Getting Started with Skillsoft Books

This guide will help you learn about important features and functionality in the new Skillsoft Books platform.

- Older Books 24x7 site replaced
- Fresh, contemporary design
- Personalized homepage with recommendations and featured content
- Streamlined access to content
- Redesigned browse views
- Easy filtering by learning style, date, subject
- Highlighting new assets

Explore the Home Page
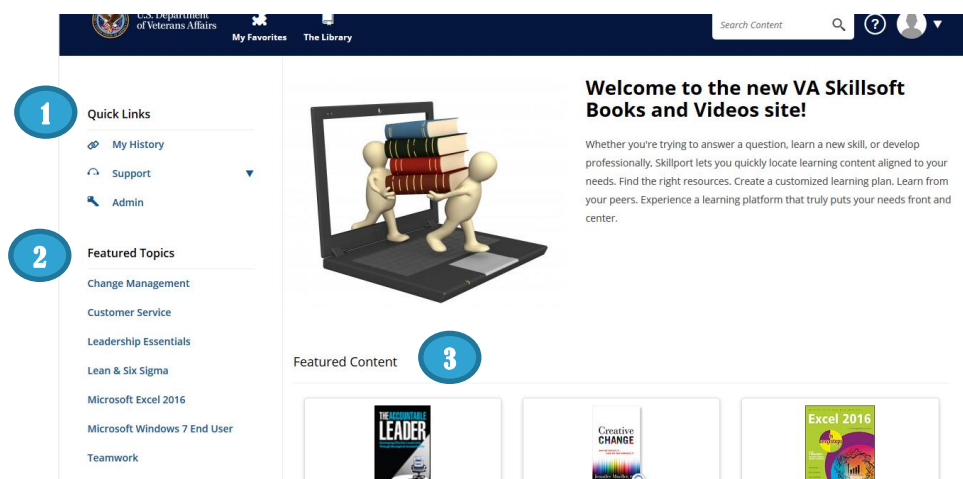
Once you have launched Books, the **Home** page displays. The Home page provides easy access to books and videos, and allows you to search for content.

1. Access **Quick Links**, containing key popular options such as Learning Transcript, My Approvals, and Support.
2. View Featured Topics, which are specific courses or content highlighted by your organization.
3. See Recently Viewed items, as well as view recommended and featured content.

View The Library

Find content by clicking **The Library** and selecting a subject. Content libraries can be organized by whatever criteria aligns with the training goals at the VA, such as subject area, content type, or job role.

The Library contains all of the content to which you are entitled.
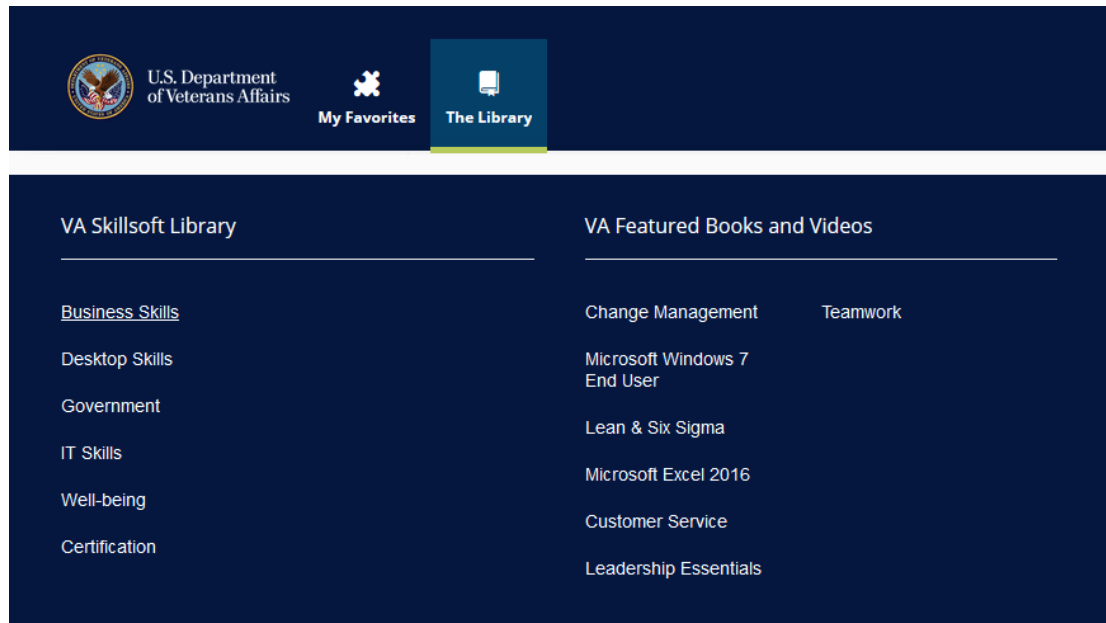

Browse The Library
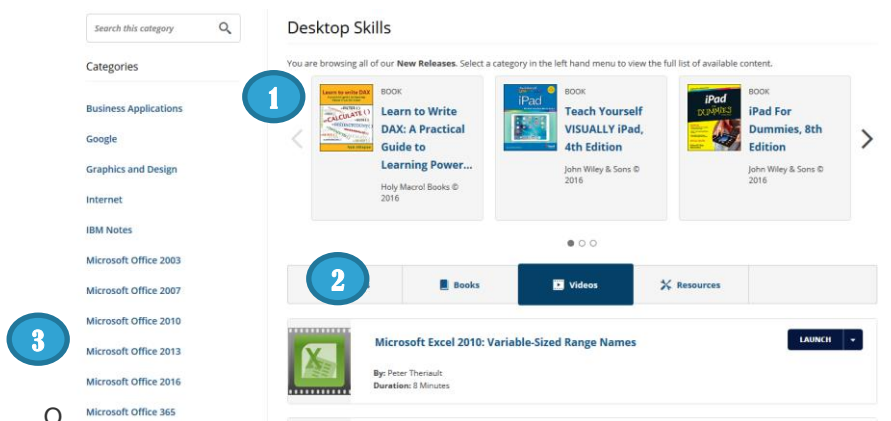
Once you select a subject, content is grouped by type so that you can access books or videos. You can:

1. View content options in the carousel.
2. Select the tab that corresponds to the content type that you are interested in.
3. Choose a category in the left-hand menu to view related content items.

Search for Content

Use **Search** at the top right to quickly locate content.

1. Enter terms in **Search** and click 🔍 or press the **Enter** key.
2. View your returned search results, organized in tabs.
3. Search within the results to further refine the content displayed.
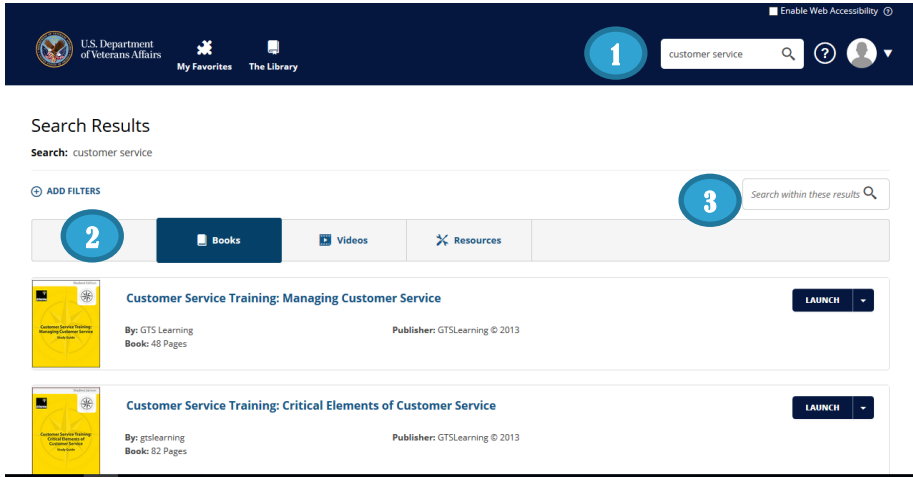
Use Filters

After your initial search, you can refine your search results by applying filters. Click **Add Filters** to:

1. Choose certain subjects to refine your results by subject.
2. Select specific content types to view. Audiobooks for example.
3. Narrow your results further and filter by training credits and copyright.
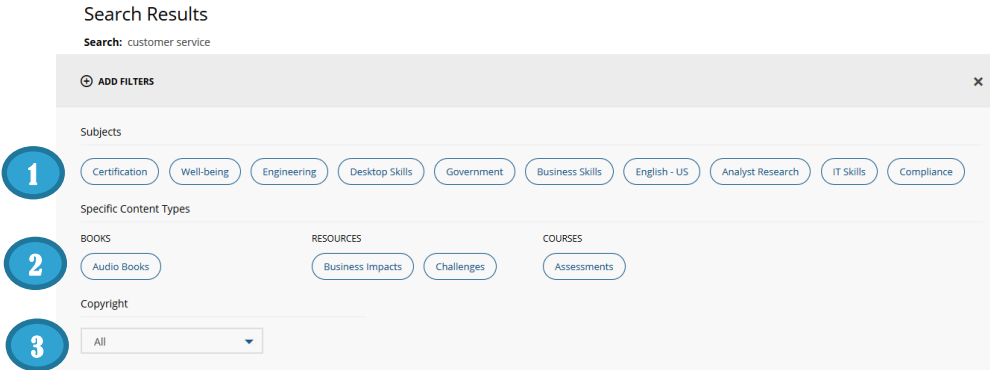
Manage your Learning Plan

View and manage your assignments by clicking **Learning Plan**. There may be two sections in your learning plan:

1. **Assigned Learning** contains content that your manager or training administrator has assigned to you.
   Note: This section only displays if content is assigned.
2. **Personal Learning** contains content that you have saved for completion, as well as any bookmarks in the Library you may have created.

To help organize your assignments, content in Personal Learning can be arranged in sets.
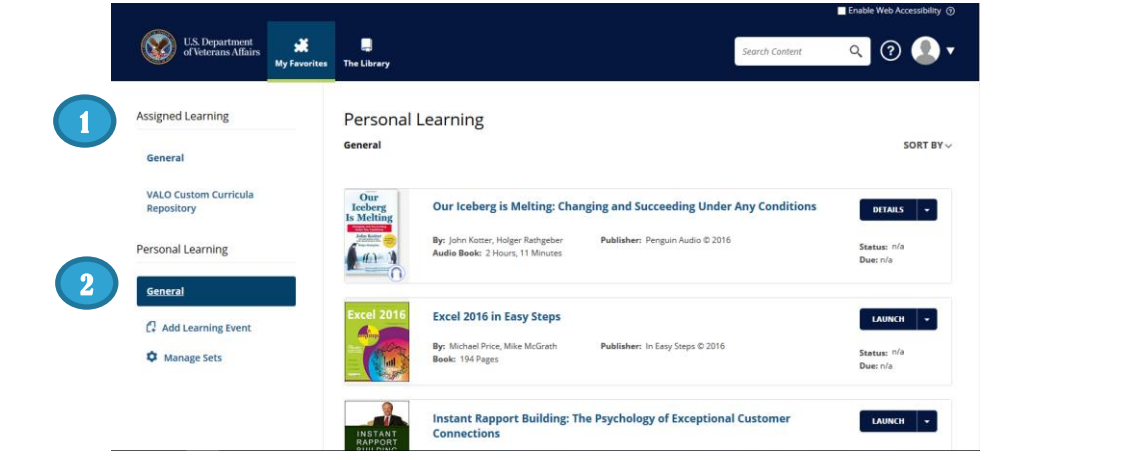
Check your History

Use **My History** to quickly view your Learning Transcript. For those items still in progress, you can launch directly from the transcript page.