



Diocese of Cleveland High School Atlas Requirements Process

Instructions for Completing Requirements Template

Overview

To complete the template, each person that will participate in the unit planning process will need to have their Last Name, First Name and email address listed. For those individuals who will NOT be building their own unit plans, leave the remaining fields to the right of their email address blank. This will provide them with access to the Atlas system, but without privilege to edit specific unit plans.

For all teachers and staff who WILL be building their own unit plans, it will be necessary to complete the Course Title and Grade information to the right of their names for each of their classes. Use one row for each unique class a teacher instructs. For example, a teacher which teaches chemistry and physics only for grade 11 would have two rows in the table; one for each class. In another example, a science teacher that teaches four different levels of science for grades 10-12 would have four rows in the template. There are examples in your template which may be deleted. Below is a brief description of Course Title and Grade fields:

- **Course Title:** This is the specific name of the class this teacher instructs. For example, American Lit 11 or English 9.

Course Titles are typically reflective of the subject and grade, such as Algebra 9, English 9, Biology 10, and so on.

- **Grade:** Whenever possible, assign each class to the grade of students it is most typically available to. For single, independent classes that are available to a wide range of students, please provide the grade range, the class covers. If it is for grades 9-12 you can assign it to High School as the grade.

Most classes are single classes and would not have a grade range. For example, while a teacher may teach multiple grade levels of a particular class, each individual grade level should be assigned a specific class and a row in the template. (For example, Physical Education 9, Physical Education 10, Physical Education 11, Physical Education 12, with the same teacher assigned to each grade level.)

Last	First	Email	Course Title	Grade	School
Abbasi	Liz	labbasi@isoi.edu			
Algar	Allan	aalgar@isoi.edu	Chemistry	grade 10	St. James High School
Algar	Allan		Art History	High School	St. James High School
Algar	Allan		Calculus	High School	Sacred Heart School
Arzoo	Sumaira	sarzoo@isoi.edu	Biology I	grade 9	St. Anne Secondary
Ataullah	Jeneen	jataullah@isoi.edu	Scientific Concepts	Grade 9	St. Anne Secondary
Ataullah	Jeneen		AP Biology	High School	St. Anne Secondary
Ataullah	Jeneen		Physiology	High School	St. Anne Secondary
Baig	Sylvia	sbaig@isoi.edu			

This template can be found at www.oce-ocs.org/oce

Click on **High School Downloadable Documents** under Administrators

- Contacts and communication: Completed Atlas Requirements Templates should be emailed to jchertudi@rubicon.com AND curriculum@dioceseofcleveland.org. Please direct questions regarding the Atlas requirements template to Brock Storfa at Rubicon Atlas at 503-223-7600 or by email at bstorfa@rubicon.com.