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

**GETTING STARTED GUIDE**

Online and on-demand, Atomic Learning creates flexible training opportunities with instant access to answers on common "how to" questions, and step-by-step training workshops and projects. **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 how-to 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 display individual lessons, then click a lesson title to view the tutorial in the player window.

**Brows Available 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.

- **Tutorials**
  Atomic Learning offers a complete training library of show-and-tell training tutorials on over 205 of the most common applications.
  - To access the tutorial library, check the ‘Tutorials’ box.

- **Projects**
  Atomic Learning projects illustrate how to use and apply technology.
  - To access Atomic Learning’s selection of 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’.
  - If your campus has a subscription to the 21st Century Skills Add-on, additional projects are included and are searchable by state and ISTE® NETS-S standards.

- **Workshops**
  Workshops offer an in-depth look at a concept or tech-related topic.
  - Access a full list of available topics by checking the ‘Workshop’ box.

**My Training**
The ‘My Training’ area includes your Favorites, Assigned and Recommended Training, and Assessments.

- **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 complete course, click the series 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.

- **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
- Customer Assistance: cs@AtomicLearning.com or 866-259-6890, ext. 8