GETTING STARTED GUIDE

Welcome to Atomic Learning, where you'll find quick answers to how-to tech questions, technology skills training and workshops, and tech integration projects.

1. SEARCH

Finding what you are looking for in the Atomic Learning training library is quick and easy with our Search capabilities.

- Enter one or more keywords.
- Use the optional advanced filters to narrow the results of your search. For example, if you know what application, topic or category you are searching for choose an option from the appropriate menu.
- Click Search to view results.
- If you don't find what you are looking for, try a different keyword or remove filters.
- The search results are defaulted by series; you can also sort by tutorial title. You can sort by Series Title or Application by clicking the arrows below the headers. Results will include any tutorials, workshops, or projects which contain the criteria you have searched for.

WORKSHOPS
Workshops focus on the effective application of technology and are both student-focused and pedagogical. Access a list of topics by checking 'Workshops' under 'Categories'.

PROJECTS
Atomic Learning offers tech integration projects that can be used as-is to quickly integrate technology into courses, or easily adapted to a particular subject-area or skill level. Access a full list by checking 'Projects' under 'Categories'.

HOW-TO TUTORIALS
Atomic Learning offers a complete training library of show-and-tell training tutorials on over 250 of the most common applications. Access the complete tutorial library by checking 'How-To Tutorials' under 'Categories'.

2. FAVORITES

As you 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 Favorite tutorial, click the tutorial title.
- To view a series, click the series title.
- To collapse an application list, click its title.
- To remove a Favorite, click the trash can icon.

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3. MY TRAINING

The 'My Training' area includes your Assigned or Recommended Training, and Assessments. The options that you see here will depend on your user role and subscription.

ASSIGNED TRAINING

Assigned training can include a variety of resources provided to you by the site administrator or training you've assigned to yourself.

- Each assignment shows the due date, your progress and a link to the training.
- 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.
- If you assigned the training to yourself, you will also see the trash can icon.

RECOMMENDED TRAINING

Recommended training contains resources that the site administrator wants to call out to the users, but is not requiring.

- 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.
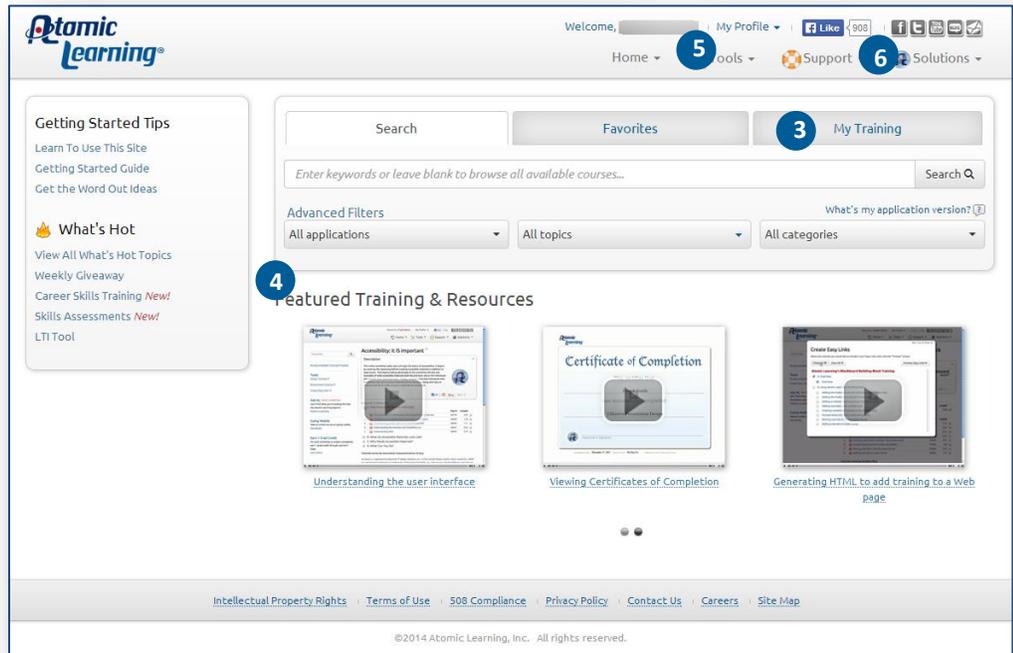
4. FEATURED TRAINING & RESOURCES

The Featured Training & Resources area at the bottom of the home screen is updated regularly to provide inspiration and highlight new content. You can go to the series page by clicking on the "See more on this topic" button or simply close the window to return to the home screen.

5. TOOLS

In the Tools menu, you'll find links to information about available assessments, extras such as the Video Storytelling Guide, and if you're an administrator, you'll see the Administrator Tools.

6. SUPPORT

The Support menu offers links to frequently asked questions and getting started resources. Here are some other helpful resources:

- About Atomic Learning at BSU
- Atomic Learning Web Site Tutorial Training
- Customer Assistance: cs@AtomicLearning.com or 866-259-6890, option 8
- For help integrating Atomic Learning into your classroom, contact the Teaching & Technology Center at TTC@bridgew.edu or 508-531-2634.