

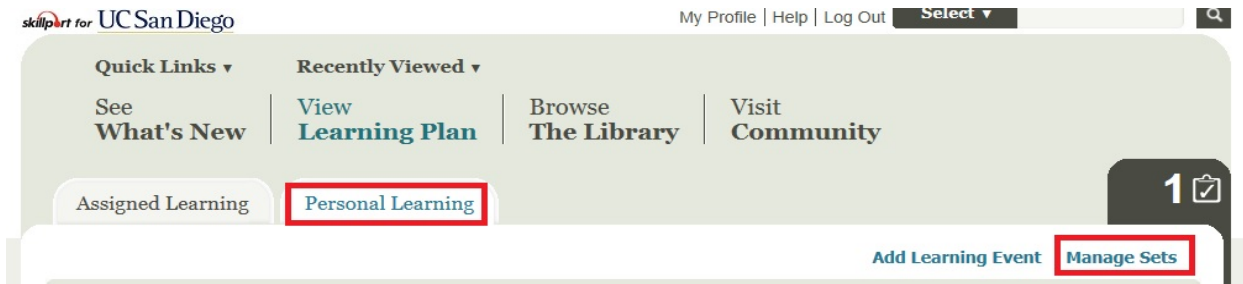
Saving Resources to Your Personal Learning Plan

Folder Creation in Personal Learning Plan

- Log into SkillSoft, click on the View Learning Plan



- Select the Personal Learning tab
- Click on the Manage Sets link



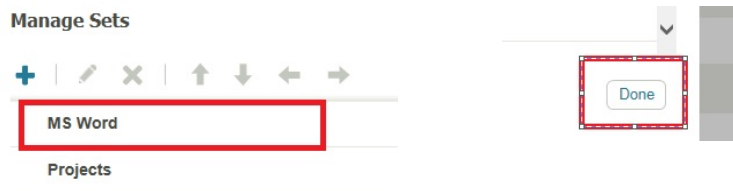
- Click on the + to create a new folder



- Type topic title for new folder and click on the Add Set button



- The new Learning Plan folder is added to the rest of your folders. Click the Done button.

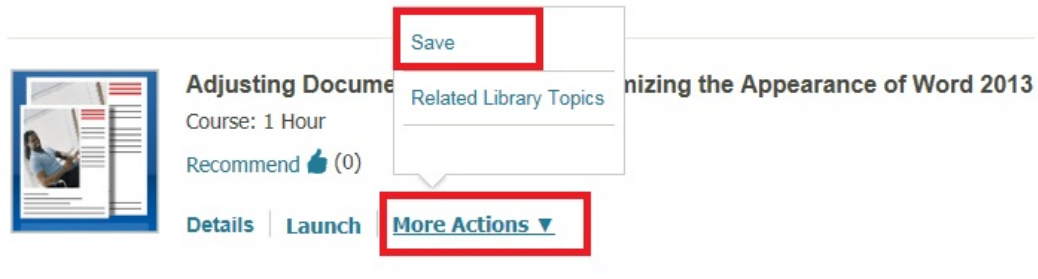


Saving Resources to a Personal Learning Plan Folder

- Search for a resource you are interested in, in SkillSoft (the Search in SkillSoft job aid may help)



- Click on the More Actions drop down menu; select Save



- If you would like to complete the training by a certain due date, you can select that date, by clicking on the calendar next to the Due on* field (highlighted blue box)
- If you would like email reminders on a daily, weekly or monthly basis, enter the properties in the Remind Me field (highlighted green box)
- If you simply wish to save the resource to your personal learning topic folder, click on the radio button next to Existing Set or New Set (highlighted red box). Click the Select link (light blue).

Save to My Learning Plan ✕

Title Adjusting Document Views and Customizing the Appearance of Word 2013

Notes

Due on* I am required to take this

Launch Reassign every Days

Remind me Starting Days before the due date

Send me weekly overdue notices

Save to General Set
 Development Plan
 Existing Set or New Set Select

- Select the appropriate topic folder you wish to save the resource to. A checkmark will appear next to the folder you selected.

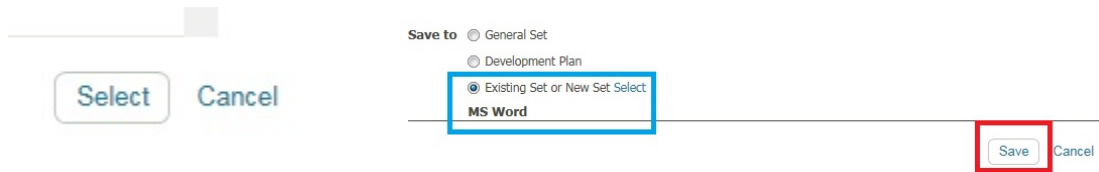
Save to My Learning Plan
Adjusting Document Views and Customizing the Appearance of Word 2013

Select an existing set or new set for the item

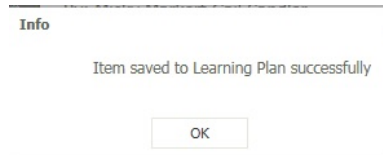
New Set

MS Word

- Click the Select button at the bottom of the pop-up. Click the SAVE button to save your actions.

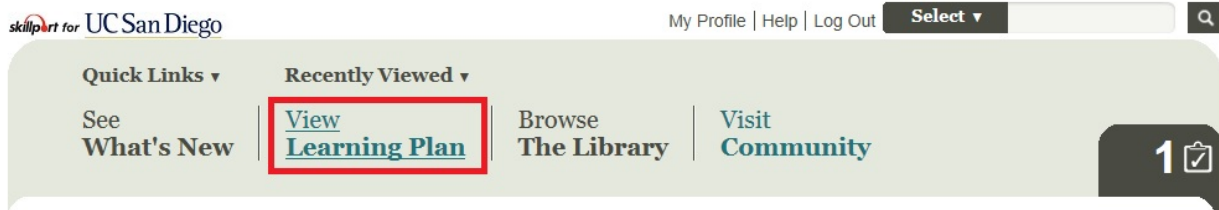


- Pop up indicates SAVE of resource to the selected Personal Learning Plan folder was successful.



Launching SAVED resource located in Personal Learning Plan folders

- Click on the View Learning Plan link on home page
- Select the Personal Learning tab



- Click on the + sign of the Personal Learning Folder topic



- Launch the resource

