

# HOW 2

## Atomic Learning—Assign Training

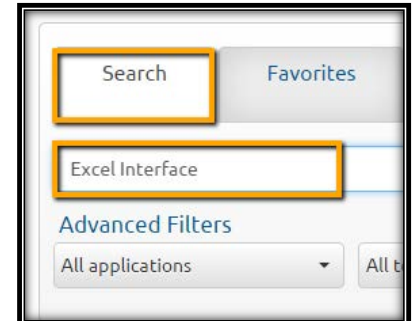
- Atomic Learning provides many useful tutorial videos.
- These tutorials can be assigned to students by instructors.
- Assigned training automatically provides the instructor with completion feedback.

*Note: The assigned trainings from Atomic Learning do NOT appear in D2L. Students will have to log in to the Atomic Learning site using their Net ID and passwords to view their assigned training.*

### Instructions

*First, choose which trainings to assign.*

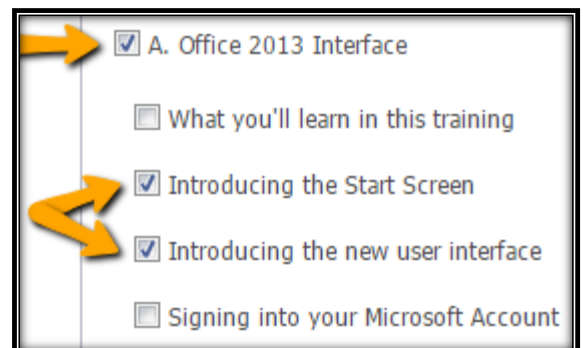
- 1) Log in to Atomic Learning
  - a. You can access Atomic Learning from Tech4Teaching site.
  - b. Use your Net ID and password to login.
- 2) Enter your topic in the Search window. Click the **Search** button on the right.
- 3) Choose the training you want from the list and click on the title of your training topic to open the training page for that topic.
- 4) From the training page, select **Assign Training** on the left of the page.



- 5) **Enter an Assignment Name** (ex. Excel Interface) and **Due Date**.

Assignment Name:	Excel Interface-Office 2013
Due Date (MM-DD-YYYY):	11-20-2014

- 6) **Select the Trainings** you want your students to complete.
  - a. Note the option to select all for an entire category. to select individual topics to customize your training



- 7) When you are finished, click **Next** at the top right of the screen.

**INSTRUCTIONS CONTINUE.**

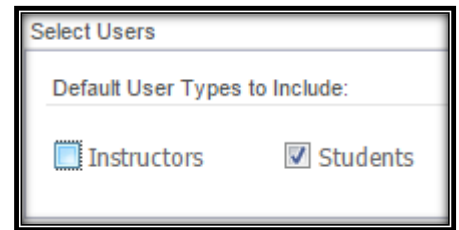
406.771.5148 or 406.771.5155



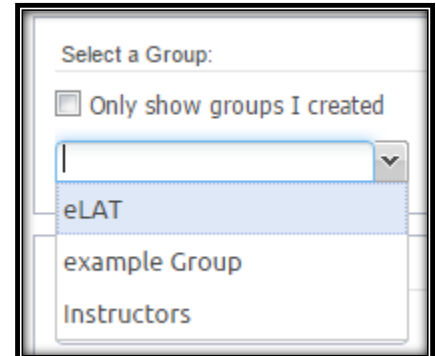
elearning@gfcmu.edu  
January 16, 2015

**Next, select the users who are to complete the training.**

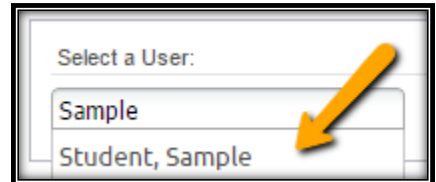
8) Under Select Users, **check the box** to select Students.



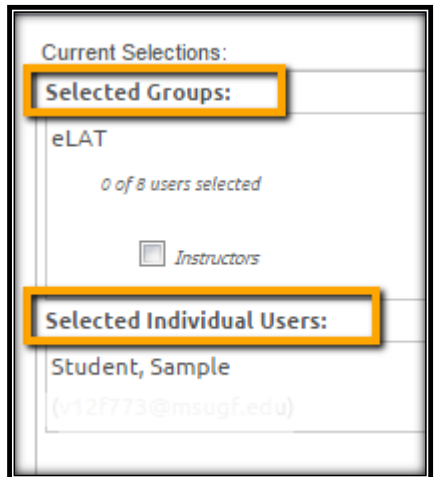
9) If you have created a Group in Atomic Learning, you can assign training to them in the Select a Group menu.



10) Or, you can select individual students. Begin typing a name in the menu box and a list of possible options will appear below.



11) Click the **Add** button to the right of any of these choices to make your selection. Notice that the names of your selected users will now appear in the Current Selections area on the right side of the page. The number of users selected appears at the bottom right.



12) When all of the users to whom you wish to assign the training are listed in the Current Selections space, click the **Next** button on the top right. Here you can view the details of your assignment

13) Click **Submit Assignment**.

*Students will receive an email notification in 24 hours letting them know that they have an assignment in Atomic Learning. Please be aware that students may have turned off this notification in their personal settings, so it's good to inform them of any training expectations in multiple ways.*