ATLAS

Accomplished Teaching, Learning and Schools™

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.

TABLE OF CONTENTS

ATLAS
Accomplished Teaching, Learning and Schools™

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.

ATLAS
Accomplished Teaching, Learning and Schools™
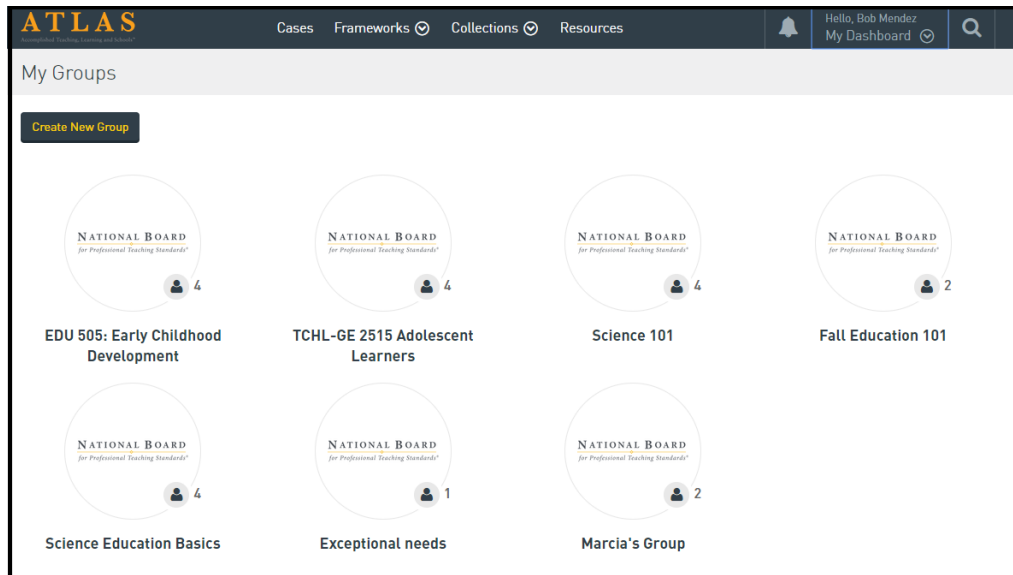
CREATING A NEW GROUP

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."
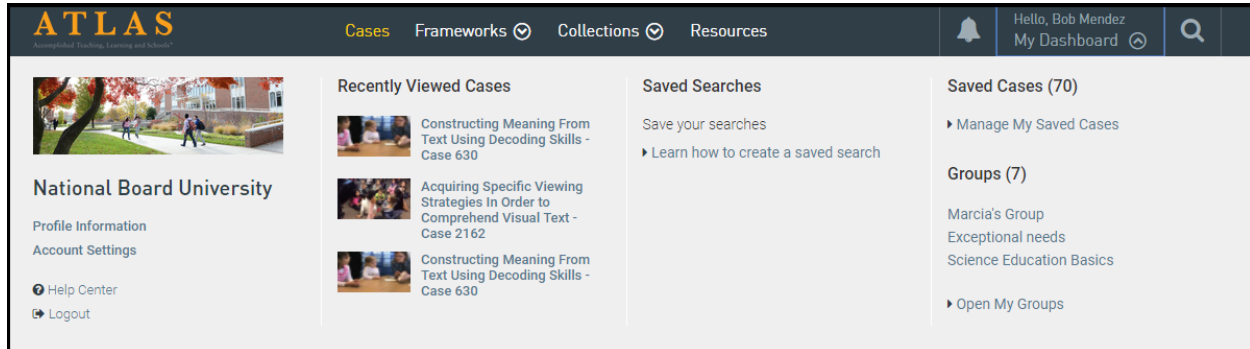
1. Click "Create New Group."

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.

5. 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?*

e.g. "Teachers as Makers"

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.

ATLAS
Accomplished Teaching, Learning and Schools™

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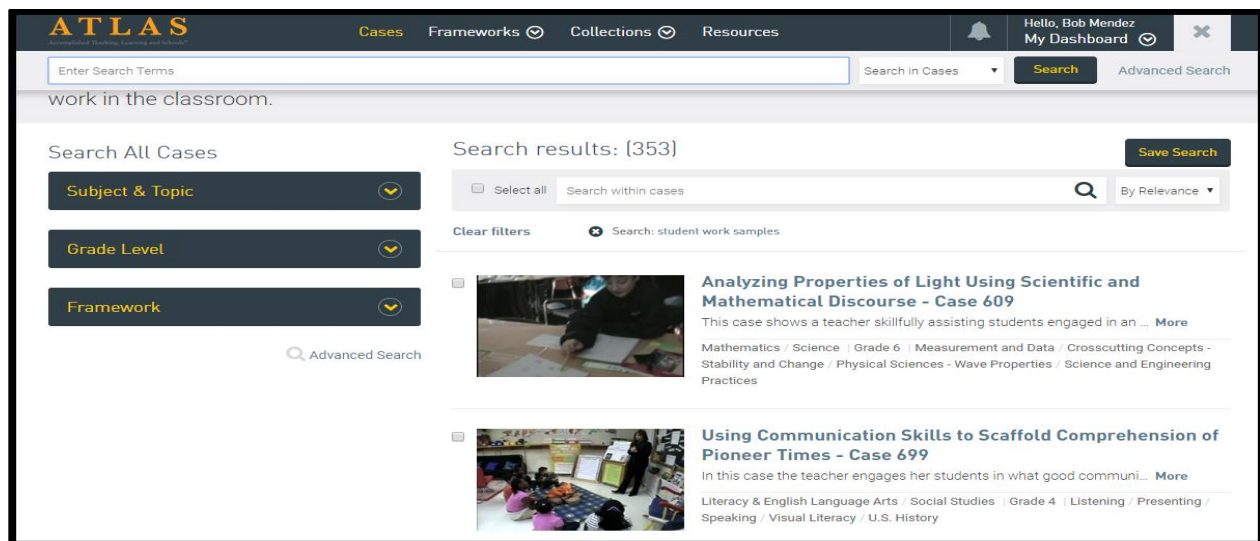
4. To find cases indexed to a framework or standard, such as InTASC or edTPA:
   a. Select the Frameworks link in the top navigation.
   b. Select the desired standard or framework.
   c. Click on the "Tags" tab to review the tags. Tags are labels that correspond to a section of a standard or framework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

ATLAS
Accomplished Teaching, Learning and Schools™

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.

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.

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.
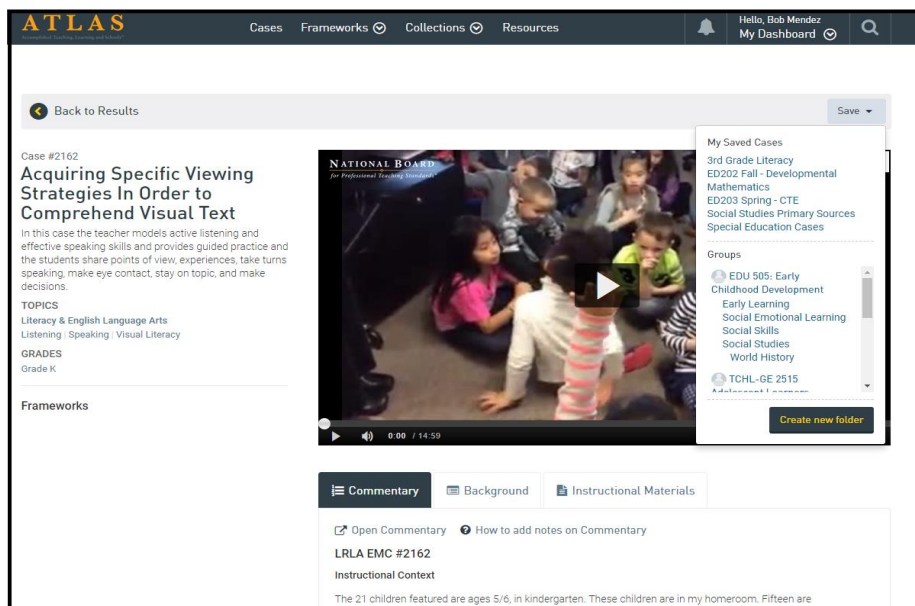
On the Cases button:
1. Click into the small box to the left of the case thumbnail to select the case or click "Select All" to select all the cases listed on the page.
2. Then select the "Save" button.
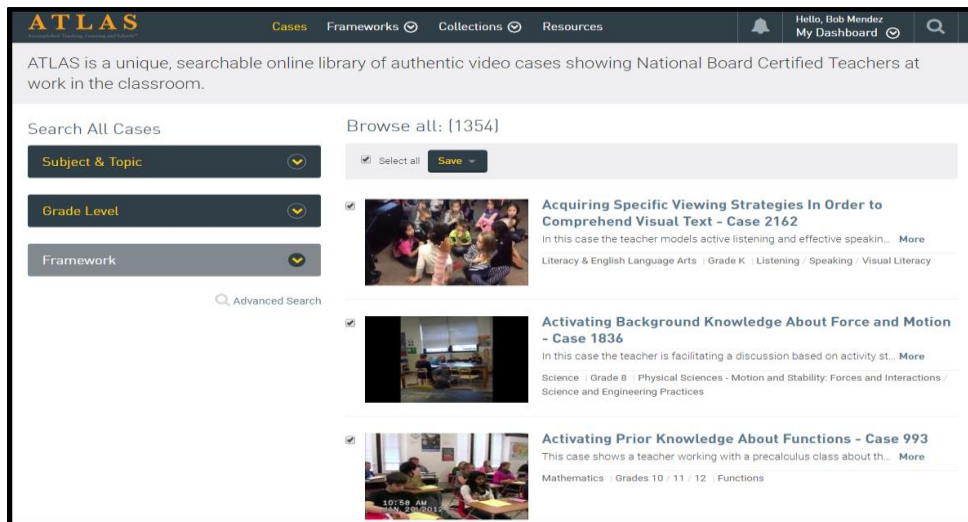
From the Save menu:
3. Select the folder or select "Create new folder."
4. Finally, click "Create and Save."

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).