



GETTING STARTED GUIDE

On Atomic Learning, you'll find classroom projects, 21st century skills training, technology workshops, and answers to how-to ICT 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 ICT 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, then simply follow the steps to learn how to apply the topic.

Workshops

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

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

Projects

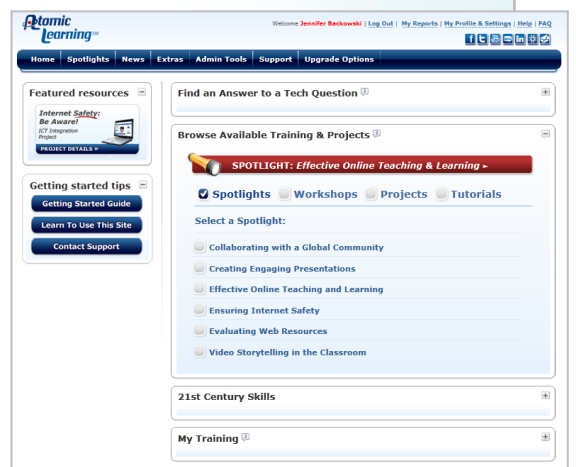
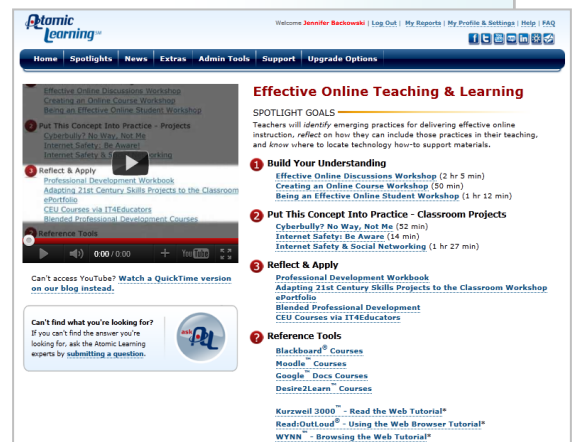
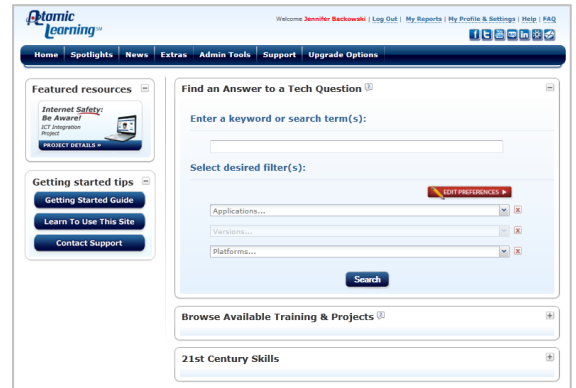
Atomic Learning offers classroom-ready projects that can be used as-is to quickly bring ICT into the classroom, or easily adapted to a particular subject-area or skill level.

- 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, then clicking 'Find'.

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 21st 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.

21st Century Skills Teacher Assessment

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

Tech Skills Assessment

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

My Training

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

Favourites

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

- To view a tutorial in your Favourites, 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 Favourites, click the rubbish bin 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 rubbish bin 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](#)
- Customer Assistance: cs@AtomicLearning.co.uk

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The screenshot shows the Atomic Learning homepage. At the top, there is a navigation menu with links for Home, Spotlights, News, Extras, Admin Tools, Support, and Upgrade Options. Below the menu, there are several sections: 'Featured resources' with a link to 'Internet Safety: Be Aware!', 'Getting started tips' with links to 'Getting Started Guide', 'Learn To Use This Site', and 'Contact Support', 'Find an Answer to a Tech Question', 'Browse Available Training & Projects', '21st Century Skills' with a list of links including 'Teacher Assessment', 'Tech Skills Assessment', '21st Century Skills Concepts', '21st Century Skills Projects', 'Adapting a 21st Century Skills Project to the Classroom', 'Tech Integration Projects', and 'Workshops', and 'My Training'.

The screenshot shows the 'My Training' section of the Atomic Learning interface. It features a table with columns for 'Series Title' and 'Tutorial Title'. The table lists several items, including 'Application: AL Employee Resources (1 Item)', 'Training: Atomic Learning Password Policy Document', 'Application: Account Managers (1 Item)', 'Account Manager and Sales Resources', 'Application: Atomic Learning Web Site (1 Item)', 'Atomic Learning Web Site', 'Application: JAWS 12 (1 Item)', and 'JAWS 12 Training'. Below the table, there are links for 'Assigned Training', 'Assessments', 'ePortfolio', and 'Recommended Training'.

The screenshot shows the 'My Training' section with the 'ePortfolio' tab selected. It includes an 'Upload a New File' section with a table for file uploads. The table has columns for 'File Description', 'File Type', 'Upload Date', and 'Feedback'. Below the table, there is a list of uploaded files, including 'Campaign: I AM AN [educator]', 'eBook: Creating 21st Century-Ready Teachers', 'eBook: Moving Education Forward Through Tech Integration', 'eBook: Moving Forward with Assistive Technology', 'eBook: Repurposing Funds to Shift Curriculum', 'eBook: Three Keys to a Successful Laptop Initiative', and 'Whitepaper: The Impact of Atomic Learning PD on Student Achievement'.

