

# SkillSoft Learning Management System

## **Launching Custom and Standard Online Courses**

Navigation Shortcut: University portal (<a href="https://my.CU.edu">https://my.CU.edu</a>)> Resources tab> Training> Start SkillSoft

#### To launch a custom online course:

- 1. Click Catalog.
- 2. Expand the **University of Colorado Courses** folder.
- 3. Expand the folder for your campus.
- 4. Continue to expand folders until you locate the course title.
- 5. Hold your mouse pointer (hover) over the course title.
- 6. To view a description of the course, click [Show Details].

To take the course click [Launch].

#### Catalog MY PLAN University of Colorado - Courses CU-Boulder Advancement CU: Advancement - Creating Gift Agreements CU: Advancement - Gift Handling MY PROGRESS CU: Advance Web Overview, Navigation and Reports (Launch) [Show Deta Athletics Campus Security Books24X7 Departments Instructor Led Training » DOT KnowledgeCenter » Environmental Health and Safety Credentials Export Controls Take a Virtual Tour » Faculty

Figure 1. Launching a custom online course

### To launch a standard online course provided by SkillSoft:

- 1. Type the course identifier in the **Search for** box.
- 2. Click Search.
- 3. Hold your mouse pointer (hover) over the course title.
- 4. Click [Launch].

If you do not know the course identifier, enter a keyword in the **Search for** box. In this example, entering "professionalism" as a keyword returns the same title as the course identifier.

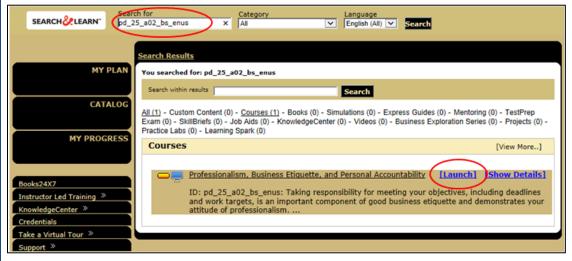


Figure 2. Launching a standard SkillSoft course