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

Employee Skillsoft Utilization-All Campuses Compilation

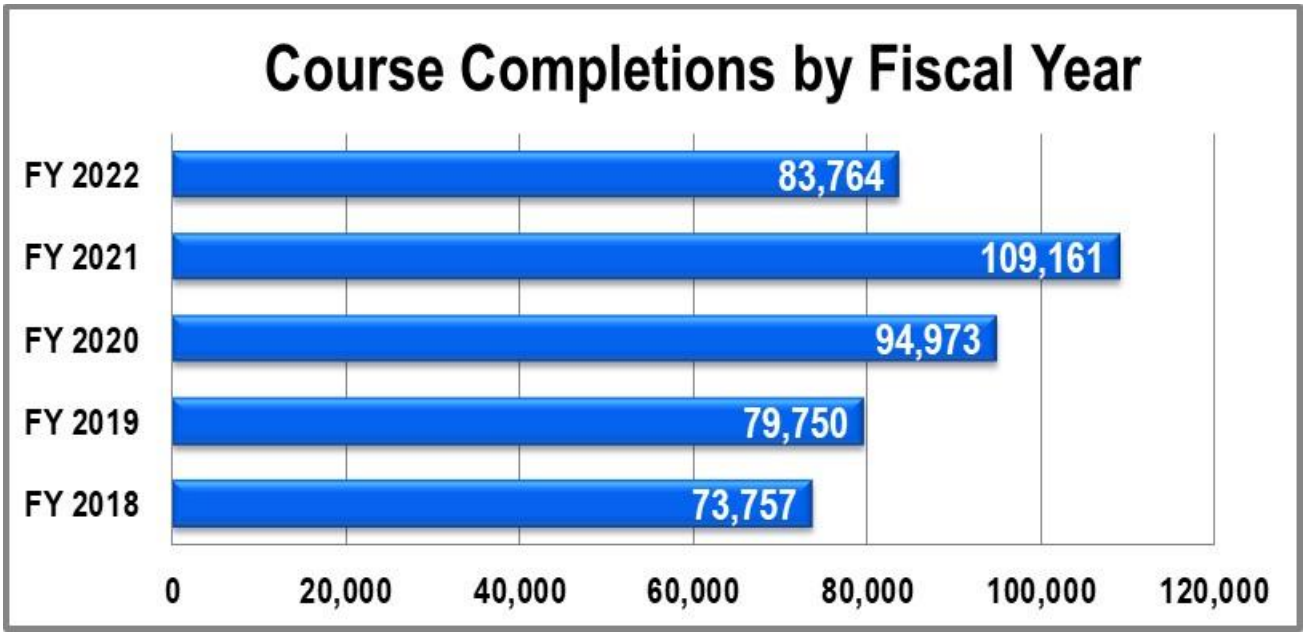
Fiscal Year Annual Report-2022

This fiscal year report summarizes 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 completions on **CU Custom courses** for this FY 2022 Annual Report. It also includes the completion data totals for FY 2021 comparison to FY 2022 course utilization.

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

CU Custom Course Completions – All Campuses Compilation

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	Q1 FY2022	Q2 FY2022	Q3 FY2022	Q4 FY2022	ALL FY 2021	ALL FY 2022	UCB-1 FY 2022	UCCS-4 FY 2022	SYS-5 FY 2022	AMC-2 FY 2022	UCD 3&6 FY 2022
U00200	A2E Basics	27	20	16	23	39	86	5	0	0	75	6
U10071	A9 Identified Basics	205	68	97	16	230	386	383	0	2	1	0
U00153	Accessibility Digital Comm	12	8	17	14	38	51	36	1	5	4	5
U10103	Accounting Overview	0	0	0	0	0	0	0	0	0	0	0
U10073	Active Harmer-CU Boulder	184	49	93	78	113	404	386	2	0	11	5
U00134	Active Shooter Awareness	122	69	88	80	205	359	113	69	1	141	35
U00057	ADA	319	259	270	214	438	1,062	140	156	8	459	299
U00171	Advance Committees Forms	3	4	5	4	16	16	6	1	5	2	2
U00194	Advance Contact Reports	3	3	13	7	5	26	12	2	10	0	2
U00197	Advance Transmittals	3	0	6	5	9	14	6	2	5	1	0
U00109	Advance Web-Nav and Reports	31	35	38	42	83	146	75	10	36	15	10
U10068	Advanced Export Compliance	1	0	2	1	5	4	3	0	1	0	0
U00188	AdvanceMed Access	5	11	13	17	16	46	6	1	23	14	2
U00203	AdvMobileSecurity	5	5	11	11	93	32	8	6	10	6	2
U00152	Animal Program Refresher	63	8	4	9	28	84	1	0	1	78	4
U00215	AscendAssignmentStrategies	0	0	0	23	0	23	7	3	5	4	4
U00213	AscendContactReports	0	0	11	22	0	33	12	5	9	5	2
U00216	AscendSubmittingProposals	0	0	0	24	0	24	6	3	4	7	4
U00069	Bloodborne Pathogens	1,142	1,576	1,103	1,345	4,804	5,166	306	41	4	4,266	549
U10096	BookStoreNewEmplOrient	0	0	0	1	134	1	1	0	0	0	0
U00164	Budgeting Clinical Trials	16	9	3	15	29	43	0	0	0	36	7
U00095	Campus Security Authority	408	95	164	272	713	939	616	32	3	134	154
U00065	Cash Control	24	15	25	26	37	90	29	27	2	18	14
U10072	CDS Sustainability	168	56	76	8	191	308	306	0	1	1	0
U00068	Chemical Waste Management	1,102	1,143	823	1,169	4,042	4,237	259	10	2	3,387	579
U00165	Child Protection	1	7	9	29	12	46	26	1	2	13	4
U40061	Child Protection at UCCS	29	7	7	30	48	73	0	70	1	1	1
U00092	Concur-Booking Travel	82	66	100	115	127	363	137	18	21	142	45
U00093	Concur-Reconcile Proc Card	117	115	131	134	225	497	137	24	11	253	72
U00094	Concur-Reconcile Travel	71	74	108	109	118	362	125	21	22	148	46
U10063	Confidentiality&Compliance	65	68	148	34	349	315	288	2	0	16	9
U00189	ContrUnclassInform	6	5	10	38	17	59	37	11	6	2	3
U00199	Cornerstone Supervisor	13	7	16	13	75	49	19	10	9	9	2
U10095	COVID-19OccupationalSafety	27	0	0	0	216	27	12	1	1	12	1
U10117	CSFReasonableSuspicionSup	0	0	2	32	0	34	32	0	1	1	0
U10118	CSFReasonableSuspPolicy	0	0	0	116	0	116	114	0	1	0	1
U00195	CSI Resident Room Training	2	2	2	2	20	8	0	0	0	7	1
U10116	CU Athletics–DEI	0	0	8	6	0	14	10	0	1	3	0
U00081	CU Marketplace - Approver	52	30	59	65	167	206	63	16	16	76	35
U00091	CU Marketplace - Inv Approve	38	34	48	43	129	163	64	9	6	59	25
U00090	CU Marketplace - Receiver	48	51	50	59	128	208	62	22	9	98	17
U00084	CU Marketplace - Requestor	225	226	202	257	538	910	254	70	25	448	113
U00080	CU Marketplace - Shopper	235	177	227	243	572	882	417	45	23	290	107
U00121	CU Medicine: Track 1	49	9	7	8	463	73	5	0	0	67	1
U00168	CU Medicine: Track 10	21	5	4	0	316	30	0	0	0	28	2
U00169	CU Medicine: Track 11	3	0	1	0	79	4	0	0	0	3	1
U00170	CU Medicine: Track 12	5	3	0	0	57	8	0	0	0	8	0
U00204	CU Medicine: Track 13	30	8	8	3	220	49	4	0	0	42	3
U00122	CU Medicine: Track 2	12	6	7	0	194	25	0	0	0	24	1
U00123	CU Medicine: Track 3	98	19	18	3	1,123	138	3	0	1	122	12
U00124	CU Medicine: Track 4	56	28	40	11	924	135	6	0	0	121	8
U00125	CU Medicine: Track 5	30	7	7	2	211	46	6	0	0	39	1
U00126	CU Medicine: Track 6	11	7	1	1	141	20	0	0	0	19	1
U00137	CU Medicine: Track 7	8	7	4	2	167	21	1	0	0	19	1
U00127	CU Medicine: Track 8	0	0	0	0	55	0	0	0	0	0	0
U00167	CU Medicine: Track 9	30	13	23	6	300	72	4	1	0	59	8
A00144	CU-SIS Student Financials	45	42	28	46	87	161	71	30	8	5	47
U00206	DataCenterPolicyProcedure	18	22	47	14	0	101	22	10	4	23	42
U00138	Defensive Driving	306	237	215	241	521	999	567	70	2	105	255

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

CU Custom Course Completions – All Campuses Compilation (*continued*)

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	Q1 FY2022	Q2 FY2022	Q3 FY2022	Q4 FY2022	ALL FY 2021	ALL FY 2022	UCB-1 FY 2022	UCCS-4 FY 2022	SYS-5 FY 2022	AMC-2 FY 2022	UCD 3&6 FY 2022
U00059	Direct Charging	28	55	27	32	98	142	57	22	0	48	15
S10007	Discrim&Misconduct-UCB-SYS	1,853	803	954	836	14,594	4,446	4,124	23	199	59	41
U00135	Discrim&Misconduct-UCCS	508	271	315	190	2,980	1,284	91	1,098	5	47	43
U00067	Discrim&Misconduct-UCD	1,153	745	828	1,198	2,755	3,924	182	19	13	2,298	1,412
U10081	EMCE-ADA	5	7	6	7	41	25	20	1	1	2	1
U10083	EMCE-CORA	7	15	13	15	63	50	37	2	1	7	3
U10084	EMCE-Employee Discipline	6	11	7	12	44	36	26	2	1	5	2
U10085	EMCE-FERPA	6	9	6	11	50	32	24	1	1	3	3
U10088	EMCE-FLSA	6	8	6	8	48	28	22	1	1	2	2
U10086	EMCE-FMLA	5	10	7	10	49	32	25	1	1	2	3
U10087	EMCE-FSAP	7	12	7	9	55	35	26	2	1	3	3
U10089	EMCE-OnboardNewHires	5	9	6	8	49	28	22	1	1	2	2
U10090	EMCE-PolicyFramewInfrast	5	8	5	8	42	26	22	0	0	3	1
U10091	EMCE-PositionMngComp	5	8	5	9	39	27	23	0	0	3	1
U10092	EMCE-RecruitHireStaff	4	7	5	8	44	24	20	0	0	3	1
U10082	EMCE-The Clery Act	5	8	7	0	49	20	15	1	1	2	1
U00055	ePER	55	28	48	45	183	176	27	39	0	95	15
U00112	Faculty Diversity Search	67	105	134	58	672	364	249	26	0	74	15
U00160	Family Medical Leave	18	23	10	18	75	69	18	2	7	35	7
U00049	FERPA	924	579	687	522	2,026	2,712	1,374	296	126	273	643
U00156	FERPA Faculty	315	122	175	103	531	715	236	122	6	175	176
U10102	Financial Systems Overview	20	34	36	31	21	121	56	14	9	34	8
U10115	FinancialEnvirOverview	0	0	31	21	0	52	41	1	4	6	0
F00001	Fiscal Code of Ethics	1,572	1,101	1,319	1,120	3,045	5,112	2,020	946	101	1,394	651
F00002	Fiscal Code of Ethics-Officers	125	102	119	114	283	460	155	66	21	154	64
U00141	FM: Bloodborne Pathogens	97	74	148	120	449	439	64	10	0	240	125
U00072	Form I-9	38	29	31	47	123	145	17	13	4	74	37
U00082	Gift Fund Management	44	48	40	44	179	176	92	15	8	50	11
U00145	HCM Fundamentals	171	130	173	148	371	622	201	63	37	198	123
U00185	HCM Hiring Employees	20	10	15	12	28	57	8	10	1	19	19
U00147	HCM Paying People	99	88	95	99	235	381	109	51	20	129	72
U00149	HCM Recruiting with CU Careers	94	76	84	78	189	332	68	46	12	126	80
U00163	HCM Updating Data	104	100	101	110	242	415	117	56	20	137	85
A00020	HIPAA Regulations	707	605	531	904	2,326	2,747	165	17	70	2,096	399
U40060	HIPAA Regulations UCCS	36	28	84	37	208	185	4	167	1	12	1
U00159	HIPAA Regulations-CUSystem	195	200	206	225	557	826	172	22	225	316	91
U10114	HWS-Infection Control	15	45	73	25	0	158	130	9	1	15	3
U00077	Identity Theft Prevention	13	10	15	9	72	47	26	11	1	9	0
U10101	Inclusive Staff Hiring	24	24	27	166	72	241	201	20	2	8	10
U00063	Information Security	2,116	1,364	1,694	1,878	5,082	7,052	2,401	1,004	147	2,375	1,125
U00064	Information Security ITS	65	83	216	94	312	458	334	15	21	43	45
U10098	INSTAAR Inclusion	0	0	0	0	18	0	0	0	0	0	0
U10065	Intro to Export Controls	29	19	14	16	67	78	43	27	3	2	3
A00140	Introduction to CU-SIS	313	293	234	249	695	1,089	445	183	20	88	353
U00087	IT Confidentiality Agreement	178	173	290	148	618	789	476	46	76	95	96
U00143	IT Security PCI DSS v3	11	3	14	10	19	38	18	8	5	3	4
U00050	Lab Safety	551	287	299	484	1,157	1,621	111	5	1	1,257	247
U10061	LASP Export Compliance	25	20	34	50	78	129	125	0	1	1	2
U00101	Lesion Measurement Criteria	0	0	0	0	4	0	0	0	0	0	0
U00155	Longitudinal Pro Mentoring	2	2	0	1	8	5	0	0	0	4	1
U00150	My Leave for Supervisors	35	21	12	26	71	94	21	14	4	34	21
U00136	N95 Respirator Safety	249	186	233	328	970	996	60	2	0	738	196
U10119	Navigating Practice Mgt	0	0	0	1	0	1	0	0	1	0	0
U00070	New Employee Orientation-SYS	48	53	33	38	141	172	56	8	83	18	7
U00205	NewPIClinResOrientation	5	3	8	4	6	20	0	0	0	17	3
U00132	NIH Guidelines for rDNA	31	29	26	42	95	128	7	2	0	109	10
U60007	OLAR Animal Program Orient	226	89	72	162	456	549	29	0	0	465	55
U60006	OLAR Disease Prev & Cont	200	88	71	160	485	519	29	0	0	435	55
U60005	OLAR Standard Opr Proc	195	89	72	161	495	517	29	0	0	434	54
U10113	OM Training	5	22	26	5	0	58	56	0	1	1	0

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

CU Custom Course Completions – All Campuses Compilation (*continued*)

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	Q1 FY2022	Q2 FY2022	Q3 FY2022	Q4 FY2022	ALL FY 2021	ALL FY 2022	UCB-1 FY 2022	UCCS-4 FY 2022	SYS-5 FY 2022	AMC-2 FY 2022	UCD 3&6 FY 2022
U00212	OnCore 22	0	0	102	113	0	215	14	0	1	146	54
U00214	OnCore 23	0	0	0	32	0	32	0	0	1	21	10
U00211	OnCore10	0	0	70	76	0	146	9	0	1	98	38
U00162	Payment Card Security-SYS	44	37	67	103	130	251	121	35	18	46	31
A00106	Peoplesoft Fin: Journal Entry	79	74	80	71	217	304	107	38	19	102	38
A00105	PeopleSoft Finance: Inquiry	113	119	135	131	304	498	163	64	27	183	61
U00115	Perf Mgmt Classified UCB	8	5	10	6	28	29	24	2	0	2	1
U00062	Performance Management	45	46	38	31	80	160	13	10	10	81	46
U10112	PHP101	218	35	25	15	0	293	275	2	2	9	5
A00025	Procurement Card Approving	70	40	57	65	127	232	80	26	11	82	33
U00053	Procurement Card Holder	419	351	353	377	835	1,500	745	112	23	472	148
U00208	Procurement Fundamentals	0	0	79	68	0	147	58	18	7	55	9
A00109	Procurement Purchasing	589	471	468	502	1,240	2,030	916	131	34	709	240
U10093	Promoting Safe Interactions	21	1	3	97	100	122	111	1	1	4	5
U10111	PRR	128	156	133	54	0	471	440	2	5	5	19
U00131	Radiation Safety	32	21	31	40	97	124	17	0	0	89	18
U00100	Radiation Safety Refresher	43	88	71	59	279	261	11	0	0	218	32
U00089	Regulated Medical Waste	645	685	525	754	2,277	2,609	170	6	2	2,123	308
U00201	RIC MRI Safety Training	21	8	13	15	26	57	5	0	0	41	11
U10070	Safe Food Handling Quiz	173	59	86	10	214	328	326	0	1	1	0
U00154	Safety Driving 15-Pass Van	42	19	33	32	35	126	96	13	0	12	5
U00119	SDM: BloodBorne Pathogens	144	162	97	95	498	498	25	2	0	410	61
U00120	SDM: Chemical Waste Management	156	152	111	104	521	523	30	3	0	423	67
U00066	Search Committee Training	408	467	425	331	1,323	1,631	98	336	21	763	413
C20003	Shipping Bio Materials	276	283	260	282	917	1,101	75	3	1	867	155
U00187	SK ILT Admin Training	8	6	5	5	14	24	7	1	3	6	7
U00190	Skillsoft Reports	8	5	9	10	19	32	8	5	5	6	8
U00192	SMART Performance Goals	16	20	7	9	41	52	1	1	10	25	15
U00193	State Classified Rules	25	14	16	8	27	63	3	2	1	36	21
U00209	SupportEmplAffectedCancer	0	0	6	2	0	8	0	0	1	6	1
U00191	Sustainability	6	13	16	9	47	44	12	9	5	11	7
U00207	TotalWorkerHealth101	0	18	20	19	0	57	17	4	4	23	9
U00078	Travel and Travel Card	308	261	376	464	326	1,409	728	128	66	359	128
U00166	UAS Refresher	2	0	0	0	0	2	2	0	0	0	0
U10099	UCB Budget	0	7	3	6	28	16	15	0	0	0	1
U00198	UCH: ObHemorrhageMng	0	0	0	0	133	0	0	0	0	0	0
U00202	UCH: PregHypertensionMngm	0	1	3	0	56	4	0	0	0	4	0
U10075	VCIS-Animal Facility Access	6	9	9	0	54	24	19	0	0	5	0
U10105	VCIS-BatteryChargeChangeSafety	4	0	1	11	2	16	15	0	0	0	1
U10107	VCIS-Heavy Metals Safety	4	6	7	2	6	19	18	1	0	0	0
U10108	VCIS-Hydrogen Sulfide Awareness	7	2	6	2	3	17	16	1	0	0	0
U10104	VCIS-LOTO Safety Program	46	4	4	3	5	57	57	0	0	0	0
U10078	VCIS-Motorized Offroad Vehicles	32	10	15	40	32	97	94	0	0	0	3
U10080	VCIS-No Smoking Policy	7	13	20	10	54	50	49	0	0	1	0
U10077	VCIS-Reasonable Suspicion Sup	0	0	0	2	5	2	2	0	0	0	0
U10076	VCIS-ReasonableSuspicionPolicy	5	14	17	14	35	50	48	0	0	1	1
U10109	VCIS-Sign In Sign Out LOTO	46	11	3	3	2	63	63	0	0	0	0
U10106	VCIS-Silica Awareness Training	2	7	10	7	3	26	26	0	0	0	0
U10079	VCIS-String Trimmer Safety	5	4	4	6	22	19	18	1	0	0	0
U10110	VCIS-SynthVitrFibersAwareness	8	7	9	8	2	32	31	0	0	1	0
U10100	VCIS-Vol Use Respirator ACK	0	0	0	0	0	0	0	0	0	0	0
U10074	VCIS-Winter Injury Prevention	16	50	27	15	77	108	106	0	0	1	1
U00128	Veteran Educators Training	69	25	22	9	117	125	10	86	0	5	24
U10069	WHS Infection Control NonClin	6	3	2	0	67	11	10	1	0	0	0
U10064	WHS Infection Control-Clin	22	6	6	1	159	35	33	0	0	2	0
U10062	WHS Safety & Risk Mgmt	40	49	130	19	274	238	225	0	0	9	4
U00144	Working in Animal Housing	87	13	7	15	102	122	2	0	0	62	58
U00217	Workplace Mental Health	0	0	0	19	0	19	0	0	1	11	7
TOTALS		22,680	16,943	18,181	19,543	103,437	77,347	25,298	6,356	1,853	32,740	11,100