

# 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](mailto:tac@uncw.edu)

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Computer Based Training at UNCW, 2

Accessing Computer Based Training, 2

Finding a Course or Training Topic using Search-and-Learn, 3

Starting a Course, 4

Exiting and Resuming a Course, 5

Adding a Course to your Plan, 6

Certificate of Completion, 7

Need More Help?, 8

## 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.

## Accessing UNCW Computer Based Training

You can find the link to Computer Based Training in SeaPort under the Student Services section:

Clicking on these links will take you to directly into your SkillPort account:

Learning Event	Due	Assigned
Getting Started with PowerPoint 2007	n/a	
COM200_S08	n/a	✓
COM490_S08	n/a	✓
Listening for Interpersonal Communication - UNCW	n/a	✓

## Finding a Course or Training Topic using 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 by keywords, title, or ID

**Search for**  **Category:**  **Language:**

A search on “PowerPoint 2007” returns the following results:

**You searched for: PowerPoint 2007 in All Categories.**

Search these results for:

**Courses** [View more Courses](#)

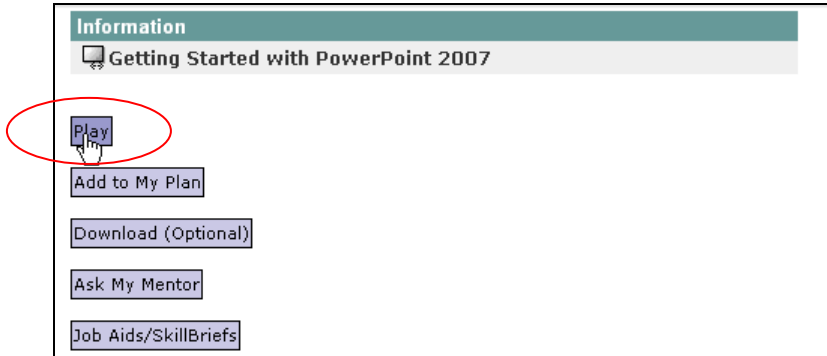
- [Adding Graphics to Presentations in PowerPoint 2007](#)   
Microsoft PowerPoint 2007 is a useful authoring application tool for creating dynamic slide show presentations. This course demonstrates how to create visually appealing presentations using PowerPoint's design templates and implementing new Microsoft Office 2007 themes. ...
- [Getting Started with PowerPoint 2007](#)   
Microsoft PowerPoint 2007 is a powerful authoring application that enables you to create high-impact, professional-looking presentations quickly and easily. ...
- [Distributing Presentations in PowerPoint 2007](#)   
Microsoft Office PowerPoint 2007 provides numerous ways to produce and distribute dynamic, custom presentations. In this course you will be introduced to the process of securing your presentations for distribution by setting up passwords. ...
- [Creating Custom Slide Shows in PowerPoint 2007](#)   
With PowerPoint 2007, creating customized slide shows has never been easier. This course shows you how to create custom slide shows that meet your differing audiences' needs. ...
- [Adding Multimedia and Animations to Presentations](#)   
Microsoft's PowerPoint 2007 is one of the world's most widely used applications for creating presentations. Powerful, high-impact slide shows come to life with the addition of multimedia to your presentations. ...

**Books** [View more Books](#)

- [PowerPoint 2007 Bible](#)   
Showing you how to build a compelling presentation with PowerPoint, this book will bring you up to the level of the most experienced and talented PowerPoint users in your office.
- [Microsoft Office PowerPoint 2007 Plain & Simple](#)   
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.
- [PowerPoint 2007 For Dummies](#)   
Written for new and inexperienced PowerPoint users, this book will help you discover how to use the latest enhancements to PowerPoint 2007 quickly and efficiently so you can produce unique and informative presentations.

## Starting 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' button.



Click the 'Begin course' button to start the course:

The screenshot shows the SkillSoft Course Player interface for the course 'Getting Started with PowerPoint 2007'. The browser address bar shows 'http://library.skillport.com - SkillSoft Course Player - Microsoft Internet Explorer'. The course title is 'Getting Started with PowerPoint 2007'. The goal is 'access PowerPoint 2007 for the first time, create a basic presentation, and also get help in creating a presentation'. The current course score is '---'. The course menu includes a table with columns for 'Type', 'Status', 'Current Score', and 'Take Course Pre-test'. The 'Begin Course' button is circled in red.

	Type	Status	Current Score	Take Course Pre-test
<a href="#">Course Overview</a>	Overview	<input type="radio"/>	N/A	
<b>Using PowerPoint 2007 for the First Time</b>			---	<a href="#">Take Test</a>
<a href="#">Lesson Pre-test</a>		<input type="radio"/>		
<a href="#">First Steps in PowerPoint 2007</a>	Instruction	<input type="radio"/>	---	
<a href="#">Creating Your First Presentation in PowerPoint 2007</a>	Instruction	<input type="radio"/>	---	
<a href="#">Using Views in PowerPoint 2007</a>	Instruction	<input type="radio"/>	---	
<a href="#">Creating a Basic Presentation in PowerPoint 2007</a>	Simulation	<input type="radio"/>	N/A	
<a href="#">Lesson Post-test</a>		<input type="radio"/>		
<b>Using PowerPoint 2007 Help</b>			---	<a href="#">Take Test</a>
<a href="#">Lesson Pre-test</a>		<input type="radio"/>		
<a href="#">Using the Help Features in PowerPoint 2007</a>	Instruction	<input type="radio"/>	---	
<a href="#">Getting Help in PowerPoint 2007</a>	Simulation	<input type="radio"/>	N/A	
<a href="#">Lesson Post-test</a>		<input type="radio"/>		

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.

Click Exit to bookmark your place in the course

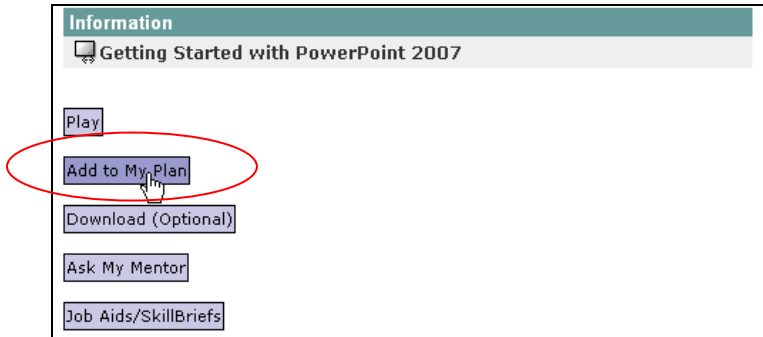


## Exiting and Resuming a Course

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.

## 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 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 contains the following fields and options:

- Event:** Getting Started with PowerPoint 2007
- Goal:** extra credit for class
- Required:**
- Due Date:**
  - None
  - Fixed date: July 29, 2010
  - Period after assignment: [ ] Days
- Recurrence:**
  - None
  - Every [ ] Days
- Reminder:**
  - None
  - Once
  - Daily
  - Weekly
  - Monthly
- Starting:** [ ] Days before the due date
- Buttons:** Submit, Cancel


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





My Plan		
	Learning Event	Due Assigned
GO >	<a href="#">Getting Started with PowerPoint 2007</a>	n/a

## 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 Report** section of SkillPort :

Shortcuts
<a href="#">My Plan</a>
<a href="#">My Favorites</a>
<a href="#">My Report</a>
<a href="#">Admin Tasks</a>
<a href="#">User Guide</a>
<a href="#">Download Instructions</a>
<a href="#">Skillport Guided Tour</a>
<a href="#">Technical Support</a>
<a href="#">FAQs</a>
<a href="#">Business Skills Catalog</a>
<a href="#">Desktop Skills Catalog</a>
<a href="#">IT Skills Catalog</a>
<a href="#">Books24x7</a>

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.

Learner Records Progress Report					<a href="#">Print-friendly version</a>
					Login Name: abc4321 Learner Name: Seahawk, Sammy
<b>COMPLETED</b>					
<a href="#">Course Title</a>	<a href="#">Course ID</a>	Started	Completed	Current Score	Controls
<a href="#">UNCW Technology Services and</a>	ZUNI0101	02/25/2008	07/02/2008	88	<a href="#">GO&gt;</a>  
					<a href="#">View Detailed Report</a>   <a href="#">View Certificate</a>


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

### Learner Records Progress Report

**Login Name:** abc4321  
**Learner Name:** Seahawk, Sammy

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**ZUNID101: UNCW Technology Services and Security Awareness**

[GO>](#) 

	Preassess	High Score	Current Score
First Access:	2/25/08 10:16 AM		
Last Access:	7/2/08 1:57 PM		
Times Accessed:	9; Duration: 07:05:04		
Completed:	7/2/08 1:57 PM		
Lesson 1	50	100	100
Lesson 2	0	100	100
Lesson 3	-	38	38
Lesson 4	-	100	100
Lesson 5	-	100	100
Overall Score	10	88	88

Print the report and submit to your professor.

## Need More Help?

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

**Shortcuts**

- My Plan
- My Favorites
- My Report
- 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, FAQs and online Technical Support.

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