



Atomic Learning Logo from their web site

You and your students have an online tech tutor that is able to assist you 24/7 from anywhere you can access the internet. You may have heard of the Atomic Learning site, but what resources are available, and how can you access and use this tool.

There are currently over 25,000 video tutorials available. Because all of the video tutorials are in a database there are many ways to access the ones you are interested in. When you go to the site within the school district you are not required to give a username or password. However, when you or your students want to access the tutorials from outside of our network, they will need a username and password. These are accessible from the teacher-librarian at your site. It's OK to give students this information.



The Getting Started tutorial gives a good overview of the site. Click on this [link](#) to access the video. If you need to copy and paste the link into your internet browser use this address

<http://movies.atomiclearning.com/movie/k12/20032/play>

A helpful way to improve your skill level in an application is to first search for what you need, and then select any of the choices from the title column.

The search criteria used was **EGP** and this was the result.

The screenshot shows the search results for the keyword "EGP". The search criteria are: Platform: PC, Application: All, Language: English, and 25 results are shown. The results table has columns for Title, Tutorial Title, Key #, and Platform. The first result is "Easy Grade Pro 4.0" with a red arrow pointing to the "Title" column.


Title	Tutorial Title	Key #	Platform
Easy Grade Pro 4.0	Syncing to a Palm device with the EGP Clipboard	35918	Mac/PC
Easy Grade Pro 4.0	Setting Backup options	35908	Mac/PC
Easy Grade Pro 4.0	Copying EGP files to another computer	35881	Mac/PC
Easy Grade Pro 4.0	Exporting a gradebook template	36617	Mac/PC
Easy Grade Pro 4.0	Importing from another EGP gradebook	36611	Mac/PC





















Selecting any of the results from the Title column gives you a tutorial series. In this case there are over 200 tutorial movies arranged in categories.

This screenshot shows the first 20

## Easy Grade Pro 4.0

Easy Grade Pro® 4.0 is an electronic gradebook software designed for educators at all grade levels and institutions who want powerful, but easy-to-use tools to manage their student grades, attendance and other information.



A. Gradebook Quickstart		Key #	Length
1.	 <b>Converting older gradebooks to V4.0</b>	35846	1:08
2.	 <b>Starting a new gradebook</b>	35847	1:22
3.	 <b>Setting up a class &amp; its marking periods</b>	35848	2:01
4.	 <b>Setting initial Class options</b>	35849	2:05
5.	 <b>Setting up grade scales</b>	35850	3:09
6.	 <b>Setting up assignment categories</b>	35851	3:43
7.	 <b>Setting up the calendar</b>	35852	2:23
8.	 <b>Adding student names manually</b>	35853	4:01
9.	 <b>Copying students to other classes</b>	35854	3:23
10.	 <b>Setting up a rubric scale</b>	35855	2:00
11.	 <b>Adding standards to a class by typing</b>	35856	2:08
12.	 <b>Adding standards from a plug-in file</b>	35857	1:39
13.	 <b>Adding your first assignment</b>	35858	5:51
14.	 <b>Viewing &amp; editing special scores</b>	35859	2:26
15.	 <b>Viewing &amp; editing attendance categories</b>	35860	3:20
16.	 <b>Setting up a seating chart</b>	35861	1:39
17.	 <b>Copying Class options to other classes</b>	35862	2:21
18.	 <b>Setting Security/Password options</b>	35863	3:19
19.	 <b>Saving backups of the gradebook file</b>	35864	0:54
20.	 <b>Quitting Easy Grade Pro</b>	35865	1:00

Open the application you wish to work in and have the Atomic Learning movie open at the same time. On a large monitor you can have both windows side-by-side. On a smaller monitor, using application switcher (Alt & Tab) will quickly allow you to use both windows.

If you can't find a video tutorial that answers your question, please contact Cindy Pantley at X3541 and she will assign a team member to help you. We will be creating video tutorials similar to those available in Atomic Learning for any tools we use in Tacoma that are not currently available at Atomic Learning.

[Printing & Graphics](#), [SWIFT](#) and [Online grades tutorials](#) videos that are now available.

If the hyperlinks above do not work, here are the links:

Printing & Graphics

<http://www.tacoma.k12.wa.us/information/departments/printinggraphics/Pages/Tutorials.aspx>

SWIFT

<http://www.tacoma.k12.wa.us/information/departments/it/Pages/VideoTutorials.aspx>

Online grades – you will find the videos in the middle of the page

<http://www.tacoma.k12.wa.us/information/departments/it/Pages/default.aspx>