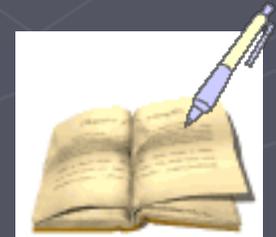


Writing Curriculum in RUBICON

- ▶ My Atlas menu on left side of page
 - My Curriculum - Shows units you have privileges to develop
 - My Favorites - individually flagged
 - My Notes - displays notes left on your unit
 - My Settings - can change password or email preferences



Developing Curriculum

From the My Atlas portal, there are two ways to begin working on your curriculum. You can:

- ▶ Select the underlined unit to go directly into the Unit Template
 - unit Template is a school-determined guide for unit creation and display
- ▶ Select the underlined course to go to the Unit Calendar
 - unit Calendar represents the units of instruction as paced throughout the academic year



The screenshot shows the My Atlas portal interface. The top navigation bar includes 'Search', 'Develop', 'Browse', 'Analyze', 'References', 'Info', and 'Communities'. The user is logged in as 'Linda Bellis'. The main content area displays 'My Curriculum' for 'Week 16'. A table lists curriculum records with columns for Course, Unit, Grade, School, Subject, and Type. Underlined units and courses are highlighted in the table.

Course	Unit	Grade	School	Subject	Type
<u>Music 9</u>		Grade 9	Middle School	Visual & Performing Arts	BP
<u>English 7*</u>	<u>verbs</u>	Grade 7	Middle School	English Language Arts	D
<u>English 7*</u>	<u>A Christmas Carol</u>	Grade 7	Middle School	English Language Arts	D
<u>English 8*</u>	<u>Subject and Predicate</u>	Grade 8	Middle School	English Language Arts	D
<u>English 8*</u>	<u>Anne Frank</u>	Grade 8	Middle School	English Language Arts	D

5 record(s) found.

SCHEDULING UNITS

The screenshot shows the Atlas software interface. At the top, there's a navigation bar with 'Atlas' logo and menu items: Search, Develop, Browse, Analyze, References, Info, Communities. Below that, a user greeting 'Hello, Linda Belle > Logout' is visible. The main content area is titled 'Atlas > Develop > Grade 8 (Middle School), English 8*'. It has tabs for 'Course Description' and 'Unit Calendar'. Under 'Unit Calendar', there's a 'View:' dropdown with options 'Course Description', 'Curriculum Map', and 'Unit Calendar'. A 'Create a new Unit' button is present. Below that is a form for 'Unit Name:' with 'From:' and 'To:' dropdowns (both set to 'Week 1') and 'Save' and 'Unit Copy' buttons. The main part of the interface is a calendar grid from September to June. The grid shows various units scheduled as red bars. The units listed on the left are: Course Introduction, Historical Perspective, The Terrain: Geography, The Terrain: Climate, Charting Your Course: Reading Maps, Technology Integration, Charting Your Course: Living in Maps, The People, and Plants & Animals. The Technology Integration unit is the longest, spanning from the beginning of November to the end of May.

Unit	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Course Introduction	1-3									
Historical Perspective		4-6								
The Terrain: Geography			7-9							
The Terrain: Climate				10-12						
Charting Your Course: Reading Maps					13-15					
Technology Integration										
Charting Your Course: Living in Maps										
The People										
Plants & Animals										

- ▶ 1. To create a unit, enter the name of your unit, select the time span of the unit using the FROM and TO drop down menus, and click Save unit.
- ▶ 2. Select  next to the unit name to View, Rename, or Delete the unit.
- ▶ 3. Drag and drop the colored bar of the unit you wish to schedule into the appropriate week. Drag either end to lengthen or shorten the unit time frame.
- ▶ Tip: Hover your cursor over the weeks to view the exact dates from your academic calendar.

SEARCH

► Search scans all curriculum and attachments within your Atlas system.

The screenshot shows the Atlas Curriculum Mapping software interface. The top navigation bar includes 'Search', 'Develop', 'Browse', 'Analyze', 'References', 'Info', and 'Communities'. The user is logged in as 'Hello, Linda Bellis'. The main content area is titled 'Atlas > Search > Units > Search Results'. On the left, there is a sidebar with 'My Atlas' (My Curriculum, My Favorites, My Notes, My Settings) and 'Exemplars'. The search interface includes a 'Keyword' field with 'verbs' entered and a 'Search' button. Below the search field are filter options for 'Curriculum' (checked) and 'Filter Results' (by Teacher, Grade, Subject, Mapping Category, School, Map Type). The search results are displayed in a list view, showing three results for the keyword 'verbs'. Each result includes a title, a week range, a skills description, and a content description. The results are: 1. 'verbs (Week 16 - Week 23)', 2. 'adverbs (Week 32 - Week 38)', and 3. 'Basic Literary Elements (Week 1)'. The bottom of the results section indicates '3 record(s) found'.

- 1. Enter a term in the Keyword text box.
- 2. Select filters from the left to refine your search.
- 3. Select the Search button to begin your search.

BROWSE

- ▶ Browse allows you to view courses from other users in your Atlas system.
 - 1. Select filters from the left to refine the course list.
 - Tip: You can also type in the teacher name in the by Teacher filter or type in the course name in by Course filter.
 - 2. Select from the Now Viewing drop down menu to view the different printable reports.
 - 3. Click on the underlined course name to view the report.

Atlas

Hello, Brock Sterfa > Logout

Search Develop Browse Analyze References Info Communities

My Atlas

- My Curriculum
- My Favorites
- My Notes
- My Settings

Exemplars

Atlas Curriculum Mapping Version 7.0 © Copyright 2010 Rubicon

Atlas > Browse

Filter:

- by School Type
- by School
- by Grade
 - Grade 9
 - Grade 10
 - Grade 11
- by Subject
 - Social Studies
- Type a Teacher name
- Type a Course name
- by Map Type

Reset Browse

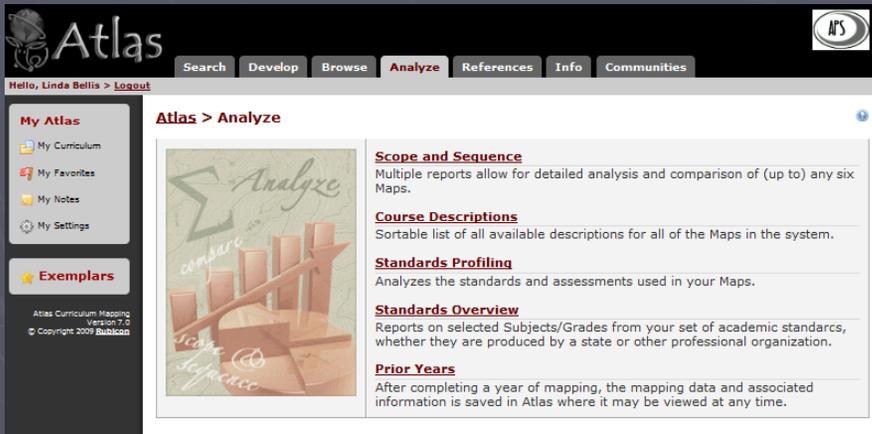
Now Viewing: Curriculum Maps

School	Teacher	Subject	Course
High School		Social Studies	<u>Civilization</u>
High School	<u>Patrick</u>	Social Studies	<u>Geography</u>
High School	<u>Monroe, Patrick</u>	Social Studies	<u>History 9</u>
High School	<u>Headley, Giselle</u>	Social Studies	<u>Latin America</u>
High School	<u>Anderson, John</u>	Social Studies	<u>Lewis & Clark</u>
High School	<u>Anderson, John</u>	Social Studies	<u>Russian Civilization</u>
High School	<u>Bachus, Kathy</u>	Social Studies	<u>US History</u>

7 record(s) found.

ANALYZE

ANALYZE allows you to conduct curriculum investigations and review maps through the use of reports:



The screenshot shows the Atlas Curriculum Mapping software interface. The top navigation bar includes 'Search', 'Develop', 'Browse', 'Analyze', 'References', 'Info', and 'Communities'. The user is logged in as 'Hello, Linda Bellis > Logout'. The main content area is titled 'Atlas > Analyze' and features a sidebar with 'My Atlas' (My Curriculum, My Favorites, My Notes, My Settings) and 'Exemplars'. The main content area displays a list of reports:

- Scope and Sequence**: Multiple reports allow for detailed analysis and comparison of (up to) any six Maps.
- Course Descriptions**: Sortable list of all available descriptions for all of the Maps in the system.
- Standards Profiling**: Analyzes the standards and assessments used in your Maps.
- Standards Overview**: Reports on selected Subjects/Grades from your set of academic standards, whether they are produced by a state or other professional organization.
- Prior Years**: After completing a year of mapping, the mapping data and associated information is saved in Atlas where it may be viewed at any time.

- ▶ Scope and Sequence
- ▶ Course Description
- ▶ Standards Profiling
- ▶ Standards Overview
- ▶ Prior Years

REFERENCES

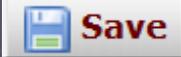
- ▶ References displays helpful resources such as:
 - Important documents from your school
 - Curriculum Mapping resources
 - Rubicon Podcast Channel
 - Associations & Accreditation Agencies
 - Regional & State Standards
 - Differentiated Instruction
 - Special Education
 - Pedagogical Approaches

The screenshot shows the Atlas Curriculum Mapping website interface. At the top, there is a navigation bar with tabs for Search, Develop, Browse, Analyze, References, Info, and Communities. The user is logged in as Linda Bellis. The main content area is titled "Atlas > References > Curriculum Resource Center". Below this, there are "Quick Links" for Rubicon Podcast, Exemplar References, and Bloom's. The page is divided into two columns. The left column lists various categories such as "Atlas Schools", "School Types & Design", "Teaching and Learning", "Standards", "Special Education", "Professional Dev, Learning & Research", "Pedagogical Approaches", "Legislation and Government", "Glossary", "Curriculum Offerings and Programs", and "Associations & Accreditation Agencies". The right column, also titled "Atlas Schools", lists specific resources like "Beliefs & Values", "Lesson Plan Template", "Mission and Vision", "Assessment Data & Testing Results" (including Skills Index and Language Usage Grades 6-8 Results), "Our Curriculum Mapping Process" (including Key Objectives for This Year, Mapping Expectations, Process Leadership Team, Category Definitions, 3-Year Curriculum Game Plan, and Mapping Quality Rubric), and "Heidi Hayes Jacobs: Mapping the Big Picture" (including Seven Phases of Curriculum Mapping).

ADDING LESSON PLANS and ATTACHMENTS

- ▶ Links enable you to attach lesson plans, websites, upload documents, or embed images to specific categories in your unit.
- ▶ You may attach one or more links to any category in which data has been saved.
- ▶ Once a link is attached, any viewer browsing your unit can select to be taken to the link you have created.
- ▶ At a Glance: Add Links to a Category
- ▶ Select  to the right of the mapping category that you would like to add a document, audio/video or image file.
- ▶ The  will be grey if there are no links attached to the category. Once a link has been created and saved, the  will turn red.
- ▶ You may link to a zipped folder to upload multiple attachments at one time.

ADDING LINKS

- ▶ Link to a WEBSITE
- ▶ Select  to the right of the mapping category that you would like to add a website.
- ▶ Select  . In the Link to a WEBSITE field, enter the full web address you wish to link to.
- ▶ Name the link in the Description field
- ▶ Select 
- ▶ If you would like to edit or delete a website, select the appropriate icon.

ADDING LINKS

- ▶ Link to a DOCUMENT, AUDIO/VIDEO, or IMAGE file
- ▶ Select  to the right of the mapping category that you would like to add a document, audio/video or image file.
- ▶ Select (paperclip) 
- ▶ Select BROWSE and locate the file on your computer or network server. Click on the name of the document and then select OPEN.
- ▶ Enter a description for the document, audio/video or image you are uploading, if desired, to give the paperclip link a name. If no description is entered, the document's complete name will be attached to the paperclip.
- ▶ Select  . Larger files may take some time to upload.

Link to a Lesson Plan

- ▶ 1. Select  to the right of the mapping category that you would like to add a website.
- ▶ Select  .
- ▶ Select **BROWSE** and locate the file on your computer or network server. Click on the name of the document and then select **OPEN**.
- ▶ Enter a description for the lesson plan you are uploading, if desired, to give the paperclip link a name. If no description is entered, the document's complete name will be attached to the paperclip.
- ▶ Select  . Larger files may take some time to upload.

Link to an Image

- ▶ Select **BROWSE** to locate the image from your computer or network server. It must be a GIF or JPG file and select **OPEN**. Give the image a Description if desired.
- ▶ Select  **Save** . Larger image files may take some time to upload.
- ▶ **Tip:** For image files that are larger than 3-4 MB, it is recommended that you condense or resize the images before uploading. A width of 300 pixels will generally show your image in sufficient detail without distorting the unit map's width. 680x480 pixels is typically the largest image size necessary for viewing on a computer or projector screen.



Display an IMAGE in this unit

- ▶ Select  to the right of the mapping category that you would like to add a website.
- ▶ Select  .
- ▶ Select **BROWSE** and locate the file on your computer or network server. Click on the name of the document and then select **OPEN**.
- ▶ Enter a description for the image, if desired, to give the paperclip link a name. If no description is entered, the document's complete name will be attached to the paperclip.
- ▶ Select  . Larger files may take some time to upload, and will depend on the speed of your internet connection.

TIPS



- ▶ Remember to frequently save your work
- ▶ Use the rich text editor toolbar to format text
- ▶ Can also copy and paste from other documents into the curriculum map
- ▶ Don't forget to log out once you've saved all updated curriculum

HELP!

▶ If further assistance is required:

- Sean Siet - 908-204-2600 x123

- Supervisors:

- ▶ Science/Technology - Brian Heineman - 908-204-2585 x 164

- ▶ Language Arts - Janet Ankiel - 908-204-2610 x 131

- ▶ World Languages - Mary Asfendis - 908-204-2585 x 162

- ▶ Mathematics - Marian Palumbo - 908-204-2610 x 132

- ▶ Fine & Practical Arts - Michael Fackelman - 908-204-2585 x163

- ▶ Social Studies - Kristin Fox - 908-204-2585 x 161

- ▶ Special Education - Lisa Vitale - 908-204-2610 x 133