



# User Guide



## 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.



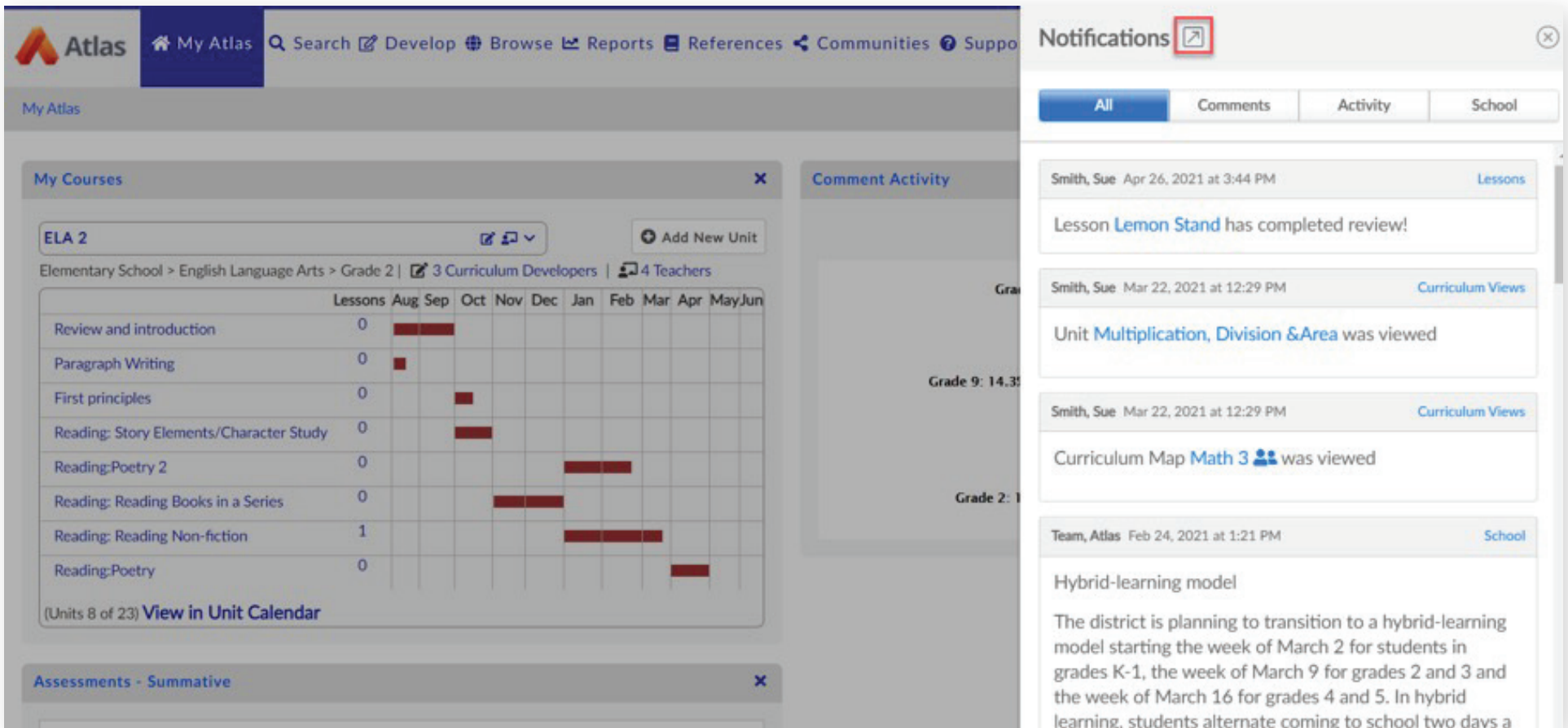
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## Tip #1: Check Your Notifications Center

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.



The screenshot shows the Atlas interface with a Notifications Center overlay. The Notifications Center is titled "Notifications" and has a close button (X) in the top right corner. It features four tabs: "All", "Comments", "Activity", and "School". The "All" tab is selected. The notifications list includes:

- Smith, Sue Apr 26, 2021 at 3:44 PM [Lessons](#)  
Lesson [Lemon Stand](#) has completed review!
- Smith, Sue Mar 22, 2021 at 12:29 PM [Curriculum Views](#)  
Unit [Multiplication, Division & Area](#) was viewed
- Smith, Sue Mar 22, 2021 at 12:29 PM [Curriculum Views](#)  
Curriculum Map [Math 3](#)  was viewed
- Team, Atlas Feb 24, 2021 at 1:21 PM [School](#)  
Hybrid-learning model  
The district is planning to transition to a hybrid-learning model starting the week of March 2 for students in grades K-1, the week of March 9 for grades 2 and 3 and the week of March 16 for grades 4 and 5. In hybrid learning, students alternate coming to school two days a

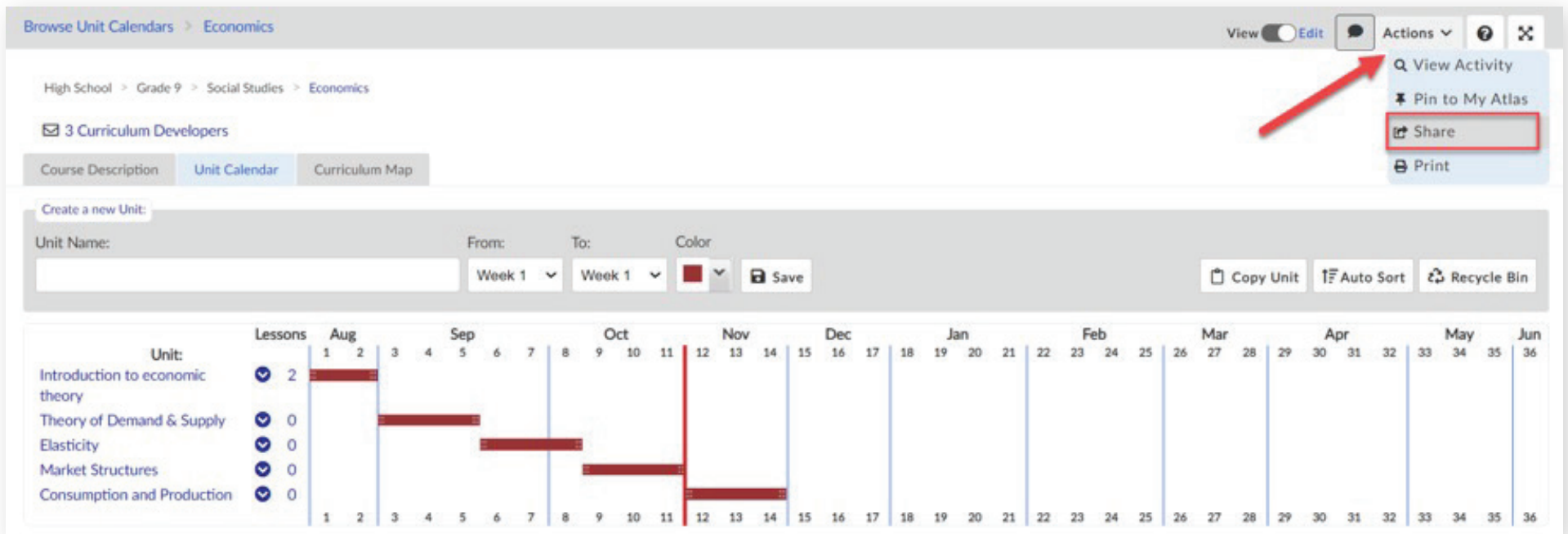
The background interface shows the "My Courses" section for "ELA 2" with a unit calendar table. The table has columns for Lessons, Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr, and May/June. The rows represent different units and their progress over time.

Lessons	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/June
Review and introduction	0	■	■							
Paragraph Writing	0	■								
First principles	0		■							
Reading: Story Elements/Character Study	0		■							
Reading: Poetry 2	0					■	■			
Reading: Reading Books in a Series	0				■	■				
Reading: Reading Non-fiction	1				■	■	■			
Reading: Poetry	0								■	

## 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.



The screenshot shows the Atlas interface for an Economics unit. The breadcrumb trail is "High School > Grade 9 > Social Studies > Economics". There are 3 Curriculum Developers. The "Unit Calendar" tab is active. The "Actions" menu is open, with the "Share" option highlighted by a red box and a red arrow pointing to it. Other options in the menu include "View Activity", "Pin to My Atlas", and "Print".

Unit Name:  From: Week 1 To: Week 1 Color: ■ Save

Unit:	Lessons	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Introduction to economic theory	2	1-2										
Theory of Demand & Supply	0		3-5									
Elasticity	0			6-8								
Market Structures	0				9-11							
Consumption and Production	0					12-14						

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

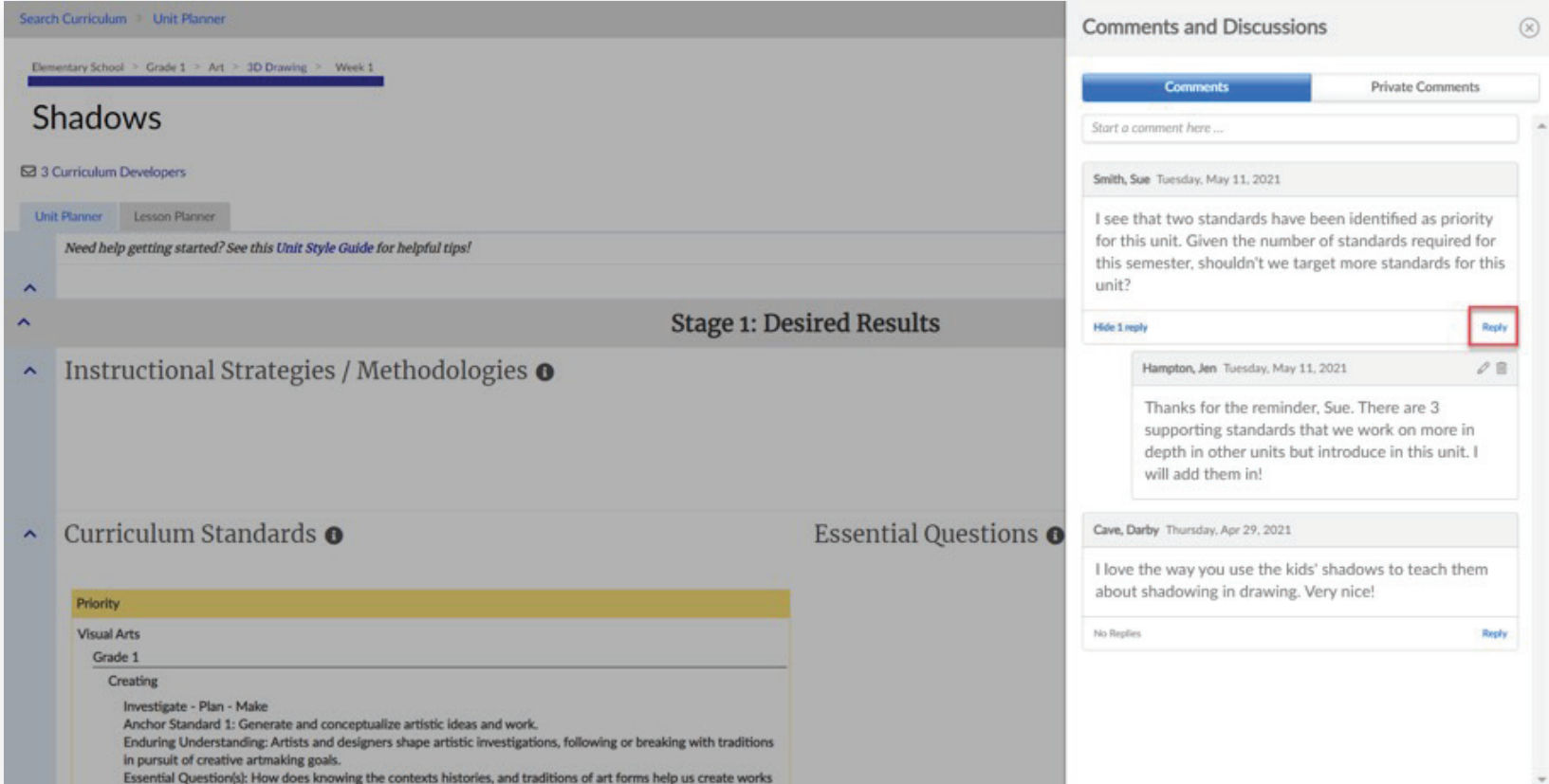
Just like placing a sticky note on a unit, the private comments in Atlas allow you to leave a comment on a unit, a map, a lesson, or a saved report. These digital sticky notes are even better because you can add attachments as well as writing. Private comments can be left as notes-to-self, and can only 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.

The screenshot displays the Atlas user interface. On the left, the 'Lesson Plan' section is visible, showing the title 'Hot Dog Sales – Solving Linear Equations and Inequalities' and various details like duration and standards. On the right, a 'Comments and Discussions' panel is open, showing a 'Private Comments' section. The panel includes a text input field for starting a private comment, a 'Team, Atlas | Smith, Sue | Jane, Doe' header, and a list of comments. The first comment is from Jane, Doe, dated Monday, Feb 22, 2021, with the text: 'Hi team, I added my section and attached the assessments. Let me know if there is anything else I need to do here. Great teamwork!'. The second comment is from Team, Atlas | Smith, Sue, dated Monday, Feb 22, 2021, with the text: 'Hi Sue, feel free to attach the test questions here. I finished the activities plan section.'. The third comment is a 'Note-to-Self' from Team, Atlas, dated Monday, Feb 22, 2021, with the text: 'I still need to add the link to previous student work to use as a reference. And remember to publish the lessons when it's done to Google Classroom'. Each comment has a 'Reply' button and a 'No Replies' indicator.

## 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.



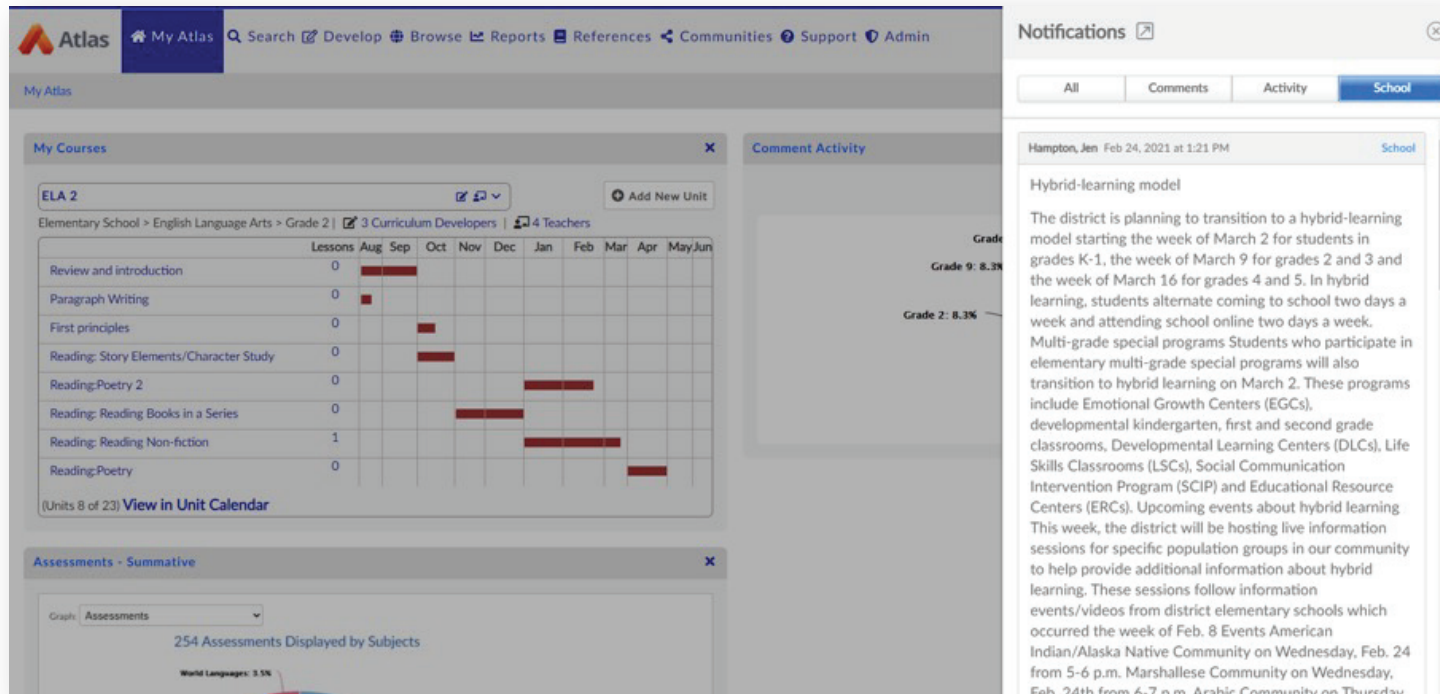
The screenshot displays the Atlas interface for a unit plan titled "Shadows". The breadcrumb trail indicates the path: Search Curriculum > Unit Planner > Elementary School > Grade 1 > Art > 3D Drawing > Week 1. The unit plan content includes sections for "Stage 1: Desired Results", "Instructional Strategies / Methodologies", and "Curriculum Standards". Under "Curriculum Standards", the "Priority" section is expanded to show "Visual Arts", "Grade 1", and "Creating". The "Creating" section lists "Investigate - Plan - Make", "Anchor Standard 1: Generate and conceptualize artistic ideas and work.", "Enduring Understanding: Artists and designers shape artistic investigations, following or breaking with traditions in pursuit of creative artmaking goals.", and "Essential Question(s): How does knowing the contexts histories, and traditions of art forms help us create works".

The "Comments and Discussions" sidebar on the right shows a threaded conversation. The first comment is from "Smith, Sue" on Tuesday, May 11, 2021, asking: "I see that two standards have been identified as priority for this unit. Given the number of standards required for this semester, shouldn't we target more standards for this unit?". A "Reply" button is highlighted with a red box. The second comment is from "Hampton, Jen" on Tuesday, May 11, 2021, replying: "Thanks for the reminder, Sue. There are 3 supporting standards that we work on more in depth in other units but introduce in this unit. I will add them in!". The third comment is from "Cave, Darby" on Thursday, Apr 29, 2021, replying: "I love the way you use the kids' shadows to teach them about shadowing in drawing. Very nice!". The sidebar also shows "No Replies" and a "Reply" button.

## 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!)



The screenshot displays the Atlas user interface. On the left, the 'My Courses' panel shows a calendar for 'ELA 2' (Elementary School > English Language Arts > Grade 2) with lessons scheduled from August to June. Below this is an 'Assessments - Summative' section showing a graph of 254 assessments displayed by subjects, with World Languages at 5.5%.

On the right, a 'Notifications' window is open, showing a message from Hampton, Jen on Feb 24, 2021 at 1:21 PM. The message is titled 'Hybrid-learning model' and discusses the district's plan to transition to a hybrid-learning model starting the week of March 2 for students in grades K-1, the week of March 9 for grades 2 and 3, and the week of March 16 for grades 4 and 5. It also mentions multi-grade special programs and upcoming events.



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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.

The screenshot shows the Atlas user interface. In the top right corner, the user's name 'Smith, Sue' is displayed next to a dropdown arrow. Below this, a 'My Settings' link is highlighted with a red box and an arrow. The main content area is divided into two sections: 'Email addresses' and 'Notification Preferences'. The 'Notification Preferences' section is highlighted with a red box and contains the following table:

Send all notification emails to:	Immediately	Daily	Weekly	Never
Notify me when...				
Curriculum editing privilege of a course is assigned to me	Immediately	Daily	Weekly	Never
Lesson editing privilege of a course is assigned to me	Immediately	Daily	Weekly	Never
My course is updated by a collaborator	Immediately	Daily	Weekly	Never
I am added as a collaborator on a lesson	Immediately	Daily	Weekly	Never
One of my favorite units is updated	Immediately	Daily	Weekly	Never
A colleague shares curriculum or a report with me	Immediately	Daily	Weekly	Never
A Comment is added to relevant Curriculum	Immediately	Daily	Weekly	Never
I'm in a private Comment (Unit Notes)	Immediately	Daily	Weekly	Never

Below the table is a 'Save My Settings' button.