## Use SkillSoft’s Job Aids as “On-the-Job” Support

Job aids are printable performance-support tools that complement a course and assist in the use of the knowledge or skills gained from the course back on the job.

If a job aid is available for a particular course, you can:

- **Launch it from the Course Summary page**
- **View the Job Aids within a course, by clicking the Show Resources and Settings Dialog button, and then select Job Aids**
- **Perform a search and select Job Aids in the Category field.**

Open and print the job aid to refer to on the job.

## Setting a Bookmark in Your e-Learning Course

There are times you may not be able to finish your SkillSoft training.

1. **Clicking the Exit button to close the SkillSoft course player enables you to automatically "bookmark" your place in the course.**

Think of it the same way you would when reading a book, you place a bookmark where you left off. The bookmark feature in your SkillSoft courses gives you the same benefit.

When you leave a course using the Exit button, you automatically place a bookmark. When you relaunch the course, you are given the option at the bottom to return to where you stopped.

## Testing Out: Reduce Overall Training Time

Did you know that you can test out of topics in your SkillSoft courses, and focus only on the subjects you don't know?

The next time you start a new course, instead of going right into the first lesson,

1. **Click the "Progress & Tests" link at the top of the course menu page.**

This will allow you to start a test that covers all of the learning objectives contained throughout the course. When you have completed the course test, the course menu page will display which topics you scored well, and which need review. 75% is needed to pass.

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To opt out of receiving SkillSoft information, please email Diane McCullough.