University of Colorado
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EMPLOYEE SERVICES

Skillsoft: Step-by-Step Guide

Instructor Led Training

Instructor Led Training (ILT) courses are taught in person on each campus. Enrollment for some ILT courses is managed through Skillsoft. This guide describes how to enroll in an ILT course, check your enrollment status, and how to withdraw from an ILT course.

Note: Once the course is completed, credit is given through Skillsoft and fed to HCM. ILT course completions will appear on your Skillsoft Learning Transcript and HCM Training Summary.
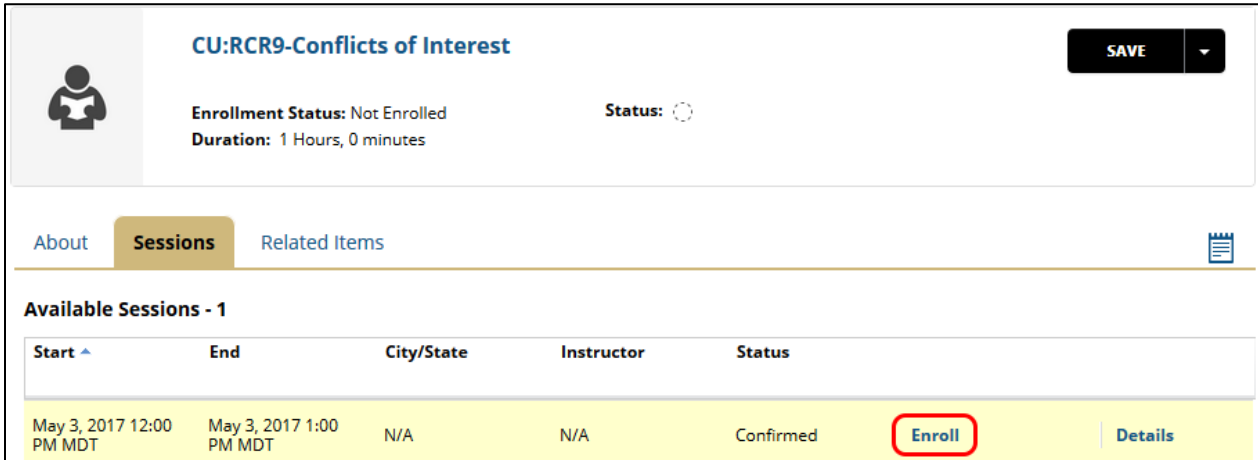
Enrolling

ILT course sessions can be new, pending, or confirmed. Only confirmed sessions are guaranteed. Details, like room and session time, may not be set for new and pending courses.

Note: The **Status** column, which typically reads as **Confirmed**, refers to the status of the session, not enrollment status.

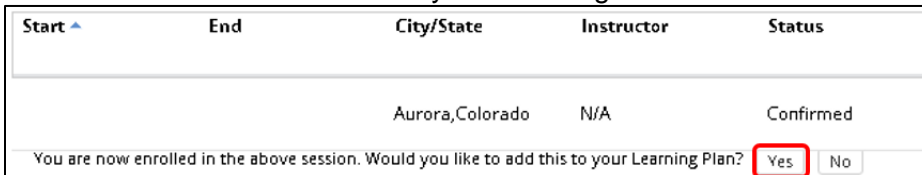### To enroll in an Instructor Led Training Session from Library:

1. In Skillsoft, click Library.
2. Select your campus.
3. Click **Instructor Led Training (ILT)** from the left hand Categories menu.
4. Select the course.
5. Click **Enroll** or **Waitlist**. If waitlisted be sure to check your enrollment before attending the session. Your enrollment in the course is not guaranteed until your enrollment status is enrolled.

6. Select **Yes** to add the session to your Learning Plan.

Employee Services Step-by-Step Guide | sbs_ILT

Created: December 15, 2017 | Prepared by: Employee Services

7. A new window will open. Select **New Set.**
8. Name the set **ILT**.

Save to My Learning Plan ✕

CU:RCR9-Conflicts of Interest

Save to	○ General Set	
	⦿ New Set	
Set Name	ILT	
Due on		🗓
	☐ I am required to take this	
	☐ Send me weekly overdue notices	
Notes		

Reminders to Start Before Due Date

Number		Units	Days	▾
How many	Once	▾		

CANCEL **SAVE**

Note: For future ILT enrollments, select **Existing Set** to save ILT courses to the ILT set created.

9. Click **Save**.

To enroll in an Instructor Led Training Session from Session Schedule:

1. From the Skillsoft home page, select **Instructor Led Training** from Quick Links.
2. Click Session Schedule.
3. Click **Actions**.
4. Select Enroll in this Session.

Instructor Led Training Sessions
1 sessions available   Search for Sessions

Course Title	Start ▲	End	City	Instructor	Session Status	
CU:RCR9-Conflicts of Interest	May 3, 2017 12:00 PM MDT	May 3, 2017 1:00 PM MDT	N/A	N/A	Confirmed	**Actions**

View Session Details

Enroll in this Session

Save to My Learning Plan

5. Select **Yes** to add the session to your Learning Plan.

UCB: DRA-Research Essentials	Jan 3, 2018 9:00 AM MST	Jan 4, 2018 1:30 PM MST	N/A	N/A	Confirmed	Actions
You are now enrolled in the above session. Would you like to add this to your Learning Plan?				Yes	No	

6. A new window will open. Select **New Set.**
7. Name the set **ILT**.
   Note: For future ILT enrollments, select **Existing Set** to save ILT courses to the ILT set created.
8. Click **Save**.

Note: Selecting **Instructor Led Training (ILT)** from Upcoming Events on the left side of the Skillsoft home page will take you directly to the Session Schedule.
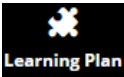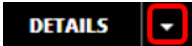
Withdrawing

To withdraw from an Instructor Led Training session from Library:

1. In Skillsoft, click Library.
2. Select your campus.
3. Click **Instructor Led Training (ILT)** from the left hand Categories menu.
4. Select the category the ILT belongs to.
5. Select the course you are enrolled in.
6. Click **Withdraw**.

To withdraw from an Instructor Led Training Session from Learning Plan:

Note: The ILT course must be added to your Learning Plan as described in the Enrolling section of this guide.

1. In Skillsoft, click Learning Plan.
2. Click **ILT** from the left hand Personal Learning menu.
3. Click the down-pointing arrow next to Details to the right of the ILT course title.
4. Select **Sessions**.
5. Click **Withdraw** next to the session you are enrolled in.
   Note: You can enroll in another session from this screen once you withdraw.

Check Enrollment Status

There are several indicators of enrollment status on the course page.

- Under the course name **Enrollment Status** is listed.
- To the left of the Session Status (**Status**) you will be given the choice to **Withdraw** if you are enrolled or waitlisted.

Note: the **Status** column is session status, it does not reflect your enrollment status.

Learning Plan – ILT Set

By creating an ILT set in your Learning Plan to save all ILT courses to, it becomes easier to access course information, options, and quickly know which ILT courses you are enrolled in or waitlisted for.

1. Change Info – add a note, set a due date, set up reminders
2. Add to Watchlist – Skillsoft will send you emails when new sessions of courses on your watchlist are opened
3. Hide – hide course from set, still associated with the set
4. Move This Item – move course to another set
5. Remove – remove course from the ILT set, enrollment status is maintained
6. Sessions – list of currently available sessions
7. View/Add Personal Note – add a note