

Getting Started with Skillport 8

Explore the What's New Page

This guide will help you learn about important features and functionality in Skillport 8.

Once you have signed in to Skillport, the **See What's New** page displays. Depending upon your site's configuration, you may:

1. View scheduled Instructor Led Training and Live Events under Upcoming Events.
2. Explore courses or other content highlighted by your campus in the Featured Topics area.
3. Find messages from your campus.
4. See promoted content to launch now or save to your learning plan.

The screenshot shows the Skillport 8.0 user interface. At the top, there is a navigation bar with 'CSU The California State University', 'My Profile | Help | Log Out', a 'Select' dropdown, a search box, and a notification icon with the number '1'. Below this is a secondary navigation bar with 'Quick Links' (containing 'Browse The Catalog') and 'Recently Viewed' (containing 'View My Plan' and 'See What's New', which is highlighted with a red box). The main content area features a user profile for 'Chris Fondacaro' with a 'My Profile' link. Below the profile are three sections: 'Upcoming Events' (with a 'View' button and a count of '11'), 'Featured Topics' (with a 'Select Topic' dropdown and a 'View' button), and a 'Welcome! Skillport 8.0 Test Site.' message. The message includes a list of 'Some suggested places to explore' and a URL. At the bottom, there are three columns of content: 'Books' (featuring 'Adobe InDesign CS5 Bible'), 'Courses' (featuring 'Adobe@ InDesign@ CS5: Level 1'), and 'Videos' (featuring 'Adobe CC Overview/New Features - New Features of Adobe Photoshop CC'). Each content item has 'Details', 'Launch', and 'Save' links. Numbered callouts (1-4) are placed over the interface to highlight specific features: 1 points to 'Upcoming Events', 2 to 'Featured Topics', 3 to the 'See What's New' link, and 4 to the 'Videos' section.



Browse the Catalog for Content

Find content by clicking **Browse the Catalog** and selecting a subject. Content libraries may be organized by subject area or also by job role, competencies, or other areas relevant to your organization's training goals. Once you select a subject, you can filter your content options:


1. Use the filters and refinement options on the left.
2. View content options in the carousel.
3. Search through newly released content, organized by content type.

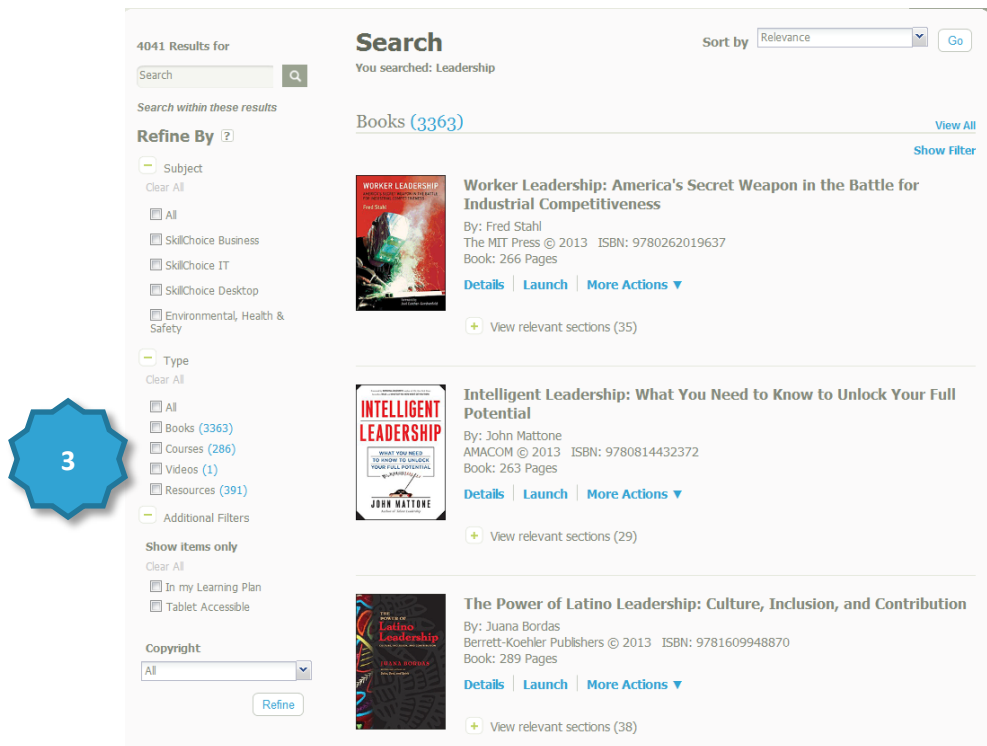
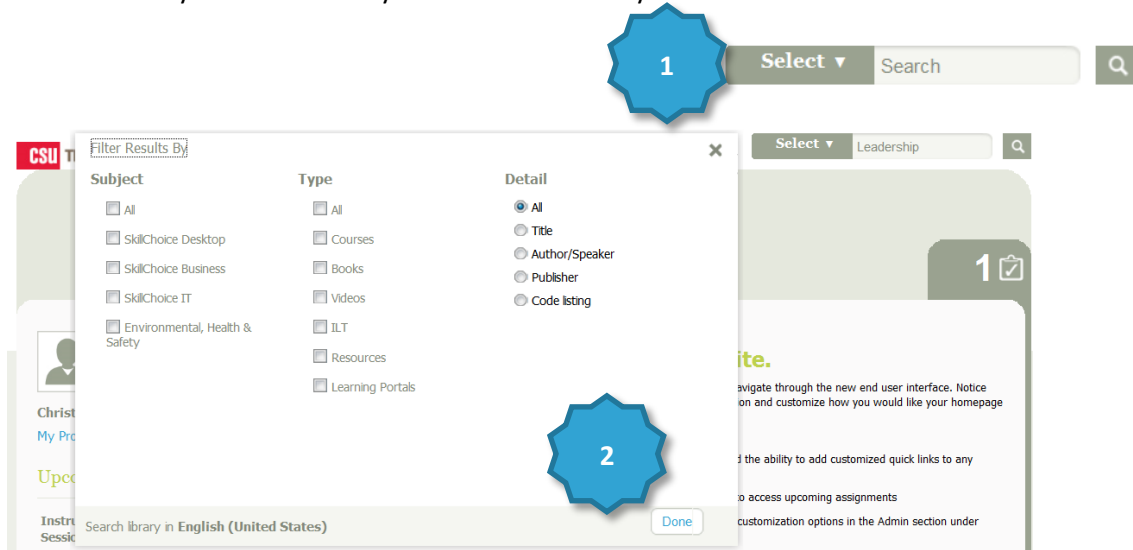
The screenshot illustrates the user interface for browsing content. At the top, the CSU logo and navigation links are visible. The 'Quick Links' section contains a red-bordered button labeled 'Browse The Catalog'. A dropdown menu below it lists content categories: 'Skillsoft Content' (with sub-items: SkillChoice Desktop, SkillChoice Business, SkillChoice IT, Environmental, Health & Safety) and 'CSU Custom Content' (with sub-items: CSU Educational Content, ILT Skillport 8.0 Demo). A red arrow points from the 'Browse The Catalog' link to the 'SkillChoice Desktop' page. On the left side of this page, a list of filters is shown, with a blue starburst '1' next to it. The main content area features a carousel of featured content, with a blue starburst '2' next to it. Below the carousel, there is a 'New Releases - Courses' section with tabs for 'Courses', 'Books', 'Videos', and 'Resources'. A blue starburst '3' is placed over the 'Resources' tab. The 'Monitoring Schedule Performance with Project 2010' course is highlighted in this section.



Search for Content

You can find content by using **Search**. All assets that reside in your campus catalog along with all resources including books, audiobooks and videos will appear in your search results.

1. Enter terms in **Search** and click . You can also:
2. Select pre-search filtering options to refine your results prior to performing a search.
3. You may also filter after your search to refine your results.



Use Advanced Search

After your initial search, you can refine your search results:

1. Click Show Filter. The Refine By dialog displays.
2. Select your refinements from the available options.
3. Click Refine to apply your filters.

The screenshot shows a search interface with the following elements:

- Search** header with a "Sort by" dropdown set to "Relevance" and a "Go" button.
- Text: "You searched: Leadership"
- Section: "Books (3363)" with a "View All" link and a "Show Filter" button (marked with a blue star '1').
- Book entry for "Worker Leadership: America's Secret Weapon in the Battle for Industrial Competitiveness" by Fred Stahl, published by The MIT Press in 2013 (ISBN: 9780262019637, 266 pages). It includes links for "Details", "Launch", and "More Actions".
- A "+ View relevant sections (35)" link at the bottom.

The "Refine By" dialog box contains the following sections:

- Format:** Book, Audio Book
- Pages:** Input field with "All" selected.
- Length:** Input field with "All" selected (marked with a blue star '2').
- Copyright Year:** Two input fields, both with "All" selected.
- Downloads available:** Chapter Level, Supplemental
- Refine** button (marked with a blue star '3').



Find Recently Viewed Content

You can quickly return to content that you've recently viewed.

1. Click **Recently Viewed** to see a list of recent content items.
2. Click **Quick Links > Learning Transcript** to view a transcript of all content that you've launched.
3. **Learning Transcript** replaces the MY PROGRESS tab in Skillport 7.3.

The screenshot shows the CSU user profile interface. The 'Recently Viewed' dropdown menu is open, displaying a list of content items. A blue callout bubble with the number '1' points to the 'Recently Viewed' dropdown. The content items listed are:

- Administrative Professionals: Putting Your Best Foot Forward (Viewed: Jun 9, 2014 11:44 AM PDT)
- Photoshop CS5: Beyond the Basics (Viewed: Jun 9, 2014 11:44 AM PDT)
- Photoshop CS5 Blending Modes

The screenshot shows the CSU user profile interface. The 'Quick Links' dropdown menu is open, displaying a list of options. A blue callout bubble with the number '2' points to the 'Learning Transcript' option. The options listed are:

- Learning Transcript
- Support
- Instructor Led Training
- Admin
- SPD Home Page

Learning Transcript

Core Data

The screenshot shows the Learning Transcript table. A blue callout bubble with the number '3' points to the table. The table has the following columns: Title, ID#, First Accessed, Last Accessed, Completed, Current Score, Highest Score, and Actions. The data rows are:

Title	ID#	First Accessed	Last Accessed	Completed	Current Score	Highest Score	Actions
Administrative Professionals: Putting Your Best Foot Forward	ad_01_a05_bs_enus	Jun 9, 2014	Jun 9, 2014	-	-	-	Actions ▼
Photoshop CS5: Beyond the Basics	at_pcsp_a02_it_enus	Jun 9, 2014	Jun 9, 2014	-	-	-	Actions ▼
Photoshop CS5 Blending Modes	at_pcsp_a02_it_enus...	Jun 9, 2014	Jun 9, 2014	N/A	N/A	N/A	Actions ▼
Skillport 8.0 Demo	lit_skillport8	-	-	-	-	-	Actions ▼



Manage your My Plan

View and manage your assignments by clicking **View My Plan**. This area is also known as the **Learning Plan**.

There are two tabs in your learning plan:

1. The Assigned Learning tab contains content that your manager has assigned to you. Development Plans are also found here.
2. The Personal Learning tab contains content that you have saved for completion, as well as any bookmarks in the Library that you have created.
3. To help organize your assignments, content on both tabs is arranged in **sets**.

The image shows a screenshot of the Learning Plan interface. It is divided into three numbered sections:

- Section 1:** Shows the 'Assigned Learning' tab. It contains a list of assignments. The first assignment is 'Administrative Professionals: Putting Your Best Foot Forward' with a status of 'In Progress' and a due date of 'Jul 5, 2014'. The second assignment is 'Overcoming Challenges When Managing Experts' with a status of 'Not Started' and a due date of 'n/a'. Each assignment has links for 'Details', 'Launch', and 'More Actions'.
- Section 2:** Shows the 'Personal Learning' tab. It contains a list of assignments. The first assignment is 'Skillport 8.0 Demo' with an enrollment status of 'Not Enrolled' and a due date of 'n/a'. It has links for 'Sessions', 'Details', and 'More Actions'. A red box highlights the 'Manage Sets' button, and a red arrow points from it to Section 3.
- Section 3:** Shows the 'Manage Sets' dialog. It has a title bar with a close button (X). Below the title bar are icons for adding (+), editing (pencil), deleting (X), moving up (↑), moving down (↓), moving left (←), and moving right (→). A text box says 'Click and drag to move sets'. Below the icons are two sets listed: 'General' and 'CS5'.



Check your To Do List

Use the **To Do List** to quickly view your upcoming and overdue content items without having to open your learning plan.

1. Click the **To Do List** icon.
2. View Upcoming and overdue items.

You can launch content directly from your To Do list, or click **X** to close and return to Skillport.



Learn More

Learn more about the features and functionality in Skillport 8 by visiting our online [knowledge base](#). Helpful information includes:

- User Guides
- Videos
- System Requirements
- Print Documentation

