

Employee Skillsoft Utilization-UCB Campus

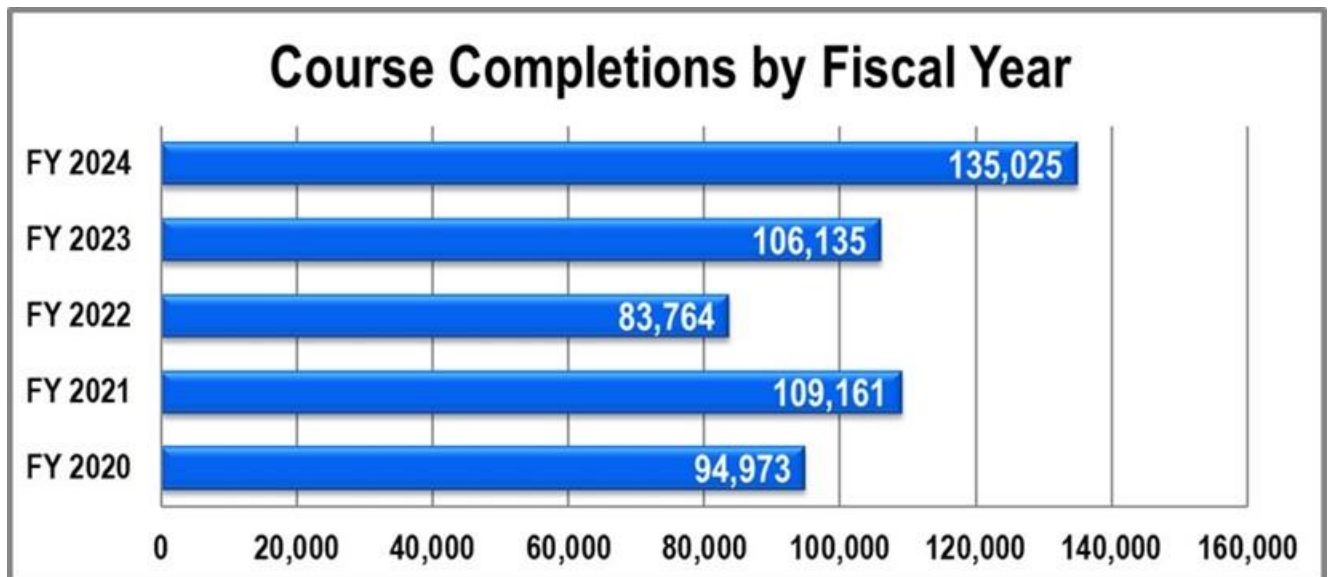
Fiscal Year Individual Campus Annual Report-2024

This fiscal year report summarizes **UCB** employee course completions in Skillsoft between July 1, 2023, and June 30, 2024. Skillsoft is the online learning management system for CU faculty, staff, and student employee training. It is a purchased service that includes a library of online learning resources and over 191 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 resources.

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 440 actively managed 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 2024 chart represents the combination of all CU Custom and Skillsoft general course 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 course completions by quarter on **CU Custom courses** for this FY 2024 Individual Campus Annual Report. It also includes the completion data totals for FY 2023, for comparison to FY 2024 course utilization.

CU Custom Course Completions – UCB Campus Individual FY 2024 Report

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	UCB Q1 FY 2024	UCB Q2 FY 2024	UCB Q3 FY 2024	UCB Q4 FY 2024	UCB FY 2023	UCB FY 2024
U00200	A2E Basics	2	2	0	0	1	4
U10071	A9 Identified Basics	239	55	106	9	398	409
U10131	AcademicSchedulingOrient	0	0	0	11	0	11
U10132	AcadSchedulingCLSSOrient	0	0	0	0	0	0
U00153	Accessibility Digital Comm	18	14	13	11	54	56
U10073	Active Harmer-CU Boulder	143	72	71	0	403	286
U00134	Active Shooter Awareness	26	11	12	0	105	49
U00057	ADA	42	44	36	38	126	160
U00242	AdvIntelligenceOverview	0	0	0	27	0	27
U00203	AdvMobileSecurity	3	9	3	5	10	20
U00210	Alcohol Service Policy	0	0	0	12	0	12
U00152	Animal Program Refresher	3	0	1	1	4	5
U00215	AscendAssignmentStrategies	3	2	3	5	33	13
U00213	AscendContactReports	8	7	3	16	73	34
U00219	AscendMedicalDataOverview	1	2	1	4	24	8
U00216	AscendSubmittingProposals	1	2	2	0	50	5
U00243	Axiom Budgeting Sys Budget	0	0	0	0	0	0
U00236	Axiom Budgeting Sys Labor	0	0	1	1	0	2
U40064	BecomeStEmplSupervisor	0	0	0	0	0	0
U00069	Bloodborne Pathogens	106	61	63	76	276	306
U00164	Budgeting Clinical Trials	1	0	0	0	1	1
U00095	Campus Security Authority	344	153	71	73	558	641
U00065	Cash Control	8	4	8	19	38	39
U10072	CDS Sustainability	185	47	84	7	316	323
U00068	Chemical Waste Management	70	52	59	59	237	240
U00165	Child Protection	0	0	13	5	12	18
U40061	Child Protection at UCCS	0	0	1	1	0	2
U10063	Confidentiality&Compliance	61	57	128	30	258	276
U00189	ContrUnclassInform	16	18	12	13	115	59
U10117	CSFReasonableSuspicionSup	1	2	6	6	16	15
U10118	CSFReasonableSuspPolicy	8	1	9	43	61	61
U00195	CSI Resident Room Training	0	0	0	0	0	0
U00218	CU Ascend Overview	14	13	10	17	267	54
U10116	CU Athletics-DEI	79	12	15	13	89	119
U00081	CU Marketplace - Approver	17	14	10	16	84	57
U00091	CU Marketplace - Inv Approve	14	14	10	16	68	54
U00090	CU Marketplace - Receiver	14	16	10	16	58	56
U00084	CU Marketplace - Requestor	62	41	43	56	249	202
U00080	CU Marketplace - Shopper	114	74	83	103	427	374
U00220	CUMarketplacePurchasing	17	16	24	30	77	87
A00144	CU-SIS Student Financials	18	21	11	14	53	64
U00224	Custodian Responsibilities	7	7	7	8	6	29
U00206	DataCenterPolicyProcedure	1	1	0	2	12	4
U00138	Defensive Driving	234	108	167	203	649	712
U00059	Direct Charging	6	9	4	4	30	23
S10007	Discrim&Misconduct-UCB-SYS	1,642	3,344	1,833	1,397	4,333	8,216
U00135	Discrim&Misconduct-UCCS	27	31	21	15	65	94
U00067	Discrim&Misconduct-UCD	85	58	56	73	816	272
U10081	EMCE-ADA	10	0	0	2	54	12
U10083	EMCE-CORA	7	0	1	2	66	10
U10084	EMCE-Employee Discipline	7	0	0	2	68	9
U10085	EMCE-FERPA	8	0	0	2	59	10
U10088	EMCE-FLSA	8	0	0	2	60	10

CU Custom Course Completions – UCB Campus Individual FY 2024 Report (continued)

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U10086	EMCE-FMLA	8	0	0	2	62	10
U10087	EMCE-FSAP	5	0	0	0	66	5
U10089	EMCE-OnboardNewHires	9	0	0	2	58	11
U10090	EMCE-PolicyFramewlnfrast	8	0	0	2	51	10
U10091	EMCE-PositionMngComp	9	0	0	2	52	11
U10092	EMCE-RecruitHireStaff	9	0	0	2	53	11
U10082	EMCE-The Clery Act	8	0	0	2	55	10
U00055	ePER	7	4	12	35	44	58
U00231	ES New Hire Orientation	3	6	2	3	0	14
U00112	Faculty Diversity Search	31	145	138	56	322	370
U00160	Family Medical Leave	4	1	0	0	23	5
U00049	FERPA	542	431	325	267	2,232	1,565
U00156	FERPA Faculty	276	120	94	68	213	558
U10102	Financial Systems Overview	16	11	10	22	71	59
U10115	FinancialEnvirOverview	14	8	7	20	58	49
F00001	Fiscal Code of Ethics	642	430	492	675	2,340	2,239
F00002	Fiscal Code of Ethics-Officers	57	37	26	42	163	162
U00141	FM: Bloodborne Pathogens	29	9	3	13	74	54
U00072	Form I-9	4	5	7	14	20	30
U10125	FoundConceptsPostAward	14	13	20	4	16	51
U10103	Fund Accounting Overview	17	15	13	23	66	68
U00082	Gift Fund Management	33	37	45	34	113	149
U00145	HCM Fundamentals	48	39	39	63	191	189
U00185	HCM Hiring Employees	1	2	4	6	11	13
U00147	HCM Paying People	19	19	20	43	97	101
U00149	HCM Recruiting with CU Careers	8	9	9	25	50	51
U00163	HCM Updating Data	18	18	22	41	104	99
A00020	HIPAA Regulations	318	44	53	115	429	530
U00244	HIPAA Regulations	0	0	0	4	0	4
U40060	HIPAA Regulations UCCS	5	0	0	3	9	8
U00159	HIPAA Regulations-CUSystem	96	45	23	53	216	217
U00232	HR Confidentiality	0	68	41	17	0	126
U10114	HWS-Infection Control	39	34	73	19	151	165
U00077	Identity Theft Prevention	11	7	3	2	23	23
U00233	Imp Bias Recruit Review	0	14	7	4	0	25
U10101	Inclusive Staff Hiring	37	31	43	47	164	158
U00063	Information Security	784	7,115	7,478	1,161	2,820	16,538
U00064	Information Security ITS	72	142	172	386	649	772
U10065	Intro to Export Controls	17	13	17	20	62	67
A00140	Introduction to CU-SIS	133	96	66	74	504	369
U00229	Introduction to SA Program	1	0	0	0	0	1
U00221	IntroductiontoCornerstone	10	4	10	9	34	33
U00087	IT Confidentiality Agreement	4	0	0	0	562	4
U00227	IT Sec PCI DSS v4	5	59	23	9	0	96
U00143	IT Security PCI DSS v3	1	0	0	0	17	1
U00050	Lab Safety	28	8	21	26	85	83
U10061	LASP Export Compliance	30	42	32	24	123	128
U10124	Lifecycle of an Award	15	14	21	6	17	56
U00155	Longitudinal Pro Mentoring	0	0	0	0	0	0
U00150	My Leave for Supervisors	3	4	5	4	25	16
U00136	N95 Respirator Safety	4	5	6	3	38	18
U10119	Navigating Practice Mgt	1	0	0	0	11	1
U00070	New Employee Orientation-SYS	12	7	2	8	56	29

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U00205	NewPIClinResOrientation	0	0	0	0	1	0
U00132	NIH Guidelines for rDNA	0	1	2	1	9	4
U00245	OEM and SA Crisis Training	0	0	0	1	0	1
U60007	OLAR Animal Program Orient	9	4	8	6	36	27
U60006	OLAR Disease Prev & Cont	8	3	8	6	36	25
U60005	OLAR Standard Opr Proc	7	2	8	6	34	23
U10113	OM Training	0	15	1	0	21	16
U00212	OnCore 22	16	13	7	6	29	42
U00214	OnCore 23	2	6	0	1	4	9
U00211	OnCore10	10	8	6	5	15	29
U10128	Overview of Research UCB	18	28	26	11	0	83
U00162	Payment Card Security-SYS	28	72	57	40	188	197
A00106	PeopleSoft Fin: Journal Entry	26	25	26	32	128	109
A00105	PeopleSoft Finance: Inquiry	48	38	41	45	197	172
U00115	Perf Mgmt Classified UCB	11	4	7	9	24	31
U00241	PerfDevOverSystem	0	0	0	61	0	61
U00062	Performance Management	7	7	3	5	25	22
U10112	PHP101	21	6	16	10	84	53
U10130	PointofCareAnnualComp	0	0	8	9	0	17
U10126	Post Award Fin Manag	12	12	19	2	15	45
U00235	Preserve Gen User Training	0	2	40	6	0	48
U00237	PreserveGrpOwnrTraining	0	0	26	6	0	32
U00240	PreserveSysAdminTraining	0	0	0	7	0	7
A00025	Procurement Card Approving	24	16	25	44	102	109
U00053	Procurement Card Holder	229	187	150	215	860	781
U00208	Procurement Fundamentals	20	28	41	32	140	121
A00109	Procurement Purchasing	267	216	171	219	968	873
U10093	Promoting Safe Interactions	8	2	62	73	141	145
U10111	PRR	84	10	12	5	56	111
U00131	Radiation Safety	0	4	5	2	6	11
U00100	Radiation Safety Refresher	5	3	2	1	14	11
U40063	ReasonSuspicionSupv UCCS	0	0	0	0	0	0
U00089	Regulated Medical Waste	123	26	39	49	122	237
U00226	ResearchersGuidetoGoogle	0	0	0	0	0	0
U00201	RIC MRI Safety Training	0	2	0	0	0	2
U00238	Run Hide Fight	0	0	21	116	0	137
U10070	Safe Food Handling Quiz	203	51	94	7	346	355
U00154	Safety Driving 15-Pass Van	32	22	26	15	107	95
U00239	SaludMentalLugardeTrabajo	0	0	0	0	0	0
U00119	SDM-BloodBorne Pathogens	15	5	4	6	27	30
U00120	SDM-Chemical Waste Management	14	6	3	6	29	29
U00066	Search Committee Training	22	24	13	17	75	76
U00230	SelfServiceDataStudentInfo	2	1	1	0	0	4
C20003	Shipping Bio Materials	15	14	16	17	44	62
U00187	SK ILT Admin Training	2	3	2	2	5	9
U00234	Skills Mental Health UCCS	0	0	6	0	0	6
U10120	SkillsforMentalHealth	29	20	43	21	97	113
U00223	SkillsMentalHealthDenver	0	2	4	3	0	9
U00190	Skillsoft Reports	1	4	4	0	9	9
U00192	SMART Performance Goals	5	2	4	4	10	15
U10127	SpecialTopicsinPost Award	11	13	17	2	16	43
U10121	SpillPreventCountermeasure	3	8	6	2	11	19
U10123	Sponsored Research Basics	19	19	23	9	17	70

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U00193	State Classified Rules	0	3	0	4	7	7
U00222	Suicide Prevention	2	1	2	0	26	5
U00209	SupportEmplAffectedCancer	0	0	0	0	1	0
U00191	Sustainability	7	16	7	7	24	37
U00078	Travel and Travel Card	275	183	269	247	984	974
U00207	TWH Leadership 101	1	1	0	1	1	3
U10099	UCB Budget	5	2	3	8	16	18
U00198	UCH: ObHemorrhageMng	0	0	0	0	0	0
U00202	UCH: PregHypertensionMngm	0	0	0	0	0	0
U00225	UCHQuality/SafetyGMEIncncv	30	1	0	0	0	31
U10122	Urine hCG Annual Competency	19	7	8	8	4	42
U10075	VCIS-Animal Facility Access	1	2	58	2	9	63
U10105	VCIS-Battery Safety	0	0	1	0	7	1
U10107	VCIS-Heavy Metals Safety	0	0	2	0	1	2
U10108	VCIS-Hydrogen Sulfide Awareness	0	1	2	0	2	3
U10104	VCIS-LOTO Safety Program	0	2	3	0	8	5
U10078	VCIS-MotorizedOffroadVehicles	52	26	30	85	106	193
U10080	VCIS-No Smoking Policy	10	34	35	46	21	125
U10077	VCIS-Reasonable Suspicion Sup	0	0	1	2	3	3
U10076	VCIS-ReasonableSuspicionPolicy	5	3	27	7	19	42
U10109	VCIS-Sign In Sign Out LOTO	0	1	3	4	2	8
U10106	VCIS-Silica Awareness Training	0	1	3	1	2	5
U10079	VCIS-String Trimmer Safety	6	21	6	21	31	54
U10110	VCIS-SynthVitrFibersAwareness	0	1	2	0	0	3
U10100	VCIS-Vol Use Respirator ACK	0	0	2	0	0	2
U10074	VCIS-Winter Injury Prevention	8	12	31	25	42	76
U00128	Veteran Educators Training	5	6	2	2	16	15
U10129	WarningsforViolenceandRptg	0	40	41	9	0	90
U10062	WHS Safety & Risk Mgmt	44	45	115	20	223	224
U00144	Working in Animal Housing	0	0	1	0	2	1
U00217	Workplace Mental Health	0	2	2	1	34	5
U00228	X-Ray Training	2	0	0	1	0	3
TOTALS		8,973	14,850	14,154	7,568	29,112	45,545