

SkillsBuild User Guide- updated November 2020

Purpose: This document was built to help a user understand the content inside SkillsBuild. It can be used to help *staff working with job seekers* or *the job seeker* to gain understanding of how the tool works.

Table of Contents

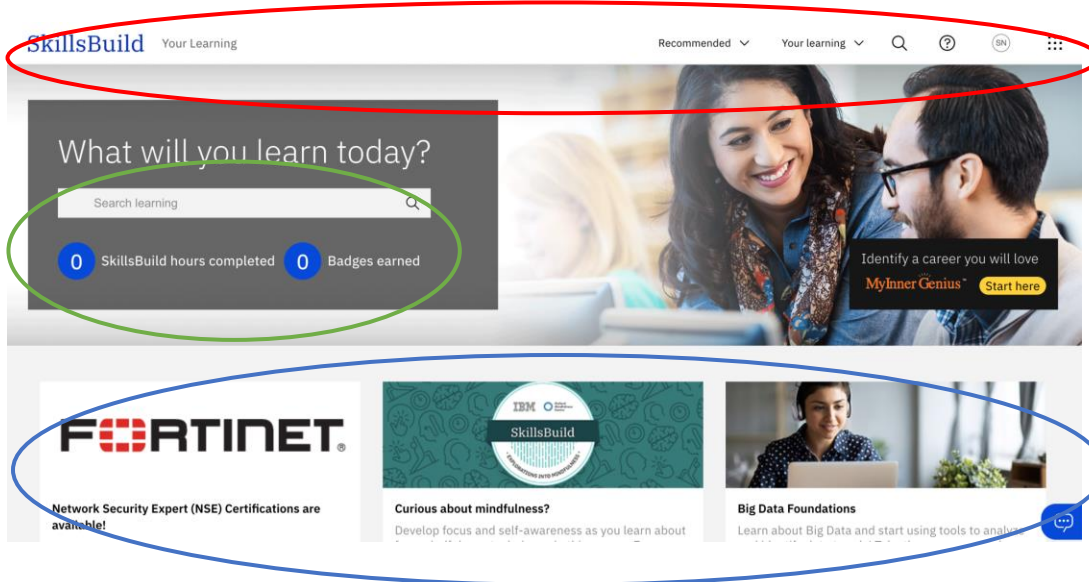
<i>Navigating the Tool</i>	1
Understand Homepage Layout and Control Center.....	2
Understanding General Functions.....	2
<i>Building your tool preferences</i>	4
<i>Topics Under the “Recommended” Header</i>	5
Recommended Learning.....	5
Understanding the Badge Process.....	6
Learning Paths	9
Programs and Resource.....	10
Connect with a Coach.....	11
More Channels.....	12
Career Assessment.....	13
<i>Understanding the content under “Your Learning”</i>	15
<i>General Questions</i>	18

Navigating the Tool

Understand Homepage Layout and Control Center

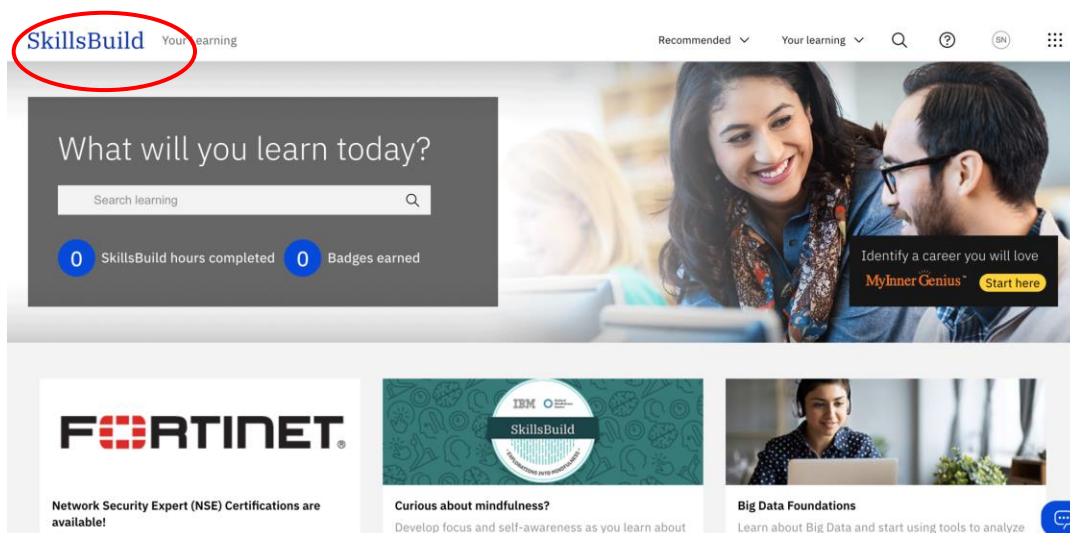
Q: What does the home page look like?

A: Build image shows that the home page will generally look like. The homepage helps you in navigating the 11,000+ courses that are on SkillsBuild. At the very top circled in red will be your control center that will help in the navigation of your queues, learning paths, and courses. The image circled in green show how many hours of learning activities you've completed and the number of badges you've earned. The images circled in blue are subject to change depending on what training SkillsBuild is highlighting that week.



Q: How do I return to the home page from anywhere else in SkillsBuild?

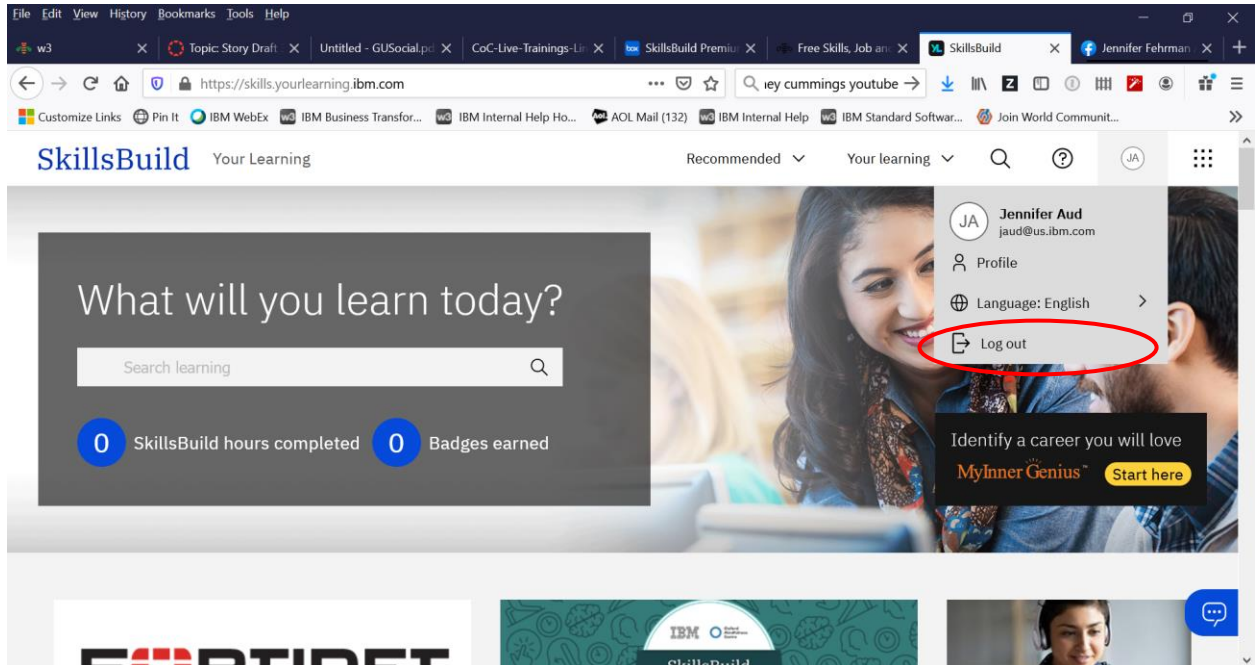
A: Click on the word "SkillsBuild" in blue in the upper left corner



Understanding General Functions

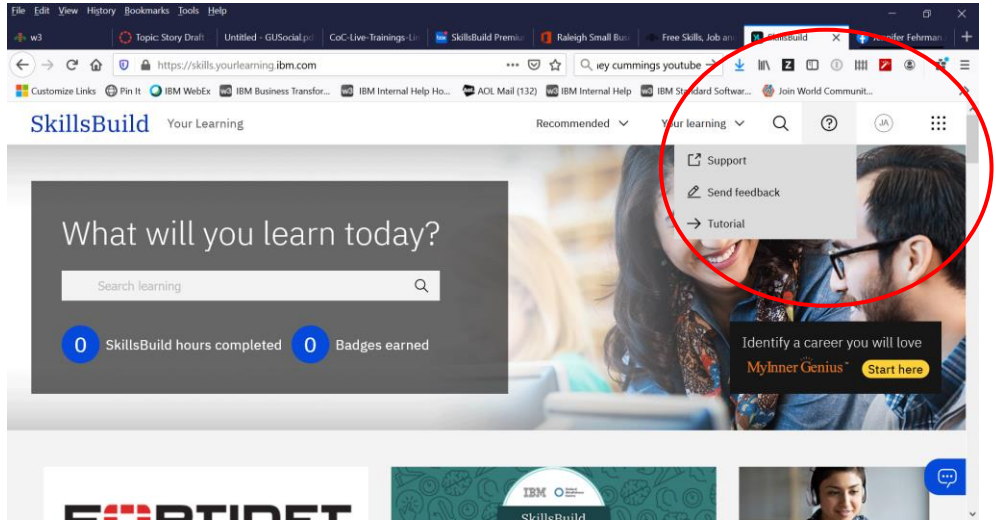
Q: How do I log out of SkillsBuild?

A: Find the circle with your initials (or photo, if you uploaded one) in the upper right-hand corner of the screen and select "Log Out". Or you can simply close your browser window.

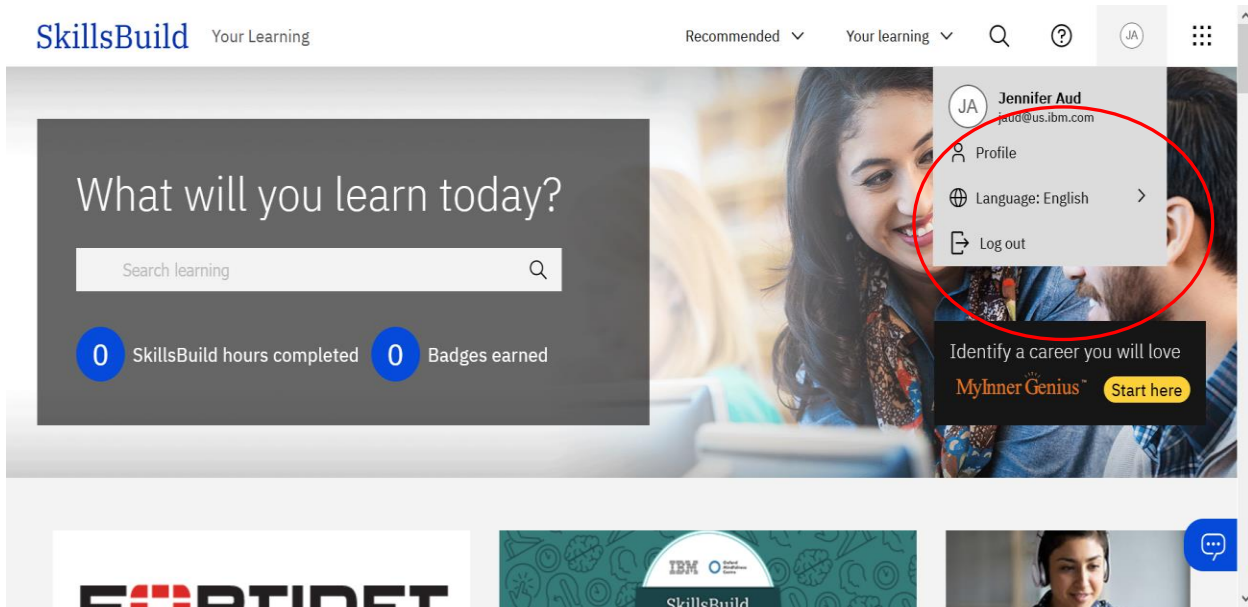


Q: Where can I find help using the SkillsBuild platform?

A: Click on the circled question mark on the upper right of your screen. You can take a quick 3-minute tutorial, or send an email for support, or provide feedback in a form.



Building your tool preferences



Q: Where can I change my language preference?

A: Find the circle with your initials (or photo, if you uploaded one) in the upper right-hand corner of the screen, and select "Language"

Q: How do I change my profile?

A: Find the circle with your initials (or photo, if you uploaded one) in the upper right-hand corner of the screen, and select "Profile". (see screenshot above)

Q: Why change my profile?

A: Your "recommended learning" is based upon the preferences you express in your profile and your learning history.

SkillsBuild

Your profile

Step 1 Please select your areas of interest

Job roles

Customer service representative Cybersecurity professional Data analyst Linux system administrator Network Security Expert (NSE)
Web developer

Professional skills

Career planning Collaboration Communication Critical thinking Decision making Digital literacy Entrepreneurial mindset
Interpersonal skills Leadership Mindfulness Problem solving Professionalism Project management Resilience Virtual teaming

Essential skills

Agile methodology Artificial intelligence (AI) Blockchain Cloud computing Cybersecurity Data and analytics Design thinking
Digital marketing Digital strategies for small business Internet of Things (IoT) Open source software Quantum computing Security

Certification preparation

Amazon Web Services (AWS) CISSP CompTIA Google Cloud Microsoft Azure

Job readiness skills

Creating a digital brand Interviewing Resume writing Searching for jobs in difficult times Succeeding in a new job Working from home

Updates & Reminders

Yes, SkillsBuild can send me periodic emails.

Continue

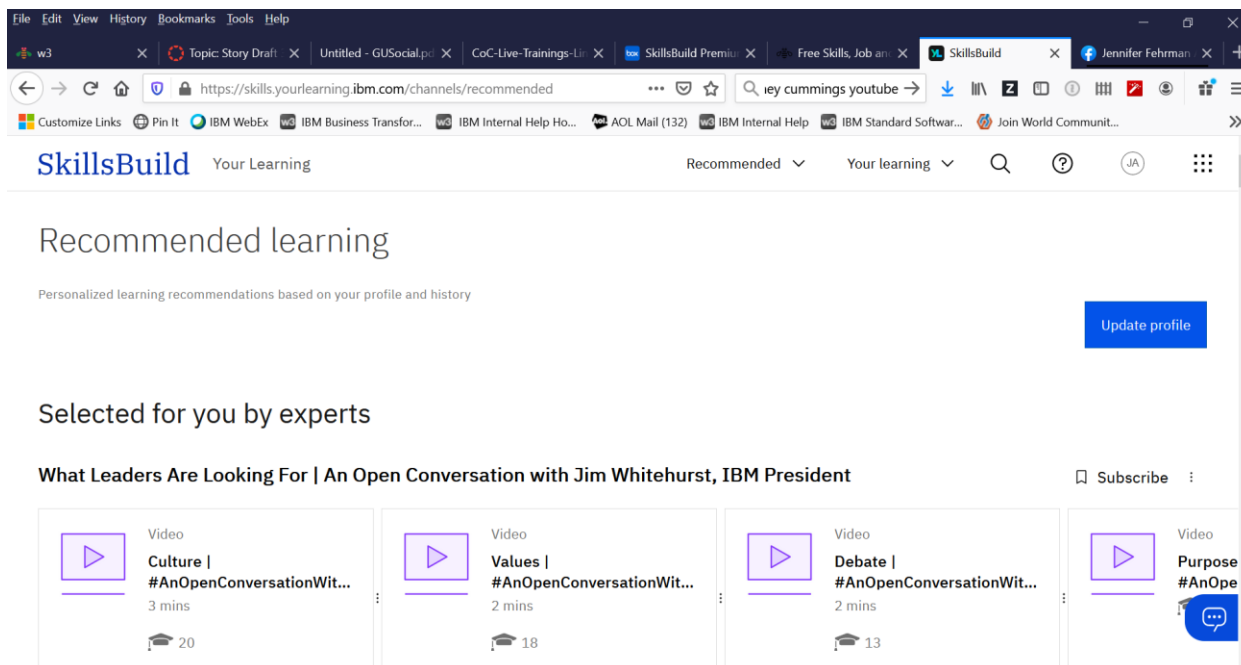
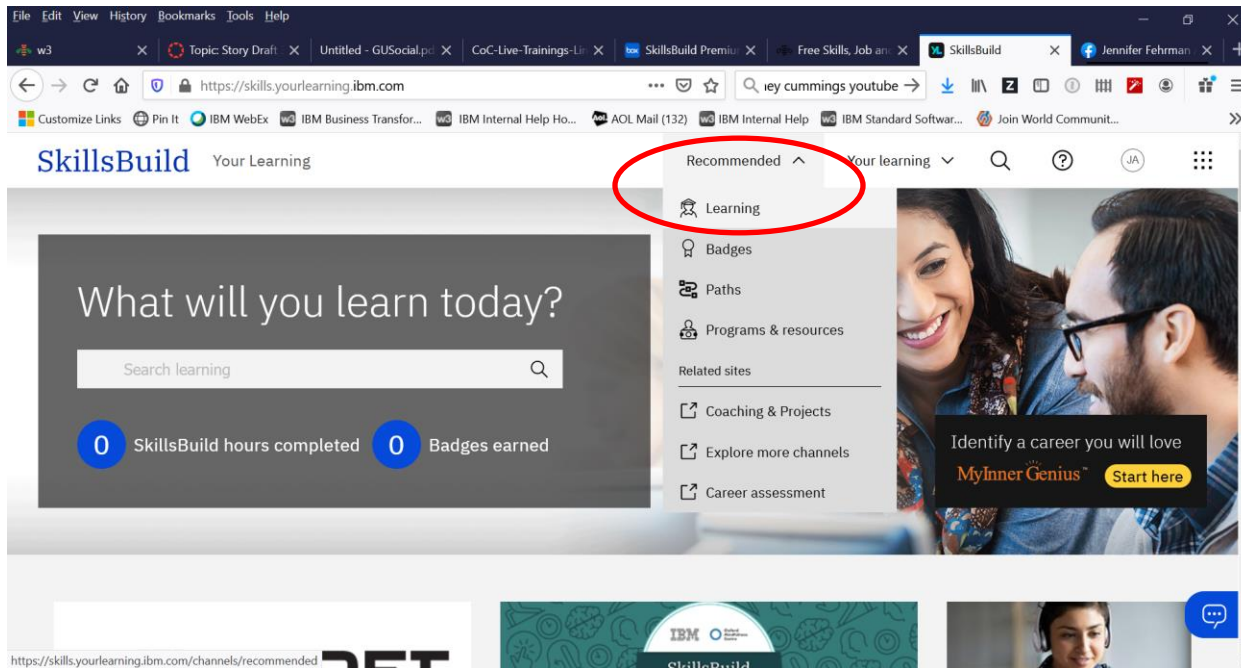


Topics Under the "Recommended" Header

Recommended Learning

Q: Where can I find learning activities that are curated especially for me?

A: Click on the "Recommended" tab at the top of your screen, and then select "Learning"



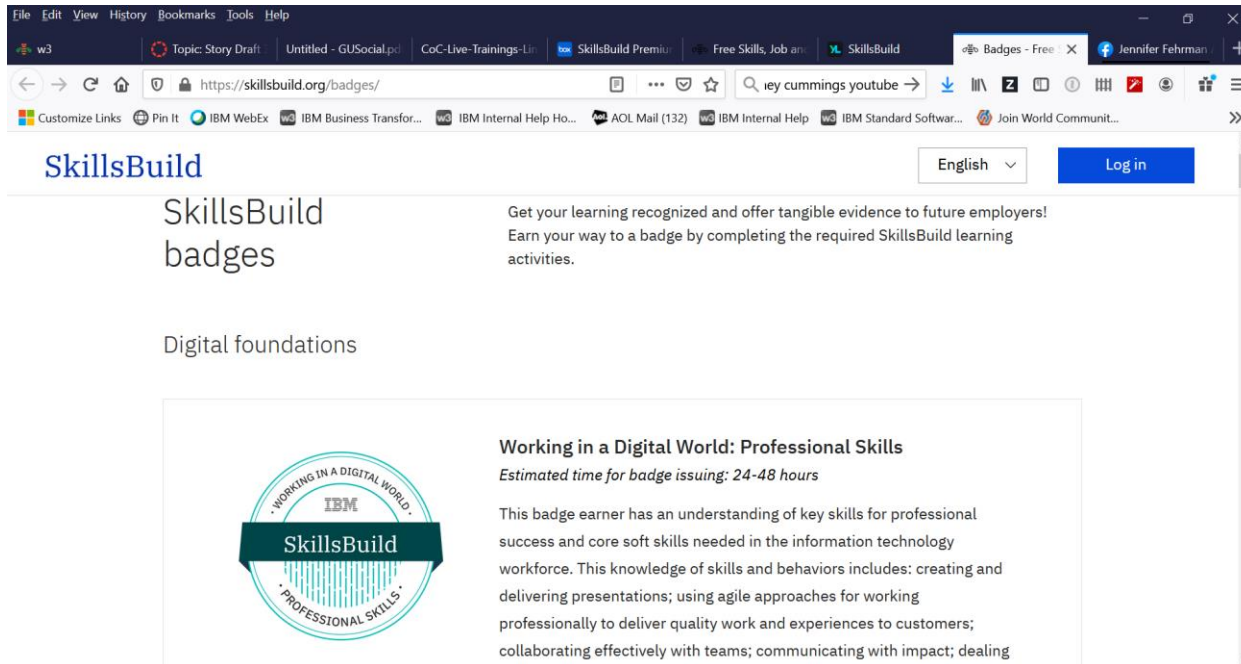
Q: How is my "recommended learning" derived?

A: Your "recommended learning" is based upon the preferences you express in your profile and your learning history. This includes badges, which may be found under the "Recommended" tab as well. If a course is not under recommended – that does not mean you can't take it! The platform is open for you to take any course that interests you.

Understanding the Badge Process

Q: What is a badge?

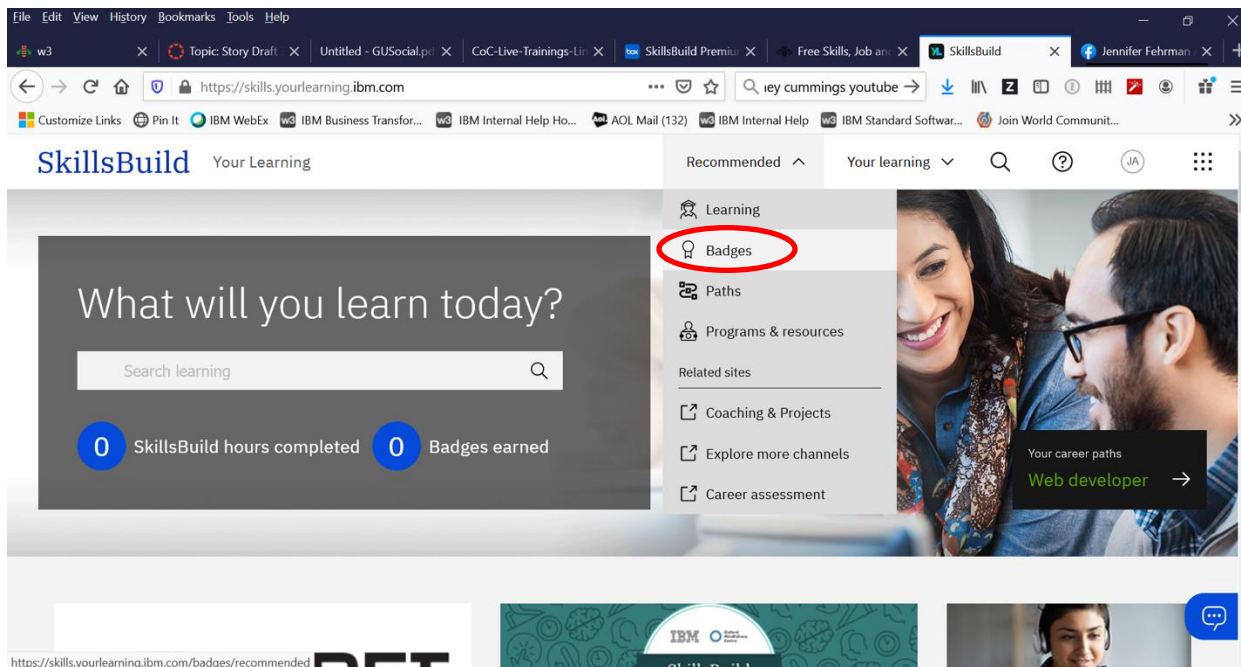
A: A badge is formal recognition of your learning accomplishments within a specific topic. A badge from a reputable company such as IBM looks good on your resume and can be added to your LinkedIn profile or communicated via Twitter and other social media channels.



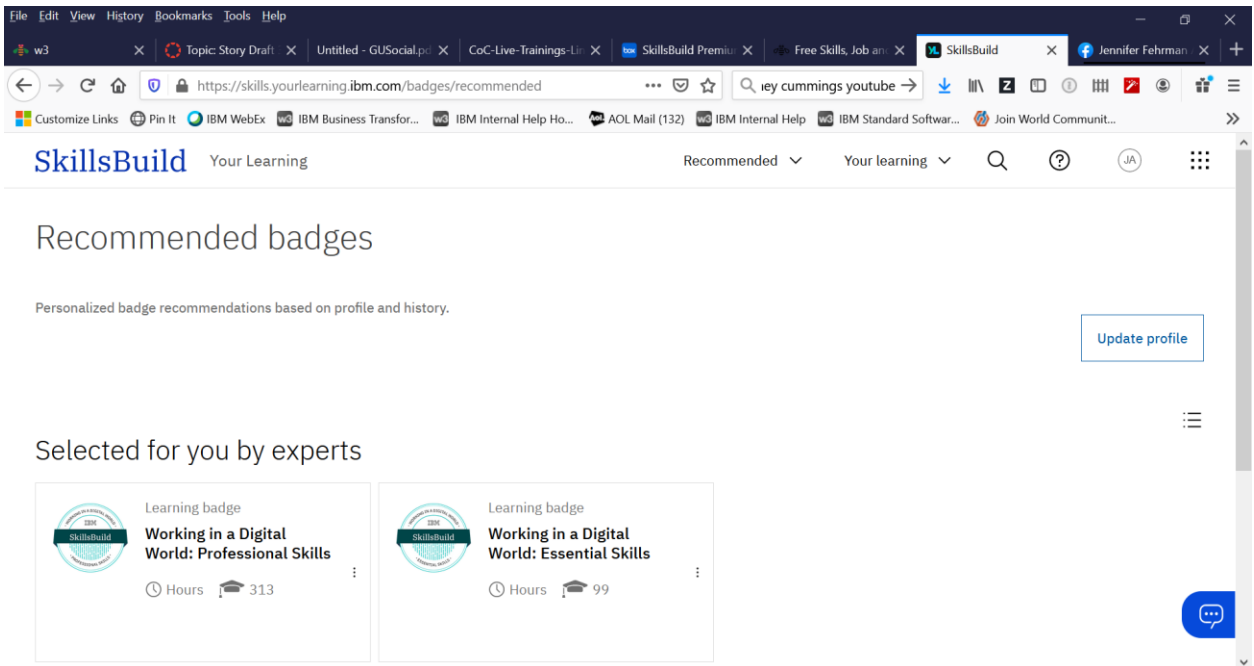
The screenshot shows the SkillsBuild website's 'Badges' page. The URL is <https://skillsbuild.org/badges/>. The page features the SkillsBuild logo and a navigation menu with 'English' and 'Log in' options. The main heading is 'SkillsBuild badges'. Below this, it states: 'Get your learning recognized and offer tangible evidence to future employers! Earn your way to a badge by completing the required SkillsBuild learning activities.' A section titled 'Digital foundations' highlights a badge: 'Working in a Digital World: Professional Skills'. The badge's estimated time for issuing is '24-48 hours'. The description of the badge states: 'This badge earner has an understanding of key skills for professional success and core soft skills needed in the information technology workforce. This knowledge of skills and behaviors includes: creating and delivering presentations; using agile approaches for working professionally to deliver quality work and experiences to customers; collaborating effectively with teams; communicating with impact; dealing'.

Q: Where do I find badges that are recommended for me?

A: Click on the "Recommended" tab at the top of your screen, and then select "Learning"

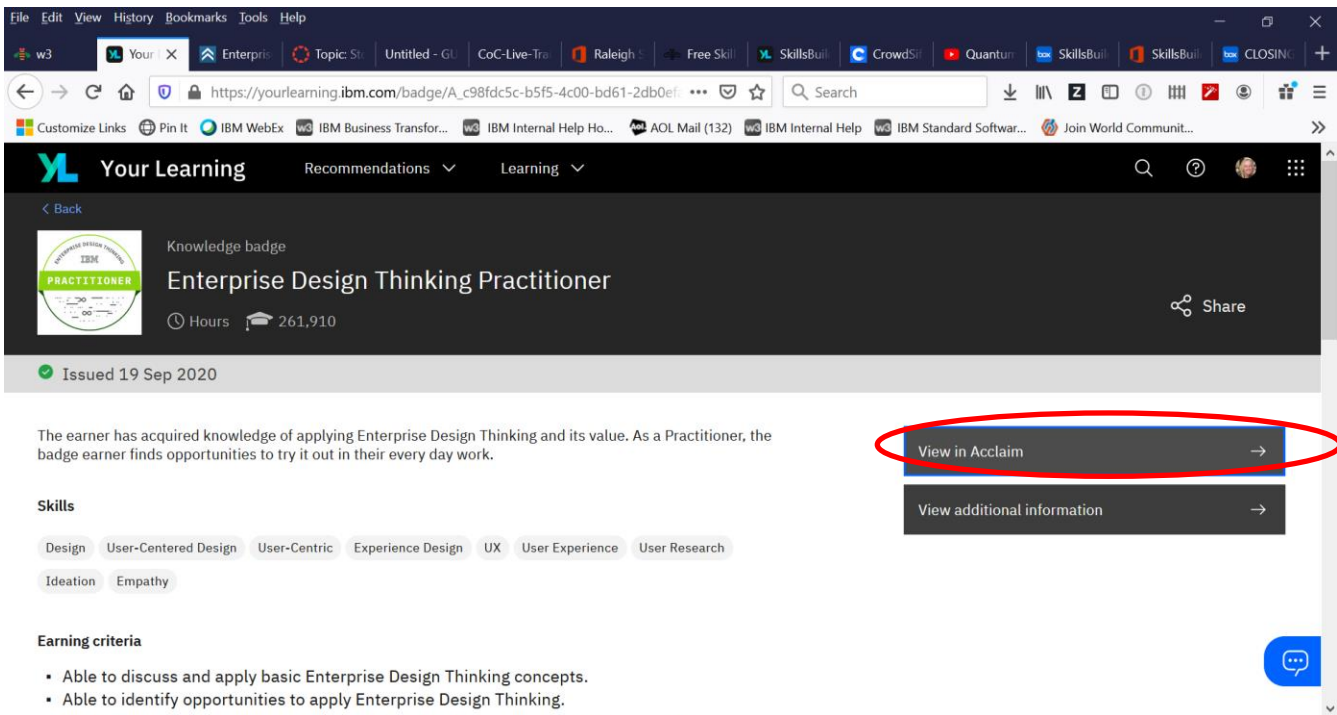


The screenshot shows the SkillsBuild 'Your Learning' page. The URL is <https://skills.yourlearning.ibm.com>. The page has a navigation menu with 'Recommended' and 'Your learning' tabs. The 'Recommended' tab is active, and a dropdown menu is open, showing options: 'Learning', 'Badges', 'Paths', 'Programs & resources', 'Related sites', 'Coaching & Projects', 'Explore more channels', and 'Career assessment'. The 'Badges' option is circled in red. The main content area features a search bar with the text 'What will you learn today?' and a search button. Below the search bar, there are two progress indicators: '0 SkillsBuild hours completed' and '0 Badges earned'. On the right side, there is a 'Your career paths' section with a 'Web developer' path highlighted. The page footer includes the URL <https://skills.yourlearning.ibm.com/badges/recommended>.



Q: How can I display my earned badges for others to see?

A: First, you'll need to locate the badge in Your Completions. Click on the badge to see a screen such as the one below.



Click on "View in Acclaim". Create an account in Acclaim.



Create Account Sign In



Enterprise Design Thinking Practitioner

Issued by [IBM](#)

The earner has acquired knowledge of applying Enterprise Design Thinking and its value. As a Practitioner, the badge earner finds opportunities to try it out in their every day work.

Skills

- Design
- Empathy
- Experience Design
- Ideation
- User-Centered Design
- User-Centric
- User Experience
- User Research
- UX

Type: Learning

https://www.youracclaim.com/users/sign_up

Earning Criteria

Create your Acclaim account

First Name *
Jennifer

Last Name *
Aud

Email *
jaud@us.ibm.com

Country *
United States

Password *

Send me occasional news and updates on professional



Join the Network

Manage your credentials and complete your profile to put your best foot forward.



Promote Your Expertise

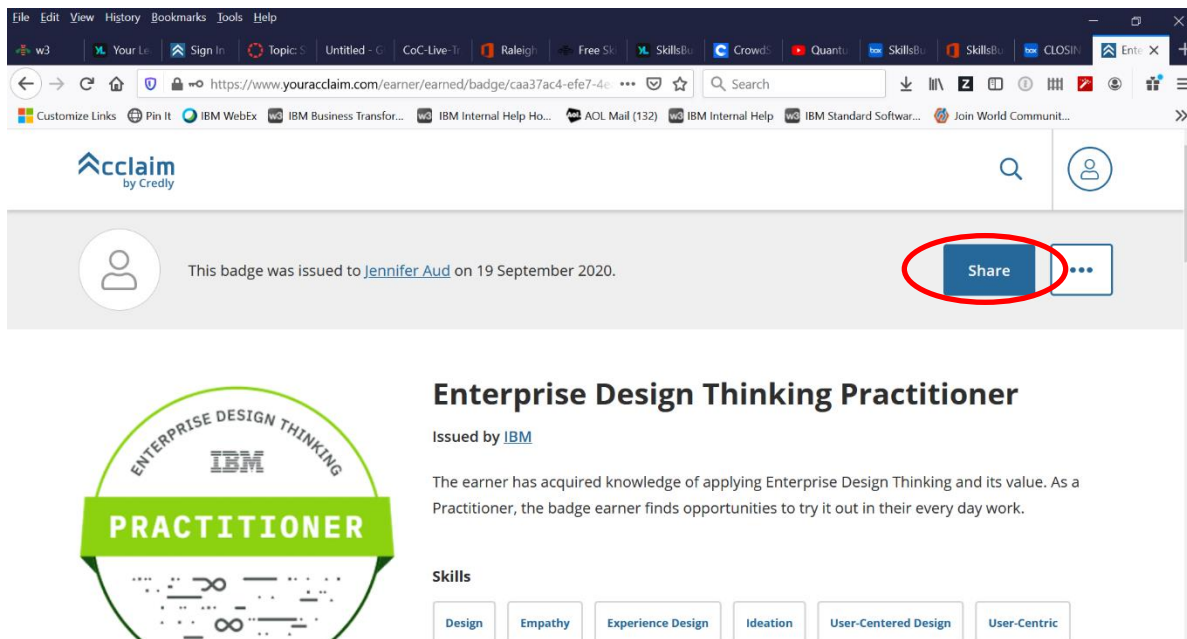
Share verified evidence of your knowledge, skills, abilities, and accomplishments.



Discover Opportunities

Use insights to find new learning and professional development opportunities.

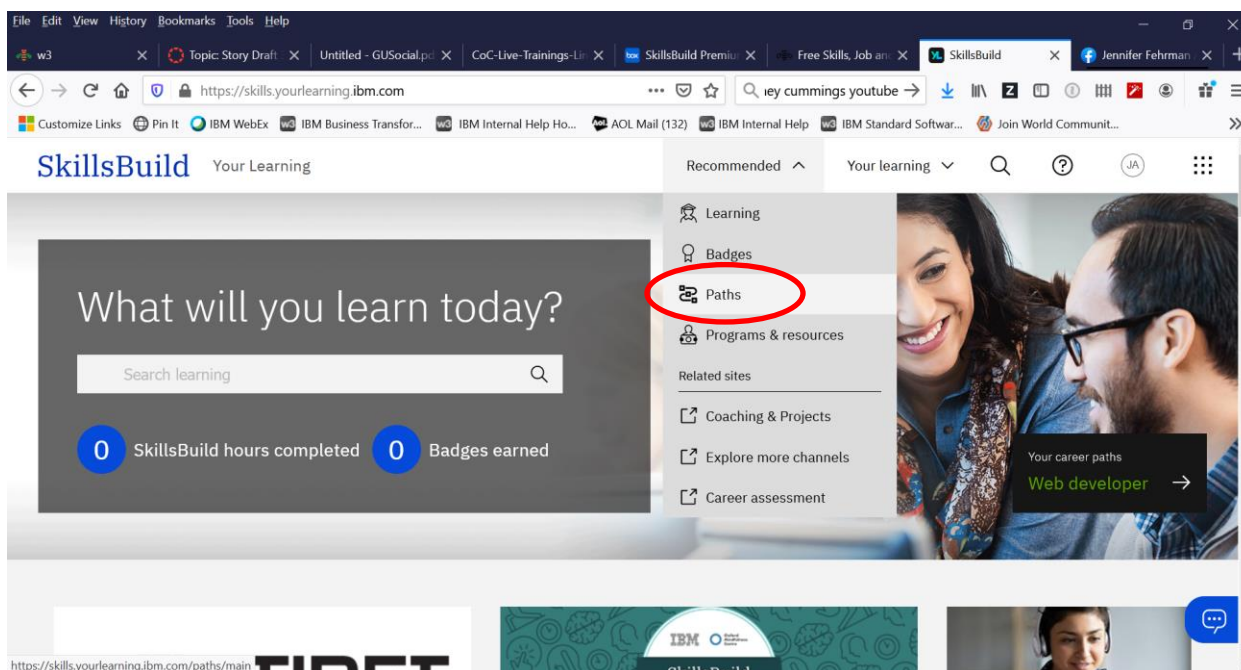
Once you have an account in Acclaim, you'll be able to see and share your earned badges.



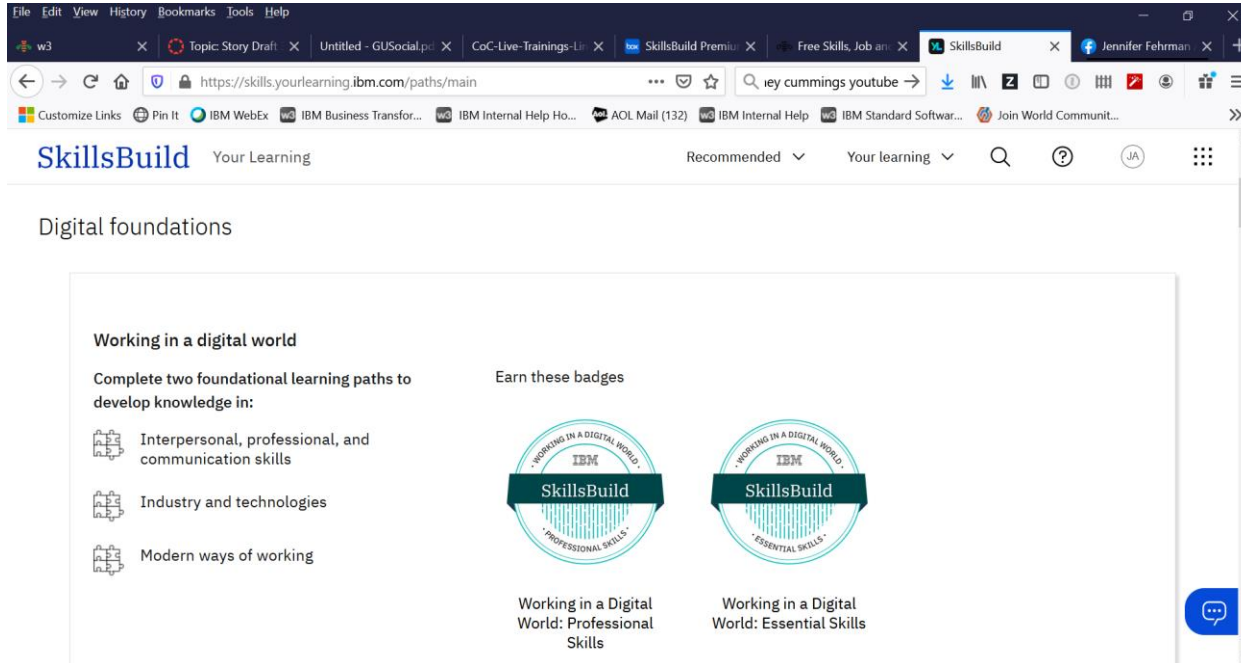
Learning Paths

Q: What are learning paths?

A: With SkillsBuild you can develop your skills and knowledge with learning paths based on two themes: digital foundations and role-based learning. Whether you're interested in skilling up for the digital economy or taking your first steps towards a new career, there's a learning path for you to get started. Learning paths are found under the "Recommended" tab.



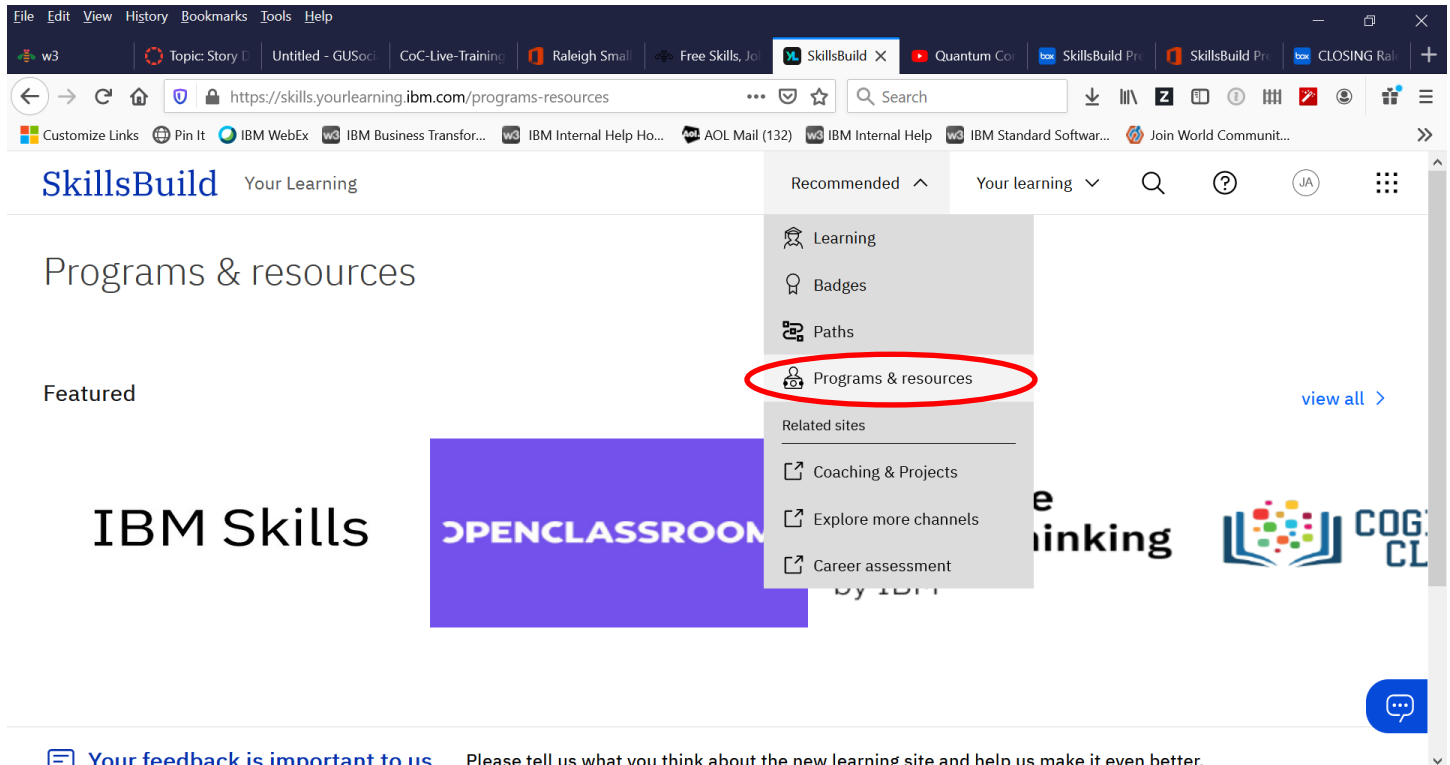
Here's an example of a learning path called Digital Foundations:



Programs and Resource

Q: What can be found at the "Programs and Resources" area of the "Recommended" tab at the top of the page?

A: This will take you out of the SkillsBuild platform and into other learning platforms, some which are provided by IBM's partners. Most learning activities found here are also free of charge.



Connect with a Coach

Q: What can be found at the "Coaching and Projects" area of the "Recommended" tab at the top of the page?

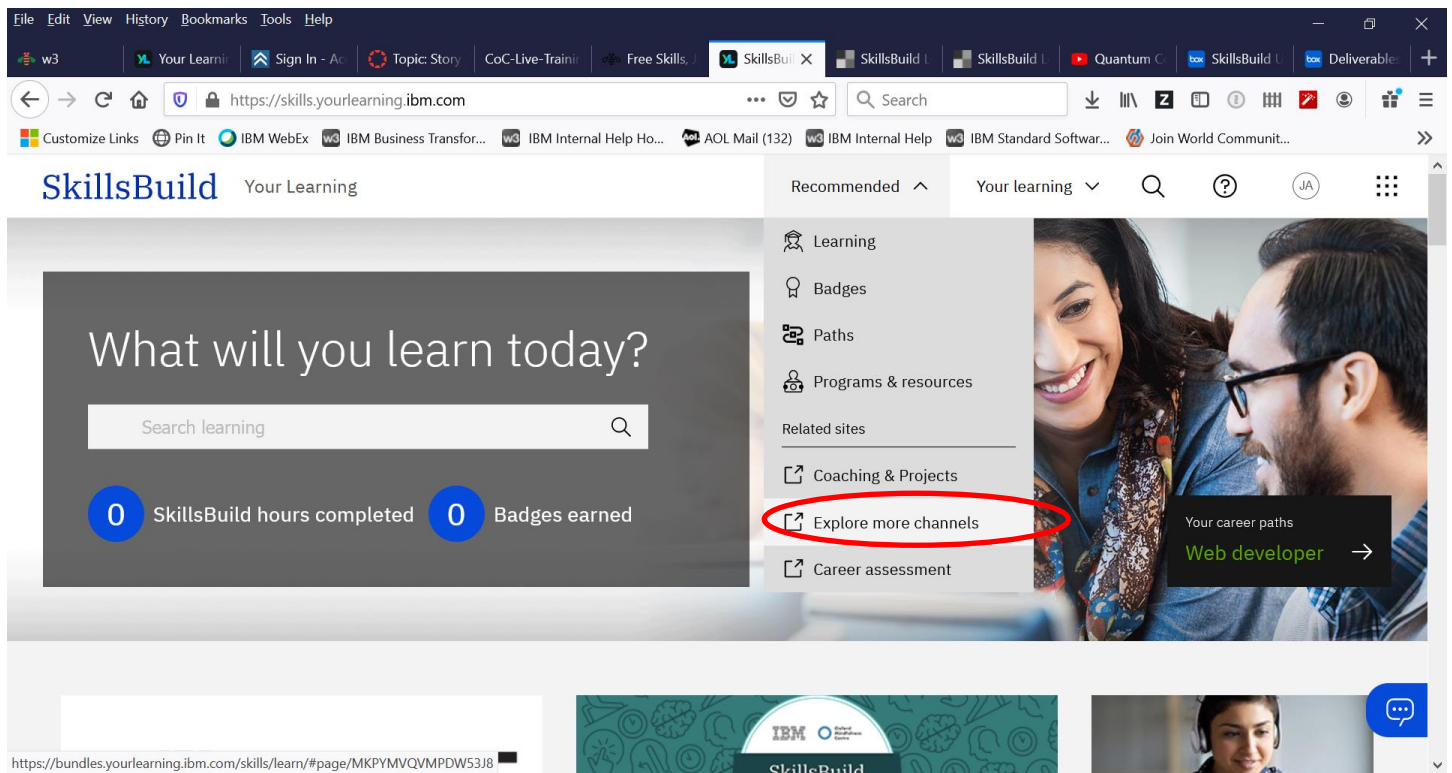
The screenshot shows the SkillsBuild website interface. At the top, there is a navigation bar with the 'Recommended' tab selected. A dropdown menu is open, listing various options: Learning, Badges, Paths, Programs & resources, Related sites, **Coaching & Projects** (highlighted with a red circle), Explore more channels, and Career assessment. Below the navigation bar, the main content area features a search bar with the text 'What will you learn today?' and a search button. There are also two progress indicators: '0 SkillsBuild hours completed' and '0 Badges earned'. On the right side, there is a 'Your career paths' section with a 'Web developer' path highlighted. The bottom of the page shows a banner for 'IDET' and a 'SkillsBuild' logo.

A: This link will take you out of the SkillsBuild platform to Crowdsift or Chronus, where you can apply to be linked to IBM volunteers who are available to meet with you for short term coaching sessions. You can also find IBM projects in which learners can participate, not for monetary remuneration, but for valuable experience that you can cite on your resume.

The screenshot shows the SkillsBuild Reignite page. The page has a blue header with the SkillsBuild logo and navigation links for 'English', 'Join', and 'Login'. Below the header, there is a navigation bar with three tabs: 'Program Overview', 'Coaching Guidance', and 'Coaching Materials and Resources'. The main content area features a large image of a group of people sitting around a table, engaged in a discussion. Overlaid on this image is the text 'SkillsBuild Reignite' and the subtitle 'Coaching business owners and entrepreneurs'. At the bottom of the image, there are two buttons: 'Join Now' and 'Login'.

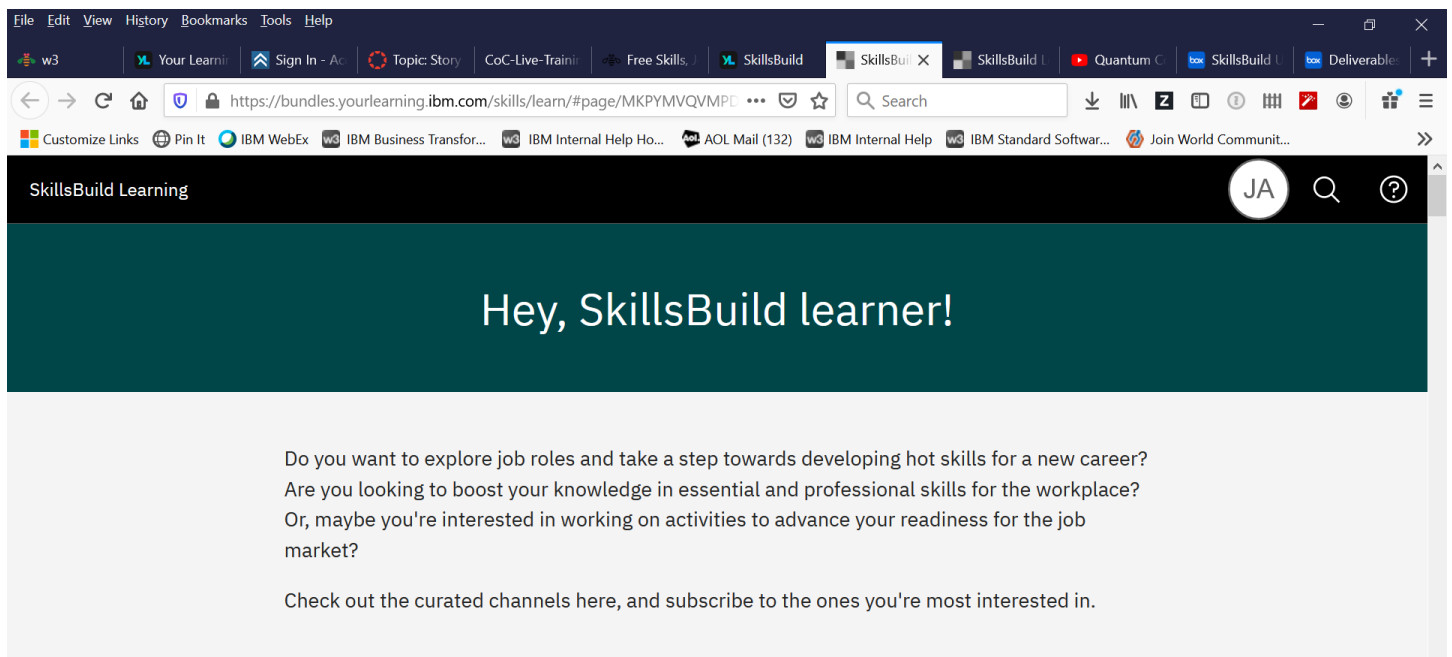
More Channels

Q: What can be found under “Explore More Channels”?



The screenshot shows the SkillsBuild website interface. The main header includes the SkillsBuild logo and navigation options like 'Recommended' and 'Your learning'. A search bar is present with the text 'What will you learn today?'. Below the search bar, there are two circular progress indicators: '0 SkillsBuild hours completed' and '0 Badges earned'. A dropdown menu is open, listing various categories: Learning, Badges, Paths, Programs & resources, Related sites, Coaching & Projects, Explore more channels (highlighted with a red circle), and Career assessment. On the right side, there is a 'Your career paths' section with a 'Web developer' path highlighted in green.

A: This link takes you to the following screen, where you can scroll down to find curated channels relating to specific job roles, essential skills, professional skills, job readiness skills, and IT certifications.



The screenshot shows the SkillsBuild Learning page. The header includes the SkillsBuild Learning logo and navigation options like 'JA', 'Search', and 'Help'. The main content area features a large green banner with the text 'Hey, SkillsBuild learner!'. Below the banner, there is a section with a heading 'Do you want to explore job roles and take a step towards developing hot skills for a new career?' followed by three bullet points: 'Are you looking to boost your knowledge in essential and professional skills for the workplace?', 'Or, maybe you're interested in working on activities to advance your readiness for the job market?', and 'Check out the curated channels here, and subscribe to the ones you're most interested in.'

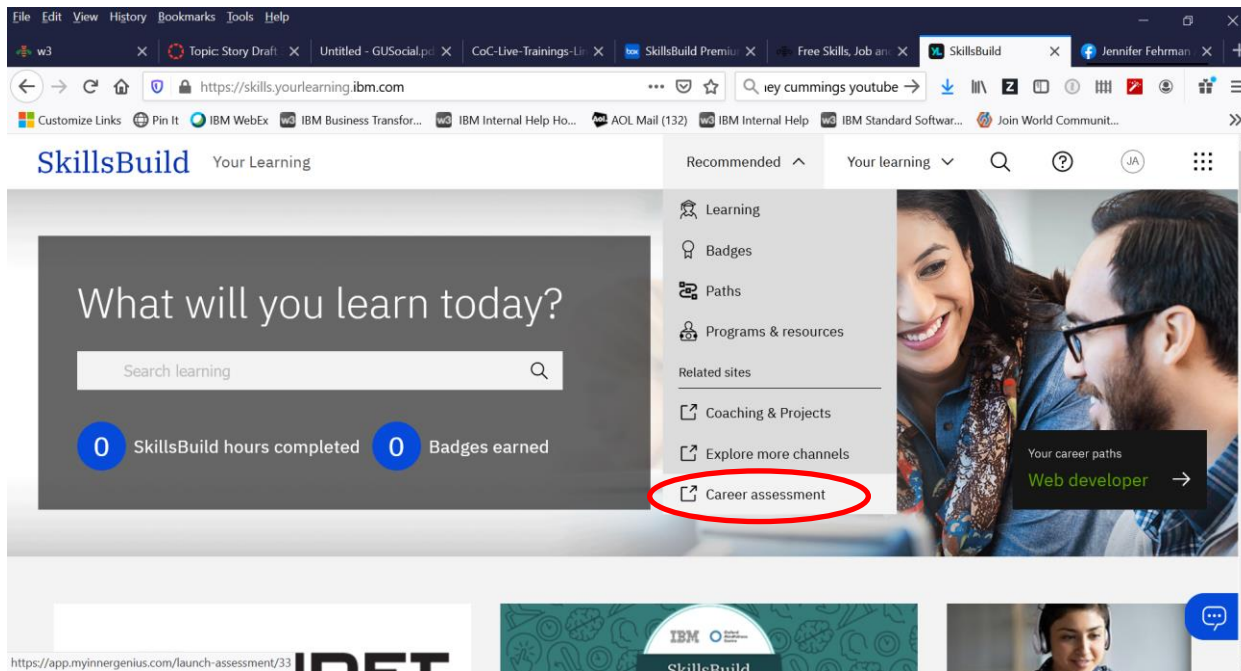
Are you curious about a job role?

Q: What is the "Career Assessment" and where do I find it?

A: IBM is collaborating with MyInnerGenius to help you identify which careers are the best fit for you. MyInnerGenius will help you understand what your unique set of skills, abilities, and personality traits are. With this information, we will match you to the careers which are the best fit for you regardless of your training or experience. You will also be provided learning paths and career guidance to help you get started on your new career. Based on your assessment results, you can also earn badges. You decide if you want to share these badges with prospective employers to show that you are a great fit for their jobs. It's completely up to you.

You will take several assessments. With your results, we can match you to careers that are a great fit for your natural skills, abilities, and personality traits. At the end of your session, your results and recommendations will automatically be displayed. To begin, select "Career Assessment" from the drop-down menu under the "Recommended" tab at the top of your screen. To ensure you have some matches at the end of your assessment make sure you take the questions in the order they appear without taking extended breaks.

Don't worry if there aren't any matches at the end of your assessment! The assessment is not a prerequisite to taking courses and is just there to guide those that need help in identifying their interests



The screenshot shows the SkillsBuild website interface. The browser address bar displays <https://skills.yourlearning.ibm.com>. The page header includes the SkillsBuild logo and navigation options like "Recommended" and "Your learning". A sidebar menu lists various categories: Learning, Badges, Paths, Programs & resources, Related sites, Coaching & Projects, Explore more channels, and Career assessment. The "Career assessment" option is highlighted with a red circle. The main content area features a search bar with the text "What will you learn today?" and a search button. Below the search bar, there are two progress indicators: "0 SkillsBuild hours completed" and "0 Badges earned". A "Your career paths" section is visible on the right, showing "Web developer" with a right-pointing arrow. The footer contains a URL: <https://app.myinnergenius.com/launch-assessment/33>.

File Edit View History Bookmarks Tools Help

https://app.myinnergenius.com/#/assessments/15516/

Welcome to MyInnereGenius

VIDEO INSTRUCTIONS

TEXT INSTRUCTIONS

Welcome to MyInnereGenius, we're glad you're here!

IBM is collaborating with MyInnereGenius to help you identify which careers are the best fit for you. MyInnereGenius will help you understand what your unique set of skills, abilities, and personality traits are. With this information, we will match you to the careers which are the best fit for you regardless of your training or experience. You will also be provided learning paths and career guidance to help you get started on your new career. Based on your assessment results, you can also earn badges. You decide if you want to share these badges with prospective employers to show that you are a great fit for their jobs. It's completely up to you.

You will take several assessments. With your results, we can match you to careers that are a great fit for your natural skills, abilities, and personality traits. At the end of your session, your results and recommendations will automatically be displayed.

Q: Do I have to take the Career Assessment to access learning activities?

A: No! The Career Assessment is completely optional. You can choose to take it at any point in your learning journey. It is simply a tool to help you.

Q: What if I took the Career Assessment and scored low?

A: You must wait 24 hours, but you can take it again! Perhaps you'll want to brush up on a few topics based upon the results you received before you try again.

Q: What if I took the Career Assessment but got no results?

A: Use the "Support" option under the circled question mark at the top right of your screen to report this issue via an email sent to the SkillsBuild technical support team.

File Edit View History Bookmarks Tools Help

https://skills.yourlearning.ibm.com

SkillsBuild Your Learning

Recommended Your learning

Support

Send feedback

Tutorial

What will you learn today?

Search learning

0 SkillsBuild hours completed 0 Badges earned

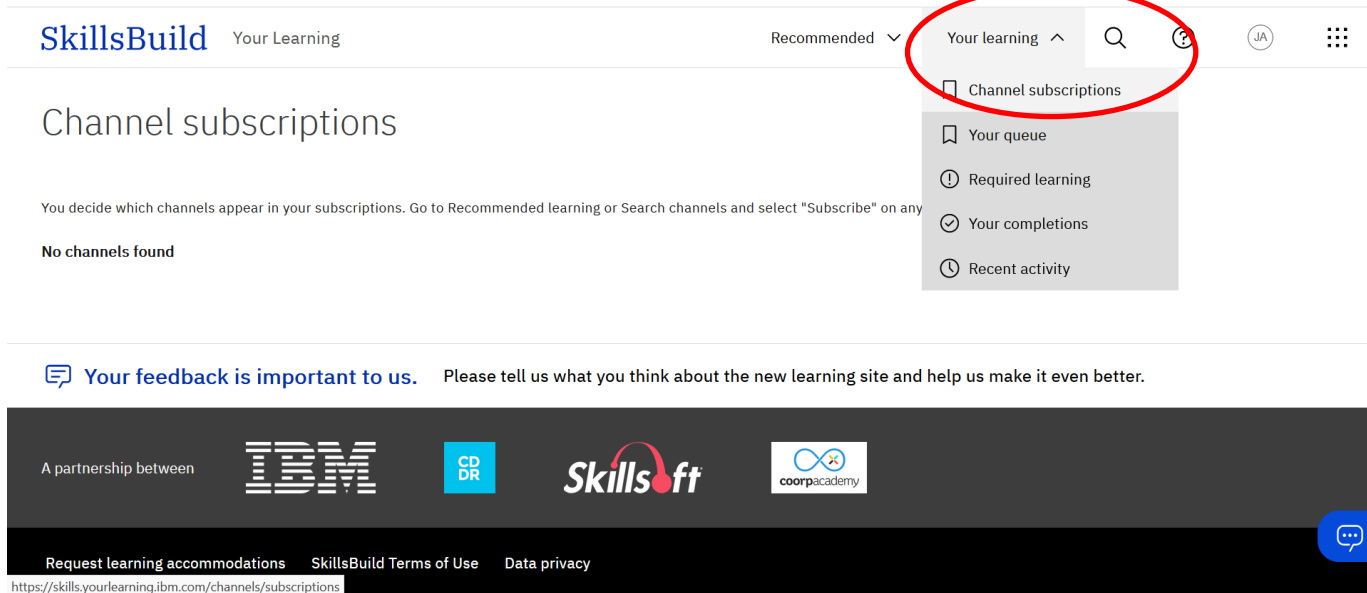
Your career paths
Web developer

mailtosbuser@us.ibm.com

Understanding the content under “Your Learning”

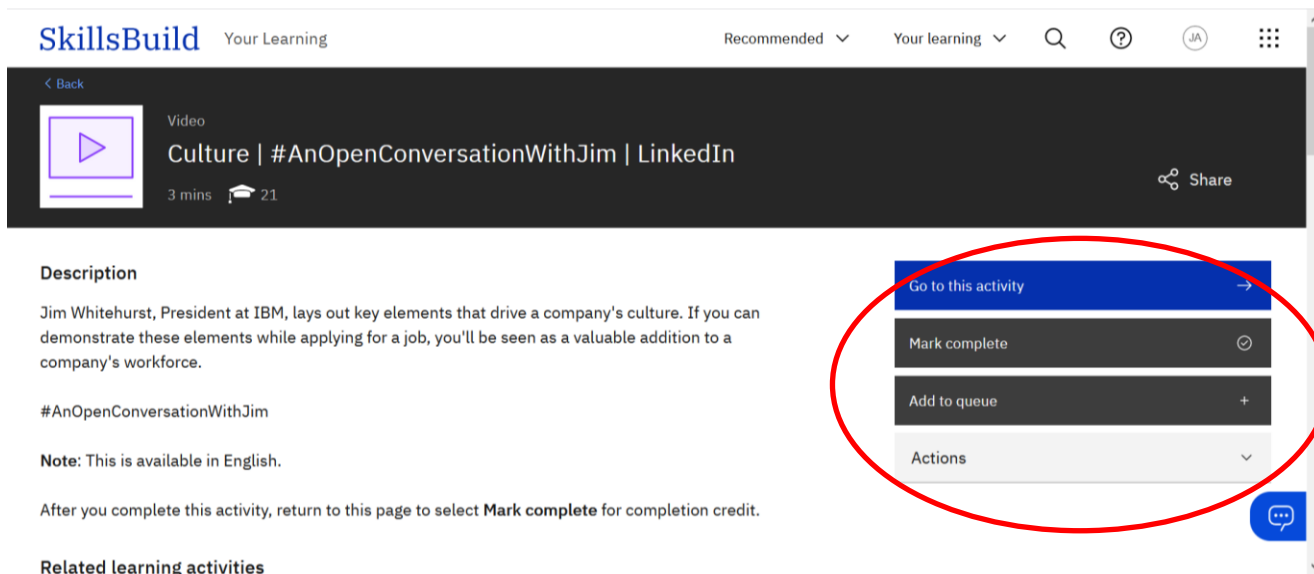
Q: What are "Channels"?

A: Channels are curated learning activities that focus on a specific topic. You can subscribe to a channel to make it easier to find next time you want to complete a learning activity within that channel. You decide which channels appear in your subscriptions. Go to Recommended Learning or Search channels and select "Subscribe" on any channel. Later, you can return to the "Your Learning" tab at the top of the page and select "Channel Subscriptions" to easily find your way back.



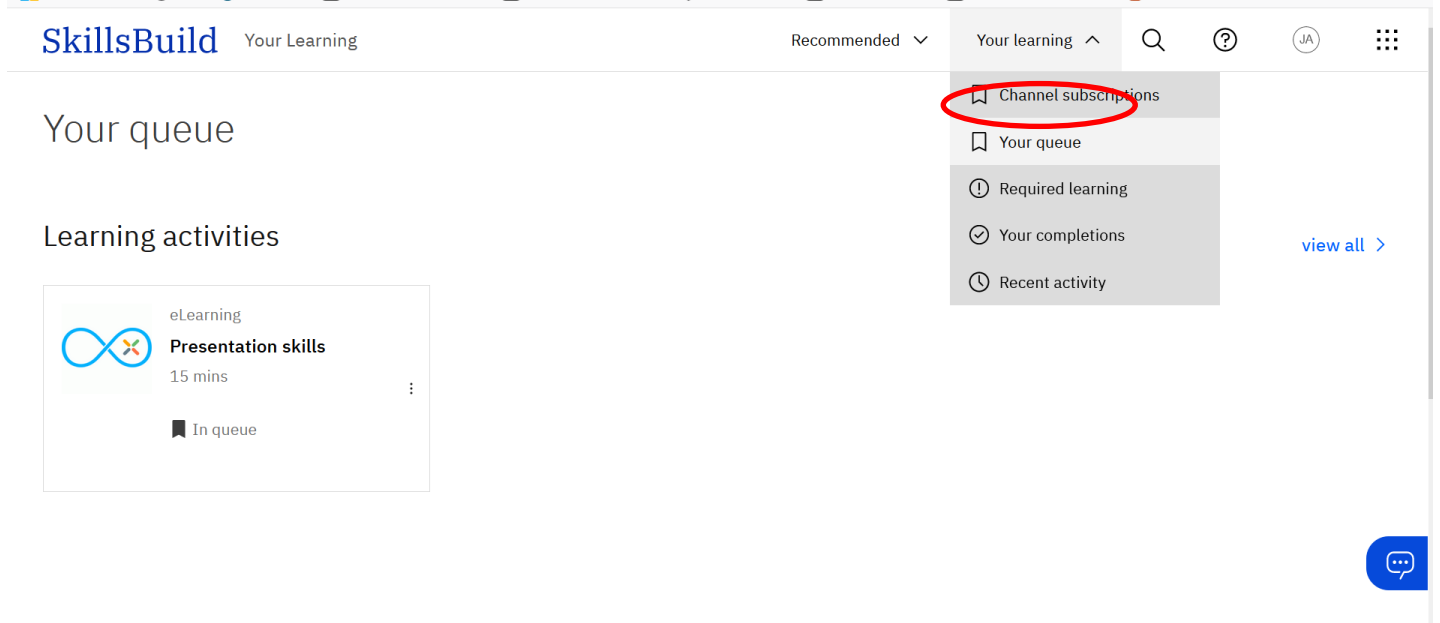
Q: How can I save a learning activity that I am interested in, if I don't have time to do it now?

A: This is where “Your Queue” comes in. When you click on an activity of interest to you, it will take you to a description of the learning activity. You can either click on "Go to this activity" if you want to do it immediately, or "Add to my queue" if you want to do it later. You can also remove it from your queue in this same place. Under "Actions" you can add a rating or a comment to this learning activity, flag it as inappropriate/outdated, request learning accommodations, or obtain a link to the activity that you can then share with others. Lastly, if you scroll down below the learning activity description, you can find a list of related learning activities.



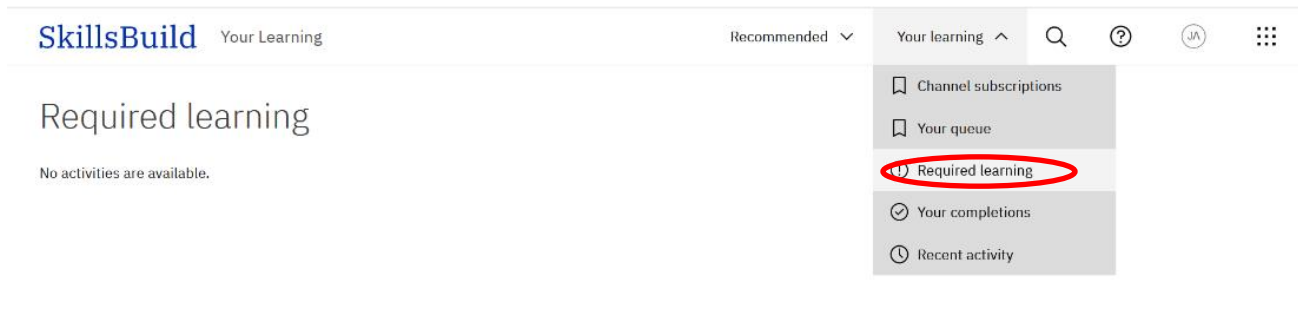
Q: What is in "Your Queue" under the "Your Learning" tab on the top of the screen?


A: This is a list of all the learning activities that you have flagged to take at a later date



Q: What is in "Required Learning" under the "Your Learning" tab on the top of the screen?

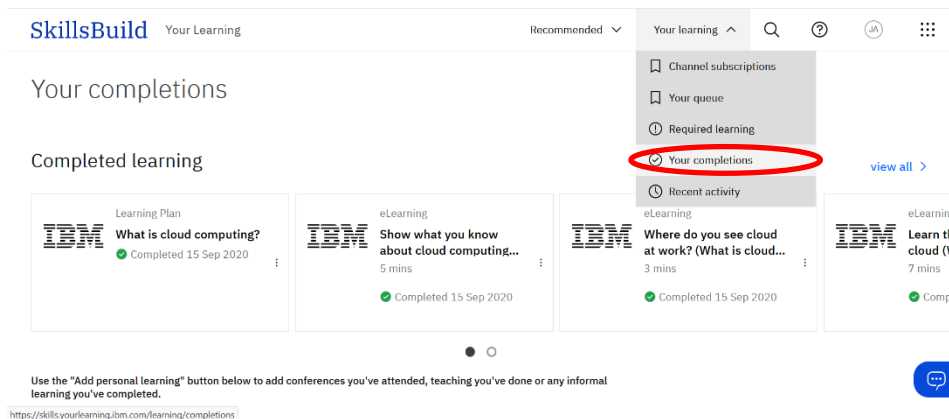
A: This is a list of all the learning activities that have been selected for you to complete by your counselor at the Non-Profit Organization (NPO) you are working with.



 Your feedback is important to us. Please tell us what you think about the new learning site and help us make it even better.

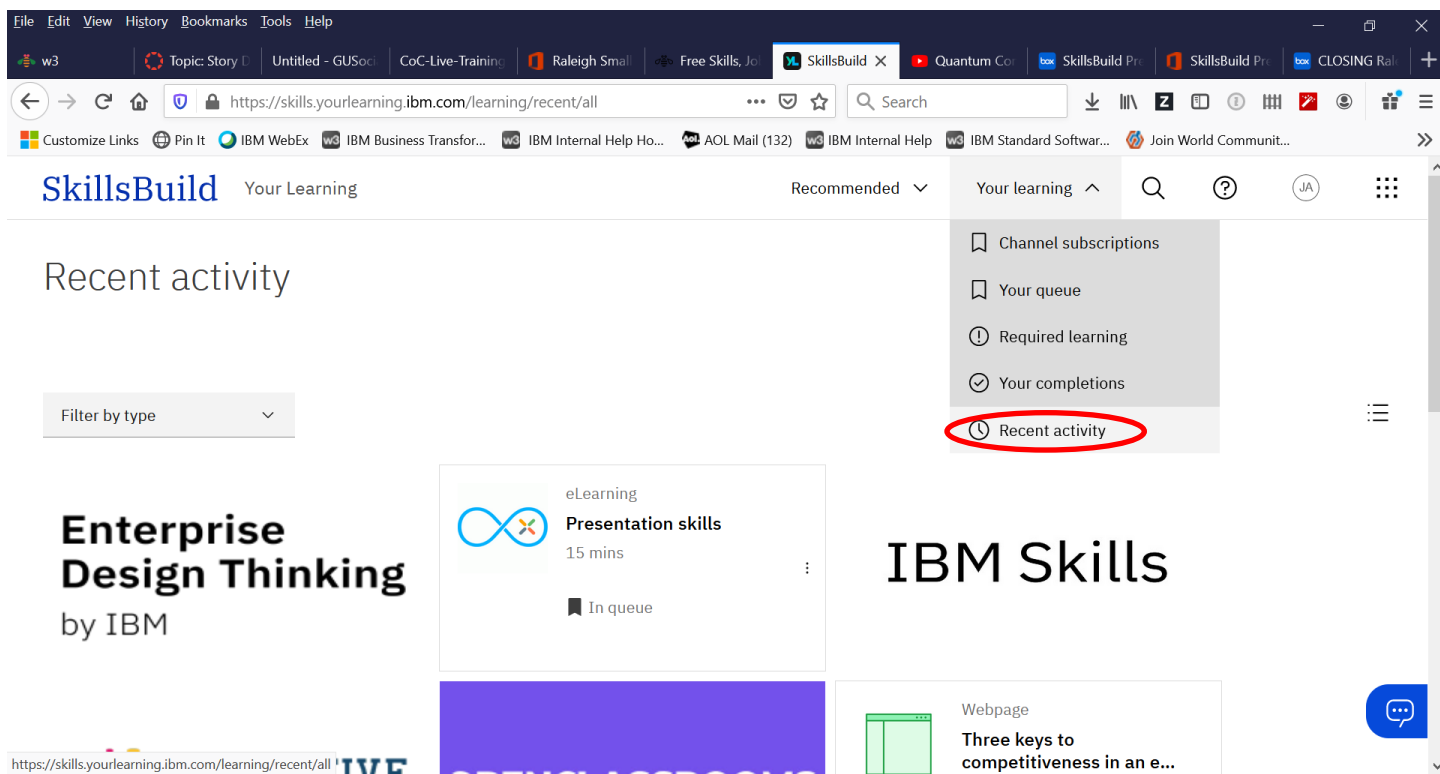
Q: What is in "Your Completions" under the "Your Learning" tab on the top of the screen?

A: This is a list of all the learning activities that you have completed.



Q: What is in "Recent Activity" under the "Your Learning" tab on the top of the screen?

A: This is a list of learning activities that you have recently visited.



General Questions

Q: Is the content in the SkillsBuild platform continuously updated and expanded?

A: Yes, new content is being added almost daily. Existing content is evaluated for continued relevance.

Q: Am I limited to learning activities that are recommended for me?

A: No! You can do any learning activity you wish!

Q: Where can I see how many hours of learning I've completed and how many badges I've earned?

A: This information appears at the top of the main SkillsBuild screen. Click on the blue word "SkillsBuild" at the top left of your screen to return to the main screen at any time. Click on "Your Learning" and then select "Your Completions" to see the specific learning activity details behind these numbers.