

Getting Started Guide

Logging in at AtomicLearning.com/highed

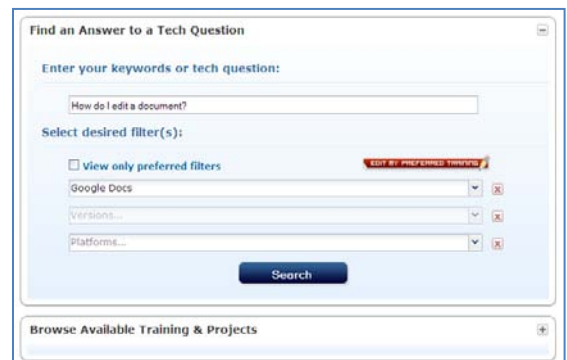
- On any page of the Atomic Learning website you'll find a 'Log In' button right at the top. Click there to expand the login dialog. Type the username and password provided by your Atomic Learning representative into the respective fields. Click 'Log In'.
- If you've forgotten your username or password, 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 organization may already have you logged in to the Atomic Learning website. In this case, you'll bypass the screen shown here.



Finding Answers with...

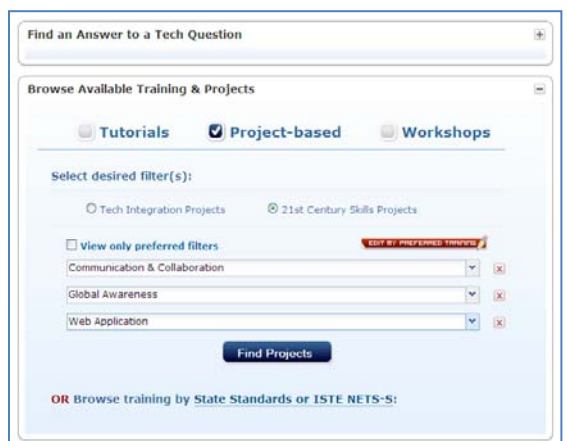
A tech question or keywords:

- 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 in the Home menu from other pages on the site.
- Type your question or keywords into the text field.
- Set any filters you'd like to use in the dropdown menus below. 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.



The Browse feature:

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



Using the "My Training" Feature

- 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 in the Home menu from other pages on the site.
- Here you may view your Favorites, Assigned Training, Assessments, your ePortfolio, and your Recommended Training. *Note: Depending on your subscription level, not all portions of this feature may be available and individual log-ins may be required.*



Favorites

As you browse and search for tutorials, you'll notice a gray star icon next to each tutorial in the list. Clicking the star will turn it gold, indicating that it has been added to your Favorites list. Here is where those tutorials end up, and they'll be conveniently organized by application and collection.

- To view a tutorial in your Favorites list, click the tutorial title.
- To view an entire series, click the series title to go to that application's index page.
- To collapse an application list, click the application title.
- To remove a tutorial from your Favorites, click the trash can icon in the right-hand column, and then click OK in the confirmation pop-up box.



Assigned Training

If you've been assigned training by an instructor 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 tutorials 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.



ePortfolio

As you progress in your 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 projects and cache custom materials here.

- 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 listed and may be viewed by clicking their titles.
- Click an assignment name to collapse or expand the list.



Recommended Training

If your instructor 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 trash can 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'.

Customer Assistance

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Online: www.AtomicLearning.com/highed/en/request-help-online