



SkillSoft

e

-LEARNING NEWS

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Using your e-Learning Home Page

Your home page is your portal to all your e-Learning resources.

When you log in to **SkillPort**, the home page appears. This page 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.

The **My Plan** section contains links to "Learning Events." Learning Events include courses, simulations, Job Aids, SkillBriefs, and Test Prep Exams. This is your formal learning plan which includes links to items that you have added. You can also use this

feature to organize your Learning Events into custom learning paths.

In **My Favorites** you can store links to certain types of Learning Events (such as SkillBriefs and Job Aids) for quick access. This is really helpful in keeping items you want to view multiple times.

Use **My Report** to track your progress. It contains information about the number of courses you have started and completed. This is especially helpful if you are working on completing a certificate.

You can always get back to your e-Learning home page by clicking on "Home" in the top-left section of the SkillPort interface. ■

course evaluations

Your opinion is important to us. We strongly encourage you to submit a course evaluation whenever you complete a course.

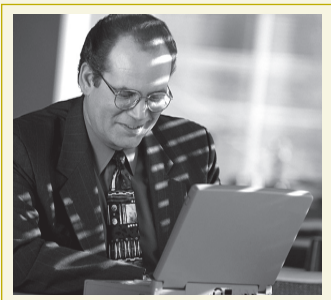
Each SkillSoft e-Learning course links to a course evaluation. When you complete a course, SkillPort automatically places the course evaluation in your **My Plan** area. To display the evaluation form, click on the link. Once you complete the short evaluation and click Submit, the course evaluation is automatically removed from your **My Plan** area. ■

How do you logout?
Remember to use the **Exit** button. This saves test results and enables SkillSoft to remember where you left off.



tips

GETTING TECHNICAL SUPPORT



There are several ways to get assistance when you have a problem or question. If you are logged into e-Learning you can:

- Click the **Help** link at the top of your screen
- Click **Live Help** on the left-hand **Shortcuts** menu (works like instant messaging)
- Click **User Guide** on the left-hand **Shortcuts** menu
- Click **Download Instructions** on the left-hand **Shortcuts** menu to learn how to download a course
- Click **Technical Support** on the left-hand **Shortcuts** menu
- Visit SkillSoft's **customer support center** at <http://onlinesupport.skillsoft.com>
- Call SkillSoft **toll free** at 1-866-SKIL-HELP (1-866-754-5435). ■

SkillSoft e-Learning

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Find out more about SkillSoft e-Learning

www.washington.edu/admin/hr/pod/elearning