

## How to leave "Notes" on Units

A video version of this exists on the district YouTube channel.

[https://youtu.be/eGT1j\\_eVg\\_A](https://youtu.be/eGT1j_eVg_A)

\*You can leave notes on any unit within Rubicon, you don't need to have Develop access and can do this through the "Browse" function.

Steps:

- Navigate to the Unit you wish to leave notes on.
- In the upper right-hand corner, under the district logo, you will see a button labeled "Action."
- Click the green arrow for options. Select "Leave a Note."
- This will bring up a pop-up screen. If you are using a pop-up blocker, you may need to adjust settings to allow pop-ups from Rubicon.
- Under "Subject" write a few words to summarize the substance of your feedback. You do not need to leave your name or the year, as that will automatically be recorded. That way, other teachers can contact you to clarify or brainstorm.
- In the space for the note text, please reflect on your experience implementing the unit. Questions to consider are:
  - Were the resources readily available to you for the unit? If not, how did you implement for that resource?
  - Did you have enough time and prep to implement the unit? If not, what would you suggest?
  - Did you have to make any modifications to the unit to fit/meet the needs of your students? If so, what did you do?
- You may add an attachment if you created something to go along with the unit, or if you would like to upload a student work sample.
- Use the drop-down at the bottom to select a mapping category. Select "Implementation Notes."
- Once you are finished, click the "Save" button.
- To view others' notes, use the "All Notes for this Unit" tab at the top right of the pop-up.