

Getting Started Guide

Log in at AtomicLearning.co.uk

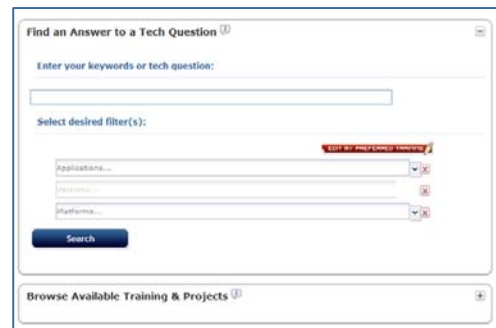
- On any page of the Atomic Learning website you'll find a 'Log In' button at the top. Click there to expand the login dialog. Type the username and password provided by Atomic Learning into the respective fields. Click 'Log In'.
- If you've forgotten your username or password, use the 'Username/Password Help' link to restore access.
- If you see a Welcome message and a 'Log Out' link at the top of the page, your organisation may already have you logged in to the Atomic Learning website. In this case, you'll bypass this screen.



Finding Answers

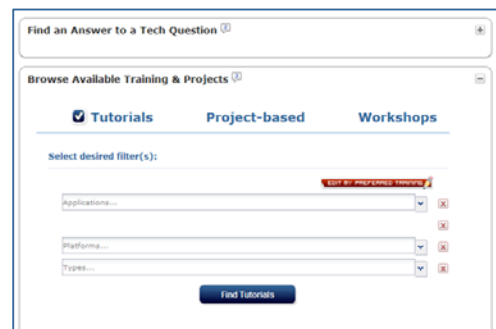
Keywords or a Tech Question:

- On the home page, expand the 'Find an Answer to a Tech Question' module by clicking the plus sign (+) in the upper right corner. You may also click the link under 'Home' in the menu.
- Type your question or keywords into the text field.
- Set any filters you'd like to use in the displayed dropdown menus. You may select the checkbox next to 'View only preferred filters' to limit results to your preferred training.
- Click the 'Search' button.
- The resulting list contains application titles. Click an application title to expand the list, displaying individual lessons. Click a lesson title to view the tutorial in the player window.



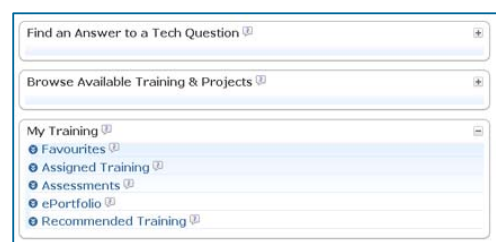
Browse Training & Projects:

- On the home page, expand the 'Browse Available Training & Projects' module by clicking the plus sign (+) in the upper right corner. You may also click the link under 'Home' in the menu.
- Select either 'Tutorials', 'Project-based', or 'Workshops' at the top of the module. A checkmark will appear next to selected.
- Make filter selections in the dropdown menus. You may select the checkbox next to 'View only preferred filters' to limit results to your preferred training. *Note: Filters do not appear in 'Workshops' area.*
- Click the 'Find' button or a workshop title.



Using 'My Training'

- On the home page, expand the 'My Training' module by clicking the plus sign (+) in the upper right corner. You may also click the link under 'Home' in the menu.
- Here you may view your Favourites and ePortfolio, along with any Assigned or Recommended Training and Assessments. *Note: Features availability may be limited by your subscription level.*



Favourites

As you browse and search for tutorials, you'll notice a gray star icon next to each tutorial. Clicking the star will turn it gold and add the tutorial to your Favourites list, where they'll be conveniently organised by application.

- To view a tutorial in your Favourites list, click the tutorial title.
- To view a series, click the series title to go to that application page.
- To collapse an application list, click the application title.
- To remove a tutorial from your Favourites, click the rubbish bin icon in the right-hand column.



Getting Started Guide (continued)

Assigned Training

if you've assigned training to yourself or been assigned training by another teacher or administrator, you'll see a summary list of that training here.

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



Assignment Name -	Due Date	Progress
IEB Assignment	07/30/2009	0 / 16
Name that Artist Assignment	07/28/2009	0 / 18
PowerPoint 2000 Advanced	08/21/2009	0 / 14
ActivStudio 3 Professional	07/31/2009	1 / 13
Realizing, moving & repositioning lettering	07/17/2009	4 / 103
FreeHand MX Assignment	07/17/2009	2 / 2

ePortfolio

As you progress in your continuing professional development, you may want to keep a record of your accomplishments and experiences. Here's a place for you to upload your documents and images to a central location. You may also track completed CPD projects and cache custom materials.

- Click 'Upload a New File'.
- Type a description.
- Click 'Browse' and select a file from your computer.
- Optionally, associate the file with an assignment.
- Click 'Upload'.
- ePortfolio files are now listed. To view, simply click a title.
- Click an assignment name to collapse or expand the list.

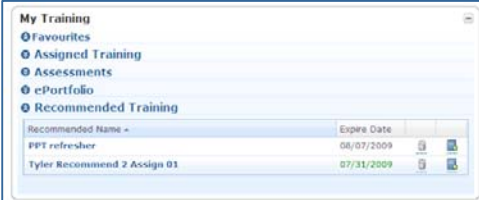


File Description -	File Type	Upload Date	Feedback
Assignment Name: IEB Assign Test 01 (1 Item)			
PD project 2	docx	07/29/2009	
Assignment Name: PowerPoint 2000 Advanced (1 Item)			
PD project 1	docx	07/29/2009	
Assignment Name: Student Assessment (1 Item)			
AT journal 1	docx	07/29/2009	

Recommended Training

If your teacher or administrator has recommended training 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 far right column.
- Type a name and due date, then click 'Save'. The item will now appear under Assigned Training.



Recommended Name -	Expires Date
PPT refresher	08/07/2009
Tyler Recommend 2 Assign 01	07/31/2009

Customer Assistance

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