


## **Course Completions** <sup>[1]</sup>



Make sure your staff is up to date on training.

Learn how to update your team's training records.

Step-by-Step: [Uploading Course Completion Data](#) <sup>[2]</sup>

Step-by-Step: [Updating Course Completions](#) <sup>[3]</sup>

### **Groups audience:**

HCM Community

### **Right Sidebar:**

HCM: Resources Key

HCM: Feedback

HCM: Document Library

HCM: Submit a Ticket

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**Source URL:** <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/course-completions>

### **Links**

[1] <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/course-completions>

[2] <https://www.cu.edu/docs/sbs-uploading-course-completion-data> [3] <https://www.cu.edu/docs/sbs-updating-course-completions>