



e-Learning Quick Start Guide

Logging into the site

- 1 Open your web browser using Internet Explorer or Netscape
- 2 Type <http://rhi.skillport.com> in the address line
- 3 Press **Enter** The Login Page is displayed.
- 4 Enter your User ID and Password *If you receive an error message please contact support@skillsoft.com
User ID: your email address
Password: welcome
- 5 Click the "**Login to SkillPort**" link The eLearning site is displayed.

Customizing your View

- 1 To **localize** your eLearning site to your native language, click on the "**Customize**" link along the top navigation bar. From this link you can update your user profile and/or change your language settings.



Several language options will be presented.

Select the "Configure Language Settings" link and select the language you would like the site to appear in. The SkillPort site will change to the language that was selected. (*Please note, some of the custom links under Shortcuts will stay in English)
- 2 To change your password click on the "**Change Your Password**" link under Shortcuts (on the left hand side of the screen). Here you can update your profile and change your password.
- 3 Add courses to "**My Plan**" to prioritize your training and quickly access learning events you are working on. My Plan contains items that are part of your formal learning program. You can add learning events to your My Plan and assign them a goal and a completion date.





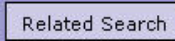
To add courses to "My Plan" select the link "Add to My Plan" next to the course or folder that you would like to add. From here you will be able to specify goals, assign due dates, and set up email reminders.
- 4 Add books, Skill Briefs and Job Aides to "**My Favorites**" for quick access. My Favorites contains learning events that are considered part of your informal learning.

To add learning events to "My Favorites" select the link "Add to My Favorites" next to the book, Job Aides or SkillBrief.

Accessing courses via the Catalog

- 1 Click the **Catalog** tab.
The Catalog page is displayed. The curriculum is organized by subject matter, represented by folder icons that contain additional sub-curriculum or the actual learning events.
- 2 Click the hyperlink text next to the folder icon to view the selected items displayed in the catalog.
To view the contents of the catalog, click through the catalog hierarchy. A breadcrumb trail at the top of the course information panel will indicate your location.

- 3 To access a course, select the hyperlink title text next to the icon.
Clicking on the course title displays the Course Information Page. Links to associated Job Aides and Skill Briefs are found at the bottom of this page.

- 4 From the top of the Course Information page, click **Play this course**.
The course will open in a separate window.

Using SEARCH-and-LEARN to access Learning Events

- 1 In the **SEARCH-and-LEARN** panel, type a keyword or phrase in the **Search for** field
Select a learning event category from the **Category** drop-down list
If desired select a language from the **Language** drop-down list

2 Click **Search**
You searched for: **Project Management** in All Categories.
Search results appear below the SEARCH-and-LEARN panel. If you searched for all categories, the results will be grouped by category. The results will be ordered according to relevance, as indicated by a thermometer icon 

3 Once your search results are displayed you have additional search options.
- 4 Click a learning event title to display a summary page for that event.
The learning event summary page appears in the main pane on the right and the other search results are shown as a list on the left.

- 5 Click the  button to
The Related Search button appears in the left panel above Related

display a list of learning events that relate to the event you have selected.

- 6 From the main search results page, click the "View more" link to display more search results in that category

[View more Courses](#)

Resources once a learning event summary page is displayed. The related search results are displayed in the left pane.

Additional search results are displayed in the main pane. Related Results arranged by category are displayed in the left pane.

Search Results:

[Leading the Successful Project Team](#)

Course Number: PROJ0025
When you say the word "leader" it conjures up various images... some very good and some equally as bad. We think of the rousing speeches of someone like Winston Churchill, the absolute determination of General Norman Schwarzkopf or the regal aloofness of the British Royal family. ...

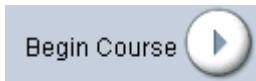
Best Topic Hits

- [Defining Leadership](#)
- [Communications](#)

[Leading the Successful Project Team \[PROJ0105\]](#)

Course Number: PROJ0105
When you say the word "leader" it conjures up various images... some very good and some equally as bad. We think of the rousing speeches

Navigating Business Skills courses



Click the course to begin



Click to page forward in the course



Click to page backward in the course



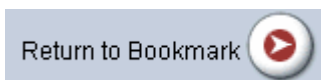
Click to move to the next topic



Click to move to the previous topic



Click to access the course menu screen



Click to return to your last place in the course


When you launch a course, the course menu is displayed.

The page control buttons are only active when you are playing course content or actively taking assessments.

You can return to the course menu from any of the content pages or tests. The course menu displays the hierarchy of the course down to the topic level. It contains links that allow you to go directly to a particular topic or take a specific lesson test.

The Return to Bookmark button replaces the Begin Course button once you launch any topic or test.



Navigating IT courses (e3 content)


Click  to start the course from the beginning

When you launch a course, the course map is displayed. This map provides information about the course and lists its topics. To start an individual topic, click its title in the list.

Click the  or  buttons to move from topic to topic

If a button is grayed out, you cannot navigate in that direction. If no other topics are available, the buttons are not displayed

The **Forward**  and **Back**  buttons move you forward and back a screen within the topic

Note: In some older content, the content navigation buttons appear differently: 

To return to the course map at any stage, click the  button

The course map shows the topic's place in the course hierarchy.

Click a number on the Topic navigation bar to move to the start of that learning point



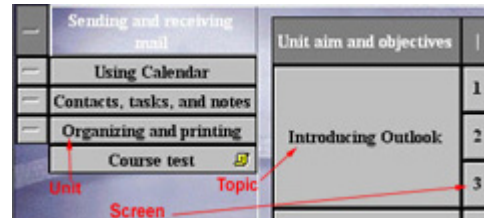
Clicking the Objective link returns you to the start of the current topic.

Navigating IT courses (Classic content)


Click the Unit title to view the topics within that unit

When you first start a course, the course map is displayed. From the course map, you can choose to run the course from the beginning, or jump into the course at any unit, topic, or screen of your choice.


Double click the topic title to start the topic at the beginning screen for that topic.



Course Map

The  button enables you to navigate forward and back through a course.

Once you enter a topic, the Smart Controls are displayed by default in the right-hand side of the screen.

The  button takes you to the course map screen.

Navigating SkillSims


There are several ways to advance through a simulation.

Select specific choice text.

Choice text options are available to you as you progress through the simulation. Usually, the response choices are either actions you can take or dialog to respond to another character.

Choose to use an active resource on the desktop or from the Simulation Player Menu.

Resources that are available to you at a given point in the simulation are called *Active Resources*. They appear as clickable items in the interface (a picture of a phone, computer, folder files, etc.)

Click the previous button  located near the top-right of the simulation interface.

The button allows you to page back through the simulation screens.

Help

There are several options on the site for help

Site **Help** feature above the top navigation bar is designed to help users with site navigation. Use the Search function within **Help** to get information on a particular SkillPort feature.

Student User Guide link is located under Shortcuts designed to help you with navigation of the site, courses, and other learning events. Search the index for the desired search topic.

Technical Support link under shortcuts brings you to the SkillSoft Tech Support Website. Enter a live chat with a Tech Support representative, call a toll-free number, perform a systems checklist to make sure your computer meets the necessary requirements, or search a database of FAQs.