
GETTING STARTED: INSTRUCTORS

This Getting Started Guide focuses on some of the key tasks Instructors can perform in ATLAS. The role of the ATLAS Instructor is typically associated with college faculty or individuals in school districts who provide professional development to educators.

ATLAS Instructors can:

- Create groups and group folders.
- Save cases to personal and group folders.
- Conduct searches for cases.
- Annotate and apply framework tags to case videos, written commentaries, and instructional materials.
- Download written commentaries.

The Student role typically includes teacher candidates and in-service teachers. Students *cannot* create groups or download the written commentary.

NOTE: This Getting Started Guide focuses on select functionality. Visit our Help Center (<https://nbatlas.zendesk.com/hc/en-us>) for detailed instructions on all ATLAS functionality. Log in to ATLAS and click on your name in the top navigation to access the Help Center from the dashboard menu.

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LOGGING IN

- URL: <https://atlas.nbpts.org>
- Your username is your email address.
- Your password is case sensitive. If you do not remember or know your password, click on “Forgot Your Password?” and a link to reset your password will be sent to your email.

DASHBOARD

The dashboard enables you to quickly and easily navigate to your personalized areas of the ATLAS site. Get to the dashboard by clicking on the arrow under your name in the header.

The screenshot shows the ATLAS dashboard for a user named Bob Mendez. The header includes the ATLAS logo, navigation links for Cases, Frameworks, Collections, and Resources, and a user profile section with a bell icon, the text "Hello, Bob Mendez My Dashboard", and a search icon. The main content area is divided into four columns:

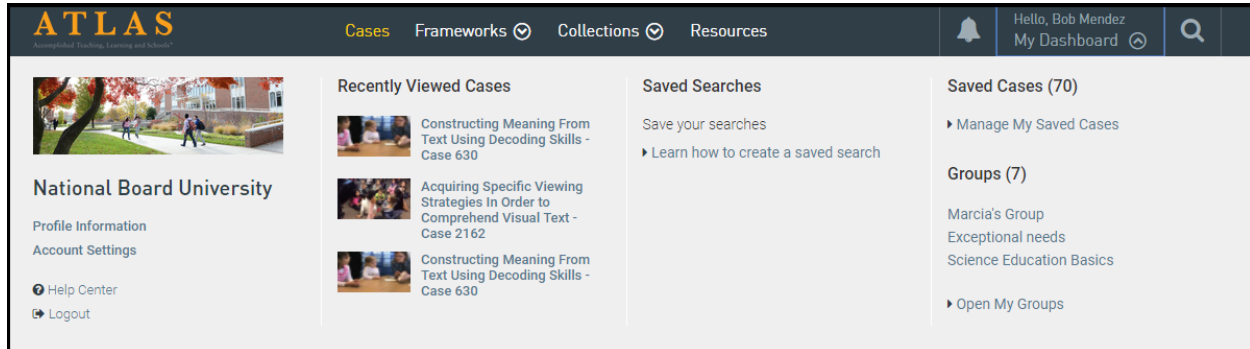
- Left Column:** Features a large image of a university campus, the text "National Board University", and links for "Profile Information", "Account Settings", "Help Center", and "Logout".
- Second Column (Recently Viewed Cases):** Lists three cases with thumbnail images: "Constructing Meaning From Text Using Decoding Skills - Case 630", "Acquiring Specific Viewing Strategies In Order to Comprehend Visual Text - Case 2162", and "Constructing Meaning From Text Using Decoding Skills - Case 630".
- Third Column (Saved Searches):** Includes the text "Save your searches" and a link "Learn how to create a saved search".
- Right Column (Saved Cases (70) and Groups (7)):** Contains a link "Manage My Saved Cases", a section for "Groups (7)" listing "Marcia's Group", "Exceptional needs", and "Science Education Basics", and a link "Open My Groups".

CREATING A NEW GROUP

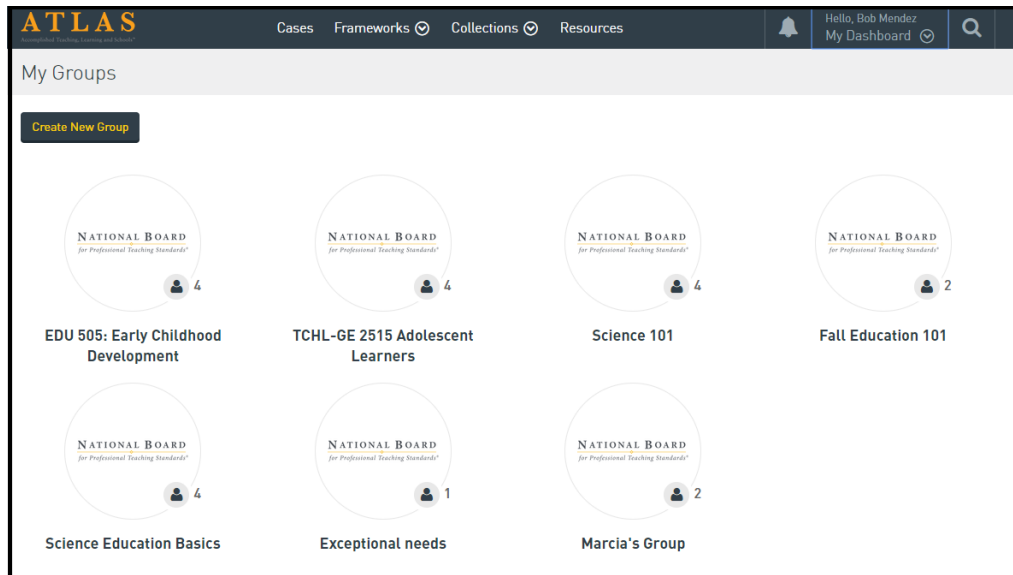
As an ATLAS Instructor, you may want to create a group in order to share cases and case notes with in-service teachers or pre-service teachers whom you support.

Go to the [My Groups page](#) to create a group.

1. Click on the arrow under your name in the header to open the Dashboard.
2. Under the Groups section, click on "Open My Groups."



1. Click "Create New Group."



On the Create Group page:

1. Create a group name.
2. Add a description for the group.
3. Under the heading "Members," click "Add Members" to add members from your organization to your group or add new members by typing in their email addresses.
4. (Optional) Change the cover image for the group by clicking "Choose File" and uploading an image from your desktop. A square image works best. If you do not select an image, the system will use your organization's image.

- Remember to click “Create Group” to save your group.

NOTE: Members will receive an email from ATLAS inviting them to the group.

Create Group

What is the name of your Group?*

Add a Description*

This group's purpose is...

Members

Add Members

Group cover image

Choose File

No file chosen

Create Group

* Indicates a required field.

ASSIGNING GROUP ROLES

Group members cannot save or remove cases from a group. You will need to change a group member's role to a group leader if you wish to enable him/her to save or remove cases to the group.

1. Select the Members tab.
2. Select the editing pencil icon for the group member whose role you'd like to change.
3. Change the member's role to Leader.
4. Remember to click "Save" to save your changes.

The screenshot shows the ATLAS web interface. A modal window titled "Edit User" is open, displaying the following information:

- First name: Michael
- Last name: Krishtopa
- Email: michael.krishtopa@gmail.com
- Role: Leader (selected from a dropdown menu)

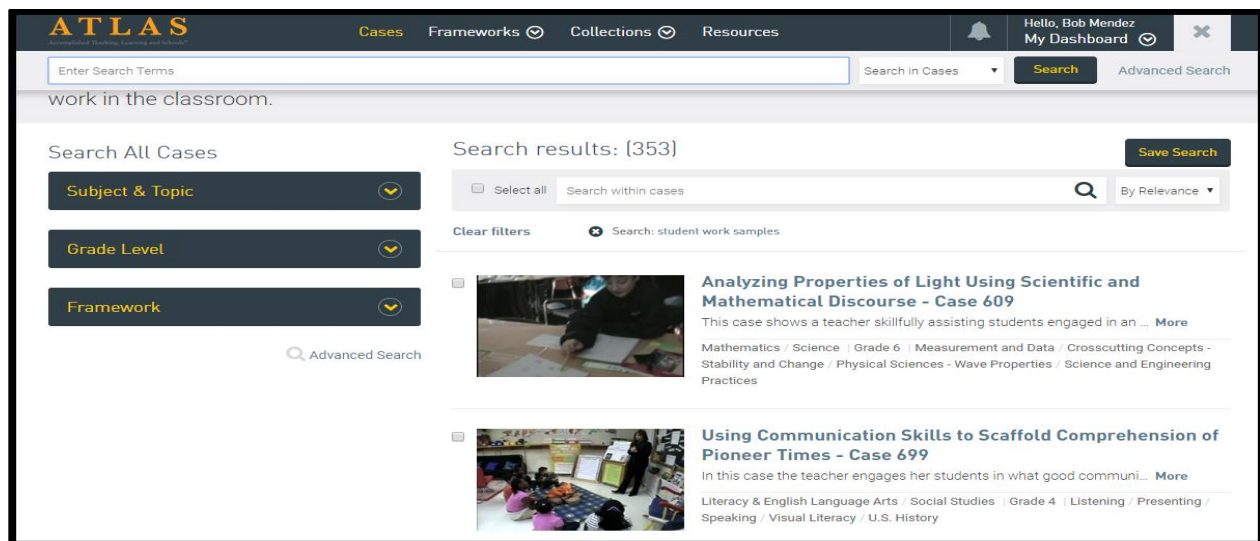
Below the modal, the "Manage Members" section is visible. It includes a search bar and a table of group members.

	Name	Email	Role	Status	Joined	Edit
<input type="checkbox"/>	Michael Krishtopa	michael.krishtopa@gmail.com	Member	Pending	01/02/2015	
<input type="checkbox"/>	Bob Mendez	oerctest04@gmail.com	Leader	Active	01/19/2015	
<input type="checkbox"/>	Max Sitnikov	max.sitnikov@zoxax.com	Leader	Pending	02/12/2015	
<input type="checkbox"/>	Max St	maks.kekc@gmail.com	Member	Pending	07/28/2016	

FINDING CASES

There are five ways to find a case:

1. Click on Cases in the top navigation to browse the library.
2. Select the magnifying glass in the top navigation next to your name to search the library. Enter your search term(s) in the search field. Use the filters on the left to filter by Subject & Topic, Grade Level, and Framework.
3. Use the Advanced Search to further refine your search. Advanced Search filters include Instructional Strategies, School Type, School Setting, and Student Characteristics. The Advanced Search link is located under the Framework filter on the Cases page and to the right of the search field.



4. To find cases indexed to a framework or standard, such as INTASC or edTPA:
 - a. Select the Frameworks link in the top navigation.
 - b. Select the desired standard or framework.
 - c. Click on the "Tags" tab to review the tags. Tags are labels that correspond to a section of a standard or framework and have been applied to ATLAS cases.
 - d. Click on the "Tagged Cases" tab to see all the cases indexed to that framework.

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The screenshot shows the ATLAS website interface. The top navigation bar includes links for Cases, Frameworks, Collections, and Resources. A user profile for Bob Mendez is visible in the top right. The main content area is titled 'TEACHER PRACTICE' and 'National Board Standards'. It features a 'Download Tags (.csv)' button and a tabbed interface with 'Overview', 'Tags', 'Tagged Cases', and 'Resources'. The 'Overview' tab is active, displaying text about the Five Core Propositions and National Board Standards. A sidebar on the right features the 'NATIONAL BOARD for Professional Teaching Standards' logo and a brief description of the board.

5. The ATLAS team has curated Collections of cases that focus on popular topics. Click on the Collections link in the top navigation and select a collection to explore.

This screenshot shows the ATLAS website with the 'Collections' link in the top navigation bar highlighted. A dropdown menu is open, listing several collections: Formative Assessment, Biology Case Collection, Thinking Maps, Rigorous Instruction, and Academic Language. The main content area remains the same as in the previous screenshot, showing the 'National Board Standards' page. At the bottom of the page, there are three sections: 'Explore Frameworks Tags', 'Browse Tagged Cases', and 'Find Resources', each with a brief description of the content.

CASE PAGE

ATLAS Instructors can perform several activities on the case page. You can watch the video, read the teacher's written commentary, and review the instructional materials. You can also review the framework tags that have been applied to the case, if provided.

ATLAS Instructors can also:

1. Download the teacher's written commentary.
2. Add a note to the video, teacher's written commentary, and instructional materials.
3. Add framework tags.

The following image illustrates the case page functionality.

NOTE: A printable version of this image can be found in the ATLAS Help Center.

The screenshot displays the ATLAS Case Page for a case titled "Using Inquiry to Design an Environmental Solution to Oil Spills". The page is divided into several sections, each with a numbered annotation:

- 1 Video:** Points to the video player showing a teacher and students. Annotations include "Save Case", "Add video note", and "Video note".
- 2 Teacher's Written Commentary:** Points to the "Open Commentary" button and the "Commentary" tab. Annotations include "Access Instructional Materials", "Commentary note", and "Add commentary note".
- 3 Instructional Materials:** Points to the "Instructional Materials" tab.
- Frameworks:** Points to the "Frameworks" section on the left, which lists various standards. Annotations include "Applied framework tags" and "Tag definition".
- Tag rationale:** Points to the "Tag rationale" section, which explains the purpose of the tags.
- Watch tagged clip:** Points to the "Watch tagged clip" button.
- Read tagged commentary:** Points to the "Read tagged commentary" button.

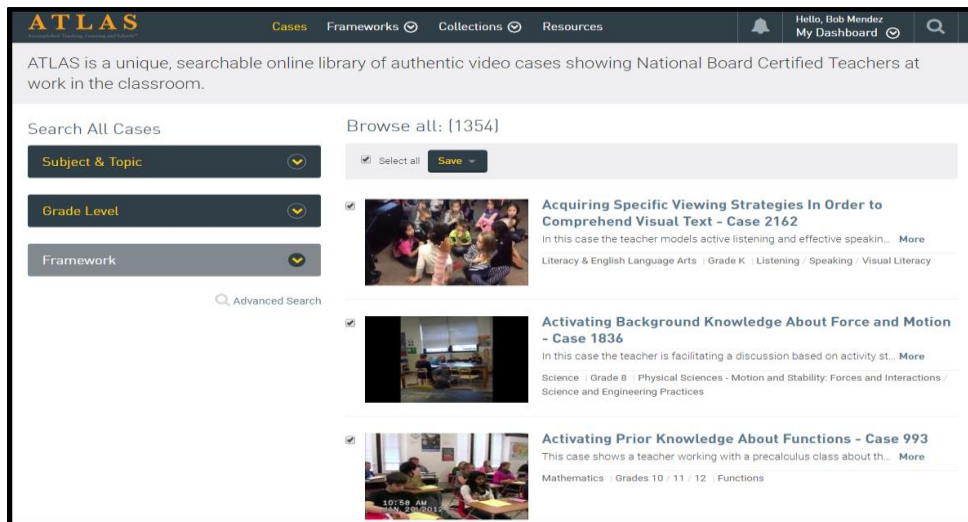
The page also includes a "Back to Results" button at the top left and a "Save" button at the top right.

SAVING CASES

Once you find a case, you'll want to save it for easy access at a later time. You can save a case to your personal folder or a group folder from the Cases and case page.

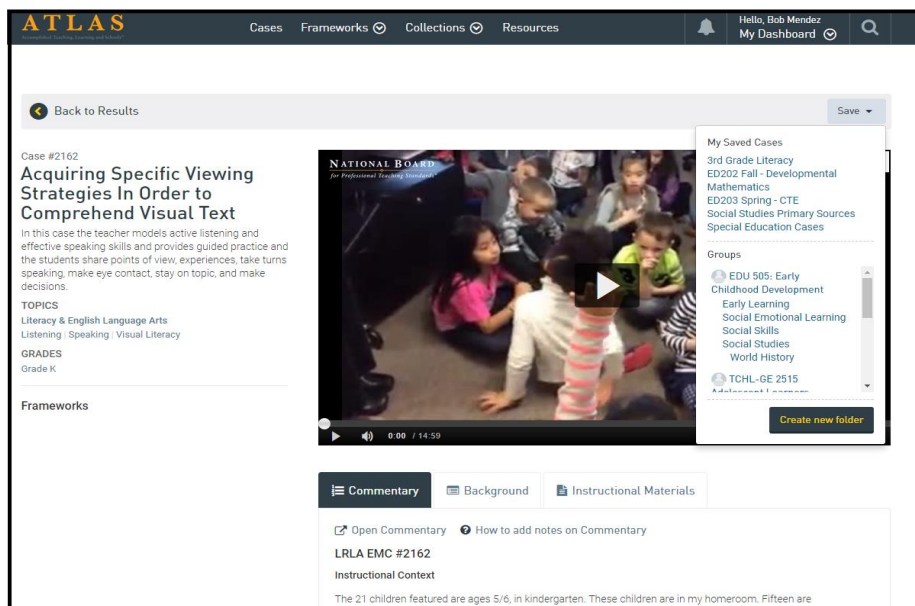
On the Cases button:

1. Click into the small box to the left of the case thumbnail to select the case or click "Select All" to select all the cases listed on the page.
2. Then select the "Save" button.



From the Save menu:

3. Select the folder or select "Create new folder."
4. Finally, click "Create and Save."



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HELP CENTER

Visit the ATLAS Help Center for detailed instructions on how to perform ATLAS tasks. Log in to ATLAS and click on the Help Center link from the Dashboard or click on the Help button (located at the right of every ATLAS page).

The screenshot displays the ATLAS dashboard interface. At the top, the ATLAS logo is on the left, and navigation links for Cases, Frameworks, Collections, and Resources are in the center. On the right, there is a user profile section for 'Hello, Bob Mendez' with a 'My Dashboard' link and a search icon. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a 'National Board University' profile card with links for 'Profile Information', 'Account Settings', 'Help Center', and 'Logout'. The main content area is divided into three columns: 'Recently Viewed Cases' showing three video thumbnails with titles like 'Acquiring Specific Viewing Strategies In Order to Comprehend Visual Text - Case 2162'; 'Saved Searches' with a 'Save your searches' link and a 'Learn how to create a saved search' link; and 'Saved Cases (70)' with a 'Manage My Saved Cases' link. Below these, there is a 'Groups (7)' section listing 'Marcia's Group', 'Exceptional needs', and 'Science Education Basics' with an 'Open My Groups' link. A descriptive paragraph states: 'ATLAS is a unique, searchable online library of authentic video cases showing National Board Certified Teachers at work in the classroom.' Below this, there is a search section with 'Search All Cases' and 'Browse all: (1354)'. The search filters include 'Subject & Topic' and 'Grade Level'. A search bar with a 'Select all' dropdown and a 'Search within cases' input field is present. A 'By Title' dropdown is also visible. A featured case card is shown with a video thumbnail and the title 'Acquiring Specific Viewing Strategies In Order to Comprehend Visual Text - Case 2162', with a snippet of the description: 'In this case the teacher models active listening and effective speakin...'. A 'More' link is at the end of the snippet. A 'Help' button is located in the bottom right corner of the dashboard area.