



# GETTING STARTED GUIDE

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

Ready to get started?

## Find an Answer to a Tech Question

The Find an Answer to a Tech Question area allows you to quickly 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. 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 display individual lessons, then click a lesson title to view the tutorial in the player window.

## Browse Training & Projects

The Browse Training & 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 a focused topic.

- The button at the top of the Browse Available Training & Projects area features a highlighted Spotlight topic.
- 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 topics of interest to today's educators.

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

### Projects

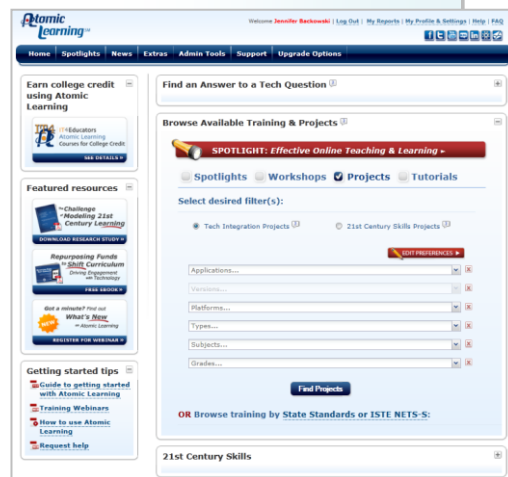
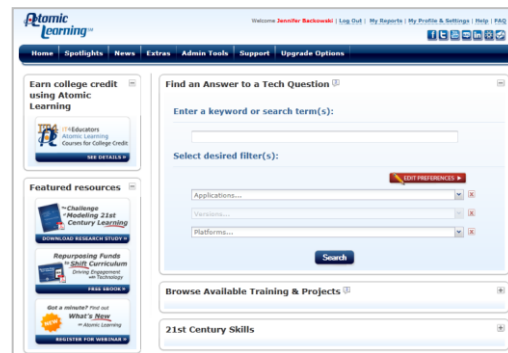
Atomic Learning offers classroom-ready projects that can be used as-is to quickly integrate technology into the classroom, or easily adapted to a particular subject-area or skill level.

- 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.
- To view only assistive technology and accessibility related training, select 'Assistive Technology' in the dropdown menu for 'Type'.\*



**NOTE:** Depending upon your subscription level and access method you may not have access to all training and/or features.  
\*The 21<sup>st</sup> Century Skills and Technology Integration solution does not include access to all assistive technology tutorials.





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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.

### 21<sup>st</sup> Century Skills 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 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 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 Training](#)
- [Atomic Learning Web Site Tutorial Training for Administrative Users](#)
- [Free Online Webinar Training Sessions](#)
- [What's New Webinars](#)
- Customer Assistance: [cs@AtomicLearning.com](mailto:cs@AtomicLearning.com) or 866-259-6890, ext. 8

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