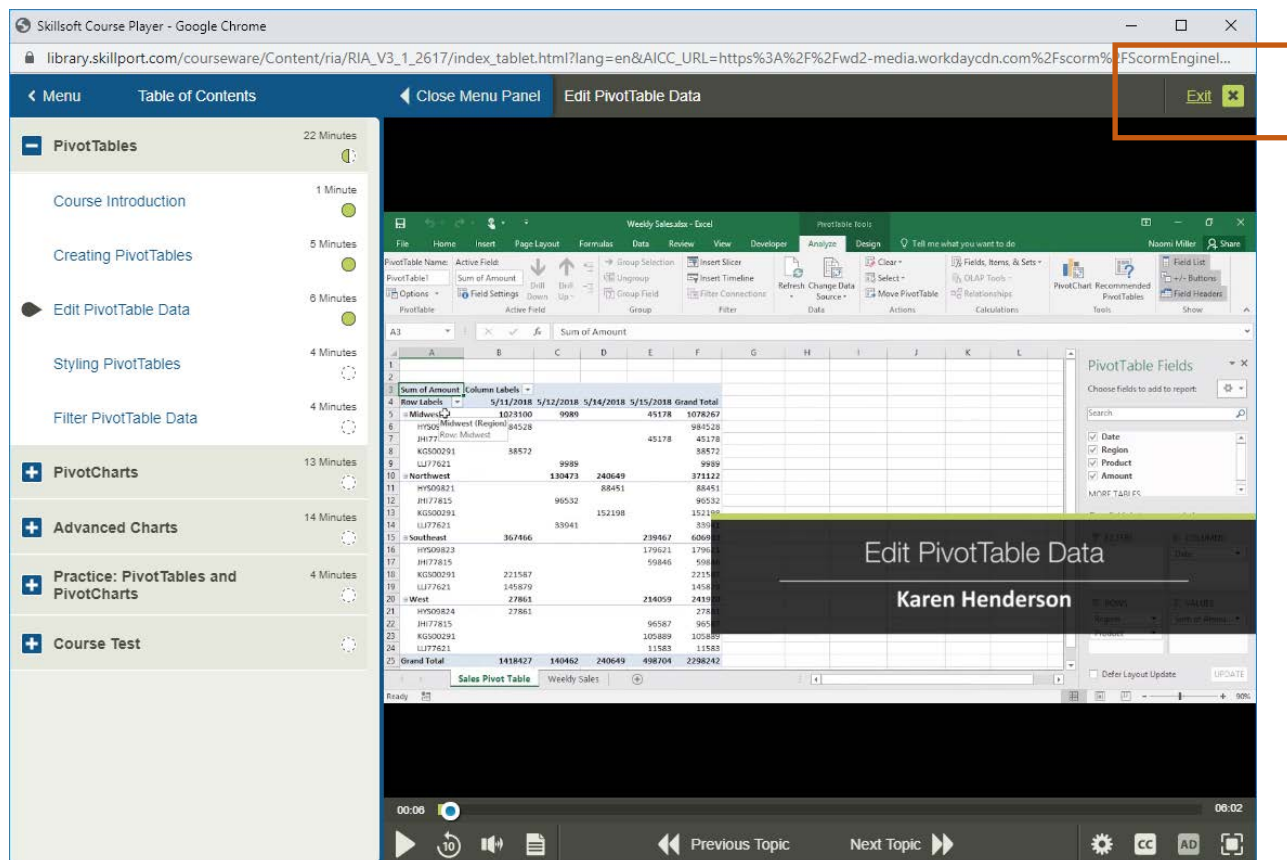
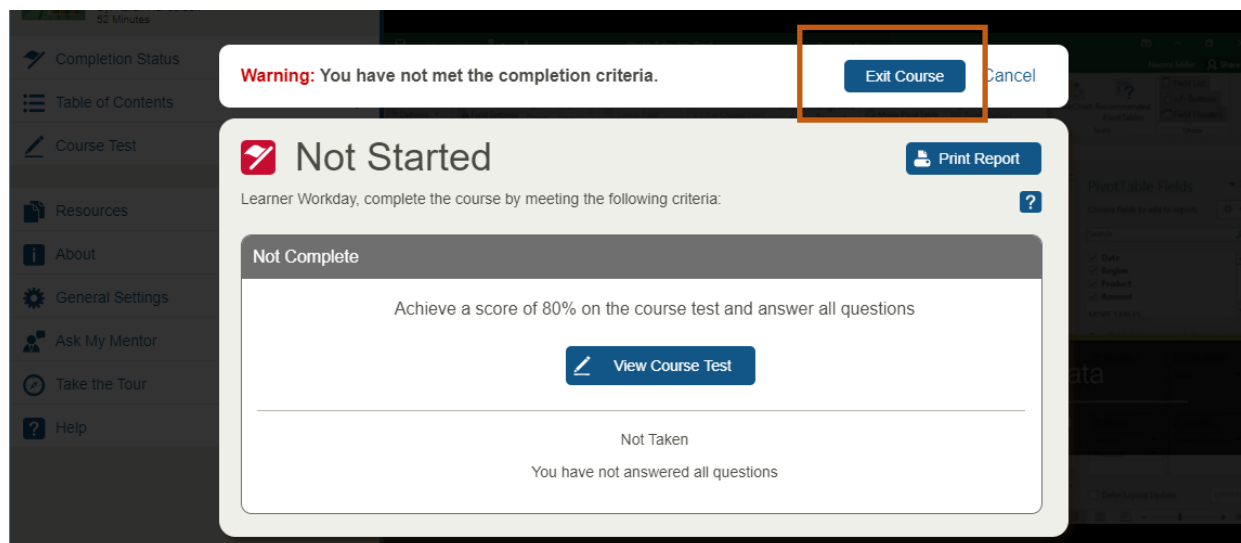


Exit a Skillsoft course properly

1. Make sure you always click on **Exit** in the upper right corner of Skillsoft courses to save your progress. Note: You may have to scroll to the top of the window to be able to view and click on **Exit**.



2. Click **Exit Course** on the next screen as well where you can see if you have met the completion criteria.



Note: If you have been in the Skillsoft course for a while and your Workday account has timed out, your progress will still be saved if you exit properly and log back into Workday after exiting the course.