Viewing Completions and Printing Certificates

Navigation Shortcut: Campus portal (https://my.cu.edu)> NavBar> CU Resources> Training> Start Skillsoft

To check your progress:
1. Click **Learning Transcript** from Quick Links.
2. Click **Show Filters**
3. Select **Started** from the **Status** list box.
4. Click **Refine**.

- From the **Type** list box, select what type of learning asset you want to see (i.e. Custom, Courses, ILT).
- Use the **From** and **To** fields to define the date range.

Quick Links

- Instructor Led Training ▼
- Learning Transcript ①
- Support ▼
- Discover Skillsoft
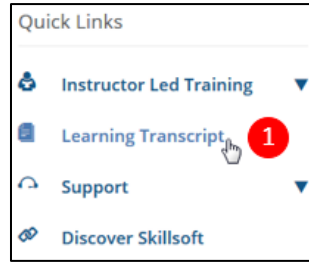
Learning Transcript
Core Data   ② Show Filters   View By **Date** | Set

Filter By   ✕

Status	Type	From	To	
All	All			Refine ④
All				
Started ③				
Completed				

		ID#	First Accessed	Last Accessed	Completed	Current Score	Highest Score	
✕	Recession: How it Affects Business	_pc_bi_fabi008	May 17, 2017	May 17, 2017	May 17, 2017	-	-	Actions ▼

To view completions and print a certificate:
1. From the Learning Transcript page, select **Completed** from the **Status** list box.
2. Click **Refine**.
3. Select **Actions** to the right of the Title.
4. Click **View Certificate**. Certificate will open in a new window.
5. Click **Print** in the upper right hand corner.

Learning Transcript
Core Data   Remove Filters Show Filters   View By **Date** | Set

Filter By   ✕

Status	Type	From	To	
Completed	All			Refine ②
All				
Started				
Completed ①				

		ID#	First Accessed	Last Accessed	Completed	Current Score	Highest Score	
✕	Recession: How it Affects Business	_pc_bi_fabi008	May 17, 2017	May 17, 2017	May 17, 2017	-	-	Actions ▼
📋	CU: Information Security and Privacy Awareness	_scorm12_cu_u0006	Mar 24, 2017	Mar 24, 2017	Mar 24, 2017			Actions ▼ ③
📋	CU: Discrimination and Harassment - CU Denver	_scorm12_sppubuni	Mar 21, 2017	Mar 21, 2017	Mar 21, 2017	Details		Actions ▼
📋	CU: Discrimination and Harassment - CU Denver	_scorm12_sppubuni	Mar 21, 2017	Mar 21, 2017	Mar 21, 2017	View Certificate ④		Actions ▼
📋	CU: IT Confidentiality Agreement	_scorm12_cu_u0008	Mar 20, 2017	Mar 20, 2017	Mar 20, 2017	Launch 100	100	Actions ▼