

Skillsoft: Step-by-Step Guide

Online Course Completion Certificates and Transcripts

Course completions, and non-completions, appear in your Skillsoft transcript, from which you can view and print certificates for completed courses. There are different ways to print your completion certificates, depending on when you want them: immediately after completing a course, or sometime later.

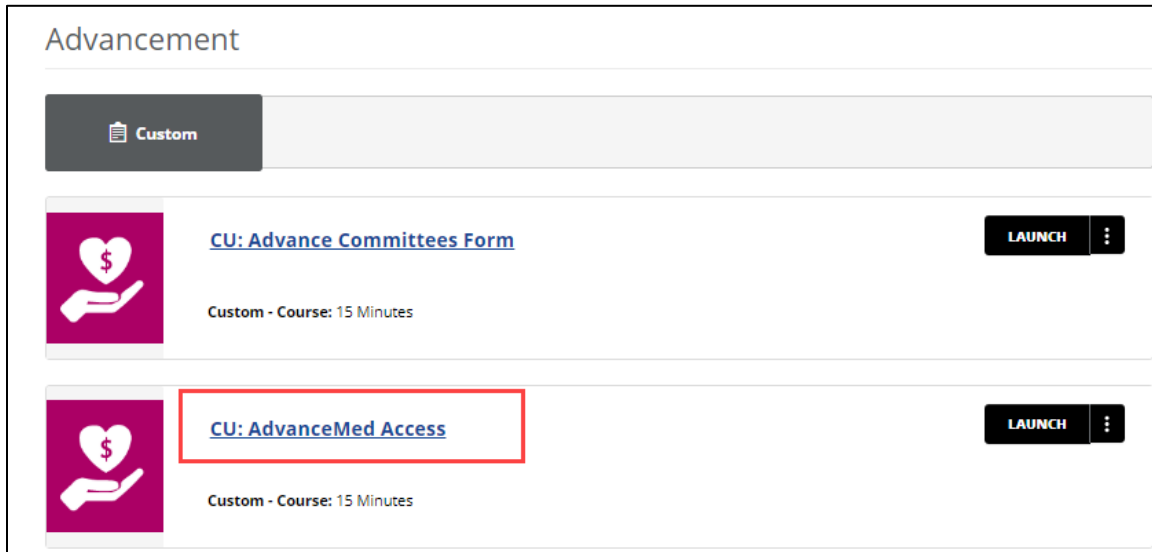
Refer to [Skillsoft Learner's Guide](#) for information about requesting certificates of completion for professional programs that offer professional credit specific to the certification.

Printing a Certificate Immediately After Completing a Course

The last page of an online course indicates whether you have completed it. After closing the course from the last page, you will be returned to the Skillsoft folder from which you opened the course. If you opened the course through a direct link in an email, you will need to log into Skillsoft to print your certificate as described in the [next section](#).

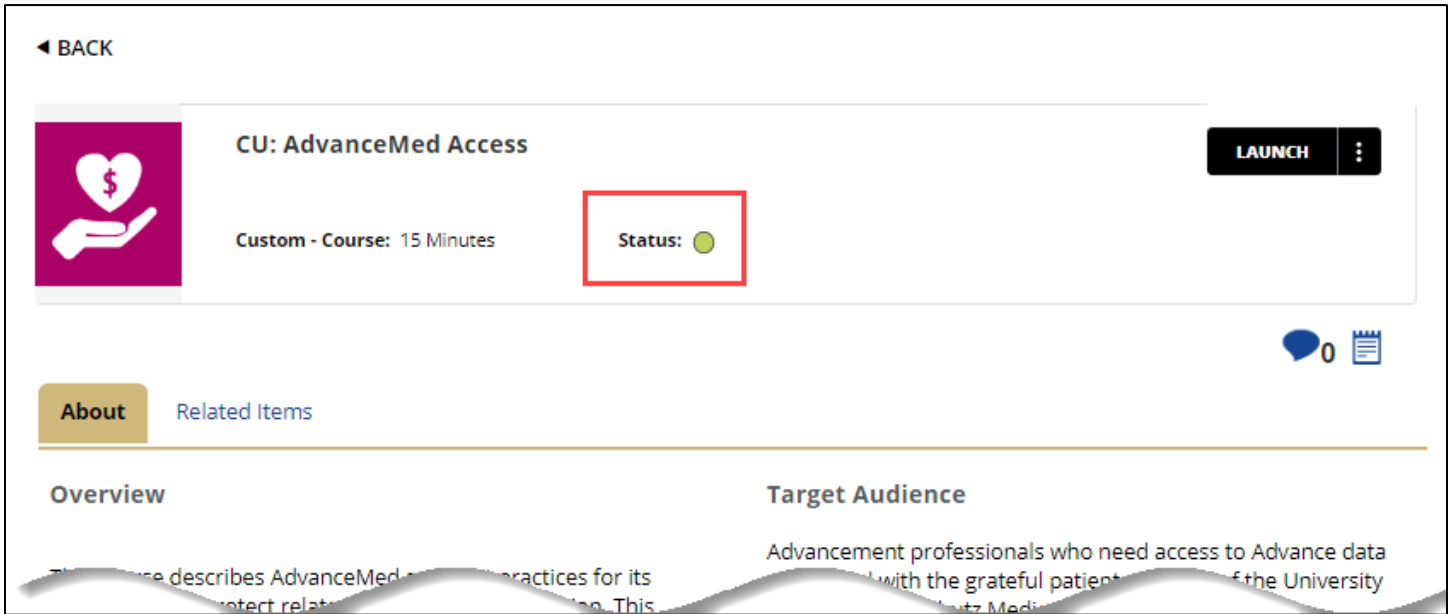
To print a completion certificate after closing the course:


1. Click the link to the course title.



The screenshot shows the 'Advancement' section of a Skillsoft interface. At the top, there is a 'Custom' tab. Below it, there are two course cards. Each card features a purple icon of a hand holding a heart with a dollar sign, the course title, and the duration 'Custom - Course: 15 Minutes'. The first card is 'CU: Advance Committees Form' and the second is 'CU: AdvanceMed Access'. Both cards have a 'LAUNCH' button and a three-dot menu icon. A red rectangular box highlights the 'CU: AdvanceMed Access' title and its duration.

The course description page appears. A status indicator shows your completion status: a filled circle indicates you completed the course, a half-filled circle indicates you accessed the course, but did not complete it, and an empty circle indicates you have not accessed the course.



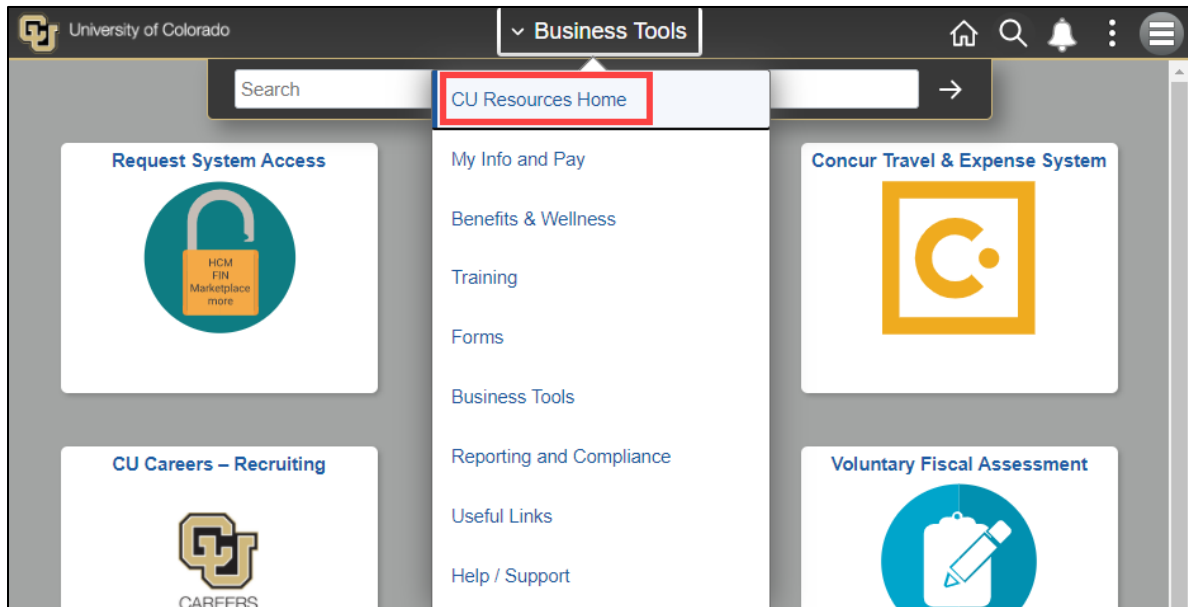
2. Click the **Actions** menu of the LAUNCH button , and select **View Certificate**. Your completion certificate appears in a separate browser window.
3. Click the **Print** icon to print the certificate to a printer or to a PDF file.



Viewing Your Skillssoft Transcript and Training Certificates

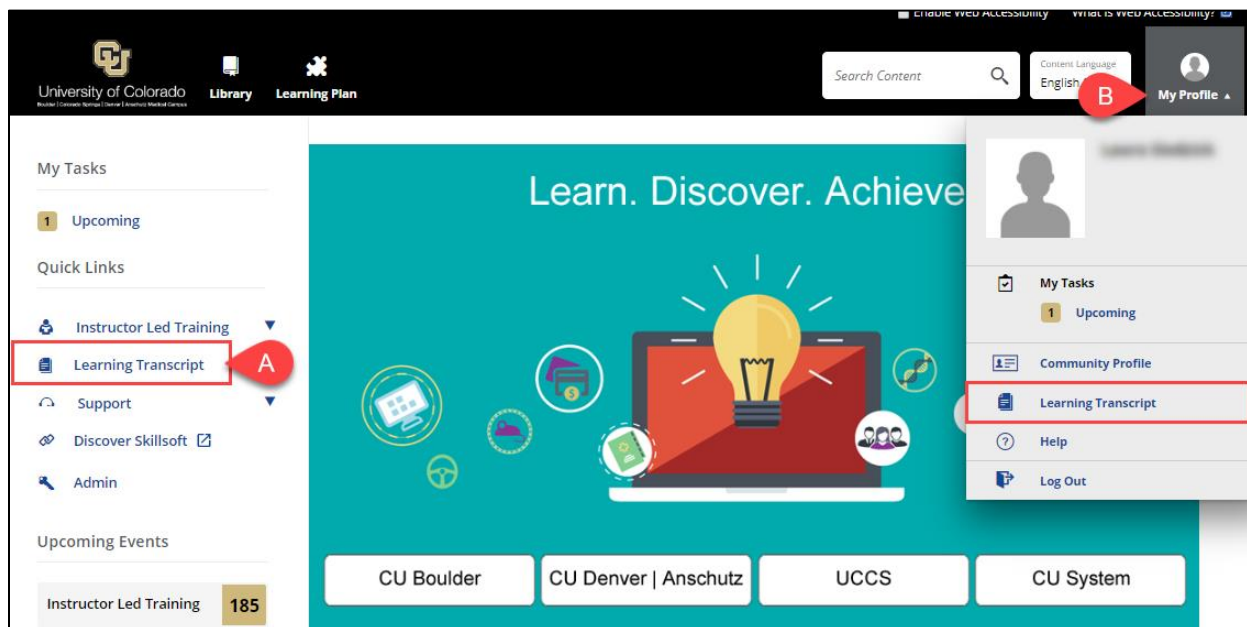
To view your transcript in Skillssoft:

- From your campus portal, open Skillssoft:
 - Faculty and Staff: Click the **Skillssoft** tile from the CU Resources Home page. If that page is not displayed, select it from the dropdown menu in the title bar.

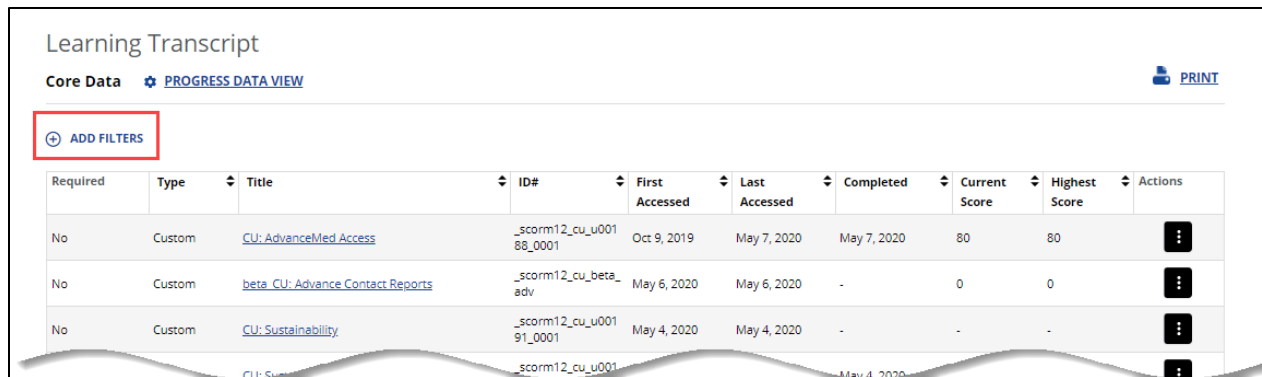


You can also access the Skillssoft tile by clicking **Training** from this dropdown menu.

- Students: Expand **Training**, and click **Start Skillssoft**.
- From the Skillssoft home page, under Quick Links, click **Learning Transcript** (see A below). Additionally, from this page, and any other page, you can access your transcript from the My Profile menu (see B below).



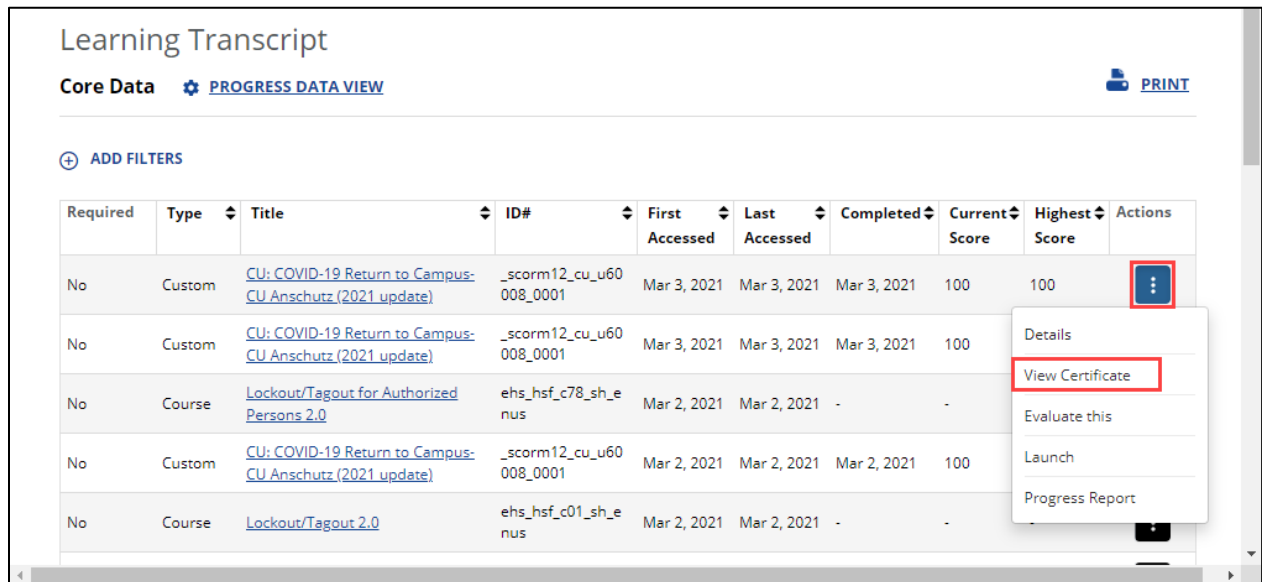
- If needed, click **ADD FILTERS** to specify started or completed courses, types of courses, and date ranges, and click **APPLY**.



- When you have the information you want, click **PRINT**.

To view and print a completion certificate:

- From the Learning Transcript, click the **Actions** menu for a completed course.
- Select **View Certificate**.



- Click the **Print** icon to print the certificate to a printer or to a PDF file.

