Instructor Led Training (ILT) Course Creation Request Form [1]

Reporting and tracking course completions in Human Capital Management (HCM) and/or CU Student Integrated Systems (CU-SIS) requires that a course code be established first. Employee Learning and Development (ELD) needs specific information in order to create the course code. Before submitting the form, please make sure that the course hasn't already been requested by your department.

? Instructions:

- 1. Complete the information requested in the form.
- 2. Contact system.training@cu.edu [2] if you have questions.

Required Information for HCM and CU-SIS

Will employees be completing this course? *
O No
(Note: Employees = faculty, staff, affiliates, student employees)
Will students be completing this course? *
○ No
(Note: Student employee completions are tracked through HCM. Student completions are tracked in CU-SIS.)
Course Title *
Course Type (select one) * O Compliance
O Functional
O Management Development
O Skill Development

○ Supervisory Skills
O Technical
Channel/Library Location *
Duration of Course *
Description of Course (two to three sentence summary) *
Contact Person (Course Manager)
Name: *
Phone: *
Email: *
Will your users be enrolling in this course through Skillsoft? * ○ Yes
○ No
Skillsoft Administration Complete this section only if active registration and course/sessions are being managed in Skillsoft.
Session Administrator(s) - up to 3 *
Please provide a name and email for each Session Administrator.
Instructor(s)
Please provide a name and email for each Instructor.
LOCATION OF COURSE SESSIONS Building name:
Room:
Room Capacity:

/linimum Enrollment (Auto set to 5) *
Maximum Enrollment (Capacity) *
Should not exceed the size of the room scheduled for the session.
Date of First Session *
Please enter the date of the first session.
Time of First Session *
Enter the start and end time of the first session.
Preview

Source URL:https://www.cu.edu/employee-services/forms/instructor-led-training-ilt-course-creationrequest-form

Links

- [1] https://www.cu.edu/employee-services/forms/instructor-led-training-ilt-course-creation-request-form [2] mailto:system.training@cu.edu