Writing Curriculum in Rubicon
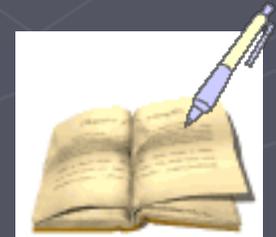
► My Atlas menu on left side of page

- 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

SCHEDULING UNITS

► 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.

- ■ 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.

ANALYZE

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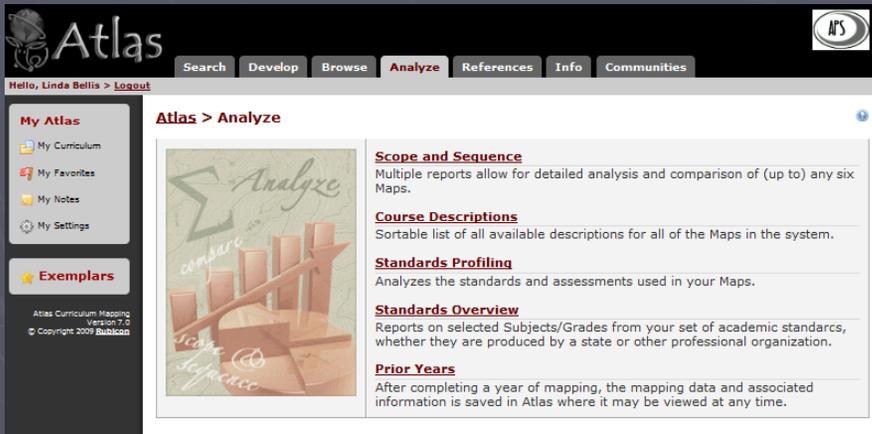
► Scope and Sequence

► 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

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 [Links] 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 [Save]
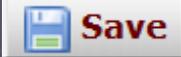
► If you would like to edit or delete a website, select the appropriate icon.

ADDING LINKS

► Link to a DOCUMENT, AUDIO/VIDEO, or IMAGE File

► Select 🔗 **Links**   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 💾 **Save**   . Larger files may take some time to upload.

Link to a Lesson Plan

► **1.** Select **Links** 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 **Save**. 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 [Links] 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 [Save] . 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:

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■ 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