

SkillSoft

What is SkillSoft?

SkillSoft is an online collection of software, technology and management how-to workshops and resources. As WSU faculty, staff and students, you are welcome to use SkillSoft anytime. Both the workshops and resources are online so you can work at your own pace, on your own time. And, there's no need to register.

How do I log in to SkillSoft?

- Go to <https://www.hrs.wsu.edu/skillsoft>
- Use your Network ID and password to log in (the same ID and password you use for myWSU)

System Requirements

SkillSoft is compatible with Windows and Macintosh computers, as well as some flavors of Linux. The software requires Java to be installed on your computer in order to run. If you are unable to log in, it is likely that you do not have Java installed. You can download it free from <http://www.java.com>. You may also need to disable pop-up blockers in your Web browser. If you continue to have trouble, contact us at (360) 546-9686.

Getting Started

When you log in to SkillSoft, you will be taken to your home page. This page displays information about SkillSoft courses you have taken, are planning to take, or might be interested in. It also links to popular resources and allows you to search for available courses.

The easiest way to familiarize yourself with SkillSoft is to search for a subject you're interested in. SkillSoft offers online courses in a large amount of educational and workplace-related subjects. More popular topics will provide a wider range of results, so we'll begin with just such a search.

Enter "Excel" into the "Search for" blank near the top of the page. Though you may narrow the search to specific results with the "Category" menu, we'll first look for all results available. Click "Search" and you should see a long page of results. Results are grouped by type, and the top five results in each category are displayed. If you don't see the course or topic you're looking for, try clicking on the "View more..." link on the right side to see more of that type of result.

Results are returned under the following categories below. For less common topics, some of these categories will not show any results.

- **Instructor Led Training** - These are courses that are taught in person on the Pullman campus, similar to WSU Vancouver's VIS Workshops. In the future, we may add our Workshops to this portion of SkillSoft, but at the point that is not the case.

- **Courses** - These are the online courses at the heart of SkillSoft. Click on one of these to go to the course's information page. Once there, choose "Play" to begin the course. There may be a delay of 30 seconds or more but eventually a new window should pop up containing the CourseMenu, which is the table of contents for the course. From this menu, you may skip ahead to a particular part of the course, or simply choose "Begin Course" in the bottom right corner. Do so now to get a feel for SkillSoft courses.

You may exit the course at any time by closing the window or pressing Exit. After doing so, return to your Home screen. You will see under "My Report" that you have one course listed under "Courses Started". Click on "Take me to summary view of report" to see more information. There, you will see that class listed under "Started". If you click "Go", you will be taken to the table of contents and given the option to return to the place in the course where you left off.

Another option on the course's information page is "download". This allows you to download the course file to your computer for use when you aren't connected to the Internet. In order to do so, you will first need to install the SkillSoft Course Manager software. You will be prompted for instructions to do so.

- **Books** - SkillSoft offers the largest collection of online books on the market, with over 8000 books from over 100 publishers. These books are full-text and a great resource. Click on one of these books and you will be taken to the table of contents.

- **Simulations** - Simulations walk you through real-world scenarios to help you react appropriately to challenging situations. Choose one of these to understand how they work.

- **SkillBriefs** - These are short, supplemental pieces of information related to your search topic.

- **Job Aids** - Job aids are supplemental pieces of information that are linked from courses. They usually cover very specific topics and often make more sense when accessed directly from their respective courses.

- **Mentoring** - SkillSoft offers online mentoring services for many topics. This means that someone is waiting to help you with these topics every hour of every day, either through a chat room interface or through e-mail. Click on one of these results to see the information page, and then click on "Access Mentoring" to reach an online mentor.

- **Test Prep Exams** - As the title suggests, these are online tests allowing you to check your knowledge, either in preparation for a real test or simply to see how well you have learned the information.

- **Express Guides** - These guides are extended courses that take you through detailed instructions about a topic. It is common for these courses to take 15 or more hours to complete. These guides are also available for download.

While looking through search results, you may click on “Add to My Plan” to keep track of it for later study. These items will then be listed on your Home page.

Though SkillSoft supports more complex course management, even allowing instructors to set courses as assignments for you to complete, we have not yet implemented these features.

WSU is SkillSoft’s biggest customer, with enough licenses for nearly all WSU students to be online at once. We encourage you to explore this resource and make use of the vast information it has to offer.