

AtlasOA

Evaluation Guide

Install it, explore it with sample data, and test it with your own.

Trial edition, September 2026 (build 2026-09-14c)

Outcomes assessment software that runs on hardware your institution owns.

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1. What you received and what to expect

Thank you for evaluating AtlasOA. This guide takes you from a blank Windows PC to a working trial with sample data in about 25 minutes, then walks you through every part of the platform in the order an assessment cycle actually runs: outcomes, mapping, scores, reports, closing the loop, and accreditation evidence.

Your trial package contains

Item	What it is for
AtlasOA_Setup.exe	The Windows installer. Everything is bundled; there is nothing else to install.
Your trial license key	A text key that starts with ATLAS-. It unlocks every module for 30 days, counted from the day you activate it, not the day it was sent. Activate it within 90 days of the date on the key file.
This guide	Install steps, a self-guided tour, and how to test with your own data.
System Requirements one-pager	For your IT contact.
Deployment Shapes guide	For IT, only if you decide to make the trial reachable by other people on campus.
Four CSV templates	outcomes, assessment_data, closing_the_loop, competency_framework. Use them to load your own de-identified data.

What the trial is

- The full product. Every module is unlocked for 30 days. Nothing is hidden behind a paywall during the evaluation.
- Software you run yourself. AtlasOA installs on a Windows PC, laptop, server, or virtual machine that your institution owns. There is no cloud account and no vendor access to your data.
- Offline after install. The application makes no outbound connections during normal use. License validation is offline.
- Reversible. Uninstalling removes the application and its data. Nothing is left behind on your network.

About the data you will see

The built-in sample programs are synthetic. Every student record has an ID (B001, C005, N012 and so on), an enrollment, and rubric scores, but no names, no birthdates, and no other personal details. The numbers are internally consistent: every percentage on a dashboard can be traced to the individual scores behind it.

If you load your own data during the evaluation, please de-identify it first: use student IDs or pseudonyms in place of names. The trial runs entirely on your own hardware, so real data never leaves your campus, but an evaluation does not need it.

How long it takes

Part	Time
Install and activate (section 2)	10 minutes
First look with a sample program (section 3)	15 minutes
Self-guided tour (section 4)	60 to 90 minutes, in any number of sittings
Load your own data (section 5)	30 minutes once you have an export

Questions at any point: ashleyreddick@atlasoa.com. Replies come from the person who built the software, usually the same business day.

2. Install and activate (10 minutes)

Anyone with administrator rights on the PC can do this. No server experience is needed for a trial.

Requirements

Component	Minimum for a trial
Operating system	Windows 10 or 11 (64-bit), or Windows Server 2019 / 2022. Physical or virtual: a Hyper-V, VMware, VirtualBox, Proxmox, or cloud-hosted Windows VM works the same way.
Memory and disk	4 GB of RAM for AtlasOA itself, on top of what Windows needs, and 2 GB free disk. For a virtual machine plan 2 virtual CPUs and 8 GB of RAM.
Browser	Microsoft Edge, Google Chrome, or Firefox (current version)
Network	None required. The application listens on port 5000 of the local machine only, unless you choose otherwise in step 3.
Rights	Administrator rights to run the installer

Steps

1. Double-click AtlasOA_Setup.exe. If Windows SmartScreen shows "Windows protected your PC", click More info, then Run anyway. The trial installer is not yet code-signed; the README in your package lists the file's SHA-256 hash so IT can verify it before running.
2. Accept the license agreement and keep the default install folder (C:\Program Files\AtlasOA).
3. On the Additional Options page, keep "Create a desktop shortcut" checked. Leave "Add Windows Firewall rule (allow port 5000)" unchecked unless other people on your network need to reach this PC (see Deployment Shapes for that setup).
4. Finish with "Launch AtlasOA" checked. A compass icon appears in the system tray (bottom right, near the clock) and your browser opens to <http://127.0.0.1:5000> after a few seconds.
5. The first screen is License Activation. It shows Your Machine ID and a License Key box. Paste your trial key exactly as it was sent (it starts with ATLAS-, with no spaces or line breaks) and click Activate License. Your 30 days start now.
6. You land on the login page. Do not log in yet; go to section 3.

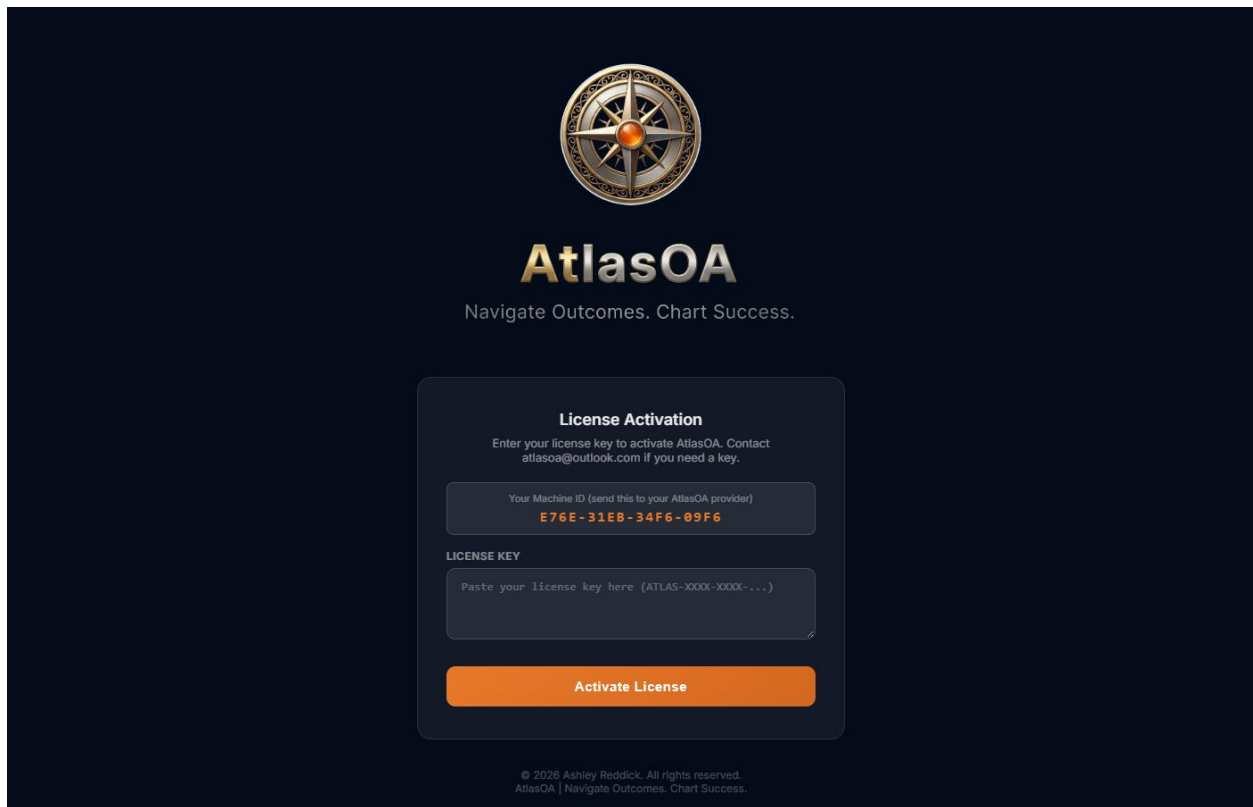


Figure 1. License Activation: paste the trial key and click Activate License. The Machine ID is only needed later, when you request a full license.

Good to know

- Starting and stopping: the desktop shortcut starts AtlasOA. To stop it, right-click the tray icon and choose Stop Server. Right-click and choose Open in Browser to get back to it at any time.
- Where your data lives: C:\Users\<you>\AppData\Local\AtlasOA (database.db, uploads, and rolling backups). Back that folder up like any other file.
- Uninstalling deletes the database. If you decide to keep your trial data, copy database.db somewhere safe first, or create a backup on Admin > Database Backups and copy it out.
- Trying it in a virtual machine: a good choice. Give it 2 virtual CPUs and 8 GB of RAM (4 GB for AtlasOA plus what Windows needs). Your IT team can take a snapshot before the install and discard the VM afterward. Nothing about the trial depends on physical hardware.

3. First look: load a sample program (15 minutes)

A trial install starts empty, and an empty assessment system is hard to judge. AtlasOA ships with three complete sample programs so you can see a full cycle in the first five minutes, then keep that data as the starting point for your trial.

7. On the login page, find the Try AtlasOA box and click Load a Sample Program.
8. On the Try AtlasOA page, open the Sample dataset list. Choose Community College (multi-program): three programs, Nursing (NUR), Business (BUS), and Criminal Justice (CJ), 33 students, 66 rubric scores, and three documented closing-the-loop records. Click Load Demo Now.
9. You are on the Demo Dashboard. This is a read-only preview stored in an isolated file on your PC; it deletes itself after 7 days. Scroll through it: Achievement by Outcome, the Outcomes table, and the Closing the Loop section.
10. Click Convert to Free Trial. Enter your institution name, choose an administrator username (3 to 32 characters) and a password (8 or more characters), and click Create My Trial. This copies the sample data into the real application and replaces the default setup account with yours.
11. Sign in with the username and password you just created.

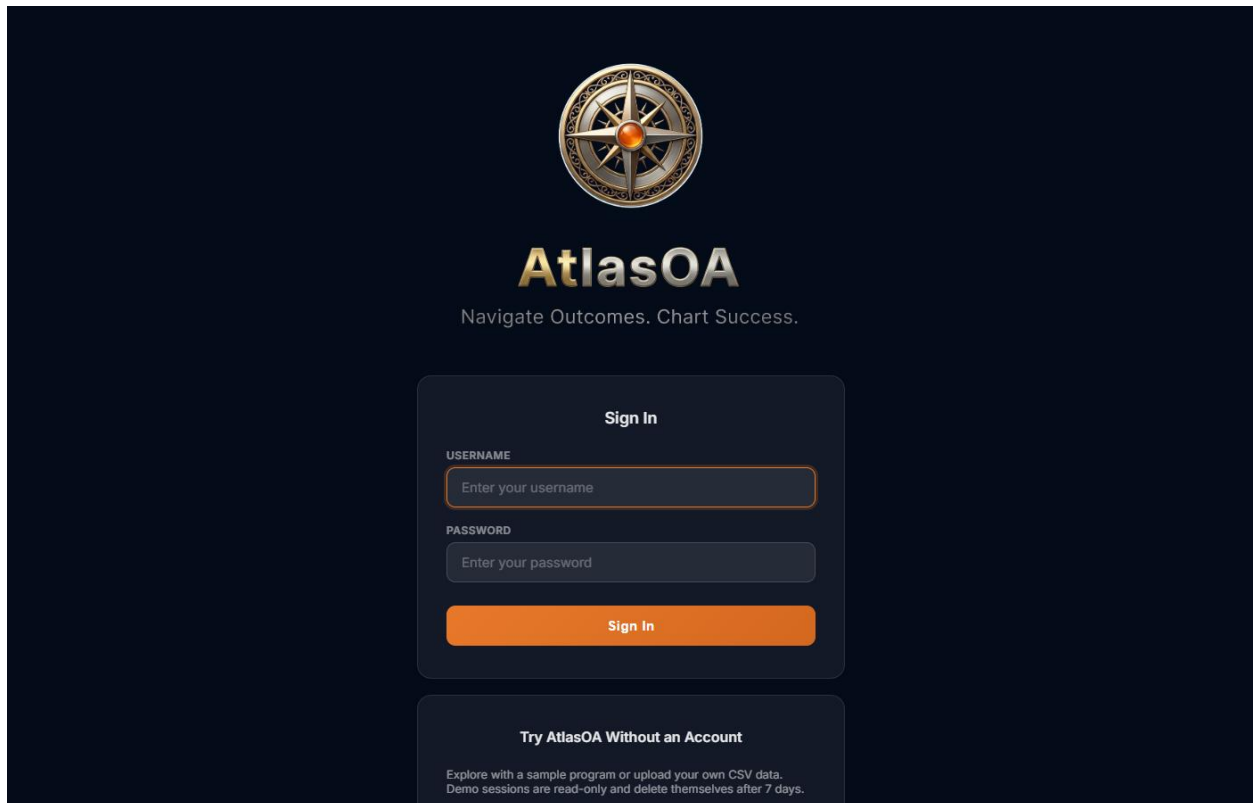


Figure 2. The login page during a trial: Load a Sample Program and Upload Your Own Data appear above the sign-in form.

Try AtlasOA

No account needed. Demo sessions are read-only, isolated from any real data on this server, and delete themselves after 7 days.

Load a Sample Program

See a complete assessment cycle instantly; outcomes, student scores, achievement, and a closing-the-loop record.

SAMPLE DATASET

Security+ (IT program) ▼

Load Demo Now

Upload Your Own Data

Use the published CSV templates. Upload any of the four; only **outcomes** or **assessment data** is needed to see charts.

OUTCOMES.CSV

Choose File No file chosen

ASSESSMENT_DATA.CSV

Choose File No file chosen

CLOSING_THE_LOOP.CSV

Choose File No file chosen

COMPETENCY_FRAMEWORK.CSV

Choose File No file chosen

Validate and Load

Please use the sample templates or de-identified data. Uploaded data loads into a local demo session on this server only, is never emailed or exported, and is deleted automatically after 7 days. Files larger than 2 MB or over 10,000 rows are rejected. CSV format: UTF-8 with the exact template columns.

Figure 3. Try AtlasOA: pick a sample dataset, or upload your own CSV files (section 5).

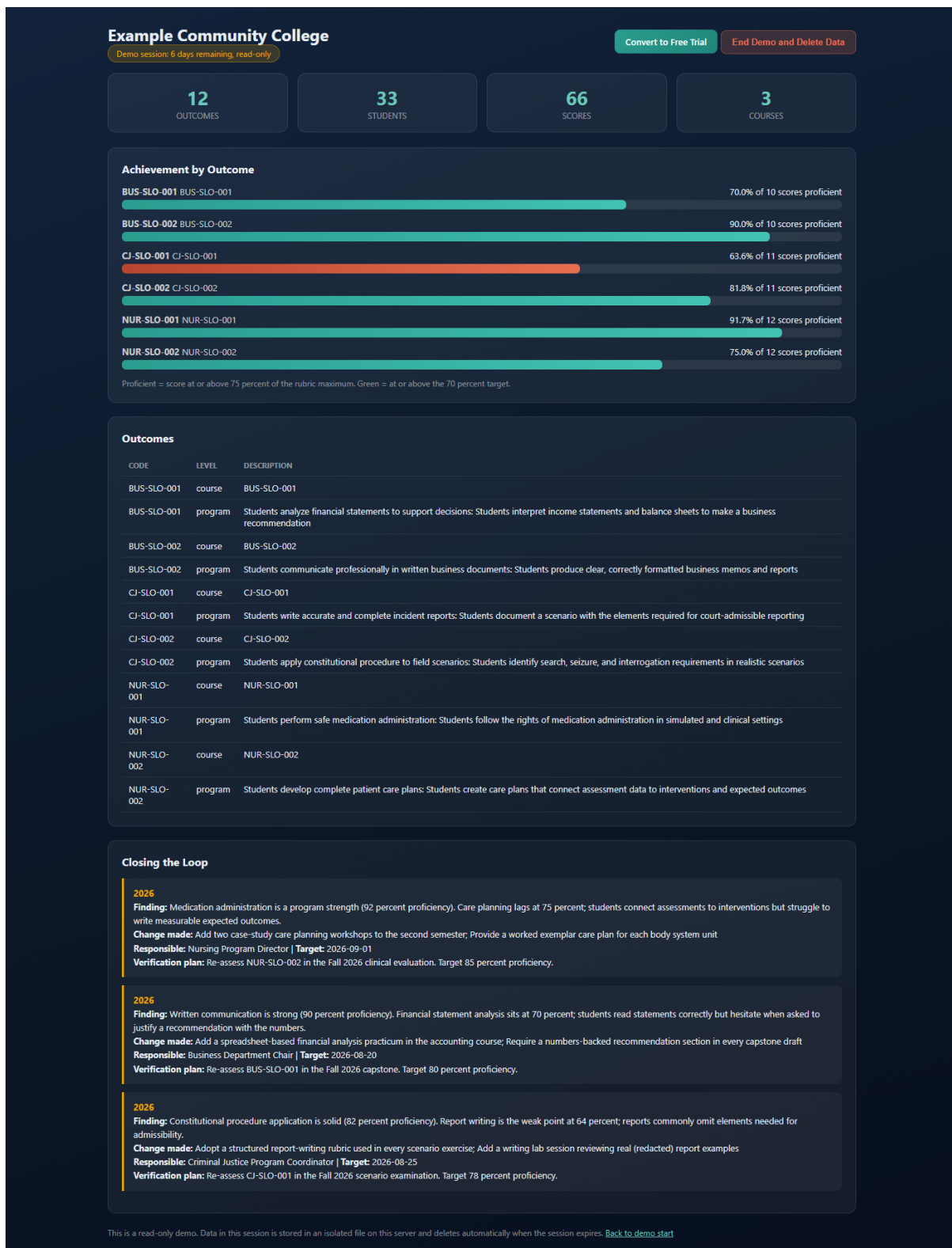


Figure 4. The read-only Demo Dashboard for the Community College sample: 12 outcomes, 33 students, 66 scores, achievement per outcome, and three closing-the-loop records.

Convert to Free Trial

Keep your demo data and start using AtlasOA for real on this install. This creates your administrator account and imports the current demo session into the application database.

INSTITUTION NAME
e.g. Riverdale Technical College

ADMINISTRATOR USERNAME
3 to 32 characters: letters, numbers, dot, dash, underscore

ADMINISTRATOR PASSWORD
At least 8 characters

Create My Trial

What happens: your demo data is imported, the default setup account is replaced with the credentials above, and this demo session is deleted. Closing-the-loop records become draft annual plans. Competency framework rows are not imported yet (framework support ships in an upcoming release). Text values that begin with spreadsheet formula characters gain a leading apostrophe for safety.

[Back to the demo dashboard](#)

Figure 5. Convert to Free Trial creates your administrator account and imports the demo data.

Note: Write your administrator username and password down. The conversion replaces the default account, and there is no self-service password reset in a trial. If you lose them, contact ashleyreddick@atlasoa.com.

Note: Convert first, explore second. Conversion is allowed only while the install is untouched (the default setup account still in place). If you sign in as the default account and change settings before converting, the convert screen will tell you the install can no longer be converted.

What is in the sample after conversion

Item	Count
Programs	3 (NUR, BUS, CJ)
Program outcomes (PLOs) and course outcomes (CLOs)	6 and 6
Courses, sections, term	3, 3, one term named Demo 2026
Students (IDs only, no names)	33
Rubric scores	66
Closing-the-loop records	3, carried over as draft annual plans (Annual Planning page)

One thing is deliberately left for you: the six course outcomes are not yet aligned to their program outcomes. You do that in the first stop of the tour, and you can watch the dashboard, the curriculum map, and the gap analysis change as you go.

4. Self-guided tour (60 to 90 minutes)

Each stop lists where to click, what you should see with the sample data, one thing to try, and why it matters for assessment and accreditation work. The left sidebar is the map; the Feature Directory (second item in the sidebar) lists every page with a one-line description.

4.1 Dashboard

Where: the first item in the sidebar, or the AtlasOA logo.

What you see: four stat cards (12 Total Outcomes, 3 Courses Tracked, 3 Assessments Linked, 33 Students Assessed), two Mapping Coverage rings, an Alerts list, and Recent Activity. Right after conversion, Outcomes Mapped reads 0 percent and the first alert says six course outcomes have no alignment to a program outcome. That is expected: you fix it in 4.2. The second ring, With Assessment Data, already reads 100 percent because every outcome has scores.

Try this: click View on the alert that says CJ-SLO-001 is below target at 63.6 percent. Every alert links to the page where you can act on it.

Why it matters: the dashboard is the daily view for an assessment office. Alerts surface below-target outcomes, unmapped outcomes, and courses with no data without anyone running a report.

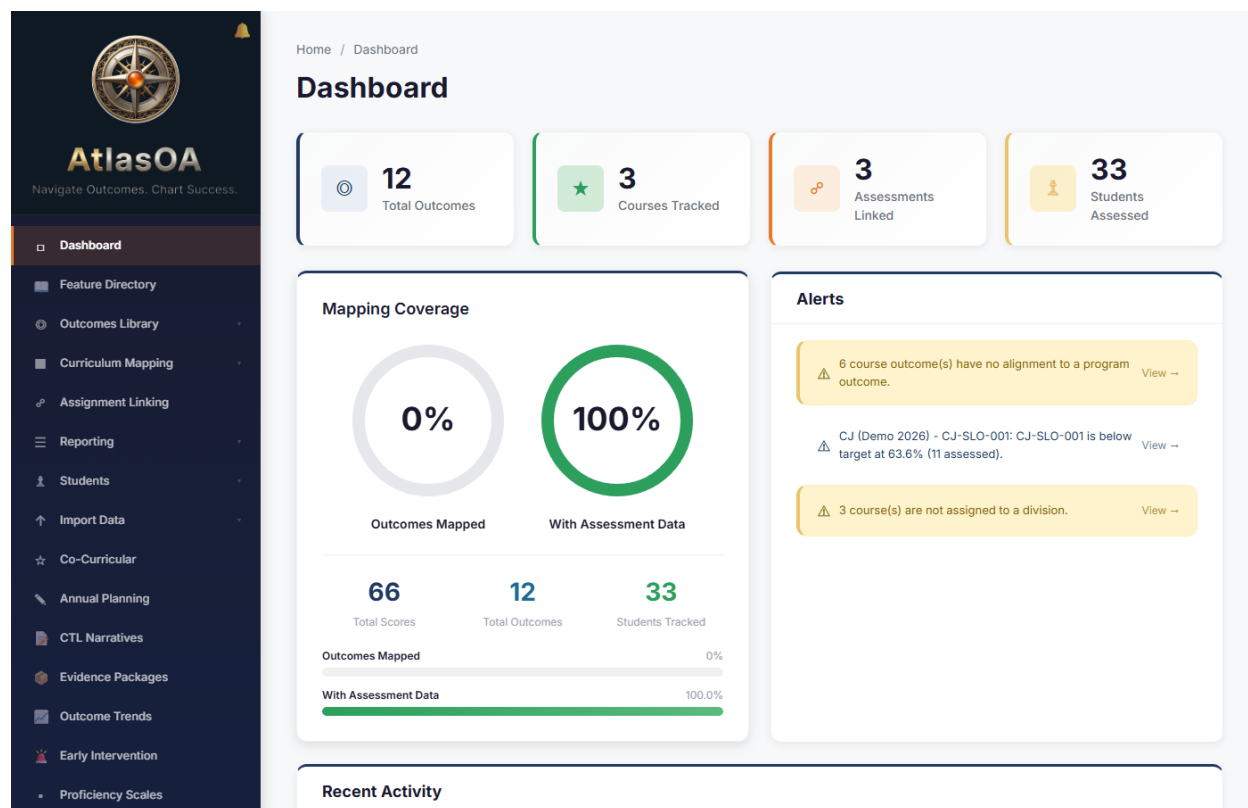


Figure 6. Dashboard immediately after conversion, before alignments.

4.2 Outcomes Library

Where: Outcomes Library > Manage Outcomes. Three tabs: Program Level Outcomes, Course Level Outcomes, Alignment Map.

What you see: six program outcomes with their program code and a count of aligned CLOs (0 for now); six course outcomes marked Unaligned. Each row has a paperclip button to attach evidence (PDF, DOCX, or images) and a Delete button. The + Add Program Outcome and + Add Course Outcome buttons open short forms (code, description, program or course, and for a CLO the program outcome it supports).

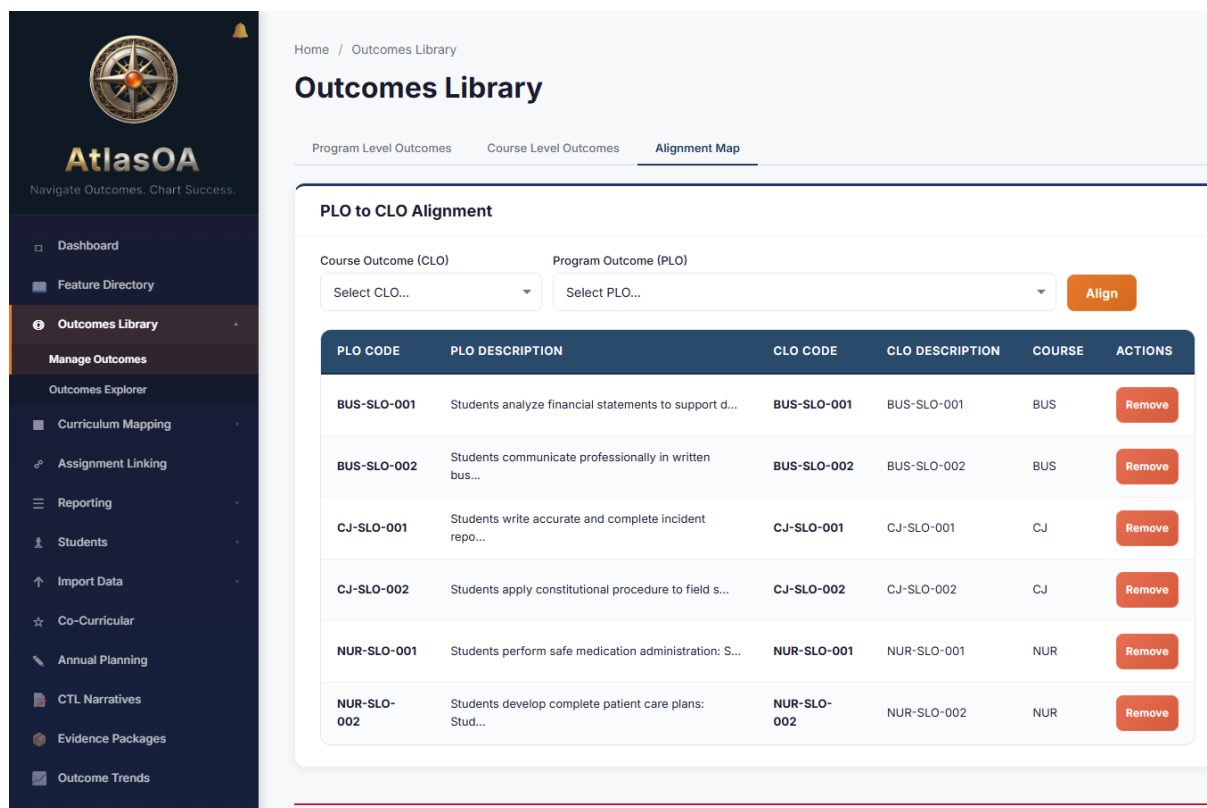
Try this: open the Alignment Map tab. In Course Outcome (CLO) choose NUR-SLO-001; in Program Outcome (PLO) choose NUR-SLO-001: Students perform safe medication administration; click Align. Repeat for the other five pairs (the codes match). Return to the Course Level Outcomes tab: every row now shows Aligned to PLO. Go back to the Dashboard: Outcomes Mapped reads 100 percent and the first alert is gone.

Why it matters: the CLO-to-PLO alignment is the backbone of every report that rolls course results up to the program level, and it is the first thing an accreditation reviewer asks to see.

The screenshot shows the AtlasOA Outcomes Library interface. The sidebar on the left contains navigation links: Dashboard, Feature Directory, Outcomes Library (selected), Manage Outcomes, Outcomes Explorer, Curriculum Mapping, Assignment Linking, Reporting, Students, Import Data, Co-Curricular, Annual Planning, CTL Narratives, Evidence Packages, and Outcome Trends. The main content area is titled 'Outcomes Library' and has three tabs: Program Level Outcomes, Course Level Outcomes (selected), and Alignment Map. Below the tabs is a section for 'Course Level Outcomes (CLOs)' with a '+ Add Course Outcome' button and a search bar. A table displays the following data:

CODE	DESCRIPTION	COURSE	ALIGNED TO PLO	ACTIONS
BUS-SLO-001	BUS-SLO-001	BUS	Unaligned	
BUS-SLO-002	BUS-SLO-002	BUS	Unaligned	
CJ-SLO-001	CJ-SLO-001	CJ	Unaligned	
CJ-SLO-002	CJ-SLO-002	CJ	Unaligned	
NUR-SLO-001	NUR-SLO-001	NUR	Unaligned	
NUR-SLO-002	NUR-SLO-002	NUR	Unaligned	

Figure 7. Course Level Outcomes tab before alignment.



Home / Outcomes Library

Outcomes Library

Program Level Outcomes Course Level Outcomes **Alignment Map**

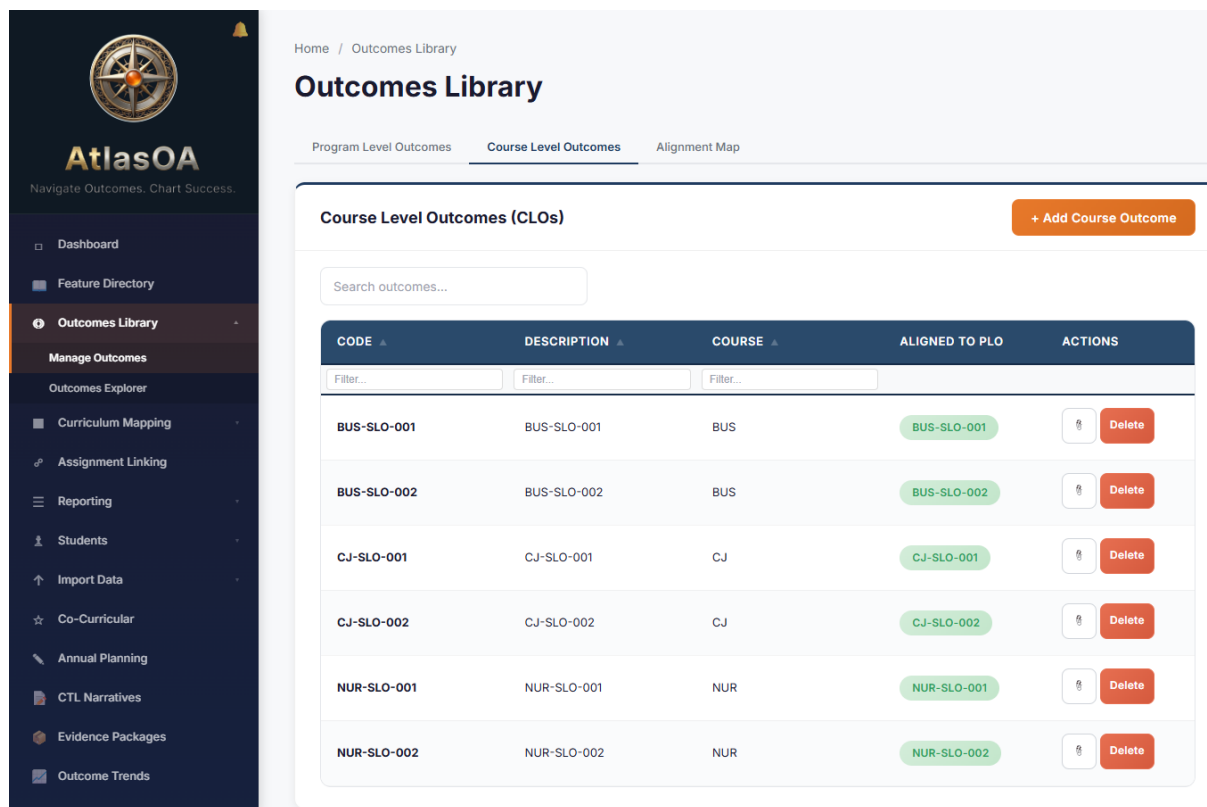
PLO to CLO Alignment

Course Outcome (CLO) Program Outcome (PLO)

Select CLO... Select PLO... **Align**

PLO CODE	PLO DESCRIPTION	CLO CODE	CLO DESCRIPTION	COURSE	ACTIONS
BUS-SLO-001	Students analyze financial statements to support d...	BUS-SLO-001	BUS-SLO-001	BUS	Remove
BUS-SLO-002	Students communicate professionally in written bus...	BUS-SLO-002	BUS-SLO-002	BUS	Remove
CJ-SLO-001	Students write accurate and complete incident repo...	CJ-SLO-001	CJ-SLO-001	CJ	Remove
CJ-SLO-002	Students apply constitutional procedure to field s...	CJ-SLO-002	CJ-SLO-002	CJ	Remove
NUR-SLO-001	Students perform safe medication administration: S...	NUR-SLO-001	NUR-SLO-001	NUR	Remove
NUR-SLO-002	Students develop complete patient care plans: Stud...	NUR-SLO-002	NUR-SLO-002	NUR	Remove

Figure 8. Alignment Map tab: pick a CLO and the PLO it supports, click Align.



Home / Outcomes Library

Outcomes Library

Program Level Outcomes **Course Level Outcomes** Alignment Map

Course Level Outcomes (CLOs)

+ Add Course Outcome

Search outcomes...

CODE	DESCRIPTION	COURSE	ALIGNED TO PLO	ACTIONS
BUS-SLO-001	BUS-SLO-001	BUS	BUS-SLO-001	Delete
BUS-SLO-002	BUS-SLO-002	BUS	BUS-SLO-002	Delete
CJ-SLO-001	CJ-SLO-001	CJ	CJ-SLO-001	Delete
CJ-SLO-002	CJ-SLO-002	CJ	CJ-SLO-002	Delete
NUR-SLO-001	NUR-SLO-001	NUR	NUR-SLO-001	Delete
NUR-SLO-002	NUR-SLO-002	NUR	NUR-SLO-002	Delete

Figure 9. The same tab after aligning all six course outcomes.

4.3 Outcomes Explorer

Where: Outcomes Library > Outcomes Explorer.

What you see: an expandable tree, Programs > Program Outcomes > Course Outcomes > assessments. Click Expand All.

Why it matters: this is the fastest way to explain your outcomes structure to a new department chair or a site visitor.

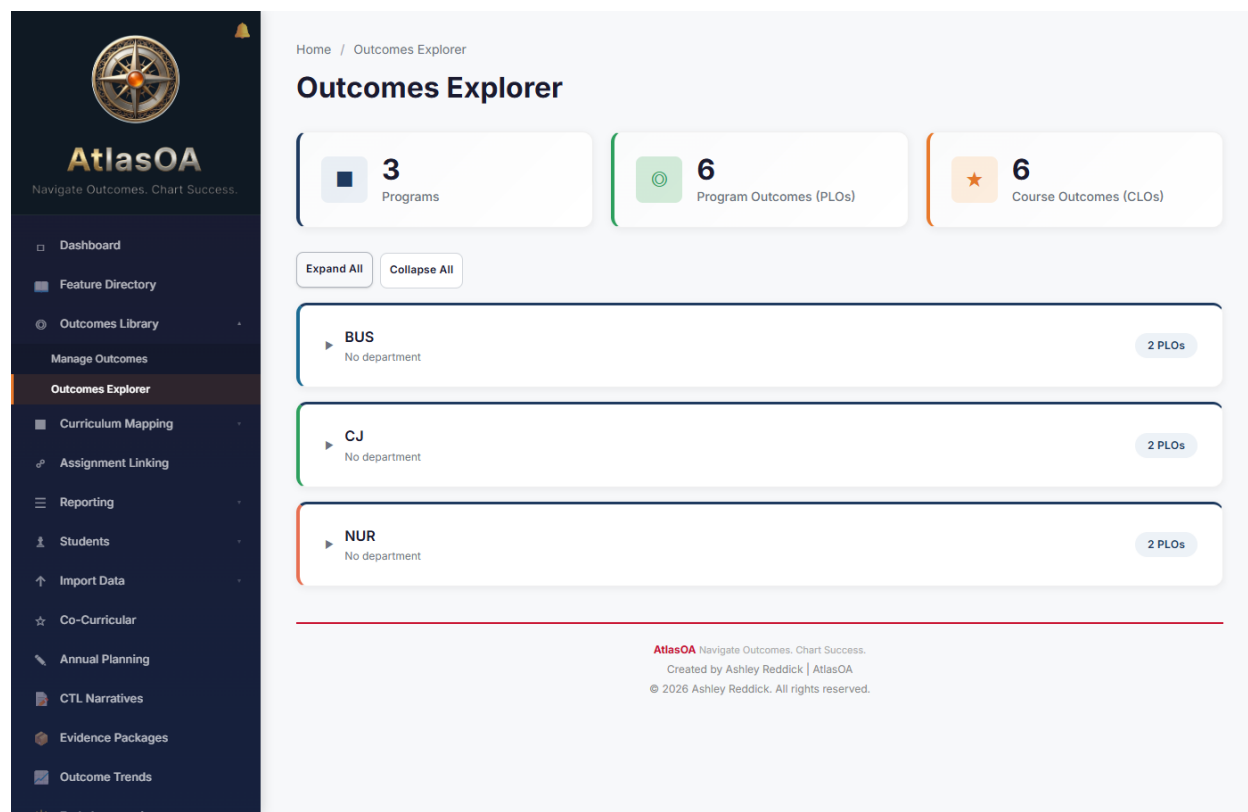


Figure 10. Outcomes Explorer with every branch expanded.

4.4 Curriculum Mapping

Where: Curriculum Mapping > Mapping Matrix, Gaps Analysis, and Courses.

What you see on Mapping Matrix: a grid of program outcomes (rows) against courses (columns). Before alignment every cell is a red cross and the summary reads 18 Gaps. After your alignments in 4.2, each program's own cells turn green (assessed). Use the Program filter and Apply to look at one program at a time. Click any cell for details.

What you see on Gaps Analysis: every gap as a row with the Suggested Action (for example, Create a CLO for BUS that maps to BUS-SLO-002) and an Align shortcut. Filter by Gap Type: No CLO Alignment, or Aligned, No Assessment.

What you see on Courses: each course with its instructor, CLO count, sections, students, scores, division, and programs. Details expands the course. Assign Instructor to Courses lets you tag many courses at once.

Try this: on Gaps Analysis set Program to NUR and Apply. If you aligned everything in 4.2, the nursing gaps are gone; the remaining rows are cross-program cells (a nursing outcome against a business course), which is normal.

Why it matters: gap analysis answers the question reviewers ask most: where is each program outcome taught and assessed, and where is nothing happening?

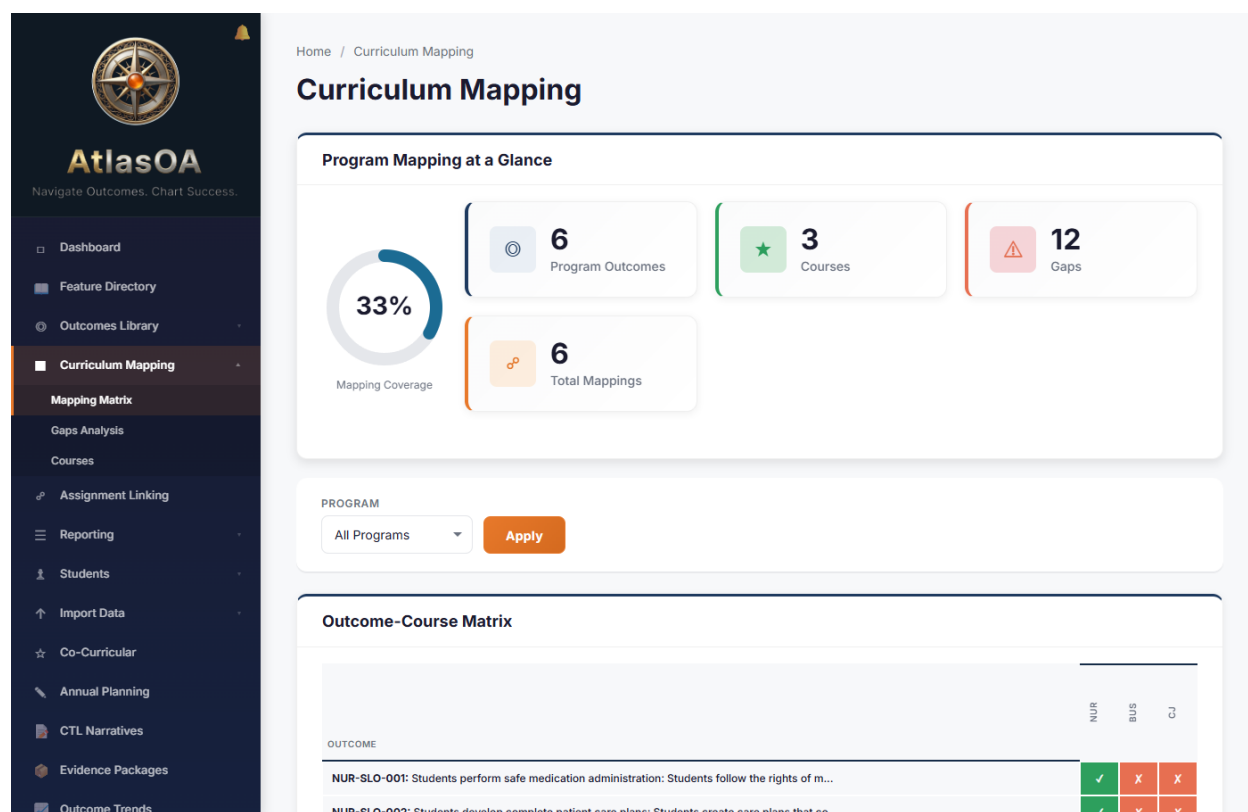


Figure 11. Mapping Matrix.

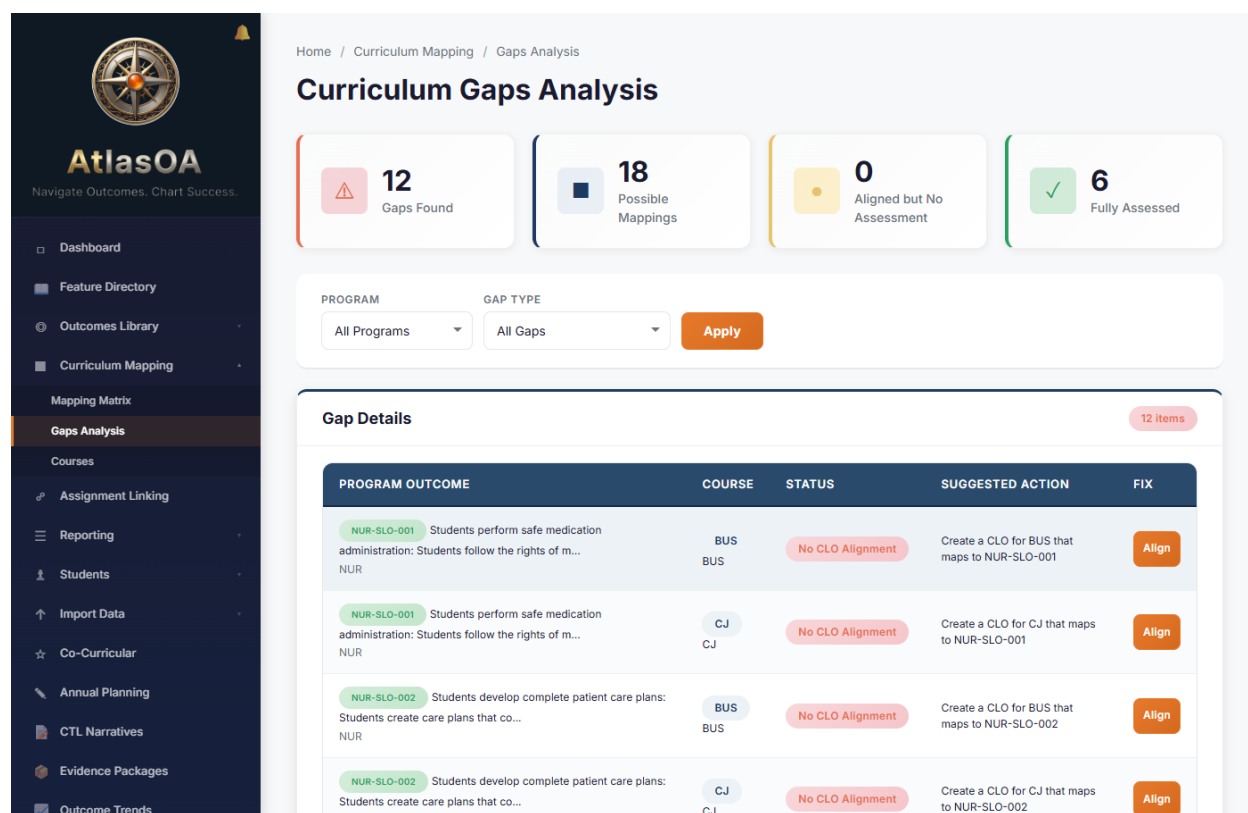


Figure 12. Gaps Analysis with suggested actions.

4.5 Students and At-Risk Students

Where: Students > All Students, and Students > At-Risk Students.

What you see: 33 students listed by ID, with their courses, score counts, and co-curricular activities. Click Details on any row to see each rubric score by outcome; scores are editable there for corrections. + Activity records co-curricular participation. At-Risk Students lists anyone with two or more not-met scores (the sample has none at the default settings).

Why it matters: assessment data at the student level is what makes early intervention possible (4.10), and it is why AtlasOA keeps scores, not just percentages.

The screenshot displays the 'Students and Assessment' page in the AtlasOA application. The left sidebar contains navigation links: Dashboard, Feature Directory, Outcomes Library, Curriculum Mapping, Assignment Linking, Reporting, Students (selected), All Students, At-Risk Students, Import Data, Co-Curricular, Annual Planning, CTL Narratives, Evidence Packages, and Outcome Trends. The main content area shows a summary of 33 total students, 33 with scores, and 0 in co-curricular activities. Below this is a search bar and a table of all students. The table has columns for Student ID, Last Name, First Name, Courses, Scores, and Activities. The data shows five students (B001-B005) with scores of 2 and 0 activities. Each row has 'Details' and '+ Activity' buttons.

Home / Students and Assessment

Students and Assessment

33 Total Students

33 With Scores

0 In Co-Curricular

SEARCH STUDENTS

Search by name or student ID...

Search

All Students (33) Page 1 of 1 (100 per page)

STUDENT ID	LAST NAME	FIRST NAME	COURSES	SCORES	ACTIVITIES
B001	B001	Student	BUS	2	0
B002	B002	Student	BUS	2	0
B003	B003	Student	BUS	2	0
B004	B004	Student	BUS	2	0
B005	B005	Student	BUS	2	0

Figure 13. Students page: identifiers only, no names in the sample data.

This screenshot is identical to the one above, showing the 'Students and Assessment' page. It displays the same summary statistics, search bar, and table of student identifiers and scores. The table lists five students (B001-B005) with scores of 2 and 0 activities. Each row includes 'Details' and '+ Activity' buttons.

Home / Students and Assessment

Students and Assessment

33 Total Students

33 With Scores

0 In Co-Curricular

SEARCH STUDENTS

Search by name or student ID...

Search

All Students (33) Page 1 of 1 (100 per page)

STUDENT ID	LAST NAME	FIRST NAME	COURSES	SCORES	ACTIVITIES
B001	B001	Student	BUS	2	0
B002	B002	Student	BUS	2	0
B003	B003	Student	BUS	2	0
B004	B004	Student	BUS	2	0
B005	B005	Student	BUS	2	0

Figure 14. Student Details: every score by outcome.

4.6 Reporting

Where: Reporting > Achievement Reports, Trend Dashboard, Data Comparison, Instructor Performance, Student Surveys.

What you see on Achievement Reports: filters for Term (Year), Semester, Division, Program, Course, and View (Aggregate or Per Course), then a table with Total Assessed, the rubric distribution, and Success percent per outcome. Chart Type buttons switch between Table Only, Stacked Bar, Pie Charts, and Grade Distribution. Print / Save PDF, Print Selected, Export Excel, and Print This Row are at the top and on each row.

Try this: set Program to NUR, click Apply Filters, then Stacked Bar. Click an outcome code to open the Score Drill-Down for that outcome.

What you see on Trend Dashboard: choose a Program to plot program-outcome achievement by semester. The sample has one term, so you get one point per outcome; each term you import adds a point. Data Comparison puts two terms or two courses side by side. Student Surveys accepts a CSV or XLSX of student comments and analyzes sentiment.

Why it matters: these are the tables that go into program review and self-study appendices, filtered the way accreditors ask for them (by program, by term, by course).

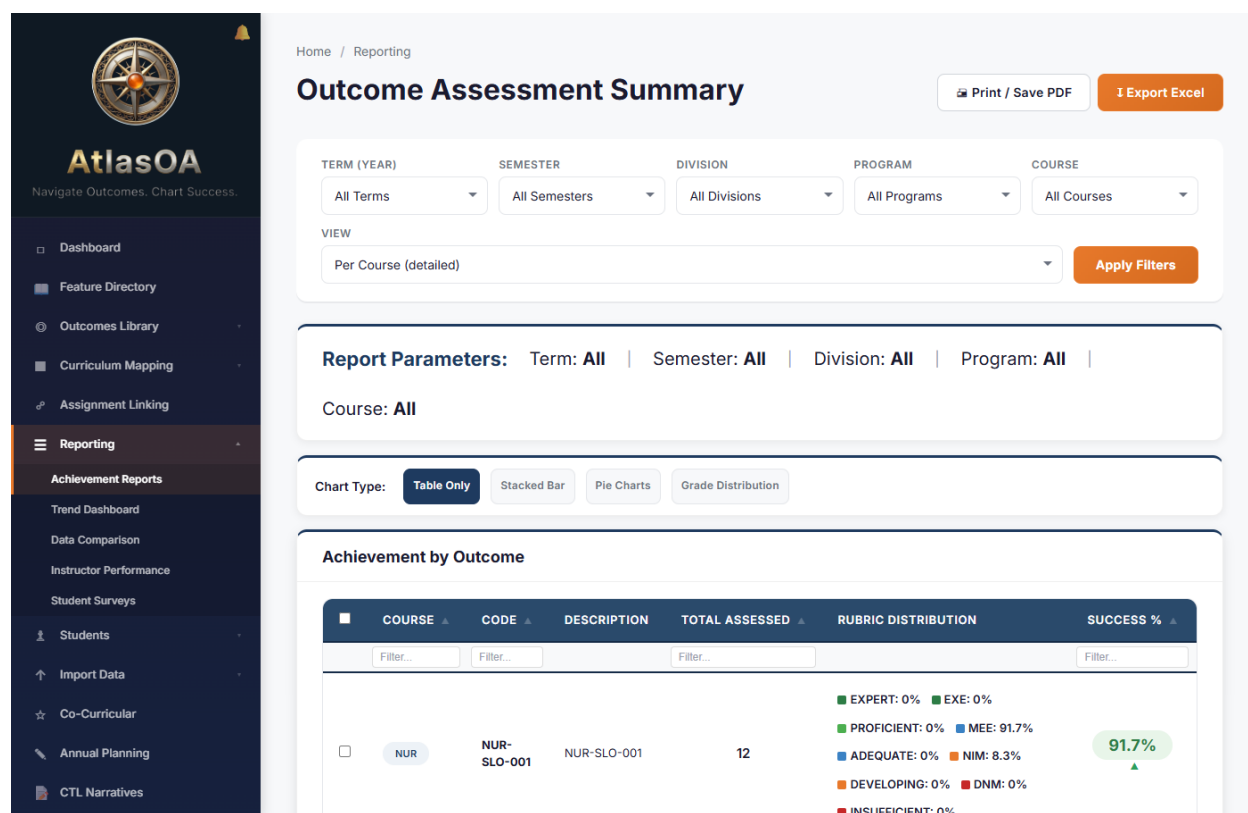


Figure 15. Achievement Reports with filters and the outcome table.

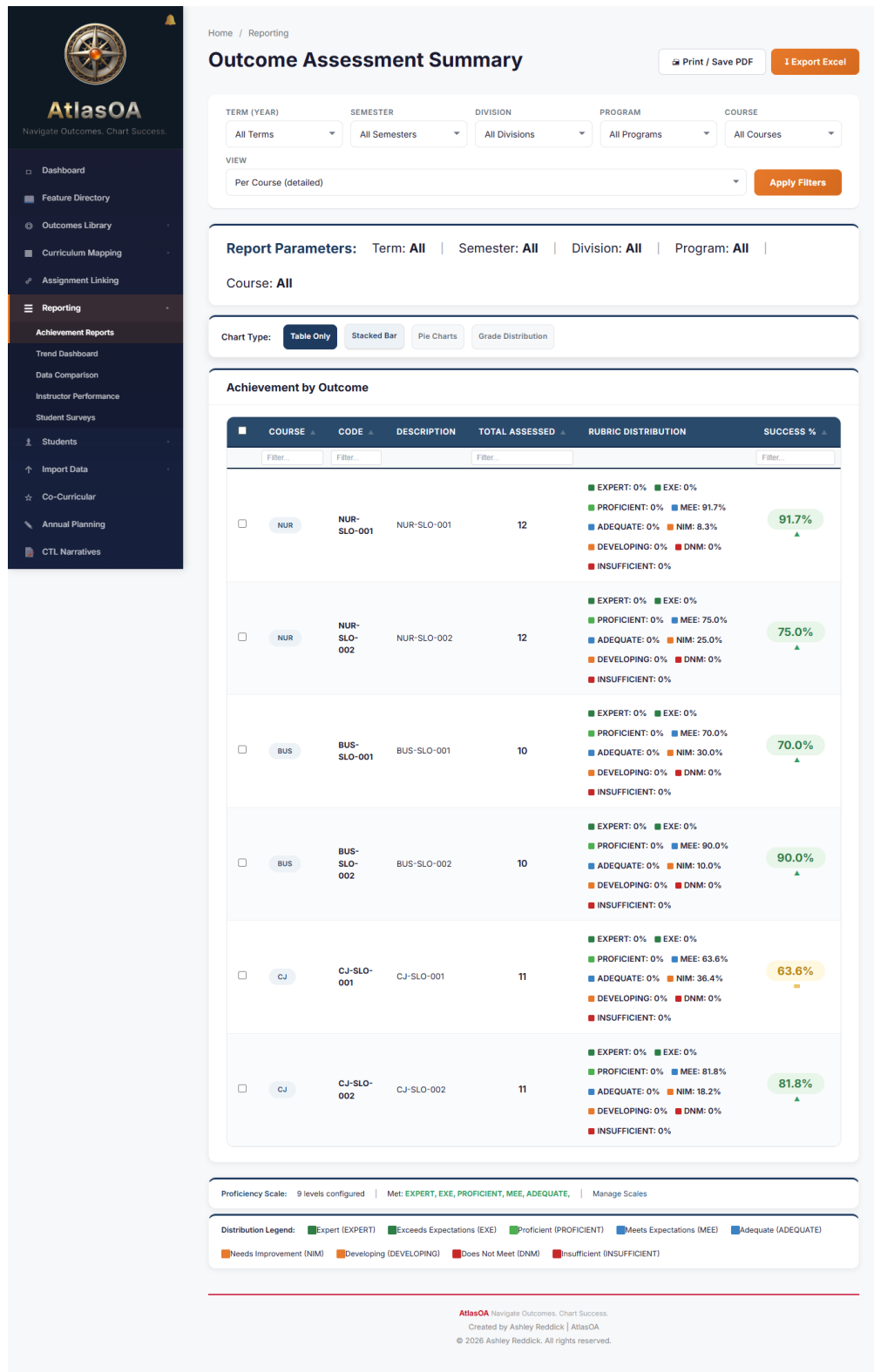


Figure 16. Stacked Bar view of the same report.

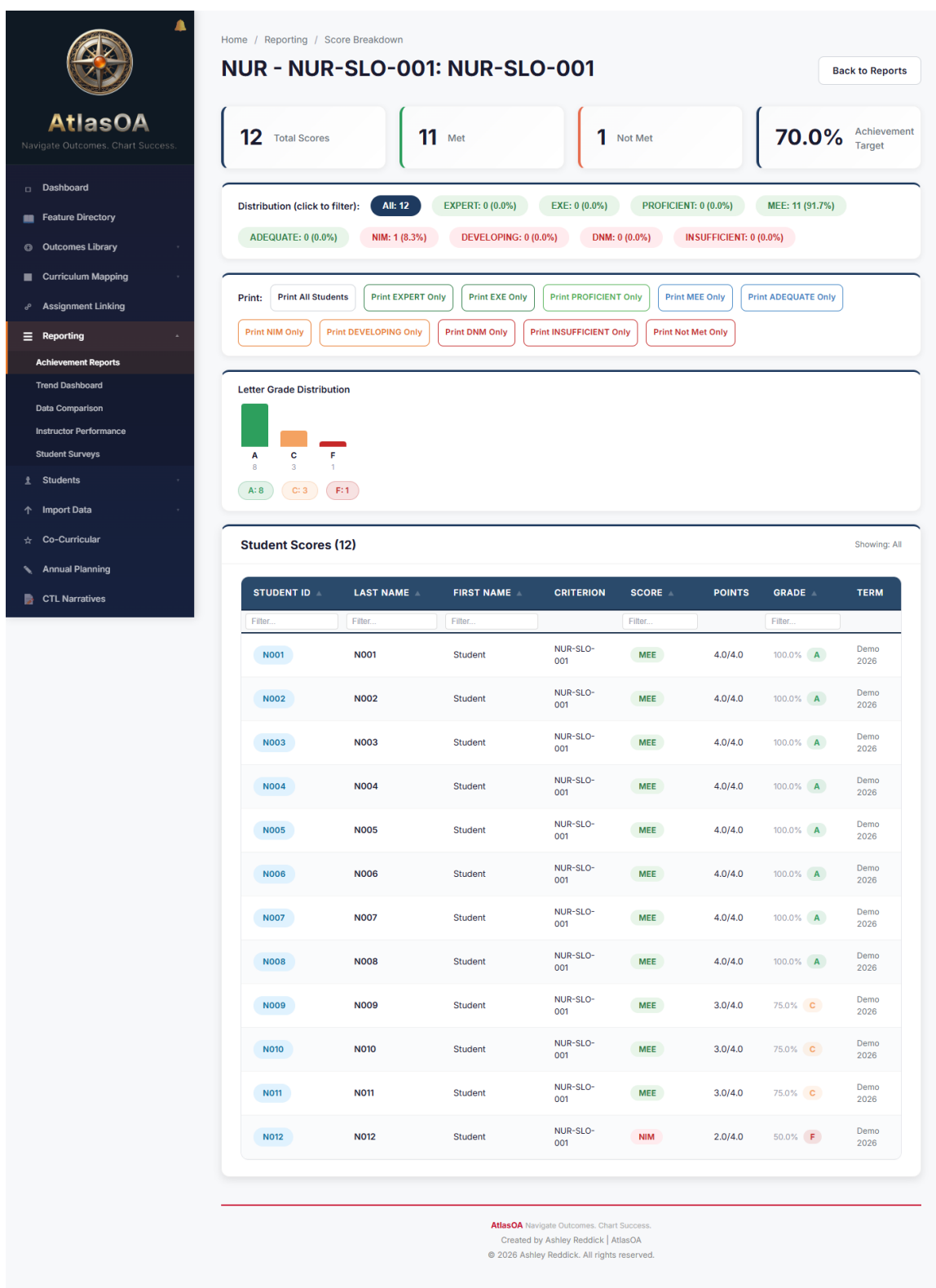


Figure 17. Score Drill-Down for one outcome.

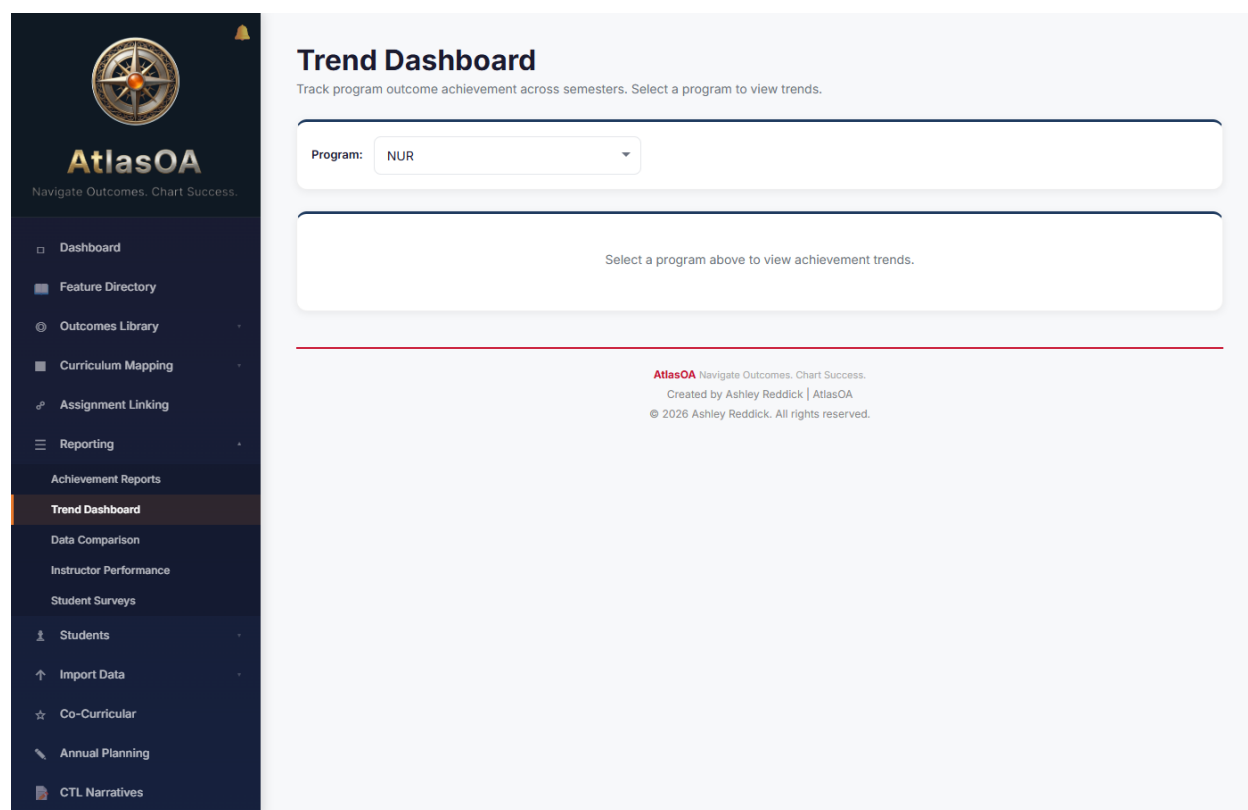


Figure 18. Trend Dashboard for the Nursing program (one term in the sample).

4.7 Closing the loop: CTL Narratives

Where: CTL Narratives in the sidebar.

What you see: choose Program, Cycle year (2026), Accreditor, and Standard, then Load. The accreditor list covers HLC, SACSCOC, MSCHE, NWCCU, WSCUC, ACCJC, a generic template, and ABET, AACSB, CAEP, ACEN, and CCNE. After Load, each program outcome gets a record form: Assessment measure, Measure type (direct or indirect), Target benchmark, Responsible party, Key finding, Change implemented (use of results), Target date, Verification plan, Verification result, Disaggregated results, and Additional measures. Some accreditors mark fields as required.

Try this: Program NUR, Accreditor HLC (Higher Learning Commission), Load. For NUR-SLO-002, copy the nursing story from the sample's Closing the Loop section: finding (care planning at 75 percent, students struggle to write measurable expected outcomes), change (two case-study workshops, a worked exemplar per unit), responsible party (Nursing Program Director), target date 2026-09-01, verification plan (re-assess in Fall 2026 clinical evaluation, target 85 percent). Click Save Records, then Generate Narratives. The output page is an accreditor-phrased narrative built from your records and the actual achievement numbers. Download DOCX, Download Text, or Print / PDF.

Why it matters: the narrative is the document faculty dread writing and reviewers read first. Here it is generated from data you already entered, in the accreditor's own structure, with no invented text.



AtlasOA
Navigate Outcomes. Chart Success.

- Dashboard
- Feature Directory
- Outcomes Library
- Curriculum Mapping
- Assignment Linking
- Reporting
- Students
- Import Data
- Co-Curricular
- Annual Planning
- CTL Narratives**
- Evidence Packages
- Outcome Trends
- Early Intervention
- Proficiency Scales

Closing-the-Loop Narratives

Document each outcome's assessment cycle once; generate accreditor-ready narratives from it. Numbers come from your actual assessment data.

Program
Cycle year
Accreditor
Standard

NUR
2026
HLC (Higher Learning Commission)
HLC 3.E

Load
Generate Narratives

Core Component 3.E, Assessment of Student Learning.

NUR-SLO-001 Students perform safe medication administration: Students follow the rights of medication administration in simulated and clinical settings

2026 data: 91.7% proficient, 12 students assessed.

Assessment measure

Measure type

direct

Target benchmark

Responsible party

Key finding

Change implemented (use of results)

Target date

Verification plan (next-cycle re-measure)

Verification result (fill in after re-measuring)

Disaggregated results

NUR-SLO-002 Students develop complete patient care plans: Students create care plans that connect assessment data to interventions and expected outcomes

2026 data: 75.0% proficient, 12 students assessed.

Assessment measure

Measure type

direct

Target benchmark

Responsible party

Key finding

Change implemented (use of results)

Target date

Verification plan (next-cycle re-measure)

Verification result (fill in after re-measuring)

Disaggregated results

Save Records

AtlasOA Navigate Outcomes. Chart Success.
 Created by Ashley Reddick | AtlasOA
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Figure 19. Closing-the-loop record form for the Nursing program, HLC template.

The screenshot displays the AtlasOA web application interface. On the left is a dark sidebar with a navigation menu including Dashboard, Feature Directory, Outcomes Library, Curriculum Mapping, Assignment Linking, Reporting, Students, Import Data, Co-Curricular, Annual Planning, CTL Narratives (highlighted), Evidence Packages, Outcome Trends, Early Intervention, and Proficiency Scales. The main content area has a header with the AtlasOA logo and tagline 'Navigate Outcomes. Chart Success.'. Below this is a section titled 'Closing-the-Loop Narratives' for 'NUR | HLC (Higher Learning Commission) | HLC 3.E | 2026 cycle'. It includes buttons for 'Download DOCX', 'Download Text', and 'Print / PDF'. Two narrative boxes are shown: 'NUR-SLO-001 Students perform safe medication administration' and 'NUR-SLO-002 Students develop complete patient care plans'. Each box contains a detailed paragraph of text. At the bottom, it says 'Core Component 3.E, Assessment of Student Learning.' and 'AtlasOA Navigate Outcomes. Chart Success. Created by Ashley Reddick | AtlasOA © 2026 Ashley Reddick. All rights reserved.'

Figure 20. Generated HLC narrative with download options.

4.8 Evidence Packages

Where: Evidence Packages in the sidebar.

What you see: Program, Cycle year, Accreditor, Standard, then Apply. Preview Package shows the printable version; Download ZIP produces narratives.docx, narratives.txt, data_tables.xlsx, and manifest.txt. The package contains outcome statements, aggregated results, narratives, and verification data. It never contains student identifiers.

Try this: Program NUR, Accreditor HLC, Apply, Preview Package. Then Download ZIP and open data_tables.xlsx.

Why it matters: this is the self-study appendix, assembled in one click per program and cycle.



AtlasOA
Navigate Outcomes. Chart Success.

- Dashboard
- Feature Directory
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- Assignment Linking
- Reporting
- Students
- Import Data
- Co-Curricular
- Annual Planning
- CTL Narratives
- Evidence Packages**
- Outcome Trends
- Early Intervention
- Proficiency Scales

← Package selector

Accreditation Evidence: NUR

HLC (Higher Learning Commission) | HLC 3.E | 2026 cycle | generated 2026-09-14 17:37

[Download ZIP Package](#) [Print / PDF](#)

1. Outcome Statements

Code	Outcome	Target %
NUR-SLO-001	Students perform safe medication administration: Students follow the rights of medication administration in simulated and clinical settings	70.0
NUR-SLO-002	Students develop complete patient care plans: Students create care plans that connect assessment data to interventions and expected outcomes	70.0

2. Assessment Results and Closing the Loop

NUR-SLO-001 Students perform safe medication administration: Students follow the rights of medication administration in simulated and clinical settings

In the 2026 cycle, NUR-SLO-001 (Students perform safe medication administration: Students follow the rights of medication administration in simulated and clinical settings) was assessed using Clinical evaluation rubric, 4 levels, spring 2026 cohort (a direct measure) with 12 assessed students. Results: 91.7% of students met the proficiency level against a target of 75 percent of students at level 3 or 4. Key finding: Medication administration is a program strength (92 percent proficiency). Care planning lags at 75 percent; students connect assessments to interventions but struggle to write measurable expected outcomes. In response, the program implemented the following change: Add two case-study care planning workshops to the second semester; provide a worked exemplar care plan for each body system unit. Responsible party: Nursing Program Director; target date 2026-09-01. Verification plan: Re-assess NUR-SLO-002 in the Fall 2026 clinical evaluation. Target 85 percent proficiency. This evidence addresses HLC 3.E.

Trend Demo 2026
91.7% (n=12)

Verification: Re-assess NUR-SLO-002 in the Fall 2026 clinical evaluation. Target 85 percent proficiency.

NUR-SLO-002 Students develop complete patient care plans: Students create care plans that connect assessment data to interventions and expected outcomes

In the 2026 cycle, NUR-SLO-002 (Students develop complete patient care plans: Students create care plans that connect assessment data to interventions and expected outcomes) was assessed using Clinical evaluation rubric, 4 levels, spring 2026 cohort (a direct measure) with 12 assessed students. Results: 75.0% of students met the proficiency level against a target of 75 percent of students at level 3 or 4. Key finding: Medication administration is a program strength (92 percent proficiency). Care planning lags at 75 percent; students connect assessments to interventions but struggle to write measurable expected outcomes. In response, the program implemented the following change: Add two case-study care planning workshops to the second semester; provide a worked exemplar care plan for each body system unit. Responsible party: Nursing Program Director; target date 2026-09-01. Verification plan: Re-assess NUR-SLO-002 in the Fall 2026 clinical evaluation. Target 85 percent proficiency. This evidence addresses HLC 3.E.

Trend Demo 2026
75.0% (n=12)

Verification: Re-assess NUR-SLO-002 in the Fall 2026 clinical evaluation. Target 85 percent proficiency.

The downloadable ZIP contains these narratives as DOCX and plain text plus a data workbook (outcomes, achievement, trend, records sheets) and a manifest.

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Figure 21. Evidence package preview for one program and cycle.

4.9 Outcome Trends

Where: Outcome Trends in the sidebar. Choose a Program and Apply.

What you see: year-over-year achievement per outcome, annotated with the curriculum changes you documented in CTL Narratives, plus verification reminders ("you said you would re-measure this outcome; did you?") with a Mark Verified action. With one cycle of sample data you see a single point per outcome; the page earns its place in the second cycle.

Why it matters: this is the answer to "did the change you made actually work?", which is what closing the loop means.

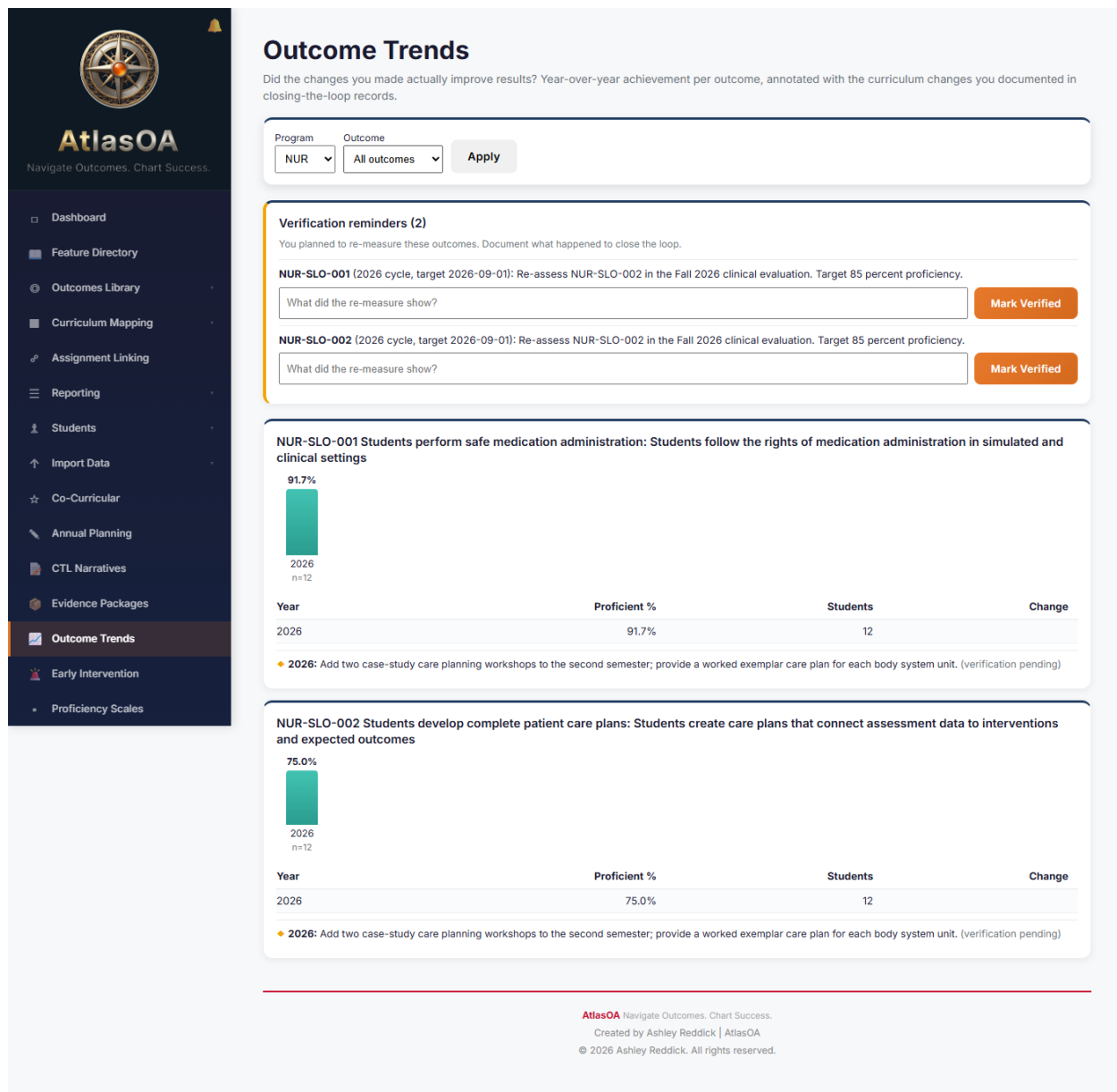


Figure 22. Outcome Trends for the Nursing program.

4.10 Early Intervention

Where: Early Intervention in the sidebar.

What you see: students whose individual scores fell below the intervention threshold (60 percent by default; change it on Admin > Alert Settings). Click Scan for New Flags: one flag per below-threshold score, never duplicated. Each flag has a status (flagged, contacted, followup, resolved) and an action log for the success coach or instructor. When email is configured, a scan sends the configured recipients a counts-only summary with no student identifiers.

Try this: click Scan for New Flags, then set one flag to contacted and log an action.

Why it matters: this moves assessment from an annual look back to something that helps a student while the course is still running.

The screenshot displays the AtlasOA 'Early Intervention' dashboard. On the left is a dark sidebar with navigation links: Dashboard, Feature Directory, Outcomes Library, Curriculum Mapping, Assignment Linking, Reporting, Students, Import Data, Co-Curricular, Annual Planning, CTL Narratives, Evidence Packages, Outcome Trends, Early Intervention (highlighted), and Proficiency Scales. The main content area has a green header bar stating '14 new at-risk flags created.' Below this is the 'Early Intervention' section, which explains that students scoring below the 60.0% threshold are flagged. A 'Scan for New Flags' button and an 'All statuses' dropdown are present. A note states: 'Scanning creates one flag per below-threshold score (never duplicates) and emails the configured recipients a counts-only summary.' The dashboard lists 14 flagged students, each with a 'flagged' label in a yellow box. Each student entry includes their ID, a description of the flag (e.g., 'CJ-SLO-001 CJ-SLO-001 (CJ) : scored 25.0% against the 60.0% threshold on 2026-09-14 17:36.'), a text input field for logging an action, and buttons for 'Log', 'Flagged' (with a dropdown), and 'Set Status'.

Student ID	Flag Description	Action Log	Status
C011, Student (C011)	CJ-SLO-001 CJ-SLO-001 (CJ) : scored 25.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
C010, Student (C010)	CJ-SLO-001 CJ-SLO-001 (CJ) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
C009, Student (C009)	CJ-SLO-001 CJ-SLO-001 (CJ) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
C008, Student (C008)	CJ-SLO-001 CJ-SLO-001 (CJ) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
C004, Student (C004)	CJ-SLO-002 CJ-SLO-002 (CJ) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
C003, Student (C003)	CJ-SLO-002 CJ-SLO-002 (CJ) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
B010, Student (B010)	BUS-SLO-001 BUS-SLO-001 (BUS) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
B009, Student (B009)	BUS-SLO-001 BUS-SLO-001 (BUS) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
B008, Student (B008)	BUS-SLO-001 BUS-SLO-001 (BUS) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
B003, Student (B003)	BUS-SLO-002 BUS-SLO-002 (BUS) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
N012, Student (N012)	NUR-SLO-001 NUR-SLO-001 (NUR) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
N005, Student (N005)	NUR-SLO-002 NUR-SLO-002 (NUR) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
N004, Student (N004)	NUR-SLO-002 NUR-SLO-002 (NUR) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged
N003, Student (N003)	NUR-SLO-002 NUR-SLO-002 (NUR) : scored 50.0% against the 60.0% threshold on 2026-09-14 17:36.	Log an action (tutoring arranged, meeting scheduled...)	flagged

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Figure 23. Early Intervention flags after a scan.

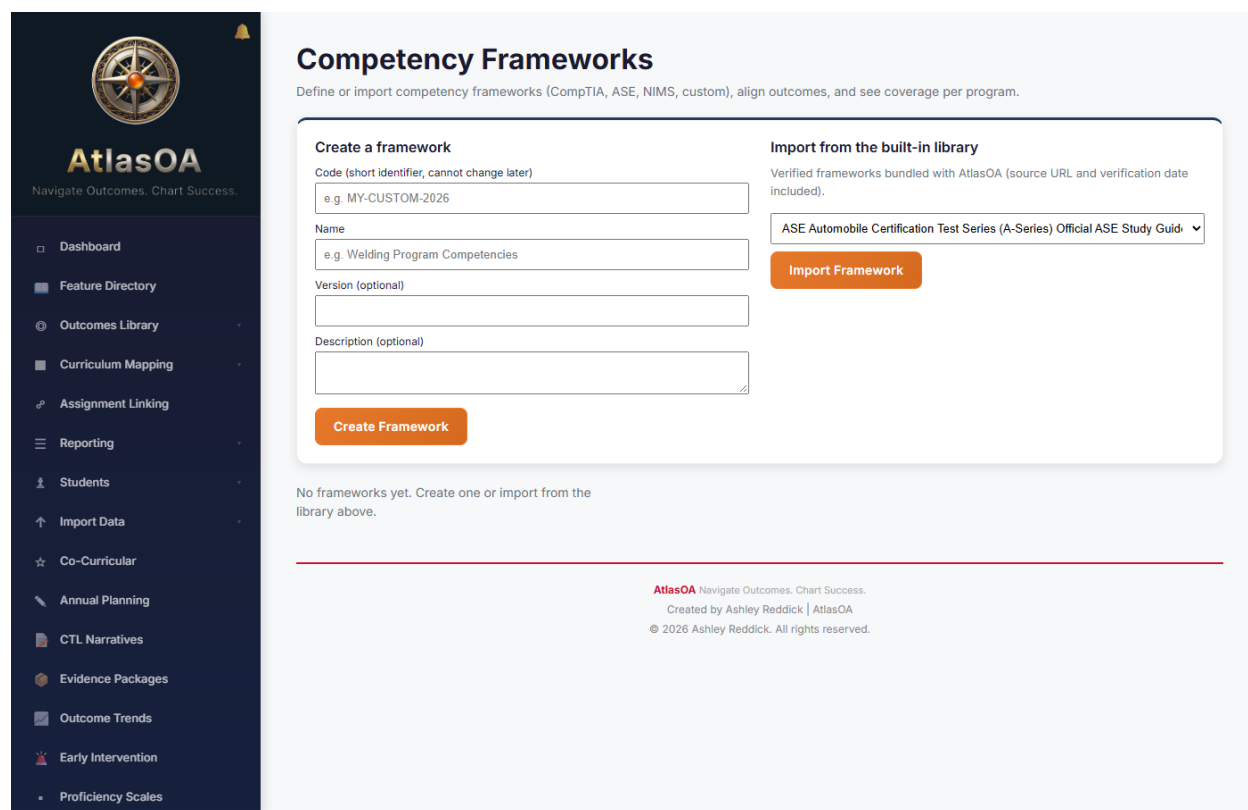
4.11 Competency Frameworks

Where: Competency Frameworks in the sidebar.

What you see: Create a framework (code, name, version, description) or Import from the built-in library of verified frameworks (ASE, AWS, CASEL, Cisco, CompTIA, Microsoft, NIMS, OSHA, and others, each with its source and verification date). Open a framework for Align Outcomes (map your program outcomes to its competencies, per program) and Coverage Report (the share of the framework's competencies your program covers).

Try this: import any library framework, click Align Outcomes, choose a program, set a few alignments, Save Alignments, then open Coverage Report. For your own institution, create a custom framework from your specialized accreditor's standards or your general education competencies and align to it the same way.

Why it matters: institutions with more than one kind of program (arts, trades, nursing, general education) need to report against different external standards from the same outcomes data.



Competency Frameworks
Define or import competency frameworks (CompTIA, ASE, NIMS, custom), align outcomes, and see coverage per program.

Create a framework

Code (short identifier, cannot change later)
e.g. MY-CUSTOM-2026

Name
e.g. Welding Program Competencies

Version (optional)

Description (optional)

Create Framework

Import from the built-in library

Verified frameworks bundled with AtlasOA (source URL and verification date included).

ASE Automobile Certification Test Series (A-Series) Official ASE Study Guide

Import Framework

No frameworks yet. Create one or import from the library above.

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Figure 24. Competency Frameworks: custom or from the built-in library.

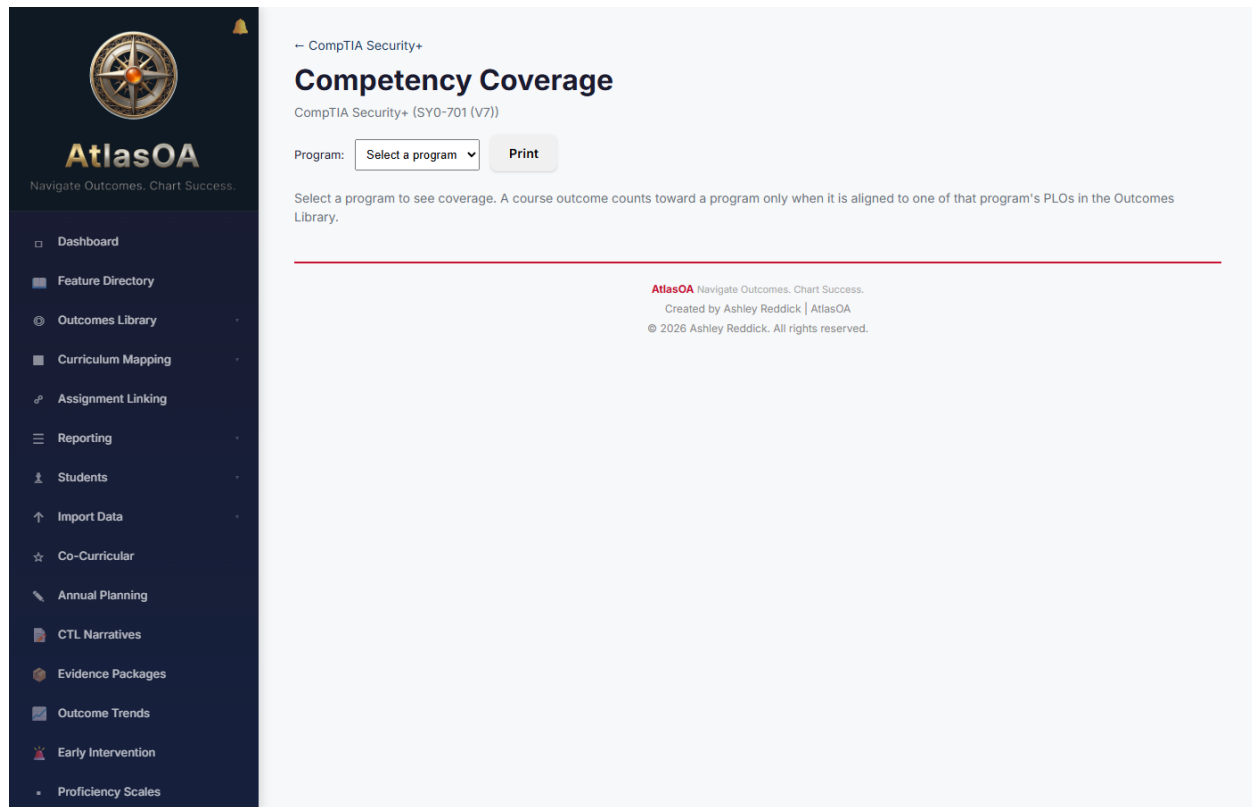


Figure 25. Coverage Report for an imported framework: choose a program to see the share of its competencies your aligned outcomes cover.

4.12 Annual Planning

Where: Annual Planning in the sidebar. Choose Academic Year and Program, then Load Plan.

What you see: a three-part plan (assessment coordination and resources; program student learning outcomes; action plan summary) with Draft or Complete status, Save Plan, and Print. The sample's three closing-the-loop records arrived here as draft plans during conversion.

Why it matters: this is the annual assessment report format most institutions already file, pre-populated from the cycle you just documented.



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- Proficiency Scales

Home / Annual Planning

Academic Annual Assessment

Print

ACADEMIC YEAR
2026
PROGRAM
NUR
INSTRUCTOR
All Instructors
Load Plan

Part I: Assessment Coordination and Resources

Draft

Primary Assessment Coordinator
Nursing Program Director

Support Individuals / Committees
Verification plan: Re-assess NUR-SLO-002 in the Fall 2026 clinical evaluation. Target 85 percent proficiency. (target 2026-09-01)

Assessment Resources
None

Part II: Program Student Learning Outcomes

NUR-SLO-001: Students perform safe medication administration: Students follow the rights of medication administration in simulated and clinical settings

12 students assessed

92%

91.7% success

EXPERT:	EXE:	PROFICIENT:	MED:	ADEQUATE:	NM:	DEVELOPING:	DNM:	INSUFFICIENT:
0%	0%	0%	91.7%	0%	8.3%	0%	0%	0%

Narrative for NUR-SLO-001
Describe findings, action items, and plans for improvement...

NUR-SLO-002: Students develop complete patient care plans: Students create care plans that connect assessment data to interventions and expected outcomes

12 students assessed

75%

75.0% success

EXPERT:	EXE:	PROFICIENT:	MED:	ADEQUATE:	NM:	DEVELOPING:	DNM:	INSUFFICIENT:
0%	0%	0%	75.0%	0%	25.0%	0%	0%	0%

Narrative for NUR-SLO-002
Describe findings, action items, and plans for improvement...

Part III: Action Plan Summary

Overall Assessment Summary
: Medication administration is a program strength (92 percent proficiency). Care planning lags at 75 percent; students connect assessments to interventions but struggle to write measurable expected outcomes.

Action Items for Next Year
Add two case-study care planning workshops to the second semester; Provide a worked exemplar care plan for each body system unit

Plan Status
Draft

All changes are saved when you click "Save Plan".

Save Plan

Generate Accreditation Report (DOCX)

Downloads a formatted Word document with institution info, outcome achievement stats, distribution tables, narratives, and action plans.

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Figure 26. Annual Planning for the Nursing program.

4.13 Other modules worth a look

- Co-Curricular: activities (student organizations, service learning, competitions, internships) linked to program outcomes, with participants and scores.
- Advisory Boards: boards, members, meetings, attendance, and action items for Perkins V and accreditation compliance.
- Course Evaluations: templates with Likert and free-text questions, campaigns per semester, anonymous single-use response links, and results that suppress any group under five responses.
- Proficiency Scales: define your own levels and labels, mark which levels count as met, and map the labels your exports use. The sample uses a four-level rubric; you can match your own scale [here](#).
- Lab Hour Tracking, Micro-Credentials, Cert Alignment, Graduate Tracking, Evidence Portfolio, IE Dashboard: newer modules, all unlocked in the trial. Feature Directory describes each one.

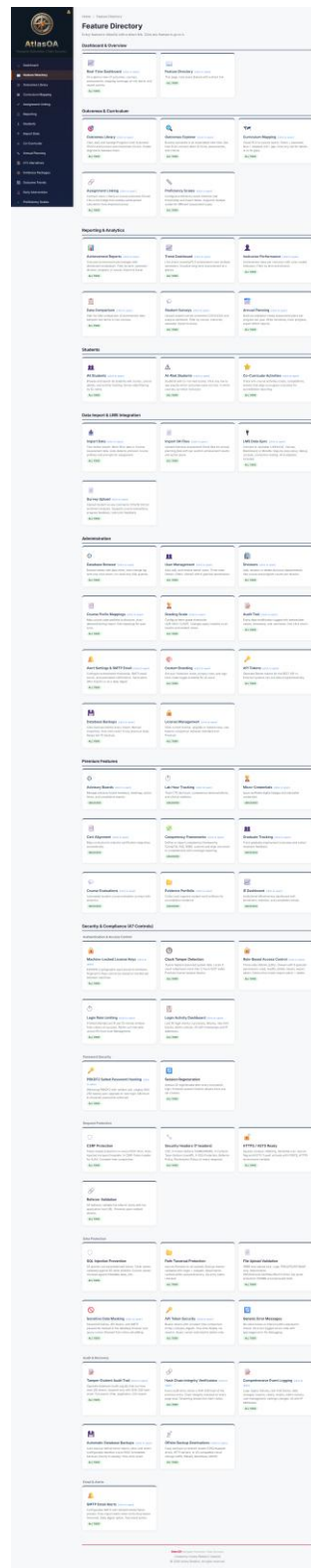


Figure 27. Feature Directory: every page with a one-line description and a link.

4.14 Administration

Where: Admin in the sidebar.

- Branding: your institution name, primary color, and logo replace the defaults across the application.
- User Management: add users as Viewer, Editor, or Admin, with six granular permissions (read, modify, delete, import, export, admin). Try adding a Viewer and signing in as that user in a private browser window.
- Database Backups: a backup is taken automatically before every import. Create Manual Backup Now takes one on demand; scheduled backups run on a timer; offsite copies can go to a network path, SFTP, or S3-compatible storage. Revert to any snapshot from the Database Browser.
- Audit Trail: a permanent, tamper-evident log (hash-chained) of logins, imports, changes, and settings, with filters and CSV export.
- Alert Settings: the alert threshold for below-target outcomes, notification recipients, the early intervention threshold, the demo-mode switch for the login page, and SMTP settings for email.
- License Management: your current license, expiry, Machine ID, and a box to enter a new key. This is where a full license goes after the trial, with no reinstall.



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- Outcome Trends
- Early Intervention
- Proficiency Scales

Alert Settings

Configure alert thresholds and SMTP email settings for automated notifications.

Alert Configuration

Alert Threshold (%)
70.0 CLOs below this percentage will trigger alerts.

Notification Email(s)
admin@institution.edu, chair@institution.edu
Comma-separated email addresses to receive alerts.

Programs to Monitor
☐ BUS ☐ CJ ☐ NUR

When to Send Alerts
☐ After each data import (if CLOs drop below threshold)
☐ Daily digest of all below-threshold CLOs

☐ **Enable Email Alerts**

Early Intervention Threshold (%)

Individual scores below this percent create at-risk flags on the Early Intervention page. Per-outcome overrides are a planned follow-up.

☐ **Enable Demo Mode on the login page**
Lets visitors try AtlasOA with sample data or their own CSV files before logging in. Demo sessions are isolated from your data and auto-delete after 7 days. Leave this off unless you are running an evaluation. Installs with an evaluation (demo) license have demo mode on automatically.

Save Alert Settings

SMTP Email Configuration

Configure your email server settings. Common presets are provided below.

Quick Setup Preset

SMTP Host

Port

Encryption
SSL (port 465)

SMTP Username

Usually your full email address.

SMTP Password

For Gmail: use an App Password, not your regular password.

From Email

The "from" address on outgoing emails. Defaults to SMTP username if blank.

From Name

Display name on outgoing emails.

Save SMTP Settings **Send Test Email**

Alert Preview

CLOs currently below the 70.0% threshold (1 total):

COURSE	CLO CODE	DESCRIPTION	ACHIEVEMENT %	TARGET %	GAP
CJ	CJ-SLO-001	CJ-SLO-001	63.6%	70.0%	6.4%

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Figure 28. Alert Settings, including the early intervention threshold and the demo-mode switch.

Home / Admin / User Management

User Management

Database Browser Logout

Add New User

Username: Password: Display Name: Role:

Permission Legend: **Read:** View all pages and data **Modify:** Edit scores, cells, link criteria **Delete:** Remove rows and records **Import:** Upload and import data files
Export: Download reports as Excel/PDF **Admin:** Manage users, database browser, full control

All Users (1)

USERNAME	DISPLAY NAME	ROLE	READ	MODIFY	DELETE	IMPORT	EXPORT	ADMIN	ACTION
assessment.admin	assessment.admin	admin	☒	☒	☒	☒	☒	☒	☒

Login Activity (Last 50)

TIMESTAMP	USERNAME	EVENT	DETAILS
2026-09-14 17:34:49	assessment.admin	Login	User assessment.admin logged in

Figure 29. User Management with roles and granular permissions.

Database Backups

Automatic backups are created before every import and data clear. You can also create manual backups and revert to any previous snapshot.

636.0 KB
Current Database Size

12 Backups Available

Snapshot the current database

Backup Settings

Maximum Backups to Keep
 When this limit is reached, the oldest backups are automatically deleted. Range: 5 to 500.

Scheduled Backup (hours)
 Creates automatic snapshots on a timer, independent of imports.

How Backups Work

- Auto-backup before import:** Every time you upload data (WEG, Course Assessment, or OA files), a backup is created first.
- Auto-backup before clear:** Before clearing all data, a backup is saved so you can undo it.
- Auto-backup before revert:** Before reverting to an older backup, the current state is saved as a safety net.
- Scheduled backups:** If configured, creates snapshots on a timer regardless of imports.
- Auto-cleanup:** Only the last 50 backups are kept. Older ones are automatically deleted.
- Revert:** Click "Revert" on any backup to replace the current database with that snapshot. All current data will be replaced.

Available Backups

Figure 30. Database Backups.

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License Management

View your current license, upgrade to premium, or enter a renewal key.

Current License

Evaluation Trial

DEMO License Tier

2026-10-14 Expires

30 Days Remaining

Feature Comparison

FEATURE	STANDARD	PREMIUM
Full Platform Access	✓	✓
LMS Adapters	All 6 included	All 6 included
Service Plan	2 years	4 years
Priority Support	✗	✓
Custom Development	✗	✓

Enter a New License Key

Paste a new license key below to upgrade, renew, or replace your current license. The new key takes effect immediately. If the new key is a different tier, features will adjust automatically.

License Key

Figure 31. License Management with the Machine ID.

5. Try it with your own data

Three paths, from quickest to most complete. In every case, de-identify first: student IDs or pseudonyms, never names.

5.1 CSV templates (30 minutes, no IT involvement)

Fill in one or more of the four templates from your package (or download them from atlasoa.com/demo.html). Only outcomes or assessment data is needed to see charts. Files are UTF-8, with exactly the template columns, up to 2 MB or 10,000 rows each.

Template	Columns
outcomes.csv	outcome_code, outcome_title, outcome_level, program_code, domain_reference, description
assessment_data.csv	student_id, course_code, assignment_name, outcome_code, rubric_score, max_score, date_submitted
closing_the_loop.csv	outcome_code, program_code, assessment_year, finding, change_implemented, responsible_person, target_date, verification_plan
competency_framework.csv	framework_code, competency_title, competency_domain, description

12. Sign out (or open a private browser window) so you see the login page.
13. Click Upload Your Own Data, choose your files, and click Validate and Load. Format problems are reported line by line, without echoing the data.
14. Your data appears on a read-only Demo Dashboard in an isolated session that deletes itself after 7 days.
15. To keep it, click Convert to Free Trial. Note: an install can be converted once, and only while the default setup account is untouched. If you already converted the sample program, upload sessions still work as previews but cannot be merged; plan which dataset you want as your trial baseline.

5.2 Rubric report spreadsheets (Import Data)

Import Data > Jenzabar Rubric accepts rubric-report .xlsx files exported from Jenzabar, creates courses and students, and maps scores to outcomes, with a progress bar and an Undo Last Import button. Import Data > Outcome Assessments accepts per-outcome OA spreadsheets (or a ZIP of them). If your rubric export has a different layout, send a blank copy (headers only) to ashleyreddick@atlasoa.com and we will map it.

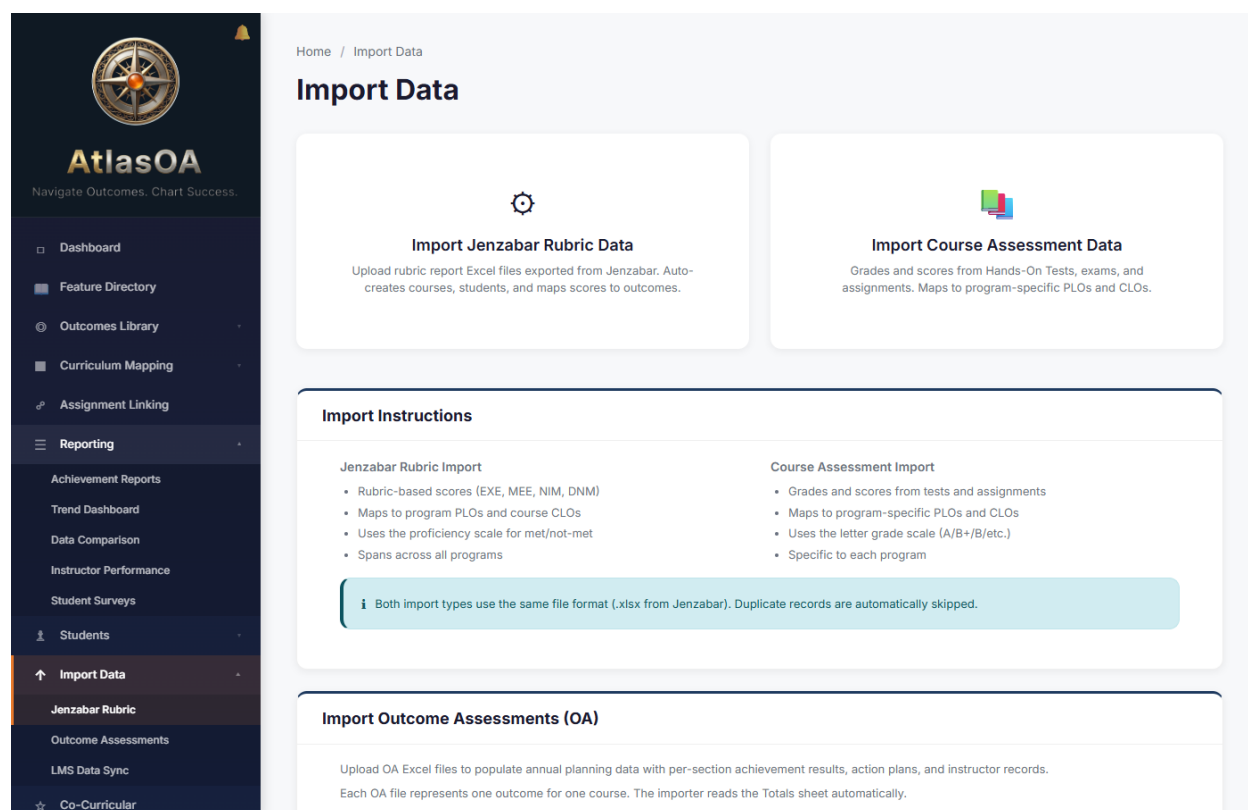


Figure 32. Import Data.

5.3 Connect a live system (Import Data > LMS Data Sync)

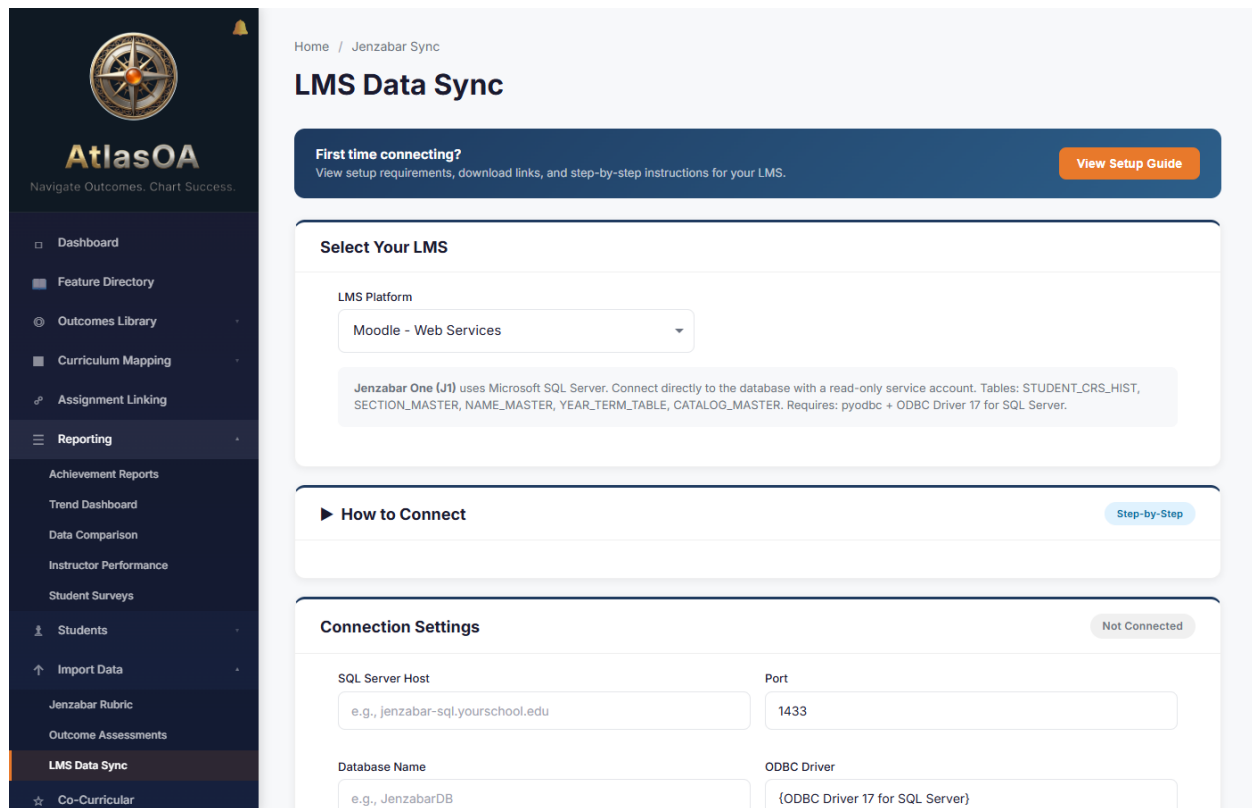
LMS Data Sync connects to Jenzabar One (J1), Jenzabar EX, Jenzabar CX, Canvas, Blackboard, or Moodle. Choose the platform, enter the connection details your administrator provides (a read-only SQL login for J1 and EX, an API token for Canvas, an application key and secret for Blackboard, a web service token for Moodle), then Test Connection, Load Available Terms, and Sync Term. View Setup Guide on the page lists what each platform needs. Credentials are entered on your own install and stored encrypted there; nobody outside your institution sees them.

If Test Connection fails, it tells you why. Before it touches the database it checks that the ODBC driver is installed, that the host name resolves, and that the port answers; if SQL Server rejects the login or a table is missing, it names the cause and what to ask your DBA. Every test, pass or fail, is written to the file shown in the Debug Log (under your AppData folder, AtlasOA, logs, lms_connection.log). That file never contains the password. If you want help, send us that file or click Debug Log then Copy Log and paste the text into an email.

What a sync brings in: courses, sections, class rosters, enrollments, and instructors for the selected term. Assessment and rubric scores come in through the spreadsheet import (5.2) or the CSV templates (5.1). All connections are read-only; AtlasOA never writes to your student system.

Note: For Jenzabar J1 or EX the PC running AtlasOA also needs the Microsoft ODBC Driver for SQL

Server (free from Microsoft). Your IT contact will recognize it.



The screenshot shows the AtlasOA LMS Data Sync interface. On the left is a dark sidebar with the AtlasOA logo and a navigation menu. The main content area is titled 'LMS Data Sync' and includes a 'First time connecting?' banner with a 'View Setup Guide' button. Below this is a 'Select Your LMS' section where 'Moodle - Web Services' is selected in the 'LMS Platform' dropdown. A text box provides instructions for connecting to a Microsoft SQL Server. Further down is a 'How to Connect' section with a 'Step-by-Step' button. The 'Connection Settings' section is at the bottom, showing fields for 'SQL Server Host', 'Port', 'Database Name', and 'ODBC Driver'. The status is 'Not Connected'.

Home / Jenzabar Sync

LMS Data Sync

First time connecting?
View setup requirements, download links, and step-by-step instructions for your LMS. [View Setup Guide](#)

Select Your LMS

LMS Platform

Moodle - Web Services

Jenzabar One (J1) uses Microsoft SQL Server. Connect directly to the database with a read-only service account. Tables: STUDENT_CRS_HIST, SECTION_MASTER, NAME_MASTER, YEAR_TERM_TABLE, CATALOG_MASTER. Requires: pyodbc + ODBC Driver 17 for SQL Server.

How to Connect

[Step-by-Step](#)

Connection Settings

Not Connected

SQL Server Host	Port
e.g., jenzabar-sql.yourschool.edu	1433
Database Name	ODBC Driver
e.g., JenzabarDB	{ODBC Driver 17 for SQL Server}

Figure 33. LMS Data Sync with Moodle selected.

6. Evaluation checklist

Questions worth answering before the 30 days are up. Send them back with your notes and we will respond to each one.

- Structure: can your programs, program outcomes, and course outcomes be expressed the way you already describe them? Where did the vocabulary differ?
- Scale: does Proficiency Scales represent your rubric levels and what counts as met?
- Data in: which path (CSV, rubric spreadsheet, live sync) fits how your institution actually collects scores?
- Reports: do Achievement Reports, filtered by program and term, match what you put in program review today?
- Narratives: would your accreditation liaison accept the generated narrative as a first draft?
- People: who would use it day to day, and which role (Viewer, Editor, Admin) does each need?
- IT: internal-only on one server, or a campus URL behind your single sign-on? (See Deployment Shapes.) What backup and retention rules apply?
- Gaps: anything you expected and did not find, or found and did not expect.

7. After the trial

- Your data stays on your machine. Nothing expires except the license key, 30 days after the day you activated it (the expiry date shows on Admin > License Management).
- To continue, send the Machine ID from Admin > License Management to ashleyreddick@atlasoa.com. A full license key is pasted into the same page; there is nothing to reinstall and no data migration.
- Pricing is published at atlasoa.com/pricing.html: one flat annual fee per institution, no per-student charges.
- If you stop here, uninstall from Windows Settings > Apps. Uninstalling removes the application and its database; copy database.db out first if you want to keep anything.

8. Troubleshooting

Symptom	What to do
The browser did not open after install	Right-click the compass tray icon and choose Open in Browser, or type http://127.0.0.1:5000 into any browser on that PC.
"This site can't be reached"	AtlasOA is not running. Start it from the desktop shortcut and wait a few seconds.
The page never loads and another program uses port 5000	Close the other program, then start AtlasOA again. Ask us if that is not possible on your PC.
SmartScreen blocks the installer	Click More info, then Run anyway. IT can verify the installer's SHA-256 hash against the README first.
"Invalid license key"	Paste the complete key including the ATLAS- prefix, with no spaces or line breaks. If it still fails, reply to

	the email that delivered it.
Convert to Free Trial says the install cannot be converted	The default setup account was changed before converting. Contact us; we will reset the install or load your data another way.
Forgot the administrator password	Contact ashleyreddick@atlasoa.com. There is no self-service reset in the trial.
Report distribution shows labels you do not use	The labels come from the proficiency scale. Adjust them on Proficiency Scales, or tell us your scale and we will set it up.
Test Connection fails on LMS Data Sync	Open Debug Log on that page: it shows which step failed (driver, host name, port, login, table, permission) and what to ask your DBA. Send us the file it names (AppData, AtlasOA, logs, lms_connection.log) or Copy Log; neither contains the password.
Other people on campus cannot reach the trial	By design. Re-run the installer and select the firewall rule, or follow Deployment Shapes, Shape 1.

Anything else: ashleyreddick@atlasoa.com.