



Logging into the site

- 1 Open your web browser
- 2 Type <http://www.clemson.edu/elearning/> in the address line and press Enter.
- 3 Click the Login to SkillPort button.
- 4 The SkillPort site is displayed.

Accessing Learning Events via the Catalog

- 1 Click the Course **Catalog** tab
The Catalog page is displayed. SkillPort presents learning events in an expandable catalog of assigned content. Content can be organized in standard curricula, by certification path, or in a Learning Program.
- 2 Click the hyperlink text next to the folder icon to view the selected items displayed in the catalog
To view the contents of the catalog, click through the catalog hierarchy. A breadcrumb trail at the top of the course information panel will show you where you are.
 [Communication Curriculum :](#)
- 3 To access a learning event, select the hyperlink title text next to the icon.
Clicking on the learning event title displays the Information Page for that learning event. When accessing courses, links to any associated Job Aids and Skillbriefs are found at the bottom of the page.
 [Working Effectively with Customers](#)
- 4 From the top of the Course Information page, click **Play this course**
The course will open in a separate window.

Using Search and Learn to access Learning Events

- 1 In the **SEARCH-and-LEARN** panel, type a keyword or phrase in the **Search for** field
Select a learning event category from the **Category** drop-down list
If desired, and is available, select a language from the **Language** drop-down list




SEARCH-and-LEARN™ [Search Tips](#)

Search by keywords, title, or ID

Search for	Category:	Language:	<input type="button" value="Search"/>
<input type="text" value="Project Management"/>	<input type="text" value="All"/>	<input type="text" value="English"/>	

2 Click Search

Search results appear below the Search and 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 

3 You can narrow your search by searching within the returned results

4 Click the button to display a list of learning events that relate to the event you have selected.

5 From the main search results page, click the "View more" link to display more search results in that category

You searched for: **Project Management** in All Categories.



Books [View more Books](#)

-  [Project Planning, Scheduling & Control, 3rd Edition](#) 
Practical, Proven, and Down-to-Earth Guidance for Effective Project Management
-  [Power & Politics in Project Management](#) 
Understanding and using politics in project management.

Courses [View more Courses](#)

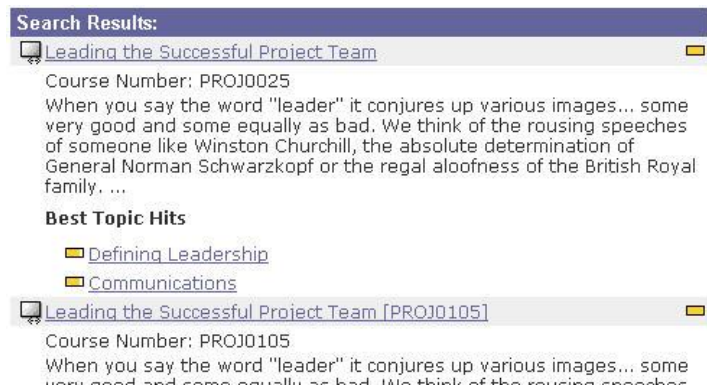
-  [Leading the Successful Project Team](#) 
When you say the word "leader" it conjures up various images... some very good and some equally as bad. We think of the rousing speeches

You searched for: **project management** in All Categories.



Search these results for:

The Related Search button appears in the left panel above Related Resources once a learning event summary page is displayed. The related search results are displayed in the left pane.



Additional search results are displayed in the main pane. Related Results arranged by category are displayed in the left pane.





Search Results:

-  [Leading the Successful Project Team](#) 
Course Number: PROJ0025
When you say the word "leader" it conjures up various images... some very good and some equally as bad. We think of the rousing speeches of someone like Winston Churchill, the absolute determination of General Norman Schwarzkopf or the regal aloofness of the British Royal family. ...


Best Topic Hits


-  [Defining Leadership](#)
-  [Communications](#)


-  [Leading the Successful Project Team \[PROJ0105\]](#) 
Course Number: PROJ0105
When you say the word "leader" it conjures up various images... some very good and some equally as bad. We think of the rousing speeches

Navigating courses

Click  to begin the course

Click  to page forward in the course


Click  to page backward in the course

Click  to turn on auto advance


When you launch a course, the course menu displays.

This button also begins a topic from the Topic Intro page. The page control buttons are only active when you are playing course content or actively taking tests.

When auto advance is enabled, pages that don't call for user interaction will automatically advance to the next page when the audio has completed playing. When a page is displayed that includes interactions, auto advance will stop. **Note:** this feature is not available for all content.

Click  to turn auto advance off

If auto advance is off, you have to navigate to the next page by clicking the Next Page button.

Click  to display the Learning Points dialog


Use the Learning Points dialog to view and navigate to the learning points in the selected topic. You can also move to the previous topic and next topic from the Learning Points dialog.

Click  to display the caption box

The caption box is to support narrated animation. This feature is not available for all content.

Click  to display the resources dialog

The Resources dialog displays a list of links to additional resources. The list of links in the dialog will change depending on the assets available for the specific content.

Click  to access the course menu screen

You can return to the course menu from any of the content pages or tests. The course menu displays the hierarchy of the course down to the topic level. It contains links that allow you to go directly to a particular topic or take a specific lesson test.

Click  to return to your last place in the course

The Return to Bookmark button replaces the Begin Course button once you launch any topic or test.