

developwest.

Learn. Grow. Achieve.

Instructor-Led Training

The content of this presentation was the most up-to-date information available at the revision date. However, policies, procedures, and guidelines may be updated during an academic year. Please refer to the [University Policy website](#) for the most current version of these policies, procedures, and guidelines.

Revised 9/1/17



What is DevelopWest?

- On-line Professional Development
 - Can be accessed from any computer and some mobile devices
 - We are working on a mobile app
- Available anytime (24/7)
- Self-paced
- Supplement to instructor-led courses for UWG systems and business processes (i.e. PeopleSoft, ADP, etc.)



How to Access

- www.westga.edu/developwest
- Login using your UWG ID and Password
- Recommended browser = Google Chrome
- Turn off pop-up blockers



Demonstration: DevelopWest for Users

- Users
 - Browse the Catalog
 - View My Plan
 - Monitoring progress
 - Searching for available material on a particular topic
 - Searching for an eBook
 - UWG Learning Expedition





Live Support Feature

The image shows a screenshot of the University of West Georgia's DevelopWest platform. The top navigation bar includes the University of West Georgia logo, 'View My Plan', 'Browse The Catalog', and a search bar. The main content area features the 'developwest.' logo and the tagline 'Learn. Grow. Achieve.' Below this, there is a paragraph describing the platform's purpose: 'Whether you're trying to answer a question, learn a new skill, or develop professionally, DevelopWest lets you quickly locate learning content aligned to your needs. Find the right resources. Create a customized learning plan. Learn from your peers. Experience a learning platform that truly puts your needs front and center. To get started, take a virtual tour.'

The left sidebar contains several sections: 'My Tasks' (Overdue: 3, Upcoming: 10), 'Quick Links' (Completed Courses, Support, Live Help, Admin, Take a Virtual Tour, My Approvals, Approval Manager), and 'Upcoming Events' (Instructor Led Training: 34). The 'Support' and 'Live Help' items in the Quick Links section are circled in red. A red arrow points from this circle to a browser window titled 'Skillssoft Customer Support - Google Chrome'. The browser window shows the URL 'support.skillport.com/livehelp/passthrough.asp' and the Skillssoft logo. Below the logo, there is a message: 'You're about to enter into a support session where our Customer Support Consultants are standing by to assist you.' This is followed by a list of capabilities: 'You can: access expertise online and around the clock, get answers to specific questions in real-time, communicate with help desk personnel one-on-one'. A final message states: 'Please be cognizant that although you will be entering a one-on-one session with one of our Customer Support Consultants, he/she may also be simultaneously handling other users' requests in the Live Help forum'. At the bottom of the browser window, there is a red button with the text 'ACCESS LIVE HELP' highlighted by a green border.



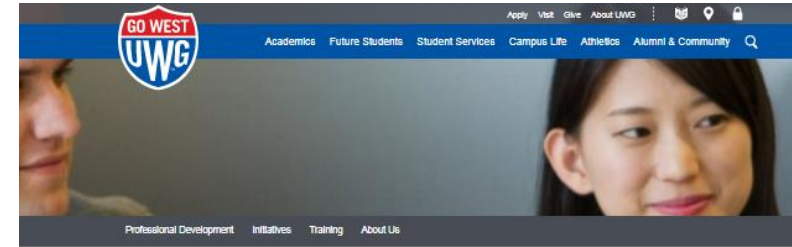
Or Online Support...Index

The image shows a composite of two screenshots. The top screenshot is the 'developwest' website. The top navigation bar is blue and contains the University of West Georgia logo, 'View My Plan', 'Browse The Catalog', a search bar, and a user profile icon. A red circle highlights a question mark icon in the top right corner of the navigation bar, with a red arrow pointing down to the bottom screenshot. The main content area of the website features the 'developwest.' logo and the tagline 'Learn. Grow. Achieve.'. Below this is a paragraph of text and a section titled 'Learning Expedition' with a sub-section 'Topic for September - Goal Setting'. The bottom screenshot is the 'Skillsoft Skillport 8i Learner Help' page. It has a blue header with the Skillsoft logo and a search bar. The main content area is titled 'Welcome to Skillport 8i Learner' and contains several sections: 'Getting Started' with a link to 'Getting Started', 'Web Accessibility' with links to 'Enable Web Accessibility' and 'Enable Forms Mode for JAWS', 'Support' with contact information and links to 'Skillsoft Customer Support' and 'Get Help with Troubleshooting Issues', 'Tutorials' with links to 'Learner Tutorials' and 'Administrator Tutorials for Skillport 8i', and 'System Requirements' with a link to 'System Requirements for Learners'. A left-hand navigation menu lists various topics like 'Welcome to Skillport 8i Learner', 'Getting Started', 'Web Accessibility', etc.



Need Additional Information?

- Visit the DevelopWest Website
- www.westga.edu/training
 - Training
 - DevelopWest



DevelopWest

Center for Business Excellence

Home / Administration / Business and Finance / Center for Business Excellence / DevelopWest

DevelopWest is a professional development initiative that can be accessed from the convenience of your computer. DevelopWest supports your training and professional development needs through innovative, online learning that can be accessed 24 hours a day, 7 days a week. With DevelopWest, you can access a diverse library of content that encompasses 3,000 courses and 24,000 e-books.

[Go to DevelopWest](#)

Login with your UWG ID and password.

On March 13, 2017, DevelopWest underwent an upgrade. Use the attached [user guide](#) to navigate the newly designed site, if needed.

Learning Expedition 2017

Join us as we embark on a "Journey of Learning" in 2017. Use the course hyperlinks or the DevelopWest IDs (below) to search for and access past topics courses in DevelopWest to embark on your journey. In order to search DevelopWest using the hyperlinks or DevelopWest IDs, you should already be logged into the DevelopWest system prior to clicking on the links below.

It's not too late to get started on your "Journey of Learning." We hope you [Learn](#) some new skills, [Grow](#) both personally and professionally and [Achieve](#) your goals!

If you'd like to save these courses to your Learning Plan within DevelopWest, please use these [instructions](#).

Organizational Skills (January)	+
Stress Management (February)	+
Google (March)	+
Leadership (April)	+
Microsoft Office 2016 (May)	+
Work Life Balance (June)	+
Time Management (July)	+
Communication, Conflict Resolution and Listening (August)	+
Goal Setting (September)	+
(October)	+
(November)	+
(December)	+

User Job Aids

[User Instructions for the Catalog](#)
[User Instructions for Monitoring Progress & Printing a Certificate of Completion](#)
[User Instructions for My Plan](#)
[Printing a Training Certificate for an Employee](#)

Manager Job Aids

[Assigning Training Modules to Users](#)
[Instructions for Training Reports](#)
[Creating Reports for Specific Users](#)

Other Professional Development Opportunities

[UWG Online Faculty Development](#)
[Alumni Learning](#)
[UWG Continuing Education](#)

DevelopWest Tips

Did you know that managers can assign content to their employees, require their participation, set due dates and run reports to track progress?

Training

[Course Descriptions](#)
[DevelopWest](#)
[Mandatory Employee Compliance Training](#)
[Presentations](#)
[Training Schedule](#)
[User Guides](#)



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Learn. Grow. Achieve. – DevelopWest!!!

