

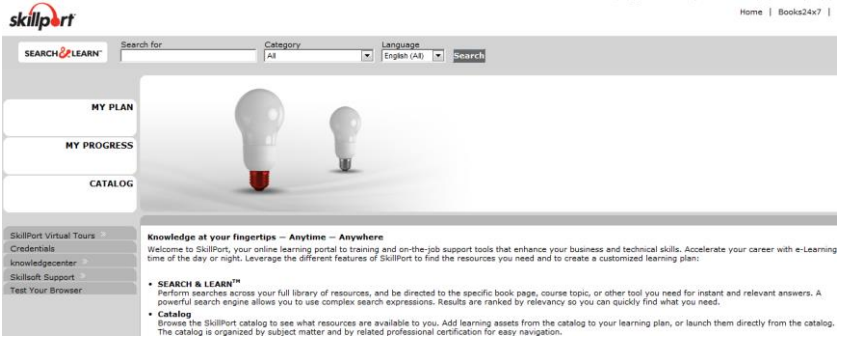












































1. [Logging into Skillport](#)
2. [Browsing the Skillport Catalogue](#)
3. [Creating a Learning Plan](#)
4. [Navigating Courses](#)
5. [Searching the Skillport Catalogue](#)
6. [Navigating Books24x7](#)
7. [Skillport Support](#)

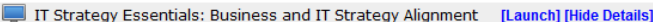






Logging into Skillport

1	Open your web browser	
2	Type http://eval73.skillport.com in the address line	Note there are no 'www' in this URL.
3	Press Enter	<p>The Login Page is displayed.</p> 
4	Enter your User ID and Password	<p>User ID: [as advised]</p> <p>Password: [as advised] (this field is case sensitive)</p> <p><i>[note: user may encounter password security Q&A step which when completed will allow the user to reset their own password in the future]</i></p>
5	Click Login to Skillport You will see this screen for a short time as the site loads:	The Skillport site is displayed.



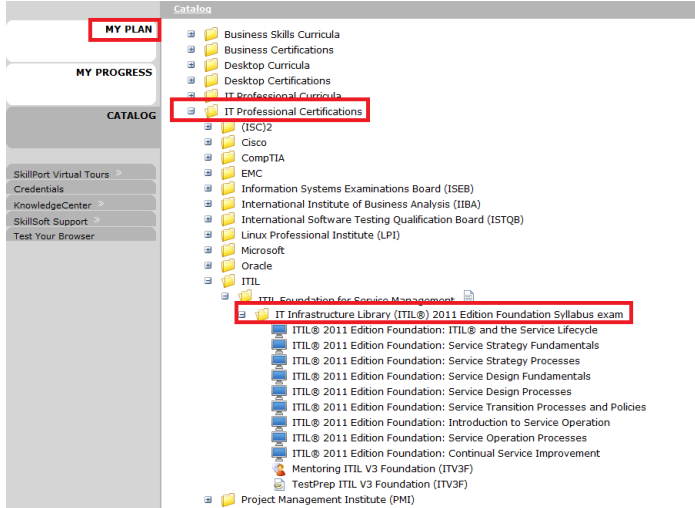
<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> Login In Progress </div> <div style="text-align: center; margin-top: 20px;">  <p>Login in progress... If this message remains for more than 40 seconds, Click here for further instructions.</p> </div>	 <p>If the site does not load, follow the instructions via Click Here (as shown above)</p>
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Browsing the Skillport Catalogue

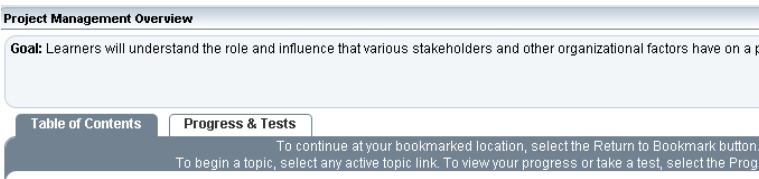









1	<p>Click the Catalogue tab</p> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; margin: 10px 0;"> CATALOG </div>	<p>The Catalogue page is displayed. Skillport presents learning events in an expandable catalogue of assigned content. Content can be organized in standard curricula, by certification path, or in a Learning Program.</p> <p>If you are intending to pursue a certification path, ensure you expand the appropriate folder:</p> <ul style="list-style-type: none">   1 Hour Courseware   Business Skills Curricula   Business Certifications   Desktop Curricula   Desktop Certifications   IT Professional Curricula   IT Professional Certifications   SkillSoft Leadership Advantage 2.0   SkillSoft Professional Advantage   SkillSoft Sales Advantage
2	<p>To view the contents of the catalogue, expand each required folder in the catalogue hierarchy. You can easily collapse the folders to pursue another path through the catalogue.</p>	<ul style="list-style-type: none">   IT Professional Curricula <ul style="list-style-type: none">   Business Skills for the IT Professional Solution Area <ul style="list-style-type: none">   IT Business <ul style="list-style-type: none">   IT Strategy Essentials <ul style="list-style-type: none">  IT Strategy Essentials: Business and IT Strategy Alignment  IT Strategy Essentials: Creating an IT Strategy Plan  IT Strategy Essentials: Implementing an IT Strategy   Writing Skills for Technical Professionals   IT Infrastructure Library (ITIL®) 2011 Edition Foundation Syllabus   ITIL® 2011 Edition Overview
3	<p>To view contents of a learning event, mouse over the title and the Launch and Show Details options display. Select Show Details to launch the course information page.</p>	<ul style="list-style-type: none">   IT Business <ul style="list-style-type: none">   IT Strategy Essentials <ul style="list-style-type: none">  IT Strategy Essentials: Business and IT Strategy Alignment Launch Show Details <p>The course information page opens within the catalogue view:</p>

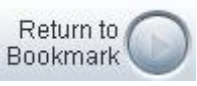
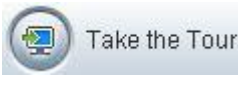
		  ID: stgy_06_a01_bs_enus Overview/Description How well are IT and business strategies aligned in your organization? In companies where IT and business collaborate successfully, IT is often used to exploit innovation to drive constant improvement in business operations. This can result in new products and capabilities that give the company a competitive advantage. You can measure IT and business alignment by examining the extent to which IT supports business goals, and the degree to which business strategy capitalizes on IT capabilities. This course reviews the essential
4	From the top of the Course Information page are your activity options (these will differ depending on the course selected): 	 launches the course in a new window  adds the course to My Plan allowing you to create a goal and set a due date for completion. Email reminders can be switched on to assist with meeting your due date objective  launches Ask My Mentor options to enable daily emails for additional certification preparation, text chat or email templates for subject matter support.  will take you to the list of Job Aids and SkillBriefs for this course. Share email a link to this asset to another registered Skillport user (on this site).

Creating a Learning Plan


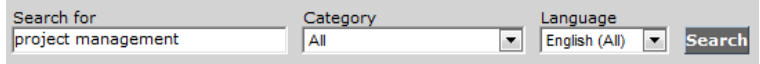


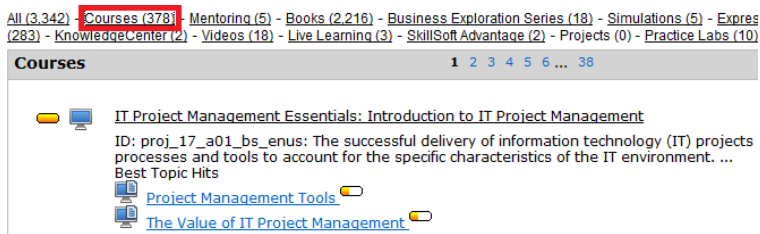
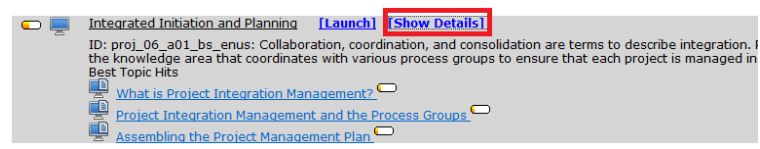
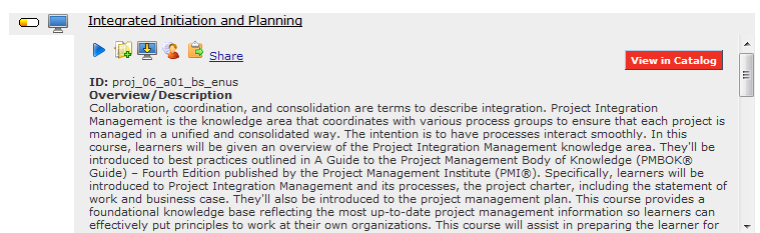
<p>Following on from the above catalogue navigation steps..</p> <p>My Plan</p>  clicking this icon from the course information page will bring up the My Plan dialogue box. Everyone starts with a Personal folder, and you can build out your own folders by clicking the  <p>Adding Certification to My Plan</p> Click and drag the entire exam folder to the My Plan menu and complete the fields for due date/email reminders	
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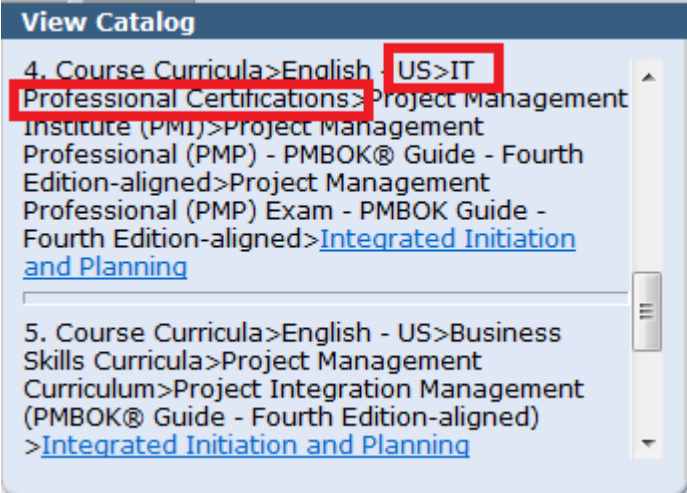
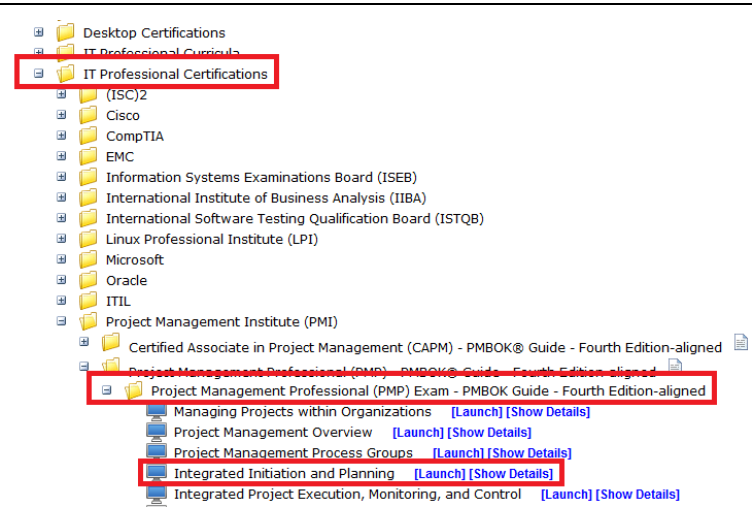
Navigating courses

<p>Getting Started?</p> <p>Table of Contents will present the lesson plan of the course allowing you to start at the top, or at an individual lesson.</p> <p>Progress & Tests allows you to pre-test against the course content to highlight those areas best suited to your learning plan</p>	
<p>Click  to begin the course</p>	<p>When you launch a course, the course menu displays.</p>
<p>Click  to page forward in the course</p>	<p>This button also begins a topic from the Topic Intro page. The page control buttons are only active when you are playing course content or actively taking tests.</p>
<p>Click  to page backward in the course</p>	
<p>Click  to turn on auto advance</p>	<p>When auto advance is enabled, pages that don't call for user interaction will automatically advance to the next page when the audio has completed playing. When a page is displayed that includes interactions, auto advance will stop. Note: this feature is not available for all content.</p>
<p>Click  to turn auto advance off</p>	<p>If auto advance is off, you have to navigate to the next page by clicking the Next Page button.</p>
<p>Click  to display the Learning Points dialogue</p>	<p>Use the Learning Points dialog to view and navigate to the learning points in the selected topic. You can also move to the previous topic and next topic from the Learning Points dialog.</p>
<p>Click  to display the caption box</p>	<p>The caption box is to support narrated animation. This feature is not available for all content.</p>
<p>Click  to display the Resources dialogue box</p>	<p>The Resources menu displays a list of links to additional resources. The list of links in the dialogue will change depending on the assets available for the specific content; but will include:</p> <ul style="list-style-type: none"> - Jobaids and Skill Briefs for the Business courses (printable resources and lesson summaries) - Complete lesson transcripts for the IT and Desktop courses (ie all the course notes in text) - Blended Learning Resources for nominated 1 hour Business Courses (powerpoint and/or word resources for use in your own organization)
<p>Click  to access the course menu screen</p>	<p>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.</p>

 <p>Click Return to Bookmark to return to your last place in the course</p>	<p>The Return to Bookmark button replaces the Begin Course button once you launch any topic or test.</p>
 <p>Need more tuition? Take the Tour</p>	<p>Take the Tour to view a video presentation of the course navigation options available. Note, the options may differ between Business and IT courses so they support the best instructional design experience for each subject.</p>

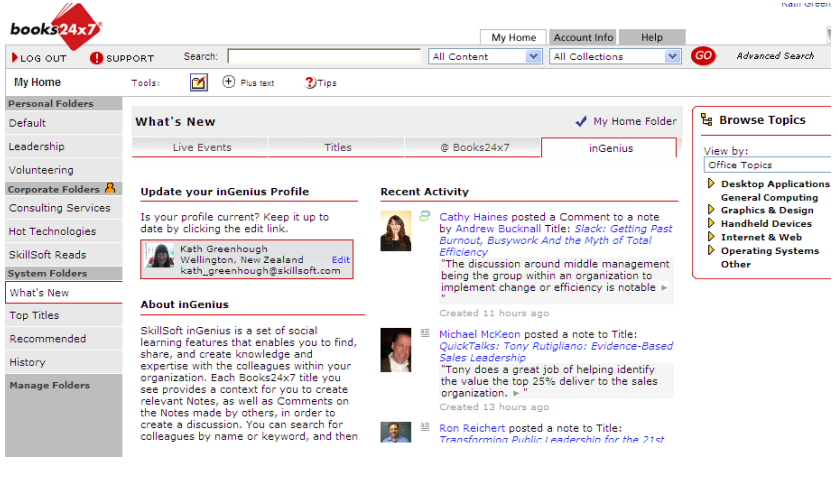


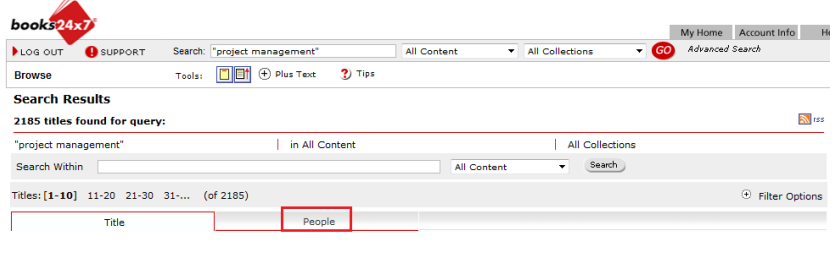





Searching the Skillport Catalogue

1	 <p>In the SEARCH & LEARN panel, type a keyword or phrase in the Search for field Select a learning event category from the Category drop-down list</p>	
2	<p>Click Search</p> <p>Search results appear below the SEARCH-&-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 </p>	<p>You searched for: project management</p>  <p>You can narrow your search by searching within the returned results</p>
3	<p>From the main search results page, click the relevant category to display individual search results as shown:</p> <p><i>Note: you can launch individual topics from this view to support on-demand reference/research.</i></p>	
4	<p>As you mouse over the course title, you can either launch or show details of the course as before:</p>	
5	<p>When viewing details, you are presented with the option to view how this course sits in the main Catalogue view.</p> <p>Many courses are categorized in multiple folders (especially certification) so ensure you choose the relevant curricula path to see which part of the catalogue this course is in:</p>	

		
6	<p>Following a certification curricula path back to the Catalogue will then show you where on the exam roadmap this particular course sits and what others might be pre-work to that:</p>	
7	<p>Be sure to add the exam folder to the appropriate My Plan folder so you can schedule a completion date and email reminders to stay on top of your learning project.</p> <p>You can drag and drop the entire exam folder to the My Plan area.</p>	<p><i>See above notes for using Development Plan if this content should be part of your annual development.</i></p>

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.

<p>At the Books 'My Home' page:</p> <ul style="list-style-type: none"> • Conduct a search • Browse topics • Access bookshelf folders • View new books recently added • View top titles or recommended • View history of recently read books • Take a Virtual Tour 	
<p>Click  to view a description of all browse tools and their functions.</p>	 <p>Browse Tools, available in the top navigation bar of every page, help you to quickly and efficiently perform many tasks. The Browse Tools displayed depend on where you are, & what functionality is available.</p>
<p>To search for topics, enter a word or phrase in either search box, Choose search options to narrow your search.</p> <p>With the inGenius feature set enabled, you can now also search for people within your organisation who have experience or interest in your required content.</p>	
<p>Navigation Tools:</p>	
<p>Click the Back to Book List icon </p>	<p>To return you to the last list of books that you were viewing.</p>
<p>Click the Previous Book icon </p>	<p>To return you to the previous book in the Book List.</p>
<p>Click the Next Book icon </p>	<p>To take you to the next book in the List.</p>
<p>Click the Back to Book icon </p>	<p>To return you to the last book you were viewing.</p>
<p>Click the Notes icon </p>	<p>To create a private or public note, review or comment about the book</p>
<p>Search Terms:</p>	
<p>The search engine searches the full text of books. All search results are relevancy ranked not only by the number of occurrences of the search term, but also by their location. Results found in chapter titles and section headings are given greater weight than occurrences in the body of the text. Not only are books listed in relevant order, but sections within each book are also relevancy ranked, presenting the top three for single-click access right to the content.</p>	
<p>You may specify words or phrases alone or grouped in boolean combinations (phrases are words enclosed in</p>	

quotation marks). The search engine is not case sensitive. Following are examples of valid search expressions:	
project management team	A word proximity search. Content with the words closest together are ranked higher.
"project management team"	An exact phrase search. Content must match the phrase exactly to be part of the search results.
project AND (management OR team)	A boolean expression. Boolean operators are AND, OR, NOT.
"project management" near selling	A proximity expression. Content containing the exact phrase with word nearby are ranked higher.
project plan*	A word truncation expression. The * is a wildcard character.

Skillport Support

If you are having technical difficulties whilst accessing the Skillport from your network, please follow your usual 'help desk' procedures. Phone the help desk.	Be sure to have an accurate description of your issue including the details of any dialogue boxes presented. Using screen grabs to document any error is also useful. If you can, run this browser testscript http://browser.Skillport.com . This will perform a quick assessment of your current browser and desktop settings. The resulting report will be of use to your Help Desk.
If you are having technical difficulties accessing Skillport from home, please call Skillsoft Technical Support on 0800-73 83 24 (24x7) or access live chat via: http://support.Skillsoft.com/livehelp/	Be sure to have an accurate description of your issue including the details of any dialogue boxes presented, exactly where in your session the error occurred and if you've been able to use the site and courses from this PC in the past. You may be required to refer to your PC's browser settings to ensure they are set to be compatible. If you can, run this browser testscript http://browser.Skillport.com . This will perform a quick assessment of your current browser and desktop settings. The resulting report will be of use to the Help Desk.
Want to know more about this the opportunities in this program?	Contact your Manager in the first instance.