

ATLAS GUIDE: ORGANIZATION ADMINISTRATORS

*The contents of this guide may also be found online in the ATLAS Help Center.
If you have questions or need help, click on the Help button on any page in ATLAS to contact us.*

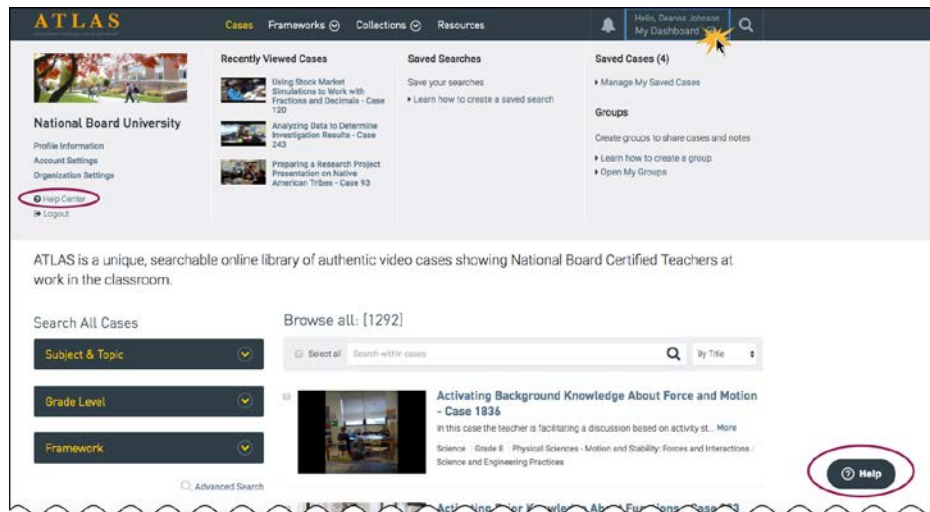


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ORGANIZATION ADMINISTRATORS

The Organization Administrator is **responsible** for the following:

- Managing users in the organization's ATLAS account.
- Adding default images for the organization and groups. Adding default images is optional.
- Creating groups for faculty users/group leaders. Note: faculty can also create groups.
- Viewing case and user analytics.

FIRST LOG IN

- An invitation will be sent from atlassupport@nbpts.org when your ATLAS account is created. Check your spam filters if you have not received this email and add "nbpts.org" to your approved sender list in your spam filter.
- Click on the link from the email and create a password.
- **Note: you do not need the invitation to complete your account setup. You can go to the ATLAS login page at atlas.nbpts.org and click on "Forgot your password?" to create a password**

LOGGING IN

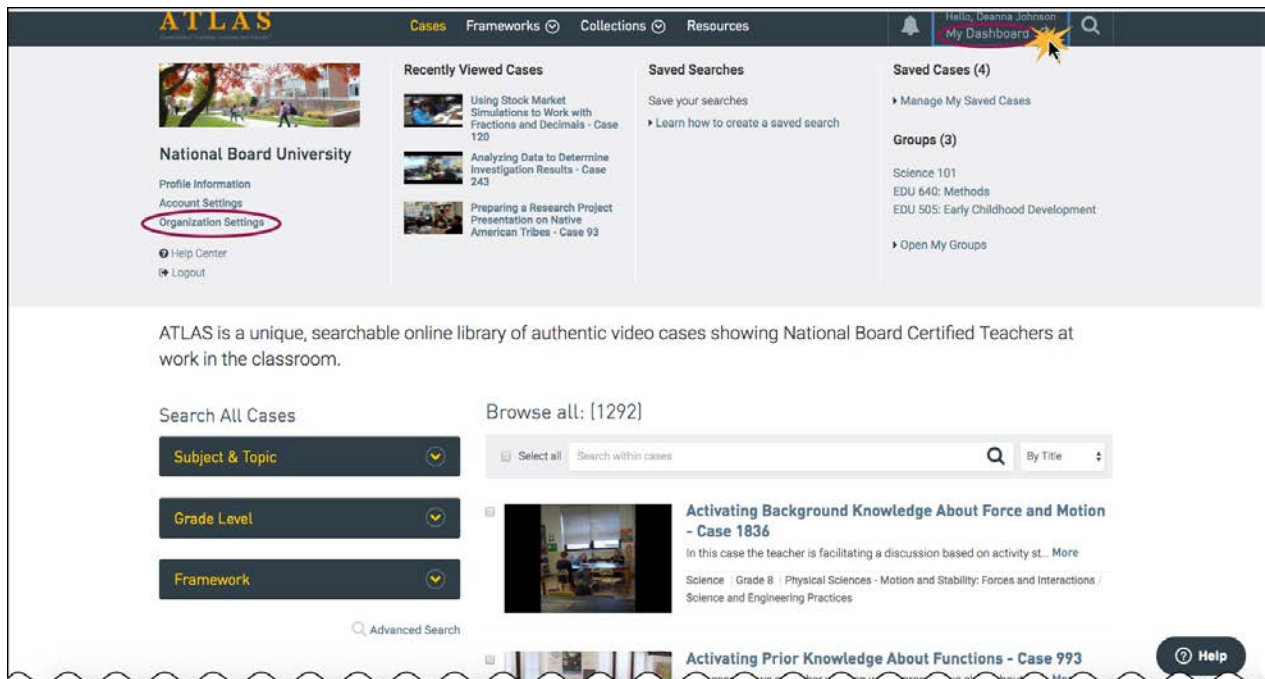
- URL: <https://atlas.nbpts.org>
- Your username is your email address.
- If you do not remember your password, click on "Forgot your password?" A link to reset your password will be sent to your email.

MANAGE ORGANIZATIONAL SETTINGS

ACCESS ORGANIZATIONAL SETTINGS

You can see and manage all the settings and features for your Organization from the ATLAS dashboard.

1. Click on your name in the header to open and close the dashboard.
2. Click on the "Organization Settings" link below your organization image.



SELECT ORGANIZATIONAL SETTINGS

1. Enter the name for your organization.
2. Upload a cover image for your organization home page.
3. Upload a default group cover image.
4. Remember to click the “Save Changes” button to save your settings.

The screenshot shows the ATLAS web application interface. The top navigation bar includes the ATLAS logo, links for Cases, Frameworks, Collections, and Resources, a user profile for Deanna Johnson, and a search icon. On the left, a sidebar menu has 'Settings' circled in red. The main content area is titled 'National Board University' with a red circle and the number 1 next to the name. Below this, the 'Cover:' section is annotated with a red circle and the number 2. It shows a large landscape image of a university campus with a red 'X' icon in the top right corner, accompanied by the text 'Click to remove the image'. Below the main cover image is a 'Change Cover' button. The 'Group cover:' section is annotated with a red circle and the number 3. It shows a smaller square image of the 'NATIONAL BOARD for Professional Teaching Standards' logo with a red 'X' icon in the top right corner. Below this is a 'Change Group Cover' button. At the bottom, the 'Save Changes' button is circled in red and annotated with a red circle and the number 4. A red arrow points from the text 'Click to change the image' to the 'Change Group Cover' button. Another red arrow points from the text 'Click to remove the image' to the red 'X' icon on the main cover image.

ATLAS

Cases Frameworks Collections Resources

Hello, Deanna Johnson

Settings

Users

Groups

Case Analytics

User Analytics

1 National Board University

2 Cover:

This image will be displayed on the homepage. Recommended size is 1170x360px

Change Cover

3 Group cover:

This image will be the default cover image for each group in your organization. Square image is recommended.

Change Group Cover

4 Save Changes Cancel

Click to remove the image

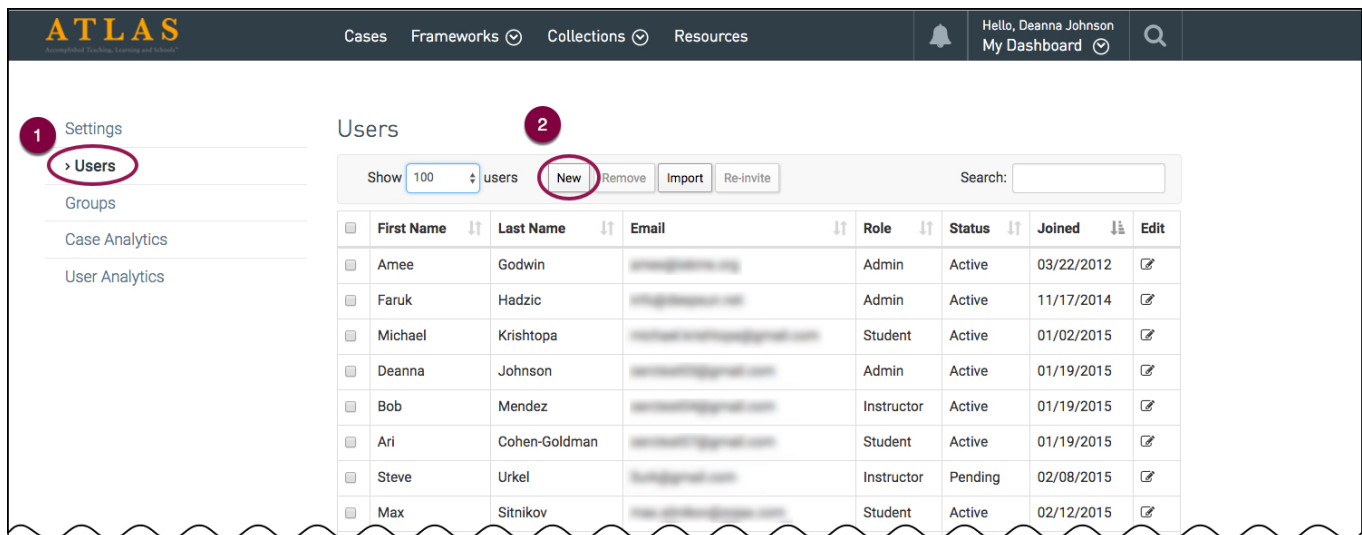
Click to change the image

MANAGE USERS

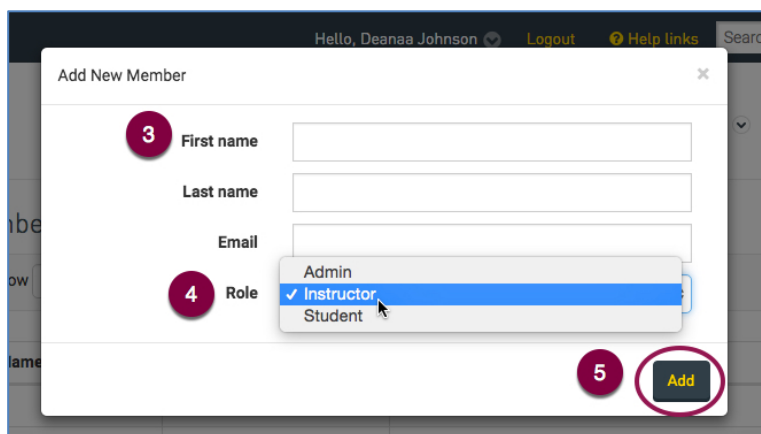
You can add users manually or bulk upload users using a .csv file.

MANUALLY ADD A NEW USER

1. Click "Users" in the left navigation.
2. Click "New" to manually add a new user to ATLAS.

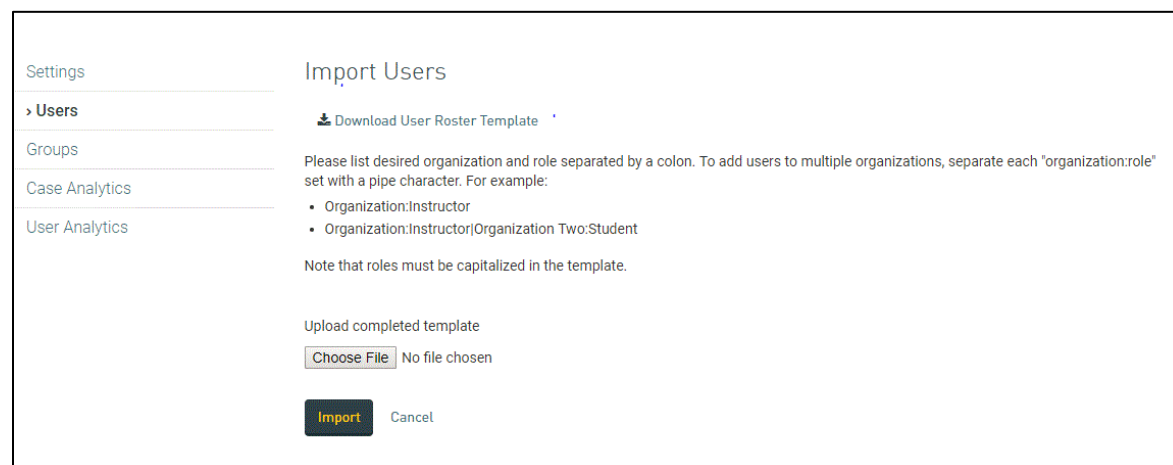
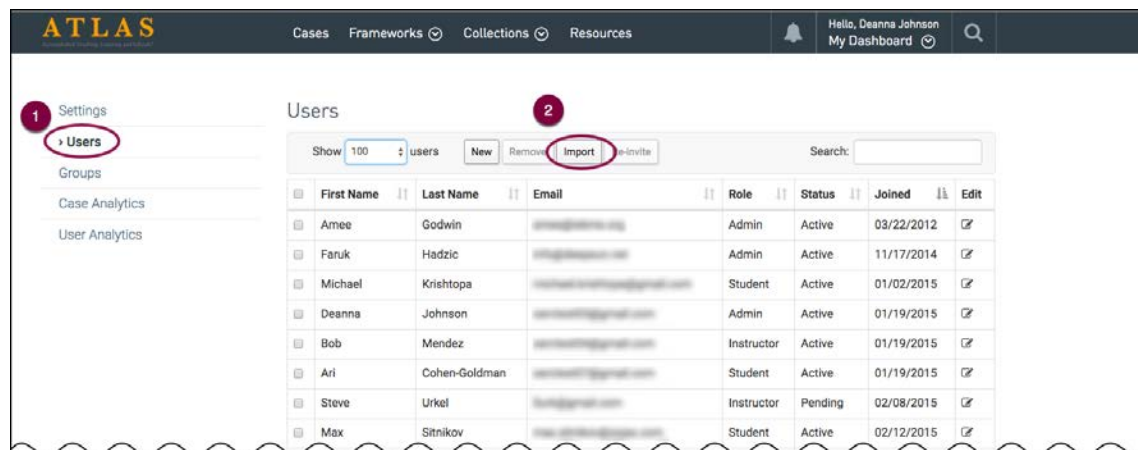


3. Enter the first name, last name, and email address for the new user.
4. Select the new user's role by selecting one of the options from the dropdown menu:
 - "Admin" for users who will share your administrative rights.
 - "Instructor" for faculty, coaches, or other group leaders who will facilitate access to cases.
 - "Student" for teacher candidates or teachers who can search for and save cases, but cannot create groups, download the teacher's commentary or access the ATLAS Resources.
 - **Subscribers with LTI integrations only:** Do not add Students who will be accessing ATLAS cases from within a learning management system (e.g., Canvas, Moodle, Blackboard, etc.). Student accounts will be automatically provisioned when students access the ATLAS cases from their course.
5. Remember to click the "Add" button to save your entry.



BULK UPLOAD A ROSTER OF NEW USERS

1. Click "Users" in the left navigation.
2. Click "Import" to upload a roster of new users.



3. Download the "User Roster Template" .csv file to enter the first name, last name, email address, organization and role for each user.
 - a. "Admin" for users who will share your administrative rights.
 - b. "Instructor" for faculty, coaches, or other group leaders who will facilitate access to cases.
 - c. "Student" for teacher candidates and teachers.

Subscribers with LTI integrations only: Do not add Students who will be accessing ATLAS cases from within a learning management system (e.g., Canvas, Moodle, Blackboard, etc.). Student accounts will be automatically provisioned when students access the ATLAS cases from their course.

NOTE: For information entered in the Organizations column: Your organization name must be entered exactly the way it is entered on the Settings page. Use a colon to separate the Organization name and user role. There are no spaces before and after the colon. The first letter of the Role must be capitalized in the .csv file.

FIRST_NAME	LAST_NAME	EMAIL	ORGANIZATIONS
John	Johnson	jj@aol.com	St. Thomas University:Instructor
Sally	Brown	sbrown@gmail.com	St. Thomas University:Instructor
Tom	Hunter	Thunter@yahoo.com	St. Thomas University:Instructor
Libby	Ransom	ransom@gmail.com	St. Thomas University:Instructor

4. Click "Choose File" to upload your completed .csv file.
5. Click "Import" to upload your .csv file. You will see a "Success" message if all the users were successfully added.
6. Once added, users will receive a Welcome invitation from ATLAS, inviting them to complete their account setup by creating a password. Please instruct users to use the email address to which the welcome message was received as their ATLAS email/username.

Note: there are 2 reasons why users may not see the Welcome email:

1. The email was blocked.
2. The email landed in the user's spam or junk folder.

You can send the email again by re-inviting the user from the Users page, or they can go to the ATLAS login page and click on "Forgot your password?" to complete their account setup.

MANAGE EXISTING USERS

1. To find a user, you can conduct a search by the first or last name or email address.
2. Click on any heading in the table to sort the user list.
3. Click on the box to the left of the user's name, then:
 - a. Click "Deactivate" to remove a user.
 - b. Click "Re-invite" to re-invite a user. This action will automatically send an email to the user with an invitation to join ATLAS.
4. Click on the pencil icon next to a user's name to edit his/her details.

[Settings](#)

[Users](#)

[Groups](#)

[Case Analytics](#)

[User Analytics](#)

Users (4 out of 200)

NOTE: Do not add Students who will be accessing ATLAS cases from within a learning management system (e.g., Canvas, Moodle, Blackboard, etc.). Student accounts will be automatically provisioned when students access the ATLAS cases from their course.

Show 100 users
 New Deactivate Import Export Move Re-invite

Search:

<input type="checkbox"/>	First Name ↑↓	Last Name ↑↓	Email ↑↓	Role ↑↓	Status ↑↓	Joined ↑↓	Last login ↑↓	Edit
<input checked="" type="checkbox"/>	Marcia	Foster	mfoster@nbpts.org	Admin	Pending	10/01/2020	04/05/2021	
<input type="checkbox"/>	Bella	Scott	bscott@gmail.com	Student	Pending	01/19/2021		
<input type="checkbox"/>	Tonia	Sampson	tsampson90@aol.com	Student	Pending	04/05/2021		
<input type="checkbox"/>	Jonas	Thompson	jthompson20@test.com	Student	Pending	04/05/2021		

Showing 1 to 4 of 4 users

MANAGE GROUPS

CREATE A NEW GROUP

1. Click "Groups" in the left navigation.
2. Click "New" to create a new group in your organization.

The screenshot shows the ATLAS Groups management interface. On the left is a navigation menu with links for Settings, Users, > Groups (selected), Case Analytics, and User Analytics. The main content area is titled "Groups" and features a table of existing groups. Above the table are controls for "Show 100 groups", "New", "Delete", and a "Search:" field. The table has columns for Name, Leaders, Members, Cases, and Edit. Four groups are listed: "Affirming Diversity in the Classroom" (1 member, 0 cases), "Case Exemplars" (2 members, 7 cases), "Case Sets Collection" (1 member, 0 cases), and "Chicago Teachers Group" (1 member, 0 cases).

Name	Leaders	Members	Cases	Edit
Affirming Diversity in the Classroom	Sally Pearce	1	0	
Case Exemplars		2	7	
Case Sets Collection	Alanna Shevak	1	0	
Chicago Teachers Group	Bob Mendez	1	0	

On the Add New Group pop-up:

1. Create a group name.
2. Add a description for the group.
3. Click on Add Members button to add members to your group.

Subscribers with LTI integrations only: Do not add Students who will be accessing ATLAS cases from within a learning management system (e.g., Canvas, Moodle, Blackboard, etc.). Student accounts will be automatically provisioned when they access ATLAS cases from their course.

The "Create Group" pop-up form contains the following sections:

- Create Group** (title)
- What is the name of your Group?*** (text input field with placeholder "e.g. 'Teachers as Makers'")
- Add a Description*** (text area with placeholder "This group's purpose is...")
- Members** section with an **Add Members** button.
- Group cover image** section with a **Choose File** button and the text "No file chosen".
- A **Create Group** button at the bottom.

4. Go to the "Cases" or a case page to add cases to your group.

MANAGE EXISTING GROUPS

1. To find a group, you can conduct a search by the name of the group or group leader(s).
2. Click on any heading in the table to sort the group list.
3. Click on the box to the left of the group name, then:
 - a. Click "Delete" to delete the group.
4. Click on the pencil icon next to a group name to edit the group, manage group members, etc.

ATLAS
Accomplished Teaching, Learning and Schools™

[Cases](#)
[Frameworks](#)
[Collections](#)
[Resources](#)

Hello, Deanna Johnson
[My Dashboard](#)

[Settings](#)
[Users](#)
[Groups](#)
[Case Analytics](#)
[User Analytics](#)

Groups

Show 100 groups
New
Delete

1 Search:

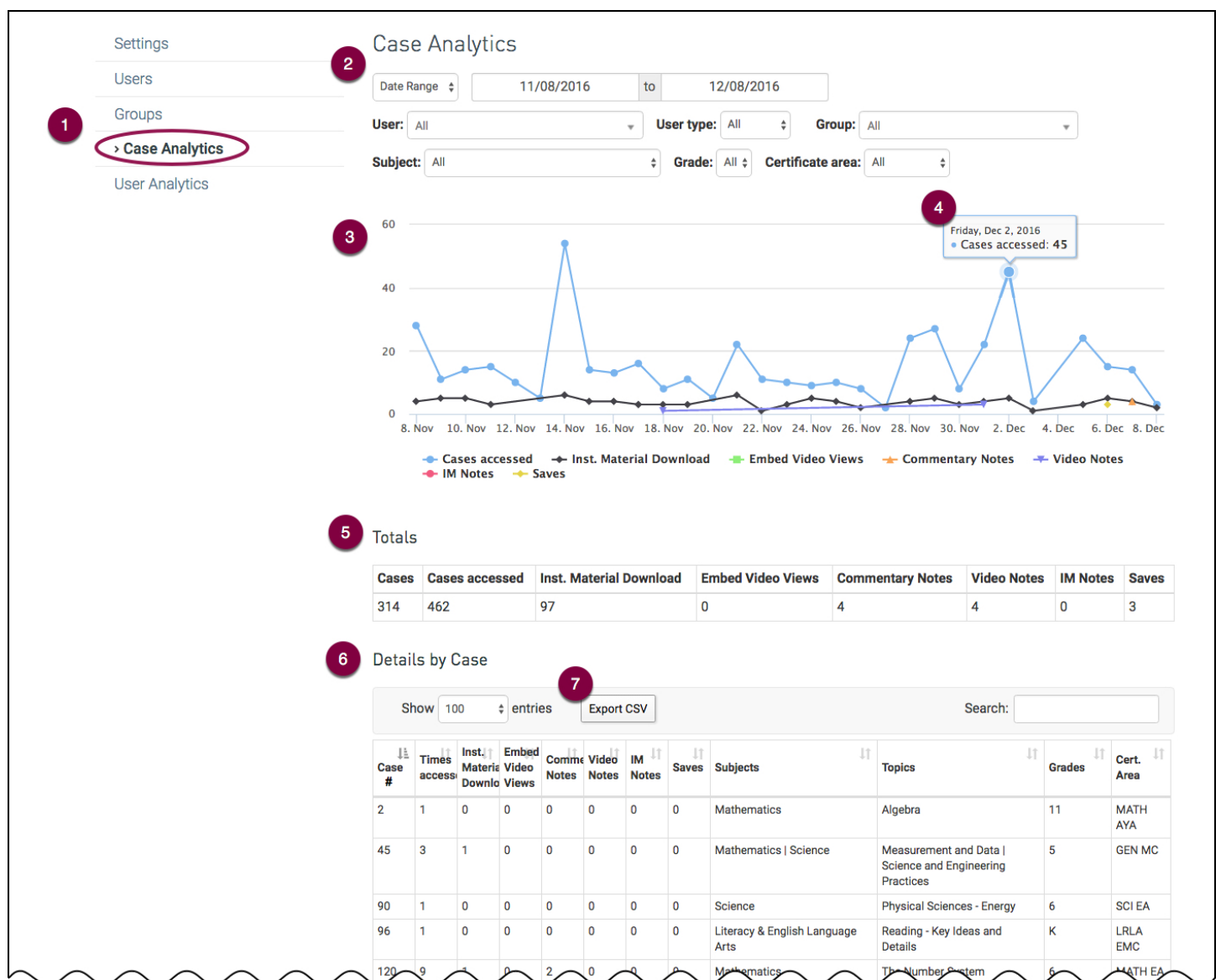
	Name	Admin	Members	Cases	Edit
<input checked="" type="checkbox"/>	Affirming Diversity in the Classroom	Sally Pearce	3	1	
<input type="checkbox"/>	Case Sets Collection	Alanna Shevak	1	0	
<input type="checkbox"/>	Class 101	Alex Yee	4	5	
<input type="checkbox"/>	EDU 505: Early Childhood Development	Bob Mendez	4	45	
<input type="checkbox"/>	EDU 640: Methods	Alex Yee	2	8	
<input type="checkbox"/>	Fall Education 101	Bob Mendez, Marcialnst Foster	2	22	
<input type="checkbox"/>	Science 101		4	3	
<input type="checkbox"/>	Science Education Basics	Bob Mendez, Max Sitnikov	4	8	
<input type="checkbox"/>	TCHL-GE 2515 Adolescent Learners	Amee Godwin, Bob Mendez	4	20	

Showing 1 to 9 of 9 groups

ACCESS CASE ANALYTICS

The Case Analytics section enables you to see your organization's usage of ATLAS cases.

1. Click "Case Analytics" in the left navigation of the Organizational Settings menu.
2. Filter for the data you wish to see. You can choose specific date ranges, users, groups, and case details like subject area, grade, and certificate area.
3. A color-coded line graph will appear based on the selected filters. There is a legend below the graph that describes each line or activity (e.g., "Cases Accessed"). Click on the activity label to remove the activity from graph.
4. You can toggle over the graph with your cursor to see data points.
5. The **Totals** chart indicates the number of cases that have been accessed and the different interactions members have had with the cases.
6. The **Details by Case** chart indicates the specific case numbers, corresponding information about the case, and the level of interaction within each case by your members.
7. You can also click the **Export CSV** link to export the data to a .csv file.



ACCESS USER ANALYTICS

The User Analytics section enables you to see activity in ATLAS.

1. Click "User Analytics" in the left navigation of the Organizational Settings menu.
2. Filter for the data you wish to see. You can choose specific date ranges, users, user types (e.g., student or instructor), or groups.
3. A color-coded graph will appear based on the selected filters.
4. You can toggle over the graph with your cursor to see data points.
5. The **Totals** chart indicates the activity of your users in ATLAS.
6. The **Details by User** chart indicates specific users and their interaction with ATLAS.
7. You can also click the Export CSV link to export the data in a .csv file.

