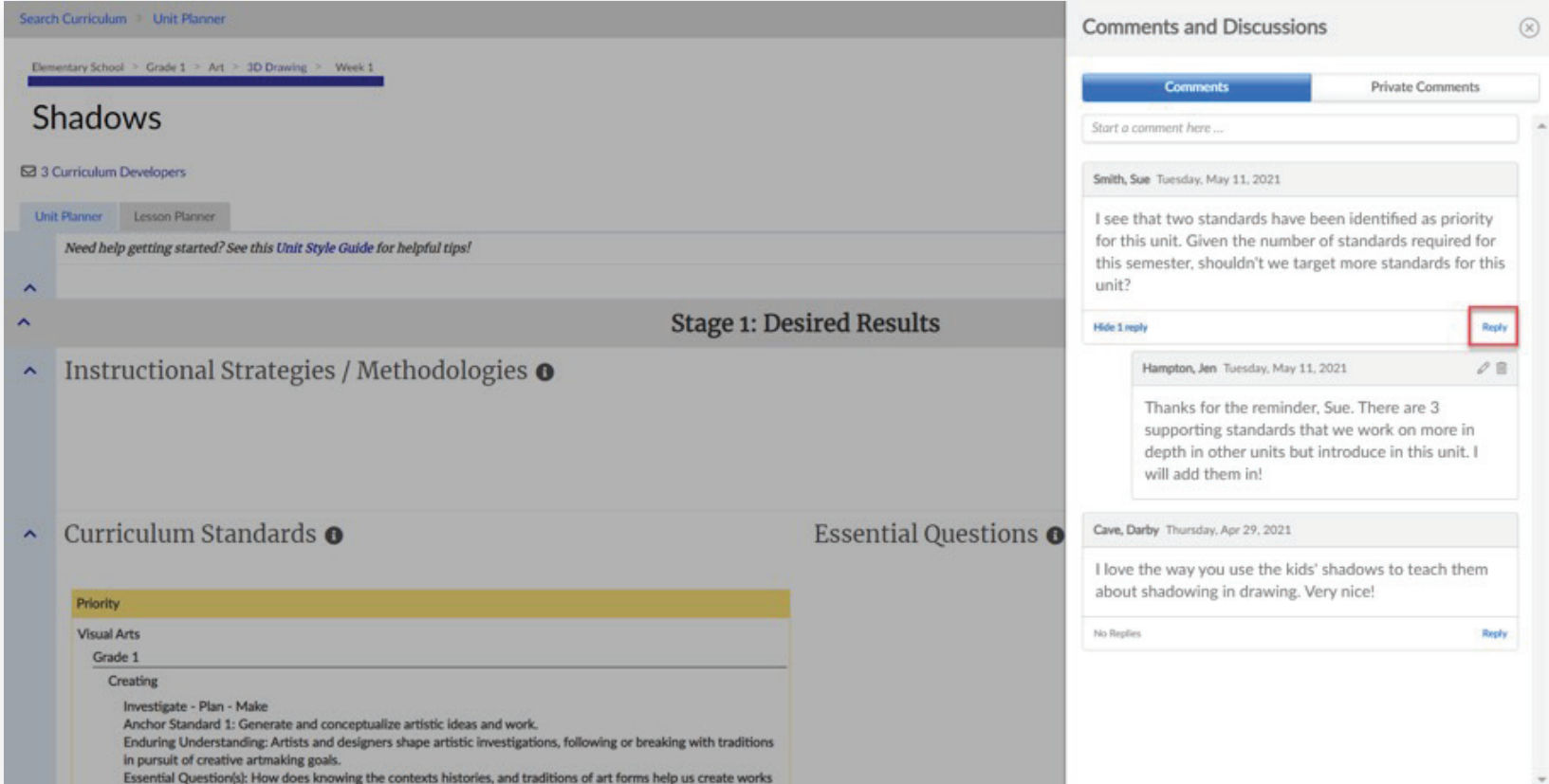## Tip #3: Leaving feedback? Leave a Private Comment!

Just like placing a sticky note on a unit, the private comments in Atlas allow you to leave a comment on a unit, a map, a lesson, or a saved report. These digital sticky notes are even better because you can add attachments as well as writing. Private comments can be left as notes-to-self, and can only be seen by specific users, making them a nice way to send private feedback, share a resource, or share ideas privately.

You can also use private comments 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.

Tip #4: Working on a Collaborative Course? Leave a Comment

Comments 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 reply, and the dialogue can flow from there! Comments can take place on the unit calendar, a unit of instruction, a lesson, or even a saved report- so many options! As a bonus, you can add attachments to your discussions for an even richer dialogue.
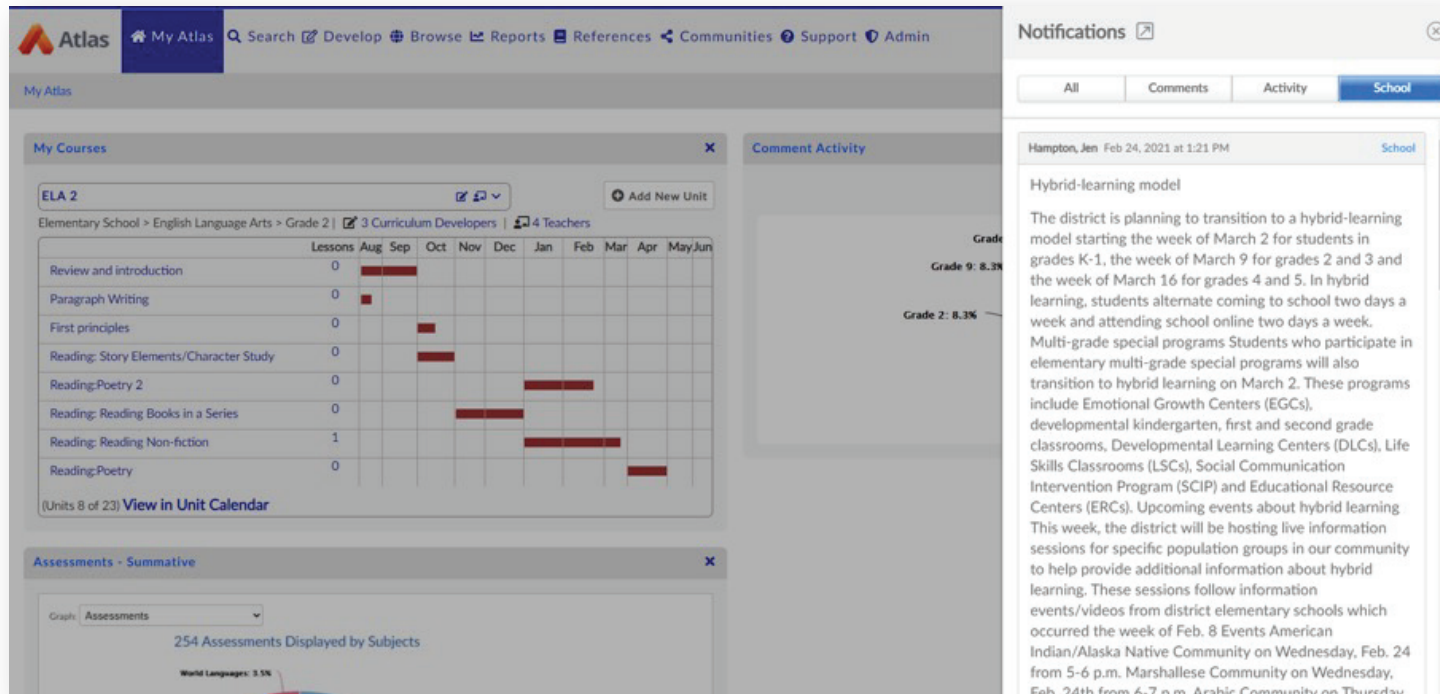
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Tip #5: Send a Message with the School Channel

Though messages can only be sent from the School Channel by admins, this 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!)

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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.