University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

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 system.training@cu.edu.

To run a completion report out of CU-Data:

1. From the employee portal (my.cu.edu), click the **CU-Data** tile available from CU Resources Home.
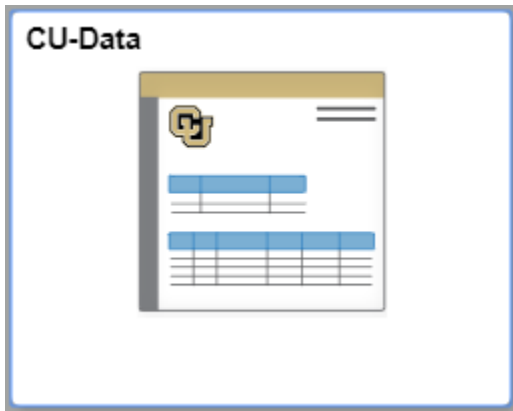
2. From the menu on the left, click **Team content**.

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 Employee Learning Report

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

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 identity 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:


An example of using CID appears in the following image:

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.
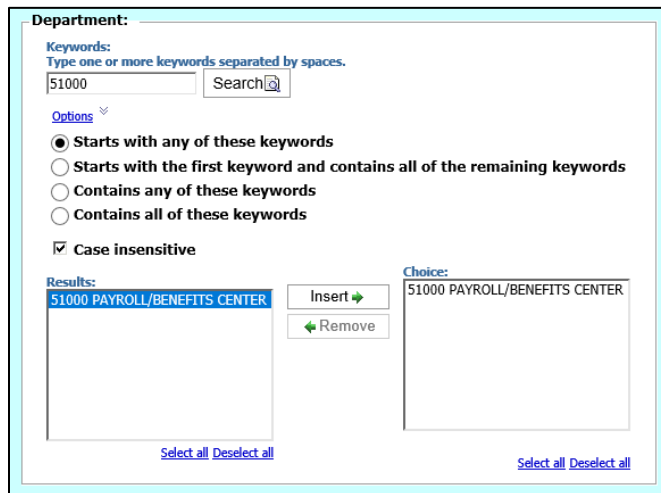
Department Node:

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.

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

Course Code:

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

1. In the Keywords box, type a course code.

2. Click **Options** and select an option.

3. Click **Search**.

4. From the Results box on the left, select the course so it appears highlighted.

5. Click **Insert** to add the department to the Choice box on the right.

6. Repeat these steps for additional courses.

7. [Run and Save Your Report.](#)

Specifying Report Parameters for the Student Completion Report

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

To specify parameters:

a. Under Institution, select one or more campuses.

b. At the top of the School list box, click **(Please click to see values)**. A list of schools for the selected campuses appears.

c. Select one or more School checkboxes. Or, if you are not certain of the school, click **Select all**.

d. Specify students you want to report on using either Student ID or Constituent ID (CID).

To filter by **Student ID**:

i. 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.
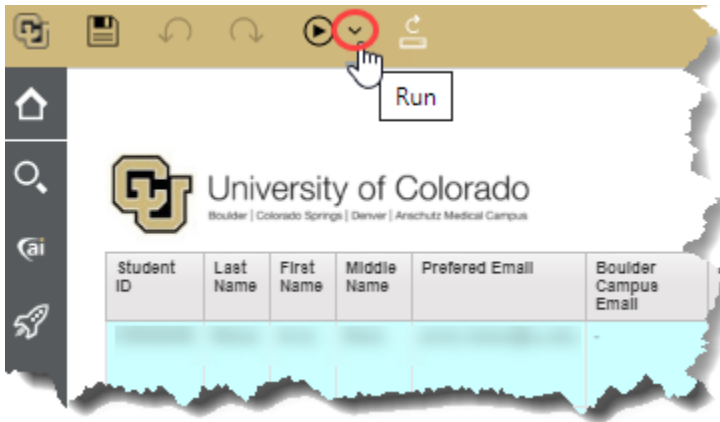
Running and Saving Your Report

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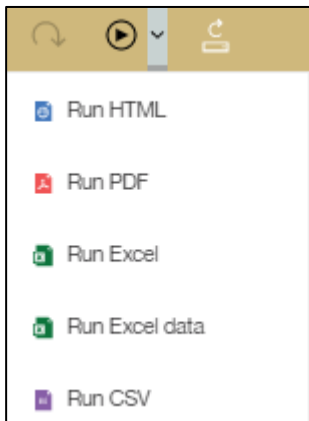

A message appears indicating that your report is running.
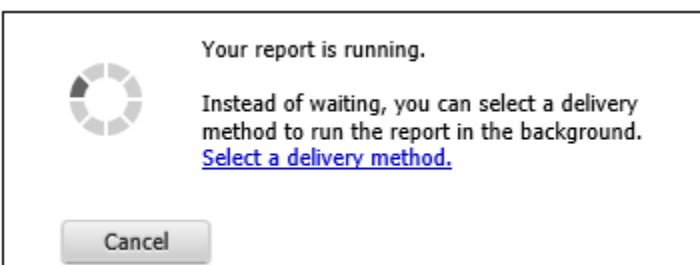
2. The system displays your report. Processing may be slow. Results appear similar to the image below.

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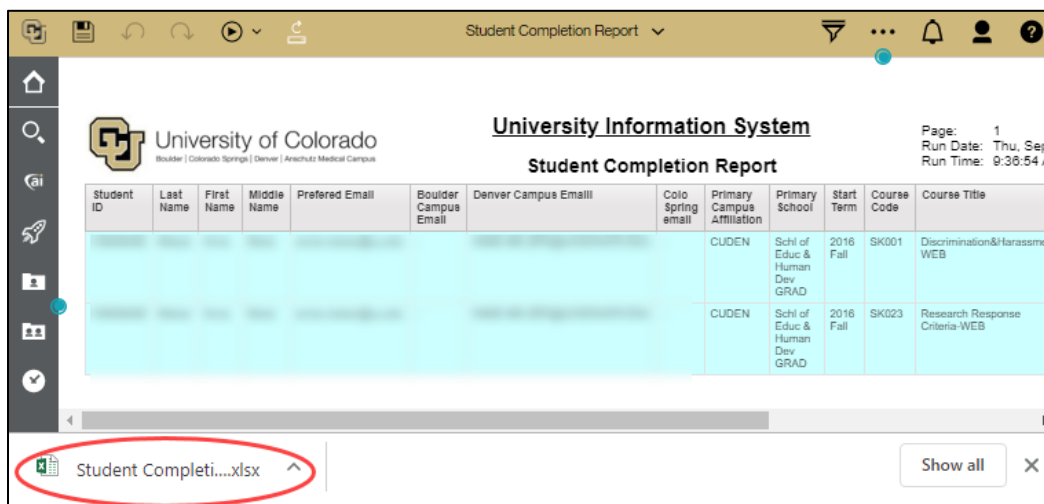
   c. Click the file download. The report opens in Excel, which you can save.