

Learning Tools

Have you heard the news?

On-Line Learning Tools are Available for your Self-Development!

The Air Force is committed to becoming a continuous learning organization as a positive investment in the workforce.

To leverage resources and to continue to meet the education and development needs of Civilian and Military members, the Air Force has purchased a robust collection of Skillsoft e-learning tools available 24/7 from your desktop for self-development needs at no cost to your organization.

For questions, please contact:
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SkillPort 7.0

New User Handout



WELCOME TO ONLINE LEARNING UTILIZING SKILLSOFT RESOURCES

As part of the Air Force's ongoing commitment to our member's continuing development, we are introducing a learning initiative that can be accessed from the convenience of your desktop computer.

This initiative is e-Learning. e-Learning is a developmental tool that you can utilize in your own time and at your own pace. e-Learning is not intended to replace instructor-led training courses, it is designed to supplement traditional methods and provide a greater opportunity for your skill development. e-Learning also provides a cost-effective method of delivering development tools.

Our goal is to support your development through innovative online learning that can be accessed 24 hours a day, 7 days a week. With the online learning program, you can look forward to accessing a diverse library of content including on-line courses, books, simulations, challenges, learning roadmaps, and much more. On-line courses cover a wide variety of subject matter in order to meet the various training needs of members—from highly technical topics to software application instruction to business skills development. These include a substantial number of assets focused on developing and enhancing supervisory skills. These courses, and associated components, can be used as reference tools to help answer your day-to-day on the job questions or as part of your personal development.

We believe that Civilian as well as Military members will recognize the benefits of this program and will take full advantage of this opportunity.


Browser Capabilities Test

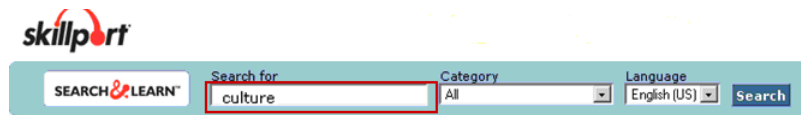
- 1 Open your web browser
- 2 Type <http://browser.skillport.com> in the address line
This test will ensure that your computer and web browser are configured correctly to enable you to access the SkillSoft SkillPort platform and the SkillSoft eLearning content.
- 3 Enter your e-mail address and press the **Submit** button
- 4 Resolve any issues (missing components, browser settings, etc.) before continuing
Contact SkillSoft technical support for assistance. Refer to the section on technical support at the end of this document for contact information.

Logging into the site

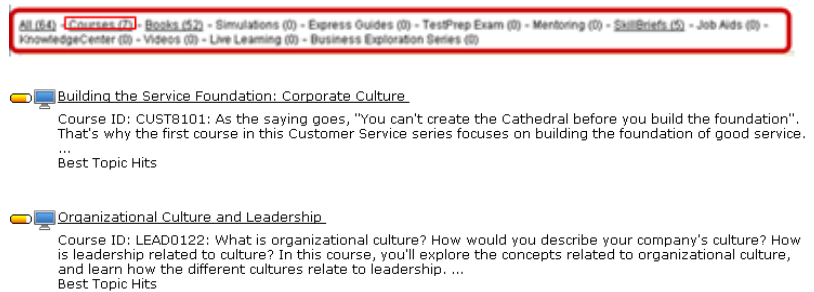
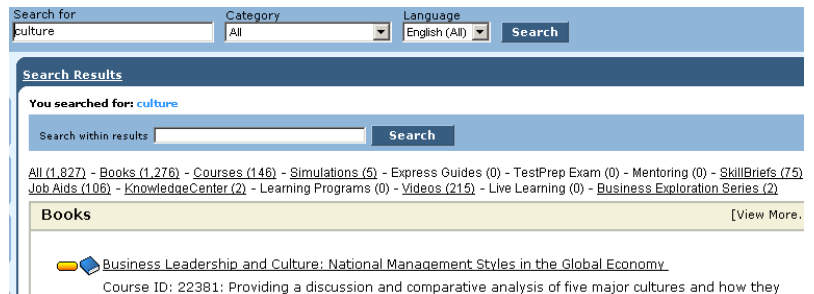
- 1 Open your web browser
- 2 Type <https://www.my.af.mil> in the address line
URL: <https://www.my.af.mil>
- 3 Press **Log In**
CAC certificates will display. Select certificate and click OK.
- 4 Enter your **PIN**
Enter CAC PIN. Click OK.
- 5 AF Portal/Top Portal Links/AF e-Learning
The AF Portal is displayed. On left side of web page, under "Top Portal Links" click on AF e-Learning.

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, and is available, select a language from the **Language** drop-down list
- 2 Click **Search**
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 .



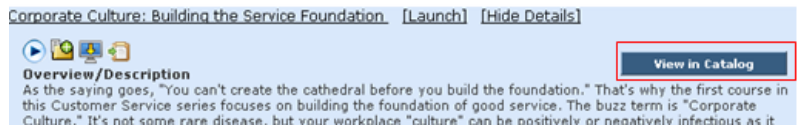
- 3 To narrow down the search results that are displayed, select **Search within results**.
- 4 To easily navigate between the **Category** of search results, select any of the Category links that appear and the results will automatically display.



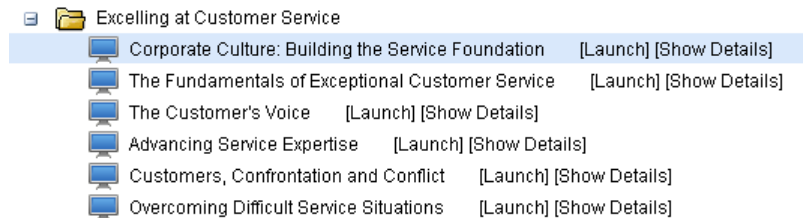
- Expand the details for any item that is displayed, without leaving the search results, by selecting the **Show Details** link.



- Click **View in Catalog** to see other courses that are closest to the one being displayed



- Easily see where the course appears in the **Catalog** structure. You can also navigate through the catalog to see other courses.



- When you are finished viewing the Catalog, click on **Back to search results** with just one click.



Accessing courses via the Catalog

- Click the **Catalog** tab

The Catalog page is displayed. SkillPort presents learning events in an expandable catalog of assigned content, viewed in a folder tree similar to Windows Explorer. Content can be organized in standard curricula, by certification path, or in a Learning Program.

- Within the **Catalog**, you can click on the curriculum name to view the selected items displayed in each curriculum



To view the contents of the catalog, click through the catalog hierarchy.

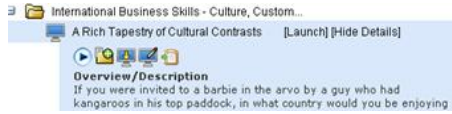
- To view the **Course Details**, rollover and click **Show Details**.



The Show Details link will provide you with course description information without leaving the Catalog view.

- To view the **Course Description**, expand right inside of the catalog window.

An overview of the Course Description is provided, along with the intended target audience and course duration time.



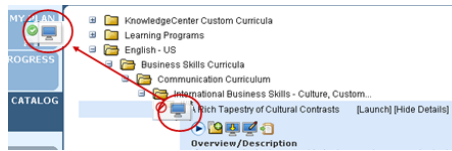
- 4 From within the **Show Details** link, add the course to your **My Plan** area.

By clicking on the Add To My Plan icon, the course will be automatically added to My Plan.



- 5 Another way to add the course to **My Plan** is to drag and drop the **Course** icon to the **My Plan** location.

You can also choose to drag and drop the item to My Plan without losing your place in the catalog.



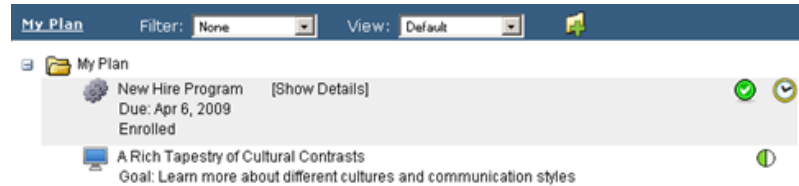
- 6 Click on the **Hide Details** link to close the Course Description.

By clicking on the Hide Details link you will be closing the Course Description and returning back to your previous view in the Catalog.



Using My Plan

- 1 Any learning asset can be added to the **My Plan** location.



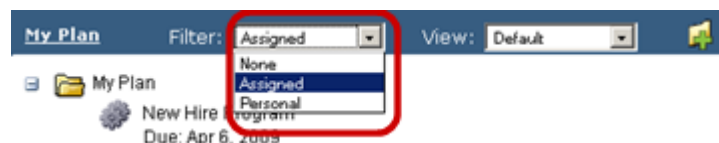
- 2 **Folders and sub-folders** can be created to easily organize the learning assets placed in **My Plan**.



- 3 **Icons** provide visual cues for Assignments and Progress



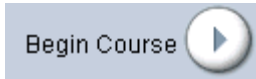
- 4 **Filter** to show assets that were either assigned by the learner, or assigned by an administrator.



- 5 The **View** can be displayed by either **Category** or **Due Date**.



Navigating courses



Click the **Begin Course** button to begin the course

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



Click the **Next** button to page forward in the course or begin a Topic.

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



Click the **Previous** button to page backward in the course



Click the **Next Topic** button to move to the next topic



Click the **Previous Topic** button to move to the previous topic



Click the **Learning Points** button to open the Learning Points dialog box

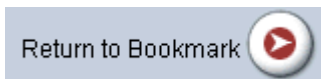
The Learning Points dialog box allows you to navigate to any learning point in a topic by selecting that link.

NOTE: This is available in IT courses only.



Click the **Course Menu** button to access the course menu screen

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.



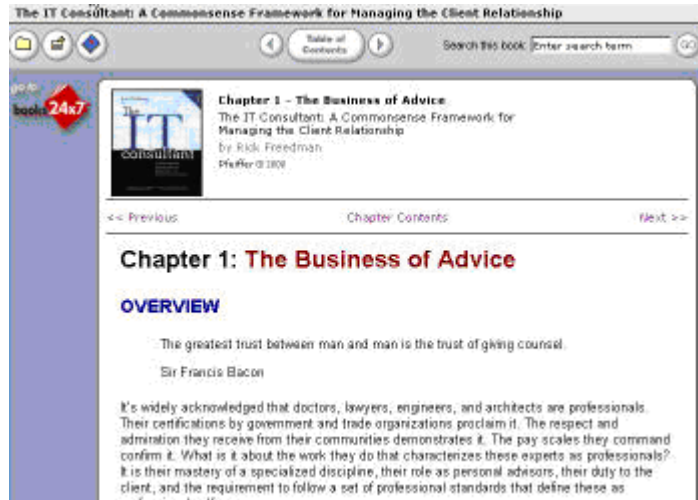
Click the **Return to Bookmark** button to return to your last place in the course

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

Navigating Books24x7

From SkillPort, use SkillPort Search and Learn to locate books from a keyword search. Selecting either a book title or chapter section directly from the Search and Learn results will open a new window, launching the Book Viewer.

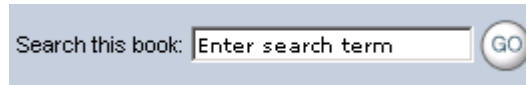
The Book Viewer provides a simple interface to view a single book



Navigation tools are located at the top and bottom of the viewer window



To search the contents of the book, enter a keyword in the search box




Click  to view contents of the book.




Click the left or right arrow to navigate to the next or previous chapter.



Click  to add a bookmark and note to the chapter

Once a bookmark is created, 'Edit Bookmark' and 'Delete Bookmark' links appear next to the bookmark on the content page and allow you to make modifications or remove the bookmark.



Click  to add the book to "My Favorites"


This also adds the book to the Default bookshelf folder on the Books24.x7 site.

Click [<< Previous](#) and [Next >>](#) to move from page to page within the chapter

You may also go to the Books24x7 site directly from SkillPort. Click the Books24x7 link (shortcut or tab) to access the Books Home page.

On the Books 'My Home' page you can:

- Conduct a search
- Browse topics
- Create and manage new folders
- Access bookshelf folders
- View new books recently added
- View popular books
- View history of recently read books

Click  to view all browse tools and their functions



Browse Tools, available in the top navigation bar of every page, help you to quickly and efficiently perform many tasks. The Browse Tools that are displayed depend on where you are and what functionality is available to you


To search for topics, enter a word or phrase in either search box, Choose search options to narrow your search



Navigation Tools:

Click the Back to Book List icon 


To return you to the last list of books that you were viewing.

Click the Previous Book icon 

To return you to the previous book in the Book List.

Click the Next Book icon 

To take you to the next book in the List.

Click the Back to Book icon 

To return you to the last book you were viewing.

Technical Support

**Our Customer Support Consultants are ready to answer your request
24 hours a day, 7 days a week.**



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**Send your service request details
to support@skillsoft.com**



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international phone number from
our listing below.**



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**1-866-SKIL-HELP
1-866-754-5435**



Elsewhere in the Americas

**Dial direct
1-506-462-6612**



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- » France, dial toll free
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- » United Kingdom, dial toll free
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- » Ireland, dial direct
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- » Elsewhere, to call Ireland, dial direct
+ 353-1-283-0380.



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- » Singapore dial toll free
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