

USING COMPUTER BASED TRAINING

(CBT for Students)

*Department of Technology Enhanced Learning
Information Technology Systems*

TOPICS COVERED

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

Updated 1/08

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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 through **SkillSoft**, a worldwide online training provider.

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

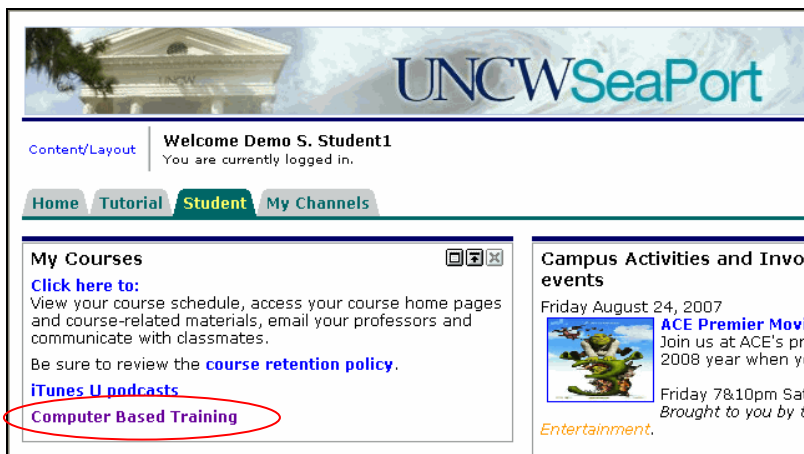
- Over 4,000 IT and Business courses
- Books 24x7, an online library containing over 9,000 reference manuals
- Courses can be used on or off campus, played live on the Internet or downloaded to your computer.
- “Search-and-Learn” feature provides a quick and effective way of searching for training topics.

Accessing UNCW Computer Based Training

To access UNCW Computer Based Training, go to

<http://training.uncw.edu>

or you can access it through SeaPort in the My Courses channel:



The screenshot shows the UNCW SeaPort website interface. At the top, there is a banner with the UNCW logo and the text "UNCW SeaPort". Below the banner, there is a navigation menu with "Home", "Tutorial", "Student", and "My Channels". The "Student" menu item is highlighted. The main content area is divided into two columns. The left column is titled "My Courses" and contains the following text: "Click here to: View your course schedule, access your course home pages and course-related materials, email your professors and communicate with classmates. Be sure to review the [course retention policy](#). iTunes U podcasts [Computer Based Training](#)". The "Computer Based Training" link is circled in red. The right column is titled "Campus Activities and Involvement" and contains the following text: "Friday August 24, 2007 ACE Premier Movie Join us at ACE's pre 2008 year when you Friday 7&10pm Sat Brought to you by t Entertainment."

These links will take you to the UNCW SkillPort homepage:

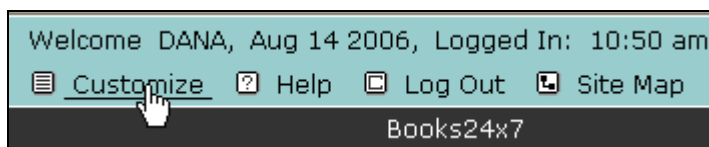


Your user ID is your e-mail username (do not add @uncw.edu).
The initial password is **UNCW** (case sensitive).

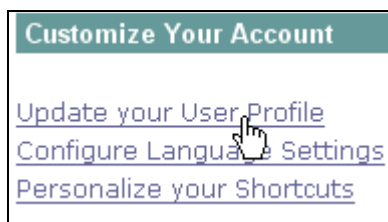
Your initial password can be changed once you have logged in for the first time.

Changing your Password

To change your password, click on the “**Customize**” link in the upper right hand corner of your home page.



Choose **Update your User Profile**:



Enter your old password, a new password, and enter your new password a second time for verification:

Edit User Profile

First Name:

Last Name:

Email Address:

You can also edit the password that you use to access your account. Make the password easy to remember, but hard for someone else to guess - not anything commonly known about you, or anything that can be looked up.
Password fields are case sensitive.

Old Password:

New Password:

Verify Password:

Finding a Course or Training Topic

To find a course, click on the Catalog link:

SkillPort

Welcome Dana, Aug 14 2006, Logged In: 11:16 am
[Customize](#) [Help](#) [Log Out](#) [Site Map](#)

Home
Catalog
Books24x7

SEARCH-and-LEARN™

Search Tips

Search by **keywords, title, or ID**

Search for

Category:
All

Language:
English (All)

Search

Shortcuts

- [My Plan](#)
- [My Favorites](#)
- [My Report](#)
- [Admin Tasks](#)
- [User Guide](#)
- [Download Instructions](#)
- [Skillport Guided Tour](#)
- [Technical Support](#)
- [FAQs](#)
- [Business Skills Catalog](#)
- [Desktop Skills Catalog](#)
- [IT Skills Catalog](#)
- [Books24x7](#)

UNCW IT News

- [Virus Information](#)
- [Eye on UNCW](#)
- [Expanded course catalog for UNCW](#)
- [Books 24x7 now available](#)

My Plan

Learning Event	Due	Assigned
Microsoft Office 2003: Beginning PowerPoint	12/01/2006	✔

[Add New Folder to My Plan](#)

My Favorites

You currently don't have any items in your favorites.

[Click here to learn how to Add Favorites.](#)

My Report

Course Completions: 0

Courses Started: 4

[Take me to detailed reports ...](#)

UNCW IT News

Virus Information
<http://www.uncw.edu/virus>








Eye on UNCW
 Eye On UNCW: A Virtual Tour of the UNCW campus through the eyes of those who live and work here.
<http://www.uncw.edu/itsd/eye/index.html>

Expanded course catalog for UNCW
 New! Over 4000 Business and IT course are now accessible to UNCW faculty, staff and students. Click on the catalog link to view all courses.

Using Computer Based Training
Last Modified: 1/08

Technology Enhanced Learning
Information Technology Systems, UNCW

The Catalog link displays course information by curricula:

Catalog		Books24x7	
SEARCH-and-LEARN™		Search Tips	
Search by keywords, title, or ID			
Search for	Category:	Language:	<input type="button" value="Search"/>
<input type="text"/>	All	English (All)	
Course Information			
My Assignment >>			
 Business Skills Curricula	Add to My Plan		
 IT End-User Curricula	Add to My Plan		
 IT Professional Curricula	Add to My Plan		
 Express Guide View	Add to My Plan		
 Test Prep View	Add to My Plan		
 Certification View	Add to My Plan		
 Workplace Compliance Curricula	Add to My Plan		

Click on one of these curricula links to find lists of courses grouped by subject.

Search-and-Learn

If you are looking for information on a particular topic use the **Search-and-Learn** feature. Enter the topic you are looking for and click the search button:

SEARCH-and-LEARN™		Search Tips	
Search by keywords, title, or ID			
Search for	Category:	Language:	<input type="button" value="Search"/>
PowerPoint 2003	All	English (All)	

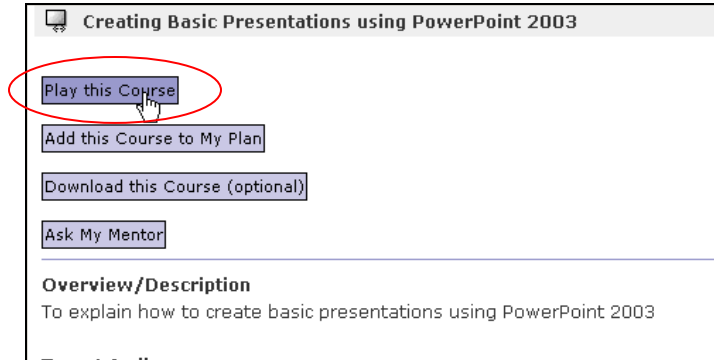
A search on “tables in word” returns the following results:

You searched for: **PowerPoint 2003** in All Categories.

Books	View more Books
 Faster Smarter Microsoft Office System 2003 	
This friendly, high-energy guide shows the best ways to use Office, so you spend more time doing and less time learning. Create professional-looking documents, learn to use spreadsheets, produce presentations with great visuals, use XML and much more.	
 Mastering Microsoft Office 2003 for Business Professionals 	
Written for business-minded and experienced Office users, this task-oriented guide focuses on precious time-saving techniques that will help you streamline your day-to-day activities by effectively integrating Word, Excel, Outlook, Access and PowerPoint.	
 Microsoft Office PowerPoint 2003 Step by Step 	
This practical, hands-on text builds your skills with Microsoft Office PowerPoint 2003. With this resource, you work at your own pace through easy-to-follow lessons and practice exercises to learn how to create and deliver professional presentations.	
 Quick Course in Microsoft Office PowerPoint 2003: Fast-Track Training for Busy People, Training Edition 	
Use this Quick Course to gain a firm understanding of the components of PowerPoint, such as creating presentations, presenting information visually, working with electronic presentations, adding more visual effects, and more.	
 Microsoft Office 2003 Step by Step 	
Use this Step by Step guide to learn all programs in the Microsoft Office System--Access, Excel, FrontPage, InfoPath, OneNote, Outlook, PowerPoint, Publisher and Work--at your own pace.	
Courses	View more Courses
 Settings, Customization, and Office 2003 Integration with PowerPoint 2003 	
To describe how to customize PowerPoint 2003 toolbars, menus, and options, create and run macros, and integrate PowerPoint 2003 with other Microsoft Office 2003 applications	
 Creating Basic Presentations using PowerPoint 2003 	
To explain how to create basic presentations using PowerPoint 2003	
 ECDL/ICDL 4 Module 6: Presentation - Slide Layout and Design in PowerPoint 2003 	
To demonstrate how to modify slide layout and design and add visuals in PowerPoint 2003. Note: the exercise items included with this ECDL-	

Starting and Resuming a Course

To start a course, click on the course link. This link will take you directly to a course summary. To play the course click on the 'play this course' button.



Click on one of the links to start the course:

The screenshot shows the SkillsSoft course interface for 'Creating Basic Presentations using PowerPoint 2003'. The interface includes a 'Course Menu' button and a table of course topics.

Goal: To explain how to create basic presentations using PowerPoint 2003
Course Score: 19%

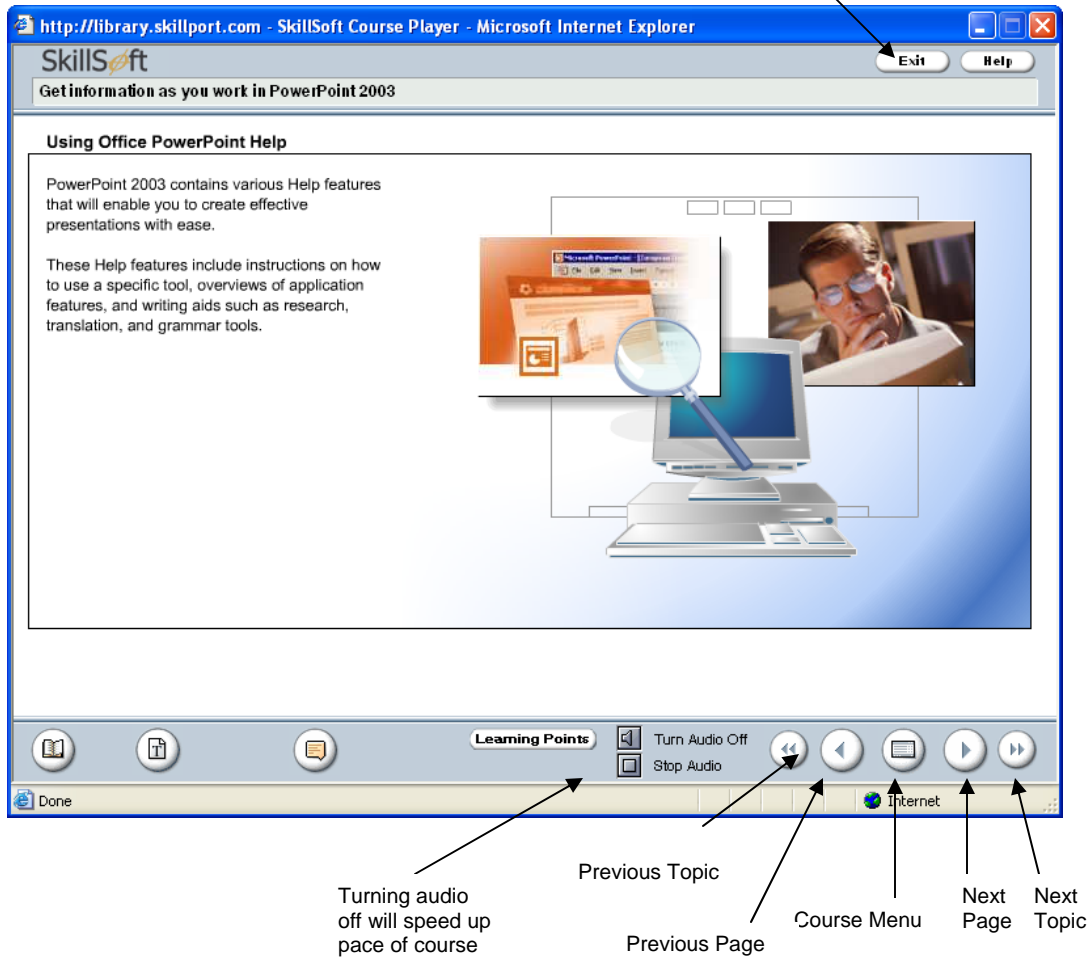
To continue at your bookmarked location, select the Return to Bookmark button.
 To begin a topic or test, select any active topic or test link.

	Type	Status	Current Score	Take Course / Test
PowerPoint 2003 basics				
Getting started with PowerPoint 2003	Instruction	●	94%	Take Test
Get information as you work in PowerPoint 2003	Instruction	○	---	Take Test
PowerPoint 2003 Presentations				
Begin creating presentations in PowerPoint 2003	Instruction	○	---	Take Test
Creating simple PowerPoint 2003 presentations	Software Simulation	○	N/A	Take Test
Working with text in PowerPoint 2003	Instruction	○	---	Take Test
Text layout in PowerPoint 2003	Instruction	○	---	Take Test
Modifying text in a PowerPoint 2003 presentation	Software Simulation	○	N/A	Take Test
Working with PowerPoint 2003 presentations	Mentored Exercise	○	N/A	Take Test

At the bottom of the interface, there are icons for a book, NASA, a printer, and a speech bubble, along with a 'Return to Bookmark' button with a play icon.


To advance through the course, use the navigation bar in the lower right hand corner of the screen.

Click to bookmark your place in the course and save your test data



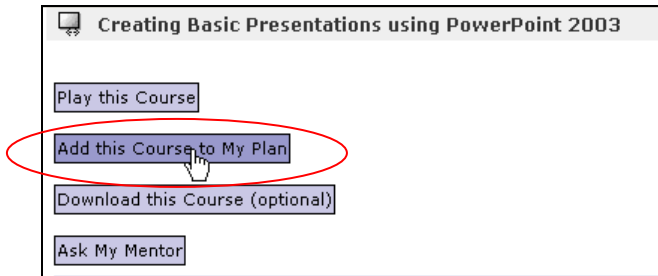
Exiting and Restarting the Course – Save your progress!

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 restart.

You must click the  button to accurately save your test data and to bookmark your place in the course.

Adding a Course to your Plan

When you have found a course you'd like to add to your training plan, click on the course link and the course summary window will appear. Choose the button **Add this course to my Plan**:



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

The "Add To My Plan" form displays the following information:

- Event: Creating Basic Presentations using PowerPoint 2003
- Goal: extra credit for class
- Due Date: December 01, 2006
- Reminder: One Time 1 day before the event.

Buttons for "Submit" and "Cancel" are located at the bottom of the form.

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

My Plan			
	Learning Event	Due	Assigned
	Microsoft Office 2003: Beginning PowerPoint	12/01/2006	<input checked="" type="checkbox"/>


At the bottom right of the table is a button: "Add New Folder to 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 will be available in the My Report section of SkillPort :

Shortcuts

- My Plan
- My Favorites
- My Report
- Admin Tasks
- User Guide
- Download Instructions
- Skillport Guided Tour
- Technical Support
- FAQs
- Business Skills Catalog
- Desktop Skills Catalog
- IT Skills Catalog
- Books24x7

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.

My Report

Date range to report on:

No date range to include in report

Show results between:

Start Date:

End Date:

Use Started Date

Use Last Access Date




Use Completed Date

(Optional) Specify a date range to narrow the results

[Print-friendly version](#)

Learner Records Progress Report Login Name: wardd
Learner Name: WARD, DANA

COMPLETED

Course Title	Course ID	Started	Completed	Current Score	Controls
Creating Basic Presentations using PowerPoint 2003	121838_eng	08/14/2006	09/05/2006	86	<input type="button" value="GO>"/> 
Getting Started with Adobe Acrobat 5.0	35669_eng	08/13/2004	01/18/2005	100	<input type="button" value="GO>"/>  

Course Completions: 2





View
Certificate

Your professor may also ask you to print the Learner Records report. To print the learner records report, go to the My Report link and find the 'view detailed report' link

[Print-friendly version](#)

Learner Records Progress Report Login Name: wardd
Learner Name: WARD, DANA

COMPLETED

Course Title	Course ID	Started	Completed	Current Score	Controls
Creating Basic Presentations using PowerPoint 2003	121838_eng	08/14/2006	09/05/2006	86	GO>  
Getting Started with Adobe Acrobat 5.0	35669_eng	08/13/2004	01/18/2005	100	GO>  

Course Completions: 2


View detailed report

Print the entire report to submit to your professor.

Learner Records Progress Report

Login Name: wardd
Learner Name: WARD, DANA

121838_eng: Creating Basic Presentations using PowerPoint 2003

GO> 

	Preassess	High Score	Current Score
First Access: 8/14/06 3:16 PM			
Last Access: 10/26/06 8:08 AM			
Times Accessed: 4; Duration: 00:20:40			
Completed: 9/5/06 7:49 AM			
Topic 1	n/a	92	92
Topic 2	n/a	58	58
Topic 3	n/a	100	100
Topic 4	n/a	n/a	n/a
Topic 5	n/a	91	91
Topic 6	n/a	91	91
Topic 7	n/a	n/a	n/a
Topic 8	n/a	n/a	n/a
Overall Score	n/a	86	86

Need More Help?

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

Shortcuts
My Plan
My Favorites
My Report
Admin Tasks
User Guide
Download Instructions
Skillport Guided Tour
Technical Support
FAQs
Business Skills Catalog
Desktop Skills Catalog
IT Skills Catalog
Books24x7

There is a User Guide, instructions for downloading courses, Guided Tour, FAQ's and online Technical Support.

You may also contact SkillSoft Technical Support at 1-866-754-5435.