



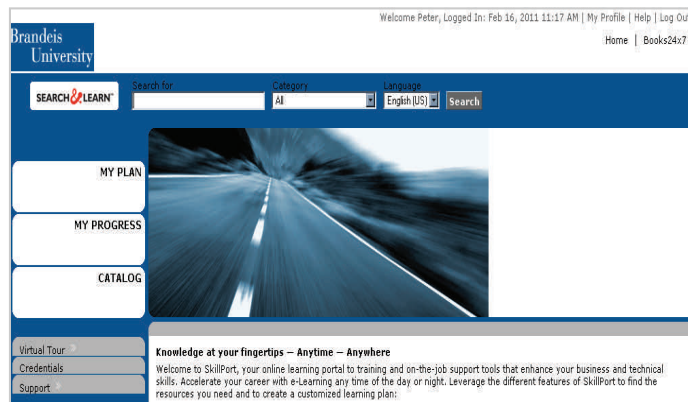
E-Learning at Brandeis University



With online courses from SkillSoft, and online books from Books24x7 you will have everything you need for formal training and instant problem solving. SkillSoft covers the full range of training needs with the largest library of online courses in the world. And with the Skillport learning management system, you'll be able to deliver and track customized learning programs.

I. Getting Started:

From the Human Resources Training and Development website, go to E-Learning @ Brandeis. Click on the SkillSoft icon. After the UNet login you will arrive at the SkillPort home page.



II. Your Home Page:

Your Home Page is the launching pad for everything SkillPort.

- **Left Navigation:** On the left side under Shortcuts you have a few quick links. Simply click on the links to see how you can personalize your home page by adding Favorites, creating a plan, or simply viewing your enrollments.
- **Top Navigation:** The top navigation provides you with links to the course catalogs as well as Books 24x7. You may also use SkillPort search functionality to find a course or information on a topic of interest.
- **Main Page:** Find information on your plan, quick links to your favorites, and your reports.

III. Enrolling in Courses:

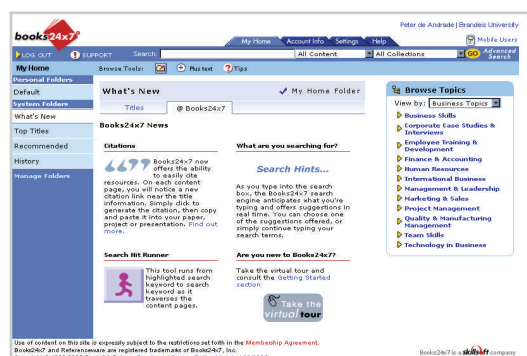
1. To get started and pick courses, click on the word **Catalog** at the top of the page.
2. Next click on **Course Curricula**.
3. Next click on **English-US**.
4. You will now be at the Curricula Library. Choose which program you wish to study (Business Skills,

Desktop Curricular, IT Professional, etc.). Once into a program, choose a specific topic and the courses which support the topic. You may either add the course to your plan or immediately start the course content.

IV. Books 24x7:

Click on the Books 24x7 link on the top navigation or left navigation within SkillPort.

- **My Home** - your launching pad for all Books 24x7. Search for books, review Top and/or Recommended titles. Use the Browse Topics section to review titles by Business Topics, Office Topics, Industry, or Publisher. There are thousands of titles for you to choose from within each section.
- **Settings** - allows you to set your personal settings for how you would like to be notified of new titles and how you would like to display your search results and home page itself.
- **Much, Much More** - within Books 24x7 there are many options to make your experience an easy one. Click around and set up your own filters, folders, and utilize "Tips" for additional help within Books 24x7.



V. Help Desk Support

Within SkillPort as well as Books 24x7 there is on-line help. You will find the links within the application. Should you need any other assistance please email hris@lists.brandeis.edu, and a member of the HR Information Systems department will be able to assist you.