

### Steps to Creating a Unit on Rubicon

1. Log in to Rubicon using the information in your CPS Gmail Account.
  - a. **Link:** <http://cpsedu-southwest.rubiconatlas.org>
  - b. **User Name:** Full CPS E-mail address ([jdoe@cps.edu](mailto:jdoe@cps.edu))
  - c. **Pre-Set Password:** enrich
2. The first time you log in to Rubicon you will be prompted to reset your password.
3. Your landing page should include the preps you currently teach:

Course	Unit	Grade	School	Subject	Map Type
<a href="#">AP English Literature &amp; Composition</a>		High School	Curie Metropolitan High School	English Language Arts	
<a href="#">AP English Literature &amp; Composition</a>		High School	Curie Metropolitan High School	English Language Arts	
<a href="#">AVID 9</a>		Grade 9	Curie Metropolitan High School	English Language Arts	
<a href="#">English I</a>		Grade 9	Curie Metropolitan High School	English Language Arts	

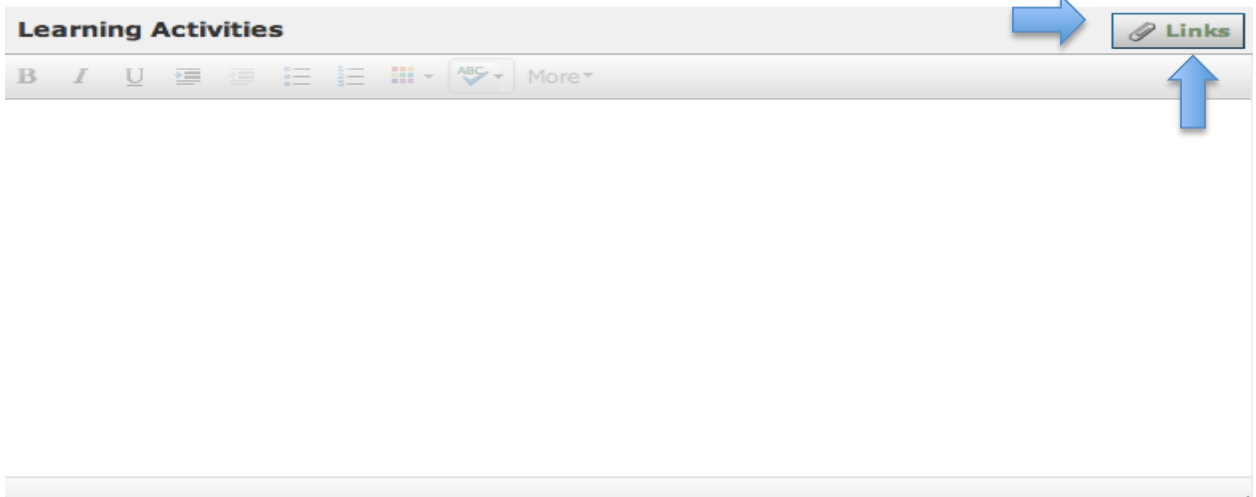
4. Click on the **TITLE** of the class you wish to create a unit for. This will lead you to the class landing page:

5. Type in the name of your unit in the white posting box. Use the drop down menus to select the length of the unit.
  - a. Example of Unit Name: "How might labels affect our identity?"
6. Click "Save" to save your unit. It will now show up on your landing page

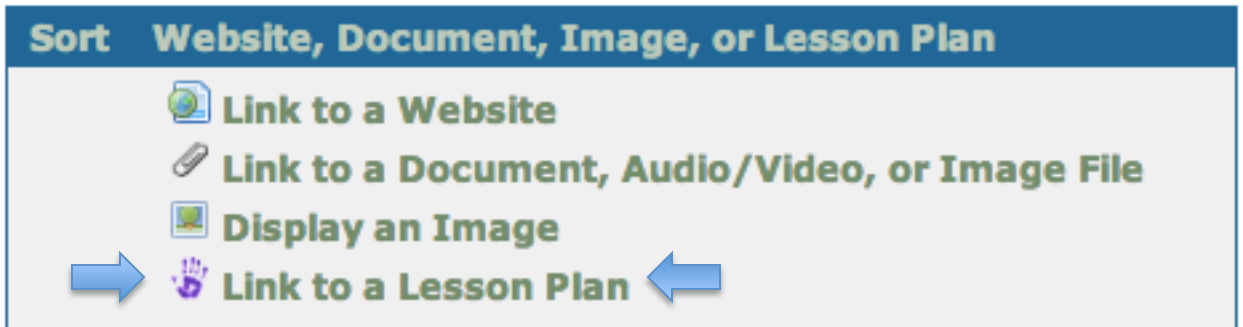
7. Click on the Unit Title to begin entering information regarding your unit.
8. Use the drop down menus for the following boxes.

**To Submit Lesson Plans in Rubicon**

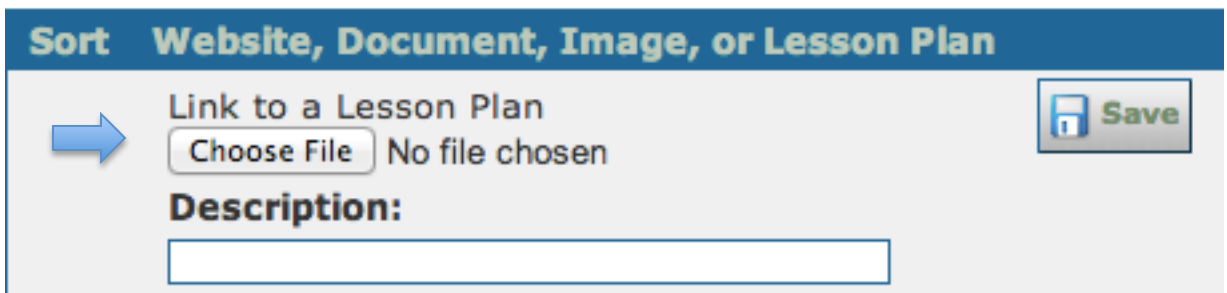
1. View the unit you are currently teaching (Please see "Creating a Unit on Rubicon" Directions)
2. Scroll down to "Stage 3: Learning Activities/Resources"
3. Look at the box on the right:



4. Click on the "Links" button on the right side.
5. From the new menu choose "Link to a Lesson Plan"



6. Click Choose file to upload your lesson plan as you would do on the Curie Website



7. Enter the following for description: Last Name, Prep, Week #.

 Rodriguez English 1 Week 1.doc