SkillPort Quick Start Enhanced Guide – For All Campuses
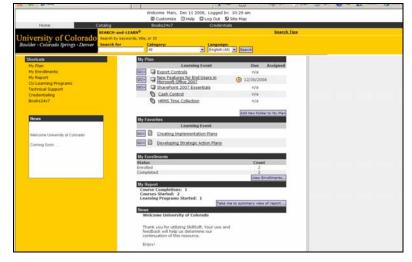
TOPICS COVERED HERE:
- How to access and log-in to the CU SkillPort web-site
- Quick Access Navigation to the CU Custom Web-Based Courses in the SkillPort CU Learning Program
- Accessing CU Learning Program Quiz/Assessment
- How to View Your Course and Quiz Completions
- How to Self Enroll in a CU Learning Program Course not currently included under your "My Enrollments."
- How to view and/or print a Certificate of Completion after you have completed a course

How to access and log-in to the CU SkillPort web-site:

1	Click on the **MY.TRAINING** tab at the top of your portal page. The SkillPort link is located under ONLINE TRAINING and reads, <u>Click here for SkillPort - CU's Online Learning</u>.
2	Your personal SkillPort **Home** page will display.

Quick Access Navigation to the CU custom learning program courses in SkillPort.

1 To directly access the CU custom learning programs go to the **ShortCuts** menu on the left of the screen, click on **My Enrollments** and the information box will open giving you access to a list of available courses under **Enrolled.** Once you have finished any training, these courses will be listed under **Completed.**
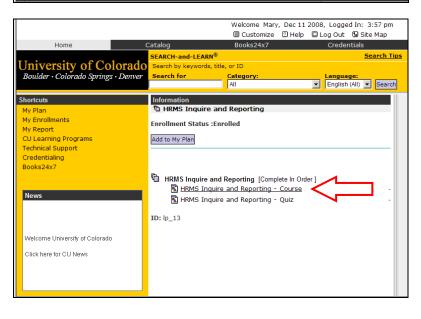
My Enrollments contains all CU learning programs in which you are currently enrolled and those learning programs you have completed. Select the course you want to take under **Enrolled** by clicking once on the link.

2 The Learning Program Information page indicates you are enrolled in this Learning Program. You may add this program to your My Plan by clicking on the **Add to My Plan** button.

My Plan is your own personal bookshelf for training. It is **NOT NECESSARY** to place a course in the **My Plan** section in order to access it.
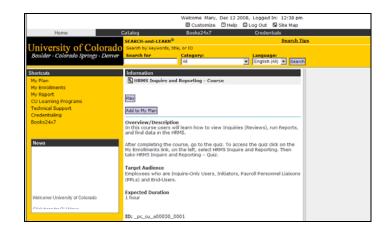
Click on the Course option under the Learning Program folder icon . **Please Note**: You are required to finish the course before you may access the quiz. A new page will appear. Click **Play** to begin the course. **Note**: the course will open in a separate window.

Accessing CU Learning Program Quiz

1 After closing the course window you will be returned to the course launch screen. Click on the **My Enrollments** link.
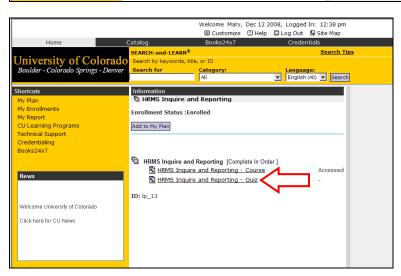
2   Under **Enrolled**, open the **Learning Program** by clicking on the course title you just completed.
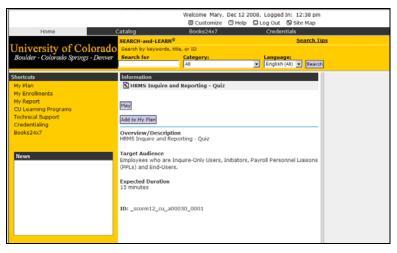

3   Click on the second item in the Learning Program, the **Quiz**.

NOTE: Some learning programs have a course and quiz in one learning event instead of being listed separately.

4   The description page for the **Quiz** will open. Click **Play** to begin the **Quiz**.

Note: for some Learning Programs, you may find there is an Assessment or Acknowledgement page you must complete by answering affirmatively before the quiz will be available for completion.

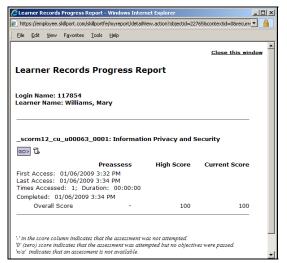| 5 | Read the directions provided on the **Course/Quiz Overview** page.

I**MPORTANT**: Once you have started the Quiz, it must be completed.

NOTE: Once you have answered a question and clicked the Next arrow ⏭ **Next** to move forward in the quiz, you will not be able to move back to a previous screen and change an answer. | |

How to View your Course and Quiz Completions

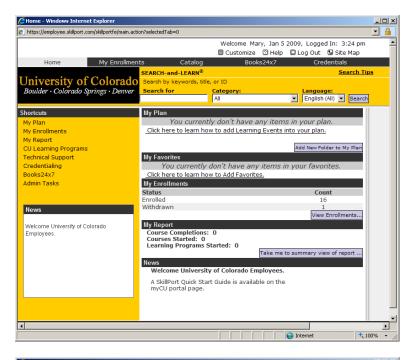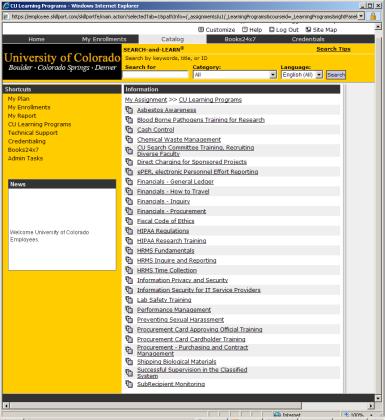| 1 | Click on **My Reports** under the **Shortcuts** menu to view your Learning Records Progress. Here you can access information on Learning Events: **COMPLETED** courses, **STARTED** courses, and Learning Programs.

You may set parameters for the Date Range here if you wish.

Under the **COMPLETED** courses you can see a "View Detailed Report" icon 📇. Click on this icon to view the **Learner Records Progress Report** which includes more detail about your course completion, including first and last access, and completion date and time. |

 |

How to "self-enroll" in a CU custom course or "Learning Program" not currently included under the general courses on your My Enrollments page.

1   To "Self-Enroll" in a specialized or new course that does not appear on your **My Enrollments** page, go to **CU Learning Programs** under "ShortCuts" navigation menu on the left of the SkillPort page.
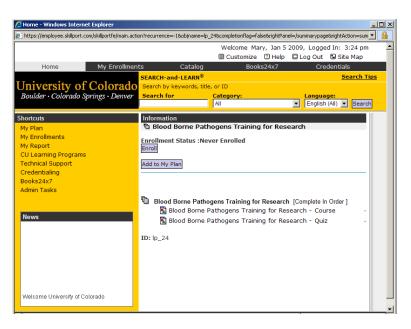

2   The **CU Learning Programs** list of all available courses and quizzes will appear.

Click on a specialized course or new course in the list that does not already appear on your "My Enrollments" course list.
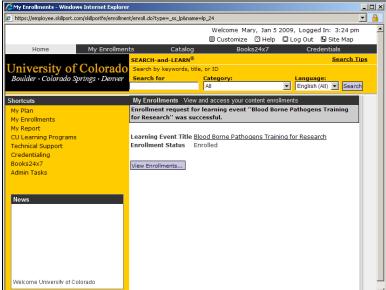
3   The course **Information** page will display. Note that Enrollment Status indicates "Never Enrolled" with an Enroll button below in gray.

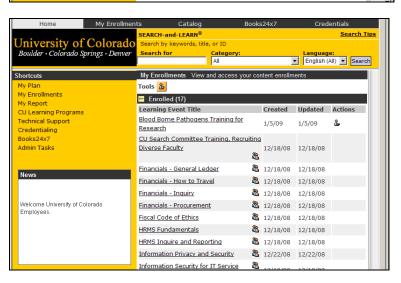4   Click on the gray "Enroll" button. And you will get a confirmation page.

Here you can directly access and begin the course by clicking on the **Learning Event Title**. or you can click on the gray "View Enrollments" button to confirm that you have added the learning event to your "My Enrollments" in SkillPort.

5   Course will now show up under your **My Enrollments** Shortcut link.
The **Actions** column now holds a "withdraw" icon . Clicking on this icon allows you to remove the course from your **My Enrollments** page if you wish.

NOTE: The "group"icon next to a course title indicates this is a general CU Learning Program course in which you were automatically enrolled.

How to view and/or print a Certificate of Completion after you have completed a course.

1. Click on **My Reports** under the **Shortcuts** menu to view your Learner Records Progress Report. Here you can access information on Learning Events: **COMPLETED** courses, **STARTED** courses, and Learning Programs completed.

    You may set parameters for the Date Range here if you wish.

    Under the COMPLETED Course section, you will see a "View Certificate" icon 📒. **Click on this icon to access and print your course completion certificate.**

    Note: You may get a "Security Information"message, click "Yes."

2. Your course completion certificate will appear.

    Go to the File drop-down menu and choose "print" for a copy of the certificate.