

# Rubicon How to Edit an Existing Unit or Create a New Unit

Log into <https://nufsd.rubiconatlas.org>

The screenshot shows the Rubicon Atlas portal. At the top, there's a navigation bar with links: My Atlas, Search, Develop, Browse, Reports, References, Communities, and Support. The 'My Atlas' section is active. Below the navigation bar, there's a 'Curriculum I'm Developing' section with a 'Now Viewing' dropdown set to '02/06/2018'. A list of courses is shown: Digital Literacy - Barr Middle School, Digital Literacy - Highview, Digital Literacy - Miller, and Digital Literacy - Nanuet Senior High School. To the right, there's a 'Quick Reports' section with three icons: My Standards, My Assessments, and My Unit Calendar Comparison.

Click on Develop and choose the course you would like to edit.

Make sure the Edit Button is on in the upper right. If you want to create a unit, type a Unit Name in, give the time period for the unit, and hit Save.

You can drag the the unit along the time period to change when it is taught.

To edit an existing unit click on the unit name and you will be brought to the template.

The screenshot shows the 'Develop' page in the Rubicon Atlas portal. The 'Digital Literacy - Miller' course is selected. The 'Unit Calendar' tab is active. The 'Create a new Unit:' section is highlighted with a yellow box. It contains a 'Unit Name' input field, 'From' and 'To' dropdowns (both set to 'Week 1'), a 'Color' dropdown (set to red), and a 'Save' button. To the right, there's a 'Copy Unit' button and an 'Auto Sort' button. Below the 'Create a new Unit:' section, there's a calendar grid showing the 'Estimated Unit Duration (in Weeks)'. The grid has columns for months from Sep to May and rows for weeks. A unit named 'Introduction' is shown in the first row, starting in Week 1 of September. The unit's duration is highlighted with a yellow box.

Again make sure the Edit button is on in the upper right.

Edits can be made in each section of the template in the designated boxes. If these boxes are not seen click the arrows on the left side.

The screenshot shows the top navigation bar of the Unit Planner interface. The 'Develop' tab is active. In the upper right corner, a yellow box highlights the 'View' and 'Edit' toggle switch, which is currently set to 'Edit'. Below the navigation bar, the breadcrumb trail reads: George W. Miller Elementary School > Elementary > Other > Digital Literacy - Miller > Week 4. The main content area is titled 'Introduction' with a dropdown arrow. Below this, there is a 'Collaboration' section with a 'Unit Planner' tab selected. The 'Unit Overview' section is expanded, showing a large text input box. Below this, there are two sections: 'What Students Should Know (Content)' and 'What Students Should Be Able To Do (Skills)', each with a text input box and an 'Add an Attachment' link.

Make sure you Save unit in the upper right after making changes.

This screenshot shows the bottom right corner of the Unit Planner interface. The 'Nanuet Union Free School District' logo is visible. Below it, the user's name 'Polizzi, Christopher' is displayed next to a notification icon with the number 60. A toggle switch for 'View' and 'Edit' is shown, with 'Edit' selected. To the right of the toggle is an 'Actions' dropdown menu. Below these elements, the text 'Last Updated: Thursday, October 5, 2017 by Vanessa Amandola' is displayed. A yellow box highlights the 'Save Unit' button, which features a floppy disk icon.