Getting Started with Skillport 8

This guide will help you learn about important features and functionality in Skillport 8.

Sign in to Skillport

In a browser, navigate to myGW at http://my.gwu.edu. Click Sign In. Enter your NetID and password.

Click on the link: Training, Web Based - Skillport

Explore the What’s New Page

Once you have signed in to Skillport, the See What’s New page displays. Depending upon your site’s configuration, you may:

1. Explore courses or other content highlighted in the Featured Topics area.
2. Find messages from GW Skillport.
3. See promoted content to launch now or save to your learning plan.
Find content by clicking **Browse the Library** and selecting a subject. Content libraries may be organized by subject area or also by job role, competencies, or other areas relevant to your organization’s training goals. Once you select a subject, you can filter your content options:

1. Use the filters and refinement options on the left.
2. View content options in the carousel.
3. Search through newly released content, organized by content type.

You can find content by using **Search**.

1. Enter terms in **Search** and click **Search**. You can also:
2. Select pre-search filtering options to refine your results prior to performing a search.
Use Advanced Search

After your initial search, you can refine your search results:
1. Click Show Filter. The Refine By dialog displays.
2. Select your refinements from the available options.
3. Click Refine to apply your filters.

Find Recently Viewed Content

You can quickly return to content that you’ve recently viewed.
1. Click Recently Viewed to see a list of recent content items.
2. Click Quick Links > Learner Transcripts to view a transcript of all content that you’ve launched.
Manage your Learning Plan

View and manage your assignments by clicking View Learning Plan. There are two tabs in your learning plan:

1. The Assigned Learning tab contains content that your manager has assigned to you. Development Plans are also found here.
2. The Personal Learning tab contains content that you have saved for completion, as well as any bookmarks in the Library that you have created.

To help organize your assignments, content on both tabs is arranged in sets.

Learn More

Learn more about the features and functionality in Skillport 8 by visiting our online knowledge base. Helpful information includes:

- User Guides
- Videos
- System Requirements
- Print Documentation

http://documentation.skillsoft.com/en_us/skillport/8_0/ah