



GETTING STARTED GUIDE

On Atomic Learning, you'll find classroom projects, 21st century skills training, technology workshops, and answers to how-to tech questions.

Ready to get started?

Find an Answer to a How-To Question

The Find an Answer to a How-To Question area allows you perform a quick find the answer to a specific technology question.

- Type your question or keywords into the text field.
- Set any filters you'd like to use in the dropdown menus below. By checking the box next to 'View only preferred filters' you may limit result to your preferred training.
- Click the 'Search' button.
- The resulting list contains application titles. Click an application title to expand the list and displaying individual lessons, then click a lesson title to view the tutorial in the player window.

Browse Training & Projects

The Browse Training and Projects area allows you to quickly access available resources with a few simple clicks and browse all available training topics.

Spotlights

Training Spotlights provide a structured training path so you can quickly find workshops, projects and tutorials related to the focused topic you desire.

- The button at the top of the 'Browse Available Training & Projects' module features a Spotlight topic. This topic changes regularly.
- Access a full list of available topics by checking the 'Spotlights' box
- Each Spotlight includes a brief video. Start by viewing this topic overview, and then simply follow the steps on the right of the page to learn how to apply the topic.

Workshops

Workshops offer an in-depth look at popular emerging technology of interest to today's educators.

- Access a full list of available topics by checking the 'Workshop' box

Projects

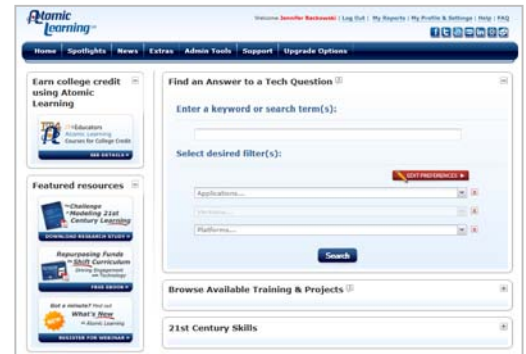
Atomic Learning offers classroom-ready projects that can be used as-is to quickly integrate technology into the classroom, or easily adapted to a particular subject-area or skill level.

- To access Atomic Learning's selection of classroom-ready projects, check 'Projects'.
- To view a complete list of projects, click the 'Find' button, or filter projects using the available dropdown menus before clicking 'Find'.
- Projects are also searchable by standards, including state specific, Common Core, and ISTE® NETS-S. You can sort projects by standard by clicking the 'Browse Training by State Standards or ISTE® NETS-S' link at the bottom of the module.

Tutorials

Atomic Learning offers a complete training library of show-and-tell training tutorials on over 205 of the most common applications. Training on 50+ assistive technology tools is also available.

- To access the tutorial library, check the 'Tutorials' box.
- To view a complete list of applications training tutorials are available on, click the 'Find' button, or filter tutorials using the available dropdown menus before clicking on 'Find'.



NOTE: Depending upon your subscription level and access method you may not have access to all training and/or features





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21st Century Skills

The '21st Century Skills' area is visible only to those with a teacher and administrator role and includes access to ISTE® NETS-based assessments, as well as shortcut access to related projects, workshops and more.

Teacher Assessment

The Teacher Assessment lets districts gauge technology skill levels and helps teachers develop personalized learning paths to incorporate 21st century skills.

Tech Skills Assessment

The Tech Skills Assessment helps districts gauge individuals' ability to apply technology.

My Training

The 'My Training' area includes your Favorites, Assigned and Recommended Training, Assessments and your ePortfolio.

Favorites

As you browse and search for tutorials, you'll notice a gray star icon next to each tutorial. Clicking the star or 'Add to Favorites' when viewing a tutorial will add the tutorial to your Favorites list.

- To view a tutorial in your Favorites, click the tutorial title, to view a series, click the series title.
- To collapse an application list, click the application title.
- To remove a tutorial from your Favorites, click the trash can icon in the right-hand column, and then click 'OK' in the confirmation box.

Assigned Training

Here you will see a summary list of training that's been assigned to you.

- Each assignment has a due date, which turns green when due within seven days and red when overdue.
- The 'Progress' column shows how many assigned tutorials have been viewed.
- To view your assigned training, click the assignment name or 'View'.
- Once the assignment is opened, view other assigned tutorials by clicking the 'Tutorial Playlist' button in the player window.

ePortfolio

The ePortfolio allows you to keep a record of your accomplishments and experiences by enabling you to upload documents and images to a central location.

- Click 'Upload a New File'.
- Type a description, then click 'Browse' and select a file from your computer.
- Optionally, associate the file with an assignment.
- Click 'Upload'.
- ePortfolio files are stored and may be viewed by clicking the titles.

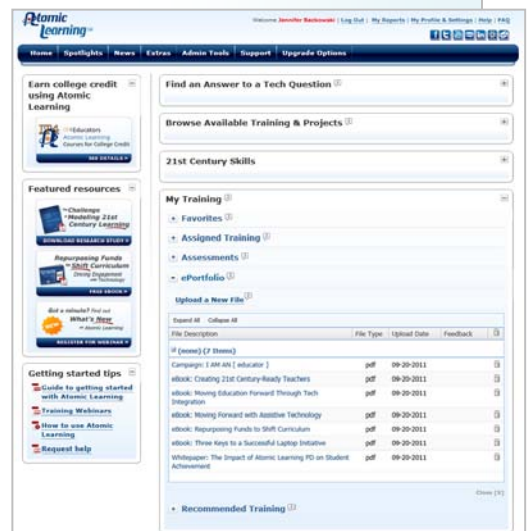
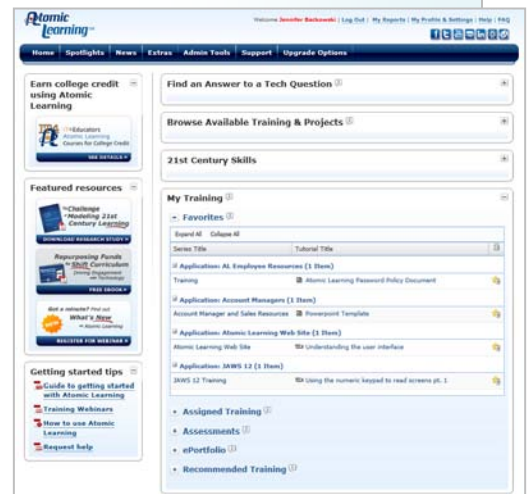
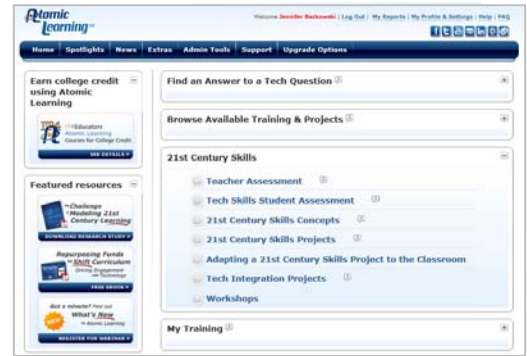
Recommended Training

If training has been recommended to you, it will be listed here.

- To view a tutorial, click its title.
- To remove a tutorial from the list, click the trash can icon.
- To create an assignment from a recommended item, click the book icon in the right column, then enter a name date.

Additional Resources

- [Atomic Learning Web Site Tutorial Series](#)
- [Free Online Webinar Training Sessions](#)
- [What's New Webinars](#)
- Customer Assistance: cs@AtomicLearning.com or 866-259-6890, ext. 8



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