

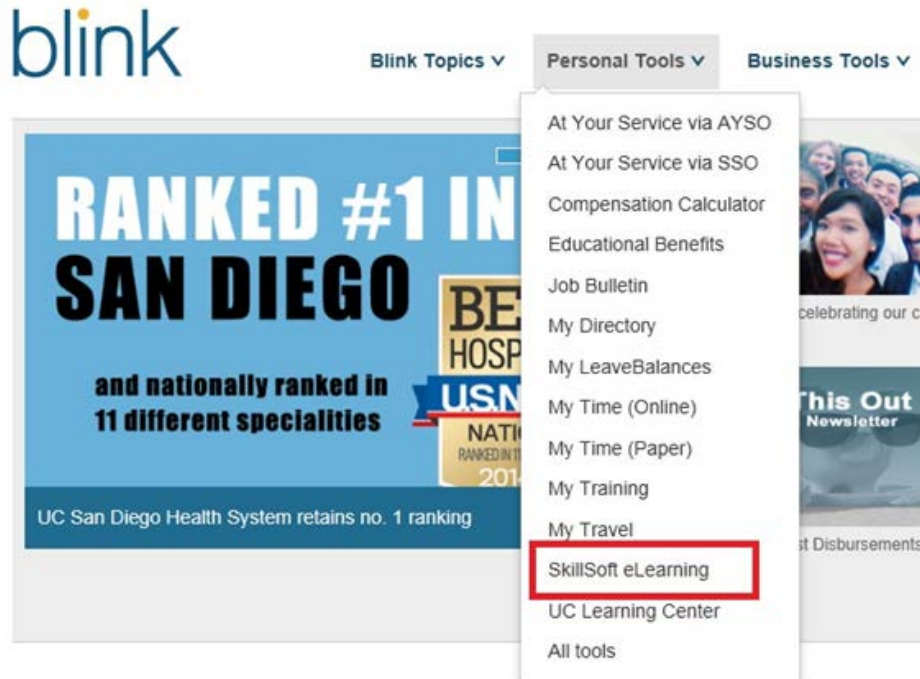
Getting Started with Skillport 8

This guide will help you learn about important features and functionality in Skillport 8.

Sign in to Skillport

In a browser, navigate to the BLINK page (<http://blink.ucsd.edu/>)

- o Select "SkillSoft eLearning" from the Personal Tools drop down menu



- o Connect through your normal single sign on procedure.

SINGLE SIGN-ON

Sign on with: Business Systems

 A screenshot of a single sign-on form. It features a 'Username' field with a person icon and a 'Create new account' link. Below it is a 'Password' field with a key icon and a 'Forgot your password?' link. To the right, there is a 'Sign on with:' dropdown menu currently set to 'Business Systems' and a checkbox for 'Make this my default'. A blue 'Sign on' button is located at the bottom center of the form.

*** Please note that UC Learning Center access to SkillSoft courses is discouraged as a result of this upgrade. Please use the login listed above.

Explore the What's New Page

Once you have signed in to SkillSoft, the **See What's New** page displays. You may:

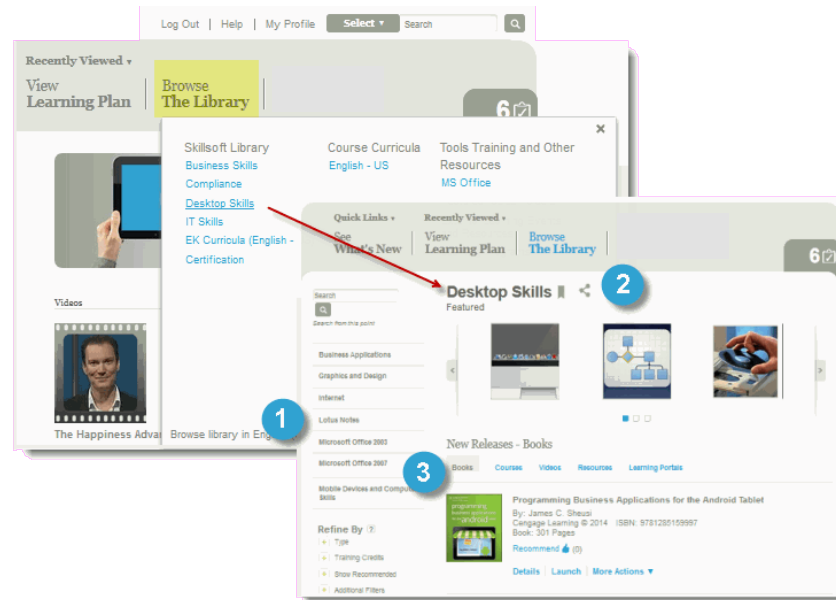
1. View Live Events under Upcoming Events.
2. Explore courses or other content highlighted by your organization in the Featured Topics area.
3. Find messages from your organization.
4. See promoted content to launch now or save to your learning plan.

The screenshot shows the SkillSoft user interface. At the top, there is a navigation bar with 'Quick Links' (containing 'See What's New'), 'Recently Viewed' (containing 'View Learning Plan' and 'Browse The Library'), and a search bar. Below this is a user profile for Jane Smith. The main content area is divided into sections: 'Upcoming Events' (with 'Instructor Led Training Sessions' and 'Live Events'), 'Featured Topics' (with a 'Select Topic' dropdown and a 'View' button), and a grid of content including 'Learning Portals', 'Videos' (featuring Tony Schwartz), and 'Books' (featuring 'The 3 Keys to Empowerment'). A red box highlights the 'Featured Topics' and content grid area, with callout 4 pointing to it. Another red box highlights a search tip, with callout 3 pointing to it. Callout 1 points to the 'Upcoming Events' section, and callout 2 points to the 'Featured Topics' section.

Browse the Library for Content


Find content by clicking **Browse the Library** and selecting a subject. Content libraries may be organized by subject area or also by job role, competencies, or other areas relevant to your organization's training goals. Once you select a subject, you can filter your content options:

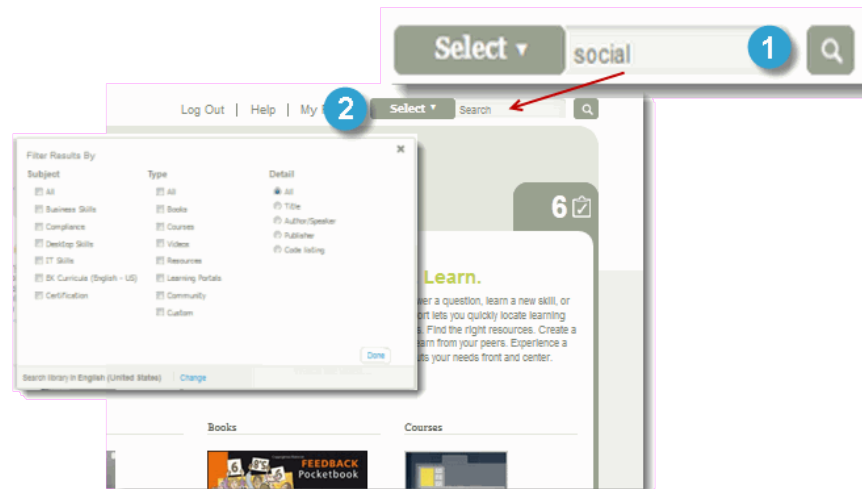
1. Use the filters and refinement options on the left.
2. View content options in the carousel.
3. Search through newly released content, organized by content type.



Search for Content

You can find content by using **Search**.

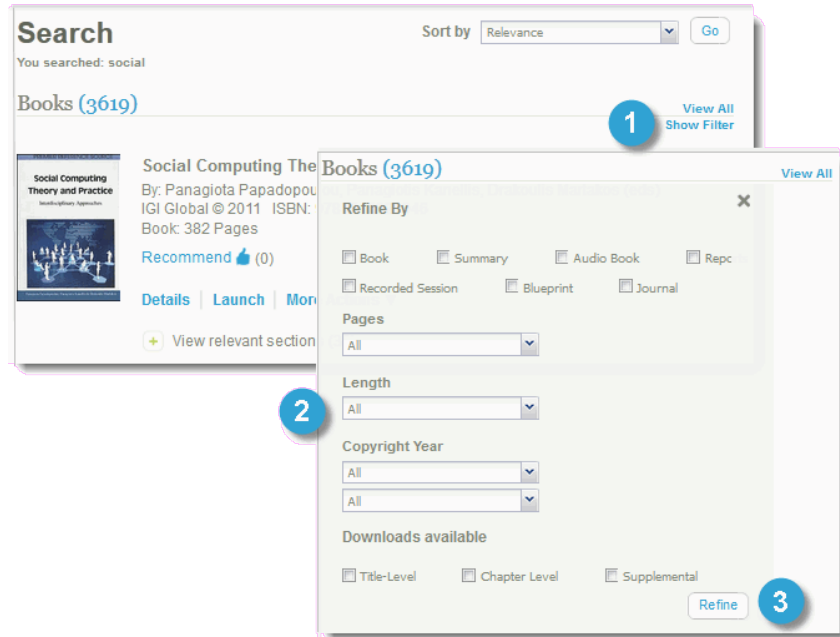
1. Enter terms in **Search** and click . You can also:
2. Select pre-search filtering options to refine your results prior to performing a search.



Use Advanced Search

After your initial search, you can refine your search results:

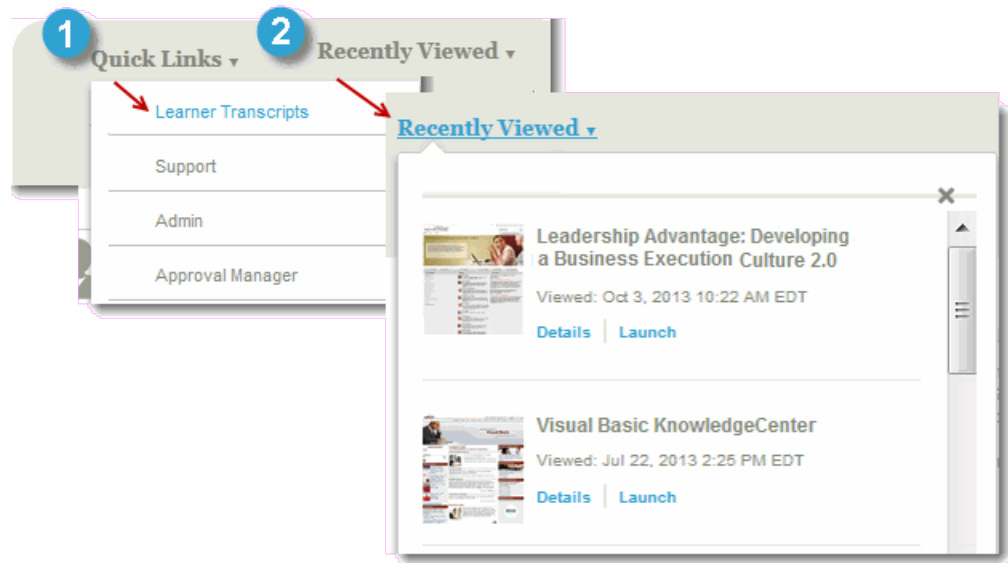
1. Click Show Filter. The Refine By dialog displays.
2. Select your refinements from the available options.
3. Click Refine to apply your filters.



You can quickly return to content that you've recently viewed.

1. Click **Recently Viewed** to see a list of recent content items.
2. Click **Quick Links > Learner Transcripts** to view a transcript of all content that you've launched.

Find Recently Viewed Content



Manage your Learning Plan

View and manage your assignments by clicking **View Learning Plan**. There are two tabs in your learning plan:

1. The Assigned Learning tab contains content that your manager has assigned to you. Development Plans are also found here.
2. The Personal Learning tab contains content that you have saved for completion, as well as any bookmarks in the Library that you have created.

To help organize your assignments, content on both tabs is arranged in sets.

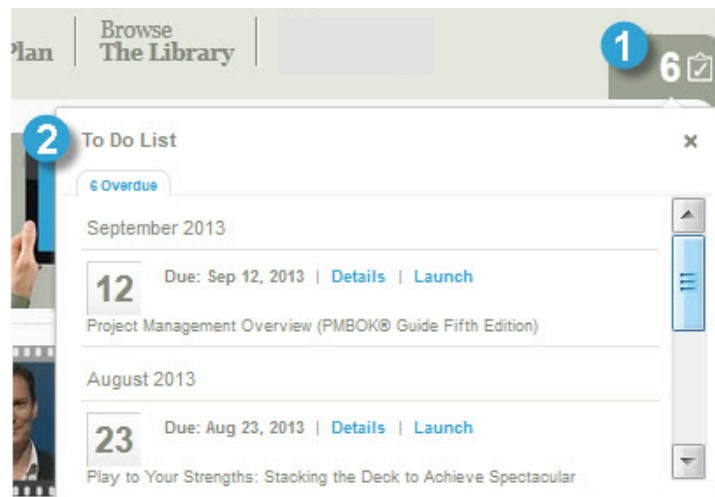


Check your To Do List

Use the **To Do List** to quickly view your upcoming and overdue content items without having to open your learning plan.

1. Click the **To Do List** icon.
2. View Upcoming and overdue items.

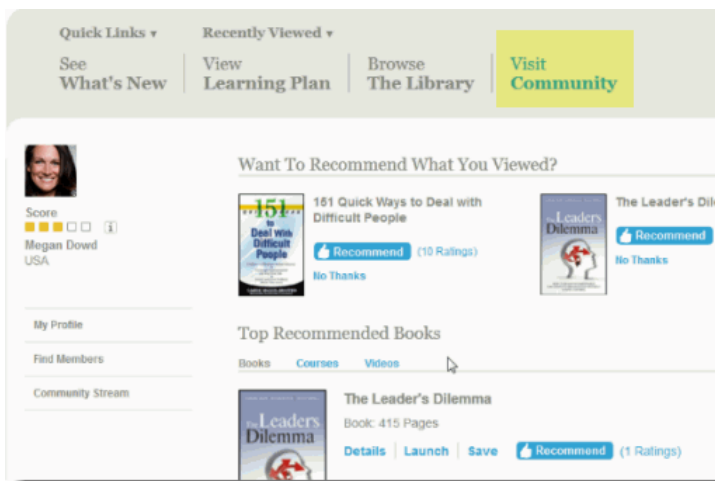
You can launch content directly from your To Do list, or click **X** to close and return to Skillport.



Visit Community

(Future Feature – Not Shown at this Time)

If enabled on your site, click **Visit Community** to view your organization's social and collaborative place within Skillport. You can share recommendations on content, post comments, and follow people within your organization.



You can share information about yourself, including areas of interest and expertise, by creating a community profile.

Click **My Profile > Community Profile > Edit** to create or edit your profile.

Note that participation in the Community is completely optional. You do not need to have set up a community profile to participate in the Community. Recommending or commenting on content, or choosing to follow another community member, automatically joins you to the Community. You can go back and complete your profile at any time.

Learn More

Learn more about the features and functionality in Skillport 8 by visiting our online knowledge base. Helpful information includes:

- User Guides
- Videos
- System Requirements
- Print Documentation

http://documentation.skillssoft.com/en_us/skillport/8_0/ah

