

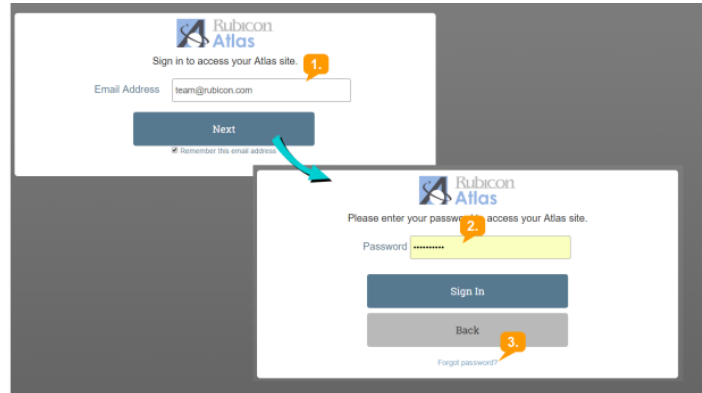
# Loading Lesson Plans into Atlas

York School District 1 uses Rubicon Atlas for curriculum mapping in grades K-8. Each teacher has an Atlas account will use it to access the District curriculum pacing and resources, as well as supplement with their own content.

In addition to keeping lesson resources in the system, teachers are to upload their individual lesson plans into the service in order to facilitate discussion during planning sessions.

## Logging In

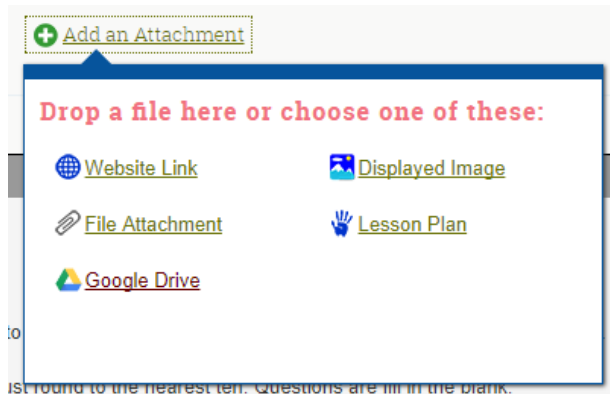
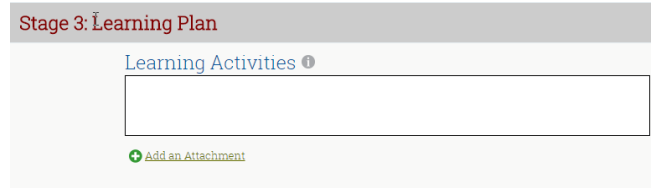
1. Type in your email address, then click **Next**.
2. Enter your password, then click **Sign in**.
3. Click **Forgot password?** to receive a password reset email, if necessary.



## Access Your Curriculum Map

Once in Rubicon Atlas, browse to your Curriculum Map then Unit. Each Unit is divided into 3 stages. Stage 1 is the Desired Results, or what you expect will happen during the unit. Stage 2 is the Assessment Evidence, or the tools you will use to determine the student comprehension. Stage 3 is the Learning Plan, which is where you will document how you will complete Stage 1 & 2.

It is in Stage 3 that you will upload your lesson plan, in the Learning Activities section. Simply scroll to this portion of the Unit, then click "Add an Attachment."

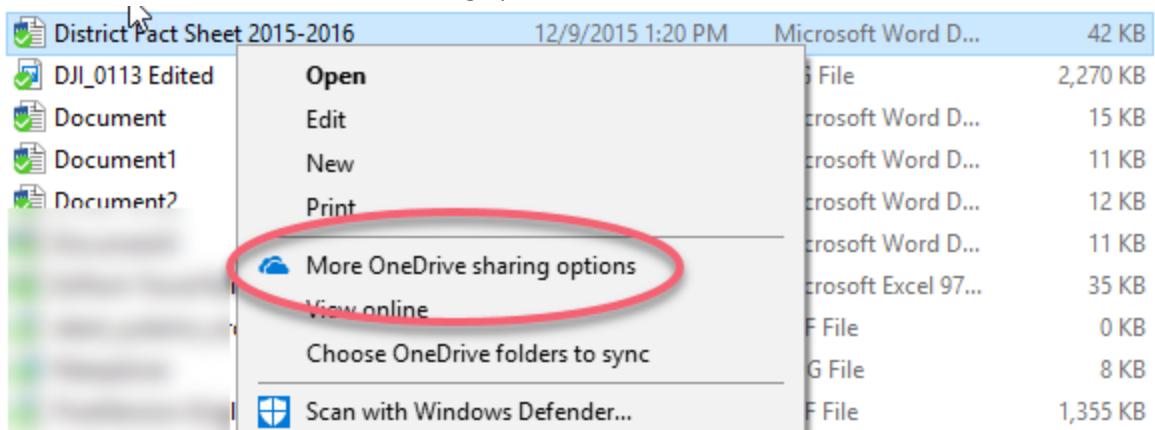
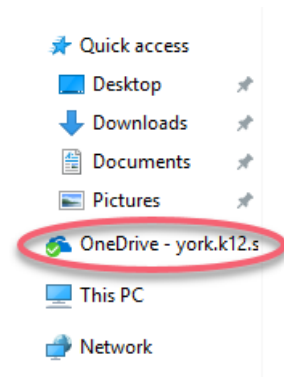


Choose one of the methods provided to attach your lesson plan, in whatever format is appropriate with your Principal. You may choose to upload an Office document. Better yet, you may wish to provide a link to the Office document from your OneDrive, so that the file can be frequently updated and always current on Rubicon. See the next page for those steps.

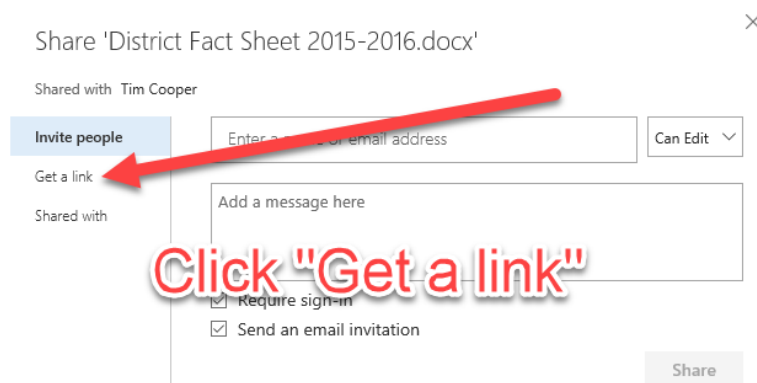
## Linking to a OneDrive Document

Saving your documents in OneDrive is quick, easy, and safe, providing easy access to your up-to-date files anywhere you have Internet access. Using OneDrive, you can link to your lesson plan or other Office document and be sure that the viewer will always see the most current version of the file.

1. Ensure OneDrive is installed on your computer and is running. You'll see the OneDrive – york.k12.sc.us storage location listed on your File Explorer screen.
2. Save the Office file to OneDrive as you would any other file location, saving it in a folder if you wish.
3. Open File Explorer, browse to that file you just saved. Right-click on that file, then select "More OneDrive sharing options."



4. Your web browser will open, and you will be prompted to sign into your Office 365 account using your full District email address and password.
5. Ignore the "Invite People" tab, but click "Get a Link" instead.



6. Ensure the drop-down box says View Link (Edit Link allows the viewer to edit your document. You choose if a sign-in is required – if required, the viewer simply has to sign in with their district email and password). Click Create.
7. Copy the URL that is created.
8. Go over to Atlas Rubicon and paste that URL into the Learning Activities box, as a Website Link. When entering the link, paste the URL into the Website box, and then enter your name in the description (so the viewer knows whose lesson plan they are reviewing).

