



# Training Modules

Our training modules are shortened, more concentrated versions of our Navigating Atlas and Reports training. Choose from this list to better meet your custom training needs.

## A. Atlas Basics

### Introducing Your Atlas System (15 min)

For use in introductory workshops, or for any new user

- Intro to Atlas & Faria
- Login & My Settings
- My Atlas Dashboard
- Overview of Atlas Navigation Menus

### Exploring School Curriculum (30 min)

For any user interested in accessing and viewing curriculum

- Browse our Curriculum
- Search our Curriculum
- Communicate with Colleagues
- Explore Curriculum from Teachers Around the World

### Developing My Curriculum (45 min)

For developers of curriculum maps

- Schedule Units in the Calendar
- Understand Unit Planner Categories
- Attach Resources & Lesson Plans
- Align Standards & Assessments
- Locate our School's Curriculum Resources

### Lesson Planning (15 - 30 min)

For teachers in schools using the Lesson Planner

- Accessing My Lessons
- Lesson writing, aligning, recycling, copying
- Collaborating and sharing
- Interdisciplinary planning

## B. Atlas Reports

### Reports for Teachers & Department Teams (60 - 90 min)

For teachers and teams reviewing curriculum from a department and grade-level perspective

- Saving/pinning/sharing
- Browse
- Standards alignment
- Assessment Mix
- Search Curriculum
- Scope & Sequence
- Comparative Unit Calendar

### Reports for School Leadership (60 - 90 min)

For school leaders and system admins

- Saving/pinning/sharing
- Course Lists
- Standards Alignment
- Assessments
- Search Curriculum
- Search Activity
- Find missing items





# Training Modules

## Customizing My Atlas Dashboard Page (30 min)

For any user interested in getting the most from their My Atlas Dashboard

- Review of pre-designed panels
- Pinning custom panels & reports
- Accessing saved and shared panels

## C. Atlas Extras

### Teachers Adding and Editing Course Assignments (TECA) (30 min)

For teachers in schools using TECA

- Add a New course to my assignments
- Request to join an existing course assigned to others
- Difference between Develop and Teach
- Why I should keep only current courses in my assignment list

### Considerations for Adopted Curriculum (AC) Developers (30 min)

For developers of adopted curriculum

- Identifying Courses
- Unit Calendar
- Unit Planner
- Publish Curriculum (if relevant)
- Final AC considerations

### Considerations for Adopted Curriculum (AC) Teachers (15 min)

For teachers receiving adopted curriculum in their courses

- Identifying Courses
- Unit Calendar
- Unit Planner
- Final AC considerations





# Training Modules

## D. System Administration

### System Admin I: Users and Courses (45 min)

For new admins or those needing a refresher

- Manage Users and Courses
  - Annual Site Maintenance
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### System Admin III: Unit and Lesson Plan Templates (60 min)

Learn how to edit your Unit and Lesson Planner templates

- Mapping Categories
  - Unit Planner Templates
  - Lesson Planner Templates
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### Atlas Public Site Maintenance (30 min)

For admins wanting to make changes to their Atlas Public Site

- Individual changes
  - Bulk changes
  - Additional possible changes
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### Standards Editing Tool (60 min)

For admins wanting to learn more about the SET and work on building custom standards in Atlas

- Adopted Standards and SET
- 5 Tier Standards Structure
- Flagging Power Standards

### System Admin II: Site Configurations (45 min)

A deep dive into all the functionality on your Admin Dashboard.

- Site Configuration Labels
  - Standards and Assessment Options
  - My Atlas Dashboards
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### Adopted Curriculum (AC) (30 - 60 min)

For admins setting up or managing the adopted curriculum process in Atlas

- What is the Adopted Curriculum tool?
  - Setting up the AC
  - Managing the AC process
  - Publishing
  - Process considerations
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### (Yearly) Site Review & Tune-Up (60 min)

For system admins needing to review and clean-up their Atlas system

- Site labels and logos
- Calendar and Archive Date
- User accounts
- Course Assignments
- Adopted Standards
- Unit and Lesson Planner Templates
- School References
- Admin & Faculty Training options

