

USING SKILLPORT - COMPUTER BASED TRAINING (CBT for Students)

*Department of Technology, Research & Assessment Services
Information Technology Systems*

TOPICS COVERED

For assistance contact the
Technology Assistance Center:
962-4357
E-mail: tac@uncw.edu

Updated 05/10

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Computer Based Training at UNCW

Technology Enhanced Learning and Information Technology Systems are excited to offer an upgraded Computer Based Training (CBT) system provided by SkillSoft, a worldwide online training provider.

Some of the advantages to the new computer based training courses include:

- Over 4,000 IT and Business courses
- Books 24x7, an online library containing over 9,000 reference manuals
- Courses can be used on or off campus, played live on the Internet or downloaded to your computer.
- “Search-and-Learn” feature provides a quick and effective way of searching for training topics.

Browser Check

To check your browser settings, go to <http://browser.skillport.com>. This test will ensure that your computer and web browser are configured correctly to access SkillPort.

Accessing UNCW Computer Based Training in mySeaport

You can find the link to Computer Based Training in **mySeaport** in the upper left hand corner of the Home tab and the Academics tab:



Clicking on the SkillPort CBT link will take you to directly into your SkillPort account:

Welcome Sammy, Logged In: May 10, 2010 10:15 AM | My Profile | Help | Log Out
Home | Books24x7

skillport

SEARCH & LEARN™ Search for Category: All Language: English (All) Search

MY PLAN

MY PROGRESS

CATALOG

Welcome to SkillPort 7.0! This new streamlined interface will make it easier for you to search and compare course content, drag and drop courses/books to your Plan and easily view course progress.

ITSD Announces new training program - Computing@UNCW

Computing@UNCW is a comprehensive training program sponsored by ITSD to help faculty and staff make the most of the IT services available at UNCW. The first Learning Program in the series – Computing 101- is designed to give you an overview of technology applications and services available. Managers may opt to enroll their employees in this program as a way of providing professional development opportunities. The first program runs from May 18th – July 15th, 2010. Currently, these sessions are all instructor led, with online sections coming soon.

Browser Check
Technical Support
Tours »
Business Skills Catalog
Desktop Skills Catalog
IT Skills Catalog
Support »

Finding a Course or Training Topic using Search-and-Learn

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

SEARCH & LEARN™ Search for Category: All Language: English (All) Search

Note: A search expression can be a single word, a single phrase, or groups of words or phrases connected by "and", "or", or "not". 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. 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 ().

Welcome Sammy, Logged In: May 10, 2010 10:15 AM | My Profile | Help | Log Out
Home | Books24x7

skillport SEARCH & LEARN™

Search for: Category: Language:

Search Results

You searched for: powerpoint 2007

Search within results:

All (487) Books (478) Courses (8) Simulations (0) Express Guides (0) TestPrep Exam (1) Mentoring (0) SkillBriefs (0)
Job Aids (0) Business Exploration Series (0)

Books [View More..]

[Microsoft Office PowerPoint 2007 Plain & Simple](#)
ID: 16559: Delivering fast, precise information, this no-nonsense guide offers numbered steps in a concise, straightforward language that helps you learn the easy way to navigate Office PowerPoint 2007.
Best Section Hits
[Microsoft Office PowerPoint 2007 Plain & Simple](#)
[Section 1: About This Book \(Overview\)](#)
[Section 1: About This Book \(No Techie Talk\)](#)
[Section 1: About This Book \(A Quick Overview\)](#)
Relevant Chapters in the [Table of Contents](#).

MY PLAN

MY PROGRESS

CATALOG

Browser Check
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4. Examine the search results by doing the following:

To view more information about a course, move your mouse over the title and click the **Show Details** link that appears.

Courses [View More..]

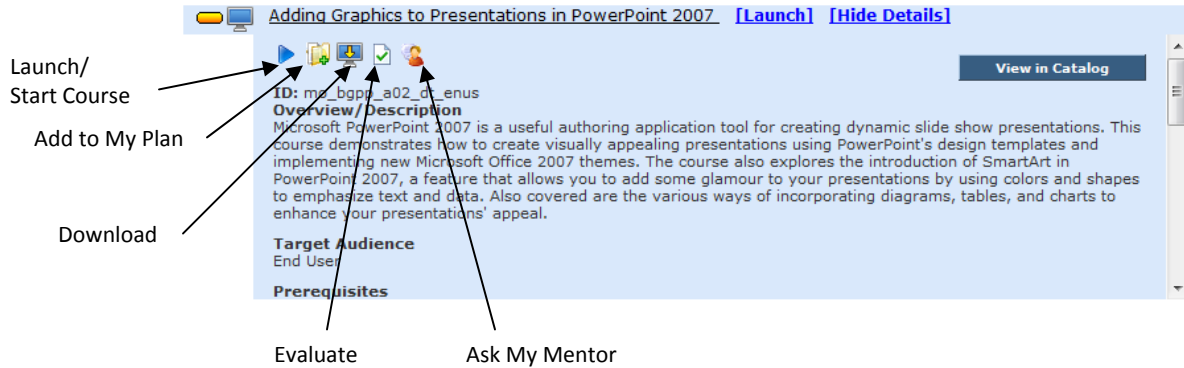
[Adding Graphics to Presentations in PowerPoint 2007](#) [\[Launch\]](#) [\[Show Details\]](#)

ID: mo_bgpp_a02_dt_enus: Microsoft PowerPoint 2007 is a useful authoring application tool for creating dynamic slide show presentations. This course demonstrates how to create visually appealing presentations using PowerPoint's design templates and implementing new Microsoft Office 2007 themes. ...
Best Topic Hits
[Inserting Objects in PowerPoint 2007](#)
[SmartArt graphics in PowerPoint 2007](#)
[Using Themes and SmartArt in PowerPoint 2007](#)
[Using Themes in PowerPoint 2007](#)
[Creating Charts and Tables in PowerPoint 2007](#)
[Formatting Charts and Tables in PowerPoint 2007](#)

From this point, you can perform many actions on the asset. For example, you can click **View in Catalog** to identify where the course 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.

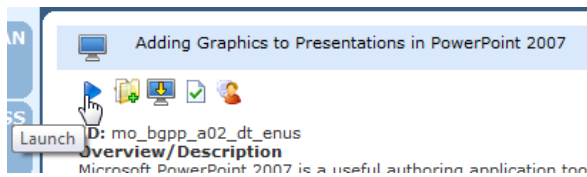
- To see more search results for a particular content category if you searched all categories, click **View More** for that category.

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.

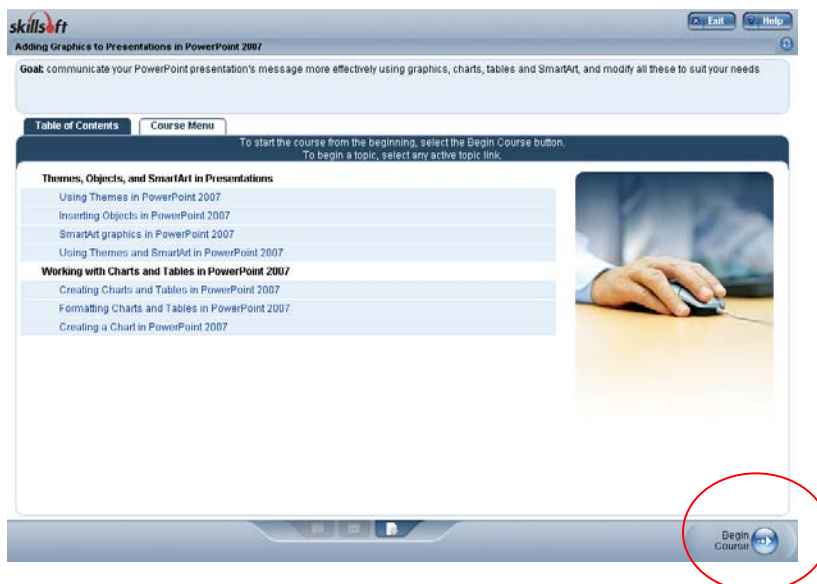


Starting a Course

To start a course, click on the launch button:



On the Table of Contents page click the Begin Course button in the lower right hand corner of the course player:



To advance through the course, use the navigation bar in the lower right hand corner of the screen. Some of the newer SkillPort courses have an autoadvance feature which automatically moves you through the topic without clicking on the Next button.



Exiting and Resuming a Course

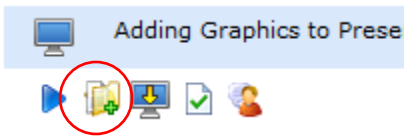
To exit the course, click on the Exit button in the right hand corner of the window. SkillPort will place a bookmark on the topic you last accessed, and you can choose that topic to resume. If you close the window without pressing the Exit button, SkillPort will not place a bookmark in that section. To resume the course, click on the course link and click on the topic next to the bookmark.

Click Exit to save test results and location in course



Adding a Course to My Plan

When you have found a course you'd like to add to your training plan, choose the button **Add to My Plan**:

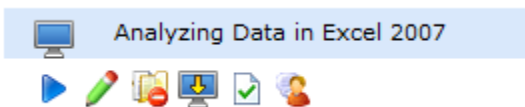


You can set a due date and even set an e-mail reminder to keep you on track:

When you click "Submit," the course will be added to your plan:

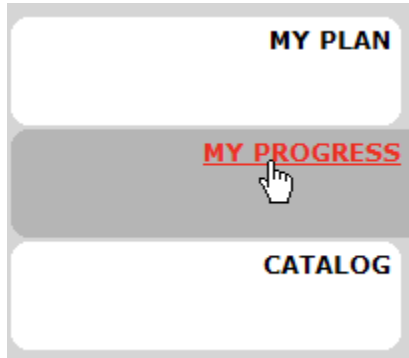
Removing a course from My Plan

To remove a course from My Plan, select the course and select 'Remove from My Plan':



Certificate of Completion 🏆

When you complete a course and score 80% or higher on the course test, a certificate of completion will be generated. The certificate is available in the **My Progress** section of SkillPort :




To view your completed courses, click on the Completed tab. You can also change the date range to view so you only see your recently completed courses. When you have successfully completed a course, the 'View Certificate' icon 🏆 will appear in the Controls column of the completed course. The certificate can be printed and submitted to the instructor.

Title	Last Accessed	First Accessed	Completed	Current Score	High Score	Actions
Blackboard Orientation	Dec 17, 2009	Dec 17, 2009	Dec 17, 2009	100	100	🎮 📄 🏆



Your professor may also ask you to print the detailed report. To print this type of report, click on the 'View Detailed Report' link:

[Close this window](#)

Learner Records Progress Report:

Login Name: abc4321
Learner Name: Seahawk, Sammy 

Bb0101: Blackboard Orientation

	Preassess	High Score	Current Score
First Access: Dec 17, 2009 9:09 AM			
Last Access: Dec 17, 2009 2:15 PM			
Times Accessed: 3; Duration: 01:07:55			
Completed: Dec 17, 2009 2:15 PM			
Lesson 1	-	100	100
Overall Score	-	100	100

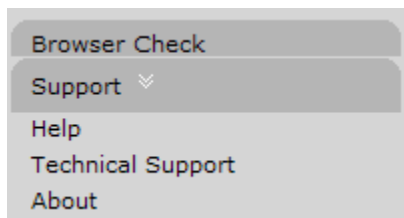
Your professor may ask you to print and submit this report.

SkillPort Maintenance Window

SkillPort may be down for maintenance on Sundays from 1-3pm. If you cannot log in during that time, please try after 3pm and you should be able to log in.

Need More Help?

SkillPort provides several resources in the Shortcut menu to help answer your questions:



- The **Browser Check** link is the first step to take if you're having problems accessing SkillPort or running courses.
- You can access Live Chat help and other resources through the Technical Support link.
- You may also contact SkillSoft Technical Support at 1-866-754-5435.