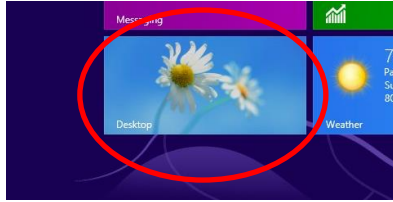
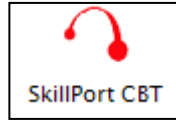


SkillPort 8 Quick Start PC Guide

1. Windows 8 users: Use your Desktop view to access SkillPort and not the browser shortcuts



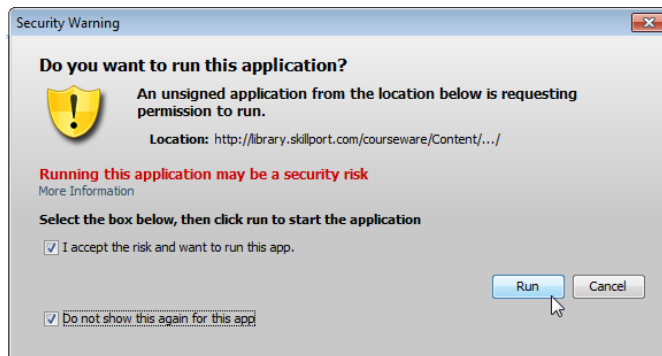
2. Click on the SkillPort CBT link in <http://mySeaport.uncw.edu> and it will take you to directly into your SkillPort account.



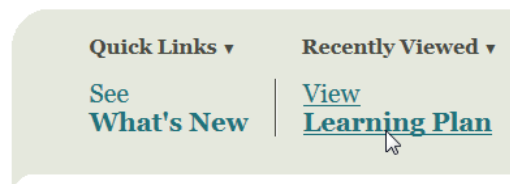
3. If you can't get to SkillPort from this link, run a browser check at <http://browser.skillport.com>. It will check your flash, java and pop-up settings

Description	Status	Details
Platform	Info	Windows 7
Browser	Info	IE 11.0
JavaScript	Info	Your JavaScript is enabled
Session Cookies	Info	Your cookies are enabled.
Screen size	Info	1920 x 1080
Adobe Flash	Info	You have Flash version 18,0,0,232
Popup Blocker	Info	Your popup blocker allows popups
Connection speed	Info	Your approximate connection speed is 124.73 kbps

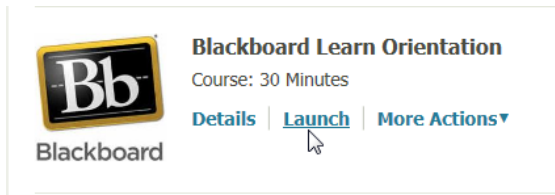
4. If you see this Security Warning window, check both boxes and then click on the **Run** button:



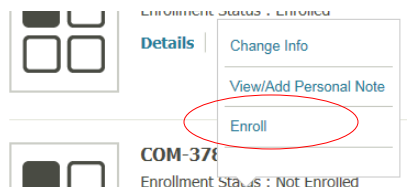
5. To access your course assignments, click on the **View Learning Plan** link:



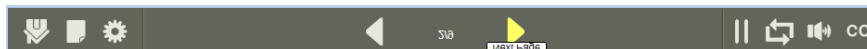
6. Click on the **Launch** link to start the course:



7. If you have a group of courses assigned to you, click on the **Enroll** link.



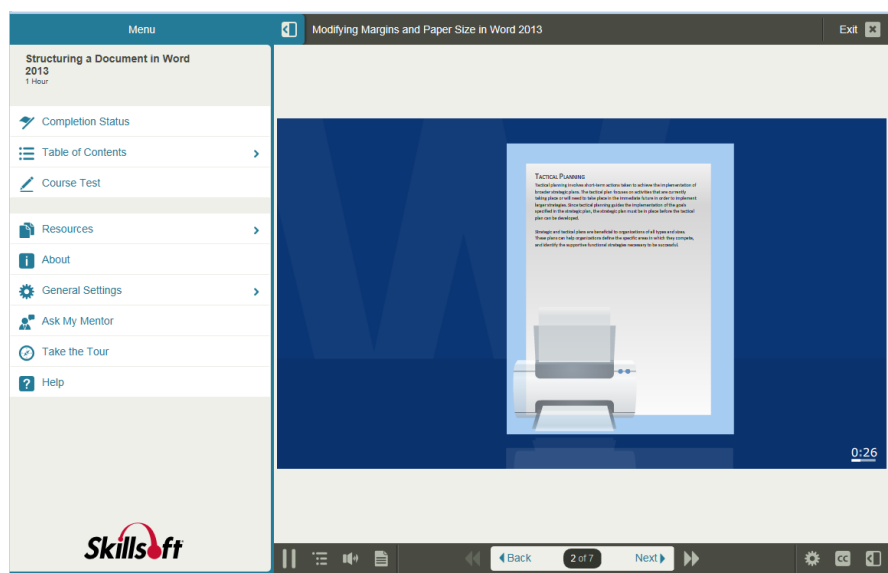
8. To move through the course, use the navigation buttons located at the bottom of the player window.



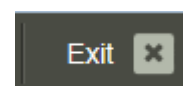
9. The right arrow moves you forward, left arrow back a screen, and the house button takes you to the Course Menu.



10. There is a new course player for some Skillport courses. You may see a menu on the left hand side of the window that allows you to see the Table of Contents, completion status and the duration of each learning topic while you are in the course:



11. To exit the course and record your test scores, click the **Exit** button in the upper right hand corner of the player window:

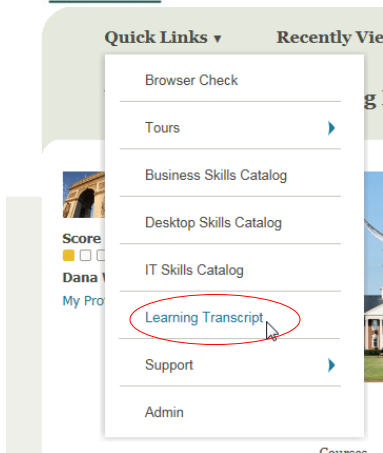


Note: SkillPort has a maintenance window Sundays from 1-3pm. The site may be down during this time.

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 **Quick Links-Learning Transcript** section of SkillPort :



All courses that you have started and completed are now visible in one list. Sort by completion date by clicking at the top of the 'Completed' column

Quick Links ▾ **Recently Viewed ▾**

See **What's New** | View **Learning Plan** | Browse **The Library** | Visit **Community**

Learning Transcript

Core Data

Show Filters View By **Date** | **Set**

Title	ID#	First Accessed	Last Accessed	Completed ▾	Current Score	Highest Score	
Blackboard Learn Orientation	BBL101	Jan 16, 2014	Dec 17, 2014	Dec 17, 2014	92	92	Actions ▾
PCOM Advising Process	PCOM101	Oct 8, 2014	Oct 8, 2014	Oct 8, 2014	88	88	Actions ▾
PCOM Advising Process	PCOM101	Oct 9, 2014	Oct 9, 2014	Oct 9, 2014	100	100	Actions ▾

Next, click on the View Certificate link:

