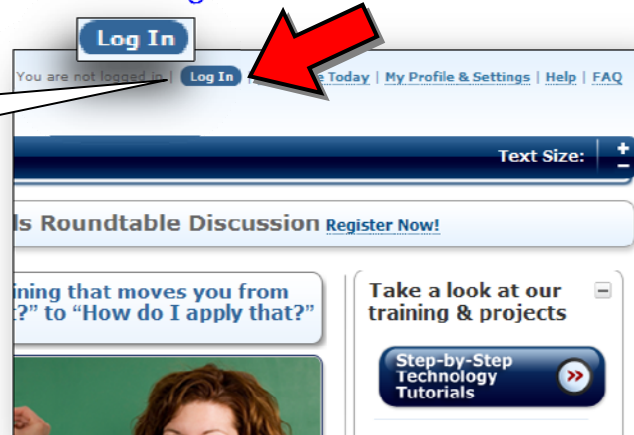


# Getting Started Guide for ATOMIC LEARNING

Go to [www.atomiclearning.com](http://www.atomiclearning.com)

## Logging into AtomicLearning.com

At the top of the home page's screen look for the **Log In** button and click on it.



A log in window will appear. The username for Saratoga is \_\_\_\_\_ and the password is \_\_\_\_\_. (see Edline for this information.) Then click **Log In**.

## Find an Answer to a Tech Question

There will be several options listed for you to use, but the focus is on the first option:

The first way is through the **Find an Answer to a Tech Question** (if you don't see the same window below, click on the plus sign (+) in the upper right corner...it will change to a minus (-) when opened)

Enter a **keyword** or **question**

**Application** (choose a specific program from the dropdown list)

Choose the **version** of the program (you choose *Word* as the application but only want version 2007)

**Platform** (Device/Mac/PC)

Click **Search**

Once you hit **Search**, a new window will open and the options you chose are showing along with the results of your search. If you don't get the desired result, you can modify your search directly on this page.

Tutorial Title	Key	Platform
Application: Word 2007 (3 Items)		
Using the address block	33018	PC
Adding mail merge fields	29237	PC
Merging cells in a table	29751	PC

See Results!

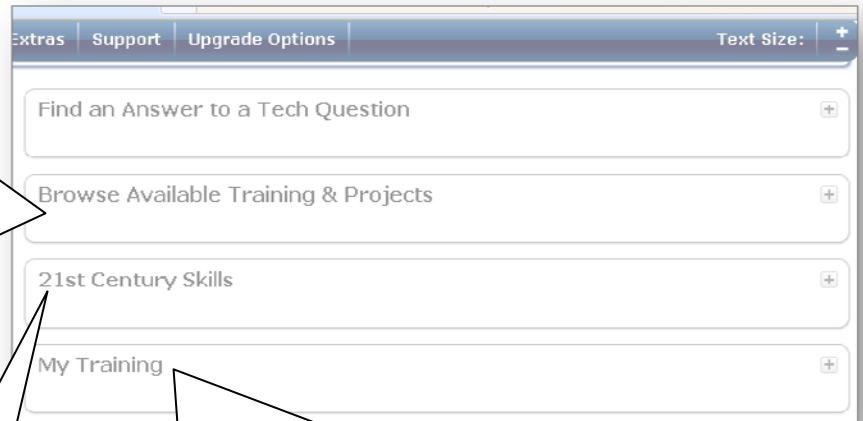
The results will be "collapsed". Click on the plus sign (+) to see the list of options. To watch the tutorial, simply click on the title.

There are several other ways in which to find information, but due to the generic nature of our login, several of the features offered in these options are really unavailable to you at this time. We encourage you to take a look at these categories in order to learn as much as you can about 21<sup>st</sup> Century Skill building!

Training and Projects contains three components: Tutorials, project-based and Workshops. The search interface is the same as [Finding an Answer to a Tech Question](#). You can also search for information by State Standards or ISTE-NET standards.

### 21st Century Skills

- [Teacher Assessment](#) – by assignment
- [Tech Skills Student Assessment](#) – by assignment
- [21st Century Skills Concepts](#) – offers information and viewable content explaining 21<sup>st</sup> Century Skills.
- [21st Century Skills Projects](#) – offers practical examples of projects that can be used to incorporate any of the seven 21<sup>st</sup> Century Skills.
- [Tech Integration Projects](#) – offers 274 projects for grades 3–12.
- [Workshops](#) – Refers back to [Browse Available Training and Projects](#).



If you had your own individual account, then all of the tutorials, projects and workshops you picked would be listed here.