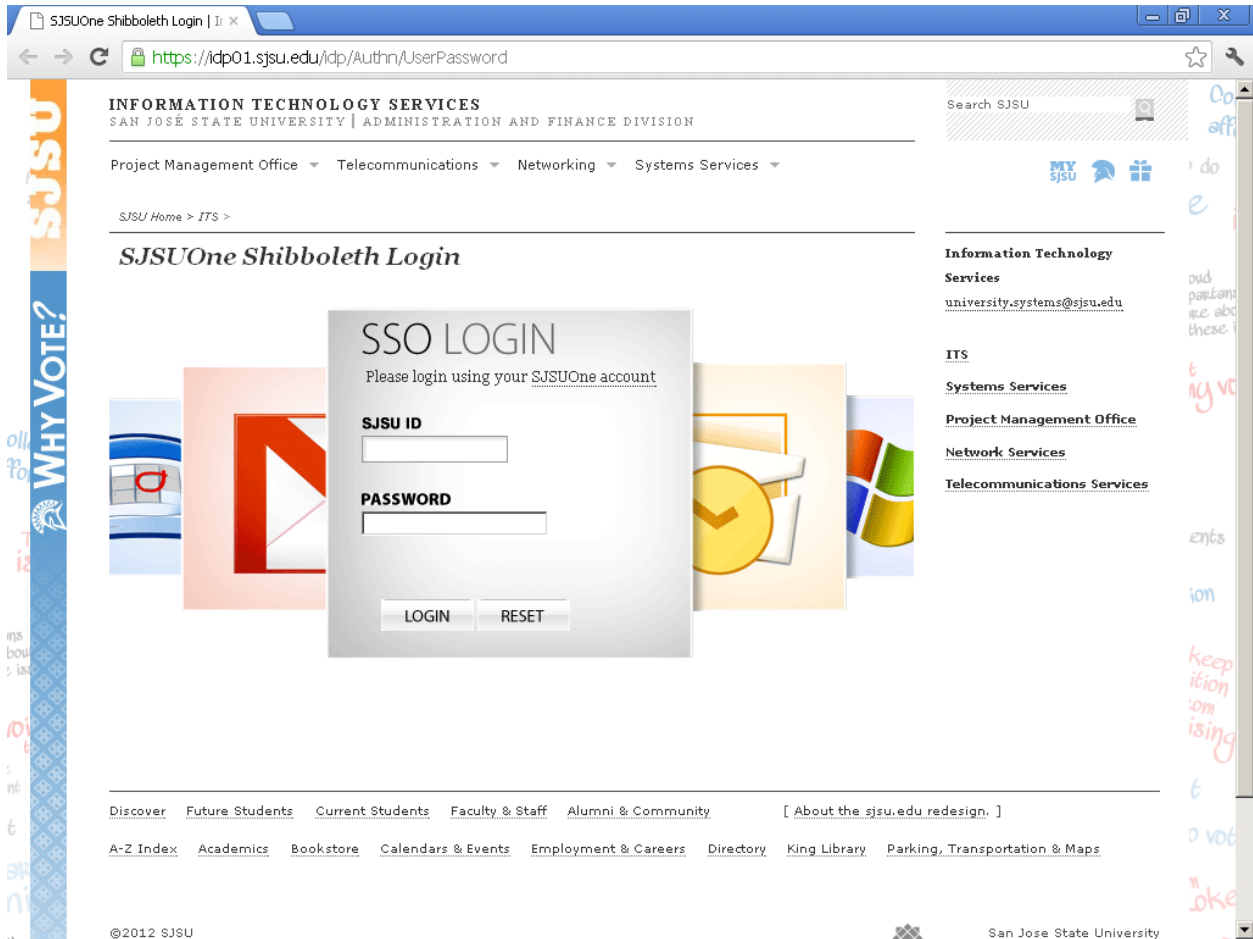


Skillport Defensive Driving Fundamentals Course

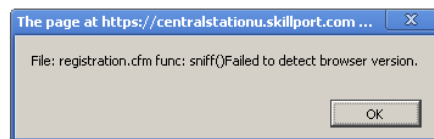
Use your SJSUOne ID and Password to access the [Skillport Defensive Driver Training](#) online course. If you have not yet activated your SJSUOne account, see the [SJSUOne](#) page for more information.



Computer Requirements: <http://documentation.skillsoft.com/index.htm?toc.htm?21054.htm>

Potential messages after login:

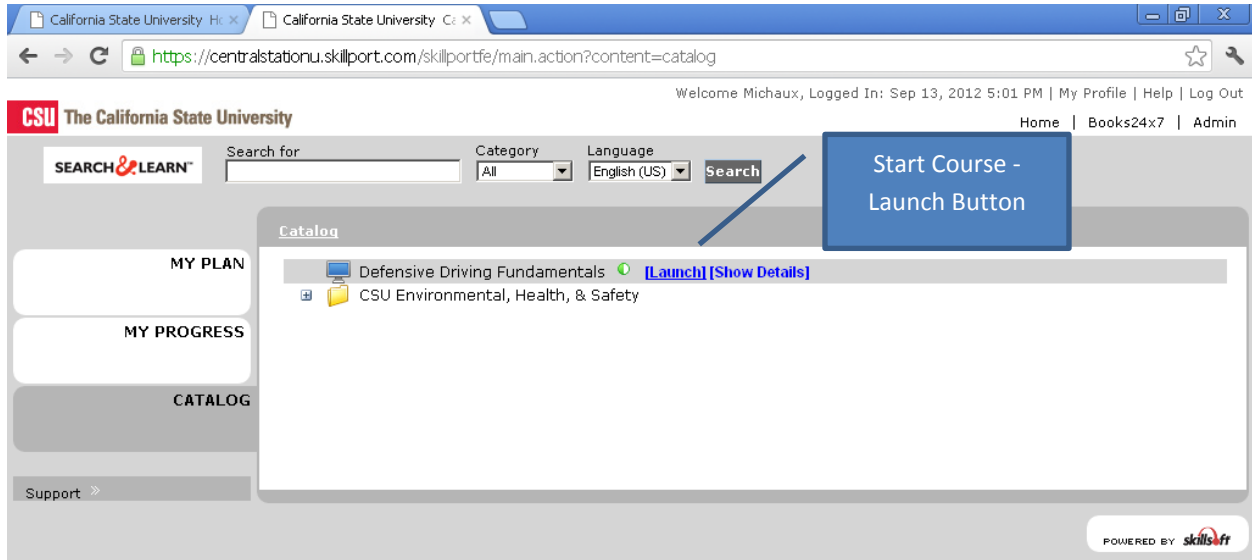
By pass this message by clicking "OK"



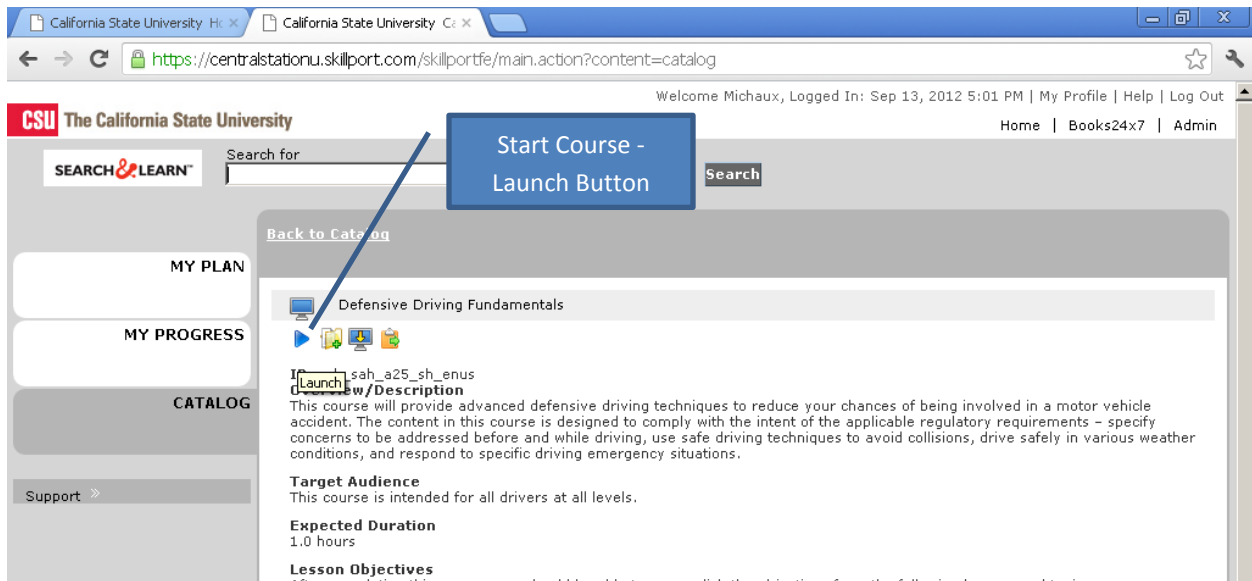
Java: always select Java to run for this program

"No access": perform a [computer browser check](#) to ensure your computer is compatible with the course requirements. <http://browser.skillport.com/>

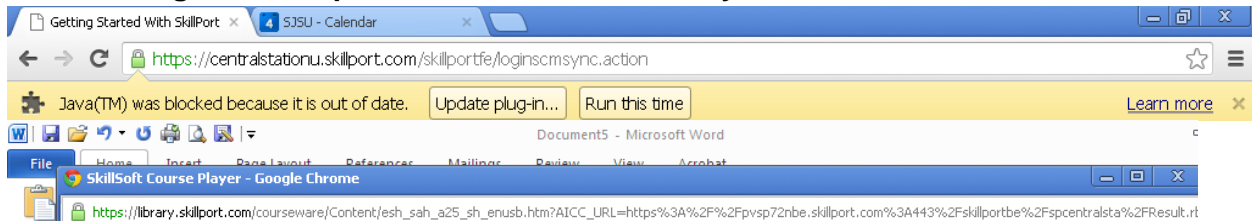
Select Catalog from left side menu. Mouse over Defensive Driving Fundamentals and then start course by selecting the launch button.



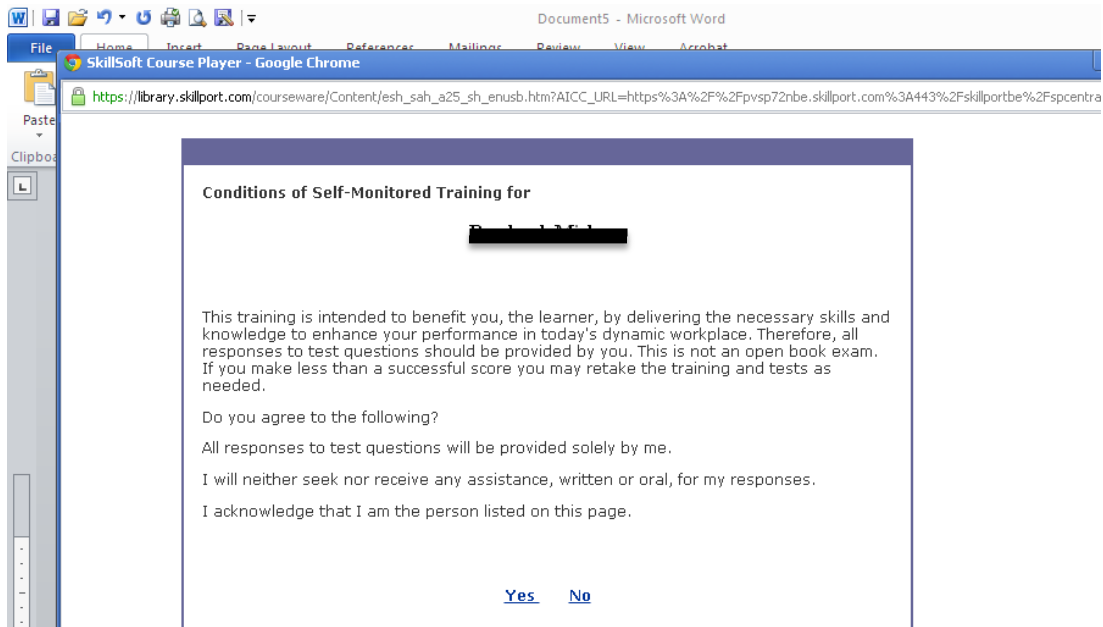
Or, if you click on Defensive Driving Fundamentals first, you can then click the launch button as shown below.



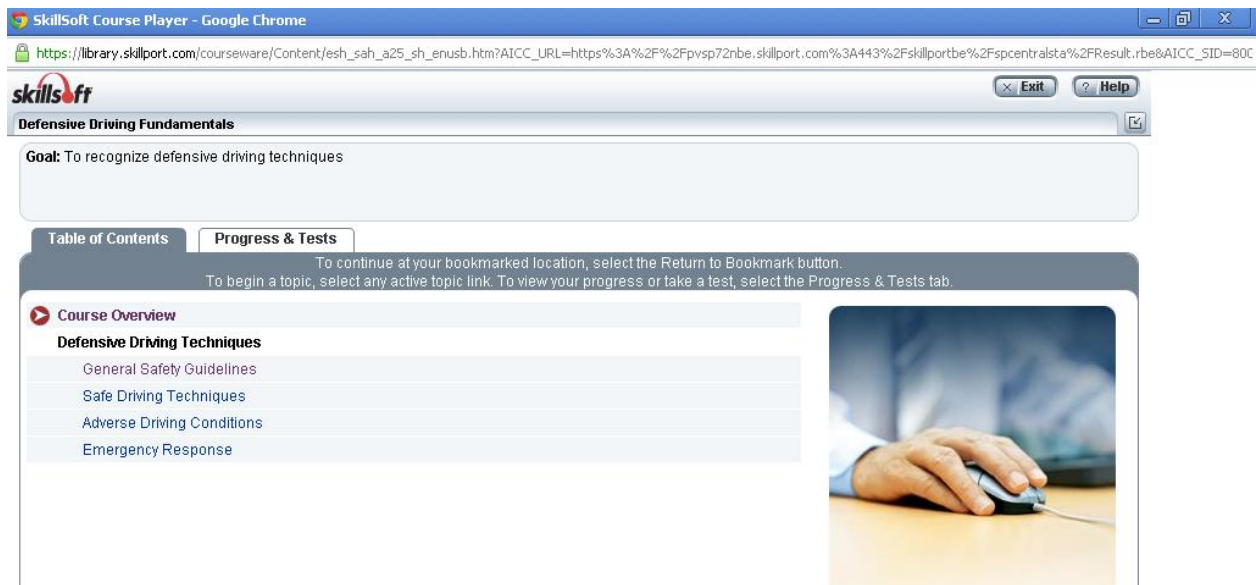
Java message: select update, run this time, or always run



Select “Yes” to agree to the “conditions of self-monitored training”



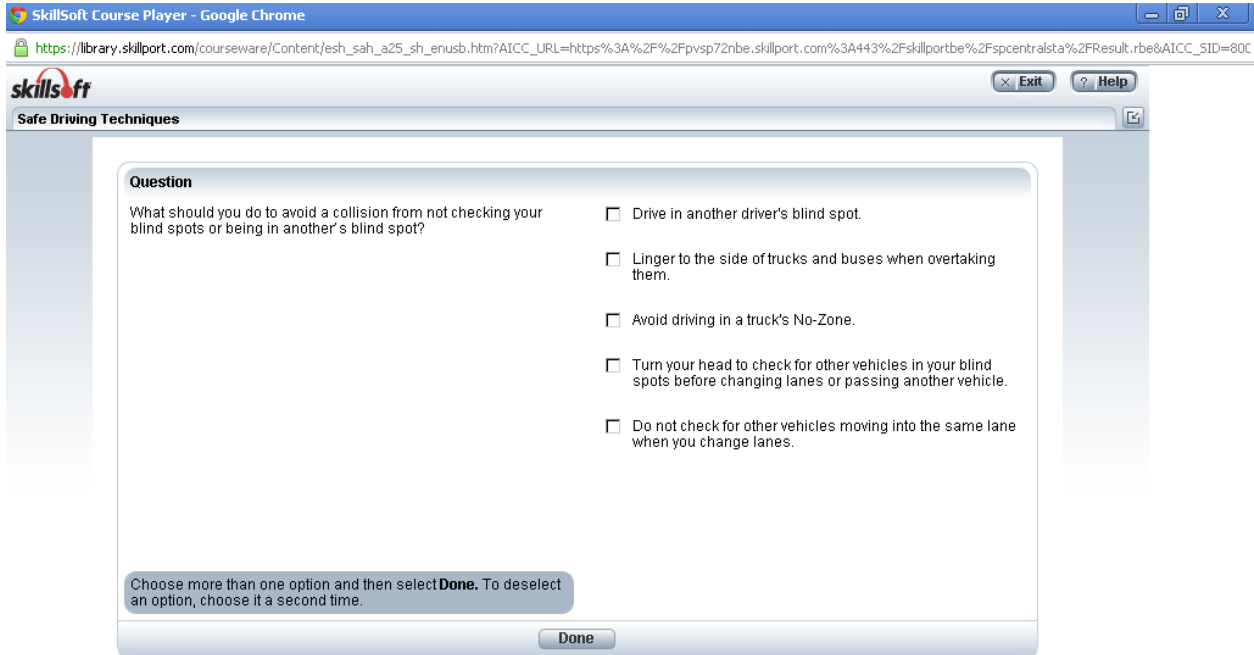
Begin instruction: Under the “Table of Contents” tab, click “Course Overview” to start.



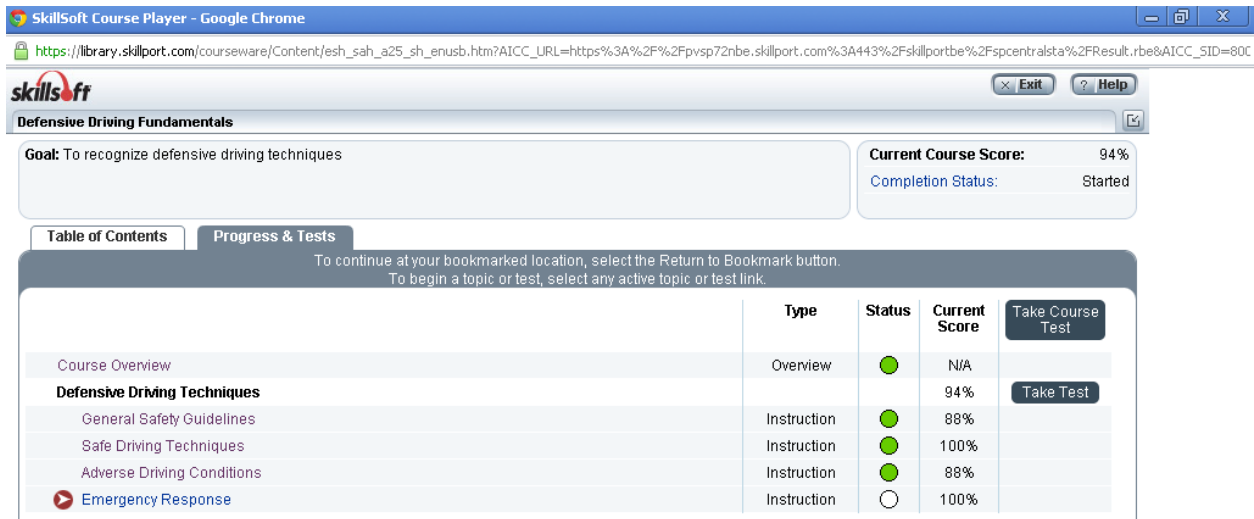
Navigation: Once the course begins, use the buttons on the bottom of the page.



Test questions appear in each section. Choose the best answer(s) and select “done” to submit the answer.



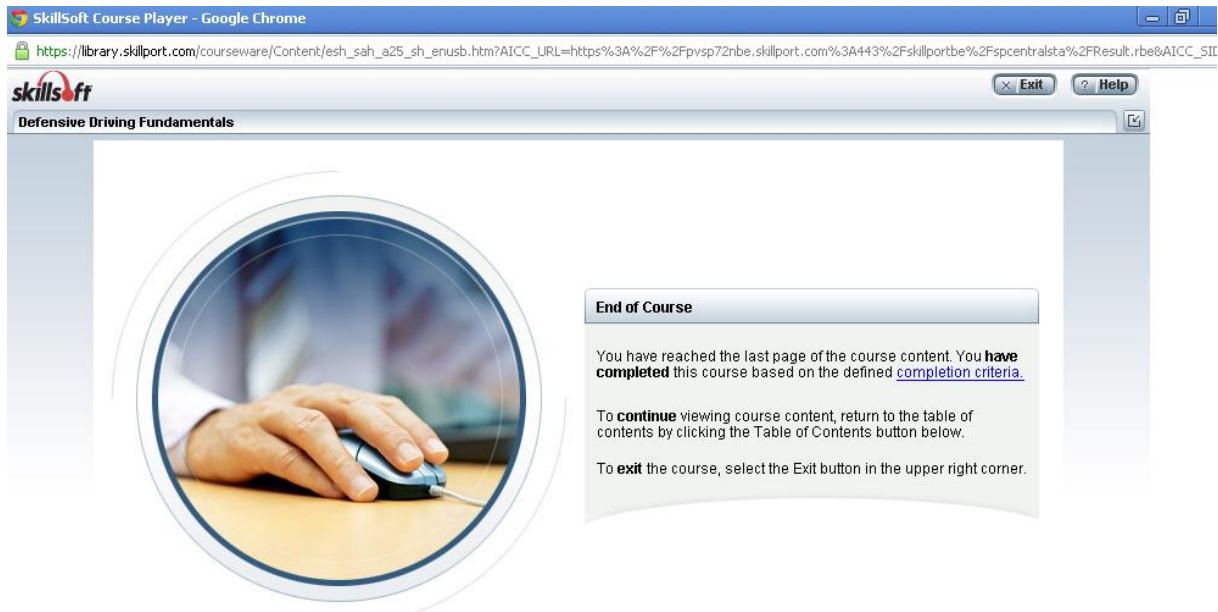
Course Test: Upon completion of all course content, click on the “Progress & Tests” tab. Click on the button that says “Take Course Test”. If you score 80% or above, you will pass. If not, you must go back and re-take the test. You may or may not see more than one “Take Test” buttons since you have the option to take a test for each unit. We recommend “Take Course Test”.



Course Completion:



In order to complete this course, you must meet the following criteria in one or more sessions:

- Complete tests on all the course content and achieve a minimum score of 80% on each lesson
- Page through all content in the course



Course Certificate: To locate and print your certificate of completion, first make sure you have completed the entire course and passed the final test. 1. Return to the page at the left and go to "My Progress." 2. Click on "Completed" tab. If your course shows up in the "In Progress" tab, that means you have not completed the course and passed the final exam. 3. Click the "print certificate" ribbon icon.

The screenshot shows the "My Progress" section of the SkillSoft interface. A search bar at the top contains "SEARCH & LEARN" and "SEARCH". Below it, there are tabs for "MY PLAN", "MY PROGRESS", and "CATALOG". The "MY PROGRESS" tab is active, showing a table of course progress. A callout box labeled "1. Click here" points to the "MY PROGRESS" tab. Another callout box labeled "2. Click here" points to the "Completed" tab. A third callout box labeled "3. Print Certificate Ribbon" points to a ribbon icon in the "Actions" column of the table.

Title	ID	Last Accessed	First Accessed	Completed	Current Score	High Score	Actions
Defensive Driving Fundamentals	esh_sah_a25	Sep 14, 2012	Aug 7, 2012	Sep 14, 2012	94	94	 

The campus has access to course completion records. Call 408-924-2155 with any questions.