Skillsoft Administrators Training [1]

Get Started.

Skillsoft admin access is given based on job duties and managed by Employee Learning and Development. There are two main administrative roles in Skillsoft: reporting and Instructor Led Training (ILT) administration. **Reporting** administrators can run reports on learning activity and compliance. **ILT** administrators support in-person training through tasks including scheduling in-person training, setting up self-enrollment, managing session rosters, and tracking training completions.

Request Admin Access [2]

- Instructor Led Training (ILT)
- Reporting
- FAQs

Create a New Course

Starting a new in-person training? Be sure to request a new ILT course set up in HCM and/or CU-SIS and Skillsoft. This **must** be done every time a new ILT course is being created.

Request a New ILT Course [3]

Guides

Step-by-Step:Checking an ILT Event Journal [4]

Step-by-Step:Creating a Deep Link [5]

Step-by-Step:Managing ILT Courses and Sessions [6]

Step-by-Step:Print an ILT Sign-In Roster [7]

Quick Reference Guide:Running an ILT Student Roster [8]

Quick Reference Guide:ILT Email Notifications [9]

Webinars

Skillsoft ILT Administration

The webinar will explore how to successfully manage ILT Administration tasks to include:

- Working with ELD to create a new course
- Creating and confirming a session
- Print a roster
- Completing a session

Click the video below to start watching the recorded webinar. It is about 22 minutes long.

ILT End User Support

This webinar explores the Instructor Led Training (ILT) end user experience in Skillsoft and describes best practices for ILT administrators to use to clarify and simplify the process for themselves and end users. It looks closely at how end users:

- Find an ILT course
- View course details
- Enroll, join a waitlist, or withdraw
- Add an ILT to their Learning Plan and manage a watch list

Click the video below to start watching the recorded webinar. It is about 20 minutes long.

Quick Reference Videos

Refresh on specific administative tasks in Skillsoft with a quick reference video.

VIDEO	DESCRIPTION

ILT Emails	Learn more about how to send emails to ILT learners through Skillsoft. Watch the Video [10]
Creating a First Session of an ILT Course	Learn how to add sessions to an ILT course in Skillsoft. Watch the Video [11]

Guides

- Step-by-Step:Creating a Deep Link [5]
- Step-by-Step:Running a Skillsoft Report [12]
- Step-by-Step:Running a Training Completion Report using CU-Data (Cognos) [13]
- Quick Reference Guide:Finding Report Update Time [14]

Quick Reference Videos

Refresh on specific administative tasks in Skillsoft with a quick reference video.

VIDEO	DESCRIPTION
Completion Reports	Learn more about how to Run a Completion Report in Skillsoft. Watch the Video [15]

Webinars

Skillsoft Reporting

This webinar will explore how to successfully access and run Skillsoft training reports. The

webinars includes:

- Navigating to Reports
- Filtering Reports
- Setting up a Recurring Report
- ILT Event Journals

Click the video below to start watching the recorded webinar. It is about 20 minutes long.

Frequently Asked Questions:Access the FAQs for Managing SkillSoft ILT Sessions here [16].

Have questions? Contact system.training@cu.edu [17]

Groups audience:
Employee Services

Links
[1] https://www.cu.edu/employee-services/professional-growth-training/training-services/skillsoft/skillsoft-administrators [2] mailto:system.training@cu.edu?subject=Request Skillsoft Admin Access
[3] https://www.cu.edu/employee-services/forms/instructor-led-training-ilt-course-creation-request-form
[4] https://www.cu.edu/docs/checking-ilt-event-journal [5] https://www.cu.edu/docs/ss-sbs-deep-links
[6] https://www.cu.edu/docs/managing-ilt-courses-and-sessions [7] https://www.cu.edu/docs/print-ilt-sign-roster [8] https://www.cu.edu/docs/running-ilt-student-roster [9] https://www.cu.edu/docs/ilt-email-notifications [10] https://www.cu.edu/docs/ilt-emails-quick-reference-video
[11] https://www.cu.edu/docs/creating-first-session-ilt-course-quick-reference-video
[12] https://www.cu.edu/docs/running-skillsoft-report [13] https://www.cu.edu/docs/training-completion-report-cu-data [14] https://www.cu.edu/docs/finding-report-update-time [15] https://www.cusys.edu/eld-catalog/eld/completion/ [16] https://www.cu.edu/docs/faqs-managing-skillsoft-ilt-sessions
[17] mailto:system.training@cu.edu