

Getting Started Guide

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.

The screenshot shows a search interface titled "Find an Answer to a Tech Question". It includes a text input field with the placeholder "How do I edit a document?". Below the input field, there is a section for "Select desired filter(s):" with a checkbox for "View only preferred filters" and a "EDIT BY PREFERRED TRAINING" link. There are three dropdown menus: "Google Docs", "Versions...", and "Platforms...". A "Search" button is located at the bottom of the search area. Below the search area is a section titled "Browse Available Training & Projects".

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.
- Make filter selections in the dropdown menus below. You may select the checkbox next to "View only preferred filters" to limit results. Click the 'Find' button or a workshop title.

The screenshot shows the "Browse Available Training & Projects" interface. It has three tabs: "Tutorials", "Project-based" (which is selected), and "Workshops". Below the tabs, there is a "Select desired filter(s):" section with radio buttons for "Tech Integration Projects" and "21st Century Skills Projects". There is a checkbox for "View only preferred filters" and a "EDIT BY PREFERRED TRAINING" link. There are three dropdown menus: "Communication & Collaboration", "Global Awareness", and "Web Application". A "Find Projects" button is located at the bottom. Below the button, there is a link: "OR Browse training by State Standards or ISTE NETS-S".

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.

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.

The screenshot shows the "My Training" Favorites list. It has a "Favorites" header and "Expand All / Collapse All" controls. The list is organized by application and collection. Each item has a "Series Title", a "Tutorial Title", and a trash can icon. The items are: "Application: Access 2000 (3 Items)" with sub-items "Access 2000 - Intro" (3 items); "Application: Access 2003 (4 Items)" with sub-items "Name that Artist" (3 items) and "Access 2003 - Intro" (1 item); "Application: Acrobat Pro 9 (1 Item)" with sub-item "Acrobat Pro 9 - Accessibility Features"; and "Application: ActivStudio 3 (1 Item)" with sub-item "ActivStudio 3 Professional".

Customer Assistance

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