



## Save Time by Taking Pre-tests

How often have you thought, “Don’t waste my time covering stuff I already know”? Why not spend time on the things you don’t know?

A SkillSoft pre-assessment enables you to decrease the overall amount of training time needed to complete a course. Taking the optional **COURSE PRE-TEST** allows you to assess your knowledge of the course material prior to starting the course. You can determine what you already know; then complete only the topics you are less familiar with.

For each SkillSoft course, the pre-test link is located in the

upper right-hand corner of the course menu.

While in the pre-test, check your status any time with a click on **STATUS** in the lower center of the screen. You can also choose to postpone individual questions by clicking **ANSWER LATER** at the lower center screen. If you have selected **ANSWER LATER** for any questions, you will get the **RETURN TO STATUS** option (to select questions you have skipped) or to **END TEST**.

After completing a course pre-test, the pre-test scores for each lesson will be displayed in your course menu.

## Choosing your simulation mode

When taking a SkillSoft simulation, you can choose from three different modes, depending on what works best for you.

- Use **EXPLORE** mode to investigate various options and outcomes. Scores are not recorded, so you are free to explore multiple paths.
- In **SCORE** mode, you can evaluate your performance with access to support material (to learn more about the items you miss).
- **TEST** mode evaluates your performance without access to support material. This is for truly testing what you know.

## DID YOU KNOW?

You can change your account’s language settings in SkillPort. Go to the **CUSTOMIZE > | CONFIGURE LANGUAGE SETTINGS** menu.

## CURRICULUM SPOTLIGHT

### LIVING A BALANCED LIFE



Do you have competing demands in your life? Are you looking for balance? Learn to take control of your life and create balance through the **LIVING A BALANCED LIFE** curriculum series. It consists of three courses and a simulation. Click on the course code for detailed information on each.

- **PD0181** *Finding Your Life Balance*
- **PD0182** *Success Over Stress*
- **PD0183** *Strategies for Better Balance*
- **PD0180** *Living a Balanced Life (simulation)*

