

SkillPort Quick Start Guide – All Campuses

Topics Covered:

- How to access and log-in to SkillPort
- Quick navigation to **CU Custom Curricula**
- How to view your course completions and progress
- How to view and print a Certificate of Completion

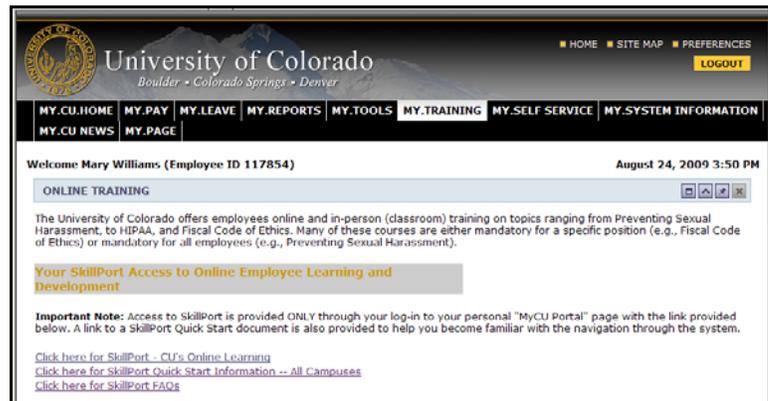
UNIVERSITY OF COLORADO
**EMPLOYEE LEARNING
AND DEVELOPMENT**

www.cu.edu/eld
system.training@cu.edu

How to access and log-in to SkillPort:

- 1 Log-in to your campus Employee Portal page. This single sign-on process gives you automatic access to SkillPort.

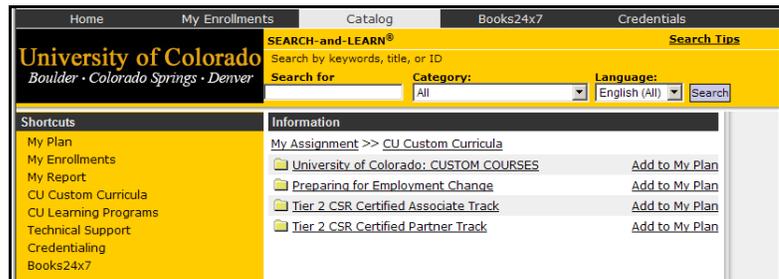
Click on the **MY.TRAINING** tab at the top of your Portal page. The SkillPort link is located under **ONLINE TRAINING**, and reads "[Click here for SkillPort - CU's Online Learning.](#)"



Quick navigation to CU Custom Curricula:

- 1 To directly access the CU custom courses, click on **CU Custom Curricula** in the left **Shortcuts** menu.

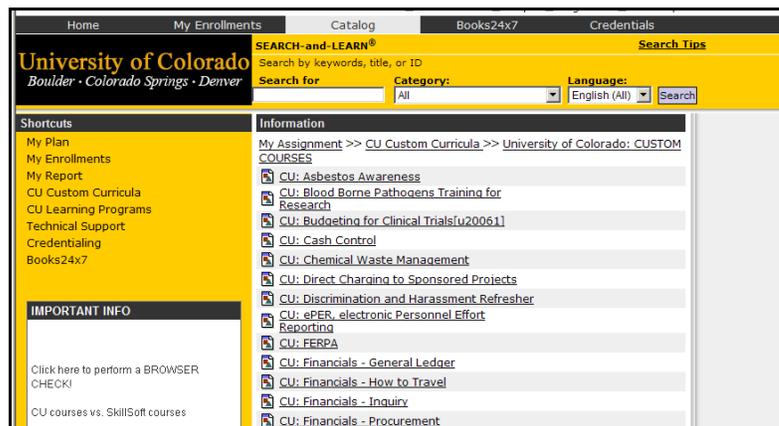
- 2 Then click on the **University of Colorado: CUSTOM COURSES** link in the Information box.



- 3 An alphabetized list of all **University of Colorado: CUSTOM COURSES** appears. Scroll down this list to locate the training you wish to complete. Click on the course title link.

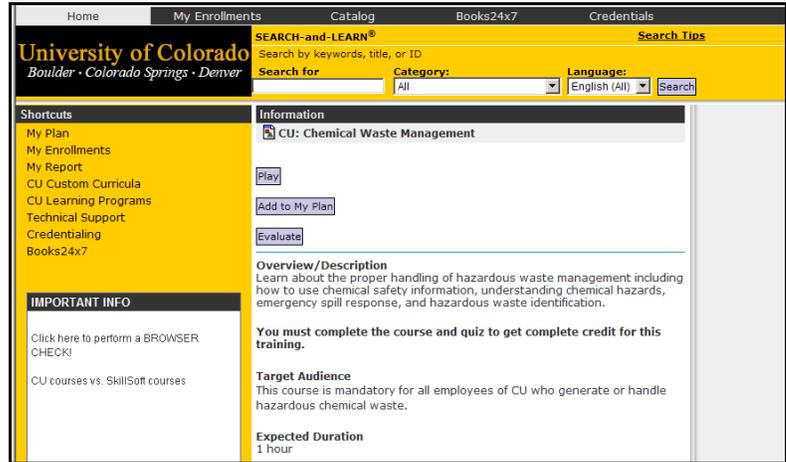
Example:

 [CU: Chemical Waste Management](#)



4 A basic description about the course displays.

5 When you have completed a course and quiz we would appreciate your comments and/or suggestions regarding the course. Please click on the **Evaluate** button on this page to provide your feedback.

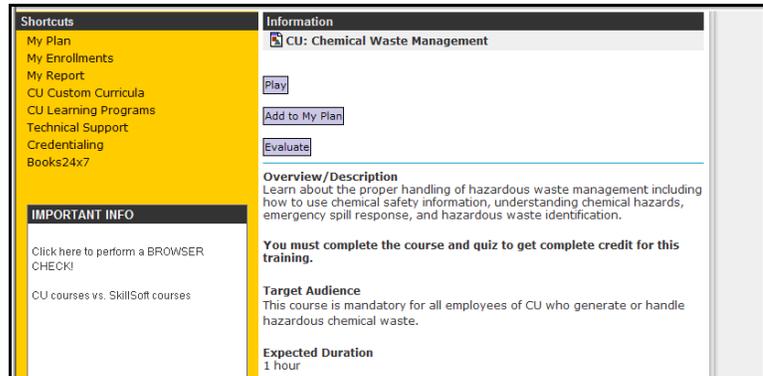


6 Click the **Play** button. A separate window launches with the course and quiz.



Note: **My Plan** is your personal folder where specific training can be selected for your professional development. It is NOT necessary to place a course in the **My Plan** section. It may be thought of as a bookmark feature.

You may add this CU custom course to your **My Plan** folder by clicking on the **Add to My Plan** button.



How to View Your Course Completions and Progress:

1 Click on **My Report** under the **Shortcuts** menu. **My Report** displays a record of all your learning activity.

- There are three sections of the **Learner Records Progress Report: Completed, Started, and Learning Programs**. This guide will explain the first two.

2 Your **Learner Records Progress Report** indicates the current status of learning courses or events that you have completed or started in SkillPort.

- You can use the date range filters to control the details displayed in **My Report**.

The screenshot shows the 'My Report' page on the University of Colorado website. The page has a yellow header with the university logo and navigation tabs. A search bar is at the top right. On the left, there is a 'Shortcuts' menu with 'My Report' selected. The main content area is titled 'My Report' and includes a 'Date range to report on:' section with radio buttons for 'No date range to include in report', 'Show results between:', 'Use Started Date', 'Use Last Access Date', and 'Use Completed Date'. Below this is a table of 'COMPLETED' courses. The table has columns for Course Title, Course ID, Started, Completed, Current Score, and Controls. Two courses are listed: 'CU: Cash Control' and 'CU: HRMS Inquire and Reporting'. A 'Print-friendly version' link is visible in the top right of the report area.

Course Title	Course ID	Started	Completed	Current Score	Controls
CU: Cash Control	_scorm12_cu_u00065_0001	12/22/2008	12/22/2008	100	GO> [Print] [Refresh]
CU: HRMS Inquire and Reporting	_scorm12_cu_a00030_0001	02/12/2009	02/12/2009	94	GO> [Print] [Refresh]

3 The **Completed** section provides details of courses you have successfully finished.

This is a close-up of the 'Completed' section of the report. It shows the 'COMPLETED' heading and a table with the same columns as the previous screenshot. The 'Print-friendly version' link is also visible in the top right corner.

Course Title	Course ID	Started	Completed	Current Score	Controls
CU: Cash Control	_scorm12_cu_u00065_0001	12/22/2008	12/22/2008	100	GO> [Print] [Refresh]
CU: HRMS Inquire and Reporting	_scorm12_cu_a00030_0001	02/12/2009	02/12/2009	94	GO> [Print] [Refresh]

4 The **Started** section provides details of your progress on courses not yet completed.

- Started courses can be re-accessed by clicking the course title linked in the **Course Title** column, or by selecting the **GO>** icon from the **Controls** column.

This is a close-up of the 'Started' section of the report. It shows the 'STARTED' heading and a table with columns for Course Title, Course ID, Started, Last access, Current Score, and Controls. Several courses are listed, including 'Communication during Organizational Change', 'CU: Chemical Waste Management', 'CU: HRMS Fundamentals', 'CU: LASP Export Compliance', and 'CU: Procurement - Purchasing and Contract Management'. A 'GO>' icon is highlighted in the Controls column for the first course.

Course Title	Course ID	Started	Last access	Current Score	Controls
Communication during Organizational Change	pd_03_a03_bs_enus	05/05/2009	05/05/2009	-	GO> [Print] [Refresh]
CU: Chemical Waste Management	_scorm12_cu_u20037_0001	08/26/2009	08/26/2009	-	GO> [Print] [Refresh]
CU: HRMS Fundamentals	_scorm12_cu_a00029_0001	02/12/2009	02/13/2009	-	GO> [Print] [Refresh]
CU: LASP Export Compliance	_scorm12_cu_u10061_0001	02/16/2009	02/16/2009	-	GO> [Print] [Refresh]
CU: Procurement - Purchasing and Contract Management	_scorm12_cu_a00109_0001	03/03/2009	03/03/2009	-	GO> [Print] [Refresh]

- 5 You may also view a detailed **Learner Records Progress Report** for an individual course by clicking the “**View Detailed Report**” icon , from the **Controls** column.

[Close this window](#)

Learner Records Progress Report

Login Name: Test2
Learner Name: test2, test2

_scorm12_cu_u00065_0001: CU: Cash Control

[GO>](#) 

	Preassess	High Score	Current Score
First Access: 12/22/2008 8:45 AM			
Last Access: 12/22/2008 8:48 AM			
Times Accessed: 1; Duration: 00:03:12			
Completed: 12/22/2008 8:48 AM			
Overall Score	-	100	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 View and Print a Certificate of Completion:

- 1 Click **My Reports** under the **Shortcuts** menu to view your **Learner Records Progress Report**.
- 2 When you complete a course you can print a **Certificate of Completion**.

To print a completion certificate:

- Access the **My Report** page.
- Click the “**View Certificate**” icon , from the **Controls** column, that is next to the name of the completed course.
- Your certificate will open in a new window.
- Select File, then Print.

Note: If a “Security Information” message appears, click “No.” This will allow the Certificate to display properly.

My Enrollments
My Report
CU Custom Curricula
CU Learning Programs
Technical Support
Credentialing
Books24x7

IMPORTANT INFO

Click here to perform a BROWSER

Date range to report on:

No date range to include in report
 Show results between:

Start Date:
End Date:

Use Started Date
 Use Last Access Date
 Use Completed Date
(Optional) Specify a date range to narrow the results

[Submit](#)

[Print-friendly version](#)

Learner Records Progress Report Login Name: Test2
Learner Name: test2, test2

COMPLETED

Course Title	Course ID	Started	Completed	Current Score	Controls
CU: Cash Control	_scorm12_cu_u00065_0001	12/22/2008	12/22/2008	100	GO>  
CU: HRMS Inquire and Reporting	_scorm12_cu_a00030_0001	02/12/2009	02/12/2009	94	GO>  

Course Completions: 2

File Edit View Favorites Tools Help

CERTIFICATE OF COMPLETION

This is to certify that

Mary Williams

has completed the course

Information Privacy and Security - _scorm12_cu_u00063_0001

on

1/6/09

 **University of Colorado**
Boulder • Colorado Springs • Denver

Additional Resources:



For Additional Information about SkillPort please go to the Employee Learning and Development website at: <https://www.cu.edu/eld/>

Here, you will find a **SkillPort Resources** page with troubleshooting guides, frequently asked questions, an overview of the Books 24x7, SkillPort News Articles, and other helpful topics.

To contact the Employee Learning and Development office: system.training@cu.edu