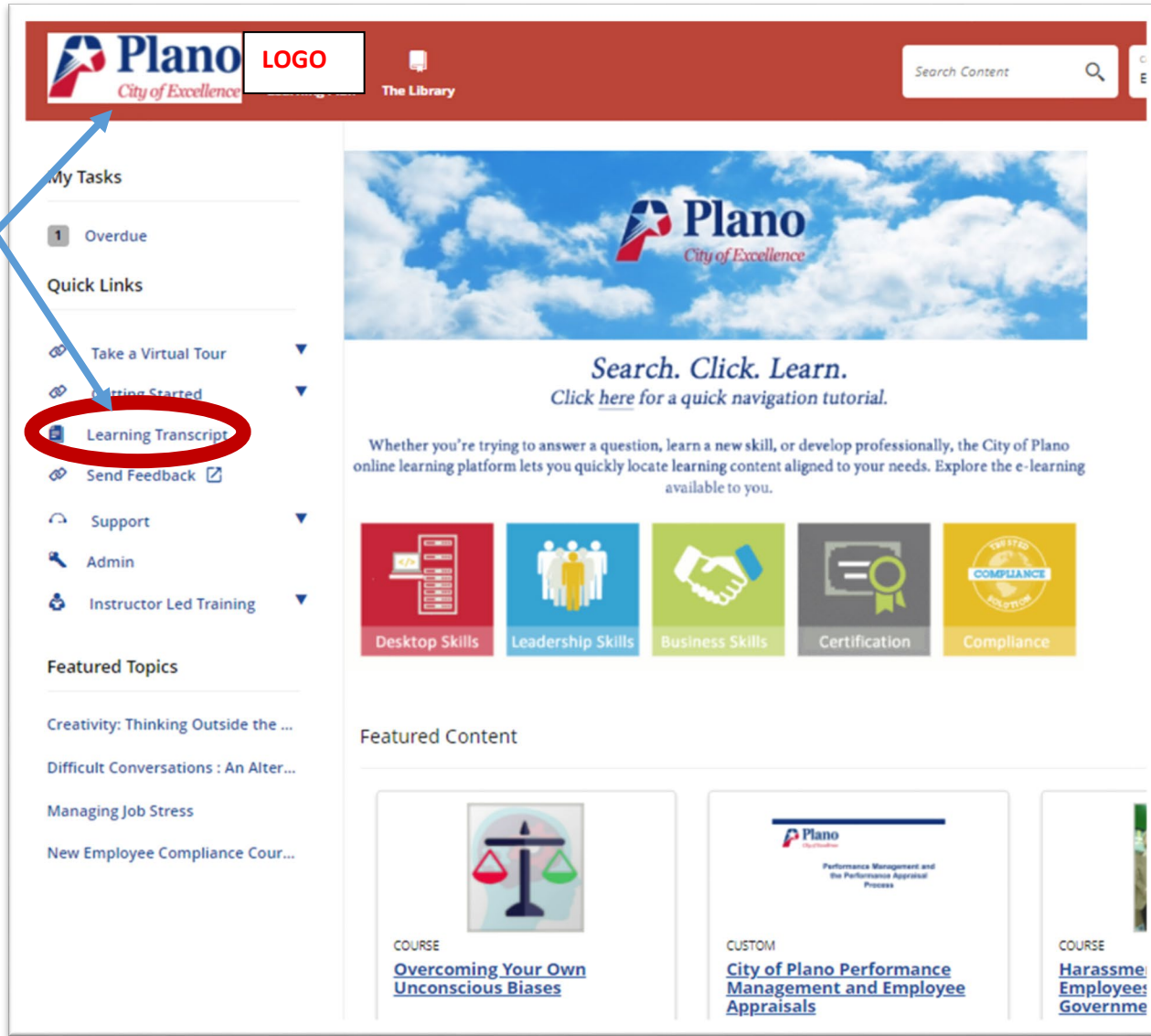


Courses Completed Status in Skillsoft – Learning Transcripts

Once you have completed a course, close the Skillsoft Player tab/window. This will update the status of a course in the Learning Transcript. Learning Transcripts can be viewed by clicking on City of Plano logo from anywhere in Skillsoft, then scroll to “Learning Transcript” under “Quick Links.”



The screenshot displays the Skillsoft interface for the City of Plano. At the top, a red navigation bar features the City of Plano logo (a stylized 'P' with a star) and the text 'City of Excellence'. To the right of the logo is a search bar labeled 'Search Content'. Below the navigation bar, the main content area is divided into several sections. On the left, a sidebar contains 'My Tasks' (with a count of 1 Overdue), 'Quick Links' (including 'Take a Virtual Tour', 'Session Started', 'Learning Transcript' (circled in red), 'Send Feedback', 'Support', 'Admin', and 'Instructor Led Training'), and 'Featured Topics' (listing 'Creativity: Thinking Outside the ...', 'Difficult Conversations : An Alter...', 'Managing Job Stress', and 'New Employee Compliance Cour...'). The main content area features a large banner with the City of Plano logo and the slogan 'Search. Click. Learn.' Below the banner, a paragraph of text describes the platform's purpose. Underneath, there are five colored tiles representing different skill categories: Desktop Skills, Leadership Skills, Business Skills, Certification, and Compliance. At the bottom, a 'Featured Content' section displays three course cards: 'Overcoming Your Own Unconscious Biases', 'City of Plano Performance Management and Employee Appraisals', and 'Harassment, Employee Governance'.

Click on "Learning Transcript."

The date of completion will be recorded in the "Completed" column (circled below in red). If there is not date in this column, the course has not been completed. You may print a certificate by clicking in the red box in the "Actions" column, "View Certificate," and "Print."

Plano City of Excellence

Learning Plan The Library

Search Content

Content Language English (US)

My Profile

Learning Transcript

Core Data [PROGRESS DATA VIEW](#) [PRINT](#)

ADD FILTERS

Required	Type	Title	ID#	First Accessed	Last Accessed	Completed	Current Score	Highest Score	Actions
No	Custom	City of Plano Performance Management and Employee Appraisals	_s24_sppubcityofplano_cop_perf_mg mt	Oct 27, 2021	Oct 28, 2021	-	0	0	...
No	Custom	City of Plano Performance Management and Employee Appraisals	_s24_sppubcityofplano_cop_perf_mg mt	Oct 26, 2021	Oct 27, 2021	Oct 27, 2021	100	100	...
No	Custom	TEST 1 Performance Management	_s24_sppubcityofplano_test1_perf_mg mt	Oct 7, 2021	Oct 7, 2021	-	-	50	...
No	Course	Overcoming Your Own Unconscious Biases	apd_14_a02_bs_en us	Oct 6, 2021	Oct 6, 2021	-	-	-	...
No	Custom	Taking Care of the Trash SCORM	_scorm12_sppubcityofplano_ehs_city_of_plano	Oct 1, 2021	Oct 1, 2021	Oct 1, 2021	-	-	...