

# Employee Learning and Development: Step-by-Step Guide

## Running a Training Completion Report using CU-Data (Cognos)

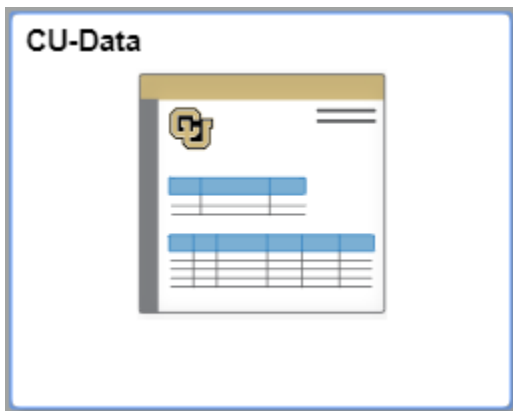
The Central Information Warehouse (CIW) is CU's system-wide centralized data repository for information sourced from administrative systems, including Human Capital Management (HCM), Finance (FIN), and CU Student Integrated Systems (CU-SIS). The CU Reporting System (CU-Data, also known as Cognos) is a tool offering standardized business intelligence reports to assist with analysis and presentation of data contained in the CIW.

Skillsoft sends training completion information to the CIW through an overnight process. It may take up to two days for a course completion record to be available.

This guide describes how to run a completion report out of CU-Data for either an employee or a student. If you do not have access to the report, email [access@cu.edu](mailto:access@cu.edu).

To run a completion report out of CU-Data:

1. From the employee portal ([my.cu.edu](http://my.cu.edu)), click the **CU-Data** tile available from CU Resources Home.



2. From the menu on the left, click **Team content**.
3. Click the **Employee Learning and Development** folder.
4. Select the report that corresponds to the person whose completion record you need:
  - For an employee, select **Employee Learning Training Report**, and proceed to the following page.
  - For a student, select **Student Completion Report**, and proceed to [Specifying Report Parameters for the Student Completion Report](#).

# Specifying Report Parameters for the Employee Learning Report

After selecting Employee Learning Training Report, the Employee Development prompt appears:

The screenshot shows the 'University Information System Employee Development Prompt' interface. It features five main search sections: 'Employee ID', 'Constituent ID', 'Department', 'Department Node', and 'Course Code'. Each section has a 'Keywords' input field with a 'Search' button and an 'Options' dropdown menu. Below the 'Options' menu are 'Results' and 'Choice' areas, with 'Insert' and 'Remove' buttons. The 'Course Completion Date Range' section includes 'From' and 'To' date pickers. At the bottom, there are navigation buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

You can use the parameters boxes to search for an employee by either their Employee ID (EmplID in HCM), or Constituent ID (CID), depending on which ID you have.

**Note:** A CID is a unique, universal identifier that comes from Master Data Management (MDM). This ID lets various CU technologies identify and authenticate CU employees and students, regardless of their campus.

Using either the Employee ID or Constituent ID parameters box:

1. In the Keywords box, type an individual ID (EmplID or CID), or name.
2. Click the **Options** link.
3. Choose an option:
  - Select **Contains any of these keywords** when searching by individual ID.
  - Select **Contains all of these keywords** when searching by first and last name.

Examples using Employee ID and name appear in the following images:

**Employee ID:**

Keywords:  
Type one or more keywords separated by spaces.  
117854 Search

Options

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords

Case insensitive

Results: 117854-WILLIAMS, MARY S

Choice:

Insert Remove

Select all Deselect all

**Employee ID:**

Keywords:  
Type one or more keywords separated by spaces.  
Mary Williams Search

Options

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords

Case insensitive

Results: 105371-WILLIAMS, MARY B  
109606-MCWILLIAMS, ROSEMARY  
117854-WILLIAMS, MARY S  
243099-WILLIAMS, KATHERINE M.  
246610-WILLIAMS, MARY G.

Choice:

Insert Remove

Select all Deselect all

An example of using CID appears in the following image:

**Constituent ID:**

Keywords:  
Type one or more keywords separated by spaces.  
40488f79-e27e-11e2-99 Search

Options

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords

Case insensitive

Results: 40488F79-E27E-11E2-997A-0050569

Choice: 40488F79-E27E-11E2-997A-0050569

Insert Remove

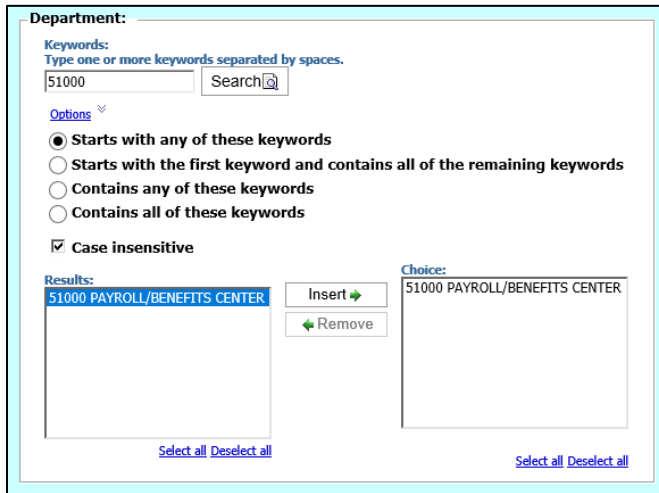
Select all Deselect all

4. Click **Search**.
5. From the Results box on the left, select the record so it appears highlighted.
6. Click **Insert** to add the selected record to the Choice box on the right.
7. Under Course Completion Date Range, specify the date range for your report. If you leave these as From Earliest date To Latest date, the report will contain all completions for the selected person that are available from 2014 to today. Selecting dates using the calendars helps you to avoid mistyping dates.
8. Specify additional parameters as needed:

**Department:**

To run the report for one or more departments, instead of people, search for and select the departments. If you want to run for a campus, use the Department Node parameter instead.

1. In the Keywords box, type a department number.
2. Click **Options** and select an option.
3. Click **Search**.
4. From the Results box on the left, select the department so the name appears highlighted.
5. Click **Insert** to add the department to the Choice box on the right.
6. Repeat these steps for additional departments.



**Department Node:**

1. In the Keywords box, type one of the following letter values for a campus:
  - A=ALLCU-All CU organizations
  - B=Boulder Nodes-Campus 1
  - C=Colorado Springs Nodes-Campus 4
  - D=UC Denver Nodes-Campus 3
  - U=Denver & Anschutz Nodes-Campuses 2 and 6
  - S=System Nodes-Campus 5
2. Click **Options** and select an option.
3. Click **Search**.
4. From the Results box on the left, select the nodes you want in the report so they appear highlighted.

- Click **Insert** to add the selections to the Choice box on the right.

**Department Node:**

Keywords:  
Type one or more keywords separated by spaces.  
S Search

Options

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords

Case insensitive

Results:

- S0001 -- SYSTEM ADMINISTRATI
- S0002 -- S-REGENTS
- S0003 -- S-REGENT OPERATIONS
- S0004 -- S-INTERNAL AUDIT OPE
- S0005 -- S-REGENT POOL
- S0006 -- S-REGENT GENERAL
- S0007 -- S-SA-SYSTEM ADMINIST
- S0008 -- S-OFFICE OF PRESIDEN
- S0009 -- S-VICE PRES BUDGET &

Select all Deselect all

Choice:

S0001 -- SYSTEM ADMINISTRATION

Select all Deselect all

### Course Code:

If you want specific courses in the report, specify them in the Course Code parameter.

- In the Keywords box, type a course code.
- Click **Options** and select an option.
- Click **Search**.
- From the Results box on the left, select the course so it appears highlighted.
- Click **Insert** to add the department to the Choice box on the right.
- Repeat these steps for additional courses.

**Course Code:**

Keywords:  
Type one or more keywords separated by spaces.  
A00020 Search

Options

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords

Case insensitive

Results:

- A00020 HIPAA 101 (web based cour
- A00020 HIPAA Regulations-WEB
- A00020 HIPAA 101-WEB

Select all Deselect all

Choice:

S10007 Discrim&Sexual Misconduct-  
A00020 HIPAA Regulations-WEB

Select all Deselect all

- Run and Save Your Report.

# Specifying Report Parameters for the Student Completion Report

After selecting Student Completion Report, the Student Completion Prompt page appears:

The screenshot shows the 'University Information System Student Completion Prompt' page. It features several sections for data entry:

- 1** Institution: A list box with options CUBLD, CUDEN (selected), and CUSPG.
- 2** School: A dropdown menu with the text '(Please click to see values)'. A list of schools is displayed below, including Anesthesiology-MS Program--ANMSG, Business School GRAD--BUSNG, Business School UGRD--BUSNU, CU Succeed--CUSDU, Coll Architecture & Plan GRAD--ARPLG, Coll Architecture & Plan UGRD--ARPLU, Coll Engr Design & Comp GRAD--ENGRG, Coll Engr Design & Comp UGRD--ENGRU, and College of Arts & Media GRAD--ARTMG.
- 3** A red callout points to the top of the School list box.
- 4** Student ID: A section with a 'Keywords:' field and a search input. Below it is a list box with 'Select all' and one item selected. A dropdown menu shows 'Starts with any of these keywo' and a 'Case Insensitive' checkbox. A red callout labeled 'options' points to this dropdown.
- 5** Course Completion Date Range: Fields for 'From' (Sep 26, 2019, 12:00 AM) and 'To' (Sep 26, 2019, 11:59 PM).
- 6** Start Term: A list box with terms from 2020 Sum to 2017 Fall, all selected.
- 7** Course Code: A list box with various course codes like SK001--Discrimination&Harassment-WEB, SK002--HIPAA Regulations-WEB, etc., all selected.
- 8** Student Program Status: A list box with 'Active' and 'Inactive' (selected).
- Constituent ID: A section with 'Value:' and 'Selections:' fields.


At the bottom, there are navigation buttons: Cancel, < Back, Next >, and Finish (highlighted with a red box).

To specify parameters:


- Under Institution, select one or more campuses.
- At the top of the School list box, click **(Please click to see values)**. A list of schools for the selected campuses appears.
- Select one or more School checkboxes. Or, if you are not certain of the school, click **Select all**.
- Specify students you want to report on using either Student ID or Constituent ID (CID).

To filter by **Student ID**:

- Click the **Keywords** field and type search criteria, such as student ID or name.

- ii. Below the search list, select an option:
  - Select **Contains any of these keywords** when searching by individual student ID.
  - Select **Contains all of these keywords** when searching by first and last name.
- iii. Click the search icon. 
- iv. Select checkboxes of students you want to report on.

To filter by **Constituent ID**:

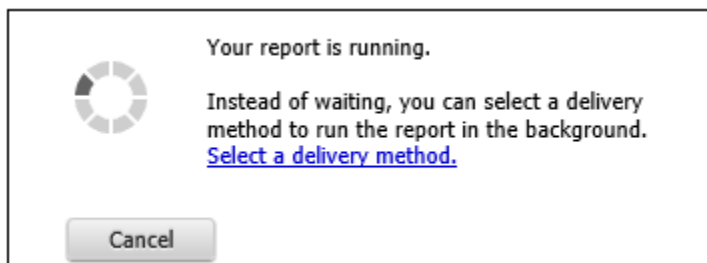
- i. In the **Value** field, type the CID.
- ii. Click the right arrow  to move the CID value to the Selections list.
- e. Under Course Completion Date Range, specify the date range for your report. If you leave these as From Earliest date To Latest date, the report will contain all completions for the selected student that are available from 2014 to today. Selecting dates using the calendars helps you to avoid mistyping dates.
- f. Under Start Term, select a term or click **Select all**.
- g. Under Course Code, select checkboxes of courses or click **Select all**.
- h. Under Student Program Status, select **Active** (current) and/or **Inactive** (past) students. You can report on both active and inactive students for completions dating back to 2014.
- i. Run and save your report, as described in the following section.

## Running and Saving Your Report

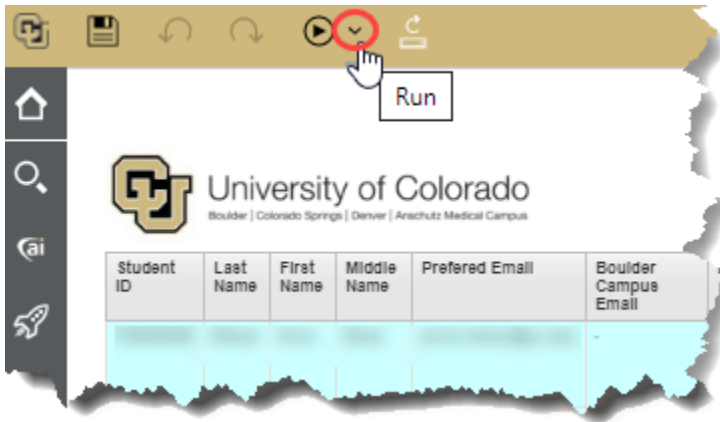
1. After specifying your parameters, click **Finish** at the bottom-left corner of the page.



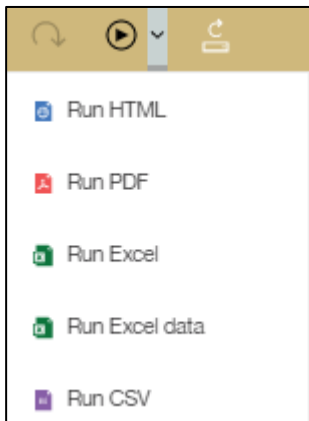
A message appears indicating that your report is running.



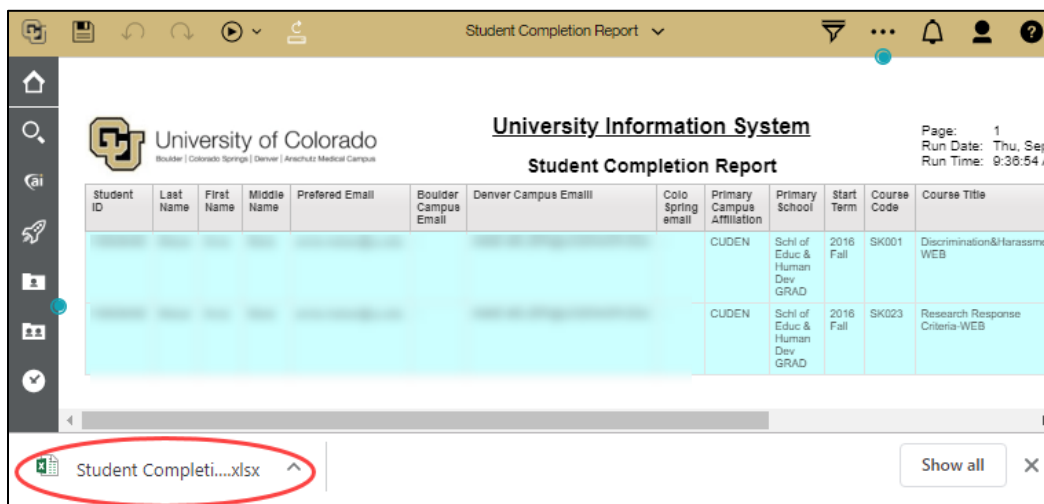
2. The system displays your report. Processing may be slow. Results appear similar to the image below.
3. Export the results:
  - a. Click the **Run** dropdown arrow at the top-left corner of the page.



- b. Select **Run Excel** to save the report as a spreadsheet.



When the report is ready, a file download appears in the bottom-left corner.



- c. Click the file download. The report opens in Excel, which you can save.