

Employee Skillsoft Utilization-All Campuses Compilation

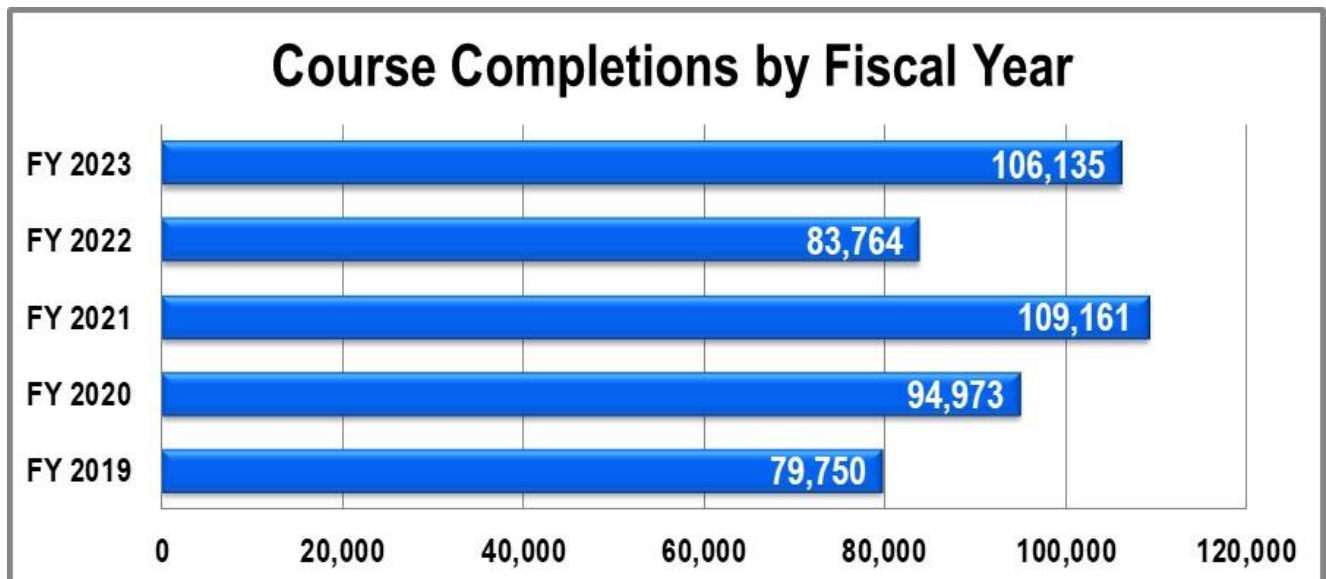
Fiscal Year Annual Report-2023

This fiscal year report summarizes 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 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. These COVID courses were retired in FY 2021.

The following pages include a breakdown of total completions by quarter on CU Custom courses for this FY 2023 Annual Report. It also includes the annual completion data totals for FY 2022, for comparison to FY 2023 course utilization. The pages also include the Annual course completion totals for FY 2023 by each Campus for reference.

CU Custom Course Completions – All Campuses Compilation

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	Q1 FY2023	Q2 FY2023	Q3 FY2023	Q4 FY2023	ALL FY 2022	ALL FY 2023	UCB-1 FY 2023	UCCS-4 FY 2023	SYS-5 FY 2023	AMC-2 FY 2023	UCD-3&6 FY 2023
U00200	A2E Basics	11	16	19	16	86	62	1	0	1	56	4
U10071	A9 Identified Basics	240	34	89	37	386	400	398	1	0	1	0
U00153	Accessibility Digital Comm	22	21	16	12	51	71	54	7	4	2	4
U10103	Accounting Overview	36	21	31	37	0	125	66	11	2	35	11
U10073	Active Harmer-CU Boulder	155	47	118	105	404	425	403	1	1	16	4
U00134	Active Shooter Awareness	227	58	74	95	359	454	105	36	7	246	60
U00057	ADA	387	217	208	312	1,062	1,124	126	122	37	588	251
U00171	Advance Committees Forms	5	2	7	2	16	16	10	1	3	0	2
U00194	Advance Contact Reports	8	5	4	1	26	18	11	3	1	0	3
U00197	Advance Transmittals	6	4	3	3	14	16	8	1	5	1	1
U00109	Advance Web-Nav and Reports	59	36	40	8	146	143	76	17	24	16	10
U00188	AdvanceMed Access	15	4	9	2	46	30	9	1	13	5	2
U00203	AdvMobileSecurity	4	2	5	10	32	21	10	5	4	2	0
U00152	Animal Program Refresher	72	9	6	5	84	92	4	1	0	78	9
U00215	AscendAssignmentStrategies	32	13	22	34	23	101	33	7	33	16	12
U00213	AscendContactReports	50	17	39	70	33	176	73	12	46	23	22
U00219	AscendMedicalDataOverview	119	16	21	16	0	172	24	8	71	61	8
U00216	AscendSubmittingProposals	30	14	32	55	24	131	50	15	39	15	12
U00069	Bloodborne Pathogens	1,227	1,306	1,065	1,344	5,166	4,942	276	65	0	4,146	455
U10096	BookStoreNewEmplOrient	0	0	0	0	1	0	0	0	0	0	0
U00164	Budgeting Clinical Trials	5	12	5	5	43	27	1	0	0	22	4
U00095	Campus Security Authority	384	105	149	184	939	822	558	12	1	127	124
U00065	Cash Control	32	12	21	18	90	83	38	11	3	24	7
U10072	CDS Sustainability	187	29	74	28	308	318	316	1	0	1	0
U00068	Chemical Waste Management	1,064	1,078	801	1,173	4,237	4,116	237	18	0	3,370	491
U00165	Child Protection	1	1	1	40	46	43	12	0	0	28	3
U40061	Child Protection at UCCS	2	3	2	55	73	62	0	60	1	0	1
U00092	Concur-Booking Travel	0	0	0	0	363	0	0	0	0	0	0
U00093	Concur-Reconcile Proc Card	0	0	0	0	497	0	0	0	0	0	0
U00094	Concur-Reconcile Travel	0	0	0	0	362	0	0	0	0	0	0
U10063	Confidentiality&Compliance	59	62	133	36	315	290	258	1	0	28	3
U00189	ContrUnclassInform	21	14	78	17	59	130	115	4	2	4	5
U10117	CSFReasonableSuspicionSup	1	3	2	10	34	16	16	0	0	0	0
U10118	CSFReasonableSuspPolicy	6	3	11	44	116	64	61	0	1	1	1
U00195	CSI Resident Room Training	7	3	3	0	8	13	0	0	0	11	2
U00218	CU Ascend Overview	396	53	66	71	0	586	267	41	152	83	43
U10116	CU Athletics-DEI	38	10	41	18	14	107	89	1	0	15	2
U00081	CU Marketplace - Approver	88	57	63	71	206	279	84	19	25	124	27
U00091	CU Marketplace - Inv Approve	67	49	52	56	163	224	68	19	6	106	25
U00090	CU Marketplace - Receiver	64	40	56	64	208	224	58	20	7	118	21
U00084	CU Marketplace - Requestor	268	182	235	213	910	898	249	58	20	471	100
U00080	CU Marketplace - Shopper	282	182	227	226	882	917	427	40	23	341	86
U00220	CUMarketplacePurchasing	0	77	80	65	0	222	77	21	7	91	26
A00144	CU-SIS Student Financials	60	52	41	24	161	177	53	38	7	24	55
U00224	Custodian Responsibilities	0	0	0	94	0	94	6	14	1	64	9
U00206	DataCenterPolicyProcedure	20	10	16	15	101	61	12	6	8	17	18
U00138	Defensive Driving	299	299	179	211	999	988	649	48	1	126	164
U00059	Direct Charging	37	22	23	38	142	120	30	23	2	54	11
S10007	Discrim&Misconduct-UCB-SYS	1,591	777	1,108	1,181	4,446	4,657	4,333	17	163	81	63
U00135	Discrim&Misconduct-UCCS	506	266	296	208	1,284	1,276	65	1,027	6	116	62
U00067	Discrim&Misconduct-UCD	12,132	2,375	1,600	2,004	3,924	18,111	816	87	37	12,474	4,697
U10081	EMCE-ADA	14	11	17	18	25	60	54	1	0	4	1
U10083	EMCE-CORA	15	15	21	25	50	76	66	2	1	6	1
U10084	EMCE-Employee Discipline	15	15	23	24	36	77	68	1	1	6	1
U10085	EMCE-FERPA	15	10	18	22	32	65	59	1	0	4	1
U10088	EMCE-FLSA	15	11	19	22	28	67	60	1	0	5	1
U10086	EMCE-FMLA	14	13	19	23	32	69	62	1	0	5	1
U10087	EMCE-FSAP	17	13	21	24	35	75	66	1	1	5	2

CU Custom Course Completions – All Campuses Compilation (continued)

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U10089	EMCE-OnboardNewHires	13	11	20	21	28	65	58	1	0	5	1
U10090	EMCE-PolicyFramewInfrast	12	9	14	20	26	55	51	1	0	2	1
U10091	EMCE-PositionMngComp	11	10	16	20	27	57	52	1	0	3	1
U10092	EMCE-RecruitHireStaff	11	11	17	18	24	57	53	1	0	2	1
U10082	EMCE-The Clery Act	13	10	17	20	20	60	55	1	0	3	1
U00055	ePER	75	35	35	79	176	224	44	44	4	104	28
U00112	Faculty Diversity Search	122	113	90	46	364	371	322	5	1	33	10
U00160	Family Medical Leave	30	24	29	24	69	107	23	14	39	23	8
U00049	FERPA	1,287	594	1,077	743	2,712	3,701	2,232	338	112	382	637
U00156	FERPA Faculty	305	117	167	124	715	713	213	121	2	217	160
U10102	Financial Systems Overview	50	26	40	26	121	142	71	13	16	36	6
U10115	FinancialEnvirOverview	21	13	19	10	52	63	58	0	1	4	0
F00001	Fiscal Code of Ethics	1,785	1,166	1,289	1,311	5,112	5,551	2,340	873	109	1,611	618
F00002	Fiscal Code of Ethics-Officers	167	81	121	103	460	472	163	60	12	186	51
U00141	FM: Bloodborne Pathogens	128	86	56	160	439	430	74	6	0	302	48
U00072	Form I-9	37	30	33	36	145	136	20	9	2	79	26
U10125	FoundConceptsPostAward	0	0	0	17	0	17	16	0	1	0	0
U00082	Gift Fund Management	55	52	61	87	176	255	113	20	11	84	27
U00145	HCM Fundamentals	172	155	157	154	622	638	191	70	41	253	83
U00185	HCM Hiring Employees	14	17	14	15	57	60	11	10	4	25	10
U00147	HCM Paying People	101	101	103	94	381	399	97	47	16	181	58
U00149	HCM Recruiting with CU Careers	80	69	83	74	332	306	50	39	9	161	47
U00163	HCM Updating Data	105	102	121	103	415	431	104	50	17	197	63
A00020	HIPAA Regulations	6,416	820	797	1,127	2,747	9,160	429	54	84	7,770	823
U40060	HIPAA Regulations UCCS	56	27	79	33	185	195	9	173	5	6	2
U00159	HIPAA Regulations-CUSystem	496	191	180	248	826	1,115	216	24	271	490	114
U10114	HWS-Infection Control	48	41	71	13	158	173	151	1	0	21	0
U00077	Identity Theft Prevention	10	7	5	13	47	35	23	2	2	7	1
U10101	Inclusive Staff Hiring	49	35	52	47	241	183	164	5	2	10	2
U00063	Information Security	2,397	1,489	1,702	2,175	7,052	7,763	2,820	966	132	2,664	1,181
U00064	Information Security ITS	107	120	99	484	458	810	649	13	20	67	61
U10065	Intro to Export Controls	31	14	20	20	78	85	62	22	1	0	0
A00140	Introduction to CU-SIS	399	278	320	231	1,089	1,228	504	181	22	128	393
U00221	IntroductiontoCornerstone	0	15	44	20	0	79	34	8	10	25	2
U00087	IT Confidentiality Agreement	262	183	157	294	789	896	562	61	39	136	98
U00143	IT Security PCI DSS v3	6	9	6	6	38	27	17	3	0	6	1
U00050	Lab Safety	550	282	282	470	1,621	1,584	85	10	1	1,290	198
U10061	LASP Export Compliance	30	20	27	48	129	125	123	0	1	1	0
U10124	Lifecycle of an Award	0	0	0	18	0	18	17	0	1	0	0
U00155	Longitudinal Pro Mentoring	2	1	0	0	5	3	0	0	1	2	0
U00150	My Leave for Supervisors	21	26	29	31	94	107	25	16	28	29	9
U00136	N95 Respirator Safety	251	150	257	133	996	791	38	4	0	642	107
U10119	Navigating Practice Mgt	9	2	3	0	1	14	11	0	1	0	2
U00070	New Employee Orientation-SYS	62	42	51	50	172	205	56	18	85	38	8
U00205	NewPIClinResOrientation	9	8	6	3	20	26	1	0	0	22	3
U00132	NIH Guidelines for rDNA	43	20	8	32	128	103	9	2	0	81	11
U60007	OLAR Animal Program Orient	197	83	88	160	549	528	36	3	0	430	59
U60006	OLAR Disease Prev & Cont	174	81	89	162	519	506	36	2	0	406	62
U60005	OLAR Standard Opr Proc	174	80	90	159	517	503	34	2	0	406	61
U10113	OM Training	1	8	9	3	58	21	21	0	0	0	0
U00212	OnCore 22	214	107	110	116	215	547	29	4	0	400	114
U00214	OnCore 23	32	22	20	16	32	90	4	0	0	69	17
U00211	OnCore10	124	67	64	78	146	333	15	2	0	263	53
U00162	Payment Card Security-SYS	186	61	104	78	251	429	188	74	23	98	46
A00106	Peoplesoft Fin: Journal Entry	95	82	105	80	304	362	128	33	25	138	38
A00105	PeopleSoft Finance: Inquiry	148	115	131	116	498	510	197	46	34	184	49
U00115	Perf Mgmt Classified UCB	5	4	9	8	29	26	24	0	1	1	0
U00062	Performance Management	31	40	91	30	160	192	25	4	14	130	19
U10112	PHP101	26	11	42	13	293	92	84	1	0	6	1

CU Custom Course Completions – All Campuses Compilation (continued)

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U10126	Post Award Fin Manag	0	0	0	16	0	16	15	0	1	0	0
A00025	Procurement Card Approving	69	64	67	65	232	265	102	27	9	92	35
U00053	Procurement Card Holder	540	375	383	398	1,500	1,696	860	109	22	543	162
U00208	Procurement Fundamentals	65	99	100	109	147	373	140	22	14	150	47
A00109	Procurement Purchasing	679	459	487	494	2,030	2,119	968	131	46	750	224
U10093	Promoting Safe Interactions	11	3	13	121	122	148	141	0	0	7	0
U10111	PRR	30	13	9	9	471	61	56	1	2	1	1
U00131	Radiation Safety	33	22	24	35	124	114	6	0	0	89	19
U00100	Radiation Safety Refresher	53	77	62	56	261	248	14	0	0	217	17
U00089	Regulated Medical Waste	678	502	469	652	2,609	2,301	122	20	0	1,932	227
U00226	ResearchersGuidetoGoogle	0	0	0	1	0	1	0	0	1	0	0
U00201	RIC MRI Safety Training	11	4	6	8	57	29	0	0	0	28	1
U10070	Safe Food Handling Quiz	214	29	73	32	328	348	346	1	0	1	0
U00154	Safety Driving 15-Pass Van	29	19	34	38	126	120	107	7	2	4	0
U00119	SDM: BloodBorne Pathogens	160	194	136	99	498	589	27	0	1	476	85
U00120	SDM: Chemical Waste Management	171	195	145	100	523	611	29	0	1	495	86
U00066	Search Committee Training	374	354	340	308	1,631	1,376	75	340	21	658	282
C20003	Shipping Bio Materials	254	183	204	267	1,101	908	44	6	1	768	89
U00187	SK ILT Admin Training	8	5	6	9	24	28	5	2	4	11	6
U10120	SkillsforMentalHealth	0	0	77	28	0	105	97	1	2	3	2
U00223	SkillsMentalHealthDenver	0	0	0	46	0	46	0	0	3	23	20
U00190	Skillsoft Reports	9	9	8	8	32	34	9	2	6	11	6
U00192	SMART Performance Goals	18	23	25	15	52	81	10	2	22	40	7
U10127	SpecialTopicsinPost Award	0	0	0	17	0	17	16	0	1	0	0
U10121	SpillPreventCountermeasure	0	0	4	11	0	15	11	0	2	2	0
U10123	Sponsored Research Basics	0	0	0	18	0	18	17	0	1	0	0
U00193	State Classified Rules	12	23	15	15	63	65	7	8	3	32	15
U00222	Suicide Prevention	0	0	41	23	0	64	26	2	2	26	8
U00209	SupportEmplIAffectedCancer	1	2	0	15	8	18	1	9	0	5	3
U00191	Sustainability	13	8	14	13	44	48	24	15	1	3	5
U00207	TotalWorkerHealth 101	2	3	3	3	57	11	1	0	1	5	4
U00078	Travel and Travel Card	590	330	483	461	1,409	1,864	984	126	69	486	199
U10099	UCB Budget	4	10	2	2	16	18	16	1	0	1	0
U00198	UCH: ObHemorrhageMng	0	0	0	0	0	0	0	0	0	0	0
U00202	UCH: PregHypertensionMngm	0	0	0	0	4	0	0	0	0	0	0
U00225	UCHQuality/SafetyGMEIncvtv	0	0	0	29	0	29	0	0	1	25	3
U10122	Urine hCG Annual Competency	0	0	0	5	0	5	4	0	1	0	0
U10075	VCIS-Animal Facility Access	3	5	3	4	24	15	9	0	2	4	0
U10105	VCIS-Battery Safety	8	1	1	2	16	12	7	2	1	0	2
U10107	VCIS-Heavy Metals Safety	0	1	1	0	19	2	1	1	0	0	0
U10108	VCIS-Hydrogen Sulfide Awareness	0	2	0	0	17	2	2	0	0	0	0
U10104	VCIS-LOTO Safety Program	1	7	0	0	57	8	8	0	0	0	0
U10078	VCIS-Motorized Offroad Vehicles	39	16	14	48	97	117	106	0	1	1	9
U10080	VCIS-No Smoking Policy	4	11	4	3	50	22	21	0	0	1	0
U10077	VCIS-Reasonable Suspicion Sup	0	2	2	1	2	5	3	0	1	1	0
U10076	VCIS-ReasonableSuspicionPolicy	4	11	3	2	50	20	19	0	1	0	0
U10109	VCIS-Sign In Sign Out LOTO	1	1	0	0	63	2	2	0	0	0	0
U10106	VCIS-Silica Awareness Training	0	1	1	3	26	5	2	0	0	2	1
U10079	VCIS-String Trimmer Safety	6	10	8	9	19	33	31	1	1	0	0
U10110	VCIS-SynthVitrFibersAwareness	0	0	0	0	32	0	0	0	0	0	0
U10100	VCIS-Vol Use Respirator ACK	0	0	0	0	0	0	0	0	0	0	0
U10074	VCIS-Winter Injury Prevention	6	18	8	11	108	43	42	0	1	0	0
U00128	Veteran Educators Training	65	21	19	13	125	118	16	78	0	5	19
U10062	WHS Safety & Risk Mgmt	46	46	126	25	238	243	223	0	0	16	4
U00144	Working in Animal Housing	25	9	13	11	122	58	2	0	0	47	9
U00217	Workplace Mental Health	66	12	9	10	19	97	34	5	5	35	18
TOTALS	TOTALS	41,984	18,258	19,477	21,979	77,347	101,698	29,112	6,285	2,220	50,118	13,963