**Rubicon- Adding a Course (Individual Map)**

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| 1. Go to www.rcboe.rubiconatlas.org. 2. Log in. |  |
| 1. Click the ‘Develop’ tab. |  |
| 1. Click ‘Edit Course Assignments’.   Note: You will see all the courses you are currently developing on this page. |  |
| 1. Fill in the following fields:   **Select a School:** Choose RCSS Elementary, RCSS Middle, or RCSS High  **Select a Subject/Grade:** Choose your content area and grade level.  **Select a Course Title:**  If you do not know the course number you can leave the ‘Course Title’ field blank.  Choose Individual for the ‘Map Type’ field.  **Edit Course Assignments:** Click the ‘New’ button next to the course you want to develop. |  |
| 1. The course you selected will be added to the ‘My Course Assignments’ section on the right.   Click ‘All Done’. |  |