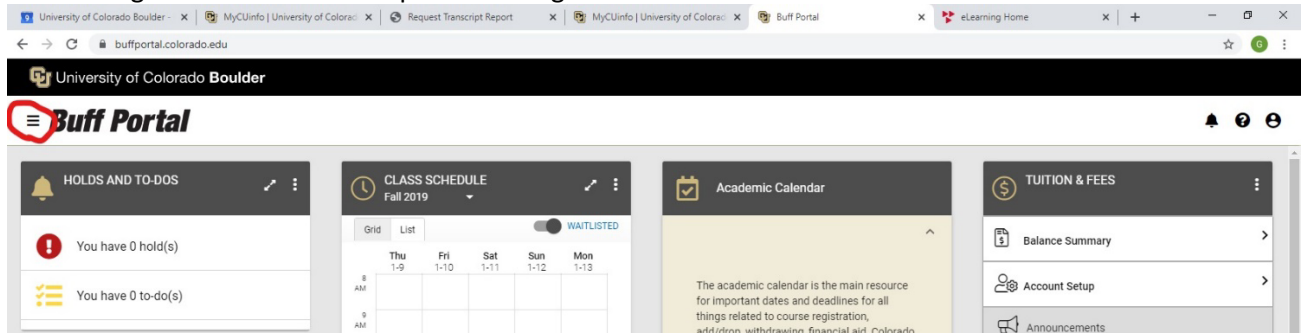
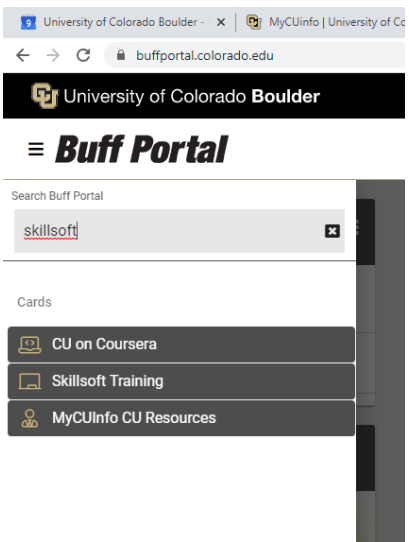


Geology field trips: How to take Defensive Driving course and print out Certificate:

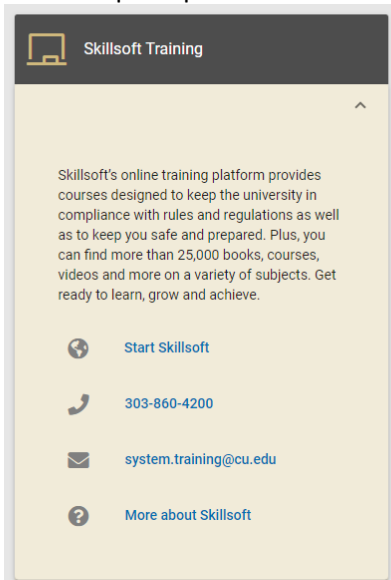
1. Log into BuffPortal and open the Navigation Pane



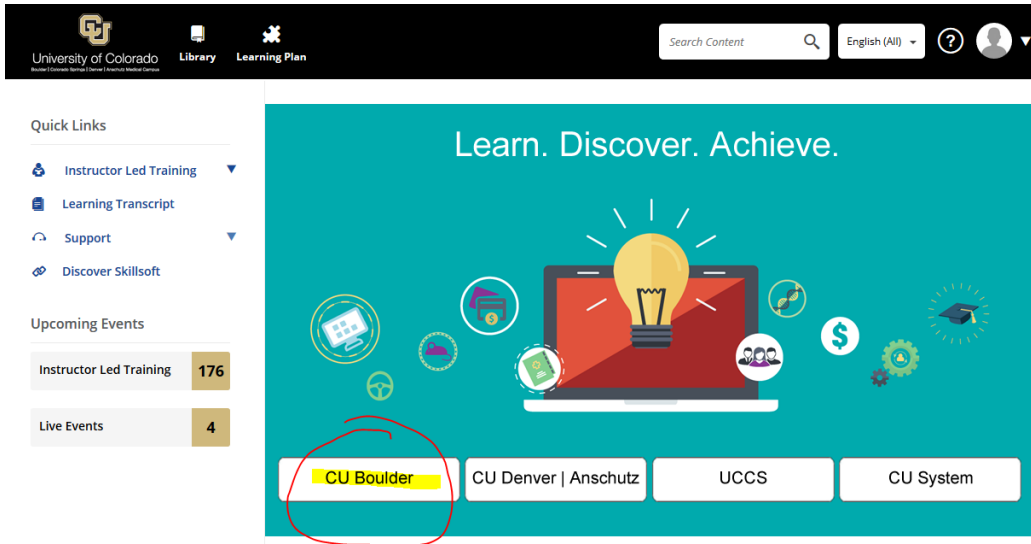
2. In the navigation pane, type in "Skillssoft"



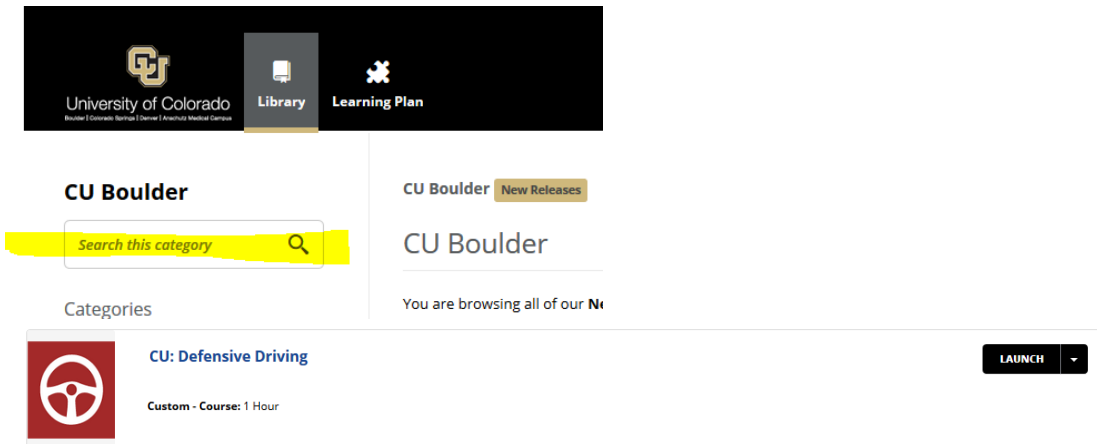
3. Click on Skillssoft Training and it will open up. Click on "Start Skillssoft"



4. Then click on “CU Boulder”

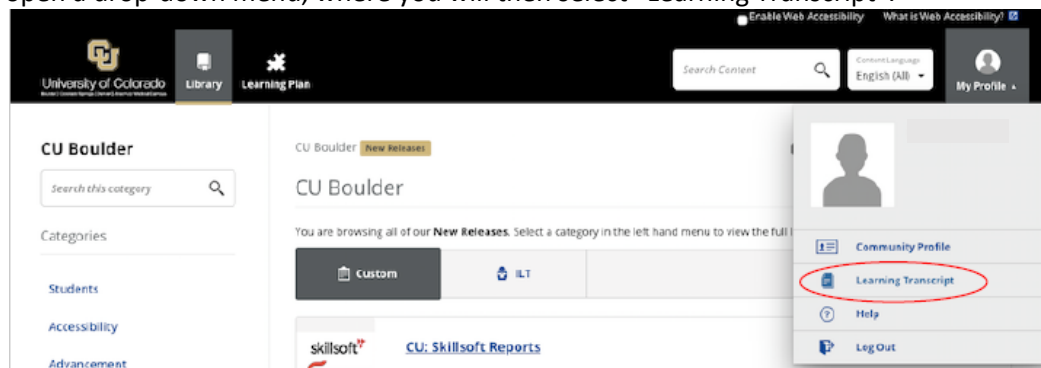


5. In upper-left corner you'll see a search bar. Type in “Defensive driving”... click the black “Launch” bar next to the course you want to take... and off you go!



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 is a navigation bar with the University of Colorado logo, 'Library', and 'Learning Plan' links. A search bar and a 'Content Language' dropdown (set to English) are also present. Below the navigation, the page title is 'Learning Transcript' with a 'PRINT' button. Underneath is a 'Core Data' section with an 'ADD FILTERS' button. The main content is a table with columns: Required, Type, Title, ID#, First Accessed, Last Accessed, Completed, Current Score, Highest Score, and Actions. The table lists several courses, with the 'CU: Defensive Driving' course (ID# _scorm12_cu_u00138_0001) highlighted. A dropdown menu is open over the 'Actions' column for this course, showing options: Details, View Certificate, Evaluate this, and Progress Report. The 'View Certificate' option is selected.

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	-	-	-	Details View Certificate Evaluate this Progress Report
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	⋮

E-Mail your items to the Geological Sciences Main Office

- E-mail your certificate and a photo of your Driver’s License to geoltransportation@colorado.edu. Alternatively, bring the Defensive Driving Pass Certificate along with your Driver’s License to the Geological Sciences front office, room 285.
- 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 image 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. Below the title, it says 'Custom - Course: 1 Hour'. On the far right of the card is a black button with the word 'LAUNCH' in white text and a small downward arrow.