

Human Capital Management: Step-by-Step Guide

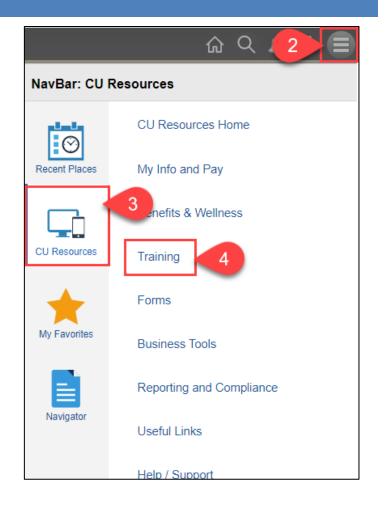
Training Summary

A training summary is the record from HCM of an employee's completed training. HCM is the system of record for completed training, which is used to verify completion of courses required for access to certain systems. All employees can view their own training summary in the employee portal. Supervisors can also view a record of training completed by their direct reports.

Viewing a Training Summary

To view a training summary

- Log on to your campus portal (<u>https://my.cu.edu</u>).
- 2. Click the **NavBar** in the top right corner.
- 3. Select CU Resources.
- 4. Select Training.



1

To see your summary, select the Training Summary tile.

LinkedIn Learning	Skillsoft Help	Skillsoft
Resources	Training Summary	Supervisor Training Summary
?	**	744
Professional Development	CU on Coursera	Coursera Consortium

The summary displays the course name, completion date, status, and grade for courses marked as completed in Skillsoft, which includes online courses as well as instructor-lead courses maintained in Skillsoft. Not all courses from Skillsoft will show up in this report. All CU compliance courses will appear in the list.

Training Summary			
Select the Internal Training Course Name to view Deta	ils.		
Internal Training			
Course Name	Completion Date	Status	Grade
COVID-19 Campus-AMC-WEB	03/24/2021	Completed	100
COVID-19 Campus-AMC-WEB	03/03/2021	Completed	100
COVID-19 Campus-AMC-WEB	03/02/2021	Completed	100
AdvMobileSecurity-WEB	02/01/2021	Completed	100
r L rout hap 2.0	12/7 207	Coole Coole	
ractive Shoolar Awareness-W⊾d	03/05/2025	Co.npletod	10.
HCM Fundamentals - WEB	02/28/2020	Completed	80
CU: Skillsoft Reports-WEB	12/11/2019	Completed	100 -

Employee Services Step-by-Step Guide | hcm_sbs_Training-Summary.docx
Revised: November 12, 2023 | Prepared by: Employee Services

To see your direct reports' summary, select the **Supervisor Training Summary** tile. (If you do not have direct reports, you will not see this tile.)

LinkedIn Learning	Skillsoft Help	Skillsoft
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Resources	Training Summary	Supervisor Training Summary
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Professional Development	CU on Coursera	Coursera Consortium
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A list of your direct reports appears from which you can select a summary to view. If your direct reports have employees reporting to them, you can click the plus button to expand the list and view additional summaries.

nployee Selection	Criteria				
elect the employee y	/ou'll be working with. You can initiate transa	ctions only for employees who reporte	ed to you as of the da	ate you entered on this page.	
	As Of Date 11/07/2023	fresh Employees			Find Employe
aura Siedzick's e	employees			Personalize	First 🕢 1-5 of 5 🕟 Last
Select	Name	Empl ID	HR Status	Job Title	Department
Select			Active	Academic Services Professional	Employee Services
Select			Active	Academic Services Senior Prof	Employee Services
Select			Active	Business Services Senior Prof	Employee Services
Select			Active	Student Asst III	Employee Services
Select	Đ		Active	Academic Services Senior Prof	Employee Services

For more information about the other tiles on the Training page, visit our training services page.