

To Produce an Updated Certificate of Completion

In order for a course to produce an updated certificate of completion, the course must first be added to your “My Plan” as a recurring course.

To set a course for Recurrence in Skillport, please follow the steps below:

1. Click on the Catalog tab. Note: You may also use the Search-and-Learn feature to locate a course.
2. Expand the listing to view a Curriculum.
3. Expand the curriculum tree to view a sub-curriculum.
4. Click on a Course name.
5. From the top of the Course Information page, click on Add this course to My Plan.
6. Enter the appropriate information in the fields on the Add To My Plan page.
7. Lastly, set the Recurrence to how often the course will need to be taken.

Due Date: Set the date the learning goal is to be accomplished. There must be a difference of at least one day between actual date and the due date.

Reminder: Set email reminders at desired intervals

8. Click on the Submit button. A confirmation page is displayed indicating the course has been added to your plan.
9. Click on Click Here to Go To My Plan.
10. Then you will need to launch the course and select the Restart option. This will allow you to create a new Certificate of Completion the next time the course is completed.

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