

New Teacher Onboarding Checklist

Get a new teacher set up and contributing in Atlas quickly.
Complete one checklist per new teacher.

Teacher Details

Teacher name	
Role / position	
Subject(s)	
Year level(s)	
Programme(s) (e.g. MYP, DP, PYP)	
Atlas account email	
Start date	
Onboarding completed by	

1 Account Setup (IT / Admin)

These steps should be completed by the IT Manager or Atlas admin before the teacher's first day.

Task	Owner	Done
Atlas account created with correct email address	IT / Admin	<input type="checkbox"/>
Access scoped to relevant subject(s) and year level(s) only	IT / Admin	<input type="checkbox"/>
Edit permissions confirmed for assigned subjects	IT / Admin	<input type="checkbox"/>
View-only access set for subjects outside their teaching load	IT / Admin	<input type="checkbox"/>
Welcome email sent — teacher advised to check spam if not received	IT / Admin	<input type="checkbox"/>
Teacher added to relevant programme or department group (if applicable)	IT / Admin	<input type="checkbox"/>
Account tested: teacher can log in successfully	IT / Admin	<input type="checkbox"/>

2 Atlas Orientation (Curriculum Coordinator)

These steps should be led by the Curriculum Coordinator or IB Coordinator, ideally in the teacher's first week.

Task	Owner	Done
Atlas purpose explained: what the school uses it for and why	Coordinator	<input type="checkbox"/>
School's programme structure and subject hierarchy shown in Atlas	Coordinator	<input type="checkbox"/>
Teacher shown their subject(s) and existing unit maps	Coordinator	<input type="checkbox"/>
Unit template explained: which fields are required vs optional	Coordinator	<input type="checkbox"/>
Standards framework(s) used by the school identified and shown	Coordinator	<input type="checkbox"/>
School's alignment convention explained (primary focus vs incidental standards)	Coordinator	<input type="checkbox"/>
Review cycle explained: when and how maps are updated each year	Coordinator	<input type="checkbox"/>
Shared vs individual unit ownership confirmed for their subject(s)	Coordinator	<input type="checkbox"/>
Teacher shown how to add, edit, and save a unit	Coordinator	<input type="checkbox"/>

Teacher shown where to find the standards coverage report	Coordinator	<input type="checkbox"/>
Teacher given school's Atlas style guide or naming conventions (if one exists)	Coordinator	<input type="checkbox"/>

3 First Contributions (Teacher)

To be completed by the teacher within their first four weeks, with coordinator support as needed.

Task	Owner	Done
Reviewed all existing units in their assigned subject(s)	Teacher	<input type="checkbox"/>
Added at least one unit or updated an existing unit	Teacher	<input type="checkbox"/>
Aligned at least one unit to the relevant standards framework	Teacher	<input type="checkbox"/>
Completed a brief end-of-unit reflection note for any unit taught	Teacher	<input type="checkbox"/>
Raised any questions or concerns about existing maps with coordinator	Teacher	<input type="checkbox"/>
Confirmed understanding of when and how maps are reviewed each year	Teacher	<input type="checkbox"/>

⚠ Step 4 — What to Leave to the Coordinator

The following tasks are the curriculum coordinator's responsibility and should not be actioned by a new teacher without explicit instruction.

Do Not Action	Guidance
Importing or modifying standards frameworks	Contact the coordinator if you think a framework is incorrect or missing
Creating or deleting programmes or subjects	Programme structure is set by the coordinator - do not add new subjects
Changing access permissions for other users	Permission changes are managed by IT or the Atlas admin
Exporting curriculum maps for external use	All external sharing must be approved by the coordinator
Deleting existing units created by other teachers	Archive or flag for review rather than deleting

Sign-off

Onboarding completed by	
Date completed	
Coordinator sign-off	
Follow-up actions	