Finding a Course

There are several ways to start your Skillsoft course:

1. Click the Catalog Tab and browse the catalog.
2. Use the Search icon at the top (tip: also include the version of the software in your search, e.g., Outlook 2010)
3. Begin Where Your Left Off via the My Progress Tab.
4. You can add a course to the My Plan tab to complete later.

Download a Course

You can download any Skillsoft course and take it with you on your laptop for use offline.

Navigating a Course

The Course Overview link provides the objectives, lessons/skill topics, and length of the course. Each course has a Table of Contents tab and a Progress & Tests tab, as seen above. Each lesson is listed in the ToC.

When you begin a course, the objectives, ToC, and duration appear on the left. The navigation panel displays at the bottom of the lesson window.

GETTING STARTED WITH SKILLSOFT ONLINE LEARNING AT VILLANOVA

Learning with Skillsoft at Villanova, just got a lot Easier

The Right Learning
At the Right Time
At the Right Place
At the Right Pace
And the Right Amount

Skillsoft is Ready When You Are!
About Skillsoft

What is Skillsoft?
Skillsoft is an award-winning industry leader of online training content whose primary goal is to help you learn to use the software programs you need to do your everyday tasks, but on your timetable.

You can use Skillsoft anytime, day or night, from the office or the comfort of your own home. As long as you have a computer, internet connection and a desire to learn; you can log into Skillsoft and begin learning anytime!

How Can I Obtain a Skillsoft Account?
If you are part- or full-time faculty or staff member, you are eligible to use Skillsoft. To request an account, contact the Help Desk (x97777). You will receive an email with your account login information and directions how to get started when your account has been created.

Getting Help with Skillsoft
If you have problems logging in: (1) verify there is a VU preceding your VU email user id, (2) verify or reset your password, (3) contact the UNIT Help Desk (97777.)

Other ways to get Help are:
- Take the Getting Started Tour
- Click the Help button in the Skillsoft window.
- Speak with a Skillsoft mentor.

What You Can Learn

What Can I Learn?
Villanova currently has subscriptions to two types of courses in Skillsoft: The Desktop Curricula and The IT Professional Curricula.

1. The Desktop Curricula
Villanova several licenses for this set of courses. Here is a sample of the courseware:
- Adobe
- Apple
- Microsoft Office Suite 2007
- Microsoft Suite 2010
- Microsoft Office Suite 2011
- Microsoft SharePoint 2010
- Project Management
- Windows 7 Operating System
- Test Preparations
And Much More...

2. The IT Professional Curricula
Villanova has a limited number of licenses for this set of courses. Here is a sample of the courseware:
- Java
- Microsoft Exchange Server 2010
- Microsoft SharePoint Server 2010
- Microsoft SQL Server
- Oracle
- Software Programming
- UNIX
- VM Ware
- Web Design
- Test Preparations
And Much More...

Logging Into Skillsoft

What Do I Need to Get Started?
In addition to having an active account, you must do a few things to get our computer ready to use Skillsoft.

1. Sound: You need to have headphones or speakers plugged in to use Skillsoft to its fullest potential. These can be purchased at any computer store.

2. Flash: Skillsoft uses the Flash application to deliver its courses, so you will need to ensure that you have a recent version.

3. IE Browser: Only IE is supported.

Logging in to Skillsoft
Once you have obtained your Skillsoft user id and password, you can log into Skillsoft.

1. Open Internet Explorer and go to: villanova.skillport.com
2. In the Current Students field, type your Username and Password:
   a. Username: vuuserid Your VU email user id with the letters vu in front (e.g., vusmith.)
   b. Password: villanova (you will change this.)
3. Click Login.
4. If this is your first time logging in, you will receive be prompted to select and answer security questions in case you forget your password at a later time.
5. If you have logged in previously, but forget your password, click the Reset Password link at the bottom of the screen.