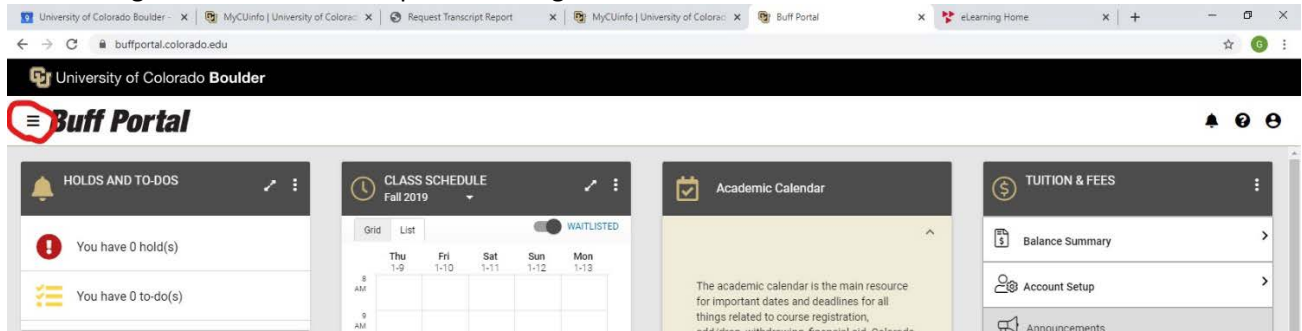
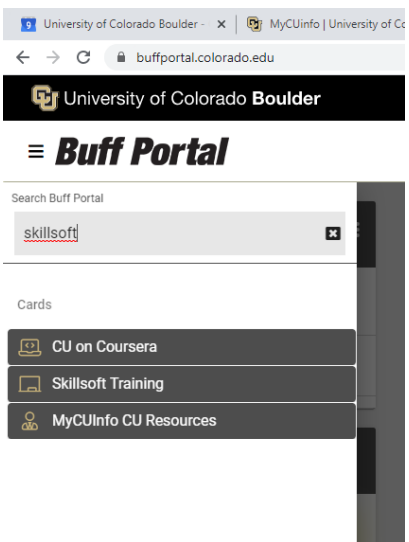


Geology field trips: How to take Defensive Driving course and print out Certificate:

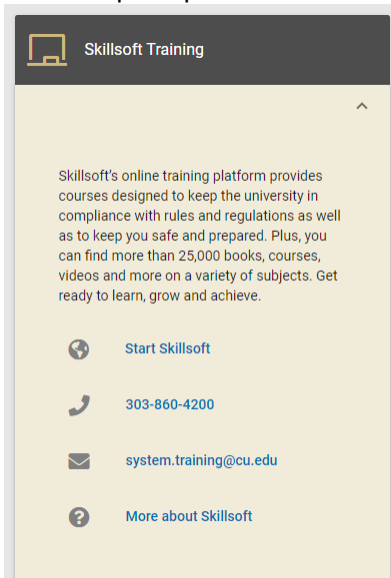
1. Log into BuffPortal and open the Navigation Pane



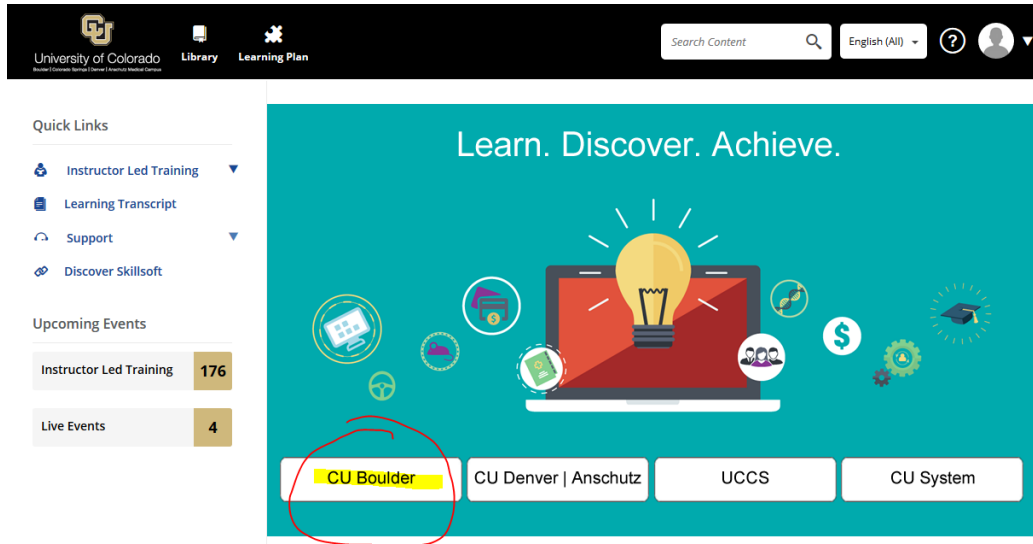
2. In the navigation pane, type in "Skillssoft"



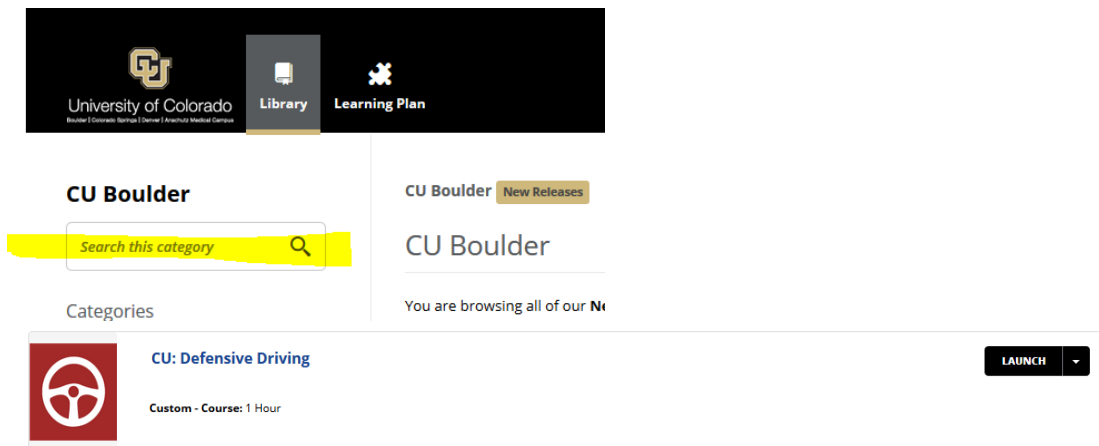
3. Click on Skillssoft Training and it will open up. Click on "Start Skillsoft"



4. Then click on “CU Boulder”

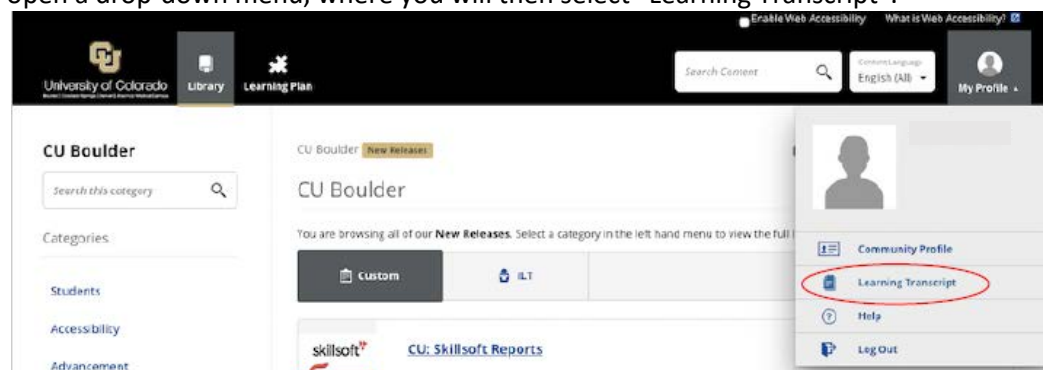


5. In upper-left corner you'll see a search bar. Type in “Defensive driving”... click the black “Launch” bar next to the course you want to take... and off you go!



To Print out your Certificate after earning a 93% or 100%:

6. At the end of the quiz, select “My Profile” in the upper right hand corner of the screen. This will open a drop-down menu, where you will then select “Learning Transcript”.



- A new window will open, showing all Skillsoft courses that you have completed. Please find the CU: Defensive Driving course on your list, select the “More” icon on the right-hand side of the table, which will open a new drop-down menu. Select “View Certificate” and print it out.

The screenshot shows the 'Learning Transcript' page on the University of Colorado website. At the top, there are navigation links for 'Library' and 'Learning Plan', a search bar, and a 'My Profile' link. The main content area is titled 'Learning Transcript' and includes a 'Core Data' section with a 'PRINT' button. Below this is a table of completed courses with columns for 'Required', 'Type', 'Title', 'ID#', 'First Accessed', 'Last Accessed', 'Completed', 'Current Score', and 'Highest Score'. The 'CU: Defensive Driving' course is listed with a score of 93. A dropdown menu is open over this row, showing options: 'Details', 'View Certificate', 'Evaluate this', and 'Progress Report'. The 'View Certificate' option is highlighted.

Required	Type	Title	ID#	First Accessed	Last Accessed	Completed	Current Score	Highest Score	Actions
No	Custom	CU: Defensive Driving	_scorm12_cu_u00138_0001	Jan 10, 2020	Jan 10, 2020	-	-	-	⋮
No	Custom	CU: Defensive Driving	_scorm12_cu_u00138_0001	Jan 10, 2020	Jan 10, 2020	Jan 10, 2020	93	93	⋮
No	Custom	CU: Discrimination and Sexual Misconduct - CU Boulder and System	_scorm12_cu_s10007_0001	Oct 1, 2019	Oct 1, 2019	-	-	-	⋮
No	Custom	CU: Discrimination and Sexual Misconduct - CU Boulder and System	_scorm12_cu_s10007_0001	Oct 1, 2019	Oct 1, 2019	Oct 1, 2019	100	100	⋮
No	Custom	CU: Information Security and Privacy Awareness	_scorm12_cu_u00063_0001	Apr 16, 2018	Apr 16, 2018	Apr 16, 2018	90	90	⋮
No	Custom	CU: CU Marketplace - Shopper	_scorm12_cu_u00080_0001	Feb 21, 2018	Feb 21, 2018	Feb 21, 2018	100	100	⋮
No	Custom	CU: CU Marketplace - Requestor	_scorm12_cu_u00084_0001	Feb 21, 2018	Feb 21, 2018	-	-	-	⋮
No	Custom	CU: Discrimination and Sexual Misconduct - CU Boulder and System	_scorm12_cu_s10007_0001	Sep 10, 2017	Sep 10, 2017	Sep 10, 2017	87	87	⋮

Turn in your items to the Geological Sciences Main Office

- Bring the Defensive Driving Pass Certificate along with your Driver’s License to the Geological Sciences front office, room 285.
- Give them your Certificate and allow them to take a photocopy of your Driver’s license.
- You are all set! Thank you for your interest and willingness to drive a vehicle for a field trip!

Questions? Contact Geological Sciences Main Office at:

geoltransportation@colorado.edu

Note: also available to students:

The screenshot shows a course card for 'CU: Safety Techniques for Driving a 15-Passenger Van'. On the left is a red square icon with a white steering wheel. To the right of the icon, the course title is displayed in blue text, followed by 'Custom - Course: 1 Hour' in smaller black text. On the far right of the card is a black button with the word 'LAUNCH' in white capital letters and a small downward arrow.