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Employee Skillsoft Utilization-UCD (3 and 6) Campuses

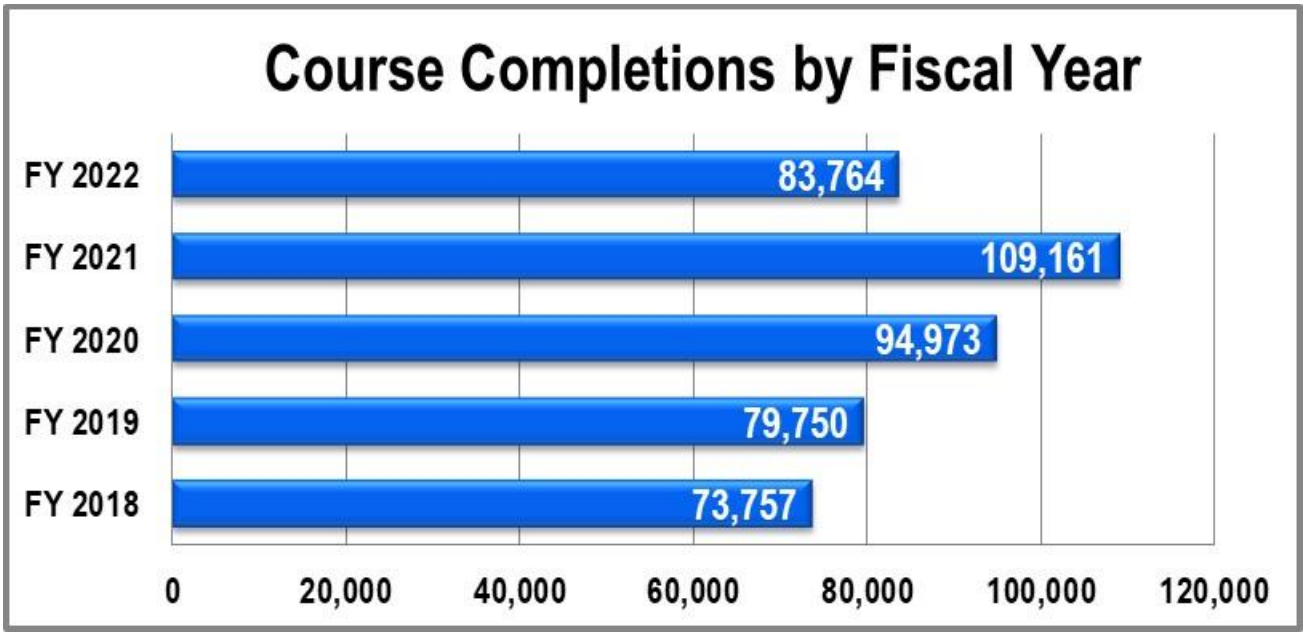
Fiscal Year Individual Campus Annual Report-2022

This fiscal year report summarizes **UCD campuses 3 and 6** employee course completions in Skillsoft between July 1, 2021 and June 30, 2022. 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 177 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 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 2022 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. These courses were retired in FY 2021.

The following pages include a breakdown of individual **UCD campuses 3 and 6** completions on **CU Custom courses** for this FY 2022 Individual Campus Annual Report. It also includes the completion data totals for FY 2021 comparison to FY 2022 individual campus course utilization.

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CU Custom Course Completions – UCD 3 and 6 Campuses Individual FY 2022 Report

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	UCD Q1 FY2022	UCD Q2 FY2022	UCD Q3 FY2022	UCD Q4 FY2022	UCD FY 2021	UCD FY 2022
U00200	A2E Basics	2	1	2	1	3	6
U10071	A9 Identified Basics	0	0	0	0	0	0
U00153	Accessibility Digital Comm	2	0	2	1	7	5
U10103	Accounting Overview	0	0	0	0	0	0
U10073	Active Harmer-CU Boulder	0	4	1	0	1	5
U00134	Active Shooter Awareness	12	5	13	5	17	35
U00057	ADA	87	62	98	52	109	299
U00171	Advance Committees Forms	1	1	0	0	2	2
U00194	Advance Contact Reports	0	0	2	0	0	2
U00197	Advance Transmittals	0	0	0	0	1	0
U00109	Advance Web-Nav and Reports	1	1	4	4	7	10
U10068	Advanced Export Compliance	0	0	0	0	0	0
U00188	AdvanceMed Access	0	0	1	1	1	2
U00203	AdvMobileSecurity	0	0	1	1	4	2
U00152	Animal Program Refresher	2	1	0	1	3	4
U00215	AscendAssignmentStrategies	0	0	0	4	0	4
U00213	AscendContactReports	0	0	0	2	0	2
U00216	AscendSubmittingProposals	0	0	0	4	0	4
U00069	Bloodborne Pathogens	126	170	123	130	510	549
U10096	BookStoreNewEmplOrient	0	0	0	0	0	0
U00164	Budgeting Clinical Trials	2	1	0	4	3	7
U00095	Campus Security Authority	31	14	8	101	144	154
U00065	Cash Control	4	2	4	4	7	14
U10072	CDS Sustainability	0	0	0	0	0	0
U00068	Chemical Waste Management	187	132	118	142	575	579
U00165	Child Protection	0	1	0	3	3	4
U40061	Child Protection at UCCS	0	0	0	1	2	1
U00092	Concur-Booking Travel	10	9	11	15	15	45
U00093	Concur-Reconcile Proc Card	15	12	27	18	34	72
U00094	Concur-Reconcile Travel	8	7	16	15	18	46
U10063	Confidentiality&Compliance	3	2	3	1	7	9
U00189	ContrUnclassInform	0	0	2	1	3	3
U00199	Cornerstone Supervisor	1	0	1	0	7	2
U10095	COVID-19OccupationalSafety	1	0	0	0	2	1
U10117	CSFReasonableSuspicionSup	0	0	0	0	0	0
U10118	CSFReasonableSuspPolicy	0	0	0	1	0	1
U00195	CSI Resident Room Training	0	0	1	0	5	1
U10116	CU Athletics–DEI	0	0	0	0	0	0
U00081	CU Marketplace - Approver	11	4	8	12	17	35
U00091	CU Marketplace - Inv Approve	7	4	5	9	18	25
U00090	CU Marketplace - Receiver	3	4	2	8	16	17
U00084	CU Marketplace - Requestor	30	19	19	45	80	113
U00080	CU Marketplace - Shopper	25	23	27	32	62	107
U00121	CU Medicine: Track 1	1	0	0	0	16	1
U00168	CU Medicine: Track 10	1	1	0	0	10	2
U00169	CU Medicine: Track 11	1	0	0	0	4	1
U00170	CU Medicine: Track 12	0	0	0	0	6	0
U00204	CU Medicine: Track 13	1	0	1	1	16	3
U00122	CU Medicine: Track 2	1	0	0	0	6	1
U00123	CU Medicine: Track 3	10	0	2	0	37	12
U00124	CU Medicine: Track 4	5	1	1	1	35	8
U00125	CU Medicine: Track 5	1	0	0	0	7	1
U00126	CU Medicine: Track 6	0	1	0	0	6	1
U00137	CU Medicine: Track 7	0	0	1	0	7	1
U00127	CU Medicine: Track 8	0	0	0	0	4	0
U00167	CU Medicine: Track 9	5	2	1	0	40	8
A00144	CU-SIS Student Financials	9	19	6	13	39	47
U00206	DataCenterPolicyProcedure	5	6	27	4	0	42
U00138	Defensive Driving	76	89	67	23	184	255
U00059	Direct Charging	4	2	4	5	17	15

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CU Custom Course Completions – UCD Campuses Individual FY 2022-(*continued*)

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	UCD Q1 FY2022	UCD Q2 FY2022	UCD Q3 FY2022	UCD Q4 FY2022	UCD FY 2021	UCD FY 2022
S10007	Discrim&Misconduct-UCB-SYS	10	9	15	7	297	41
U00135	Discrim&Misconduct-UCCS	13	11	12	7	55	43
U00067	Discrim&Misconduct-UCD	547	280	328	257	1,015	1,412
U10081	EMCE-ADA	0	1	0	0	2	1
U10083	EMCE-CORA	0	1	2	0	3	3
U10084	EMCE-Employee Discipline	0	1	1	0	3	2
U10085	EMCE-FERPA	0	1	1	1	2	3
U10088	EMCE-FLSA	0	1	1	0	3	2
U10086	EMCE-FMLA	0	1	2	0	3	3
U10087	EMCE-FSAP	0	1	2	0	3	3
U10089	EMCE-OnboardNewHires	0	1	1	0	4	2
U10090	EMCE-PolicyFramewInfrast	0	1	0	0	3	1
U10091	EMCE-PositionMngComp	0	1	0	0	2	1
U10092	EMCE-RecruitHireStaff	0	1	0	0	2	1
U10082	EMCE-The Clery Act	0	1	0	0	3	1
U00055	ePER	4	2	5	4	14	15
U00112	Faculty Diversity Search	1	2	7	5	25	15
U00160	Family Medical Leave	2	2	0	3	7	7
U00049	FERPA	264	125	142	112	510	643
U00156	FERPA Faculty	70	22	55	29	125	176
U10102	Financial Systems Overview	1	2	2	3	2	8
U10115	FinancialEnvirOverview	0	0	0	0	0	0
F00001	Fiscal Code of Ethics	185	128	196	142	385	651
F00002	Fiscal Code of Ethics-Officers	22	11	17	14	42	64
U00141	FM: Bloodborne Pathogens	12	16	79	18	134	125
U00072	Form I-9	12	9	7	9	23	37
U00082	Gift Fund Management	4	3	3	1	13	11
U00145	HCM Fundamentals	41	25	31	26	57	123
U00185	HCM Hiring Employees	7	4	6	2	10	19
U00147	HCM Paying People	22	16	19	15	34	72
U00149	HCM Recruiting with CU Careers	24	19	18	19	33	80
U00163	HCM Updating Data	27	22	20	16	36	85
A00020	HIPAA Regulations	137	79	90	93	344	399
U40060	HIPAA Regulations UCCS	0	0	0	1	6	1
U00159	HIPAA Regulations-CUSystem	24	19	25	23	51	91
U10114	HWS-Infection Control	1	1	1	0	0	3
U00077	Identity Theft Prevention	0	0	0	0	0	0
U10101	Inclusive Staff Hiring	1	1	0	8	2	10
U00063	Information Security	398	210	279	238	840	1,125
U00064	Information Security ITS	12	10	10	13	25	45
U10098	INSTAAR Inclusion	0	0	0	0	1	0
U10065	Intro to Export Controls	2	1	0	0	0	3
A00140	Introduction to CU-SIS	120	84	84	65	263	353
U00087	IT Confidentiality Agreement	31	25	25	15	66	96
U00143	IT Security PCI DSS v3	2	1	1	0	2	4
U00050	Lab Safety	84	39	54	70	200	247
U10061	LASP Export Compliance	1	0	0	1	0	2
U00101	Lesion Measurement Criteria	0	0	0	0	1	0
U00155	Longitudinal Pro Mentoring	0	0	0	1	3	1
U00150	My Leave for Supervisors	8	3	3	7	14	21
U00136	N95 Respirator Safety	45	40	32	79	194	196
U10119	Navigating Practice Mgt	0	0	0	0	0	0
U00070	New Employee Orientation	2	1	2	2	27	7
U00205	NewPIClinResOrientation	1	1	0	1	1	3
U00132	NIH Guidelines for rDNA	0	2	4	4	7	10
U60007	OLAR Animal Program Orient	18	6	8	23	50	55
U60006	OLAR Disease Prev & Cont	17	7	9	22	57	55
U60005	OLAR Standard Opr Proc	15	7	9	23	60	54
U10113	OM Training	0	0	0	0	0	0

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U00212	OnCore 22	0	0	27	27	0	54
U00214	OnCore 23	0	0	0	10	0	10
U00211	OnCore10	0	0	17	21	0	38
U00162	Payment Card Security-SYS	5	7	5	14	16	31
A00106	Peoplesoft Fin: Journal Entry	18	8	6	6	20	38
A00105	PeopleSoft Finance: Inquiry	19	11	13	18	44	61
U00115	Perf Mgmt Classified UCB	0	0	0	1	1	1
U00062	Performance Management	11	14	11	10	28	46
U10112	PHP101	5	0	0	0	0	5
A00025	Procurement Card Approving	14	3	6	10	19	33
U00053	Procurement Card Holder	33	34	44	37	80	148
U00208	Procurement Fundamentals	0	0	3	6	0	9
A00109	Procurement Purchasing	68	52	58	62	143	240
U10093	Promoting Safe Interactions	1	0	0	4	1	5
U10111	PRR	5	4	6	4	0	19
U00131	Radiation Safety	2	6	3	7	16	18
U00100	Radiation Safety Refresher	4	8	12	8	27	32
U00089	Regulated Medical Waste	64	73	76	95	254	308
U00201	RIC MRI Safety Training	3	3	3	2	5	11
U10070	Safe Food Handling Quiz	0	0	0	0	1	0
U00154	Safety Driving 15-Pass Van	2	0	1	2	2	5
U00119	SDM-BloodBorne Pathogens	26	23	6	6	47	61
U00120	SDM-Chemical Waste Management	30	22	7	8	55	67
U00066	Search Committee Training	111	149	82	71	308	413
C20003	Shipping Bio Materials	36	34	44	41	117	155
U00187	SK ILT Admin Training	2	3	1	1	2	7
U00190	Skillsoft Reports	2	2	2	2	2	8
U00192	SMART Performance Goals	7	3	3	2	15	15
U00193	State Classified Rules	9	2	8	2	11	21
U00209	SupportEmplAffectedCancer	0	0	0	1	0	1
U00191	Sustainability	2	0	3	2	3	7
U00207	TotalWorkerHealth101	0	3	3	3	0	9
U00078	Travel and Travel Card	24	18	41	45	28	128
U00166	UAS Refresher	0	0	0	0	0	0
U10099	UCB Budget	0	1	0	0	1	1
U00198	UCH: ObHemorrhageMng	0	0	0	0	7	0
U00202	UCH: PregHypertensionMngm	0	0	0	0	2	0
U10075	VCIS-Animal Facility Access	0	0	0	0	1	0
U10105	VCIS-BatteryChargeChangeSafety	1	0	0	0	0	1
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	0	0	2	1	0	3
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	1	0	0	0	1
U10109	VCIS-Sign In Sign Out LOTO	0	0	0	0	0	0
U10106	VCIS-Silica Awareness Training	0	0	0	0	0	0
U10079	VCIS-String Trimmer Safety	0	0	0	0	1	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	1	0	0	0	1
U00128	Veteran Educators Training	12	0	12	0	21	24
U10069	WHS Infection Cont. NonCli	0	0	0	0	0	0
U10064	WHS Infection Control	0	0	0	0	2	0
U10062	WHS Safety & Risk Mgmt	0	2	2	0	4	4
U00144	Working in Animal Housing	52	2	2	2	66	58
U00217	Workplace Mental Health	0	0	0	7	0	7
TOTALS		**3,446**	**2,346**	**2,726**	**2,582**	**14,483**	**11,100**