University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

SEARCH&LEARN User Guide

## Log into the CU campus portal page and go to Training to access the Start SkillSoft link:

1. Use the **SEARCH&LEARN** panel at the top of the page by entering a keyword or phrase in the **Search For** box.
2. Select a learning event category from the **Category** drop-down list.

NOTE: a search expression can be a single word, a single phrase, or groups of words or phrases connected by "and," "or," or "not." Phrases are groups of words enclosed in quotation marks.
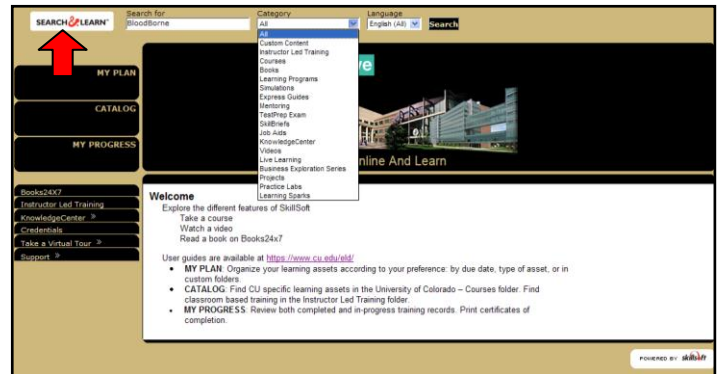

3. Click **Search** button and search results appear below the SEARCH&LEARN panel. If you searched for all categories, the results will be grouped by category. The results will be ordered according to relevance, as indicated by a thermometer icon.
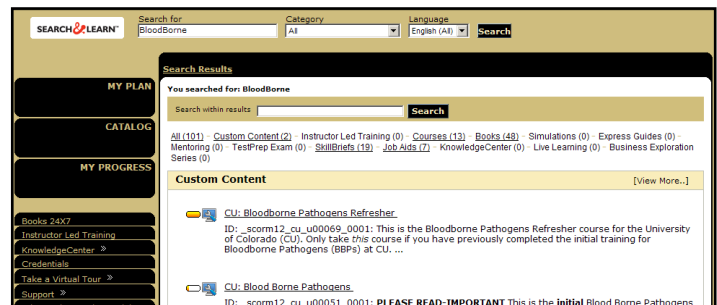

4. To navigate between the **Category** of search results, select any of the Category links that appear at the top. Results will automatically display.
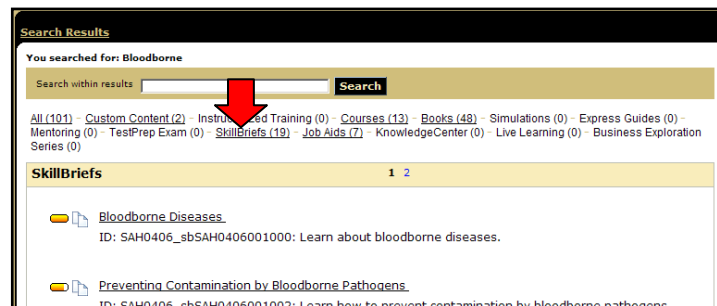
5. To narrow the search results, enter more words or phrases in the **Search within results box**.
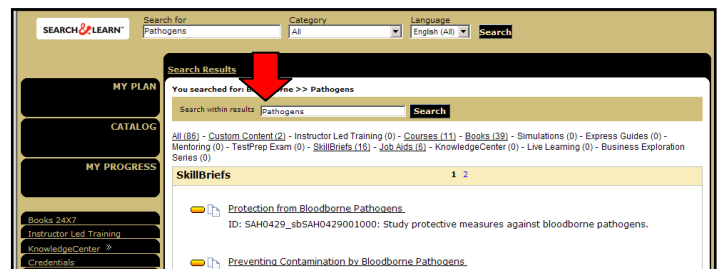
| 6. Expand the details for any item that is displayed, without leaving the search results, by selecting the **[Show Details]** link.
   • Click **View in Catalog** button to see other courses that are closest to the one being displayed.
   • When you are finished viewing the **Catalog**, click **Back to search results** link at the top left of the page.	
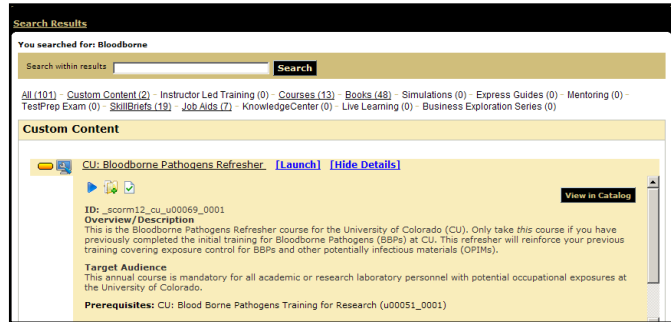
Accessing Books 24x7Resources using SkillSoft SEARCH&LEARN

1. Use SkillSoft **SEARCH&LEARN** to locate books from a keyword search like process above. Selecting either a book title or chapter section directly from the **SEARCH&LEARN** results. (ex. Books (48)). Click **[Launch]**, and the **Book Viewer** launches in a new window.
   • The **Book Viewer** provides a simple interface to view a single book.
   • To search the contents of the book, enter a keyword in the **Search This Book** box.
   • Relevance, is indicated by a thermometer icon for each Chapter that addresses the search keyword entered.	
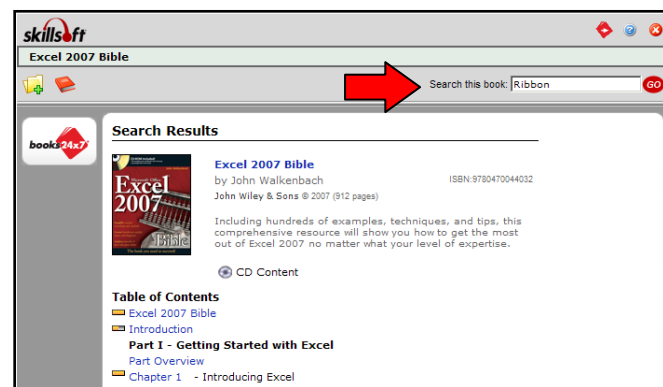
2. Navigation tools appear at the top and bottom of the viewer window.
3. Click **Table of Contents** button to view contents of the book.
   • Use the left or right arrow to navigate to the next or previous chapter.
   • Click to add a bookmark or note to the chapter.
   • Click to add the book to "**My Plan**." This also adds the book to the Default bookshelf folder on the **Books24x7** site.	
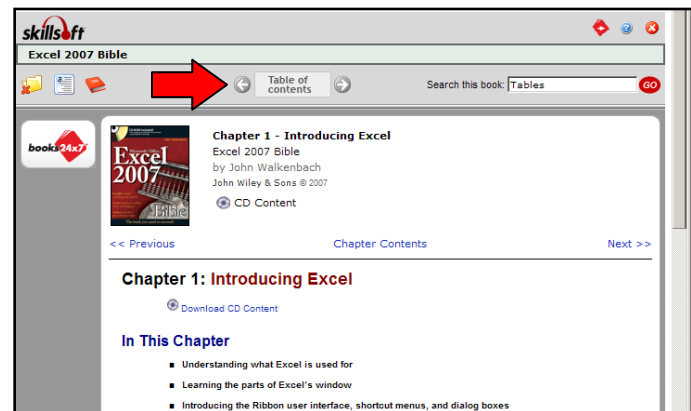
Please note: You must have Java enabled on your browser to launch the SkillSoft courses, videos and simulations. If you are completing a CU custom course located under the catalog, University of Colorado - Courses folder, you do not need to have Java enabled.

SkillSoft Resources:

- Employee Learning and Development (ELD) Website at: https://www.cu.edu/eld/resources
- Contact Employee Learning and Development at: system.training@cu.edu
- Run a browser compatibility check at: http://browser.skillport.com/bh/default.asp
- Campus IT Helpdesks: https://www.cusys.edu/eld-catalog/docs/skillsoft/ITHelpdeskContacts.pdf
- SkillSoft Help Desk information:
  - SkillSoft Customer Support – 1-866-754-5435
  - SkillSoft Online Customer Support Live Help - http://support.skillsoft.com/livehelp/