Overview

This document provides step-by-step instructions for the learner on how to use the Instructor Led Training (ILT) Module. The ILT module includes both instructor-led courses as well as webinars offered through HR Learning and Development. Courses and webinars will both be referred to as ILT sessions in this document.

In this document, you will find information about ILT features and instructions for the following:

- **Logging in to Skillport**
- **Enrolling in an ILT session**
  - Using the ILT menu
  - Using the CATALOG
  - Using SEARCH AND LEARN
- **Withdrawing from an ILT session**
- **Adding a course to your watch list**
- **Removing a course from your watch list**

**Need help?**

**Within Skillport**

1. Selecting Help will display information based on your current location in the training system.
2. Selecting Contact will provide contact information for Skillsoft Customer Support.

Our [Online Learning FAQs](#) provide quick answers to frequently asked questions.

Known issues such as outages and errors are posted in [HR Learning & Development News](#).

For questions concerning login access or assignments in Skillport or Training Academy, or to arrange a time to use these online learning systems in our computer lab, please contact HR Learning & Development at 205-348-9700 or [HRLearningandDevelopment@ua.edu](mailto:HRLearningandDevelopment@ua.edu).

For technical questions and support, please contact your department’s IT staff, the [IT Service Desk](#), or [Skillsoft Customer Support](#).
Enrollment Features with ILT

- **Self-Registration**: You can self-register for an ILT session. You cannot enroll in more than one session of a given course at a time. If you are already enrolled in a session, that session appears in bold. You must withdraw from the current session prior to enrolling in a new session for the same course. See [Enrolling in an ILT session](#).

- **Self-Withdrawal**: If you are not able to attend a session you can easily withdraw your enrollment. See [Withdrawing from an ILT session](#).

- **Email confirmation**: Once enrolled, you are notified by email of the location, duration, time, and date of the scheduled session. Emails are sent to official UA email addresses ending in @bama.ua.edu. While it's not possible to change the address to which emails are sent, faculty and staff employees may request that email sent to their official UA email address be forwarded to another UA email address (such as a department, college, or division account). Contact the [IT Service Desk](#) for more information about email forwarding.

- **Calendar**: The confirmation email will include an attachment with an invitation to add the event to your Outlook or other calendar.

- **Waitlist**: If the session you attempt to enroll in does not have a vacancy available, you are presented with a Waitlist link so you can opt to be placed on the waiting list. Should an opening occur in the session, the system automatically assigns a learner to the course based on first in line of the waitlist. The learner will receive a confirmation email when this occurs.

- **Watch List**: If there are no sessions currently available for a course (i.e. there are no sessions scheduled or all sessions are full), you can add a course to your watch list. When you add a course to the watch list, the session is listed under the Watch List option of the Instructor Led Training menu option on the left side of Skillport. See [Adding a course to your watch list](#).

- **Training History**: You can easily view your session enrollment and training history in MY PROGRESS. After enrollment, sessions are listed under the In Progress tab of your MY PROGRESS page. If you chose to add the session to your MY PLAN during enrollment, it will appear in the Personal folder of the MY PLAN page.
Logging in to Skillport

The Skillport online learning system provides access to registration for UA instructor led training and webinars as well as web-based courses, books, and other online learning assets designed to enhance professional development.

The Skillport site can be accessed via the Skillport page on the HR Learning & Development website or at https://uahr.skillport.com.

Log in with the following:

- User Name: myBama user name (ex. jsmith)
- Password: CWID

Check the box next to the disclaimer message, then select Login to Skillport.
Enrolling in an Instructor Led Training (ILT) session

There are 3 ways to search for and enroll in a session: using the ILT menu, CATALOG or SEARCH AND LEARN.

1. **Enroll in a session using the ILT Menu**: Go to Session Schedule in the ILT menu on the left side of the home page. Use the Dates field to view sessions offered in the next 7 days or 30 days or add custom dates and select Apply. Select the session and select Enroll.
2. **Enroll in a session using the Catalog:** Go to CATALOG, locate the Instructor Led Training and Webinar folder, then select the plus sign to open that folder.

ILT sessions are grouped by topic categories such as Communication, Management, Orientation, etc. All webinars are located in the Webinar folder. If you are uncertain which category a particular course is listed under, you can use the SEARCH AND LEARN feature.

Select the plus sign to open a topic folder, then select the title of an ILT course or select the Show Details link to read a description of the course before selecting it.
Scroll through the course details to find the Sessions section. Select the plus sign to show the valid sessions for this course.

Scan the list of sessions to find one you want to attend. If necessary, select the plus sign to the left of a session to see additional details. When you find a session, simply place your cursor over a session that is not marked Closed, and an Enroll link will appear. Select Enroll.
After selecting Enroll, a dialogue box will appear asking if you want to add the session to your MY PLAN. For easy identification of ILT sessions you are enrolled in, select Yes, otherwise select No. If you selected Yes, you then must specify the details and select OK when you are done. A helpful feature of MY PLAN is the ability to schedule a reminder email of an upcoming session for which you have enrolled.

![Add to My Plan dialogue box]

- **Add:** New Staff Orientation
- **To:** Personal Change Folder
- **Goal:**
- **Due date:**
- **Reminder:** Once
- **Overdue notices:** Send weekly overdue notices
- **Required:**

OK  Cancel
You are now enrolled in the selected session and the session is now listed under the In Progress tab of the MY PROGRESS page.

You can also see the session listed in the MY PLAN page, if you chose Yes to add it.
3. **Enroll in a session using SEARCH AND LEARN**: You can also use SEARCH AND LEARN to locate an ILT course in which to enroll. Select Instructor Led Training from the dropdown menu to limit search results to ILT courses.

In the search results list, select the title of an ILT course or select the Show Details link to read a description of the course before selecting it.
Scroll through the course details to find the Sessions section. Select the plus sign to show the valid sessions for this course.

Scan the list of sessions to find one you want to attend. If necessary, select the plus sign to the left of a session to see additional details. When you find a session, simply place your cursor over a session that is not marked Closed, and an Enroll link will appear. Select Enroll.
After selecting Enroll, a dialogue box will appear asking if you want to add the session to your MY PLAN. For easy identification of ILT sessions you are enrolled in, select Yes, otherwise select No. If you selected Yes, you then must specify the details and select OK when you are done. A helpful feature of MY PLAN is the ability to schedule a reminder email of an upcoming session for which you have enrolled.
You are now enrolled in the selected session and the session is now listed under the In Progress tab of the MY PROGRESS page.

You can also see the session listed in the MY PLAN page, if you chose Yes to add it.
Withdrawing from an ILT Session

Sessions you are scheduled to attend appear under In Progress tab of the MY PROGRESS page and if you added them, in the MY PLAN page. If you are not able to attend the training, it is important for you to withdraw your registration. This way others interested in attending this session can enroll.

To withdraw from a session:

1. Find the Instructor Led Training session from MY PLAN or MY PROGRESS.
2. Click to Show Details and find the list of sessions and expand it to see the session you are enrolled in. The session you are enrolled in will appear in bold text.
3. Select the Withdraw link that appears when you place your cursor over the session title. You and the instructor will automatically receive an email notification of your withdrawal from a session.
You can also select Session Schedule for the Instructor Led Training on the left menu on the Skillport home page, find the session in the list and select the Withdraw link.
Adding ILT Courses to Your Watch List

Add a course to your watch list if you cannot attend the available session(s) of a course, or if no sessions are available for a course that you are interested in.

To add a course to your watch list:

1. Locate an ILT course from the Online Catalog or SEARCH-and-LEARN.
2. Click on Show Details of the ILT course to expand the course details.
3. Select the icon to add it to your Watch List.

The course you have selected is now listed in your Instructor Led Training, Watch List section.
It will also appear in your MY PLAN as a course you are watching.

You will automatically receive an email notification when a new session of a course on your watch list is created. You can then enroll in a session for that course.
Removing ILT Courses from Your Watch List

To remove ILT courses from your watch list:

1. From the Instructor Led Training shortcut, select the Watch List option. The ILT Watch List page appears. Select the Remove this course from watch list button next to the course you want to remove.

   ![ILT Watch List](image)

   The course that you have selected is removed from your watch list.

**Note:** You will automatically be removed from the watch list if you complete a session of the course. You may also be removed from the watch list by an administrator.