**Community on SkillSoft**

Community is a social and collaborative place within Skillport to view top-recommended assets within your organization, make your own recommendations, launch these assets or save them to your learning plan.
1. **The Skillport Header:** The header provides easy access to the most common areas on your site as well as Quick Links, Search, and Recently Viewed items.

2. **Profile picture:** You can add or change your picture in the Personal Info section in your profile.

3. **Community Score:** Based on your activity and interactions in the community, this score increases over time (up to five blocks) and displays on your community member profile.

4. **My Profile:** Enter information for your general Skillport profile as well as create a community profile.

5. **Find Members:** Find members in your community. You can choose to follow them and learn about their areas of interest and expertise.

6. **Community Stream:** View recent activity within your community, such as who has recently joined, who is following you or another member, recent recommendations and comments, and content that is marked as helpful by other community members.

7. **Top Recommended Assets:** View content that community members have recommended. These recommendations are arranged in three tabs and may consist of books, courses, videos, or other content categories that have been popular in the community.

8. **Join Now!:** Click to join the community and create your community profile. (Not shown in the image above.)

   **Note:** This link is not visible once you have joined the community.

### How to Begin Using the Community on SkillSoft

- Click on the View Community link on the SkillSoft home page

- Edit your community profile. Click on the My Profile link. Click on the Community Profile link. Click the Edit link next to Community Profile.
• Complete the fields as suggested:

Community Profile Fields

- **About Me**: Enter general information about yourself.
- **Education and Certificates**: List your education and credentials.
- **Interests and Expertise**: List areas of special interest and expertise that you’d like others in the community to know about. In time, Skillport will recommend additional interests and areas of expertise, as well as suggest content to you, based on your areas of expertise.
- **Privacy Settings**: Select which areas of your profile will be visible. Options are:
  - **Make my profile**: Select **Visible** to allow other members to see your profile or **Private** to hide your profile from members.
  - **Display my email**: Select **Yes** or **No**.
  - **Let others follow me**: Select **Yes** or **No**.
  - **Display my interests**: Select **Yes** or **No**.

**Following community members**

**Note**: You must be a member of the community to follow another member. In order to join the community, edit your profile.

**To find members to follow in the community**

1. Click **Visit Community** at the top of the home page.

   The Community page appears.

2. Click **Find Members** on the left side of the page.
3. In **Search**, enter the name of the person you want to follow. You can enter their first name, last name, or both.

**Find Members**

**Note:** You must use the full first and/or last name to ensure accurate search results.

4. Click 🔍.

A list of search results displays. You can either follow the person directly from the Search results, or from the person's Community Profile page.

**To find members to follow by viewing community activities**

1. View community activities in the community stream.

![Community Stream](image)

2. Click on the name of a member of interest to you. Click either the name link or the picture.

The member's community profile page displays.

3. Click **Follow**.

The community member is now being followed by you.
To Unfollow Community Members

1. View community activities in the community stream.

2. Click on the “Those I Follow” link.

   ![Community Stream]

   A list of all of the “follow” activity is listed. Just click on the name or picture icon.

3. Click **Unfollow**.

   ![Unfollow]

   The community member is no longer being followed by you.
How to Recommend SkillSoft Resources in the Community

If you find an asset useful, share that information with members of the community by recommending it.

1. Navigate to an asset of interest to you.
2. Click to recommend the asset. A number displays next to the icon noting the number of members who've recommended this asset and the symbol will change to this: 🌟.

Your recommendation displays in the community stream.

Note: If you recommend an asset in error, or want to change your recommendation, click 🌟 to remove your asset recommendation.

How to Add Comments to a Recommended Resource

You can share knowledge and expertise with other people in your organization by creating comments on the content. Comments can be observations, opinions, or other remarks to information presented in a specific title.

Note: Comments are public to all community members and should be appropriate for your particular organization.

1. Locate content of interest to you by using search, browsing the Library, or viewing the community stream.
2. Click the content title or click **Details** to navigate to the details page.

3. Click **Community Comments**. The comments activity stream for the selected content displays.

4. Do one of the following:
   - **Add a new comment**: Type a comment into the comment box.
   - **Comment on an existing comment**: Navigate to an existing comment and create a new comment. Use the scroll bar to show additional comments.

5. Click **Add**.

Your comment displays in the Community Comments stream. Once added to the stream, if needed, you can edit or remove your comment.