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.

5. Click LAUNCH to take the course.
If you have already completed the course and are not due to recompletet 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).

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

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