

Atomic Learning

Individual Account Tracking and Clock Hour Approval

Atomic Learning provides web-based software training for more than 110 applications. Anoka-Hennepin's subscriber license provides access for all our staff, students, parents, and attendance area residents. The service can be accessed at <http://www.atomiclearning.com>

1. You must login with your individual account to activate tracking for your tutorial viewing activity. To login to your individual tracking account from a computer within the district network, click on "My Account."
2. Use the following information to login to your individual tracking account.



Username: firstname.lastname@anoka.k12.mn.us
(your email address)
Password: anokaremote
(you can change your password after login)

Your individual tracking account information will replace the generic Anoka-Hennepin account information.



3. Use the following information to access Atomic Learning using your individual tracking account from a computer outside the district network,

Username: firstname.lastname@anoka.k12.mn.us
(your email address)
Password: anokaremote
(you can change your password after login)



Your individual tracking account information will appear at the top of the page.



You must be logged in to your individual account when watching the tutorials in order for them to be tracked to your account.

4. You can view a report of your Atomic Learning tutorial activity by clicking on the "My Tracking" link.



Usage Tracking Utility

RESULTS [close page](#)

Usage for username "Tom.Skoglund@anoka.k12.mn.us" **Tom Skoglund**

USMN0010070U0081431203

Start: 10/1/2008 End: 10/8/2008

View by Collection: All Technology Skills Assistive Tech

1. Select the date range to capture the tutorial viewings you will be submitting for clock hour approval. Click Submit. *Be sure you are not overlapping tutorial viewings you have previously submitted for clock hour approval.*

2. Click Submit.

Views	First view during this period	Last view during this period	Total Movie Time
13	2008-10-07 11:19:54	2008-10-07 13:00:22	00:20:47

TOP TUTORIAL SERIES VIEWS

10/1/2008 to 10/8/2008 (20 shown, in descending order)
Download full Movie Series subtotals for this period: [Tab-Delimited Format](#)

Views	Application	Collection
13	SMART Board Notebook 10	Assistive Technology / Technology Skills

3. Your total tutorial viewing time displays here.

MOST RECENT VIEWS DURING THIS TIME (OR DOWNLOAD ALL VIEWS)

10/1/2008 to 10/8/2008 (up to 100 shown, in descending order)
Download full data for this period: [Tab-Delimited Format](#)

Date	IP	Application	Movie Title	Collection
2008-10-07 13:00:22	206.131.130.191	SMART Board Notebook 10	Drawing straight lines	Assistive Technology / Technology Skills
2008-10-07 12:59:42	206.131.130.191	SMART Board Notebook 10	Using an eraser	Assistive Technology / Technology Skills
2008-10-07 12:59:35	206.131.130.191	SMART Board Notebook 10	Using a pen or creative pen	Assistive Technology / Technology Skills
2008-10-07 12:59:29	206.131.130.191	SMART Board Notebook 10	Using handwriting recognition	Assistive Technology / Technology Skills
2008-10-07 11:35:17	206.131.130.191	SMART Board Notebook 10	Saving your Notebook file	Assistive Technology / Technology Skills
2008-10-07 11:32:58	206.131.130.191	SMART Board Notebook 10	Using the on-screen keyboard	Assistive Technology / Technology Skills
2008-10-07 11:31:27	206.131.130.191	SMART Board Notebook 10	Opening the SMART Welcome Center	Assistive Technology / Technology Skills
2008-10-07 11:29:42	206.131.130.191	SMART Board Notebook 10		Assistive Technology / Technology Skills
2008-10-07 11:27:20	206.131.130.191	SMART Board Notebook 10		Assistive Technology / Technology Skills
2008-10-07 11:24:43	206.131.130.191	SMART Board Notebook 10		Assistive Technology / Technology Skills
2008-10-07 11:22:54	206.131.130.191	SMART Board Notebook 10		Assistive Technology / Technology Skills
2008-10-07 11:21:50	206.131.130.191	SMART Board Notebook 10		Assistive Technology / Technology Skills
2008-10-07 11:19:54	206.131.130.191	SMART Board Notebook 10	Opening the SMART Welcome Center	Assistive Technology / Technology Skills

4. When you have the report you want, print this page. (choose File, Print from the browser menu)

A hard copy of this printout must be sent to Sonya Griffith at the ESC to accompany your electronic submission (using MyLearningPlan – directions below) for clock hour approval.

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5. Go to the the MyLearningPlan web site at <http://www.mylearningplan.com>

Your username is your Anoka-Hennepin email address.

The default password is *changeme*. You may have changed the password to match your district email password on a previous login. Use the “Forgot your password” link if you are unsuccessful. Your password will be mailed to your Anoka-Hennepin email account.



6. Click on the “Clock Hrs Request” link in the left index.



7. Complete the form and click the “Submit” button.

Your “Clock Hours Requested” can be 3 times the amount of time you actually spent watching tutorials. It is assumed that for every 1 minute of viewing you would spend at least 2 minutes practicing. The example in this guide shows a total tutorial time of 20 minutes and 47 seconds. The clock hours requested would be 1 hour.

You can use the screen shots on the following pages to assist you in completing your request form.

Remember that you must send Sonya Griffith (ESC) a hard copy printout of your AtomicLearning tutorial activity to accompany this electronic request.

Continuing Education Clock Hour Approval Form

This form is to be submitted to the Continuing Education Committee at the ESC within six months after completing the continuing education activity.

Travel and work experience requests must be pre-approved per state law.

The committee shall not grant clock hours for experiences that are primarily for personal rather than professional improvement or for experiences that duplicate other granted clock hour experiences without new or enhanced professional development value (Minnesota Rule 8710.7200, Subp. 11).

Activity Information

Application Request For:

Activity Title

Description (objective, amount of time engaged, strategies, material covered, etc.)

Description



How will the activity enhance your teaching?

Enhancement



Activity Type Category

- A. relevant coursework completed at accredited colleges and universities;
- B. educational workshops, conferences, institutes, seminars, or lectures in areas appropriate to licenses held;
- C. staff development activities, inservice meetings, and courses;
- D. site, district, regional, state, national, or international curriculum development;
- E. engagement in formal peer coaching or mentorship relationships with colleagues that addresses one or more of the standards in part 8710.2000;
- F. professional service in the following areas: (1) supervision of clinical experiences of persons enrolled in teacher preparation programs;
- ◆(2) participation on national, state, and local committees involved with licensure, teacher education, or professional standards; or
- ◆(3) participation in national, regional, or state accreditation;
- G. leadership experiences in the following areas: (1) development of new or broader skills and sensitivities to the school, community, or profession;
- ◆(2) publication of professional articles in a professional journal in an appropriate field; or (3) volunteer work in professional organizations related to the areas of licensure held;
- H. opportunities to enhance knowledge and understanding of diverse educational settings in the following areas: (1) experiences with students of another age, ability, culture, or socioeconomic level; or (2) systematic, purposeful observation during visits to schools and to related business and industry;
- I. pre-approved travel or work experience: (1) travel for purposes of improving instructional capabilities related to the field of licensure; or
- ◆(2) work experience in business or industry appropriate to the field of licensure.

Activity Category

C. Staff Development Activities Inservices

Maximum of 30 hours in each category E, F(1), G, H, I for each 5-year renewal period.

Dates

Start Date
(mm/dd/yy) 10/01/08

End Date
(mm/dd/yy) 10/07/08

Times

Provider

Provider --NOT ON LIST - ENTER BELOW--

If NOT On List Enter Here AtomicLearning

Clock Hour Topics: Teachers must have among their 125 clock hours, activities that address the following topics.

Please indicate if this continuing education activity specifically addressed one or more of these topics

- Topic(s) 1. Positive behavioral intervention strategies.
2. Accommodation of curriculum for students.
3. Reading preparation related to instruction
4. Understanding warning signs of early onset mental illnesses in children and adolescents.

Goal(s) and Objective(s)

Select At Least One District Objective

Goal : Raise the achievement levels of Anoka-Hennepin Students

Achievement Levels

Goal : Improve community satisfaction with school district perform

Community Satisfaction

Goal : Improve and increase rigorous program offerings for student

Rigorous Program Offerings

Goal : Increase participation in co-curricular/extra curricular ac

Participation

Goal : Continue to function as a financially sound school district

Financially Sound School District

Goal : Improve the operation of the Anoka-Hennepin Schools

Improve Operation of Schools

Goal : Improve the School Board administrative support process

School Board Administrative Support

Goal : Review of child nutrition and study of ☞healthy choice prog

Review Child Nutrition

Goal : Develop an incentive pay program proposal in accordance wit

Incentive Pay Program

Goal : Establish baseline and measure teacher and staff satisfacti

Teacher and Staff Satisfaction

Goal : Publish and more widely distribute the curriculum review c

Curriculum Review

Goal : Increase subscription to ☞Back Pack On-Line☞

Back Pack On-Line

Goal : Increase subscription and use of ☞A-H Connect☞

Backpack Online

Goal : Advance the infrastructure ☞fiber cable☞ for the support of

Advance Infrastructure

Pick Building Goals

Purpose

Select

Induction

Stipend

Lane Change

Licensure

Finish

Please send verification of attendance to Sonya Griffith in Employee Services.

SUBMIT

SAVE AS DRAFT