



GETTING STARTED GUIDE

Online and on-demand, Atomic Learning creates flexible training opportunities with instant access to answers on common "how to" questions.

Ready to get started?

Log in at <http://atomiclearning.hputx.edu>

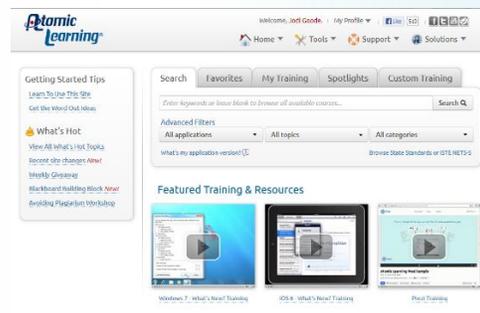
- On any page of the Atomic Learning website you'll find a 'Log In' button at the top. Click there to expand the login dialog box.
- Log in using the same username (or your full email address) and password that you use to access the campus network, HPU email, and Blackboard.
- Once logged in, you will see five tabs to guide you to the training resources available.



Search

The Search tab 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.
- Click the 'Search' button.
- The resulting list contains application titles. Click an application title to expand the list and displaying individual lessons, then click a lesson title to view the tutorial in the player window.



Favorites

As you browse and search for tutorials, you'll notice a gray star icon next to each tutorial. Clicking the star will turn it gold, and add the selected tutorial to your Favorites list. The Favorites area is conveniently organized selections for later reference.

- To view a tutorial in your Favorites list, click the tutorial title.
- To view an entire series, click the series 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 box.



My Training

The 'My Training' area includes Assigned Training, Assessments, & Recommended Training.

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 far right column. Type a name and due date, before saving. The item will appear under 'Assigned Training'.



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 of the assigned tutorials have been viewed.
- To view your assigned training, click the assignment name or the 'view' button.
- Once the assignment is opened, view other assigned tutorials by clicking the 'Tutorial Playlist' button in the player window.

Additional Resources

Atomic Learning Tutorial Series or contact HPU IT Services (helpdesk@hputx.edu or 325-649-8075)

