

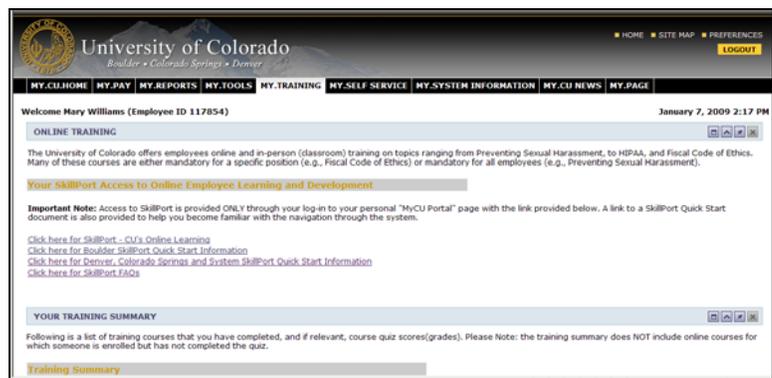
SkillPort Quick Start Enhanced Guide – For All Campuses

TOPICS COVERED HERE:

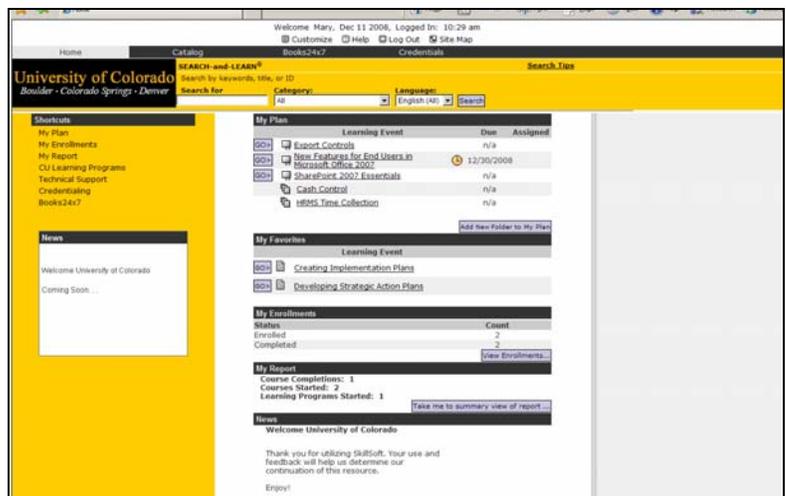
- How to access and log-in to the CU SkillPort web-site
- Quick Access Navigation to the CU Custom Web-Based Courses in the SkillPort CU Learning Program
- Accessing CU Learning Program Quiz/Assessment
- How to View Your Course and Quiz Completions
- How to Self Enroll in a CU Learning Program Course 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, [Click here for SkillPort - CU's Online Learning.](#)



- 2 Your personal SkillPort **Home** page will display.



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

- 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.

- 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.

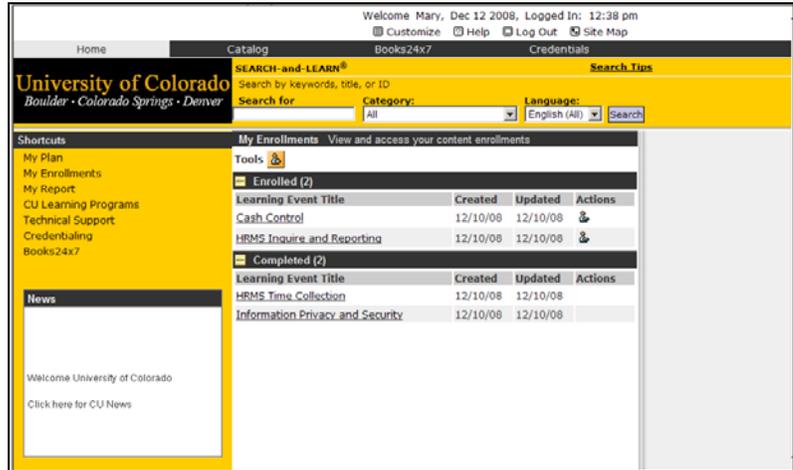
My Plan is your own personal bookshelf for training. It is **NOT NECESSARY** to place a course in the **My Plan** section in order to access it.

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

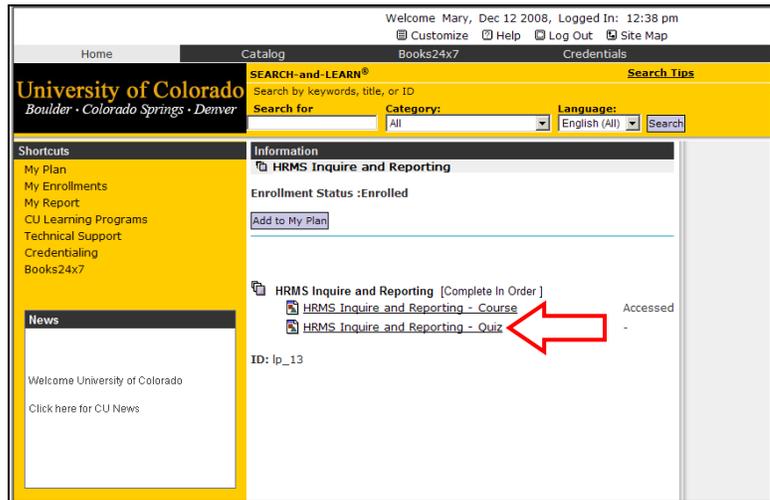
- After closing the course window you will be returned to the course launch screen. Click on the **My Enrollments** link.

- Under **Enrolled**, open the **Learning Program** by clicking on the course title you just completed.

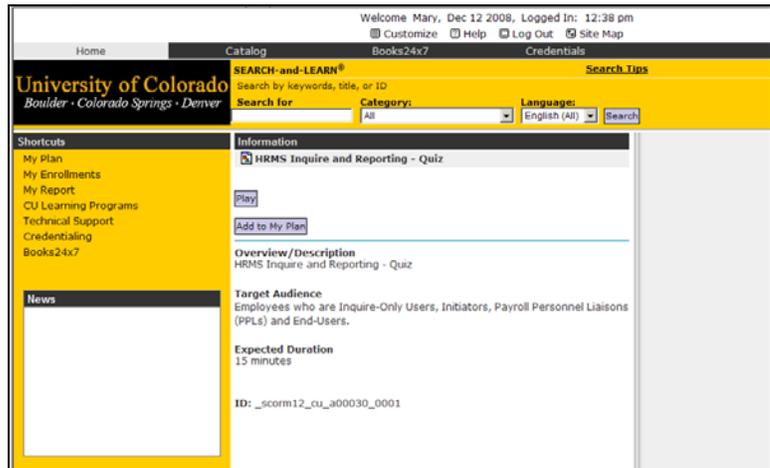


- Click on the second item in the Learning Program, the **Quiz**.

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



- 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.

IMPORTANT: Once you have started the Quiz, it must be completed.

NOTE: Once you have answered a question and clicked the Next arrow



to move forward in the quiz, you will not be able to move back to a previous screen and change an answer.

Course/Quiz Overview

To complete this course, you must score at least 70% on this quiz.

Instructions:

Select the most accurate answer for each multiple choice or true/false question. When satisfied with your answer, click the **Next** button, at the bottom of the screen to proceed to the next question.

After completing all questions, you will receive a final score with the correct and incorrect answers identified.

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Restart Previous Next Finish

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.

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SEARCH and LEARN®
Search by keywords, link, or ID

Category: All Language: English (US)

My Report

Date range to report on:
 No date range to include in report
 Show results between:
 Start Date: December 01 2008
 End Date: December 15 2008
 Use Started Date
 Use Last Access Date
 Use Completed Date
 (Optional) Specify a date range to narrow the results

Submit

Learner Records Progress Report Login Name: Mary Williams (Boulder) Learner Name: Williams, Mary

COMPLETED

Course Title	Course ID	Started	Completed	Current Score	Controls
Information Privacy and Security Quiz	_scorm12_cu_u00063_0001	12/10/2008	12/10/2008	100	SDH

Course Completions: 1

STARTED

Course Title	Course ID	Started	Last access	Current Score	Controls
HRMS Issues and Reporting	_sh_nu_u00030_0001	12/11/2008	12/11/2008	n/a	SDH
Graphic Information Systems and Security	_sh_nu_u00063_0001	12/10/2008	12/10/2008	n/a	SDH

Learner Records Progress Report

Login Name: 117854
Learner Name: Williams, Mary

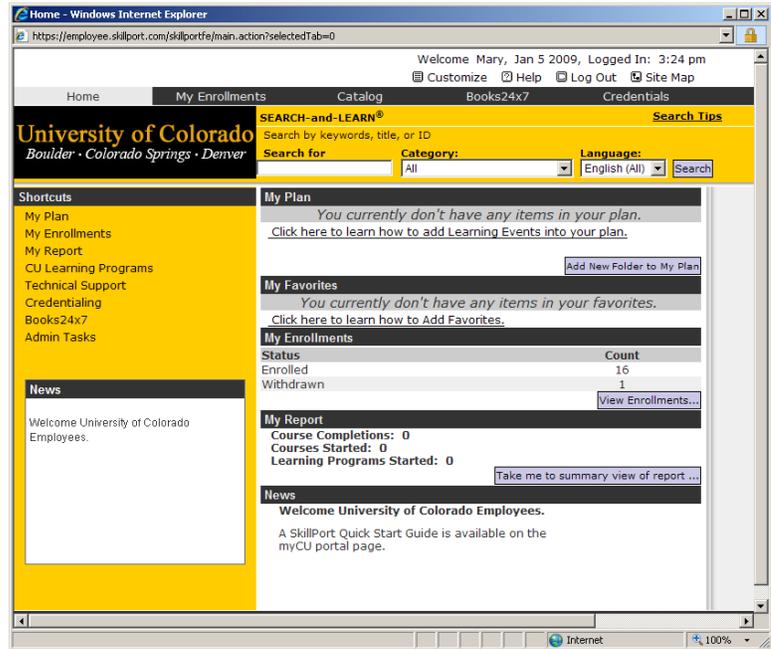
Information Privacy and Security

Preassessment	High Score	Current Score
First Access: 01/06/2009 3:32 PM Last Access: 01/06/2009 3:34 PM Times Accessed: 1; Duration: 00:00:00 Completed: 01/06/2009 3:34 PM	-	100
Overall Score	-	100

* - in the score column indicates that the assessment was not attempted.
0 (zero) score indicates that the assessment was attempted but no objectives were passed
n/a - indicates that an assessment is not available.

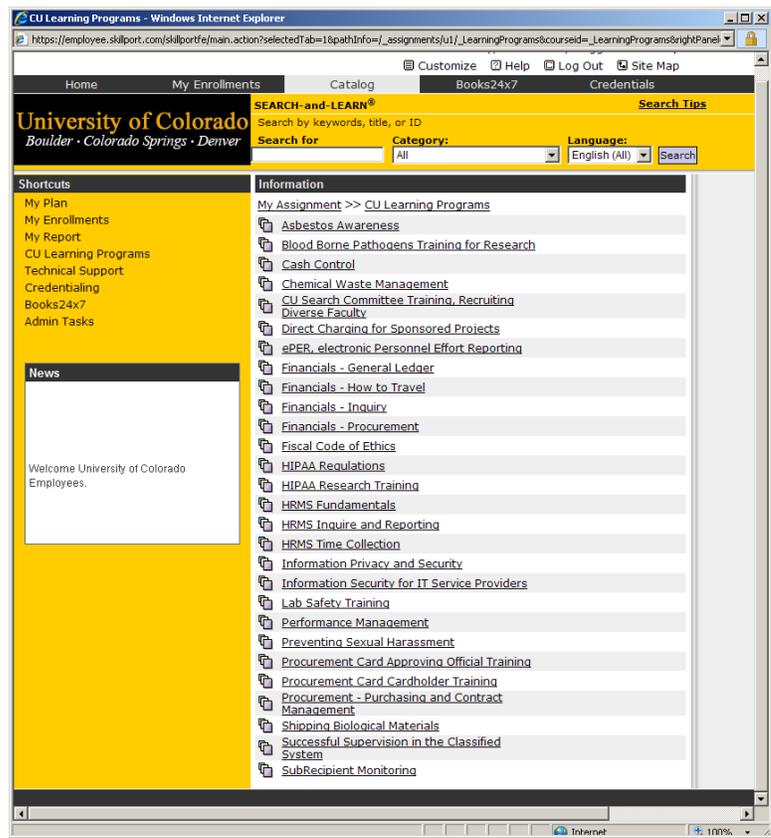
How to “self-enroll” in a CU custom course or “Learning Program” not currently included under the general courses on your My Enrollments page.

- 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.

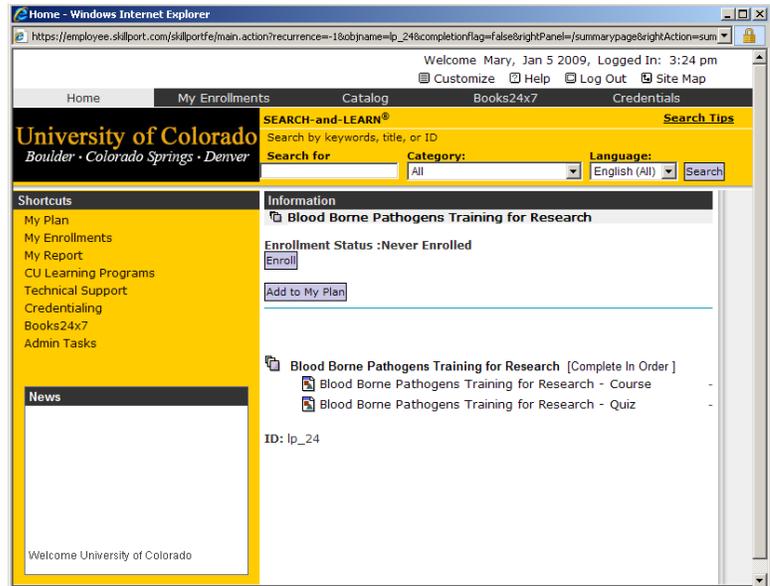


- 2 The **CU Learning Programs** list of all available courses and quizzes will appear.

Click on a specialized course or new course in the list that does not already appear on your “My Enrollments” course list.

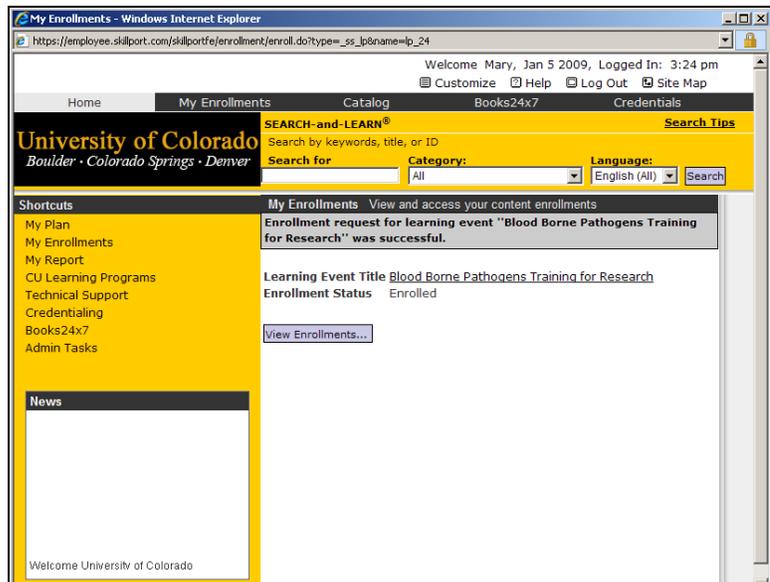


- 3 The course **Information** page will display. Note that Enrollment Status indicates “Never Enrolled” with an Enroll button below in gray.



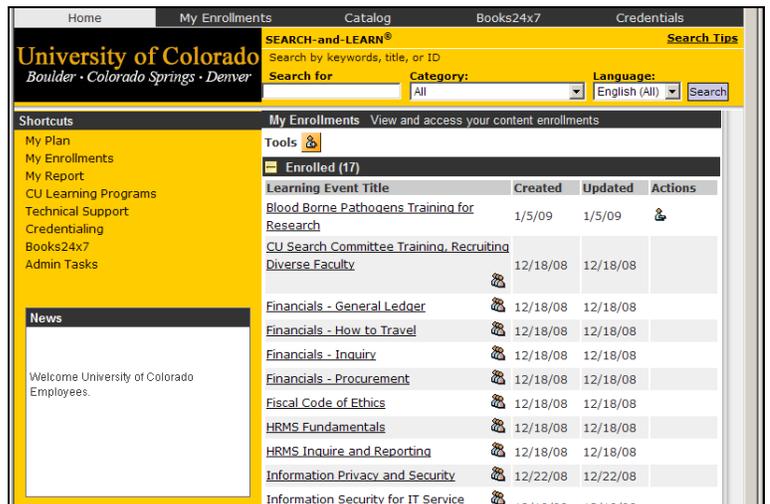
- 4 Click on the gray “Enroll” button. And you will get a confirmation page.

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.



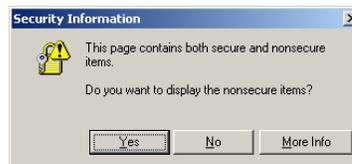
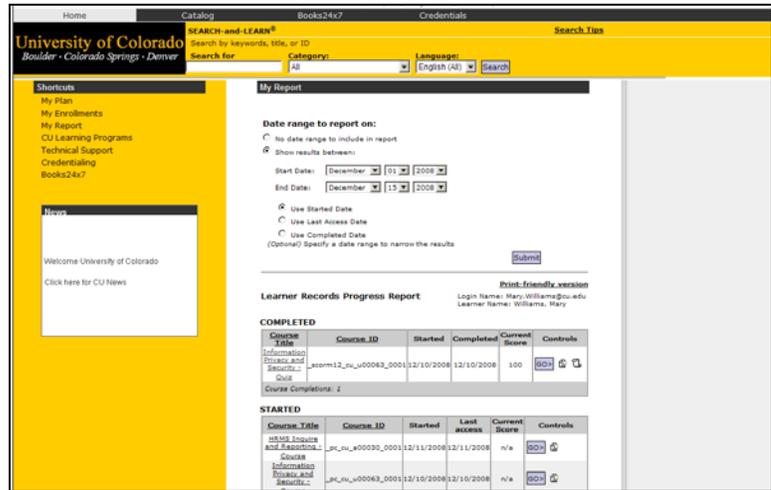
How to view and/or print a Certificate of Completion after you have completed a course.

- 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.

