Logging into the site

1. Login to UAOnline
   
   http://uaonline.alaska.edu/

2. Click on “Employee Services” or the “Employee” tab and Press Enter.

3. Click on “Employee E-Learning”

4. Click on “SkillSoft”
   
   You will see a warning that you are leaving the University web system. Click

5. The University of Alaska SkillPort site is displayed.

Using Search and Learn to access Learning Events

View Search and Learn Virtual Tour: http://www.skillsoft.com/demo/documents/SP70_Search/controller.html

1. 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. To narrow down the search results that are displayed, select Search within results.

4. To easily navigate between the Category of search results, select any of the Category links that appear and the results will automatically display.
5  Expand the details for any item that is displayed, without leaving the search results, by selecting the Show Details link.

6  Click View in Catalog to see other courses that are closest to the one being displayed.

7  Easily see where the course appears in the Catalog structure. You can also navigate through the catalog to see other courses.

8  When you are finished viewing the Catalog, click on Back to search results with just one click.

Accessing courses via the Catalog

View Catalog Virtual Tour:  http://www.skillsoft.com/demo/documents/SP70_Catalog/controller.html

1  Click the Catalog tab

   The Catalog page is displayed. SkillPort presents learning events in an expandable catalog of assigned content, viewed in a folder tree similar to Windows Explorer. Content can be organized in standard curricula, by certification path, or in a Learning Program.

2  Within the Catalog, you can click on the curriculum name to view the selected items displayed in each curriculum

   To view the contents of the catalog, click through the catalog hierarchy.
3 To view the **Course Details**, rollover and click **Show Details**.

The Show Details link will provide you with course description information without leaving the Catalog view.

3 To view the **Course Description**, expand right inside of the catalog window.

An overview of the Course Description is provided, along with the intended target audience and course duration time.

4 From within the **Show Details** link, add the course to your **My Plan** area.

By clicking on the Add To My Plan icon, the course will be automatically added to My Plan.

5 Another way to add the course to **My Plan** is to drag and drop the **Course** icon to the **My Plan** location.

You can also choose to drag and drop the item to My Plan without losing your place in the catalog.

6 Click on the **Hide Details** link to close the Course Description.

By clicking on the Hide Details link you will be closing the Course Description and returning back to your previous view in the Catalog.

**Using My Plan**


1 Any learning asset can be added to the **My Plan** location.

2 **Folders and sub-folders** can be created to easily organize the learning assets placed in **My Plan**.

3 **Icons** provide visual cues for Assignments and Progress.

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4 Filter to show assets that were either assigned by the learner, or assigned by an administrator.

5 The View can be displayed by either Category or Due Date.

Navigating courses

Click Begin Course to begin the course.

Click to page forward in the course or begin a Topic.

Click to page backward in the course.

Click to move to the next topic.

Click to move to the previous topic.

Click Learning Points to open the Learning Points dialog box.

Click to access the course menu screen.

Click Return to Bookmark to return to your last place in the course.

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

The page control buttons are only active when you are playing course content or actively taking assessments.

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.