

# Skills@Columbia Navigation Guide

The following guide provides detailed instructions on how to access and complete the *Doing the Right Thing* courses available through Skills@Columbia.

## Doing The Right Thing – Web Based Training General Navigation Guide

1. Access Skills@Columbia on the Learning and Development website at <http://hr.columbia.edu/learn-dev/e-learning>. Click the Skills@Columbia link or use the **Online Learning** link in blue font on right side of the screen.
2. Click **Launch** to log into Skills@Columbia.

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Online Learning

Skills@Columbia

**August 2010 - Online Learning Update**

The L&D team is pleased to announce we will be upgrading the Skills @ Columbia platform in partnership with our vendor. In order to facilitate these changes, Skills @ Columbia will be unavailable to faculty and staff from end of day Monday, August 2 until the morning of Monday, August 9.

If you are currently taking an online learning program through Skills @ Columbia, please note that the system will not be available after 5:00 p.m. on Monday August 2. Please be assured that if you are currently taking an online learning program your progress will not be lost.

Skills @ Columbia will be back online on Monday, August 9 at 8:00 a.m. The L&D team is in the process of updating the Skills @ Columbia Navigation Guide and will be announcing the system enhancements in detail during the month of August.

If you have any questions about the Skills @ Columbia platform upgrade, please do not hesitate to contact any member of our team. Thank you.

Sincerely,  
The HR Learning & Development Team

The Learning & Development team is pleased to offer free online courses through the web-based training portal Skills @ Columbia.

Learning & Development Content

Online Learning  
Frequently Asked Questions

Classroom Learning  
Consulting Services  
Leadership Development  
Morningside Faculty And Staff Orientation  
Welcome Program  
Testimonials

Highlights

**Getting Started**

Launch @ Skills @ Columbia

E-Learning At A Glance Guide (PDF)

Columbia University E-Learning Catalog (PDF)

Step 1

Step 2

Internet 100%

3. Enter your **UNI** and **Password** in the popup window. Click **Login** to launch Skills@Columbia website.

UNI

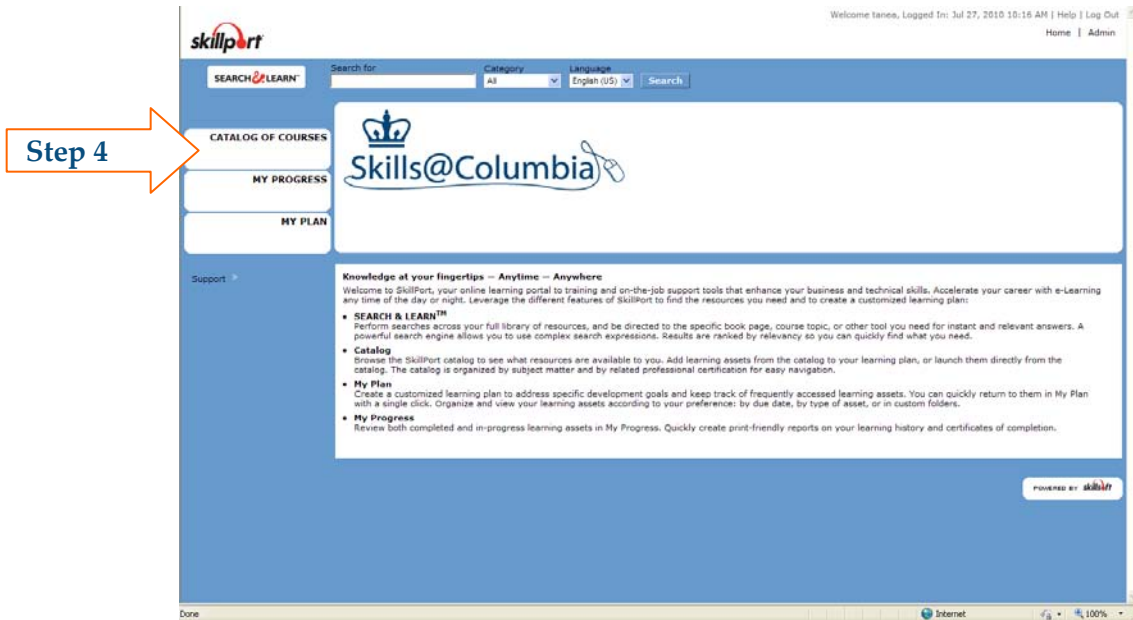
PASSWORD

Log in

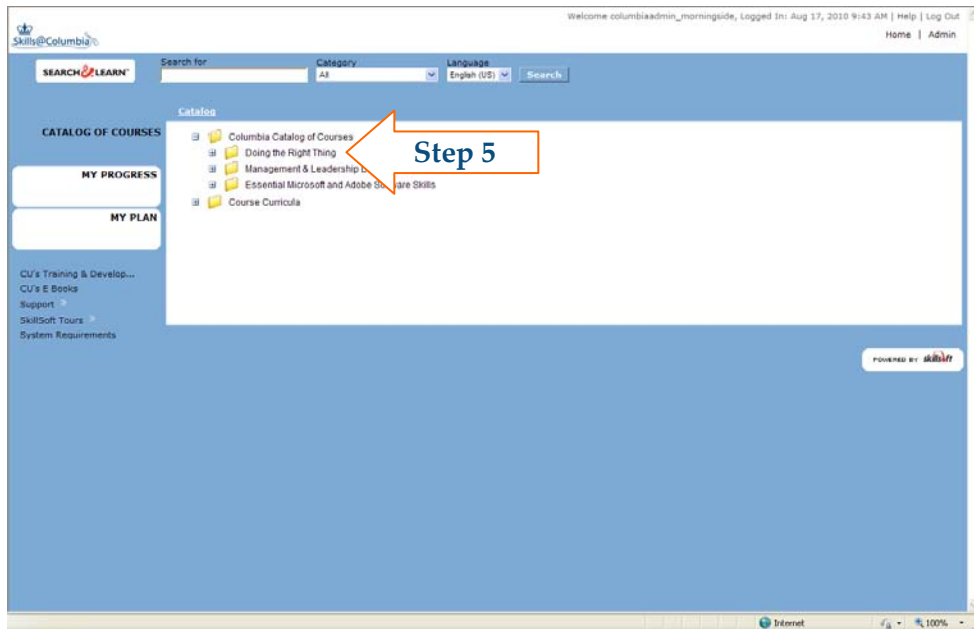
Step 3

# Doing The Right Thing – Web Based Training General Navigation Guide

## 4. Click the **Columbia Catalog of Courses** folder.

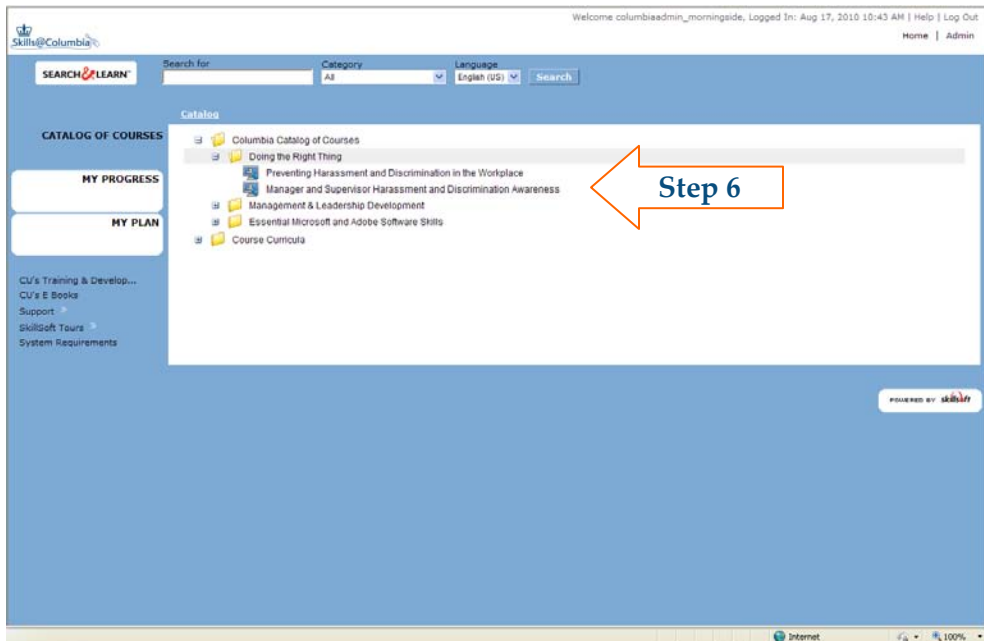


## 5. Click the **Doing the Right Thing** folder.



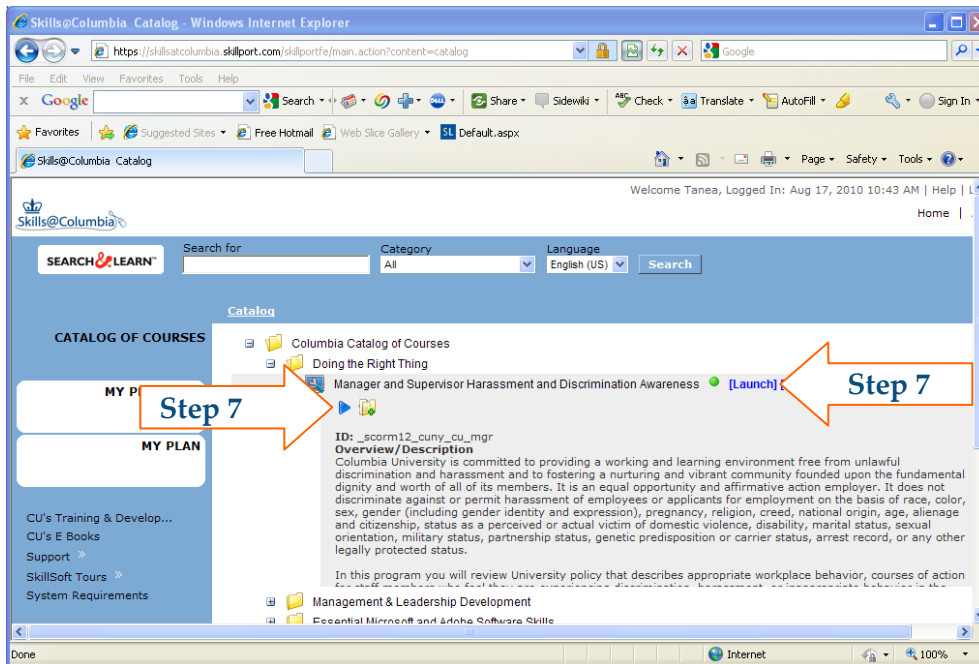
## Doing The Right Thing – Web Based Training General Navigation Guide

6. Select appropriate *Doing the Right Thing* course.
  - “Manager and Supervisor Harassment and Discrimination Awareness” for **Managers, Supervisors or staff members working in a leadership role**
  - “Preventing Harassment and Discrimination in the Workplace for **Staff**”



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7. Click **Launch** (or the blue arrow) to begin or continue the course.

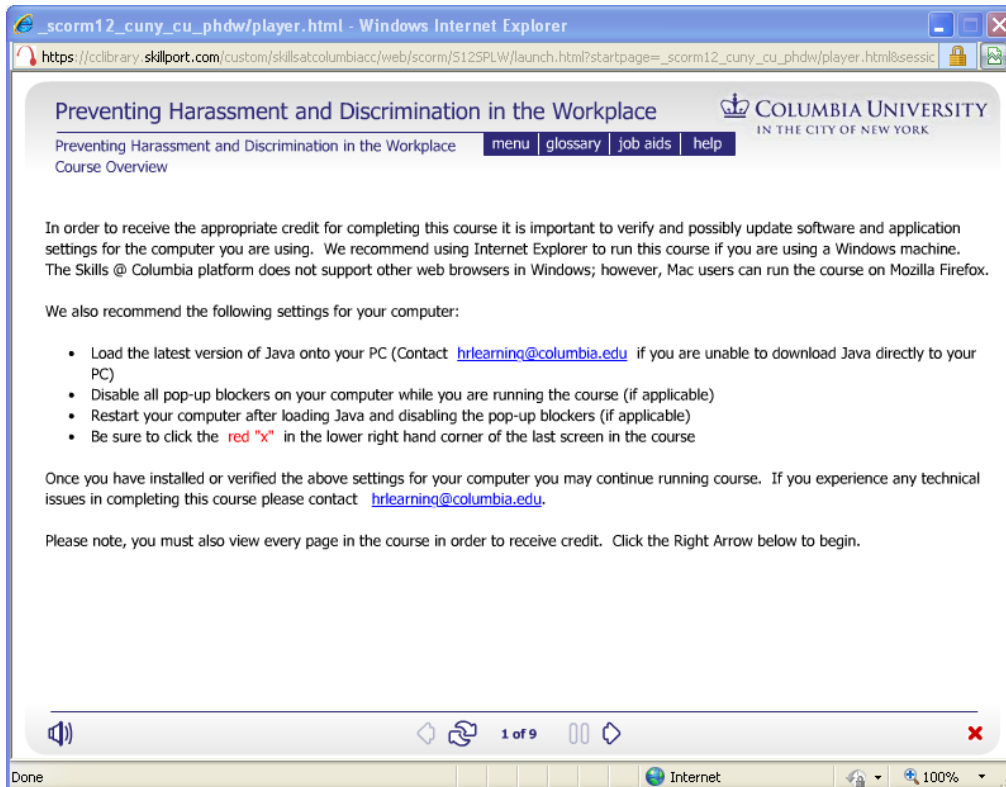


**NOTE:** the course will open in a separate pop-up window

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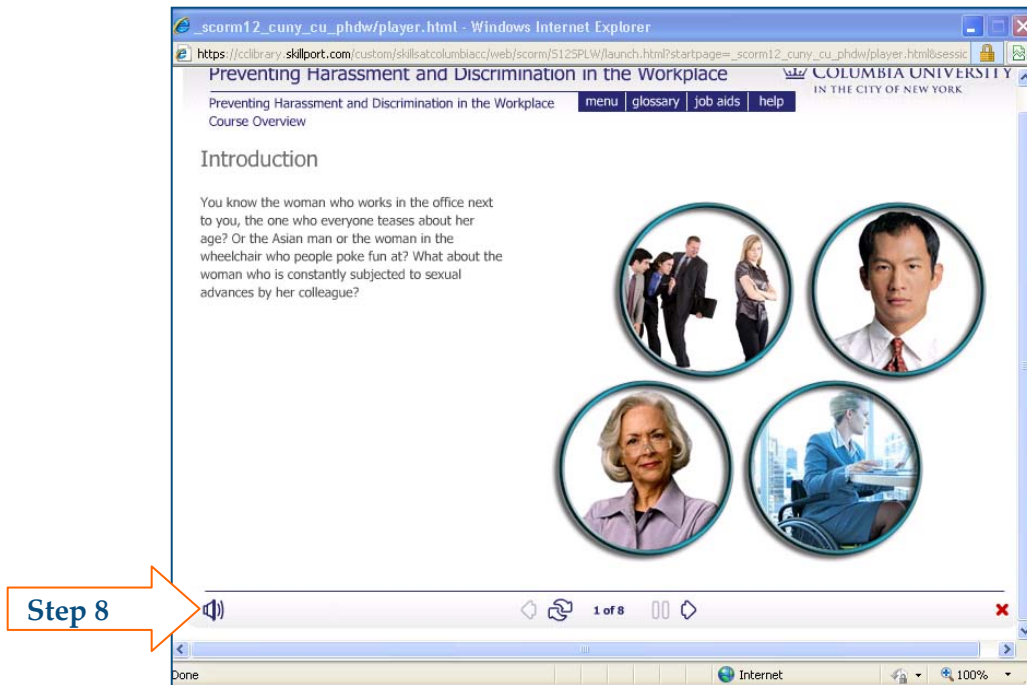
## First Screen:

The first screen that appears will provide users a list of recommended technical settings to complete the Doing the Right Thing training course. If a Java error message appears the user should contact [hrlearning@columbia.edu](mailto:hrlearning@columbia.edu).

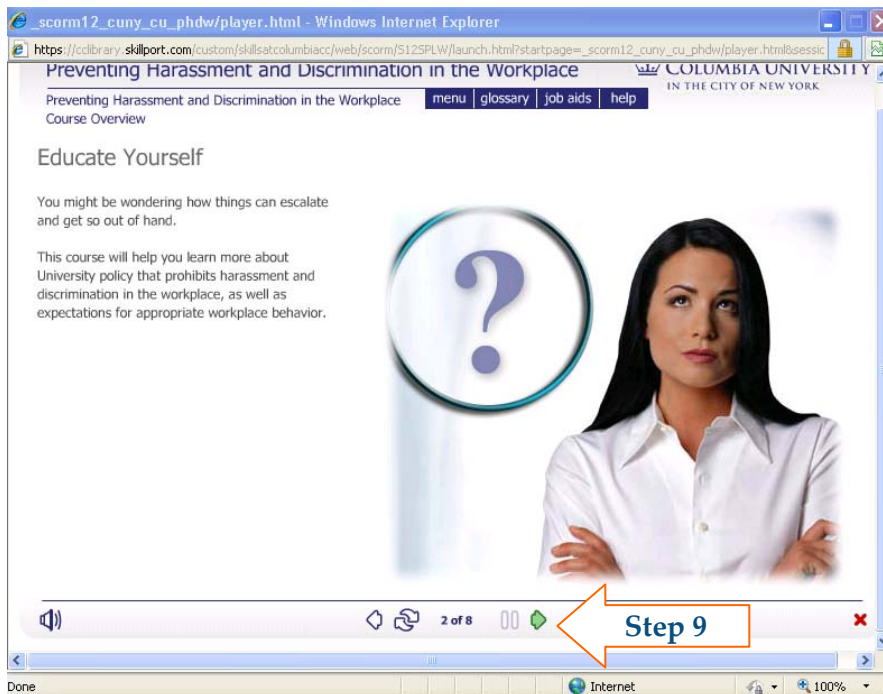


## Doing The Right Thing – Web Based Training General Navigation Guide

8. You have the option to turn the audio off by clicking the picture of the **bell**.

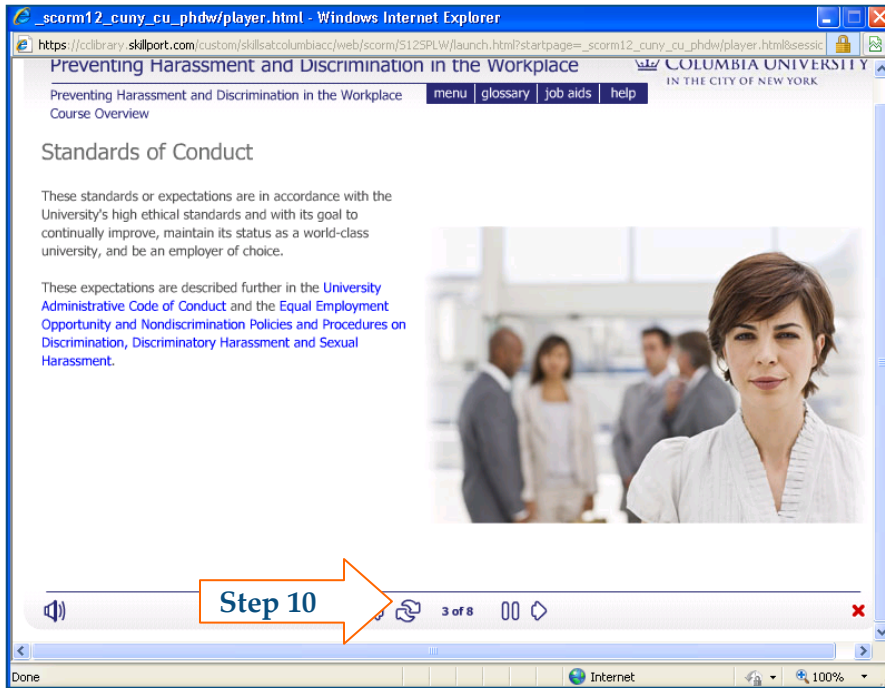


9. Advance to the next screen by clicking the **forward arrow**. (The arrow will flash in green once the course narrator has read all text on that screen).

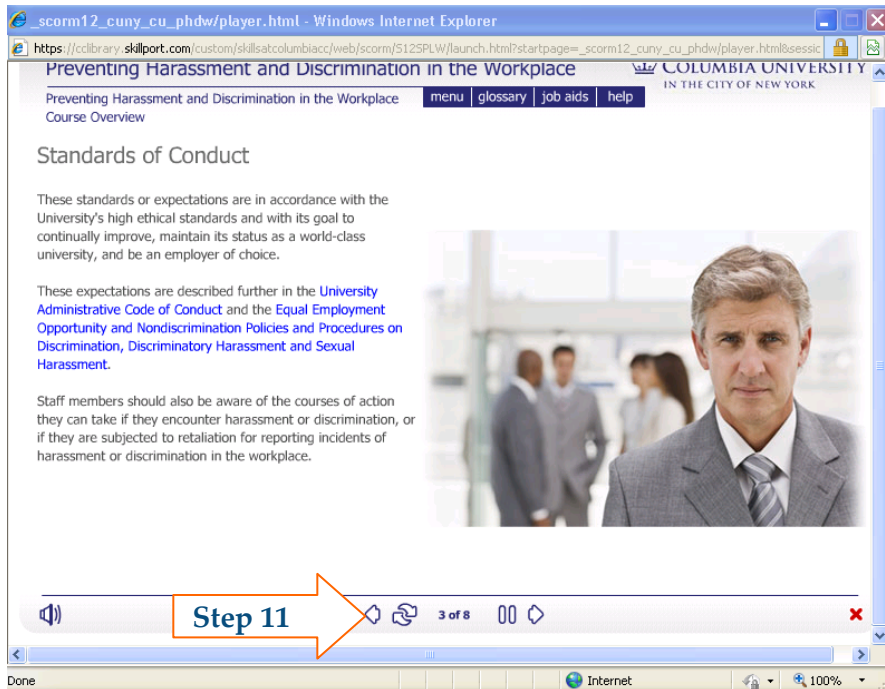


## Doing The Right Thing – Web Based Training General Navigation Guide

10. To replay the audio for a screen click the **two arrows**.

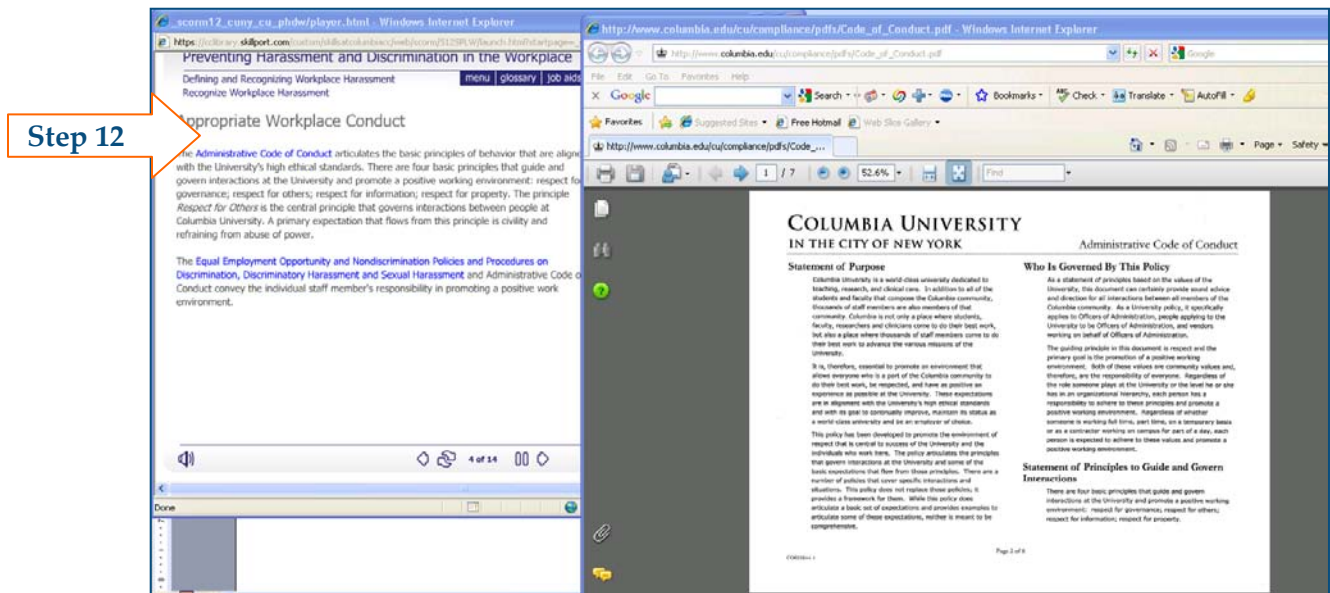


11. To return to a previous slide or text click the **back arrow**.

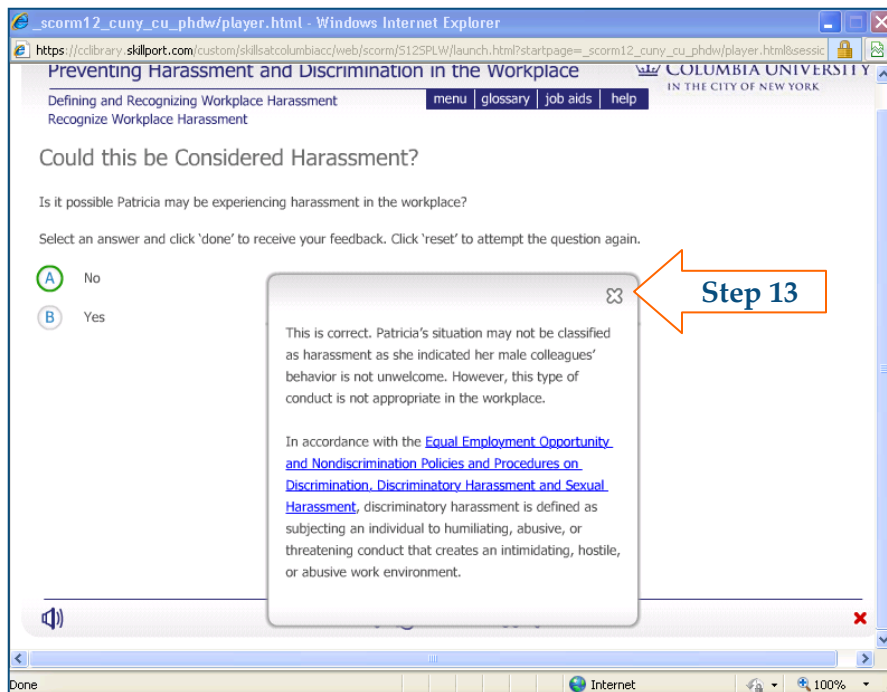


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12. The course will provide a number of hyperlinks to Columbia University policy. These policies will open in a separate pop-up window.



13. To advance to the **next screen** when the next arrow is blocked by a pop-up window, close the pop-up window by clicking the small gray “x” in the upper right hand side of the pop-up window screen then click the next arrow.

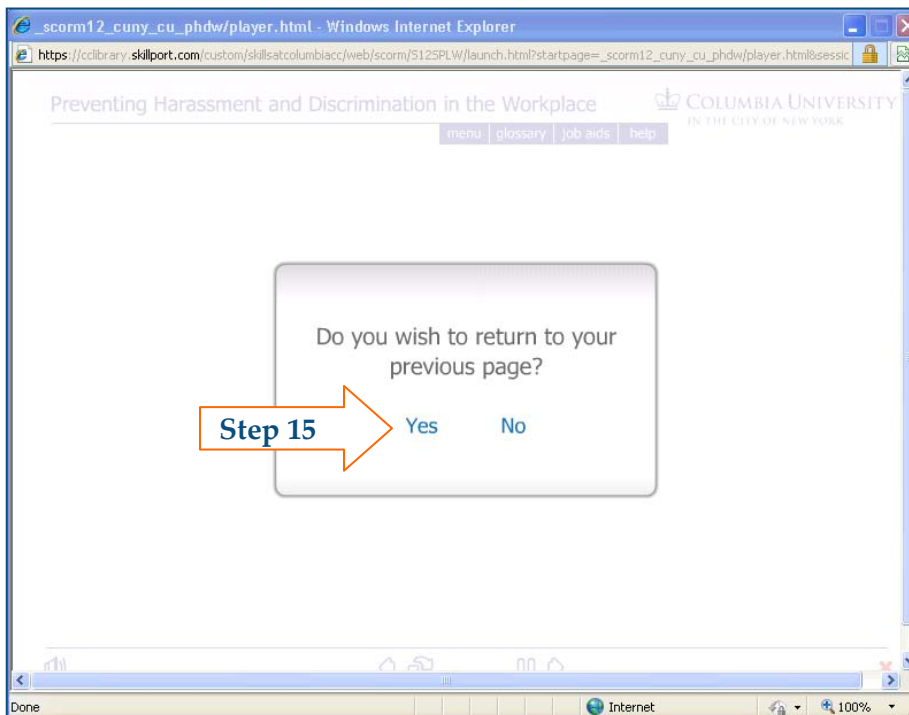


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14. Click the red “x” arrow on the lower left side of the screen to exit the course. Skills@Columbia will bookmark the last screen you viewed upon exiting.



15. To access the last page you access, click **Yes**. To play the course from the beginning click **No**.

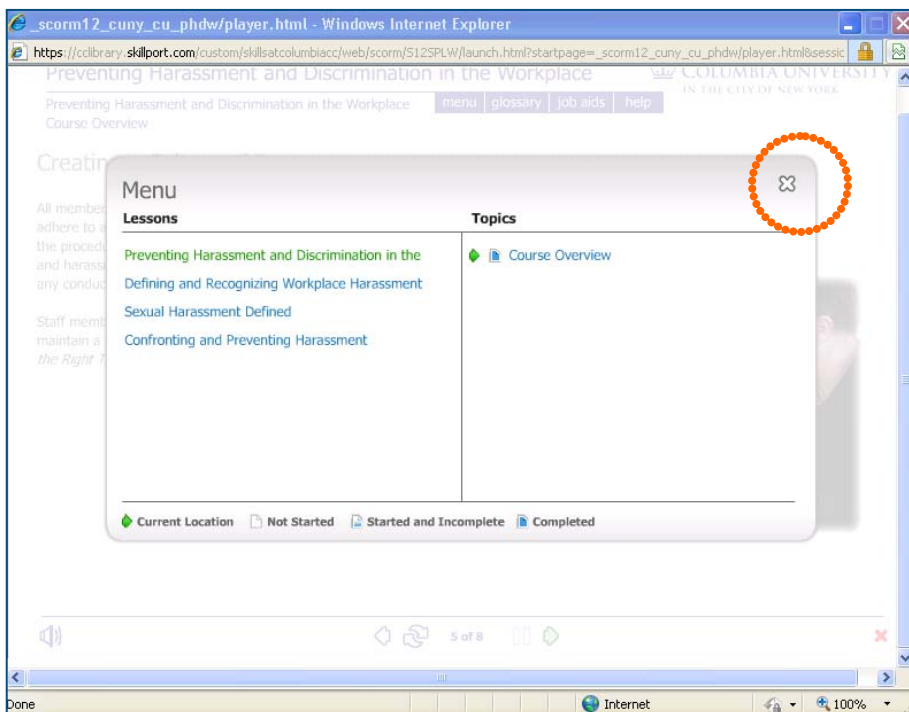


## Doing The Right Thing – Web Based Training General Navigation Guide

16. Access the **Menu** option at the top of the screen to view your current progress in all course topics



**NOTE:** the Menu pop-up window will appear. Click the small gray "x" to close the menu screen (see below).

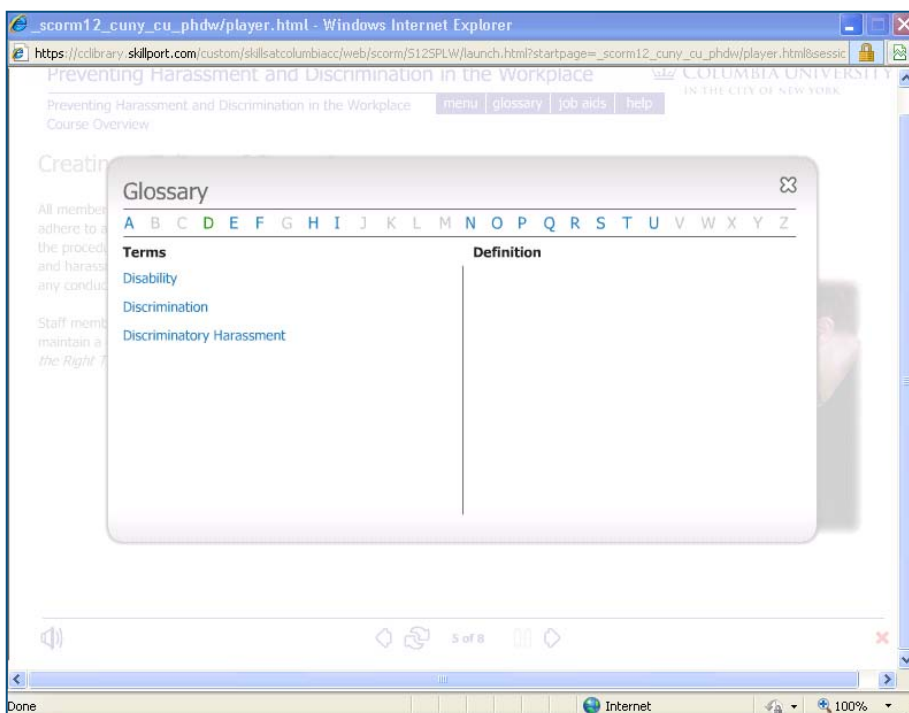


## Doing The Right Thing – Web Based Training General Navigation Guide

17. Access the **Glossary** option at the top of the screen to look for specific terms that have been defined throughout the course

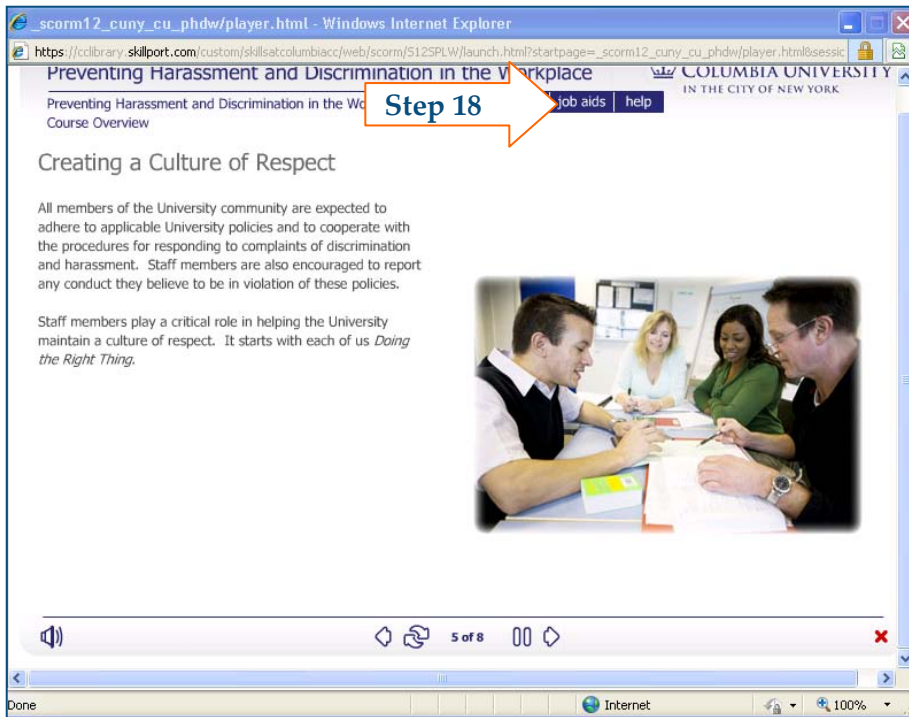


**NOTE:** the Glossary pop-up window will appear. Click the small gray "x" to close the menu screen (see below).

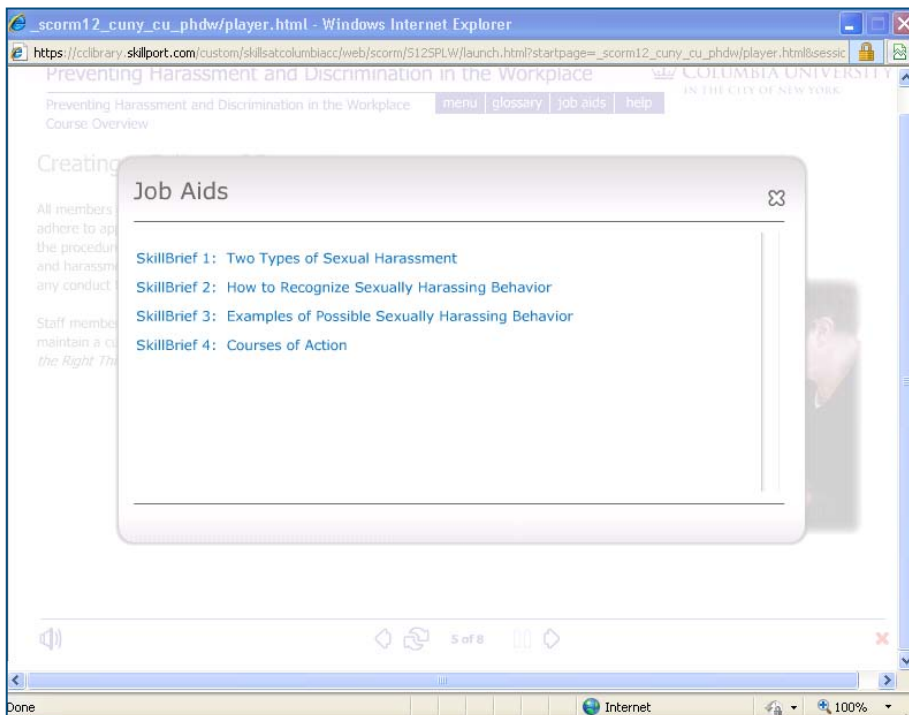


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18. Access **Job Aids** option at the top of the screen to print copies of the job aids presented throughout the course.



**NOTE:** the Job Aids pop-up window will appear. Click the small gray "x" to close the menu screen (see below).

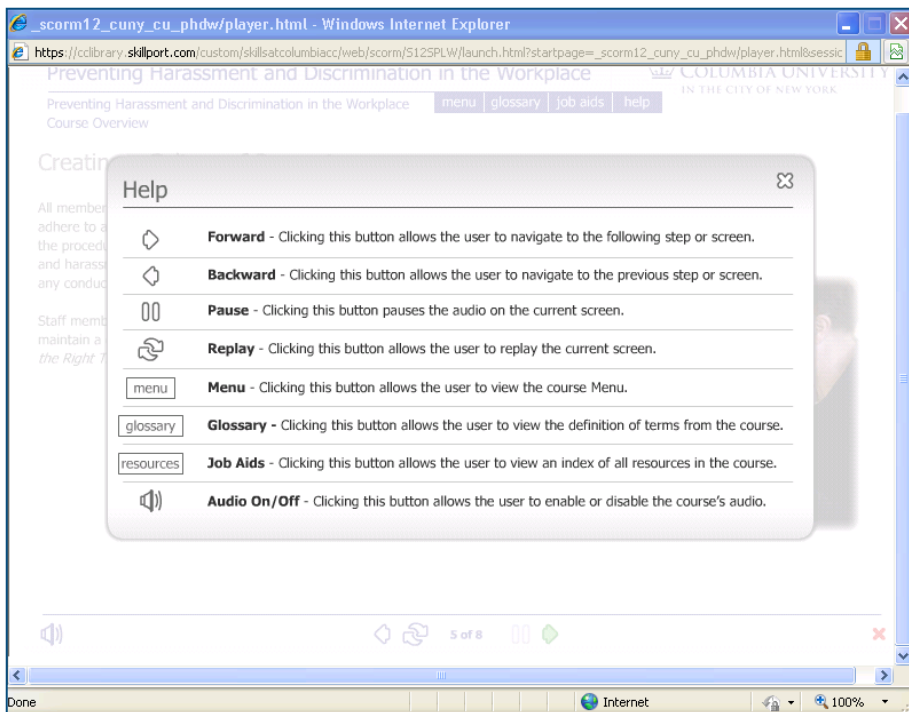


## Doing The Right Thing – Web Based Training General Navigation Guide

19. Access **Help** at the top of the screen for general navigation tips

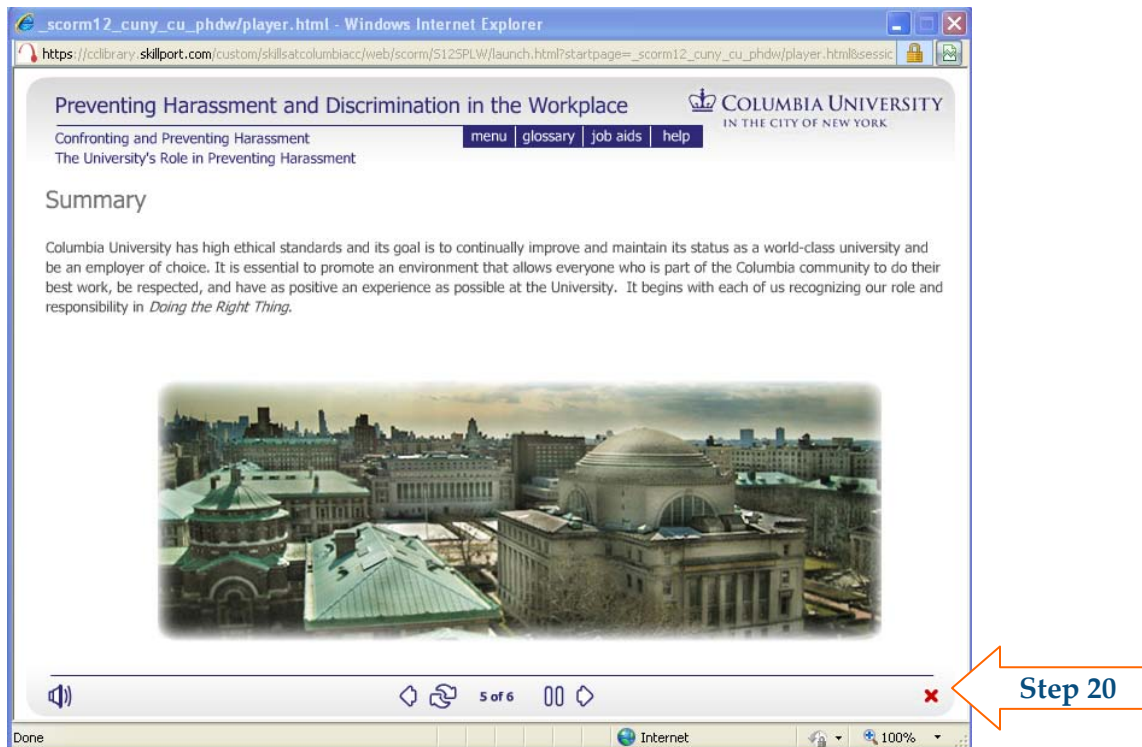


**NOTE:** the Help pop-up window will appear. Click the small gray "x" to close the menu screen (see below).

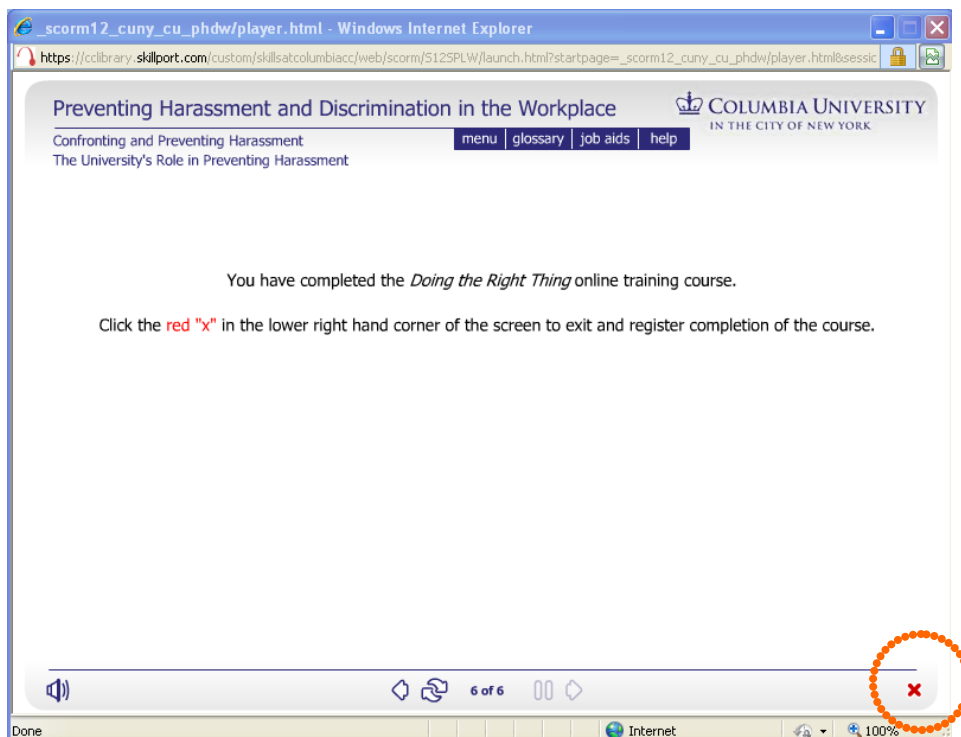


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20. To receive credit for completing the course, click on the red “x” in the lower right side of the screen after you have opened and read each screen.

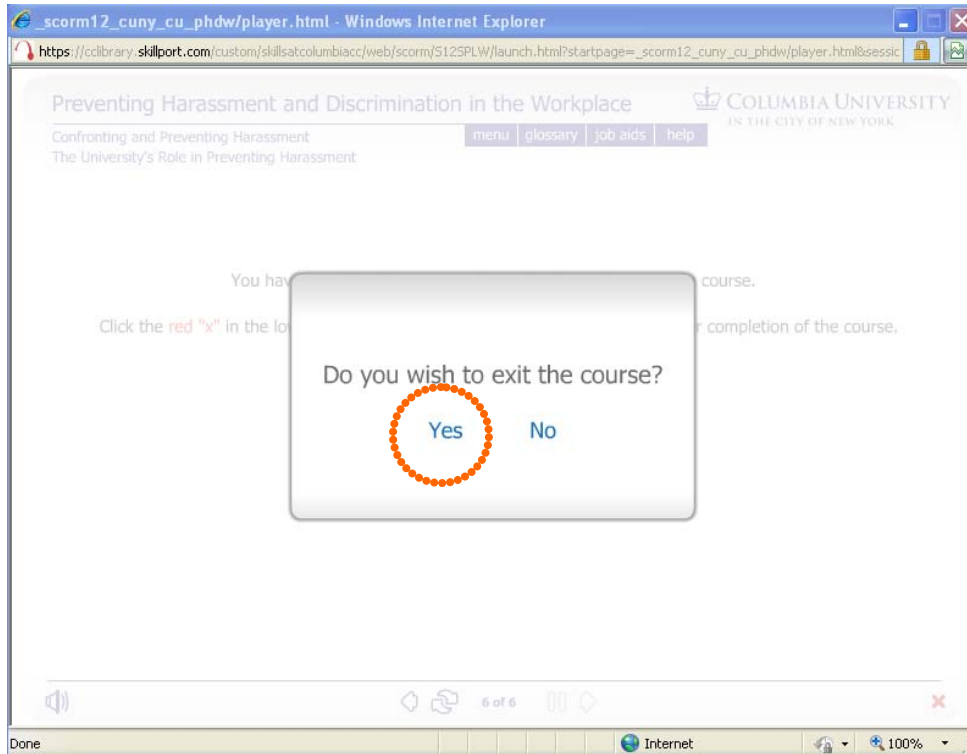


**NOTE:** If Users click the next arrow another reminder to click the red “x” will appear (see below.)



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21. If Users click the next arrow another reminder to click the red “x” will appear. wish to exit the course. Click **Yes** (see below).



22. You can verify the system recognizes you have completed the course by clicking **My Progress** (located in the Shortcuts menu on left side of screen)

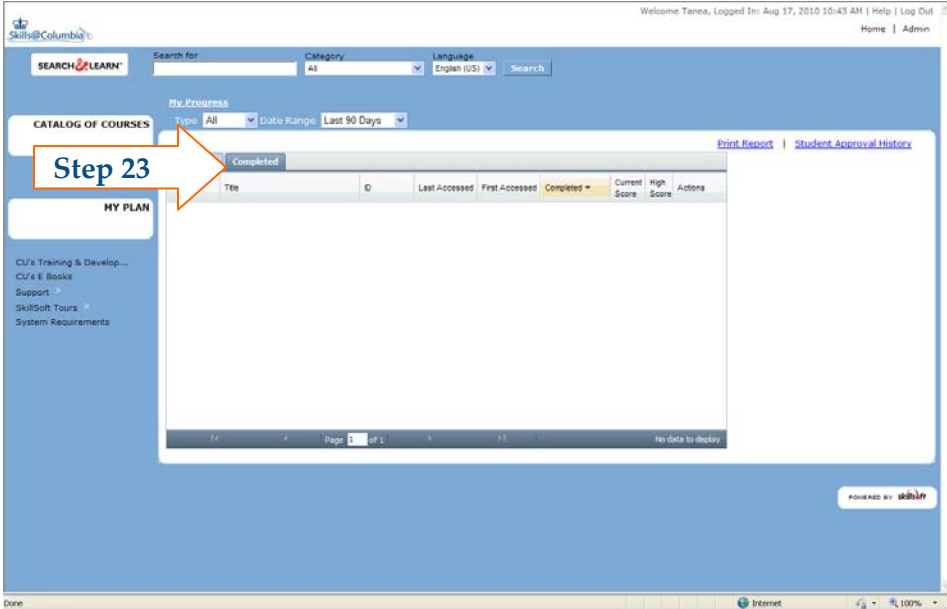
**Step 22**

The screenshot shows the Skills@Columbia website interface. On the left sidebar, there is a "MY PROGRESS" button highlighted with a red arrow and the text "Step 22". The main content area displays a table titled "My Progress" with columns for "Title", "ID", "Last Accessed", "First Accessed", "Completed", "Current Score", and "High Score". The table lists several courses, all of which are marked as "Completed" with a score of "-".

| Title                                       | ID           | Last Accessed | First Accessed | Completed | Current Score | High Score | Actions |
|---|--------------|---------------|----------------|-----------|---------------|------------|---------|
| Executive Level Leadership - Spo...         | en_US_402    | Aug 13, 2010  | Aug 13, 2010   | -         | -             | -          |         |
| Project Leadership - Leading the Pr...      | en_US_415    | Aug 13, 2010  | Aug 13, 2010   | -         | -             | -          |         |
| Business Case Preparation                   | en_US_410    | Aug 13, 2010  | Aug 13, 2010   | -         | -             | -          |         |
| Dynamics of Leadership                      | LEAD0126     | Aug 13, 2010  | Aug 13, 2010   | -         | -             | -          |         |
| Leadership Essentials: Leading In...        | WHL_05_00    | Aug 13, 2010  | Aug 13, 2010   | -         | -             | -          |         |
| Developing a Business Execution C...        | _sp_ch_wc... | Aug 13, 2010  | Aug 13, 2010   | n/a       | n/a           | n/a        |         |
| Knowing When to Take Leadership...          | _sp_b1_wb... | Aug 13, 2010  | Aug 10, 2010   | n/a       | n/a           | n/a        |         |
| Succession Planning Overview                | LEAD0301     | Aug 13, 2010  | Aug 13, 2010   | -         | -             | -          |         |
| Creating a Business Execution Cul...        | LEAD0152     | Aug 13, 2010  | Aug 13, 2010   | -         | -             | -          |         |
| Strategies for Facilitating Critical Thi... | PD0283       | Aug 13, 2010  | Aug 13, 2010   | -         | -             | -          |         |
| Organizational Scope of Critical Thi...     | PD0266       | Aug 13, 2010  | Aug 13, 2010   | -         | -             | -          |         |

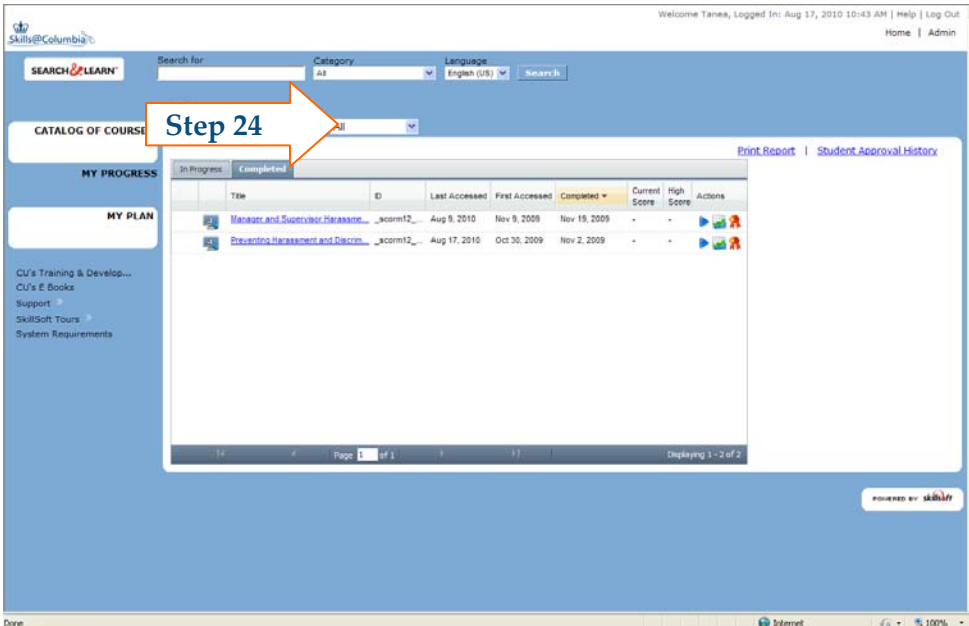
## Doing The Right Thing – Web Based Training General Navigation Guide

23. Click the **Completed** tab to view courses you have completed.



The screenshot shows the Skills@Columbia web application interface. At the top, there is a search bar and navigation links. Below the search bar, the 'CATALOG OF COURSES' section is visible. Underneath, the 'My Progress' section has two tabs: 'All' and 'Completed'. The 'Completed' tab is selected, and an orange arrow labeled 'Step 23' points to it. Below the tabs is a table with columns: Title, ID, Last Accessed, First Accessed, Completed, Current Score, High Score, and Actions. The table is currently empty, with a message 'No data to display' at the bottom. The page footer includes 'powered by skills@' and a browser status bar.

24. Change the default **Date Range** to ALL.

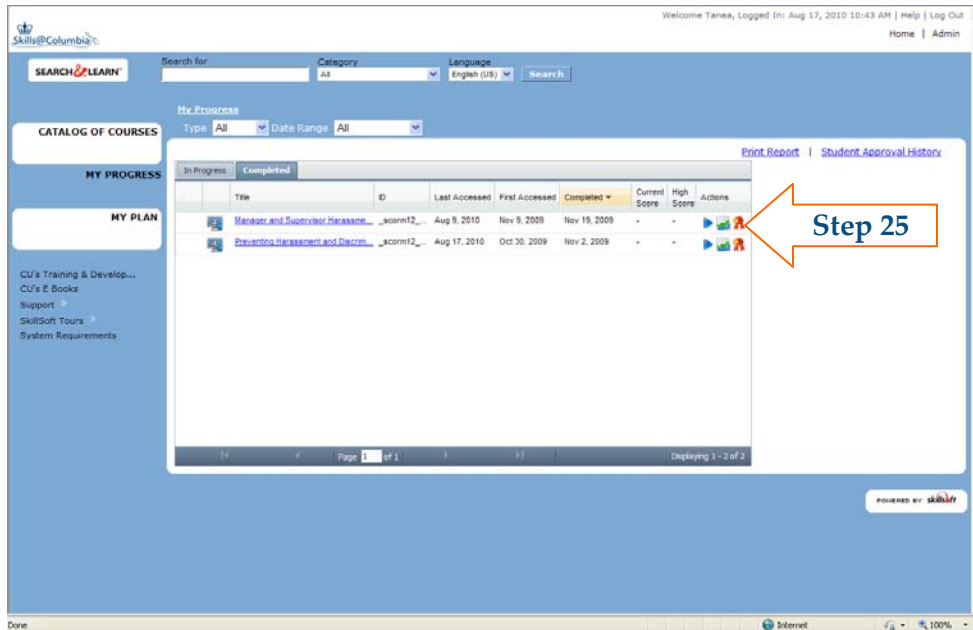


The screenshot shows the Skills@Columbia web application interface. In the 'CATALOG OF COURSES' section, the 'Date Range' dropdown menu is set to 'All'. An orange arrow labeled 'Step 24' points to this dropdown. Below the dropdown, the 'My Progress' section has two tabs: 'In Progress' and 'Completed'. The 'Completed' tab is selected, and an orange arrow labeled 'Step 24' points to it. Below the tabs is a table with columns: Title, ID, Last Accessed, First Accessed, Completed, Current Score, High Score, and Actions. The table contains two rows of data. The page footer includes 'powered by skills@' and a browser status bar.

| Title   | ID | Last Accessed | First Accessed | Completed    | Current Score | High Score | Actions |
|---|----|---------------|----------------|--------------|---------------|------------|---------|
| Manager and Supervisor Harassment..._scorm12_ |    | Aug 9, 2010   | Nov 9, 2009    | Nov 19, 2009 | -             | -          | ▶ 🗑️    |
| Preventive Harassment and Discrim..._scorm12_ |    | Aug 17, 2010  | Oct 30, 2009   | Nov 2, 2009  | -             | -          | ▶ 🗑️    |

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25. Click the **Certificate** icon to a certificate of completion for the specific course completed.



26. A separate pop-up window will appear. Click the File option in the main menu to print the certificate.

