

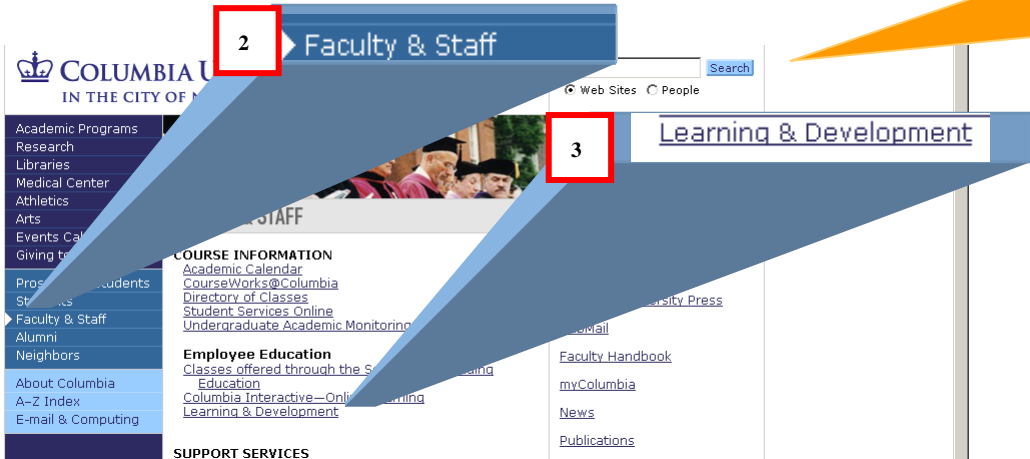


SKILLS@COLUMBIA AT A GLANCE

Step One: Logging in

1. Go to www.columbia.edu
2. Click Faculty & Staff
3. Click Learning and Development
4. Click Online Learning
5. Click Take a Class
6. Log on

Go to www.columbia.edu.
Click Faculty & Staff
Click Learning and Development

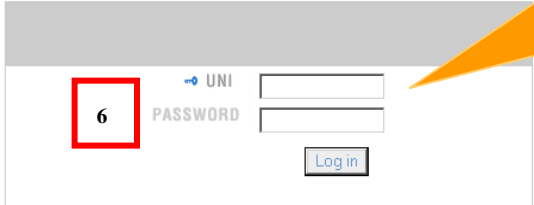


4 **Online Learning**



5 **Take a class**

Click Launch and Log on using your UNI and

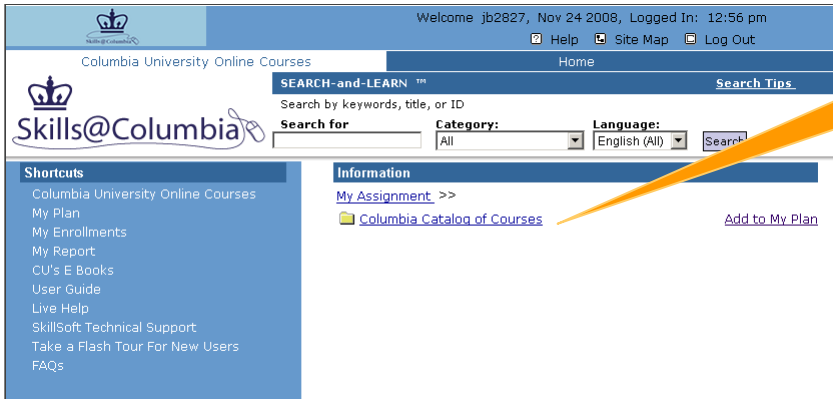




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Step Two: Search for a course

Select Columbia Catalog of Courses.



The top 4 folders contain the top 50 SkillSoft Courses which have been selected by Columbia University Learning & Development.



Courses are arranged in folders for ease of use:

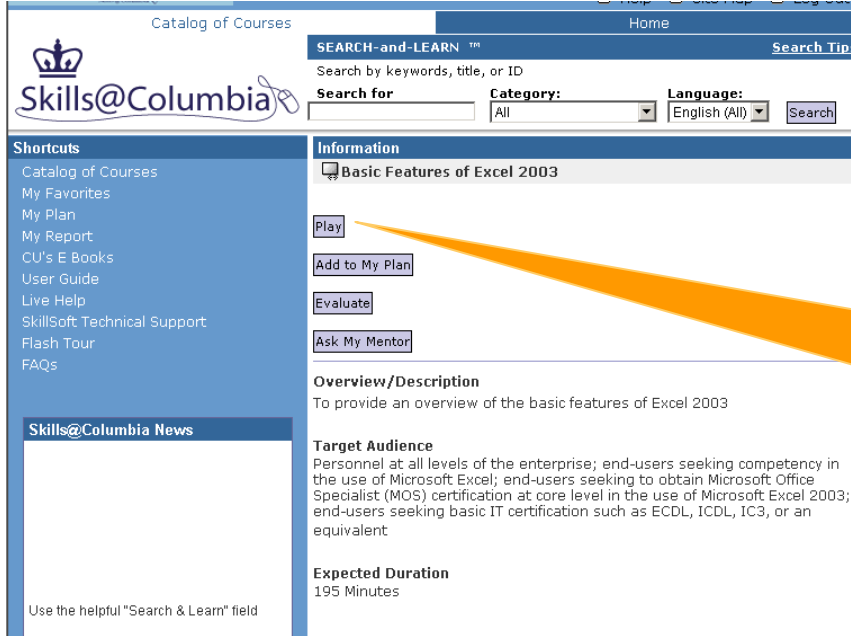
- Professional Development
- Supervisory Skills
- Software Skills

Also available are courses tied to the CU Performance Attributes, and other Software, Business and IT skills courses. Plus you can browse the other 950 online courses.



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Step Three: Play a course



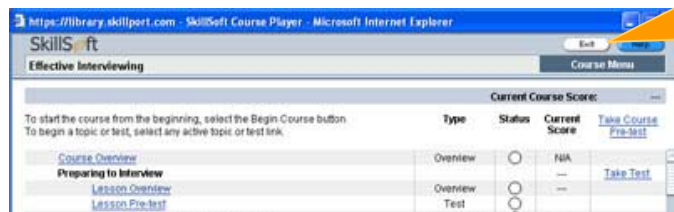
After viewing the course details, click Play to run the course.

Option #2: Review just the topics you need by clicking on the specific topic links.



Option #1: Click on "Begin Course" (located on the lower right hand side of the screen) to work your way through the course.

Opt To End a Course: To exit a course, click on the "Exit" button. Skills@Columbia tracks your progress and will remember where you were when you return to the course.



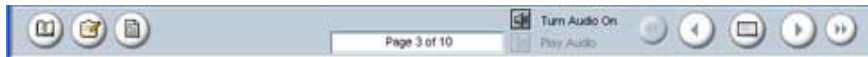


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Other Options

Course Navigation

When you launch your course, you will see a new screen with a control bar at the bottom:



Navigation Controls



Turn Audio On/Off - Turns the audio on or off during the current course play session.



Play Audio/Stop Audio - Plays or stops the audio for the current page.



Previous Topic/Segment - Displays the previous topic in the course.



Previous Page/Slide - Displays the previous page in the course.



Course Menu - Displays the Course Menu in the Content Area.



Next Page/Slide - Displays the next page in the course.



Next Topic/Segment - Displays the next topic in the course.



Status Box - Displays the current page number and the total number of pages.

Search for a Course



Enter key words, course title, or the course number in the "Search for" field at the top of the screen.

Click Search

For additional information, contact Learning & Development, on extension 851-0616.