Welcome to SkillsPass Training Delivery Suite!

Before we get started, let's make sure you are using a supported browser. Chrome, Firefox, Edge, and Safari are a-ok. If you are trying to use Internet Explorer, prepare to be frustrated. It is enjoying a well-earned retirement.

Have you been here before? If you have, maybe you're interested in heading to the good parts:

- [Update Class Record](#) – Be the Oprah of awarding certificates.
- [More Options](#) – Queue infomercial voice "but wait, there's more"
    - [Download Sign-In Sheet](#)
    - [And there were more "More Options"](#)
        - [Download Certificates](#)
        - [Download Participants](#)
- [Navigation](#) - We're pretty sure that even the Vikings used a waffle.
- [Help](#) – Even if your last name isn't McCartney, we'd be happy to help.

Overview

When you sign in, you will be brought to the Offerings page. The default setting is active In-Person offerings. To switch to virtual offerings, click Virtual. We're not trying to trick you here.
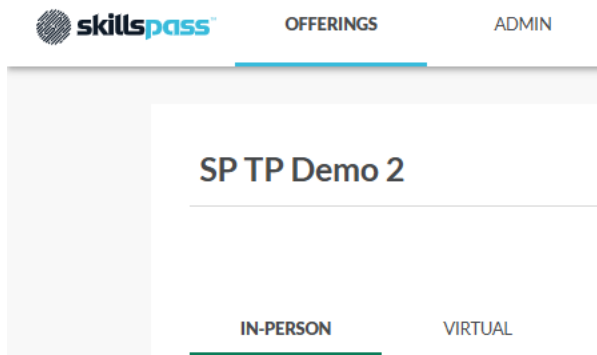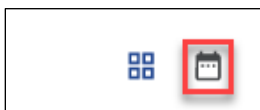

Active offerings are offerings that are upcoming or where the class record hasn't been updated yet. To switch to completed offerings, select the toggle to switch.
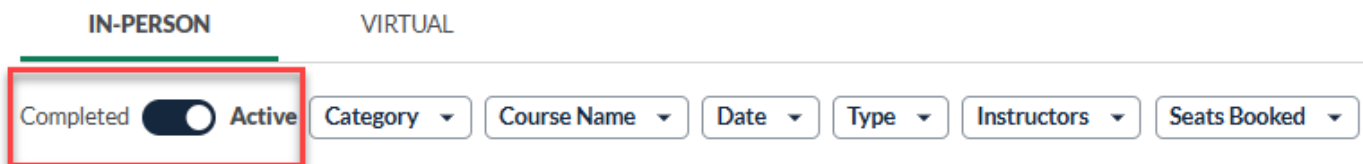
You can narrow your search by using the filters.
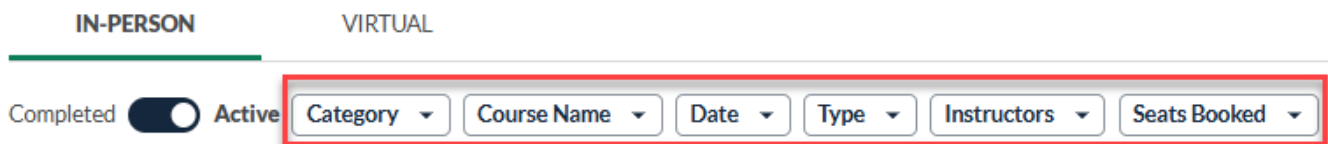
If you would like to locate training from a specific date, you can use the date filter or switch to calendar view.

Update Class Record

Updating the class record allows you to mark attendance, issue Pass/Fail grades, and award certificates.

The first thing you will want to do is locate the desired offering. You can sort using the filters or you can switch to the calendar view to locate by date.

To mark attendance and issue grades, select Class Record. If the button is greyed out, it means the offering hasn't happened yet. Unfortunately, we haven't quite figured out time travel yet.

Feb 16, 2023 — In-Person

Communication Skills for Frontline Employe...
Provided By **SP TP Demo 2**

Public

🕒 9:00 AM-5:00 PM

ℹ️ More Details

5	Total
3	Booked
2	Available

MANAGE SEATS | 📋 CLASS RECORD

More Options ▾

Here you will see a list of everyone registered for the offering. You can mark attendance and issue grades individually or you can mark them all at once. If you choose Mark all as… you can adjust individuals after.

Name	Attendance Mark all as...	Grade Mark all as...	Additional Certificate Details	
Steve Rogers Skillspass Demo example@steve.rogers	✅ ▾	✅ Passed ❌ Failed 🗑 Clear		...
Peter Parker Skillspass Demo example@peter.parker	✅ ▾	Select ▾		...
Wanda Maximoff Skillspass Demo example@wanda.maximoff	✅ ▾	Select ▾		...

If there are additional details for the offering like a specific model of equipment that was used, you can include this with Additional Certificate Details. Simply click Add, fill out the details, then select Save Changes.

Depending on the way the Training Provider has the course configured, Additional Certificate Details may not be enabled.

Additional Certificate Details ✕

For Steve Rogers (example@steve.rogers)   Max 200 characters

┌ Edit Details ─────────────────────────┐
│ Shield - Vibranium   ✕ │
│   │
└──┘

CANCEL | **SAVE CHANGES**

Once everything looks the way you want it to, hit Save Class Record. Before you do, it always pays to take a second look over. Once the record is saved, it can't be changed without contacting support. If everything looks good, hit Grade Students.

Save Class Record ✕

Once you save your class record, grades cannot be changed. Are you sure you want to make the following changes?

- Steve Rogers ✓ **Passed**
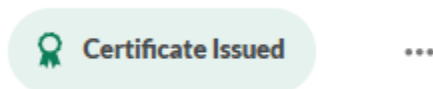- Peter Parker ✓ **Passed**
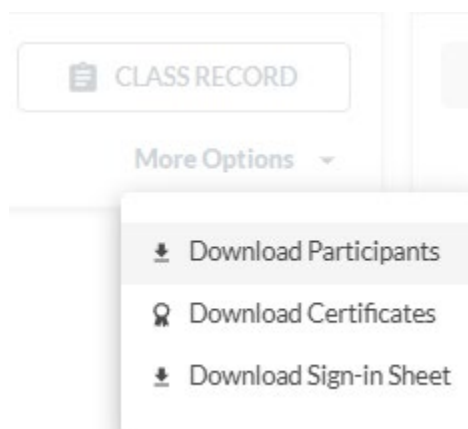- Wanda Maximoff ✓ **Passed**

CANCEL | GRADE STUDENTS

Now that the class record is updated, you will see the notification to show certificates have been issued. You also can download All Available Certificates.
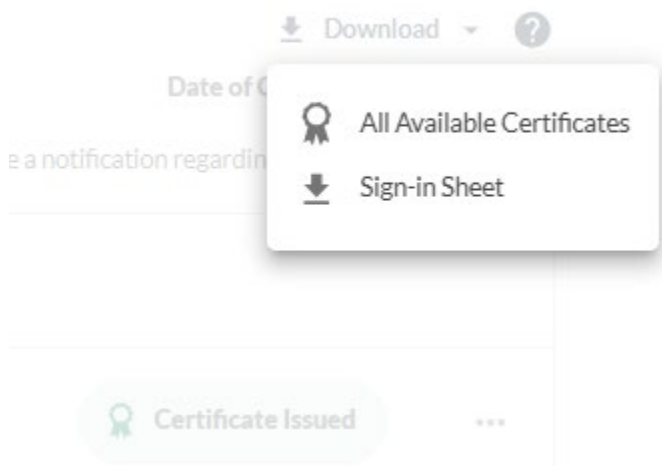
If you need to download a specific certificate, click on the green ribbon that says Certificate Issued for that individual.

More Options

Download Sign-In Sheet

You will be able to download a PDF containing the first name, last name, and if applicable, employer of those in attendance. There are columns for signature and date.

The training provider, class, instructor/evaluator, and date will be listed at the top of the sheet.

And there were more "More Options"

If certificates have been awarded, you will see more options under More Options…. That's almost a tongue twister!
- Download Participants will provide you with a /csv file of participant information (name, email address, etc…)
- Download Certificates will let you download a .pdf of all awarded certificates.

Navigation

Star Trek has the teleporter and SkillsPass has the Navigation Waffle (SNW). Honestly, we think our name is better.

The SNW lets a Training Provider switch from the Storefront to the Training Delivery platform.

LEARNER

SkillsPass
Take training. View and share training certificates

Help

If you didn't find what you were looking for in this guide or need some assistance, click Help. FAQ will bring you to our knowledge-base articles and How-To videos. Choose Contact Support if you want to reach out to a member of our Customer Support team.

ENGLISH ▾ HELP ▾

FAQ

Contact Support