

# Skillsoft: Step-by-Step Guide

## Accessing Assigned Training

This guide describes how to access assigned training in your Skillsoft Learning Plan. Assigned courses are required by the university for compliance with university, state, and/or federal regulations. These courses have a specific due date, such as a need to complete within the first 30 days for a new hire and may have a recurrence every year thereafter.

Note: If compliance has been met and you have successfully completed the course and quiz, you may access the course at any time for review but will not be able to re-take the quiz until it is due to be recompleted. Courses that have been assigned may still be accessed through the Library or a general search.

To access assigned content in Skillsoft:

1. Log on to your campus portal (<https://my.cu.edu>)
2. Expand **Quick Links**
3. Select **Start Skillsoft**
4. Click **Learning Plan** at the top of your screen

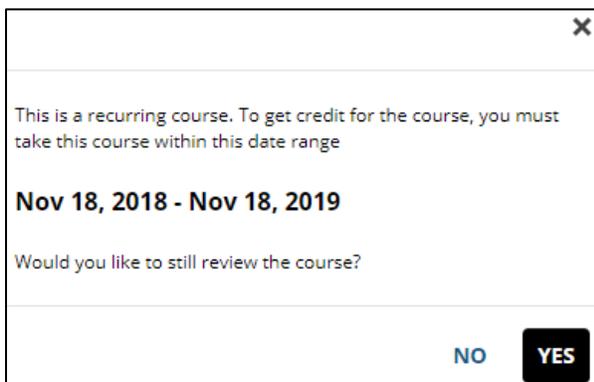


The list of courses assigned to you will appear in the **General** folder. The due date will be listed under the **LAUNCH** button. The due date will change from "n/a" to a date within 30 days of the required completion date.

A screenshot of a course card in Skillsoft. On the left is a green icon of a person with circular arrows. To the right, the course title is "CU: Discrimination and Harassment - CU Boulder and System" in blue. Below the title, it says "Custom - Course: 45 Minutes". On the right side, there is a black "LAUNCH" button with a dropdown arrow. Below the button, the status is "Status:  Due: n/a" and "\* Required" is written in red below it, circled in red.

5. Click **LAUNCH** to take the course.

If you have already completed the course and are not due to recomplete it, a message box similar to the one below will appear.



Click **YES** if you want to review the course. Course completions will not be tracked until the date range shown in this message.

## Checking Completion Status

To check your course completion date, hover over the circle next to **Status** under **LAUNCH**. It will display **ID** (library id), **Completed** (date of completion), and **Current Score** (most recent score received on quiz).

The screenshot shows a 'LAUNCH' button with a dropdown arrow. A mouse cursor is hovering over a green circle next to the 'Status:' label. A tooltip is displayed below the status label, showing 'Due: n/a' and '\* Requir'. Below the tooltip is a table with three columns: ID, Completed, and Current Score. The table contains one row with the following data:

| ID                      | Completed    | Current Score |
|-------------------------|--------------|---------------|
| _scorm12_cu_s10007_0001 | Oct 10, 2017 | 100           |

If you have not completed the course, **Completed** and **Current Score** will be blank.

The screenshot shows the same 'LAUNCH' button and tooltip as above. The tooltip shows 'Due: n/a' and '\* Requir'. The table below the tooltip has the same structure, but the 'Completed' and 'Current Score' columns are blank for the course ID '\_scorm12\_cu\_s10007\_0001':

| ID                      | Completed | Current Score |
|-------------------------|-----------|---------------|
| _scorm12_cu_s10007_0001 |           |               |

If you have taken the course but have not successfully passed the quiz, your **Current Score** will display and **Completed** will be blank.

The screenshot shows the same 'LAUNCH' button and tooltip as above. The tooltip shows 'Due: n/a' and '\* Requir'. The table below the tooltip has the same structure, but the 'Completed' column is blank and the 'Current Score' column displays '60' for the course ID '\_scorm12\_cu\_s10007\_0001':

| ID                      | Completed | Current Score |
|-------------------------|-----------|---------------|
| _scorm12_cu_s10007_0001 |           | 60            |