

DRIVING AUTHORIZATION PROCESS INSTRUCTIONS

If you have any difficulty with any portion of this process please contact the Help Desk at 278-5000 or the Office of EHS/Risk Management at 278-7422.

DEFENSIVE DRIVING COURSE INSTRUCTIONS:

BEFORE YOU BEGIN - Ensure Java Version 7 Update 45 or newer is installed on your computer.

- If you do not have administrative rights to your computer, or know how to verify the version of Java on your computer contact the help desk at 278-5000 or your department computer technician for assistance.
- To update your browser(s) on a personal computer visit: <http://www.java.com/en/download/>
- If you skip step one the training website will not work on your computer. *You will not receive an error message* – your computer will simply stop responding at some point during this process and you will not be able to complete the course.

1. On the Defensive Driving web page Click on [Skillsoft Training Link](#) or Click on or copy paste this link into your browser:

https://ds.calstate.edu/?svc=skillsoft&org=csufresno&env=prod&uri=/skillportfe/main.action?path=summary/COURSES/esh_sah_b21_sh_enus

2. Click on “Launch”
3. Begin the course by clicking on the arrow to the right of “Begin Course” at the bottom of the screen.

The screenshot shows the Skillsoft Course Player interface for 'Defensive Driving Fundamentals'. The interface includes a 'Progress & Tests' section with a goal: 'To be able to drive defensively'. It also shows the current course score and completion status. A table lists course items with their types, statuses, and scores. At the bottom, there is a 'Begin Course' button with a right-pointing arrow, which is highlighted by a blue arrow pointing upwards.

Item	Type	Status	Score
Course Overview	Overview	●	N/A
Defensive Driving Techniques		---	Take Test
Lesson Pre-test	Pre-Test	○	
General Safety Guidelines	Instruction	○	---
Safe Driving Techniques	Instruction	○	---
Adverse Driving Conditions	Instruction	○	---
Emergency Response	Instruction	○	---

4. You must take all of the training modules and answer all of the questions within the modules with an overall score of at least 80% in order to successfully complete the course. Your “Current Course Score” is indicated in the upper right of the screen as you advance through each module.

Skillssoft Course Player - Windows Internet Explorer

https://library.skillport.com/courseware/Content/esh_sah_b21_sh_enusb.htm?AICC_URL=https%3A%2F%2Fpvsp73nbe.skillport.com%3A443%2Fskillportbe%2Fspcentralst

Skillssoft Defensive Driving Techniques

Lesson Test

Name: _____ Current Course Score: 97%

To start the test, select the **Begin Test** button.

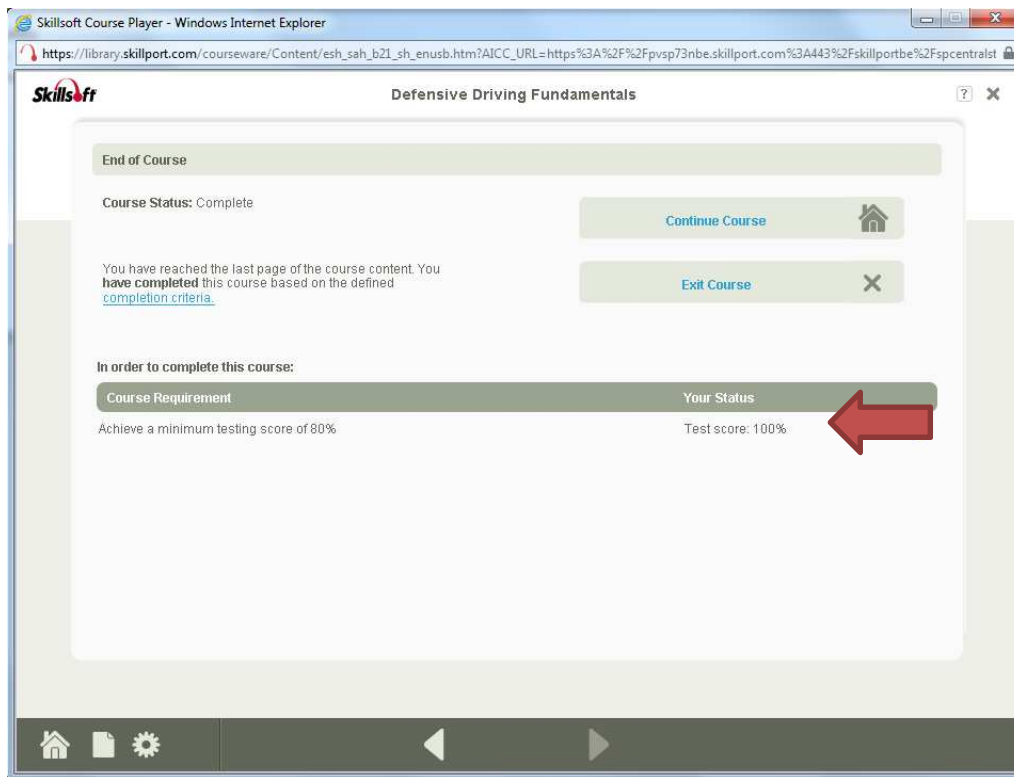
Begin Test

Section	SCORES:	Pre-Test	Highest	Current
Defensive Driving Techniques		94%	97%	97%
General Safety Guidelines		100%	100%	100%
Safe Driving Techniques		100%	100%	100%
Adverse Driving Conditions		75%	88%	88%
Emergency Response		100%	100%	100%

Skip Test

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5. Once you have completed all of the modules, you will need to take the final course test. You advance to the final test by again clicking on the right hand arrow at the bottom of the screen.
6. You will need a score of 80% or above on the final test to pass. Your test score will appear immediately below "Your Status" on the "End of Course" page. To improve your score, you may retake any of the individual modules or the final test as many times as necessary by using the "Continue Course" button and clicking on any of the individual modules or on the "Begin Test" button.



7. Once you have successfully completed the course, click on the “Exit Course” button on the “End of Course” page. When the window appears asking you if you want to exit the Skillsoft Player, click on the “Yes” button.
8. Upon completion of the course your final score will be recorded within the Skillsoft training program.
9. You may opt to print your certificate for your own record or to streamline the authorization process.
 - Click on “Quick Links”
 - Click on “Learning Transcripts”
 - Click on “Defensive Driving Fundamentals”
 - Click on the red ribbon icon (view certificate)
 - (if you get a pop up blocked window, click on allow)
 - Go to file and print certificate