University of Colorado
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EMPLOYEE SERVICES

Skillsoft: Step-by-Step Guide

Checking an ILT Event Journal

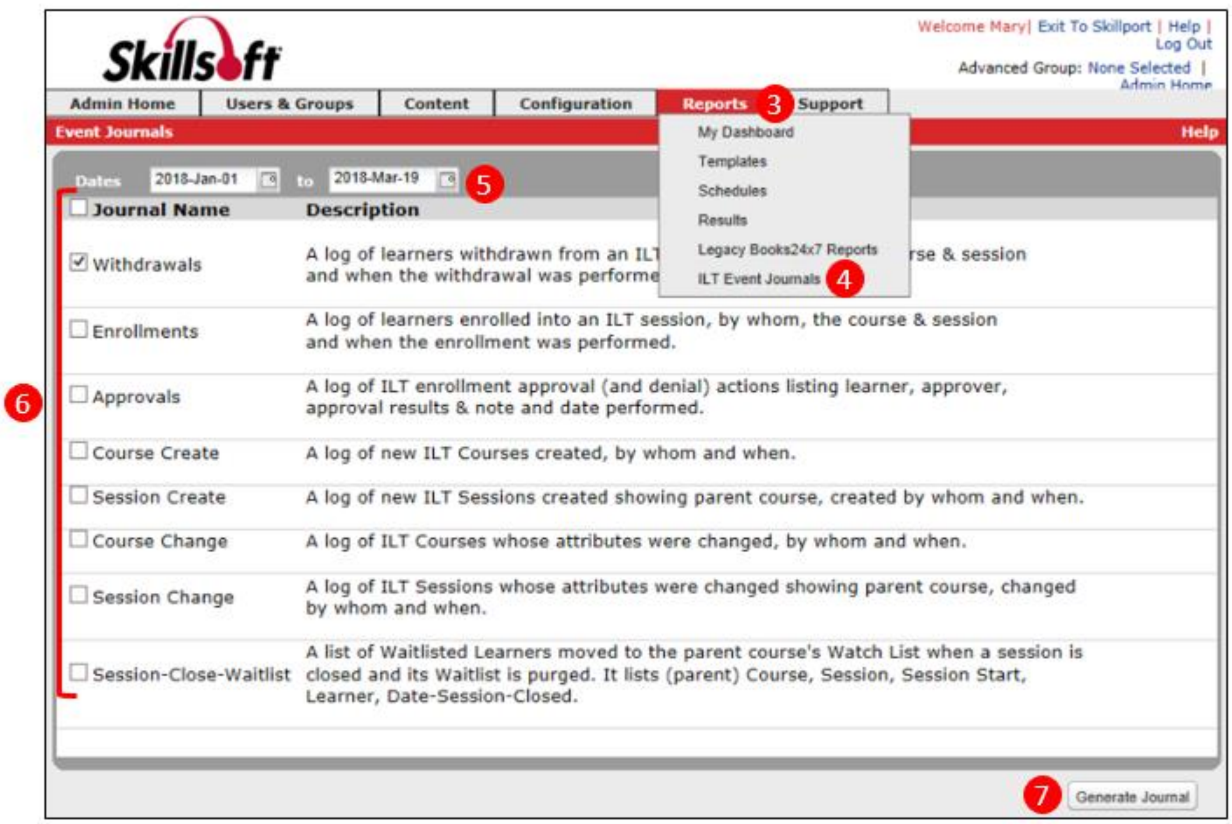
This guide will help ILT Administrators learn how to run reports (journals) on various ILT functions including: enrollments, approvals, sessions, and courses. Descriptions for all journals can be found on the ILT Event Journals page.

Note: The **Withdrawals** journal is useful for ILT administrators. It lists learners who have withdrawn themselves and are no longer visible on the session roster.

Note: Data is static at the time the session is marked "Complete." When a change is made to a session schedule after the session has been completed, Skillsoft reporting and ILT Event Journals do not reflect this change.

Run an ILT Event Journal

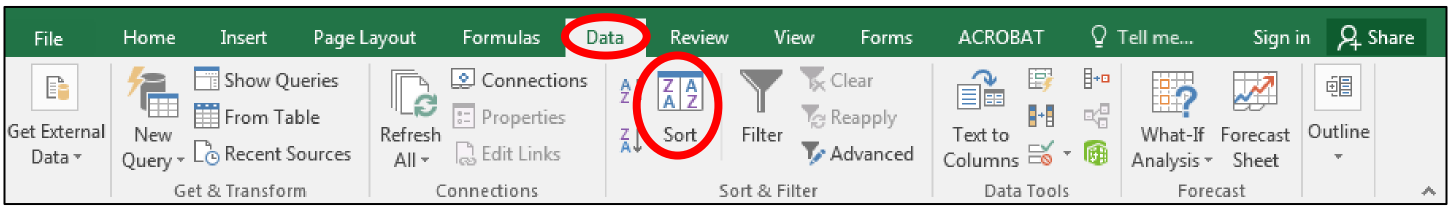
1. Login to Skillsoft.
2. Select **Admin**.
3. Select **Reports**.
4. Click **ILT Event Journals**.



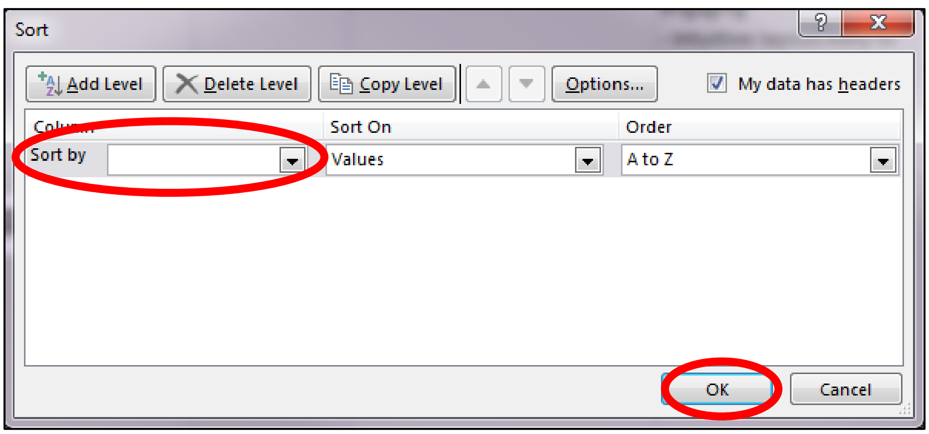
5. Set date parameters.
6. Click the checkbox next to desired reports. Each report you select will be sent as a separate .csv.
7. Click **Generate Journal**. Information for all courses and sessions will be delivered in a .zip file.

Filtering a Journal

1. Extract contents from .zip file.
2. Open .csv file in Excel.
3. Sort by **Session ID** or **Course ID**.
    a. Go to the **Data** menu tab.
    b. Click **Sort**.



    c. Select **Session ID** or **Course ID** under Sort by.
    d. Click **OK**.



4. Search for the appropriate Session ID or Course ID.