



SkillPort Quick Start
Guide 7.3

**(Modified for CSU
Administrators and
Users)**



Table of Contents

How Do I Log Into Skillport? 3

MY PLAN 3

MY PROGRESS..... 4

CATALOG 5

Print a Certificate of Completion..... 6

SEARCH&LEARN 6

Skillsoft Customer Support 8

How Do I Log Into Skillport?

To log in to SkillPort

1. In a browser, navigate to the SkillPort login page by using the following ds link:

<https://ds.calstate.edu/?svc=skillsoft>

The following link should authenticate a user and log them in automatically (no username or password required). Some campuses have a portal in which the user must select their campus and/or log in using their credentials (same as when logging into your workstation) to access the Skillport site.

Note: If you are not able to log into the Skillport site with the above link, please contact your campus administrator

To log out of SkillPort

- Click **Log Out** in the upper-right corner of the SkillPort page.

MY PLAN

Understanding MY PLAN icons

MY PLAN utilizes a variety of icons that will be useful to understand which each icon means:



indicates an asset or course



indicates the workshop has been assigned by an administrator



indicates a workshop is set for recurrence. If the circle is green it means the course has been completed with a new due date listed underneath the course title.



indicates a workshop is set for recurrence. If the circle is white or unfilled it means that the course has not been started.



indicates a workshop is set for recurrence. If the circle is half filled with green it means that the course has been started, but not completed. This status is known as "in progress".



indicates course has been completed and the course is in "review mode". When a course is in review mode, users can launch the course, but no progress will be recorded since the course is already completed



indicates a course is registered as completed (not set for recurrence)



indicates a course is "in progress" (not set for recurrence)



indicates course is past its due date. If a course has been assigned with a due date, it will appear underneath the course title.

 indicates due date is approaching for the course. If a course has been assigned with a due date, it will appear underneath the course title.

 launch button which will launch the course

 allows users to view/edit My plan details for course. If the course has been assigned, users will only be able to view the previously determined course settings

 allows users to download the course to their computer and take the course offline. This is beneficial for users that will take the course later and no internet connection is available. Once a users takes the course and logs back in with an internet connection, the course results will update to the users profile.

 allows users to remove a course from their MY PLAN. This icon will not appear for courses that have been assigned by an administrator with a recurrence.

 indicates if there are any Job Aides/Skillbriefs associated with the course

Launching a course in MY PLAN

There are two ways to launch a course in MY PLAN,

1. Highlight your mouse cursor over the course and click the blue Launch button 
2. Click the course you would like to launch. It will open the "more details" view of the course. Click the blue Launch button 

If the course does not launch, please double check the browser settings and make sure pop-up blockers are disabled. This could be the reason the course is not launching

Note: For help with using the course player, click **Help** in the upper-right corner of the player.

MY PROGRESS

Understanding the "3" tabs in MY PROGRESS

Under the MY PROGRESS shortcut on the left hand side of the screen, users will be able to see and understand their progress for each course they have accessed. MY PROGRESS is broken down into three tabs, "In progress", "Completed" and "Not Started"

In Progress: This tab will show all courses that a user is currently working on and are listed as "in progress". The user will be able to see the first and last access date of the course along with any test scores that have been recorded.

Completed: This tab shows all course work that has been completed. It also lists the first and last accessed dates along with a completion date. Any test scores associated with the course are also displayed.

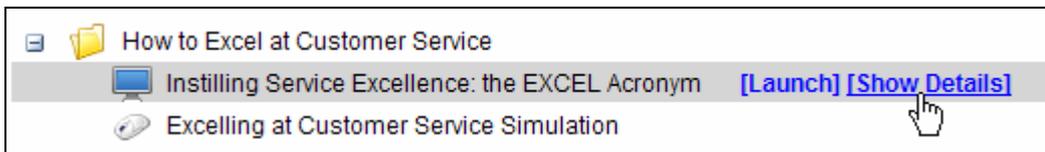
Not Started: This tab shows all courses that have not be started or launched within the users profile. Once a course is launched it will move from the “not started” tab to the “in progress” tab.

Note: If users are unsure if they have completed a course or they have received a certificate of completion but are still receiving reminder or overdue notifications, please check the MY PROGRESS shortcut in the user’s profile. If the course is listed under the “in progress” tab, the system has not recorded completion for the course. Users should launch the course again and make sure it shuts down completely before contacting their campus administrator.

CATALOG

To browse the CATALOG

1. Click **CATALOG** on the shortcuts menu on the left side of the page.
2. Navigate down into the catalog structure to a curricula folder that contains learning assets of interest to you, and expand the folder.
3. To view more information about an asset, move your mouse over the title, and click the **Show Details** link that appears.



(You can also view more information about an asset by clicking its title. In this case, a **Back to Catalog** link is provided at the top of the page so you can easily return to your location in the catalog.)

4. From this point, you can perform many actions on the asset:
 - To add the asset to MY PLAN, click .
 - To open or start the asset, click the **Launch** link or .
 - To download the asset, click .
 - To open related content, such as a Job Aid or SkillBrief that is listed in the asset's details, click that item.

The specific actions available to you can depend on the type of learning asset and the configuration of your site. For example, you might be able to download courses and Skillsims.

Print a Certificate of Completion

To print a certificate of completion

- Click **MY PROGRESS** on the navigation panel on the left.
- Click the "Completed" tab
- Click the Red Ribbon  for a Skillport system generated certificate

Note: For compliance courses taken through the 3rd party vendor LawRoom users may also print a certificate by clicking the blue Launch button  and click the LR button  for a LawRoom generated certificate

SEARCH&LEARN

To use SEARCH&LEARN to search for content

SEARCH&LEARN is a search tool that will allow you to search for course content without having to browse through the Catalog. It will help when a user is unsure where a course resides in their Catalog.

1. In the SEARCH&LEARN panel at the top of the page, enter a keyword or phrase in the **Search** box as shown to find training content.



Note: A search expression can be a single word, a single phrase, or groups of words or phrases connected by "and", "or", or "not" (Boolean operators). Phrases are groups of words enclosed in quotation marks.

2. In the **Category** list, select a learning asset category, or select **All** to search all content categories.
3. If content in more than one language is available to you, in the **Language** list, select the language for which available content should be retrieved.
4. Click **Search**.

The search results appear below the SEARCH&LEARN panel. If you searched all categories for content, the results are grouped by category. The results are ordered according to relevance, as indicated by a thermometer icon ().

5. Examine the search results by doing the following:
 - To view more information about an asset, move your mouse over the title, and click the **Show Details** link that appears.

Search Results

You searched for: java

Search within results

All (81) [Books \(75\)](#) [Courses \(6\)](#) Simulations (0) Express Guides (0) TestPrep Exam (0) Mentoring (0) SkillBriefs (0) Job Aids (0) Custom Content (0) KnowledgeCenter (0) Videos (0) Live Learning (0) Business Exploration Series (0) Leadership Advantage (0) Projects (0) Practice Labs (0) Learning Sparks (0)

Books [View More..]

 [.NET Development for Java Programmers](#)

ID: 5934: Java developers rely on Java 2 Enterprise Edition (J2EE) to provide these libraries; C# developers rely on the .NET Framework. In this text, the author shows that J2EE translates easily when using the .NET Framework.
Best Section Hits

[.NET Development for Java Programmers](#)

[Foreword](#)

[Introduction \(Who Should Read This Book\)](#)

[Introduction \(What You Will Need\)](#)

Relevant Chapters in the [Table of Contents](#).

 [Java Applications ReferencePoint Suite](#)

ID: 4511: Use this ReferencePoint for information on various Java applications, including developing Java components and using Portlet API.
Best Section Hits

[Java Applications ReferencePoint Suite](#)

[Point 2: Creating Server-Side GUI Controls Using Java](#)

From this point, you can perform many actions on the asset. For example, you can click **View in Catalog** to identify where the asset is located in the CATALOG, and you can click  to add the asset to MY PLAN. The specific actions available to you can depend on the type of learning asset and the configuration of your site.

To see more search results for a particular content category if you searched all categories, click **View More** for that category.

You can also launch an asset (for example, open a book or start a course) by moving your mouse over the title, and clicking the **Launch**  link that appears.

Skillsoft Customer Support

To contact Skillsoft Customer Support

- Access the Skillsoft Online Customer Support site at the following URL:

<http://onlinesupport.Skillsoft.com>

On this site, you can

- Perform a check of your browser's capabilities
- System Requirements for PC and Mac

Note: End Users should contact their campus Administrators for any questions regarding course content or specific issues regarding their Skillport account.

Users should use Skillsoft customer support as a reference for specific system requirements.
