Atomic Learning

Overview

Atomic Learning is a free, campus-wide solution with training to help students, faculty, and staff successfully utilize technology. Atomic Learning contains more than 60,000 tutorials on over 250 commonly used software applications. This system is available 24 hours a day, 7 days a week, on campus and from home through MyCState. For help using this system, see the Support section of this document (bottom of page 5).

Atomic Learning has useful, recognized applications, such as:

- Microsoft Office (Intro, What’s new?, and Mastering)
- Blackboard Instructor Training
- Adobe Products
- Using the Internet

This system also has training that is less typical but still relevant:

- Effective meetings
- Cell phone training
- FERPA
- Being an effective online student
- Effective writing

Students

Atomic Learning has training for students. These include:

- Using Blackboard
- Microsoft Office: Office 365, Excel, PowerPoint, Word, Outlook, Access
- FERPA
- Windows 8, Windows 10
- Apple iOS
- Assistive technology training for students with disabilities
- Being an effective online student
- Resolving conflict
- Being savvy online
- Avoiding plagiarism
- iPhone, Android, Windows mobile phone training
- Internet Explorer, Google Chrome, & Safari
Faculty

There is a great deal of training for faculty within Atomic Learning. These trainings include:

- Blackboard Instructor Training
- Adobe (Connect, Dreamweaver, Illustrator, Pro, Flash, Photoshop)
- Microsoft Office: Excel, PowerPoint, Word, Outlook, Office 365, Access
- Teaching online and hybrid courses
- Creating engaging lessons online
- Help with motivating students
- Technology in the classroom and online
- iPhone, Android, Windows mobile phone training
- Internet Explorer, Google Chrome, & Safari

Staff

Atomic Learning has many training topics to help staff with daily business tasks. These trainings include:

- Effective meetings
- Effective presentation design
- Microsoft Office: Excel, PowerPoint, Word, Outlook, Office 365, Visio
- Focused training on Microsoft Office:
  - Excel formulas
  - Word tables and graphics
  - PowerPoint animation and effects
- Adobe products (Connect, Dreamweaver, Illustrator, Pro, Flash, Photoshop)
- Internet Explorer, Google Chrome, & Safari
- Microsoft OneNote
- iPhone, Android, Windows mobile phone training
- Internet Explorer, Google Chrome, & Safari
Getting Started

Access to Atomic Learning is provided within MyCState. Follow the steps below to access this system.

1. Go to MyCState (https://mycstate.cincinnatistate.edu)
2. Log in using your college username and password

Students:

3. Click the Launch Atomic Learning button from the Atomic Learning box under the Tools menu

Employees:

3. Click the Tools and Applications sub-menu
4. Click the Explore more… link in the Atomic Learning: Faculty box or the Atomic Learning: Staff box
Discover

After accessing Atomic Learning from within MyCState (see above), click the Discover tab to view highlighted training.
**Search**

To find specific training, click the Search tab, enter a keyword(s), and then click the Search button.

![Search Tab](image)

**Support**

Atomic Learning has three support options should you need help. To view these options, click the Support link.

![Support Options](image)