SkillSoft Step-by-Step Guide

Searching for Online Content

To search for content in SkillSoft:

1. Log in to the university portal.
2. From the Resources tab, click Training.
3. Click Start SkillSoft. The SEARCH&LEARN banner at the top of the page provides tools for searching SkillSoft:

   ![SEARCH&LEARN banner](image)

4. Type a keyword or phrase in the Search for box.
   **Note:** You can enter a word, a phrase, or groups of words connected with "and," "or," or "not." Phrases should be groups of words enclosed in quotation marks.
5. Select a learning category from the Category list box.
6. Click Search.
7. From the results that display, you can:
   - Select any of the category links at the top of the page to display items in that category.
   - Narrow the results by entering a word or phrase in the Search within results box.
   - Display additional details for an item by clicking [Show Details].

The following image highlights where you can perform these actions:

![Search Results](image)

Note: [ ss_searchandlearn.docx](ss_searchandlearn.docx) Updated: April 2015
Accessing Books24x7 Using SkillSoft

You can search for online books using the same procedure above. To access the list of books, click the category link, Books (n), that appears at the top of the Search Results page; for example, in the previous image, Books (94) appears.

To access an online book in Books24x7:

1. From the list of books, hover your mouse pointer over the title you are interested in.

2. Click [Launch]. The book opens in a new browser window. (You will not see the [Launch] link unless your mouse pointer is over the title.)

3. After you open a book, you can:
   - Search for information by typing a keyword or phrase in the Search this book box.
   - Select a link to a chapter that you would like to read.
     When reading a chapter, you can:
     - Use the navigation tools at the top of the browser to return to the table of contents.
     - Use the links at the top of the chapter to go to the previous or next page, or return to the chapter contents.
     - Add a bookmark or note to the chapter.
     - Add the book to your plan, which saves the book to your default bookshelf in Books24x7.

![Book screenshot](image)

**Note:** You must have Java enabled on your browser to launch SkillSoft content. You do not need Java if you are accessing custom courses in SkillSoft (listed under University of Colorado – Courses folder).

**For More Information:**
- Employee Learning and Development (ELD) website: [https://www.cu.edu./eld/resources](https://www.cu.edu./eld/resources)
- ELD e-mail: system.training@cu.edu
- Run a browser compatibility check at: [http://browser.skillport.com/bh/default.asp](http://browser.skillport.com/bh/default.asp)
- Campus IT Helpdesks: [https://www.cusys.edu/eld-catalog/docs/skillsoft/ITHellpdeskContacts.pdf](https://www.cusys.edu/eld-catalog/docs/skillsoft/ITHellpdeskContacts.pdf)