

## Viewing Course Completions and Printing a SkillSoft Certificate

Log into your CU campus portal page:		
•	Click the <b>CU Resources</b> tab/page. Click <b>TRAINING</b> under <b>NAVIGATION</b> menu at the left of page to access the drop down menu, and choose <b>Start</b> <b>SkillSoft</b> . Click <b>MY PROGRESS</b> on the SkillSoft navigation panel on the left. By default, the <b>In</b> <b>Progress</b> page will display; To view all learning assets and courses that you have completed, click the <b>Completed</b> tab.	My Private   Print Report   Student Approval History     CATALOD   Print Report   Student Approval History     My PRIAN   Catalog   All   Print Report   Student Approval History     My PRIAN   Catalog   Catalog   All   Print Report   Student Approval History     My PRIAN   Catalog   Catalog   Last Accessed   Carment Hype   Actions     My PRIOL RESS   CL Discontination and Hargaaned   _scorm12_cu_w May 3, 2010   Any 20, 2010   May 3, 2010   65   Comment Hype     Books 24X7   CL Instructionations and Hargaaned   _scorm12_cu_w May 3, 2010   Any 20, 2009   Biology 38   Comment Hype   Actions     Books 24X7   CL Instructionations and Hargaaned   _scorm12_cu_w May 1, 2009   Jun 20, 2009   Biology 38   Comment Hype   Actions     Controding Catalog   Cu Instructionationation   _scorm12_cu_w May 17, 2009   May 3, 2010   Biology 38   Comment Hype   Actions     Controding Catalog   Cu Instructionationation   _scorm12_cu_w May 17, 2009   Mar 3, 2009   S 3   Cot 1<
•	To display completed courses only, for <b>Type</b> , choose Courses, or <b>All</b> to display all learning assets. For <b>Date Range</b> , specify the date range for the courses report from the drop down menu: choose: All; Last 30 days; Last 90 days.	My Progress   Type All   All   Courses   In Progress   Completed   Last 12 Months   Custom
•	The display is immediately filtered based on your selection of <b>Courses</b> and for the <b>Date Range</b> specified.	My Progress     Print Report   Student Approval History     In Progress Completed     Visit Accessed     Title   D     Last 12 Months I     Print Report   Student Approval History     Completed     Current High Actions     Student Approval History     Current High Actions     Student Approval History     Current High Actions     Student Accessed First Accessed Completed V     Current High Actions     Student Accessed First Accessed Completed V     Current High Actions     Student Accessed First Accessed Completed V     Current High Actions     Student Accessed First Accessed Completed V     Current High Actions     Student Accessed First Accessed Completed V     Current High Actions     Student Accessed First Accessed Completed V     Current High Actions     Student Accessed First Accessed Completed V     Curent High Actions     Stu
•	To print a <b>Completion Certificate</b> for a completed Course, click the <b>R</b> icon in the <b>Actions</b> column at the right and a printable Certificate of completion will generate.	CERTIFICATE OF COMPLETION This is to certify that Mary Williams has completed the course cut: HIPAA Regulations - scorm 12_cut-A00020_0001 On 11/28/12

**Please note**: You must have Java enabled on your browser to launch the SkillSoft courses, videos and simulations. If you are completing a CU custom course located under the catalog, University of Colorado - Courses folder, you do not need to have Java enabled.

## SkillSoft Resources:

- Employee Learning and Development (ELD) Website at: <u>https://www.cu.edu/eld/resources</u>
- Contact Employee Learning and Development at: <u>system.training@cu.edu</u>
- Run a browser compatibility check at: <u>http://browser.skillport.com/bh/default.asp</u>
- Campus IT Helpdesks: <a href="https://www.cusys.edu/eld-catalog/docs/skillsoft/ITHelpdeskContacts.pdf">https://www.cusys.edu/eld-catalog/docs/skillsoft/ITHelpdeskContacts.pdf</a>
- SkillSoft Help Desk information:
  - SkillSoft Customer Support 1-866-754-5435
  - SkillSoft Online Customer Support Live Help <u>http://support.skillsoft.com/livehelp/</u>