**SkillPort Quick Start**

**Logging into the site**

1. Open your web browser
2. Type `<URL>` in the address line
3. Press Enter
   - The Login Page is displayed.
4. Enter your User ID and Password
   - `<Insert format for User ID and Password>`
5. Click Login
   - The SkillPort site is displayed.

**Accessing courses via the Catalog**

1. Click the **Catalog** tab
   - The Catalog page is displayed. The curriculum is organized by subject matter, represented by folder icons that contain additional sub-curriculum or the actual learning events.
2. 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.
3. To access a course, select the hyperlink title text next to the icon
   - Clicking on the course title displays the Course Information Page. Links to associated Job Aids and Skillbriefs are found at the bottom of this page.
4. 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

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. Once your search results are displayed you have additional search options.

4. Click a learning event title to display a summary page for that event.

   The learning event summary page appears in the main pane on the right and the other search results are shown as a list on the left.

5. Click the **Related Search** button to display a list of learning events that relate to the event you have selected.

   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 Business Skills courses

Click Begin Course 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

Click to move to the previous topic

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.

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 top or test.
Navigating IT courses (e3 content)

Click the [Start Course] button to start the course from the beginning. When you launch a course, the course map is displayed. This map provides information about the course and lists its topics. To start an individual topic, click its title in the list.

Click the [Previous Topic] or [Next Topic] buttons to move from topic to topic. If a button is grayed out, you cannot navigate in that direction. If no other topics are available, the buttons are not displayed.

The [Forward] and [Back] buttons move you forward and back a screen within the topic. Note: In some older content, the content navigation buttons appear differently:

To return to the course map at any stage, click the [Course Map] button. The course map shows the topic’s place in the course hierarchy.

Click a number on the Topic navigation bar to move to the start of that learning point. Clicking the Objective link returns you to the start of the current topic.

Navigating IT courses (Classic content)

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. 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 [Course Map] button enables you to navigate forward and back through a course. The [Navigate] button takes you to the course map screen.

Navigating SkillSims

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, click the Books24x7 link to access the Books Home page, or use SkillPort Search and Learn to locate books from a keyword search.

On the Books 'My Home' page you can:

- Conduct a search
- Browse topics
- Create and manage new folders
- Access bookshelf folders
- View new books recently added
- View popular books
- View history of recently read books

Click to view all browse tools and their functions

Browse Tools, available in the top navigation bar of every page, help you to quickly and efficiently perform many tasks. The Browse Tools that are displayed depend on where you are and what functionality is available to you.

To search for topics, enter a word or phrase in either search box, Choose search options to narrow your search

Navigation Tools:

Click the Back to Book List icon

C the Previous Book icon

Click the Next Book icon

Click the Back to Book icon

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