



## **SOCKS**—*Spouse on-line Computer, Knowledge, & Skills ...*

*A Military spouse's "traveling kit" of virtual computer training....*

*The USAFE Airman & Family Readiness Team, Lajes Airman and Family Readiness Center is now offering active duty military and DoD civilian spouses virtual computerized training that will allow them to acquire **beginning to advanced computerized skills** to enhance their career opportunities at no cost. There are currently 250+ courses to choose from, but we are limited on the number of slots we have. Take a minute to tour the possibilities: <http://www.skillssoft.com/infocenter/demo/skillport-intro.html>*

*Spouses **must print & sign this agreement**. You are encouraged to either view the "Getting Started" course, Course Number: ABC0101 or SkillPort Flashtour. Additionally, we recommend that you place one or two courses in "My Plan" section for easy access to a couple of courses. Contact your A&FRC SOCKS POCs (Ms Cynthia Burney or Ms Sandy Rocha) at 535-4138 to request an appointment or attend a SOCKS orientation for details.*

*Computers are available at the A&FRC Resource Center, M-F 0800-1700 or your base library. There are also many locations offering wireless i.e. Community Activity Center or Café Bean. If you have internet access and a computer at home you can also complete the courses at your convenience 24/7! **You can even continue if you PCS through 31 October 11!***

*I, Name (Last, First, M.) \_\_\_\_\_ understand I am encouraged to review the introductory resources and **must complete one course within the first 30 days of logging on to the SkillSoft site**. Your 30 days begins on the day you sign your **agreement**—should you be unable to complete this requirement immediately call your POCs, Ms Cynthia Burney or Ms Sandy Rocha. Upon completion of your required course you will have access through 31 Oct 2011 to take modules on-line. Log in for milspouse site: <http://milspouse.skillport.com/skillportfe/login/login.cfm>*

***Be sure and print your certificates as you complete you courses.***

\_\_\_\_\_  
Date                      Name (Last, First, MI. & last 4)                      home/cell phone

\_\_\_\_\_  
Log-in (first initial & last name)                      password                      Members Branch of Service                      DEROS mm/yr

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Personal/Desired goal

Entered into FIRST

# SkillSoft Guided Tour

## Overview/Description

Being new to a SkillSoft course shouldn't mean that you spend valuable time trying to figure out how various features work. Nor does it mean you should waste valuable time doing a task when a shortcut exists. Learning new skills is tough enough, you shouldn't add to it by having to figure out features within the course. This course is designed to inform first-time users of SkillSoft courses of the various features and functions within the SkillSoft course player. The new course user will be able to quickly access information about how to use the SkillSoft player, and why various options are available. The user will be able to choose the features they want to learn more about by selecting the corresponding topic or lesson. The information within this course will allow users to be more efficient when taking a SkillSoft course.

## Target Audience

This series is targeted specifically for all SkillSoft course users.

## Expected Duration

2.0 hours

## Lesson Objectives

### Viewing Course Content

- recognize the benefits of presenting content in a variety of formats.
- label the navigation controls available while viewing content.
- identify methods SkillSoft courses use to present content and engage the learner in the learning process.
- identify key features of Matching and Sequencing questions.
- identify key features of Multiple Choice and True/False questions.
- recognize key features of Simulated Dialogs.
- identify key RolePlay features.
- recognize the key features of Rate and Self-assessment questions.
- identify the primary attributes of Preassessments and Masteries.
- recognize the names or functions of each audio control button.
- select the key features of bookmarking.

### Using SkillSoft Course Features

- recognize how the features and functions of a SkillSoft course can positively affect the learning experience.
- identify key characteristics of the SkillSoft feature buttons.
- identify the primary purpose and use of the Course Menu feature.
- identify primary characteristics of the Accelerated Path feature.
- identify key features in the Assessments feature.
- match the options available through the Reference feature to the types of information they provide.
- identify the key features of Job Aids.
- identify key characteristics of the SkillSoft's Help feature.
- identify the purpose of the Exit button.

### Moving between Content and Features

- recognize the benefits of having the ability to move between the course content and the features.
- identify how to move from a content page to a feature page and what happens when you do.
- identify how to move from a feature page to a content page and what happens when you do.

Course Number: ABC0101

## Job Aids

 [Using the SkillSoft Course Player Navigation Panel](#)