

Viewing Completions and Printing Certificates

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

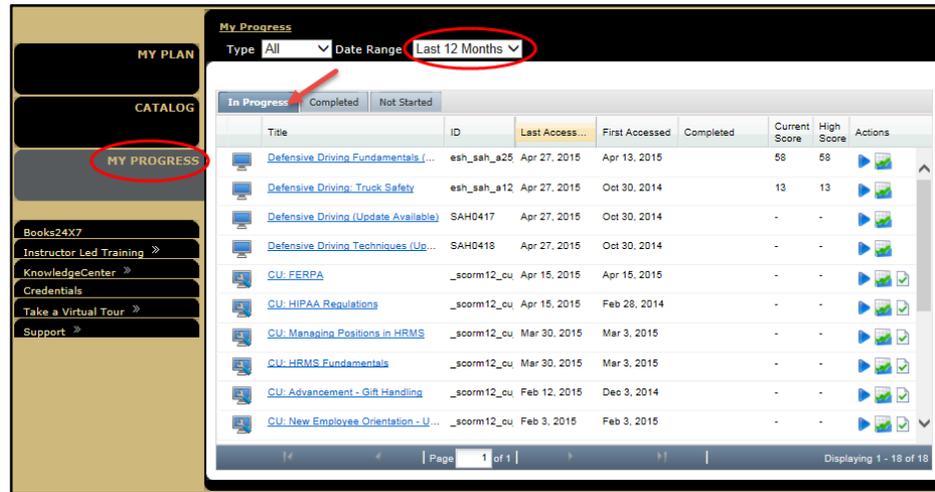
To check your progress:

1. 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.

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

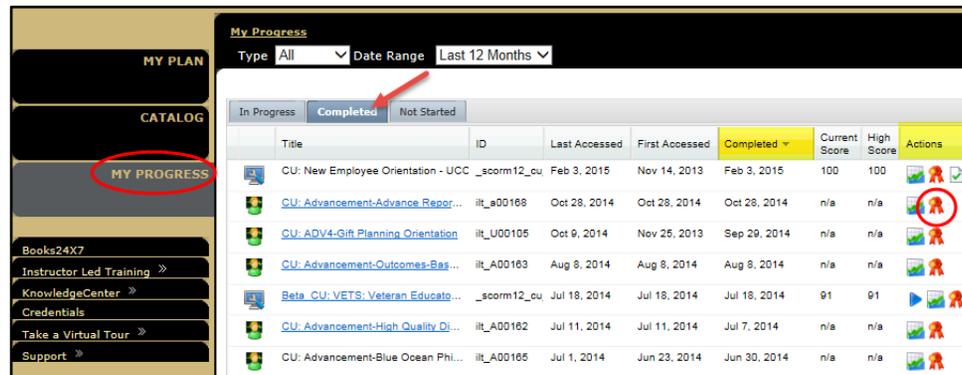
- From the **Type** list box, select either **Courses** or **ILT** if you want to see only courses or ILT sessions.
- From the **Date Range** list box, select any date range or **All**, to list the data you need.



Title	ID	Last Accessed	First Accessed	Completed	Current Score	High Score	Actions
Defensive Driving Fundamentals (...)	esh_sah_a25	Apr 27, 2015	Apr 13, 2015		58	58	[Icons]
Defensive Driving - Truck Safety	esh_sah_a12	Apr 27, 2015	Oct 30, 2014		13	13	[Icons]
Defensive Driving (Update Available)	SAH0417	Apr 27, 2015	Oct 30, 2014		-	-	[Icons]
Defensive Driving Techniques (Up...	SAH0418	Apr 27, 2015	Oct 30, 2014		-	-	[Icons]
CU: FERPA	_scoorm12_cu	Apr 15, 2015	Apr 15, 2015		-	-	[Icons]
CU: HIPAA Regulations	_scoorm12_cu	Apr 15, 2015	Feb 28, 2014		-	-	[Icons]
CU: Managing Positions in HRMS	_scoorm12_cu	Mar 30, 2015	Mar 3, 2015		-	-	[Icons]
CU: HRMS Fundamentals	_scoorm12_cu	Mar 30, 2015	Mar 3, 2015		-	-	[Icons]
CU: Advancement - Gift Handling	_scoorm12_cu	Feb 12, 2015	Dec 3, 2014		-	-	[Icons]
CU: New Employee Orientation - U...	_scoorm12_cu	Feb 3, 2015	Feb 3, 2015		-	-	[Icons]

To view completions and print a certificate:

1. From the My Progress page, click the **Completed** tab. SkillSoft displays the courses you have completed within the selected date range.
2. Click the **View Certificate** icon  in the **Actions** column that appears next to your completed course. A certificate appears as a PDF.
3. From the **File** menu, select **Print** and send the certificate to a printer.



Title	ID	Last Accessed	First Accessed	Completed	Current Score	High Score	Actions
CU: New Employee Orientation - UCC	_scoorm12_cu	Feb 3, 2015	Nov 14, 2013	Feb 3, 2015	100	100	[Icons]
CU: Advancement-Advance Repor...	ilt_a00168	Oct 28, 2014	Oct 28, 2014	Oct 28, 2014	n/a	n/a	[Icons]
CU: ADV4-Gift Planning Orientation	ilt_U00105	Oct 9, 2014	Nov 25, 2013	Sep 29, 2014	n/a	n/a	[Icons]
CU: Advancement-Outcomes-Bas...	ilt_A00163	Aug 8, 2014	Aug 8, 2014	Aug 8, 2014	n/a	n/a	[Icons]
Beta CU: VETS: Veteran Educat...	_scoorm12_cu	Jul 18, 2014	Jul 18, 2014	Jul 18, 2014	91	91	[Icons]
CU: Advancement-High Quality Di...	ilt_A00162	Jul 11, 2014	Jul 11, 2014	Jul 7, 2014	n/a	n/a	[Icons]
CU: Advancement-Blue Ocean Phi...	ilt_A00165	Jul 1, 2014	Jun 23, 2014	Jun 30, 2014	n/a	n/a	[Icons]