**Rubicon- Vocabulary Report**

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| 1. Go to [www.rcboe.rubiconatlas.com](http://www.rcboe.rubiconatlas.com). 2. Log in. |  |
| 1. Hover over the ‘Reports’ tab.   Click ‘Multiple Category Scope and Sequence.’ |  |
| 1. Fill in the following fields:   **School Type:** Choose the appropriate type (Elementary, Middle, High, etc).  **School:** Choose RCSS Elementary, RCSS Middle, or RCSS High  **Grade:** Choose the appropriate grade level.  **Subject:** Choose the appropriate subject.  **Map Type:** Choose ‘District’.  **Year:** Choose ‘Current Year’.  Click ‘Browse’.  Note: You can select multiple grades and subjects if necessary. |  |
| 1. Click the box next to the appropriate course.   Note: The course will appear in the “background” on the left of the ‘Choose Courses’ filter box.   1. Click ‘Close’. |  |
| 1. Choose ‘Key Vocabulary’ in the ‘Mapping Category’ drop down menu.   Click ‘View Report’. |  |
| 1. Vocabulary will be listed by Unit. |  |
| 10. Optional: Pin the report to your dashboard.  Hover over Actions. Select Pin to My Atlas.  Optional: Save the report for later use.  Hover over ‘Actions’. Select ‘Save’. To view saved reports, hover over ‘Actions’ and select ‘Open Saved Reports’. |  |