University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

SkillSoft Learning Management System

Viewing Completions and Printing Certificates

Navigation Shortcut: University portal (https:\\My.CU.edu)> Resources tab> Training> Start SkillSoft
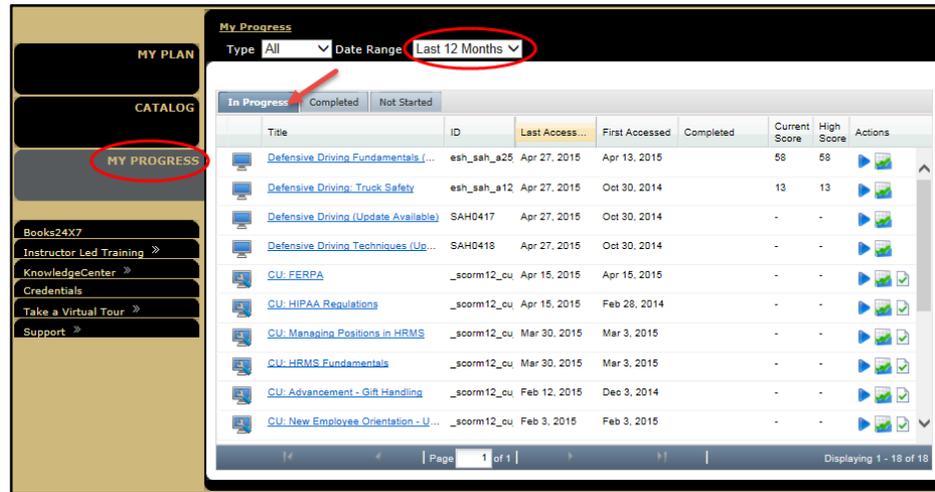
To check your progress:

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.
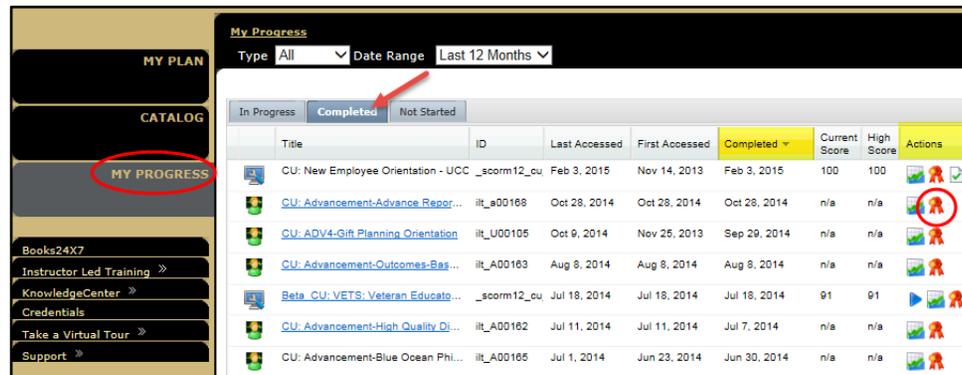
   - From the **Type** list box, select either **Courses** or **ILT** if you want to see only courses or ILT sessions.

   - From the **Date Range** list box, select any date range or **All**, to list the data you need.

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.