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| 1 | Login to UAOnline  | <a href="http://uaonline.alaska.edu/">http://uaonline.alaska.edu/</a> |
| 2 | Click on “ <b>Employee Services</b> ” or the “ <b>Employee</b> ” tab and Press <b>Enter</b> .            |   |
| 3 | Click on “Employee E-Learning”   |   |
| 4 | Click on “SkillSoft”<br><br>You will see a warning that you are leaving the University web system. Click |   |
| 5 | The University of Alaska SkillPort site is displayed.  |   |

## Accessing Learning Events via the Catalog

- Click the **Catalog** tab

The Catalog page is displayed. SkillPort presents learning events in an expandable catalog of assigned content. Content can be organized in standard curricula, by certification path, or in a Learning Program.
- Click the hyperlink text next to the folder icon to view the selected items displayed in the catalog

To view the contents of the catalog, click through the catalog hierarchy. A breadcrumb trail at the top of the course information panel will show you where you are.

[Communication Curriculum :](#)
- To access a learning event, select the hyperlink title text next to the icon.

Clicking on the learning event title displays the Information Page for that learning event. When accessing courses, links to any associated Job Aids and Skillbriefs are found at the bottom of the page.

[Working Effectively with Customers](#)
- From the top of the Course Information page, click **Play this course**

The course will open in a separate window.


## Using Search and Learn to access Learning Events

- In the **SEARCH-and-LEARN** panel, type a keyword or phrase in the **Search for** field


Select a learning event category from the **Category** drop-down list


If desired, and is available, select a language from the **Language** drop-down list

## 2 Click Search

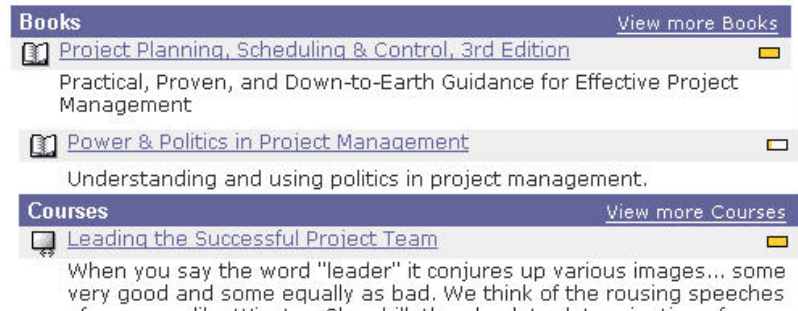
Search results appear below the Search and Learn panel. If you searched for all categories, the results will be grouped by category. The results will be ordered according to relevance, as indicated by a thermometer icon 

## 3 You can narrow your search by searching within the returned results

4 Click the  button to display a list of learning events that relate to the event you have selected.

5 From the main search results page, click the "View more" link to display more search results in that category 

You searched for: **Project Management** in All Categories.

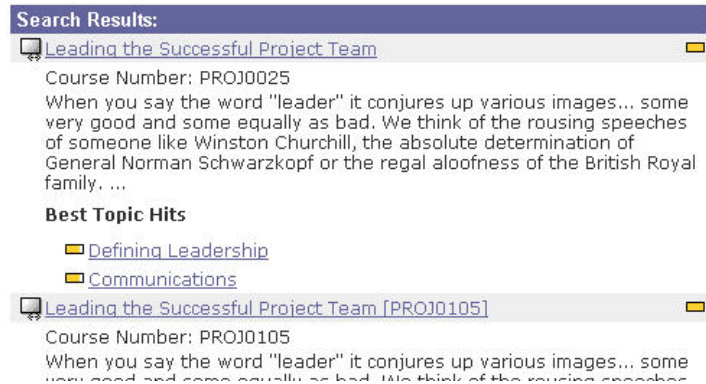


You searched for: **project management** in All Categories.

Search these results for:


The Related Search button appears in the left panel above Related Resources once a learning event summary page is displayed. The related search results are displayed in the left pane.


Additional search results are displayed in the main pane. Related Results arranged by category are displayed in the left pane.




## Navigating courses

Click  to begin the course


Click  to page forward in the course


Click  to page backward in the course


Click  to move to the next topic

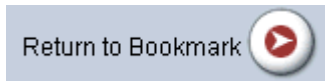
When you launch a course, the course menu is displayed.

This button also begins a topic from the Topic Intro page. The page control buttons are only active when you are playing course content or actively taking assessments.

Click  to move to the previous topic

Click  to open the Learning Points dialog box

Click  to access the course menu screen

Click  to return to your last place in the course

The Learning Points dialog box allows you to navigate to any learning point in a topic by selecting that link.

**NOTE:** This is available in IT courses only.

You can return to the course menu from any of the content pages or tests. The course menu displays the hierarchy of the course down to the topic level. It contains links that allow you to go directly to a particular topic or take a specific lesson test.

The Return to Bookmark button replaces the Begin Course button once you launch any topic or test.

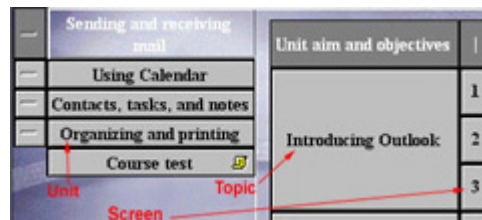
## Navigating IT courses (Classic content)

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Click the Unit title to view the topics within that unit

When you first start a course, the course map is displayed. From the course map, you can choose to run the course from the beginning, or jump into the course at any unit, topic, or screen of your choice.


Double click the topic title to start the topic at the beginning screen for that topic.



Course Map

The  button enables you to navigate forward and back through a course.

Once you enter a topic, the Smart Controls are displayed by default in the right-hand side of the screen – either fixed or as a floating control palette.

The  button takes you to the course map screen.

## Navigating SkillSims

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There are several ways to advance through a simulation

Select specific choice text

Choice text options are available to you as you progress through the simulation. Usually, the response choices are either actions you can take or dialog to respond to another character.

Choose to use an active resource on the desktop or from the Simulation Player Menu

Resources that are available to you at a given point in the simulation are called *Active Resources*. They appear as clickable items in the interface (a picture of a phone, computer, folder files, etc.)

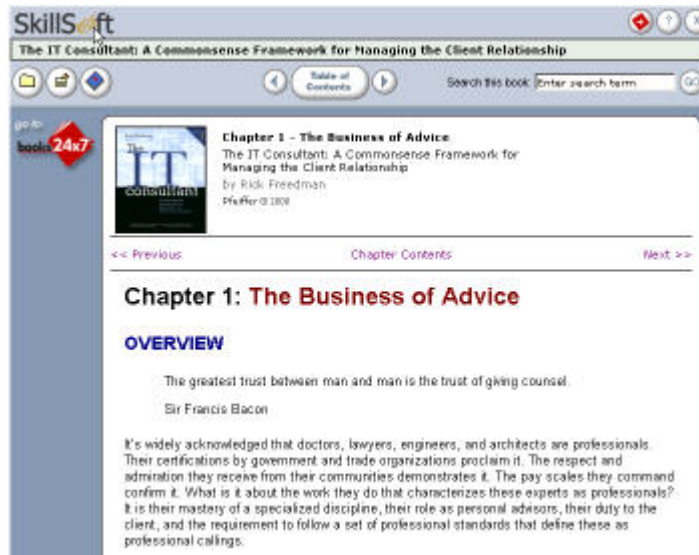
Click the previous button  located near the top-right of the simulation interface.

The button allows you to page back through the simulation screens.

## Navigating Books24x7

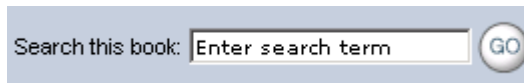
From SkillPort, use SkillPort Search and Learn to locate books from a keyword search. Selecting either a book title or chapter section directly from the Search and Learn results will open a new window, launching the Book Viewer.

The Book Viewer provides a simple interface to view a single book




Navigation tools are located at the top and bottom of the viewer window

To search the contents of the book, enter a keyword in the search box




Click  to view contents of the book.

Click the left or right arrow to navigate to the next or previous chapter.

Click  to add a bookmark and note to the chapter

Once a bookmark is created, 'Edit Bookmark' and 'Delete Bookmark' links appear next to the bookmark on the content page and allow you to make modifications or remove the bookmark.

Click  to add the book to "My Favorites"

This also adds the book to the Default bookshelf folder on the Books24.x7 site.

Click [<< Previous](#) and [Next >>](#) to move from page to page within the chapter

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