

Employee Skillsoft Utilization-UCB Campus

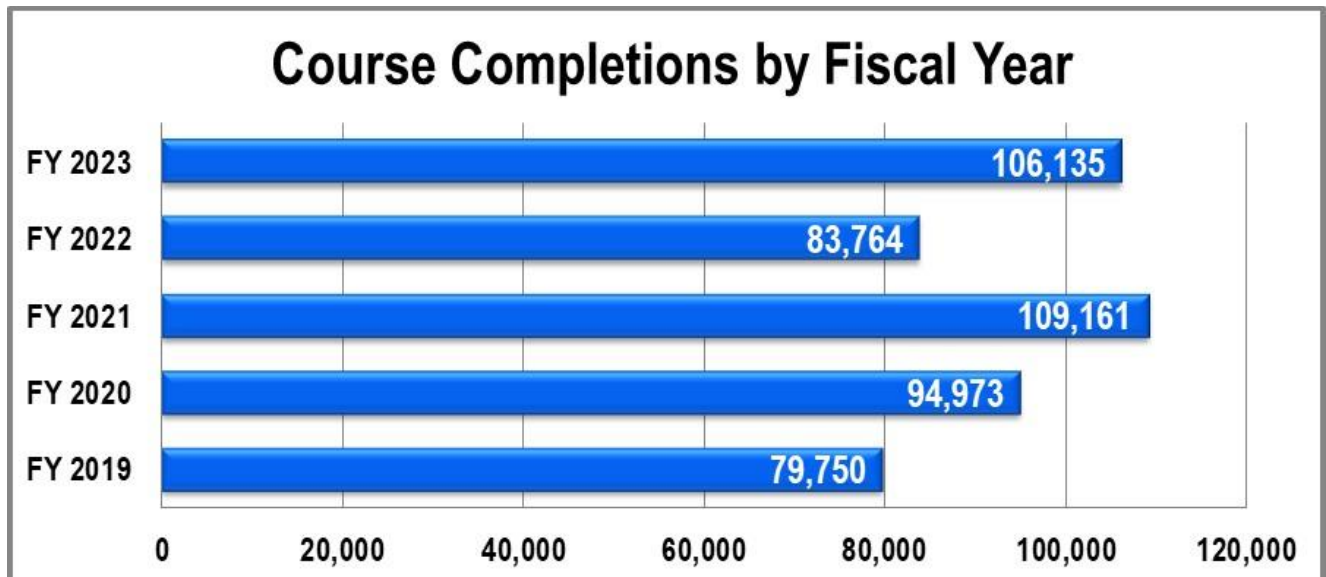
Fiscal Year Individual Campus Annual Report-2023

This fiscal year report summarizes **UCB** 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 continuing 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 substantially for those two years. These COVID courses were retired in FY 2021.

The following pages include a breakdown of the **UCB campus** individual completions on **CU Custom courses** for this FY 2023 Individual Campus Annual Report. It also includes the completion data totals for FY 2022, for comparison to FY 2023 course utilization.

CU Custom Course Completions – UCB Campus Individual FY 2023 Report

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	UCB Q1 FY2023	UCB Q2 FY2023	UCB Q3 FY2023	UCB Q4 FY2023	UCB FY 2022	UCB FY 2023
U00200	A2E Basics	0	1	0	0	5	1
U10071	A9 Identified Basics	240	33	88	37	383	398
U00153	Accessibility Digital Comm	14	17	12	11	36	54
U10103	Accounting Overview	19	14	19	14	0	66
U10073	Active Harmer-CU Boulder	144	42	113	104	386	403
U00134	Active Shooter Awareness	47	12	22	24	113	105
U00057	ADA	39	28	27	32	140	126
U00171	Advance Committees Forms	3	0	5	2	6	10
U00194	Advance Contact Reports	4	2	4	1	12	11
U00197	Advance Transmittals	3	2	2	1	6	8
U00109	Advance Web-Nav and Reports	31	18	22	5	75	76
U00188	AdvanceMed Access	3	2	3	1	6	9
U00203	AdvMobileSecurity	1	1	2	6	8	10
U00152	Animal Program Refresher	1	1	1	1	1	4
U00215	AscendAssignmentStrategies	9	2	10	12	7	33
U00213	AscendContactReports	16	4	18	35	12	73
U00219	AscendMedicalDataOverview	12	4	5	3	0	24
U00216	AscendSubmittingProposals	8	2	14	26	6	50
U00069	Bloodborne Pathogens	72	76	55	73	306	276
U10096	BookStoreNewEmpLOrient	0	0	0	0	1	0
U00164	Budgeting Clinical Trials	0	1	0	0	0	1
U00095	Campus Security Authority	246	64	121	127	616	558
U00065	Cash Control	12	6	12	8	29	38
U10072	CDS Sustainability	187	28	73	28	306	316
U00068	Chemical Waste Management	62	69	47	59	259	237
U00165	Child Protection	1	0	0	11	26	12
U40061	Child Protection at UCCS	0	0	0	0	0	0
U00092	Concur-Booking Travel	0	0	0	0	137	0
U00093	Concur-Reconcile Proc Card	0	0	0	0	137	0
U00094	Concur-Reconcile Travel	0	0	0	0	125	0
U10063	Confidentiality&Compliance	56	50	121	31	288	258
U00189	ContrUnclassInform	17	10	74	14	37	115
U10117	CSFReasonableSuspicionSup	1	3	2	10	32	16
U10118	CSFReasonableSuspPolicy	5	3	9	44	114	61
U00195	CSI Resident Room Training	0	0	0	0	0	0
U00218	CU Ascend Overview	164	23	37	43	0	267
U10116	CU Athletics-DEI	29	7	36	17	10	89
U00081	CU Marketplace - Approver	30	17	17	20	63	84
U00091	CU Marketplace - Inv Approve	24	19	12	13	64	68
U00090	CU Marketplace - Receiver	13	13	15	17	62	58
U00084	CU Marketplace - Requestor	91	48	57	53	254	249
U00080	CU Marketplace - Shopper	135	83	105	104	417	427
U00220	CUMarketplacePurchasing	0	32	27	18	0	77
A00144	CU-SIS Student Financials	16	18	8	11	71	53
U00224	Custodian Responsibilities	0	0	0	6	0	6
U00206	DataCenterPolicyProcedure	8	3	1	0	22	12
U00138	Defensive Driving	227	127	135	160	567	649
U00059	Direct Charging	9	8	8	5	57	30
S10007	Discrim&Misconduct-UCB-SYS	1,490	701	1,026	1,116	4,124	4,333
U00135	Discrim&Misconduct-UCCS	24	12	14	15	91	65
U00067	Discrim&Misconduct-UCD	555	113	74	74	182	816
U10081	EMCE-ADA	14	10	14	16	20	54
U10083	EMCE-CORA	13	12	18	23	37	66
U10084	EMCE-Employee Discipline	14	12	20	22	26	68
U10085	EMCE-FERPA	15	9	15	20	24	59
U10088	EMCE-FLSA	15	9	16	20	22	60
U10086	EMCE-FMLA	14	11	16	21	25	62
U10087	EMCE-FSAP	15	11	18	22	26	66

CU Custom Course Completions – UCB Campus Individual FY 2023 Report (continued)

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	UCB Q1 FY2023	UCB Q2 FY2023	UCB Q3 FY2023	UCB Q4 FY2023	UCB FY 2022	UCB FY 2023
U10089	EMCE-OnboardNewHires	13	9	17	19	22	58
U10090	EMCE-PolicyFrameworkInfrast	12	8	12	19	22	51
U10091	EMCE-PositionMngComp	11	9	14	18	23	52
U10092	EMCE-RecruitHireStaff	11	10	15	17	20	53
U10082	EMCE-The Clery Act	13	9	14	19	15	55
U00055	ePER	12	8	8	16	27	44
U00112	Faculty Diversity Search	110	96	83	33	249	322
U00160	Family Medical Leave	6	6	6	5	18	23
U00049	FERPA	759	318	704	451	1,374	2,232
U00156	FERPA Faculty	81	32	73	27	236	213
U10102	Financial Systems Overview	27	13	22	9	56	71
U10115	FinancialEnvirOverview	19	12	18	9	41	58
F00001	Fiscal Code of Ethics	689	511	544	596	2,020	2,340
F00002	Fiscal Code of Ethics-Officers	59	22	44	38	155	163
U00141	FM: Bloodborne Pathogens	32	13	10	19	64	74
U00072	Form I-9	8	6	2	4	17	20
U10125	FoundConceptsPostAward	0	0	0	16	0	16
U00082	Gift Fund Management	26	33	30	24	92	113
U00145	HCM Fundamentals	55	49	45	42	201	191
U00185	HCM Hiring Employees	3	3	1	4	8	11
U00147	HCM Paying People	32	26	18	21	109	97
U00149	HCM Recruiting with CU Careers	17	13	7	13	68	50
U00163	HCM Updating Data	32	27	19	26	117	104
A00020	HIPAA Regulations	286	54	36	53	165	429
U40060	HIPAA Regulations UCCS	8	0	0	1	4	9
U00159	HIPAA Regulations-CUSystem	75	23	55	63	172	216
U10114	HWS-Infection Control	39	37	65	10	130	151
U00077	Identity Theft Prevention	5	5	3	10	26	23
U10101	Inclusive Staff Hiring	45	30	49	40	201	164
U00063	Information Security	809	579	700	732	2,401	2,820
U00064	Information Security ITS	69	94	73	413	334	649
U10065	Intro to Export Controls	25	12	12	13	43	62
A00140	Introduction to CU-SIS	143	113	135	113	445	504
U00221	IntroductiontoCornerstone	0	6	20	8	0	34
U00087	IT Confidentiality Agreement	139	129	108	186	476	562
U00143	IT Security PCI DSS v3	5	6	1	5	18	17
U00050	Lab Safety	28	20	14	23	111	85
U10061	LASP Export Compliance	29	20	27	47	125	123
U10124	Lifecycle of an Award	0	0	0	17	0	17
U00155	Longitudinal Pro Mentoring	0	0	0	0	0	0
U00150	My Leave for Supervisors	4	5	9	7	21	25
U00136	N95 Respirator Safety	19	6	9	4	60	38
U10119	Navigating Practice Mgt	8	2	1	0	0	11
U00070	New Employee Orientation-SYS	16	11	12	17	56	56
U00205	NewPIClinResOrientation	1	0	0	0	0	1
U00132	NIH Guidelines for rDNA	3	2	1	3	7	9
U60007	OLAR Animal Program Orient	16	7	1	12	29	36
U60006	OLAR Disease Prev & Cont	14	7	2	13	29	36
U60005	OLAR Standard Opr Proc	14	7	1	12	29	34
U10113	OM Training	1	8	9	3	56	21
U00212	OnCore 22	11	6	6	6	14	29
U00214	OnCore 23	1	2	1	0	0	4
U00211	OnCore10	4	3	4	4	9	15
U00162	Payment Card Security-SYS	96	27	27	38	121	188
A00106	PeopleSoft Fin: Journal Entry	36	30	35	27	107	128
A00105	PeopleSoft Finance: Inquiry	64	48	43	42	163	197
U00115	Perf Mgmt Classified UCB	4	4	8	8	24	24
U00062	Performance Management	2	4	13	6	13	25
U10112	PHP101	23	11	38	12	275	84

CU Custom Course Completions – UCB Campus Individual FY 2023 Report *(continued)*

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U10126	Post Award Fin Manag	0	0	0	15	0	15
A00025	Procurement Card Approving	31	27	23	21	80	102
U00053	Procurement Card Holder	288	202	175	195	745	860
U00208	Procurement Fundamentals	27	37	36	40	58	140
A00109	Procurement Purchasing	340	214	195	219	916	968
U10093	Promoting Safe Interactions	11	3	13	114	111	141
U10111	PRR	28	12	7	9	440	56
U00131	Radiation Safety	3	0	1	2	17	6
U00100	Radiation Safety Refresher	5	5	1	3	11	14
U00089	Regulated Medical Waste	42	28	22	30	170	122
U00226	ResearchersGuidetoGoogle	0	0	0	0	0	0
U00201	RIC MRI Safety Training	0	0	0	0	5	0
U10070	Safe Food Handling Quiz	214	27	73	32	326	346
U00154	Safety Driving 15-Pass Van	27	15	30	35	96	107
U00119	SDM: BloodBorne Pathogens	10	10	2	5	25	27
U00120	SDM: Chemical Waste Management	11	11	2	5	30	29
U00066	Search Committee Training	22	21	22	10	98	75
C20003	Shipping Bio Materials	14	10	12	8	75	44
U00187	SK ILT Admin Training	1	0	2	2	7	5
U10120	SkillsforMentalHealth	0	0	74	23	0	97
U00223	SkillsMentalHealthDenver	0	0	0	0	0	0
U00190	Skillsoft Reports	2	0	5	2	8	9
U00192	SMART Performance Goals	1	1	4	4	1	10
U10127	SpecialTopicsinPost Award	0	0	0	16	0	16
U10121	SpillPreventCountermeasure	0	0	3	8	0	11
U10123	Sponsored Research Basics	0	0	0	17	0	17
U00193	State Classified Rules	2	2	2	1	3	7
U00222	Suicide Prevention	0	0	21	5	0	26
U00209	SupportEmplAffectedCancer	0	0	0	1	0	1
U00191	Sustainability	5	4	4	11	12	24
U00207	TotalWorkerHealth 101	0	0	1	0	17	1
U00078	Travel and Travel Card	308	178	250	248	728	984
U10099	UCB Budget	3	9	2	2	15	16
U00198	UCH: ObHemorrhageMng	0	0	0	0	0	0
U00202	UCH: PregHypertensionMngm	0	0	0	0	0	0
U00225	UCHQuality/SafetyGMEIncntv	0	0	0	0	0	0
U10122	Urine hCG Annual Competency	0	0	0	4	0	4
U10075	VCIS-Animal Facility Access	2	3	2	2	19	9
U10105	VCIS-Battery Safety	5	1	0	1	15	7
U10107	VCIS-Heavy Metals Safety	0	1	0	0	18	1
U10108	VCIS-Hydrogen Sulfide Awareness	0	2	0	0	16	2
U10104	VCIS-LOTO Safety Program	1	7	0	0	57	8
U10078	VCIS-MotorizedOffroadVehicles	33	15	14	44	94	106
U10080	VCIS-No Smoking Policy	4	11	4	2	49	21
U10077	VCIS-Reasonable Suspicion Sup	0	1	1	1	2	3
U10076	VCIS-ReasonableSuspicionPolicy	4	10	3	2	48	19
U10109	VCIS-Sign In Sign Out LOTO	1	1	0	0	63	2
U10106	VCIS-Silica Awareness Training	0	1	0	1	26	2
U10079	VCIS-String Trimmer Safety	6	9	7	9	18	31
U10110	VCIS-SynthVitrFibersAwareness	0	0	0	0	31	0
U10100	VCIS-Vol Use Respirator ACK	0	0	0	0	0	0
U10074	VCIS-Winter Injury Prevention	6	17	8	11	106	42
U00128	Veteran Educators Training	8	5	1	2	10	16
U10062	WHS Safety & Risk Mgmt	45	42	113	23	225	223
U00144	Working in Animal Housing	0	1	0	1	2	2
U00217	Workplace Mental Health	28	5	1	0	0	34
TOTALS		9,775	5,292	6,930	7,115	25,298	29,112