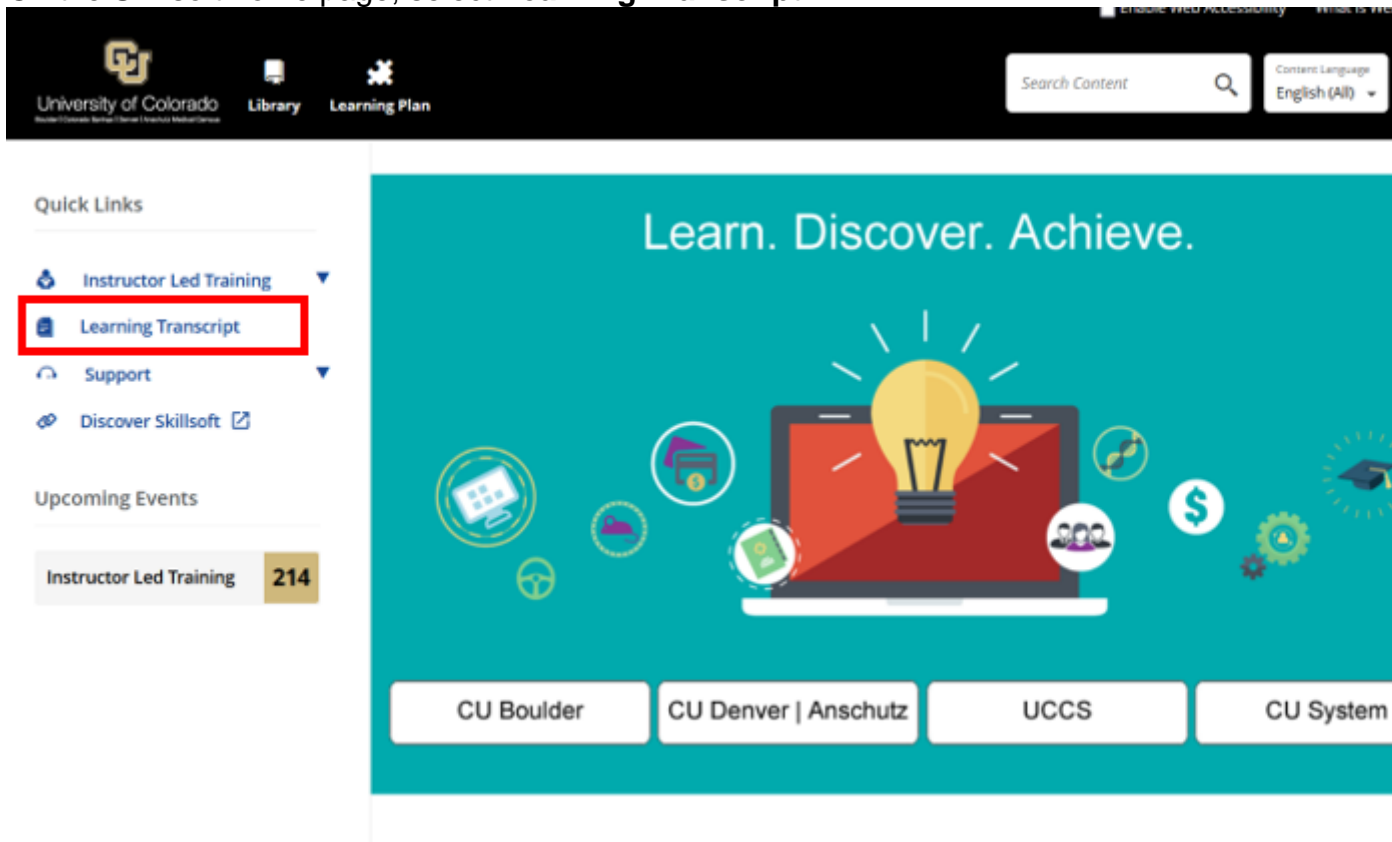


How do I find a record of my completed Skillsoft trainings? ^[1]

September 25, 2023 by [ES](#) and [UIS Communications](#) ^[2]

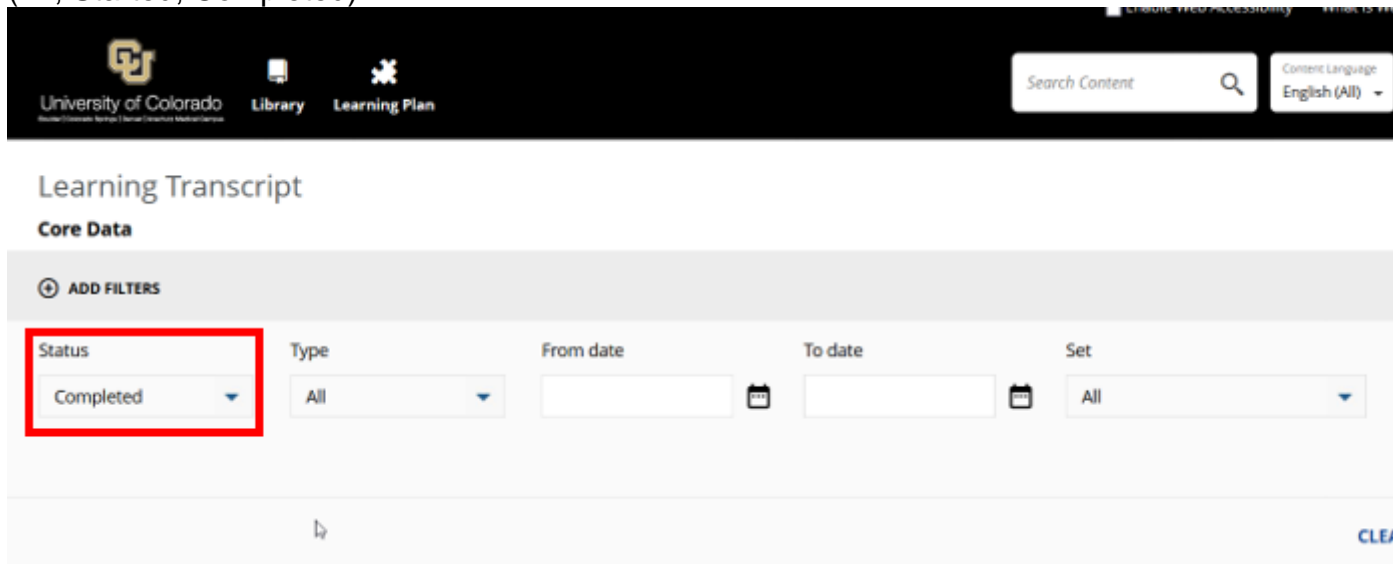
Skillsoft keeps a real-time record of your completed trainings. Here's how to view it within Skillsoft:

1. On the Skillsoft home page, select **Learning Transcript**.



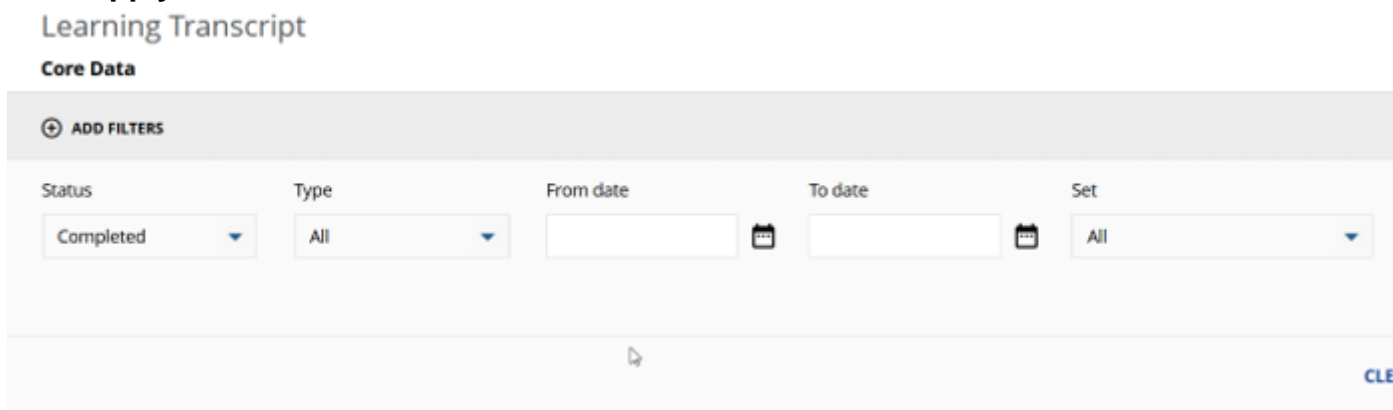
2. Select **Add Filters**.
3. Choose a **Status**

(All, Started, Completed).



The screenshot shows the top navigation bar of the University of Colorado Learning Transcript. Below the navigation bar, the page title "Learning Transcript" and the section "Core Data" are visible. A filter bar contains an "ADD FILTERS" button and five filter categories: Status, Type, From date, To date, and Set. The "Status" dropdown menu is highlighted with a red rectangle and shows "Completed" as the selected option. The "Type" dropdown shows "All". The "From date" and "To date" fields are empty. The "Set" dropdown shows "All".

4. Apply additional filters, if wanted such as from a specific time period.
5. Click **Apply**.



This screenshot is identical to the one above, showing the "Learning Transcript" interface with the "Status" filter set to "Completed". The "Type" filter is set to "All", and the "From date" and "To date" fields are empty. The "Set" filter is set to "All".

Note: You can also view your completed trainings by following steps 1-3 from [Tip #1](#) ^[3] and then selecting the **Training Summary** tile.

The Training Summary screen will show all the internal trainings you have completed, as well as the completion date and grade.

Training Summary



Select the Internal Training Course Name to view Details.

Internal Training			
Course Name	Completion Date	Status	Grade
Payment Card Security-SYS-WEB	08/26/2021	Completed	100
Information Security-WEB	08/26/2021	Completed	100
DiscrimMisconduct-UCB-SYS-WEB	08/26/2021	Completed	100
New Empl Orientation-SYS WEB	08/26/2021	Completed	100
IT Confidential Agreement-WEB	08/26/2021	Completed	100
FERPA-WEB	08/26/2021	Completed	90
Perf Mgmt Classified UCB-WEB	06/04/2017	Completed	100

SkillSoft [4], Professional Growth & Training [5], security [6]

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