**Rubicon- Adding Lesson Plans to Individual Map**

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| 1. Go to www.rcboe.rubiconatlas.org. 2. Log in. |  |
| 1. Hover over ‘Develop’ and select the appropriate Individual Map. |  |
| 1. Click on the Unit to which you want to add your lesson plan. |  |
| 1. Scroll to Stage 3. (Remember, you can use the arrows on the left to collapse the stages/sections for easier navigation). |  |
| 1. In the Lesson Plans & Tasks section under Stage 3, click ‘Add New Plan’. |  |
| 1. The ‘Add Plan’ window will appear. |  |
| 1. Choose daily or weekly plan. |  |
| 1. Type a description (optional). |  |
| 1. Select the Assessment Methods, Instructional Strategies, RCK12 Literacy Instruction, Engagement Techniques, and Differentiation Techniques used in your lesson. |  |
| 1. Click ‘Add an Attachment’. |  |
| 1. Click ‘Lesson Plan’ (the hand icon). |  |
| 1. Browse to your lesson plan. |  |
| 1. Click ‘Save’. |  |
| 1. Your lesson plan will now appear in the Lessons Plans & Tasks section of Stage 3 on your Individual Map. (Hand icon). |  |