

SkillPort 7.0

Quick Start Guide

24 Hour Tech Support

1-866-754-5435

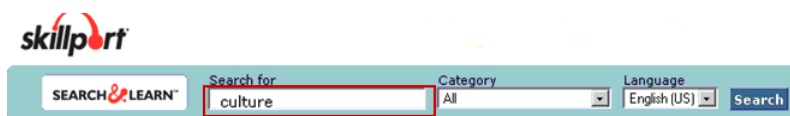
Logging into the site

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 <input type="button" value="Submit"/>	
5	The University of Alaska SkillPort site is displayed.	

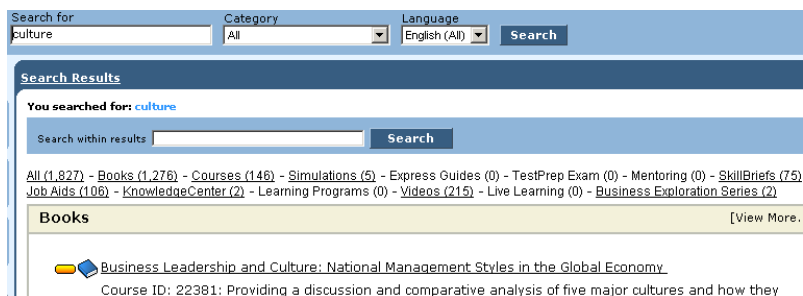
Using Search and Learn to access Learning Events

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

- 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



- 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





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



- To easily navigate between the **Category** of search results, select any of the Category links that appear and the results will automatically display.

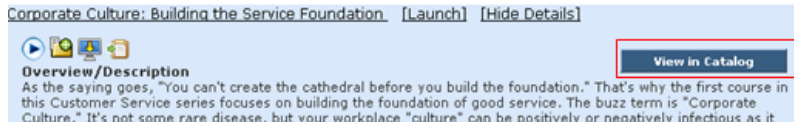


-  [Building the Service Foundation: Corporate Culture](#)
 Course ID: CUST8101: As the saying goes, "You can't create the Cathedral before you build the foundation". That's why the first course in this Customer Service series focuses on building the foundation of good service. ...
 Best Topic Hits
-  [Organizational Culture and Leadership](#)
 Course ID: LEAD0122: What is organizational culture? How would you describe your company's culture? How is leadership related to culture? In this course, you'll explore the concepts related to organizational culture, and learn how the different cultures relate to leadership. ...
 Best Topic Hits

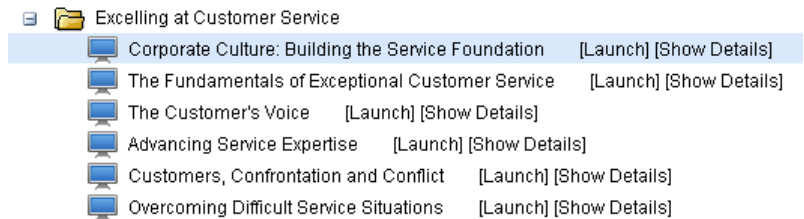
5 Expand the details for any item that is displayed, without leaving the search results, by selecting the **Show Details** link.



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

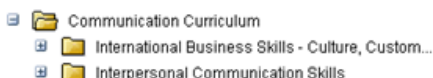
View Catalog Virtual Tour: http://www.skillsoft.com/demo/documents/SP70_Catalog/controller.html

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.

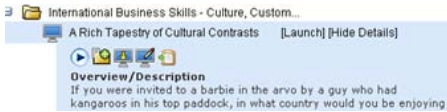


- To view the **Course Details**, rollover and click **Show Details**.



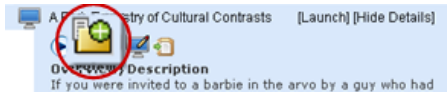
The Show Details link will provide you with course description information without leaving the Catalog view.

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



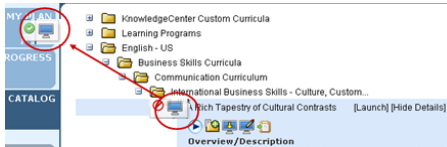
An overview of the Course Description is provided, along with the intended target audience and course duration time.

- 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.

- 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.

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

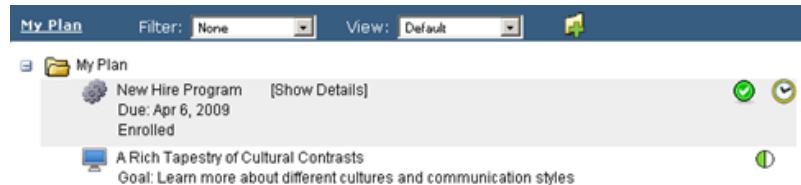


By clicking on the Hide Details link you will be closing the Course Description and returning back to your previous view in the Catalog.

Using My Plan

View My Plan Virtual Tour: http://www.skillsoft.com/demo/documents/SP70_My_Plan/controller.html

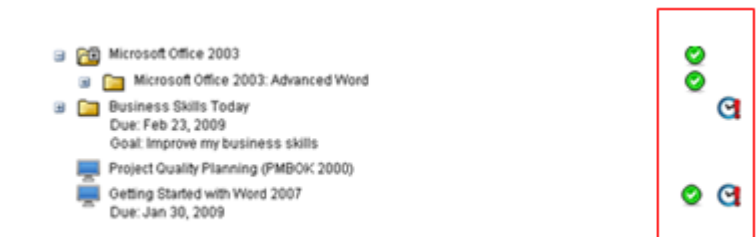
- Any learning asset can be added to the **My Plan** location.



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



- Icons** provide visual cues for Assignments and Progress



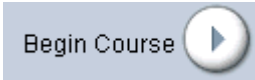
4 **Filter** to show assets that were either assigned by the learner, or assigned by an administrator.




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




Navigating courses


Click  to begin the course


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


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

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

Click  to page backward in the course


Click  to move to the next topic

Click  to move to the previous topic

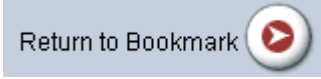
Click  to open the Learning Points dialog box

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.

Click  to access the course menu screen

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.

Click  to return to your last place in the course

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