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.
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.
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 **Search**. 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.
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.
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.
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