

Directions for Atlas:

1. Login
2. **Develop** to start making changes
3. TO CHANGE THE DATES of AN EXISTING UNIT: click on the **yellow name of unit** – look all the way to the bottom for that.
4. TO CHANGE CONTENT: click on the **red bar**
 - **CONTENT**:
 - Concepts are nouns
 - Skills are verbs
5. To PRINT ONE UNIT (or see how it looks like) click on the **white pair of glasses** you can see how it looks like and print it (not necessary).
6. TO CREATE A NEW UNIT: go to the bottom of the screen.
7. TO COPY A UNIT FROM ANOTHER TEACHER (that taught that course) – on the top left it says UNIT COPY (follow directions).
8. TO COPY AN ENTIRE MAP from another course: go to the DEVELOP page and do GLOBAL COPY. You shouldn't have to do this – hopefully you have the maps from the teacher who taught the course before. If not – let me know first.

DO NOT FORGET TO PRESS SAVE AFTER EACH CHANGE!