

Employee Skillsoft Utilization-UCD Campus

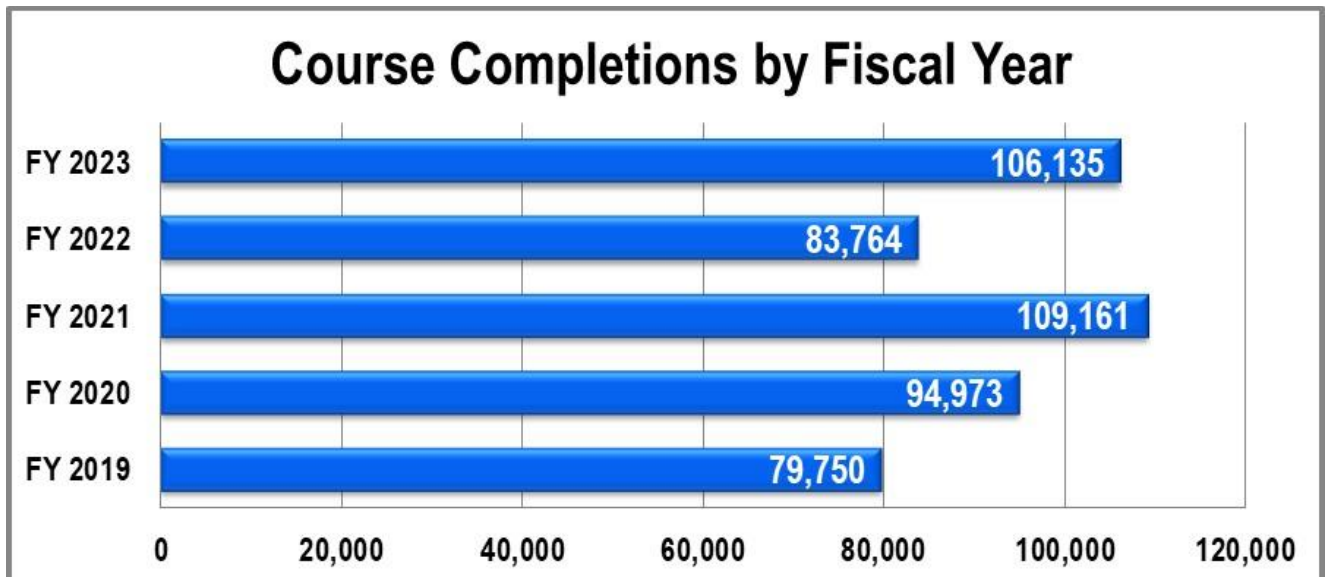
Fiscal Year Individual Campus Annual Report-2023

This fiscal year report summarizes **UCD** employee course completions in Skillsoft between July 1, 2022, and June 30, 2023. Skillsoft is the online learning management system for CU faculty, staff, university affiliate, and student employee training. It is a purchased service that includes a library of online learning resources and over 173 active CU custom courses.

University faculty and staff value the flexibility of online learning and the wide variety of resources offered in Skillsoft. Managers rely on course completion data to meet various university, state, and federal compliance requirements. Employees rely on Skillsoft for easy access to required training and continuing professional development.

Skillsoft also provides:

- Skillsoft Books24x7, an online library of unabridged books and audio books.
- Online courses and videos on topics such as IT skills, MS Office, business, leadership, and productivity.
- Self-enrollment for over 400 active CU instructor-led training (ILT) courses.
- Access to professional certification coursework and continuing education units (CEU) for project management (PMI), accountancy (NASBA), human resources (HRCI and SHRM), information technology (CompTIA), and information-system security (ISC).



Note: This FY 2023 chart represents the combination of all CU Custom and Skillsoft completions.

Important Note: FY 2020 total above included 18,429 required campus Covid course completions, and the FY 2021 total included 29,619 required Covid course completions, which increased the utilization numbers substantially for those two years. These COVID courses were retired in FY 2021.

The following pages include a breakdown of the **UCD campus** individual completions on **CU Custom courses** for this FY 2023 Individual Campus Annual Report. It also includes the completion data totals for FY 2022, for comparison to FY 2023 course utilization.

CU Custom Course Completions – UCD Campus Individual FY 2023 Report

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	UCD-3&6 Q1 FY2023	UCD-3&6 Q2 FY2023	UCD-3&6 Q3 FY2023	UCD-3&6 Q4 FY2023	UCD-3&6 FY 2022	UCD-3&6 FY 2023
U00200	A2E Basics	1	1	1	1	6	4
U10071	A9 Identified Basics	0	0	0	0	0	0
U00153	Accessibility Digital Comm	2	0	1	1	5	4
U10103	Accounting Overview	5	2	2	2	0	11
U10073	Active Harmer-CU Boulder	3	1	0	0	5	4
U00134	Active Shooter Awareness	40	9	5	6	35	60
U00057	ADA	104	48	48	51	299	251
U00171	Advance Committees Forms	1	0	1	0	2	2
U00194	Advance Contact Reports	1	2	0	0	2	3
U00197	Advance Transmittals	1	0	0	0	0	1
U00109	Advance Web-Nav and Reports	3	5	1	1	10	10
U00188	AdvanceMed Access	2	0	0	0	2	2
U00203	AdvMobileSecurity	0	0	0	0	2	0
U00152	Animal Program Refresher	7	1	1	0	4	9
U00215	AscendAssignmentStrategies	4	2	2	4	4	12
U00213	AscendContactReports	10	2	3	7	2	22
U00219	AscendMedicalDataOverview	6	1	0	1	0	8
U00216	AscendSubmittingProposals	2	3	2	5	4	12
U00069	Bloodborne Pathogens	141	122	104	88	549	455
U10096	BookStoreNewEmplOrient	0	0	0	0	0	0
U00164	Budgeting Clinical Trials	1	2	1	0	7	4
U00095	Campus Security Authority	65	18	9	32	154	124
U00065	Cash Control	5	1	1	0	14	7
U10072	CDS Sustainability	0	0	0	0	0	0
U00068	Chemical Waste Management	178	116	104	93	579	491
U00165	Child Protection	0	0	0	3	4	3
U40061	Child Protection at UCCS	0	0	0	1	1	1
U00092	Concur-Booking Travel	0	0	0	0	45	0
U00093	Concur-Reconcile Proc Card	0	0	0	0	72	0
U00094	Concur-Reconcile Travel	0	0	0	0	46	0
U10063	Confidentiality&Compliance	0	0	2	1	9	3
U00189	ContrUnclassInform	0	3	2	0	3	5
U10117	CSFReasonableSuspicionSup	0	0	0	0	0	0
U10118	CSFReasonableSuspPolicy	0	0	1	0	1	1
U00195	CSI Resident Room Training	1	0	1	0	1	2
U00218	CU Ascend Overview	28	9	2	4	0	43
U10116	CU Athletics-DEI	2	0	0	0	0	2
U00081	CU Marketplace - Approver	11	10	0	6	35	27
U00091	CU Marketplace - Inv Approve	8	8	4	5	25	25
U00090	CU Marketplace - Receiver	6	3	7	5	17	21
U00084	CU Marketplace - Requestor	27	22	27	24	113	100
U00080	CU Marketplace - Shopper	25	22	24	15	107	86
U00220	CUMarketplacePurchasing	0	10	10	6	0	26
A00144	CU-SIS Student Financials	23	17	10	5	47	55
U00224	Custodian Responsibilities	0	0	0	9	0	9
U00206	DataCenterPolicyProcedure	9	6	3	0	42	18
U00138	Defensive Driving	39	101	9	15	255	164
U00059	Direct Charging	2	2	2	5	15	11
S10007	Discrim&Misconduct-UCB-SYS	18	11	21	13	41	63
U00135	Discrim&Misconduct-UCCS	34	8	9	11	43	62
U00067	Discrim&Misconduct-UCD	3,087	743	507	360	1,412	4,697
U10081	EMCE-ADA	0	0	1	0	1	1
U10083	EMCE-CORA	0	0	1	0	3	1
U10084	EMCE-Employee Discipline	0	0	1	0	2	1
U10085	EMCE-FERPA	0	0	1	0	3	1
U10088	EMCE-FLSA	0	0	1	0	2	1
U10086	EMCE-FMLA	0	0	1	0	3	1
U10087	EMCE-FSAP	1	0	1	0	3	2

CU Custom Course Completions – UCD Campus Individual FY 2023 Report (continued)

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	UCD-3&6 Q1 FY2023	UCD-3&6 Q2 FY2023	UCD-3&6 Q3 FY2023	UCD-3&6 Q4 FY2023	UCD-3&6 FY 2022	UCD-3&6 FY 2023
U10089	EMCE-OnboardNewHires	0	0	1	0	2	1
U10090	EMCE-PolicyFramewInfrastr	0	0	1	0	1	1
U10091	EMCE-PositionMngComp	0	0	1	0	1	1
U10092	EMCE-RecruitHireStaff	0	0	1	0	1	1
U10082	EMCE-The Clery Act	0	0	1	0	1	1
U00055	ePER	11	5	5	7	15	28
U00112	Faculty Diversity Search	2	4	2	2	15	10
U00160	Family Medical Leave	3	2	3	0	7	8
U00049	FERPA	272	115	146	104	643	637
U00156	FERPA Faculty	92	27	26	15	176	160
U10102	Financial Systems Overview	5	0	1	0	8	6
U10115	FinancialEnvirOverview	0	0	0	0	0	0
F00001	Fiscal Code of Ethics	214	125	150	129	651	618
F00002	Fiscal Code of Ethics-Officers	19	11	14	7	64	51
U00141	FM: Bloodborne Pathogens	19	11	5	13	125	48
U00072	Form I-9	8	7	6	5	37	26
U10125	FoundConceptsPostAward	0	0	0	0	0	0
U00082	Gift Fund Management	5	5	3	14	11	27
U00145	HCM Fundamentals	23	21	17	22	123	83
U00185	HCM Hiring Employees	2	3	3	2	19	10
U00147	HCM Paying People	16	16	15	11	72	58
U00149	HCM Recruiting with CU Careers	12	9	11	15	80	47
U00163	HCM Updating Data	16	16	17	14	85	63
A00020	HIPAA Regulations	574	87	76	86	399	823
U40060	HIPAA Regulations UCCS	0	2	0	0	1	2
U00159	HIPAA Regulations-CUSystem	58	23	17	16	91	114
U10114	HWS-Infection Control	0	0	0	0	3	0
U00077	Identity Theft Prevention	1	0	0	0	0	1
U10101	Inclusive Staff Hiring	0	0	0	2	10	2
U00063	Information Security	436	255	249	241	1,125	1,181
U00064	Information Security ITS	20	14	7	20	45	61
U10065	Intro to Export Controls	0	0	0	0	3	0
A00140	Introduction to CU-SIS	148	86	94	65	353	393
U00221	IntroductiontoCornerstone	0	0	1	1	0	2
U00087	IT Confidentiality Agreement	42	21	9	26	96	98
U00143	IT Security PCI DSS v3	0	1	0	0	4	1
U00050	Lab Safety	75	44	38	41	247	198
U10061	LASP Export Compliance	0	0	0	0	2	0
U10124	Lifecycle of an Award	0	0	0	0	0	0
U00155	Longitudinal Pro Mentoring	0	0	0	0	1	0
U00150	My Leave for Supervisors	1	4	3	1	21	9
U00136	N95 Respirator Safety	60	24	16	7	196	107
U10119	Navigating Practice Mgt	0	0	2	0	0	2
U00070	New Employee Orientation-SYS	3	1	3	1	7	8
U00205	NewPIClinResOrientation	1	0	1	1	3	3
U00132	NIH Guidelines for rDNA	4	5	0	2	10	11
U60007	OLAR Animal Program Orient	17	12	10	20	55	59
U60006	OLAR Disease Prev & Cont	17	13	11	21	55	62
U60005	OLAR Standard Opr Proc	16	13	11	21	54	61
U10113	OM Training	0	0	0	0	0	0
U00212	OnCore 22	46	19	33	16	54	114
U00214	OnCore 23	8	2	5	2	10	17
U00211	OnCore10	22	12	11	8	38	53
U00162	Payment Card Security-SYS	21	9	6	10	31	46
A00106	Peoplesoft Fin: Journal Entry	8	14	7	9	38	38
A00105	PeopleSoft Finance: Inquiry	13	16	10	10	61	49
U00115	Perf Mgmt Classified UCB	0	0	0	0	1	0
U00062	Performance Management	3	8	6	2	46	19
U10112	PHP101	1	0	0	0	5	1

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U10126	Post Award Fin Manag	0	0	0	0	0	0
A00025	Procurement Card Approving	4	13	10	8	33	35
U00053	Procurement Card Holder	47	35	44	36	148	162
U00208	Procurement Fundamentals	5	12	17	13	9	47
A00109	Procurement Purchasing	67	55	58	44	240	224
U10093	Promoting Safe Interactions	0	0	0	0	5	0
U10111	PRR	0	0	1	0	19	1
U00131	Radiation Safety	6	6	4	3	18	19
U00100	Radiation Safety Refresher	4	7	4	2	32	17
U00089	Regulated Medical Waste	75	51	51	50	308	227
U00226	ResearchersGuidetoGoogle	0	0	0	0	0	0
U00201	RIC MRI Safety Training	0	0	1	0	11	1
U10070	Safe Food Handling Quiz	0	0	0	0	0	0
U00154	Safety Driving 15-Pass Van	0	0	0	0	5	0
U00119	SDM: BloodBorne Pathogens	33	38	11	3	61	85
U00120	SDM: Chemical Waste Management	38	34	10	4	67	86
U00066	Search Committee Training	85	67	81	49	413	282
C20003	Shipping Bio Materials	41	1	23	24	155	89
U00187	SK ILT Admin Training	4	1	0	1	7	6
U10120	SkillsforMentalHealth	0	0	0	2	0	2
U00223	SkillsMentalHealthDenver	0	0	0	20	0	20
U00190	Skillsoft Reports	3	2	0	1	8	6
U00192	SMART Performance Goals	1	2	3	1	15	7
U10127	SpecialTopicsinPost Award	0	0	0	0	0	0
U10121	SpillPreventCountermeasure	0	0	0	0	0	0
U10123	Sponsored Research Basics	0	0	0	0	0	0
U00193	State Classified Rules	5	8	2	0	21	15
U00222	Suicide Prevention	0	0	3	5	0	8
U00209	SupportEmpIAffectedCancer	1	1	0	1	1	3
U00191	Sustainability	1	1	3	0	7	5
U00207	TotalWorkerHealth 101	1	2	0	1	9	4
U00078	Travel and Travel Card	69	29	50	51	128	199
U10099	UCB Budget	0	0	0	0	1	0
U00198	UCH: ObHemorrhageMng	0	0	0	0	0	0
U00202	UCH: PregHypertensionMngm	0	0	0	0	0	0
U00225	UCHQuality/SafetyGMEIncntv	0	0	0	3	0	3
U10122	Urine hCG Annual Competency	0	0	0	0	0	0
U10075	VCIS-Animal Facility Access	0	0	0	0	0	0
U10105	VCIS-Battery Safety	2	0	0	0	1	2
U10107	VCIS-Heavy Metals Safety	0	0	0	0	0	0
U10108	VCIS-Hydrogen Sulfide Awareness	0	0	0	0	0	0
U10104	VCIS-LOTO Safety Program	0	0	0	0	0	0
U10078	VCIS-MotorizedOffroadVehicles	6	0	0	3	3	9
U10080	VCIS-No Smoking Policy	0	0	0	0	0	0
U10077	VCIS-Reasonable Suspicion Sup	0	0	0	0	0	0
U10076	VCIS-ReasonableSuspicionPolicy	0	0	0	0	1	0
U10109	VCIS-Sign In Sign Out LOTO	0	0	0	0	0	0
U10106	VCIS-Silica Awareness Training	0	0	0	1	0	1
U10079	VCIS-String Trimmer Safety	0	0	0	0	0	0
U10110	VCIS-SynthVitrFibersAwareness	0	0	0	0	0	0
U10100	VCIS-Vol Use Respirator ACK	0	0	0	0	0	0
U10074	VCIS-Winter Injury Prevention	0	0	0	0	1	0
U00128	Veteran Educators Training	17	0	1	1	24	19
U10062	WHS Safety & Risk Mgmt	0	0	3	1	4	4
U00144	Working in Animal Housing	3	2	3	1	58	9
U00217	Workplace Mental Health	12	2	2	2	7	18
TOTALS		6,747	2,742	2,374	2,100	11,100	13,963