

SkillSoft: Viewing Completions and Printing Certificates

SkillSoft lets you check your progress on courses that you have started, enrolled in, and completed.

To check your progress:

1. Access SkillSoft (from the university portal, click **Training>Start SkillSoft**).
2. Click **MY PROGRESS**. SkillSoft displays the My Progress page with the In Progress tab listing the courses you have started. The In Progress tab lets you click a link to an online course in progress and resume where you left off.

My Progress					
Type	All	Date Range	Last 90 Days		
In Progress					
	Title	ID	Last Access...	First Accessed	Completed
	Defensive Driving (Update Available)	SAH0417	Dec 17, 2014	Oct 30, 2014	
	CU: Advancement - Creating Gift A...	_scorm12_cu	Dec 12, 2014	Nov 6, 2014	
	Defensive Driving Techniques (Up...	SAH0418	Dec 10, 2014	Oct 30, 2014	
	CU: Advancement - Gift Handling	_scorm12_cu	Dec 3, 2014	Dec 3, 2014	
	CU: Advance Web Overview, Navig...	_scorm12_cu	Nov 6, 2014	Oct 16, 2013	
	Defensive Driving: Truck Safety	esh_sah_a12	Oct 30, 2014	Oct 30, 2014	
	DOT Drug and Alcohol Awareness	esh_trns_a01	Oct 30, 2014	Oct 30, 2014	
	CU: Advancement Orientation	ilt_a00170			

Notice the My Progress page displays **All** courses and ILT sessions for the last 90 days.

- From the **Type** list box, select either **Courses** or **ILT** if you want to see only courses or ILT sessions.
- From the **Date Range** list box, select any date range or **All**, to list the data you need.

- Click the **Completed** tab. SkillSoft displays the courses you have completed within the specified date range:

My Progress								
Type	All	Date Range	Last 12 Months					
In Progress			Completed			Not Started		
Title	ID	Last Accessed	First Accessed	Completed	Curr... Score	High Sc...	Actions	
CU: Advancement-Advance Repor...	ilt_a00168	Oct 28, 2014	Oct 28, 2014	Oct 28, 2014	n/a	n/a		
CU: ADV4-Gift Planning Orientation	ilt_U00105	Oct 9, 2014	Nov 25, 2013	Sep 29, 2014	n/a	n/a		
CU: Advancement-Outcomes-Bas...	ilt_A00163	Aug 8, 2014	Aug 8, 2014	Aug 8, 2014	n/a	n/a		
BETA CU: VETS: Veteran Educat...	_scorm12_cu	Jul 18, 2014	Jul 18, 2014	Jul 18, 2014	91	91		
CU: Advancement-High Quality Dj...	ilt_A00162	Jul 11, 2014	Jul 11, 2014	Jul 7, 2014	n/a	n/a		
CU: Advancement-Blue Ocean Phi...	ilt_A00165	Jul 1, 2014	Jun 23, 2014	Jun 30, 2014	n/a	n/a		
CU: Performance Management for...	_scorm12_cu	May 7, 2014	May 7, 2014	May 7, 2014	80	80		

Page 1 of 1 | Displaying 1 - 7 of 7

- Click the **View Certificate** icon that appears next to your completed course. A certificate appears as a PDF.
- From the **File** menu, select **Print** and send the certificate to a printer.

Note: You must have Java enabled on your browser to launch SkillSoft courses, videos, and simulations. If you are completing a CU custom course available from the catalog, University of Colorado – Courses folder, you do not need Java enabled.