

SkillPort e-Learning 6.1 User Guide

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Getting Started

Welcome to SkillPort 6.0

SkillPort™ is a web-based e-Learning portal where you can access a range of training resources at work, at home, and on the road ... whenever and wherever you have the need and time.

SkillPort allows you to:

- Access elearning events from My Plan or My Catalog area
- Use the My Report area to view your progress and test scores
- Customize your SkillPort experience by personalizing your shortcuts, or selecting a different language for the site

Logging In

Login is required in order to track your progress and to personalize your elearning experience. You access SkillPort through the elearning page.

- <http://edgetraining.skillport.com>

Log in to SkillPort

1. Access the elearning login screen
2. Enter your username and password. **Passwords are case sensitive.**
3. Click **Login**.

Log out of SkillPort

To log out of SkillPort, click the **Logout** link located in the site menu (top, right corner of the SkillPort screen).

Recall your password

1. Click the **Forgot Your Password?** Link, located on the SkillPort login page.
2. Enter your User ID and click the **Submit** button.

Your password will be emailed to the address on file.

Taking a course

To access your available course curricula, select the 'Catalog' tab found along the top menu options.

Customizing SkillPort

You can customize the following aspects of SkillPort.

Update your User Profile

This option lets you update your User Profile, which includes your name, email, and password information.

Character Criteria

The following characters are permitted in the First Name, Last Name, Email Address, and Re-Enter Password Fields.

- Abcdefghijklmnopqrstuvwxyz0123456789@\$.~'-
- Login names cannot start with apostrophe (') or dash (-).
- Non-breaking white spaces (space, tab, new line) are not allowed in login names

Configure Language Settings

This allows you to choose the language in which the SkillPort site appears. You can also choose a language preference for search results that will override your company's default language for the site.

Personalize Your Shortcuts

This option lets you personalize which Shortcuts appear in the Shortcuts list as well as the order they appear.

Using Help

SkillPort has a full-featured, web-based help system designed to assist you in finding the information you need quickly. You can locate information using the index, search, or table of contents (TOC). Help is organized into the following sections:

Getting Started

Topics cover registering yourself for SkillPort and login and logout procedures.

SkillPort Features

An overview of all the various features available in SkillPort

Accessing Learning Events

Topics on how to access all the different types of learning event available on your SkillPort


Optional Features

Additional features that may or may not be installed with you SkillPort

Support

Information on supported browsers, and how to contact SkillSoft

Using How To ... Links

Some help topics provide detailed procedures. Select a  **How to ...** link to access step-by-step for a specific SkillPort task

Site Map

The SkillPort Map provides you with direct links to various features of SkillPort. The section headers relate directly to tabs within SkillPort. Each link under the header takes you directly to the appropriate content page.

SkillPort Features

Home Page

The Home Page appears when you login to SkillPort. It presents summary information to help you develop your individualized learning plan and track your progress. You can access all of SkillPort's various features and learning resources from this page.

Site Menu

The Site Menu appears in the top-right section of the SkillPort interface. The options allow you to customize your user profile and Shortcuts, access the online help, logout of SkillPort, or view the Site Map.

Shortcuts Menu

The Shortcuts Menu appears in the left section of the SkillPort interface and contains links to My Plan, My Favorites, and My Report.

SEARCH-and-LEARN™

SEARCH-and-LEARN lets you search the entire SkillPort site for learning events by typing in keywords.

My Plan

The My Plan section contains links to the learning events that have been added to your formal learning plan, either by you or by your training administrator. You can also use it to organize your learning events into custom learning paths.

My Favorites

The My Favorites area is where you can store links to certain types of learning event, such as SkillBriefs, Job Aids, and books for quick access.

My Report

The My Report section contains information regarding the number of courses you have started and completed

Catalog

SkillPort presents learning events in an expandable catalog. **To access your available course curricula, select the 'Catalog' tab found along the top menu options.** The SkillPort catalog may contain the following learning events:

- Courses
- SkillBriefs
- Simulations
- Job Aids
- Test Prep Exams
- Custom Content
- Mentoring Objects
- Express Guides
- Course Evaluations

My Report

My Report displays a record of all your learning event activity. Your Learner Records Progress Report indicates your status with items currently in your learning plan, as well as those completed in the past and no longer part of your plan.

A summary of your report is shown in the My Report panel on the Home Page. Click the **Take me to detailed reports ...** button or the **My Report** shortcut to view the full report.

Report Contents

Courses Completed

Total number of courses you have completed.

Courses Started

The number of course you have started

Total Courses

The number of courses that you have launched

Total Training Time

The sum of the course duration of all the courses you have accessed.

Details for courses you have already completed are also in the report detailing historical information. For each course, the following information is presented:

First Access

The date and time you first accessed a course.

Last Access

The date and time the learner last accessed a course.

Times Accessed

The total number of times you accessed a course.

Duration

The total amount of time you spent in a course.

A further breakdown of information is provided for each course you accessed. Included in these numbers are the following:

My Report

Pre-Assess Results

This score is only for the pre-assessment.

Mastery Results – High

This is the highest score for either pre-assessment or mastery.

Mastery Results – Current

This is the most current score for either pre-assessment or mastery.

Completion Certificates

When you complete a learning event that is trackable by SkillPort, such as a course or simulation, you can print a certificate of completion for that event.

To print a Completion Certificate:

Go to the My Report page and click the **Create Certificate** link next to the name of the completed learning event.

Follow the onscreen instructions for printing the certificate.

Supported Browsers

- Microsoft Internet Explorer, version 4.X or greater
- Netscape Navigator™, version 4.06-4.8, 6.2, 7.0, 7.1

Technical Support

From the United States and Canada:

Dial toll-free 1-866-SKIL-HELP (1-866-754-5435)

From Elsewhere in the Americas:

Dial toll-free +1-506-462-6612

From Europe and Middle East:

- From France, dial toll-free 00-800-76-27-84-35
- From the United Kingdom, dial toll-free 0-800-973-184
- From Ireland, dial direct 01-283-0380
- Elsewhere, to call Ireland, dial direct + 353-1-283-0380.