

## What's New in Skillport 8i

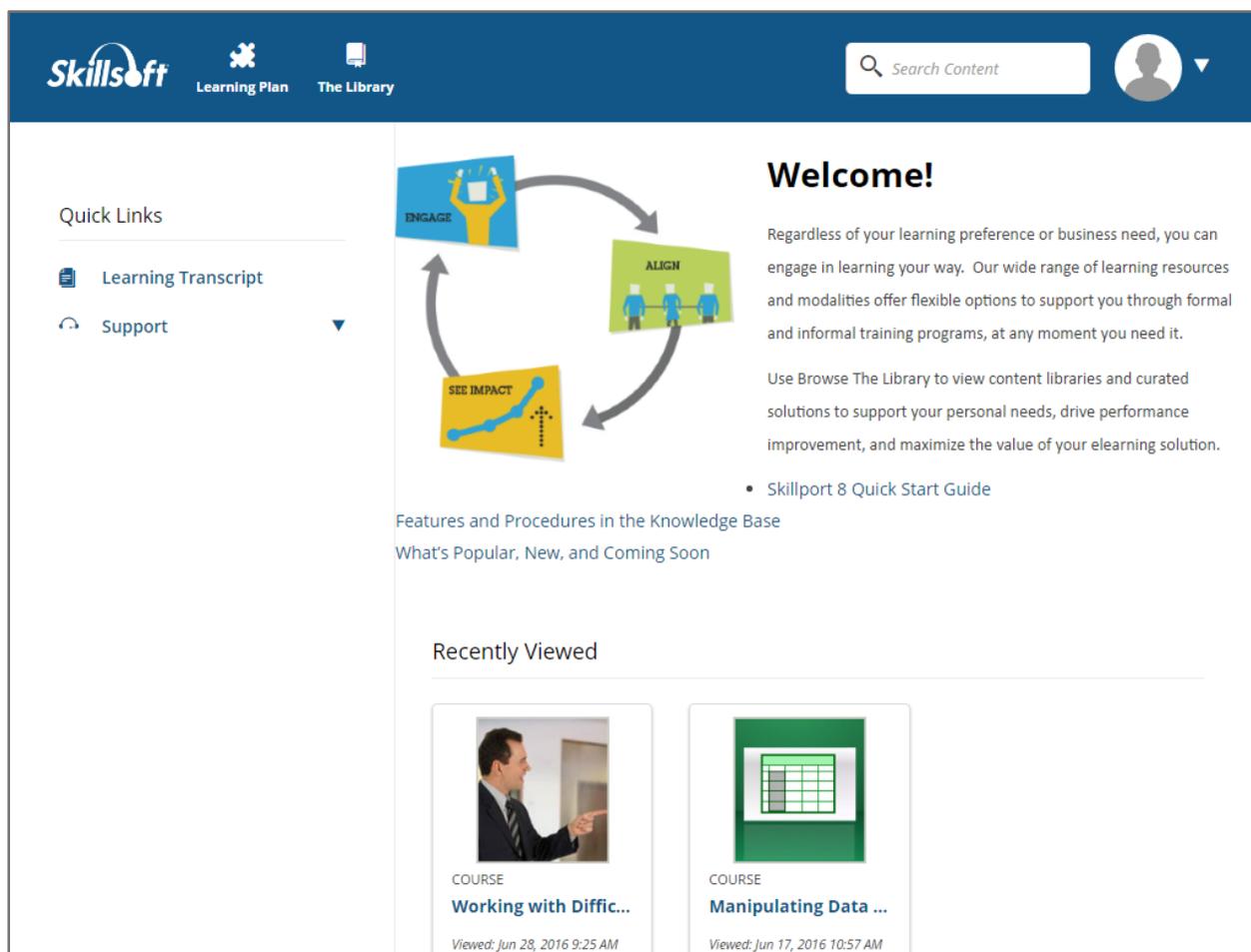
The Skillport Learner user interface (UI) has been restyled to deliver a fresh and contemporary experience designed for all learners in an intuitive and engaging environment.

### Naming Changes

- **My Plan** is now **Learning Plan**
- **My Progress** is now **Learning Transcript**
- **The Catalog** is now **The Library**

### Home Page

The new Home page provides easy access to content and actions you use most.



The screenshot shows the Skillport 8i Home Page. At the top, there is a dark blue navigation bar with the Skillssoft logo, 'Learning Plan' and 'The Library' icons, a search bar labeled 'Search Content', and a user profile icon. Below the navigation bar, the page is divided into several sections. On the left, there is a 'Quick Links' sidebar with 'Learning Transcript' and 'Support' options. The main content area features a central graphic with three icons: 'ENGAGE' (a hand holding a lightbulb), 'ALIGN' (two people), and 'SEE IMPACT' (a line graph), connected by arrows in a circular flow. To the right of this graphic is a 'Welcome!' message with text about learning preferences and a link to the 'Skillport 8 Quick Start Guide'. Below the welcome message are links for 'Features and Procedures in the Knowledge Base' and 'What's Popular, New, and Coming Soon'. At the bottom, there is a 'Recently Viewed' section with two course cards: 'Working with Diffic...' (viewed on Jun 28, 2016) and 'Manipulating Data ...' (viewed on Jun 17, 2016).

Improvements to the Home Page include the following:

1. **Navigation:** Site navigation at the top of each page makes it easy to access content. **Learning Plan** takes you to the courses you've saved and **Library** lets you browse the whole catalog of courses, videos and job aids in one place. You can also quickly **Search** all that same content.
2. **Quick Links:** The Learning Transcript is your record of all past course taking activity. Go here to print individual certificates or an overall report of your completed courses.

3. **Profile Information:** A new drop-down in the upper-right hand corner provides access to your account information, including your profile and Learning Transcript. This is also where you log out of Skillport.
4. **Visible Content:** Recently Viewed, Featured Content, and Recommended for You.

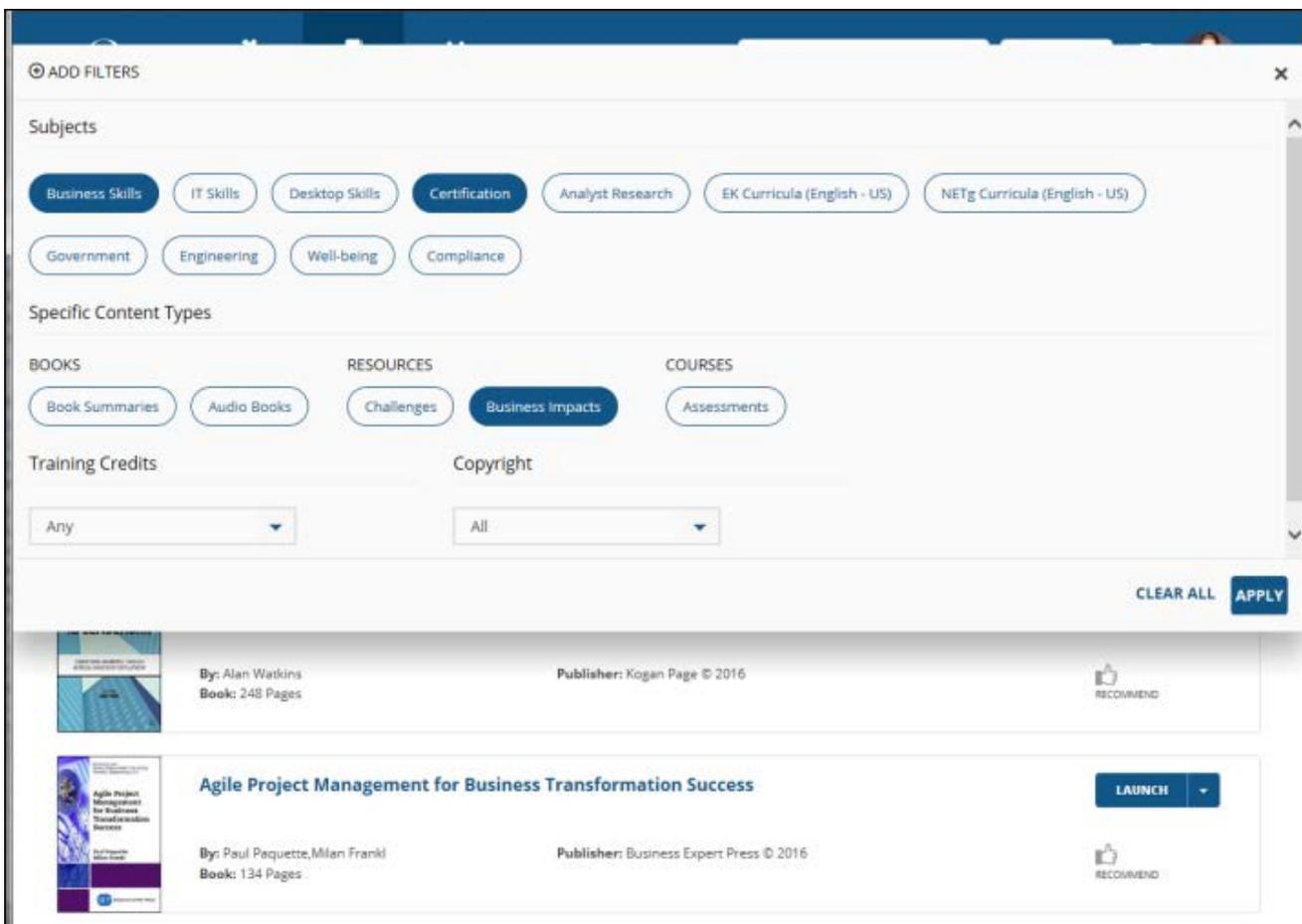
## Search

Search filtering and sorting has been updated. Now, you can refine your search results by filtering content by Subject, Content Type and Duration, using an easier, more visual method. By default, the search results are sorted by relevance, and you can sort by published date, or alphabetically.

### To add search filters

1. On the Search Results page, click **Add Filters**.
2. In the Add Filters menu, select the desired filter(s).

The selected filters are highlighted.

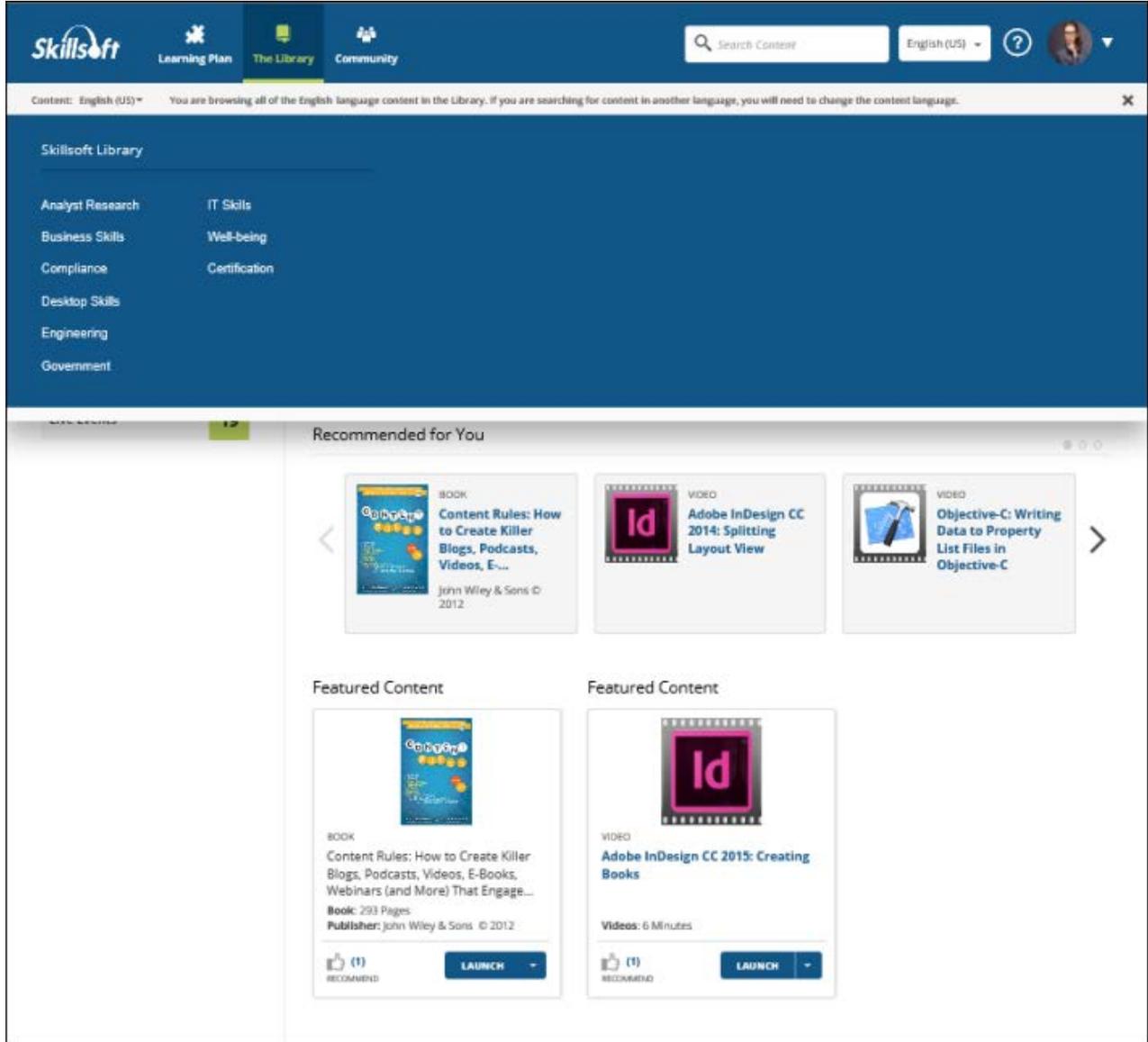


3. Click Apply. The Search Results page displays with the filtered content. The selected filters display above the tabbed content.
4. To change filters, On the Search Results page, either:
  - a. Click the **X** on one of the filters displayed above the tabbed content, or
  - b. Click **Edit Filters**
5. In the Add Filters menu, select additional filter criteria or clear existing filters as desired.
6. To remove all filters from the Search results, click **Clear All** and then **Apply**.

## The Library

### Library Menu

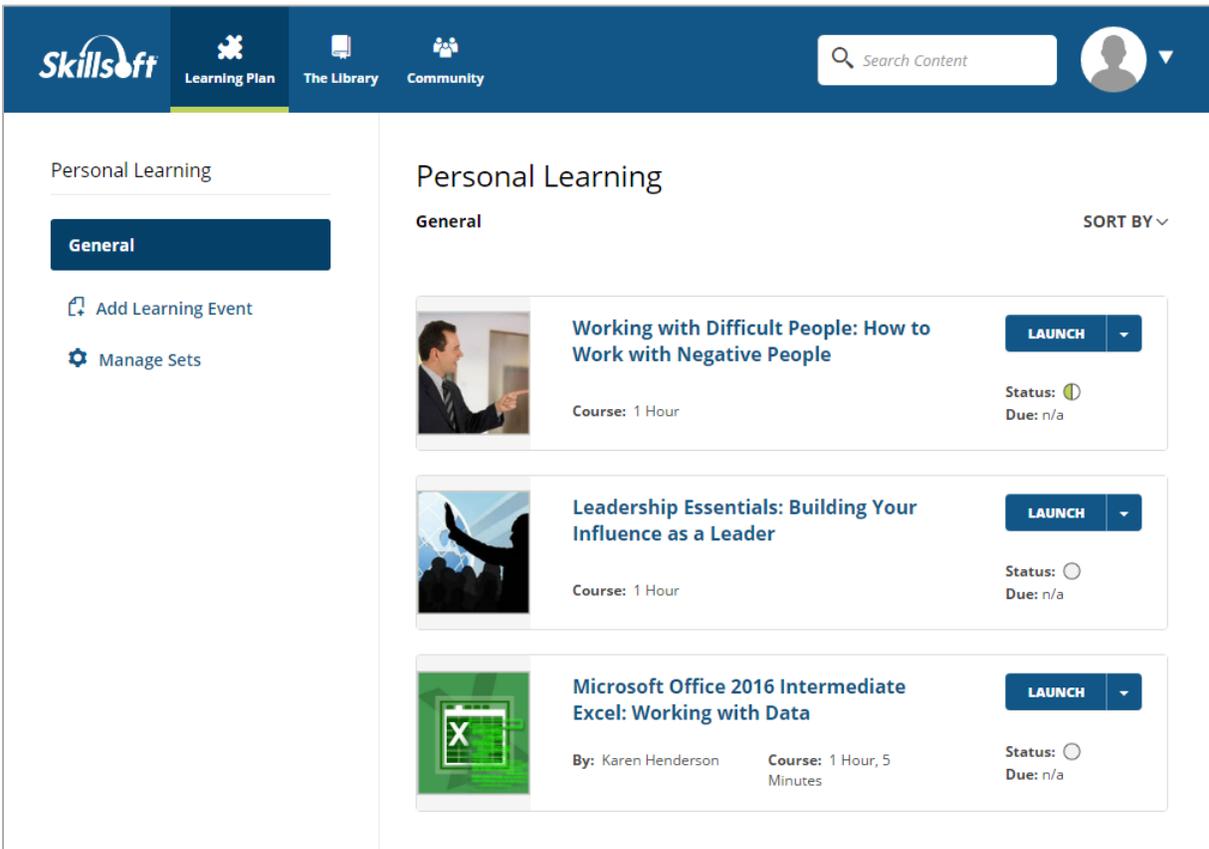
The Library menu is a drop-down that extends the entire width of the page and displays the top level categories.



## Browse the Library

1. **Categories:** Categories display on the left side of the page. Click a category to display available content in the main pane.
2. **Main Page:**
  - a. The carousel at the top of the page displays new content.
  - b. Content list displays the course, video and resources in a tabbed view by type.
  - c. For each course, video or resource, you can either **Launch** it directly, or **Save** to your **Learning Plan**.

## Learning Plan



Skillssoft Learning Plan The Library Community Search Content

Personal Learning

General

Add Learning Event

Manage Sets

Personal Learning

General SORT BY

**Working with Difficult People: How to Work with Negative People**

Course: 1 Hour

Status:  In Progress

Due: n/a

**Leadership Essentials: Building Your Influence as a Leader**

Course: 1 Hour

Status:  Not Started

Due: n/a

**Microsoft Office 2016 Intermediate Excel: Working with Data**

By: Karen Henderson Course: 1 Hour, 5 Minutes

Status:  Not Started

Due: n/a

1. The Learning Plan displays courses you have opened, and any content you have saved.
2. **Content Items** – display your status (not started, in progress or complete).
3. Each content item has a corresponding menu of actions you can take on the item.
  - a. You can launch the content item by clicking the Launch button, and
  - b. You can perform content item-specific actions, (such as view **Details** or **Remove** it from your plan), by clicking the drop-down arrow and selecting the desired action from the menu.