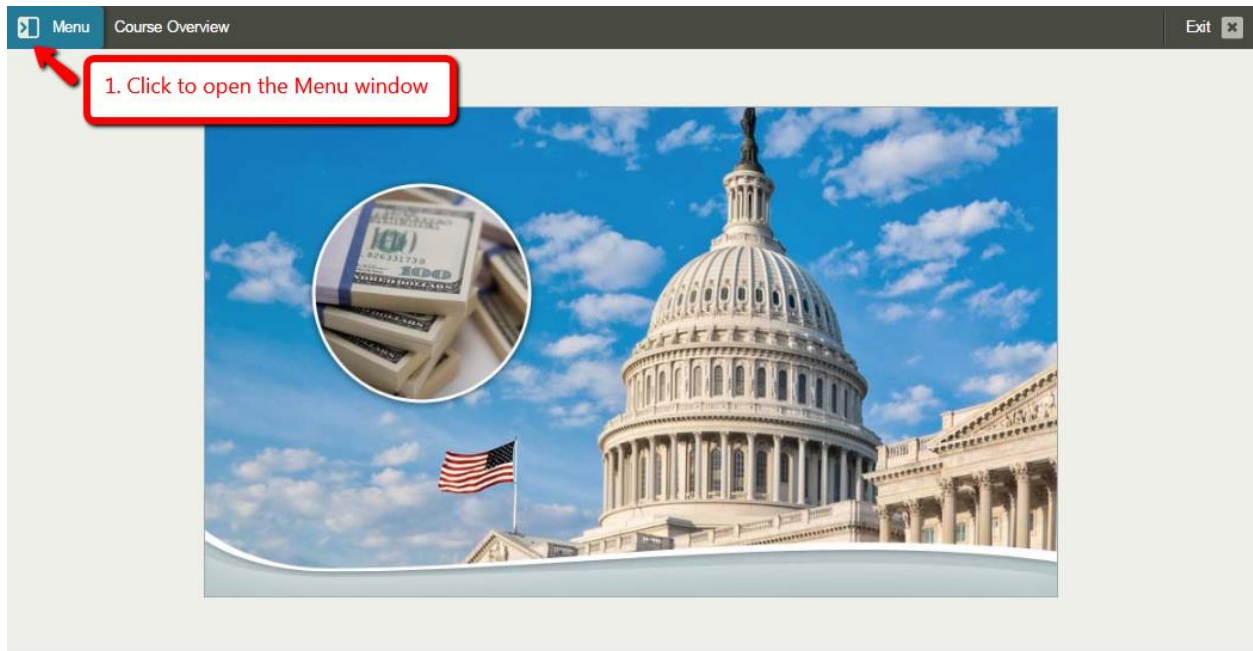


Completing a Skillsoft Course

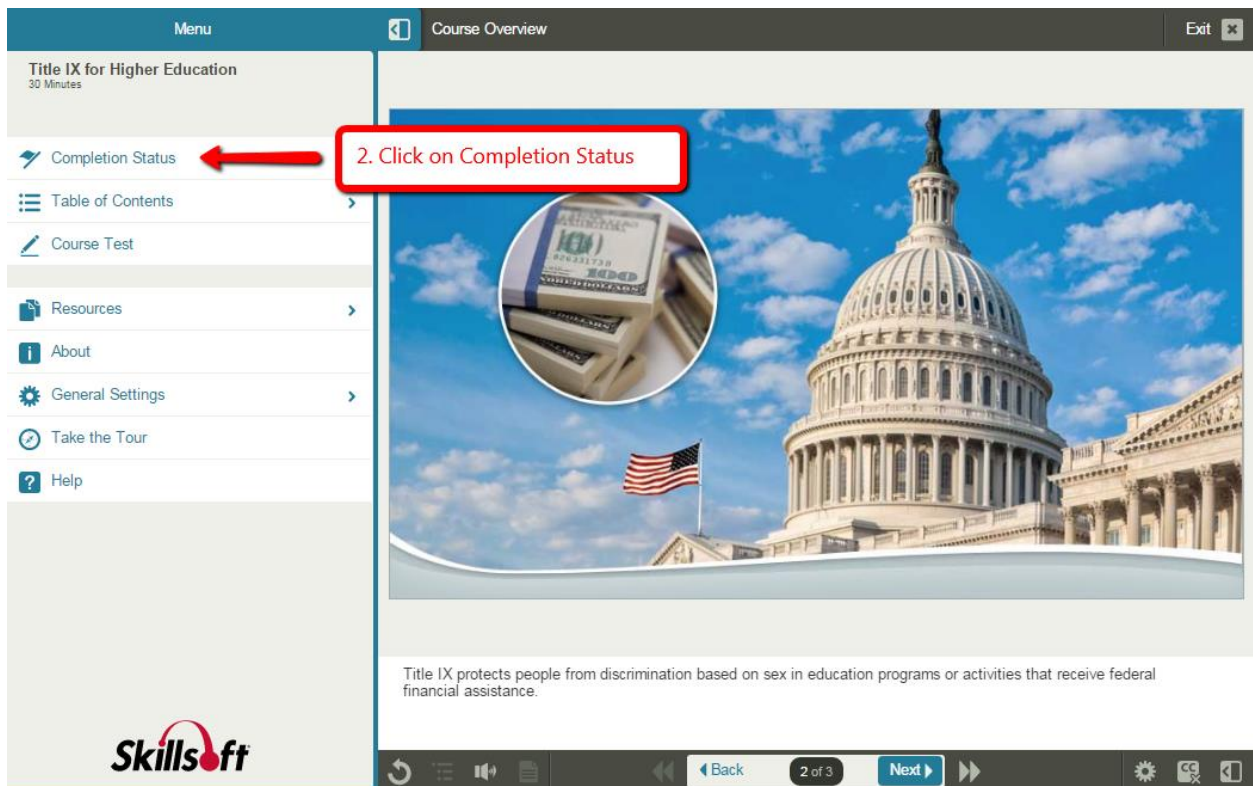
How do I know if I have completed the course?



The screenshot shows the top navigation bar of a Skillsoft course. On the left, there is a 'Menu' button with a list icon. A red arrow points to this button, and a red-bordered callout box contains the text '1. Click to open the Menu window'. The main content area features a large image of the U.S. Capitol building with an American flag in the foreground. A circular inset in the top-left corner of the image shows a close-up of a document with 'Title IX' printed on it. The bottom of the image contains the text: 'Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.'



The screenshot shows the course navigation bar. It includes a 'Previous Topic' button with a left arrow, a 'Back' button, a '2 of 3' indicator, a 'Next' button with a right arrow, and a 'Next Topic' button with a right arrow. There are also icons for settings, a search icon, and a refresh icon.



The screenshot shows the Skillsoft course interface with the 'Menu' sidebar open on the left. The sidebar contains the following items: 'Title IX for Higher Education' (30 Minutes), 'Completion Status' (highlighted with a red arrow and a callout box containing '2. Click on Completion Status'), 'Table of Contents', 'Course Test', 'Resources', 'About', 'General Settings', 'Take the Tour', and 'Help'. The main content area is the same as in the previous screenshot, showing the U.S. Capitol building and the Title IX document inset. The bottom of the image contains the text: 'Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.' The Skillssoft logo is visible in the bottom-left corner of the sidebar. The navigation bar at the bottom shows 'Back', '2 of 3', and 'Next' buttons.

Menu Course Overview Exit

Title IX for Higher Education
30 Minutes

3. If you have not completed the course this "in progress" window will appear

In Progress Print Report Close

Classified, Test, complete the course by meeting the following criteria: ?

Task A: Not Complete

Visit all content

You've visited 21%

Task B: Not Complete

Achieve a score of 80% on the course test and answer all questions

Not Taken
You have not answered all questions

AND

Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.

Skillssoft

Back 2 of 3 Next

Menu Course Test Exit

Course Title IX fo

4. If you have completed the course this "completed" window will appear

Completed Print Report Close

Classified, Test, you completed the course on Feb 2, 2016. ?

Task A: Completed

Visit all content

You've visited 100%

Task B: Completed

Achieve a score of 80% on the course test and answer all questions

You've scored 100%
You've answered all questions

AND

Previous Topic

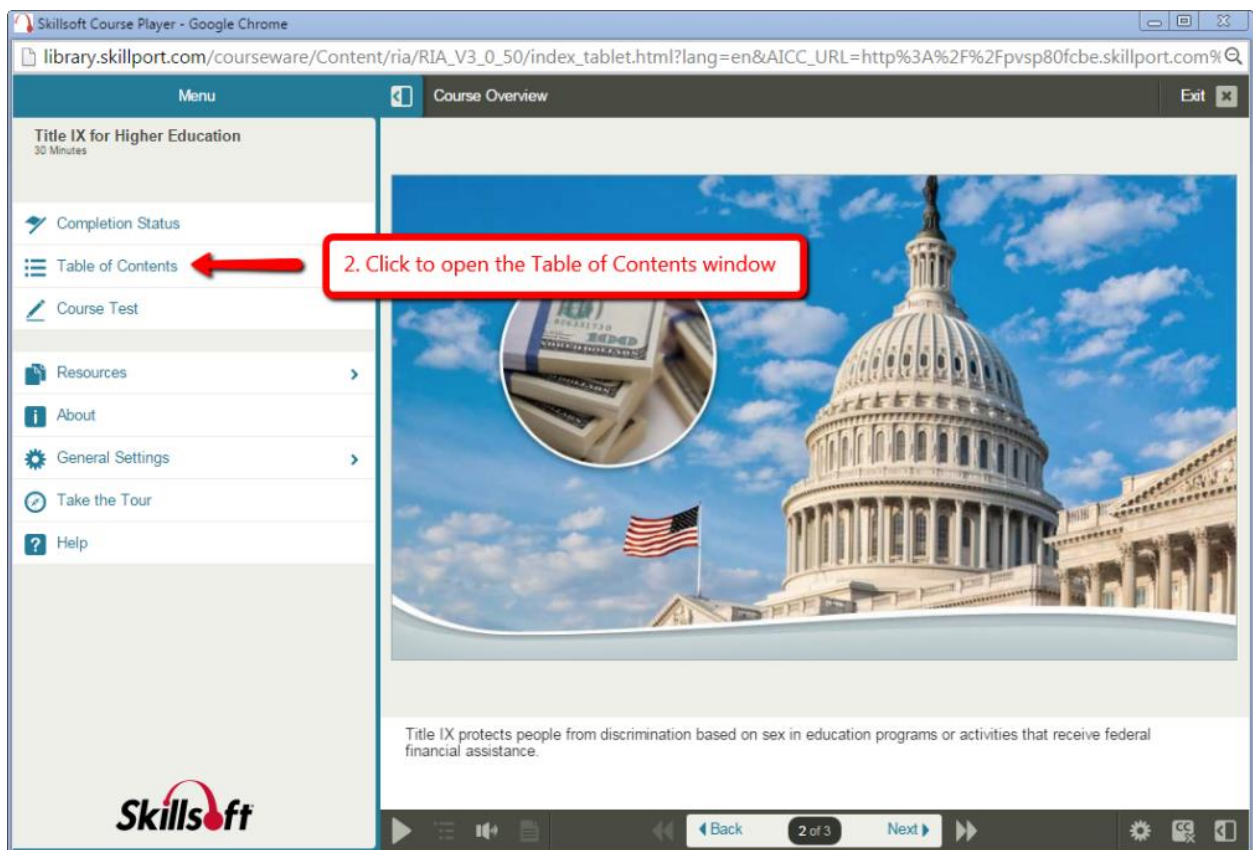
How do I know which modules of the course I have completed?



The screenshot shows a video player interface. At the top left, there is a 'Menu' button with a list icon. A red callout box with the text '1. Click to open the Menu window' points to this button. The video content shows the US Capitol building with an American flag and a circular inset showing a stack of money. Below the video, the text reads: 'Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.'

1. Click to open the Menu window

Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.



The screenshot shows the Skillsport Course Player interface. On the left, there is a 'Menu' sidebar with the following options: 'Title IX for Higher Education' (30 Minutes), 'Completion Status', 'Table of Contents', 'Course Test', 'Resources', 'About', 'General Settings', 'Take the Tour', and 'Help'. A red callout box with the text '2. Click to open the Table of Contents window' points to the 'Table of Contents' option. The main content area shows the same video player as the previous screenshot. The Skillsport logo is visible in the bottom left corner.

2. Click to open the Table of Contents window

Skillsport

Skillssoft Course Player - Google Chrome

library.skillport.com/courseware/Content/ria/RIA_V3_0_50/index_tablet.html?lang=en&AICC_URL=http%3A%2F%2Fpvsp80fcbe.skillport.com%Q

Menu Table of Contents Course Overview Exit

Course Overview	1 Minute	<input checked="" type="radio"/>
+ Applying Title IX on Campus	22 Minutes	<input type="radio"/>
+ Course Test		<input type="radio"/>

3. Click the + icon to view the course content

Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.

Back 2 of 3 Next

Skillssoft Course Player - Google Chrome

library.skillport.com/courseware/Content/ria/RIA_V3_0_50/index_tablet.html?lang=en&AICC_URL=http%3A%2F%2Fpvsp80fcbe.skillport.com%Q

Menu Table of Contents Course Overview Exit

Course Overview	1 Minute	<input checked="" type="radio"/>
- Applying Title IX on Campus	22 Minutes	<input type="radio"/>
Sexual Discrimination and Title IX	10 Minutes	<input type="radio"/>
Responding Effectively to Incidents	8 Minutes	<input type="radio"/>
Complying with Athletics Regulation	4 Minutes	<input type="radio"/>
+ Course Test		<input type="radio"/>







4. Modules that do not display a green circle still need to be completed


5. Click on the module title to go to that section of the course

Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.

Back 2 of 3 Next

Why does it show under the Assigned Learning tab that I have not completed a course?

Course Title	Due Date
 <p>Title IX for Higher Education * Required Course: 30 Minutes Details Launch More Actions▼</p>	 Jan 27, 2016
 <p>FERPA for Higher Education * Required Course: 30 Minutes Details Launch More Actions▼</p>	 Feb 12, 2016
 <p>Campus Security Obligations Under Federal Law * Required Course: 30 Minutes Details Launch More Actions▼</p>	 Jan 29, 2017

The completion status icon reverts back to **Not Started**  once the course has been completed and a new due date is assigned. There may be a slight delay in this information being updated.

In the above example –

- Title IX is not started yet so it shows 2016
- FERPA is started but not completed
- Campus Security is completed so it shows 2017 (the new due date)