

## Launching Custom and Standard Online Courses

Navigation Shortcut: University portal (<https://My.CU.edu>)> Resources tab> Training> Start SkillSoft

### To launch a custom online course:

1. Click **Catalog**.
2. Expand the **University of Colorado - Courses** folder.
3. Expand the folder for your campus.
4. Continue to expand folders until you locate the course title.
5. Hold your mouse pointer (hover) over the course title.
6. To view a description of the course, click **[Show Details]**.  
To take the course click **[Launch]**.

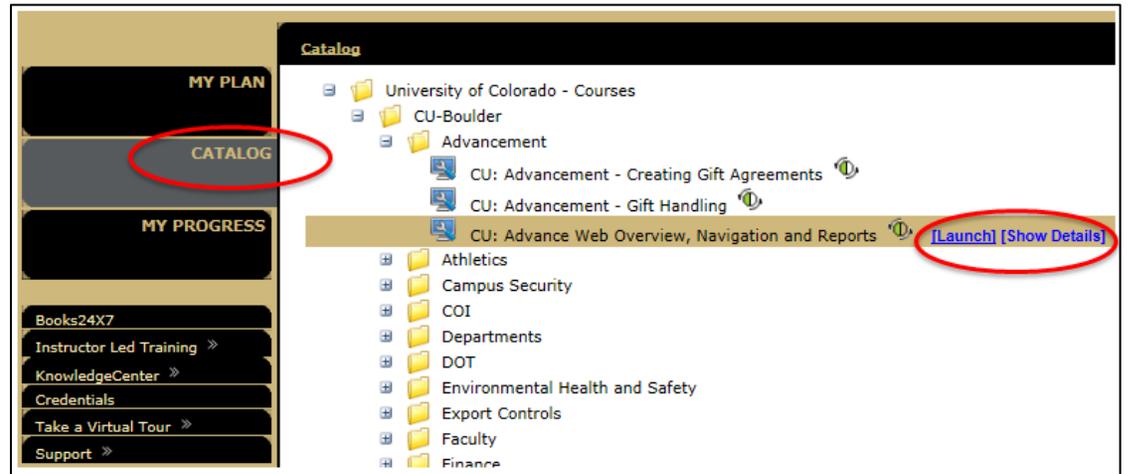


Figure 1. Launching a custom online course

### To launch a standard online course provided by SkillSoft:

1. Type the course identifier in the **Search for** box.
2. Click **Search**.
3. Hold your mouse pointer (hover) over the course title.
4. Click **[Launch]**.

If you do not know the course identifier, enter a keyword in the **Search for** box. In this example, entering “professionalism” as a keyword returns the same title as the course identifier.

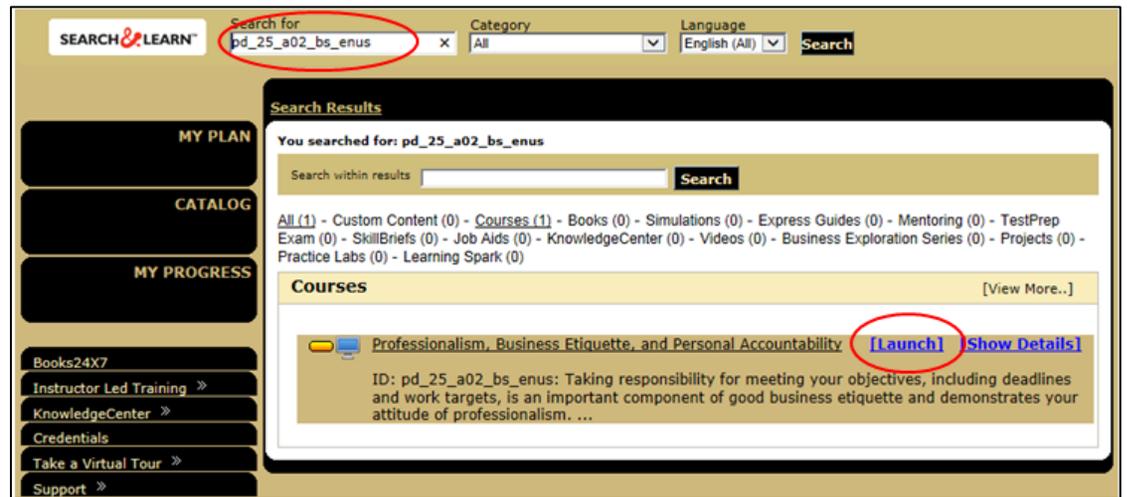


Figure 2. Launching a standard SkillSoft course