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.

Welcome! Skillport 8.0 Test Site.

Welcome to our Skillport 8.0 Test site! Please feel free to navigate through the site and explore features. Notice how each section is now organized. You can go into the Admin section and customize how you would like your homepage to look.

Some suggested places to explore:

• Quick Links (the Admin button now resides there along with quick links for the site and the ability to add customized quick links to any external website)
• To do List (indicates with a clipboard and checkmark) - this is an easy place for users to access upcoming assignments
• Browse the Library will now replace the Catalog tab used in Skillport 7.3. Explore the customization options in the Admin section under “Content” - Designate Browse Views
• Search for assets via the search box at the top of the screen. Books, videos, audio books, coursework and other assets are all organized by type.
• Books 24/7 content is now integrated into the Skillport 8.0 site. No external website for this content
• For more information on Skillport 8, including videos and user guides, please go to http://documentation.skillport.com/en_us/skillport8/8_0.html
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.

1. [Image of Assigned Learning tab with course information]

2. [Image of Personal Learning tab with course information and “Manage Sets” button]

3. [Image of Manage Sets panel with options to add, delete, and reorder courses]

Click and drag to move sets.
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 ✗ 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