
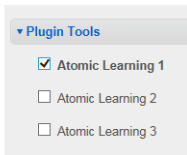
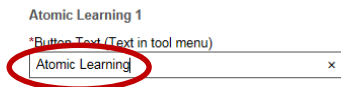


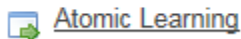
1. Navigate to your course in ECN and click Site Info on your course.
2. Click Edit Tools.
3. Scroll down to the item Plug-in Tools  and click the little arrow.
4. Check the box for the Atomic Learning options you want. They all work the same, but if you have more than 1 tutorial you want to share you will need more than 1.



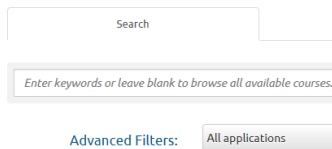
5. Click Continue.
6. Optionally, change the name of the menu item by clicking in the box and deleting and retyping and Click Continue.



7. Click Finish.
8. Click the Atomic Learning link in your menu on the left side.



9. Search for the training that you want to include (I recommend perusing [Atomic Learning](#) outside of ECN first to get the correct title and training)



10. Click the Title of the training from the search results.

SERIES TITLE	APPLICATION
Using Office 365 Training	Office 365
Collaborating and Sharing Using Office 365	Office 365
Office 365 - Administrator Training	Office 365
Office 365 at Walsh	Office 365

11. Check the checkboxes for the video training that you want to appear for students. Select all or some of the tutorials and sections.

Using Office 365 Training

Select your links:

[Check All](#) | [Uncheck All](#)

- A. Introducing Office 365
 - Introduction to Office 365 - 00m:52s
 - Checking compatibility - 02m:35s
 - Signing in to Office 365 for the first time - 01m:29s
 - Office 365 settings - 01m:53s
 - Downloading Office software - 00m:58s
 - Edit profile - 01m:23s
 - Add profile picture - 00m:24s
 - Change/remove profile picture - 00m:44s
 - Change password - 00m:45s
 - Office 365 apps - 02m:35s
 - Mobile capabilities - 00m:41s
- B. Office 365 Mail and Contacts
- C. Calendar and Tasks
- D. OneDrive and Office Web Apps
 - Overview of OneDrive - 01m:11s
 - Creating a new document - 00m:26s
 - Uploading a file to OneDrive - 00m:42s
 - Editing a file in the Office Web apps - 00m:42s
 - Sharing a document - 01m:40s
 - Opening a shared document - 00m:37s
 - Organizing documents and folders - 01m:34s
 - Previewing and Print to PDF - 00m:19s
 - Embedding documents - 00m:24s
 - Using and installing the OneDrive desktop application - 01m:47s
- E. Office 365 Social Applications
- F. Course Files

12. Click Preview Selections to see what your students will see.

Using Office 365 Training

D. OneDrive and Office Web Apps

- Overview of OneDrive - 01m:11s
- Creating a new document - 00m:26s
- Uploading a file to OneDrive - 00m:42s
- Editing a file in the Office Web apps - 00m:42s
- Sharing a document - 01m:40s
- Opening a shared document - 00m:37s
- Organizing documents and folders - 01m:34s
- Previewing and Print to PDF - 00m:19s
- Embedding documents - 00m:24s
- Using and installing the OneDrive desktop application - 01m:47s

13. Click Submit.

