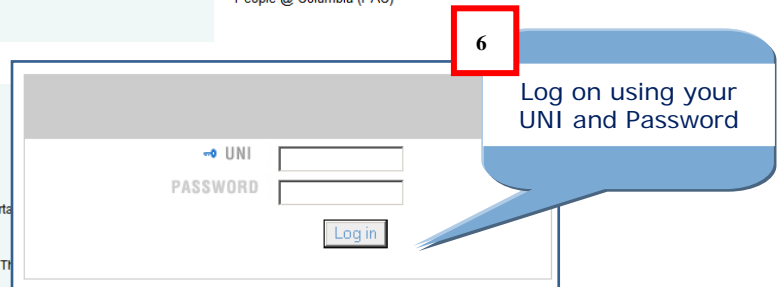
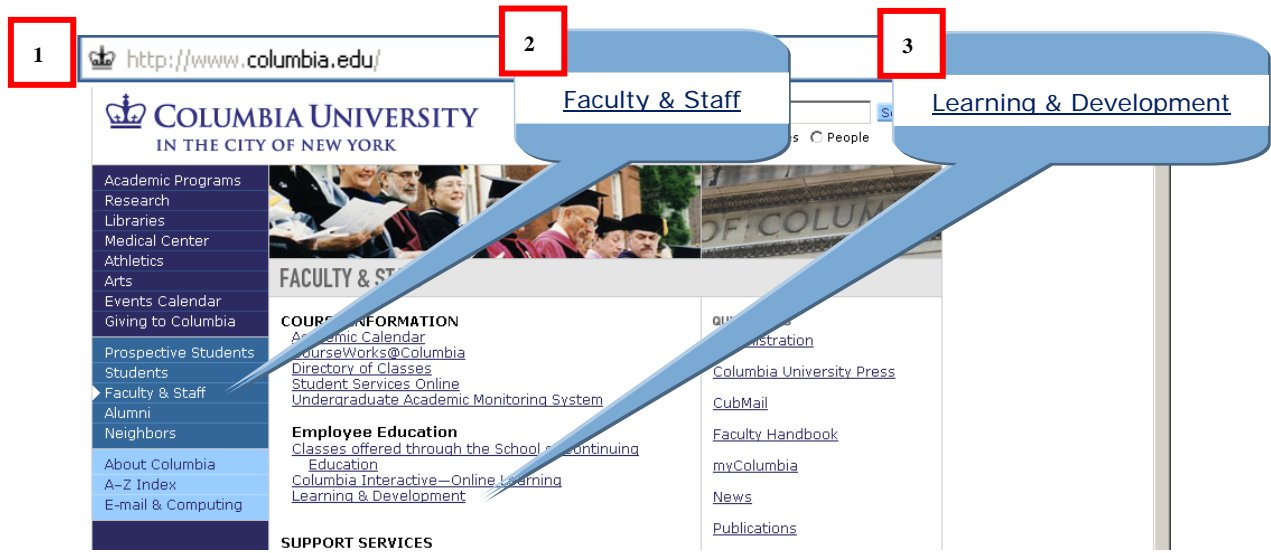


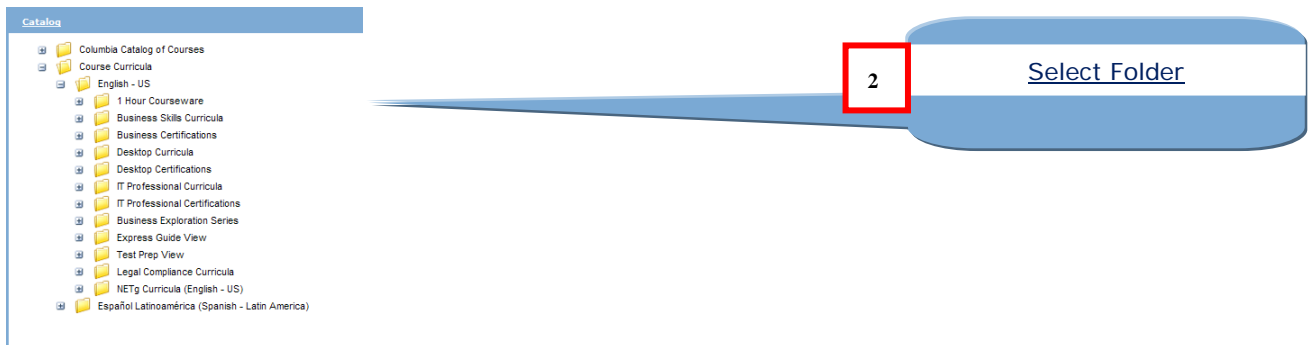
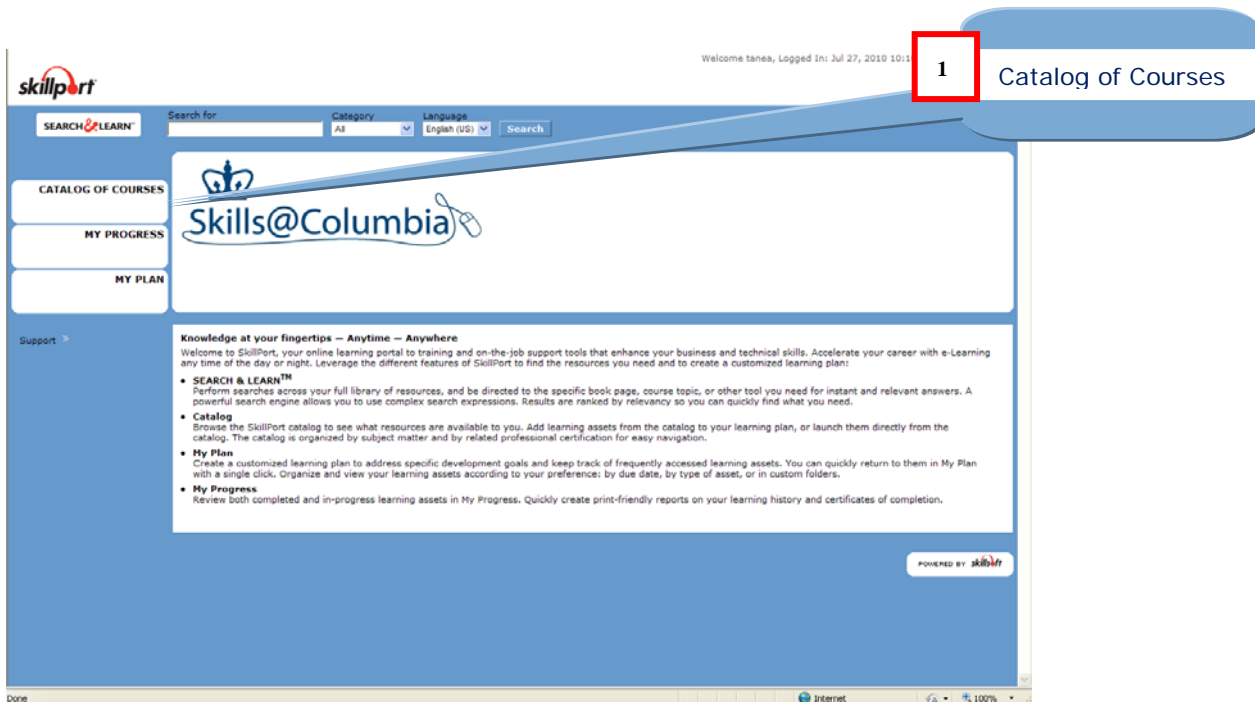
Step One: Log in

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



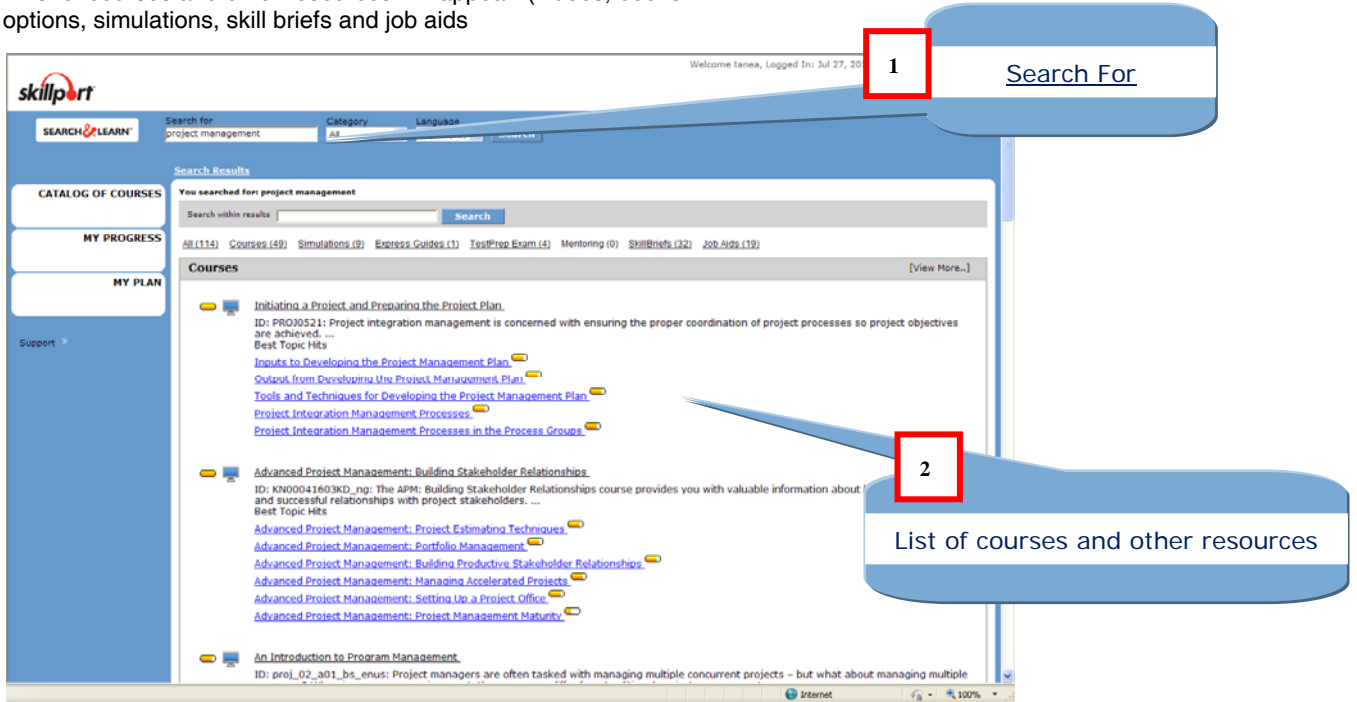
Step Two: Browsing courses

1. Click Catalog of Courses at top left
2. There are two folders
 - a. Click Columbia Catalog of Courses to see custom courses designed by Columbia University or courses recommended by a particular school or division, all arranged in sub-folders
 - b. Click Course Curricula to browse all of the 1000 courses available from our vendor Skillsoft which are arranged in sub-folders by topic area or type of course.



Option: Search for a course by topic or keyword

1. Enter a course name or topic in the Search For field
2. A list of courses and other resources will appear (videos, books 24x7 options, simulations, skill briefs and job aids)



The screenshot shows the Skillport search interface. At the top right, there is a search bar with the text "Search For" and a red box labeled "1" around it. Below the search bar, the search results are displayed. The search term is "project management". The results are categorized into "COURSES" and "OTHER RESOURCES". The "COURSES" section lists several courses, including "Initiating a Project and Preparing the Project Plan" and "Advanced Project Management: Building Stakeholder Relationships". The "OTHER RESOURCES" section lists various documents and guides related to project management. A red box labeled "2" is placed over the list of courses, with a callout box pointing to it that says "List of courses and other resources".

Step Three: Play and exit a course

1. After viewing the course details, click the blue arrow to begin
2. A pop-up window will appear featuring the selected course
3. Click the red "x" in the lower right hand corner to exit the course
4. Click Yes in the pop-up to verify your are ready to exit the course








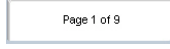
The screenshot shows the Skillport interface for a course titled "Manager and Supervisor Harassment and Discrimination Awareness". A blue arrow callout labeled "1" points to the play button in the video player. A second callout labeled "2" points to the video player window, with the text "Course in separate window". A third callout labeled "3" points to the red "X" in the bottom right corner of the video player, with the text "Exit". A fourth callout labeled "4" points to the "Yes" button in a confirmation dialog box that appears when the video player is closed, with the text "Yes".

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.