

Skillnet is a software product that helps you take a Taster course through a web browser like Internet Explorer. Learning Bytes is a catalogue of short “byte” sized learning that includes some Modules grouped together as a Package. You need to register in Skillnet to access your chosen Package. To register in Skillnet you will need a security keyword from your learning centre staff.



## Step 1: Choose your log in details

During the registration process you will be asked for a user name and password. You can use your own name and something memorable like a pet’s name. The next time you want to use Skillnet you will need these details to log in.

Write your chosen login information in the space below:

**My User name**

---

**My Password**

---

Now follow the steps below to register yourself in Skillnet, find your chosen Taster Package and start your first Course module. There are 15 steps so take your time and if you have any questions ask the staff at your learning centre who will be happy to help you.

## Step 2: Find the Learning Bytes Web Page

In your web browser, go to <http://vlc.skillnetonline.com/learningbytes>.

Using the mouse point at and click on [Click Here To Register](#).

Don’t type in your user name and password until you have registered.



The screenshot shows the Skillnet Learning Bytes website interface. At the top, there are navigation links for Shopping Cart, Contact Us, Help, About, Company, and Login. The main content area features a search bar, a locale selector set to 'English (United Kingdom)', and a login form with fields for Username and Password, and a GO button. A red circle highlights the 'Click Here To Register' link below the login form. A red line extends from this link to a mouse icon on the right side of the page.



**Click the mouse**

### Step 3: Launch the Register page and fill in the form

Complete the form online. You must fill in the fields with red titles, the other fields are optional. Enter the user name and password you filled in above. Click **Save** when you are finished.

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**New User Registration**

First Name \*      Last Name \*      Title

User Name \*      Password \*      Security Keyword \*

E-mail

Home Phone      Work Phone

Address1 \*

Address2

City \*      County      Post Code

Country

**Save**      **Cancel**

### Step 4: Go to the Learning Catalogue

Once you have finished the Registration form and clicked on Save the following page displays:  
On the Welcome page, click on the – [Search Learning Catalogue](#) link.

Shopping Cart | Calendar | Contact Us | Help | About

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My Skillnet | My Development | **Learning Catalogue** | Information Resources | Collaboration | Experts | Assessments | My Profile

**Welcome!** James Bond      Today is: 19-Oct-05

This page shows an overview of the information you need to track. You can see details by clicking any underlined item. Choose which information appears on the page by going to ["Personalize this home Page"](#)

**Technical Support**  
The technical helpline is available:  
Monday - Friday  
0900 - 1700  
Telephone: 0808 100 8091  
E-mail: support@skillnetonline.com

The "Notices" area below helps you stay on top of all your Skillnet learning. All you need to do is click on the "See All" link next to each item to see a full explanation of each notice.

This list updates each time you log in so your information is always current.

>> Notices

**Learning Plan - Items to Do**  
No Results Found.

## Step 5: The Learning Catalogue Page

On the Learning Catalogue page select 'Taster' from the Group: list and then click on **Go**.

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My Skillnet My Development Learning Catalogue Information Resources Collaboration Experts Assessments My Profile

Search: Learning Catalogue

Full Catalogue | [Class](#) Only

Title:

Group: Taster

Keyword:

Media:

Currency: £

**GO**

**Learning Catalogue**  
Using the drop-down list on the left, you can choose the catalogue you wish to search (default is Learning Catalogue).

- After making a choice, the appropriate search criteria will appear.
- Enter or select your criteria and click **GO**.

## Step 6: Finding and Choosing a Taster

Click on the name of the Taster to view the courses it contains.

In this example it is the [Time Management Taster](#). The Package Details window will appear.

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My Skillnet My Development Learning Catalogue Information Resources Collaboration Experts Assessments My Profile

Search: Learning Catalogue

Full Catalogue | [Class](#) Only

Title:

Group: Taster

Keyword:

Media:

Currency: £

**GO**

Group: Taster | Search Results: 4 found

On this page, you can add a product to your shopping cart, or find a class for a course. Click on a title to see details.

Register	Title	Media	Code
	<a href="#">Construction Taster</a>	Package	1.00
	<a href="#">Return to Study Taster</a>	Package	1.00
	<a href="#">Return to Work Taster</a>	Package	1.00
	<a href="#">Time Management Taster</a>	Package	1.00

## Step 7: Viewing Package Details

If you know this is the taster you want click on the **Next** button to complete your request. Alternatively you can find out more about your intended Taster by clicking on the Course Overview link. In this example it is [Time Management Taster Course Overview](#)

The screenshot shows the 'Package Details: Time Management Taster' page. The page includes a search bar, navigation tabs, and a list of three items to choose from. Each item has a 'Choose One' radio button, a title, a price of £1.0, and a type of 'Web Based Training'. The 'Next' button is circled in red, and a red dashed line connects it to the 'Time Management Taster Course Overview (English (United Kingdom))' link at the bottom of the page.

Choose One	Title	Price (£)	Type
<input type="radio"/>	<a href="#">Time Management - Developing a Plan</a>	1.0	Web Based Training
<input type="radio"/>	<a href="#">Time Management - Overcoming Challenges</a>	1.0	Web Based Training
<input type="radio"/>	<a href="#">Time Management - Planning your day</a>	1.0	Web Based Training

## Step 8: Viewing Taster Course Overview

If you have chosen to get further details of the Taster you will be asked if you want to open or save the file. Click on Open and the document will appear in a new window. When you are ready go back to your browser window by finding its tab on your taskbar at the bottom of the screen.

**N.B.** If you open the course overview you will have to click back on your browser when you close the document and then go back to Step 7

The screenshot shows a 'File Download' dialog box with the following information:

- Name: Time Management Taster Course Overview.pdf
- Type: Adobe Acrobat 7.0 Document
- From: vlc.skillnetonline.com

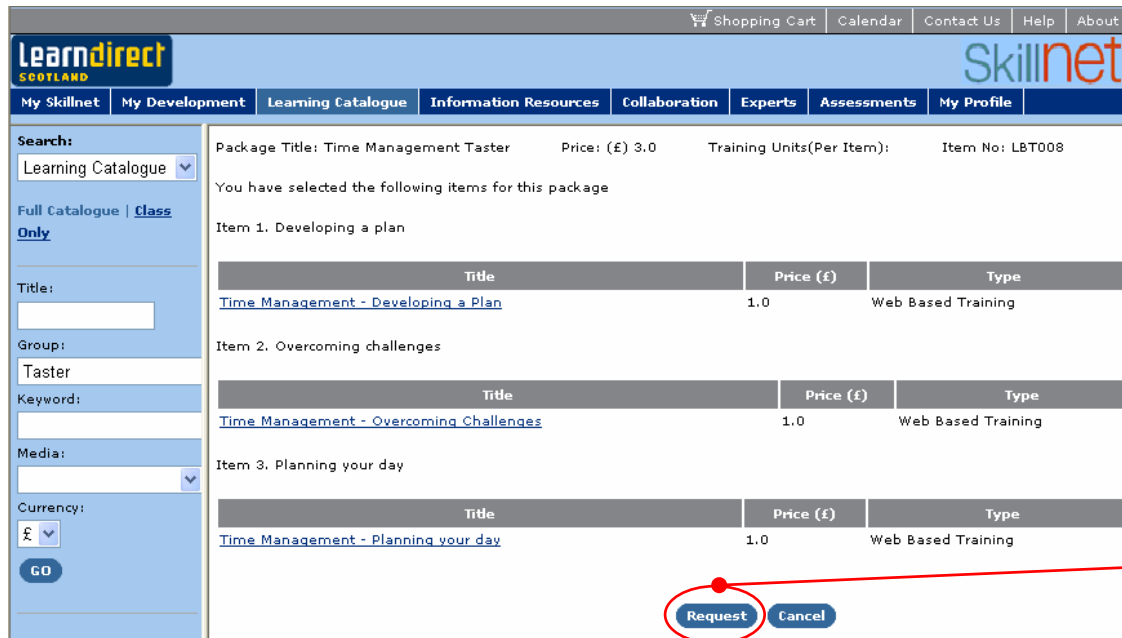
The 'Open' button is circled in red. Below the dialog box is a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

The screenshot shows the 'Time Management Taster - Course Outline' page. It includes the LearnDirect Scotland logo and a table with the following content:

Who might be interested in this Taster?	Many different people will find this Time Management Taster useful. For example, people looking to get a job or move to a new job, get promotion, get more satisfaction out of their job or make better use of their leisure time.
What's in the Taster?	The Taster uses learnDirect Scotland's online learning system, Skillnet, which you can access in your local learning centre. You may even be able to access it at home if you have a computer and suitable internet connection - ask your learning centre staff for more information. There are three different course modules for you to work your way through at your own pace. You can even go back and do something again if you are unsure. The courses include mini exercises so you can check your skills as you move through the course.

## Step 9: Requesting a Package

On the Package Details page click on **Request**.



The screenshot shows the Skillnet Learning Catalogue interface. At the top, there are navigation links: Shopping Cart, Calendar, Contact Us, Help, and About. Below this is the Skillnet logo and a menu with options like My Skillnet, My Development, Learning Catalogue, Information Resources, Collaboration, Experts, Assessments, and My Profile. The main content area displays package details for 'Time Management Taster' with a price of £3.00 and 3 training units. It lists three items: 'Developing a plan', 'Overcoming challenges', and 'Planning your day'. Each item is shown in a table with columns for Title, Price (£), and Type. At the bottom of the page, there are 'Request' and 'Cancel' buttons. A red circle highlights the 'Request' button, and a red line with a mouse cursor points to it from the right side of the page.

Title	Price (£)	Type
Time Management - Developing a Plan	1.0	Web Based Training
Time Management - Overcoming Challenges	1.0	Web Based Training
Time Management - Planning your day	1.0	Web Based Training

## Step 10: Confirming Your Request

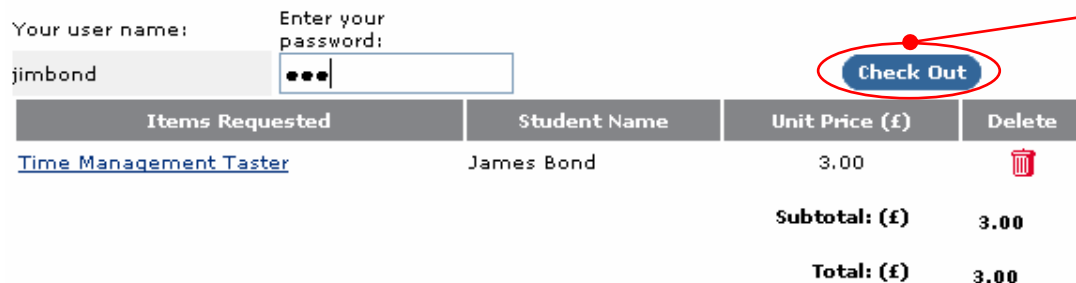
At this point a new window will open for you to Check Out and complete your taster selection.

Complete your request by entering your password and clicking on **Check Out**.

On the next screen you will need an Authorisation Code which will be supplied by your Learning Centre – ask the staff in if you are not sure.

### Confirm Your Request

Please enter information below and click the **Check Out** button to complete your request. If you don't wish to continue, click [Return to Learning Catalogue](#)



The screenshot shows the 'Confirm Your Request' page. It has a form with 'Your user name:' (jimbond) and 'Enter your password:' (masked with dots). A 'Check Out' button is highlighted with a red circle and a mouse cursor points to it from the right. Below the form is a table with columns: Items Requested, Student Name, Unit Price (£), and Delete. The table contains one row for 'Time Management Taster' by James Bond, with a unit price of 3.00. Below the table, the subtotal and total are both £3.00.

Items Requested	Student Name	Unit Price (£)	Delete
<a href="#">Time Management Taster</a>	James Bond	3.00	

**Subtotal: (£) 3.00**  
**Total: (£) 3.00**

## Step 11: Go To Your Enrolments Page

Once your order is complete you will see the Order Receipt page. You can now access your Taster courses by clicking the [Enrolments](#) link.


**Order Receipt**

[048507](#) Status: Open - Confirmed

Items Requested	Student Name	How Many	Item Status	Unit Price (£)	Total Price (£)
Time Management - Developing a Plan(Time Management Taster)	James Bond	1	Open - Confirmed	1.0	1.00
Time Management - Planning your day(Time Management Taster)	James Bond	1	Open - Confirmed	1.0	1.00
Time Management - Overcoming Challenges(Time Management Taster)	James Bond	1	Open - Confirmed	1.0	1.00
<b>Total: (£)</b>				<b>3.0</b>	

To view these learning items go to [Enrolments](#)

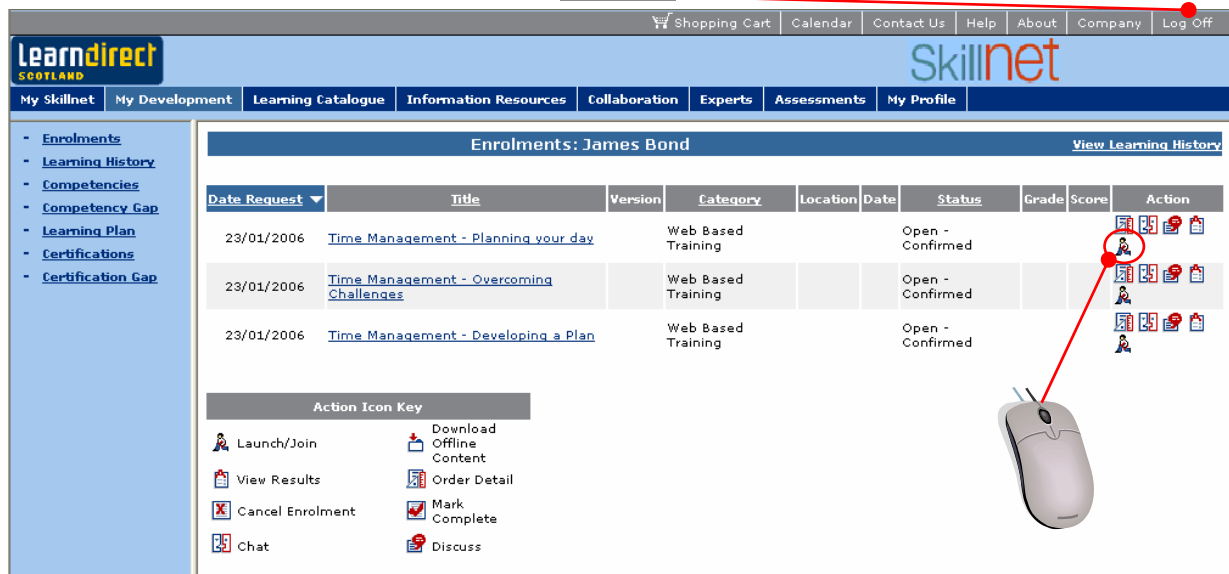
[Close](#)



## Step 12: Starting Your Course

On the Enrolments page, click the Launch/Join icon beside the course module you want to do first. It looks like a running person. Remember that different kinds of courses open differently. If you have any questions, please ask the staff at your learning centre.

When you are finished remember to click on [Log Off](#) to end your session















Shopping Cart | Calendar | Contact Us | Help | About | Company | Log Off









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My Skillnet | My Development | Learning Catalogue | Information Resources | Collaboration | Experts | Assessments | My Profile

**Enrolments: James Bond** [View Learning History](#)

Date Request	Title	Version	Category	Location	Date	Status	Grade	Score	Action
23/01/2006	<a href="#">Time Management - Planning your day</a>		Web Based Training			Open - Confirmed			   
23/01/2006	<a href="#">Time Management - Overcoming Challenges</a>		Web Based Training			Open - Confirmed			   
23/01/2006	<a href="#">Time Management - Developing a Plan</a>		Web Based Training			Open - Confirmed			   

**Action Icon Key**

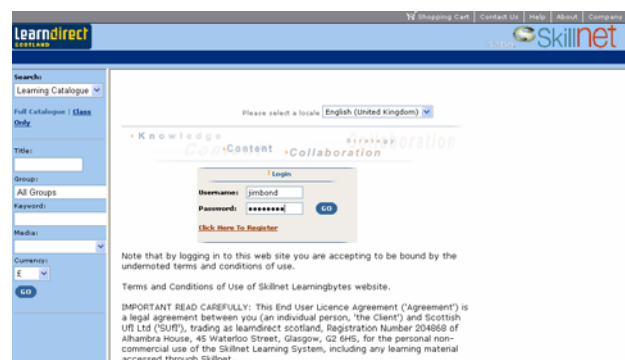
 Launch/Join	 Download Offline Content
 View Results	 Order Detail
 Cancel Enrolment	 Mark Complete
 Chat	 Discuss

## Using Skillnet once you are registered

In your web browser, go to <http://vlc.skillnetonline.com/learningbytes>.

Type in your user name and password that you chose in Step 1 then click on [Go](#).

On the Welcome page click on [Enrolments](#).



Shopping Cart | Contact Us | Help | About | Company

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Search Learning Catalogue

Full Catalogue | Date Only

Title:

Group: All Groups

Keyword:

Media:

Currency: £

[GO](#)

Please select a locale: English (United Kingdom)

Knowledge | Content | Collaboration

Login

Username: jimbond

Password:

[Go](#)

[Click Here To Register](#)

Note that by logging in to this web site you are accepting to be bound by the undemoted terms and conditions of use.

Terms and Conditions of Use of Skillnet Learningbytes website.

IMPORTANT READ CAREFULLY: This End User Licence Agreement (Agreement) is a legal agreement between you (an individual person, "The Client") and Scottish VET Ltd ("SVEL"), trading as learnDirect Scotland, Registration Number 204868 of Alhambra House, 45 Waterloo Street, Glasgow, G2 6HS, for the personal non-commercial use of the Skillnet Learning System, including any learning material accessed through Skillnet.