Getting Started with **FOCUS**

This guide will help you learn about important features and functionality in FocusU.

**Access FocusU**

Click on the link below or copy and paste into a web browser.

https://focusu.skillport.com/skillportfe/custom/login/focusu/login.action

Once the login screen appears, type your Andrew ID and password and click **Login**.

**See What’s New**

Once you have logged in to FocusU, the **See What’s New** page displays. On the See What’s New page, you can:

1. View scheduled Instructor Led Courses and Live Events under Upcoming Events.
2. View messaging.
3. See promoted content to launch now or save to your learning plan.
Build Understanding

Browse content by topic by clicking Build Understanding and selecting a subject. Content libraries are currently organized by department and by job role. Once you select a subject, you can filter your content options:

1. Use the filters and refinement options on the left.
2. View courses and resources in each topic.

Search for Content

You can find content by using Search.

1. Enter terms in Search and click . You can also:
2. Select pre-search filtering options to refine your results prior to performing a search.
Find Recently Viewed Content

You can quickly return to content that you've recently viewed

1. Click **Recently Viewed** to see a list of recent content items.
2. Click **Quick Links > Learner Transcripts** to view a transcript of all content that you’ve launched.

View Learning Portfolio

View and manage your learning by clicking **View Learning Portfolio**. There are two tabs in your learning portfolio:

1. The **Assigned Learning** tab contains content that has been assigned to you by an administrator.
2. The **Personal Learning** tab contains content that you have saved, as well as any bookmarks in the Library that you have created.

To help organize your assignments, content on both tabs can be arranged in sets.
Check your To Do List

Use the To Do List to quickly view your upcoming and overdue content items without having to view your Learning Portfolio:

1. Click the To Do List icon.
2. View Upcoming and overdue items.

You can launch content directly from your To Do list, or click $\times$ to close the menu.