

Human Capital Management: Step-by-Step Guide

Updating Course Completions

This guide describes how to update an employee's training record in HCM, which is the system of record for training completions. When an employee participates in an instructor-led training (ILT) or completes an online course in Skillsoft, the completion of that course should be reflected in HCM. Employees and managers can view these completions in the Training Summary on the university portal.

Usually, when a person enrolls in an ILT through Skillsoft, the completion record is automatically sent to HCM after the course administrator records participation and marks the session as complete in Skillsoft. Similarly, when a person completes an online course in Skillsoft, that completion record is automatically sent to HCM overnight. When a completion record is not reflected in an employee's training summary (due to error or enrolling after the course), the employee's record needs updating.

Note: The following procedure is for updating one employee record at a time. There is another method to update completions for large numbers of participants through an upload of an Excel file. For more information about uploading course completions, email system.training@cu.edu.

To update an employee's completion records:

1. Navigation: **NavBar > Menu > Administer Training > Student Enrollment > Enroll in Course**

Enroll in Course


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID	begins with	
Empl Record	=	
Name	begins with	
Last Name	begins with	
Second Last Name	begins with	
Alternate Character Name	begins with	

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

- In the **Empl ID**, type the employee ID of the person you want to update with a completion, and click **Search**. The Enroll in Course page appears.

Note: If an employee has more than one work record you do not need to worry about which record you update. In this case, training is linked to Empl ID, so both employee records will match with regards to training history. In most cases, the active record for a non-retiree employee is 0.

- Click the **Add a new row** button (plus sign) at the top right corner of the Course Information area.

The screenshot shows a 'Course Information' form with the following fields and values:

- Course Code: U00116
- Course Title: Advancement-Gift Handling-WEB
- *Internal/External: Internal
- Session Nbr: 0001
- Start Date: 03/14/2014
- End Date: (empty)

A red circle highlights the '+ -' button at the top right corner of the form.

- In the **Course Code** field, type the course code and press **Tab**. The Course Title automatically displays the title associated with the code.
- In the **Session Nbr** field, type the session number. This is normally 0001 for ILT courses and CU Custom web-based courses.
- From the **Attendance** dropdown (under the Student Information area), select **Completed**.
- From the **Training Reason** dropdown, select **Compliance**. (Compliance is the most common option, but it may be different.)
- From the **Status Date**, select the date on which the person participated in the course.
- In the **Grade** field, enter **100**. The value of 100 is the passing grade for ILT courses.
- Click **Save**.

Note: The system may display a warning message for each course that has a start date earlier than the employee's hire date. Click **OK** for each prompt to save the record. (This may occur a number of times until the record will save in HCM).