



SkillSoft Utilization – All Campuses Fiscal Year 2014 – Annual Report

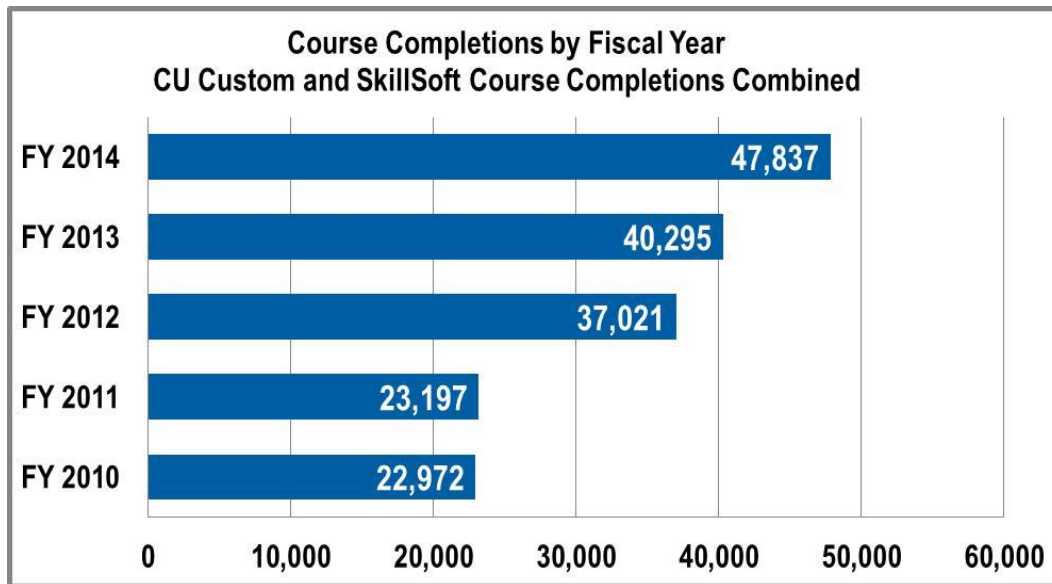
This report summarizes course completion data for University of Colorado (CU) faculty, staff and student employee training. SkillSoft is a purchased service that includes an extensive library of online learning resources and a catalog of 88 CU custom courses that meet compliance requirements. Also included in SkillSoft are:

- Books24x7, an online library, offering over 39,000 books and videos
- Self-registration for Instructor Led Training (ILT) courses
- Certification courses for project management (PMI), accountancy (NASBA) and more

Over the past five fiscal years, SkillSoft use by university employees has consistently increased. Campuses rely on these online courses to meet a variety of university, state and federal compliance requirements.

In fiscal year 2014:

- Faculty, staff and student employees completed over 47,000 online courses, a 15% increase in usage from last year. (See chart below)
- Employee Learning and Development (ELD) created 17 new custom online courses.
- Over 3,700 employees self-registered on SkillSoft to complete over 130 university Instructor Led Training (ILT) courses.



University faculty and staff value the flexibility and efficiency of online learning and the diverse resources offered in SkillSoft. Managers rely on reports for required annual performance and compliance documentation. ELD continues to identify ways to support professional development opportunities through the many resources provided by SkillSoft.



Course Completions – All Campuses

HRMS Code	CU Courses in SkillSoft By HRMS Course Title	Q1 FY 2014	Q2 FY 2014	Q3 FY 2014	Q4 FY 2014	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
U00057	ADA	72	30	46	44	2	40	137	63	192
U00109	Advance Web-Nav and Reports	0	7	81	8	0	0	0	0	96
U00110	Advancement Gift Agreements	0	4	10	4	0	0	0	0	18
U00116	Advancement-Gift Handling	0	0	0	10	0	0	0	0	10
X00490	Asbestos Awareness [SkillSoft-SAH0403]	17	16	15	15	44	297	88	58	63
U00097	Assessment and Alignment	3	8	12	17	0	0	0	0	40
U00069	Bloodborne Pathogens	541	433	568	993	726	1,628	2,365	2,591	2,535
U20061	Budgeting Clinical Research	6	5	5	4	29	15	27	20	20
U00065	Cash Control	14	28	22	6	36	51	146	43	70
U00068	Chemical Waste Management	574	385	581	768	800	1,675	2,370	2,445	2,308
U00095	Clery Act Reporting	183	103	164	38	0	0	0	483	488
U00076	Clinical Trials Recruiting	4	0	4	1	0	5	12	23	9
U00085	Cognos Reporting System	31	25	21	0	0	0	100	115	77
U00113	Cognos: Running m-Fin	0	0	6	25	0	0	0	0	31
U00114	Cognos: Working with m-Fin	0	0	4	24	0	0	0	0	28
U00092	Concur-Booking Travel	34	29	29	35	0	0	0	76	127
U00093	Concur-Reconcile Proc Card	47	32	39	24	0	0	0	69	142
U00094	Concur-Reconcile Travel	36	29	32	26	0	0	0	73	123
U00088	Conflict of Interest NIH	82	86	142	55	0	0	0	344	365
U00081	CU Marketplace - Approver	60	49	44	39	0	0	545	205	192
U00091	CU Marketplace - Inv Approve	49	38	31	31	0	0	0	41	149
U00090	CU Marketplace - Receiver	47	41	42	36	0	0	0	51	166
U00084	CU Marketplace - Requestor	144	102	99	106	0	0	465	480	451
U00080	CU Marketplace - Shopper	199	105	157	127	0	0	1,374	518	588
U00059	Direct Charging	37	24	26	30	55	55	77	90	117
S10007	Discrimination & Harassment UCB	1,263	1,642	2,691	1,276	4	3,344	3,492	2,916	6,872
U00067	Discrimination & Harassment	959	566	846	898	837	1,252	1,465	3,191	3,269
U00055	ePER	58	46	58	59	161	149	145	186	221
U00112	Faculty Search Committee	0	0	22	7	0	0	0	0	29
U00049	FERPA	539	716	373	284	1,318	1,190	1,023	1,170	1,912
F00001	Fiscal Code of Ethics	509	443	357	378	990	977	2,553	1,811	1,687
F00002	Fiscal Code of Ethics-Officers	113	97	128	116	29	40	104	73	454
U00072	Form I-9	21	17	10	14	0	35	54	64	62
U00083	Gift Fund-Advanced	27	15	17	18	0	0	28	82	77
U00082	Gift Fund-Beginner	78	61	48	83	0	0	208	342	270
A00020	HIPAA Regulations	773	359	266	458	501	766	1,939	2,104	1,856
A00029	HRMS Fundamentals	106	73	64	75	181	199	222	284	318
A00030	HRMS Inquire/Reporting	105	69	64	65	179	188	204	277	303
U00074	HRMS Managing People	72	49	43	38	0	0	77	185	202
U00073	HRMS Managing Positions	73	45	41	46	0	16	100	188	205
U00075	HRMS Payroll Processing	73	46	42	42	0	0	79	186	203
A00031	HRMS Time Collection	83	47	40	36	134	148	162	205	206
U00118	IACUC Refresher Training	0	0	0	7	0	0	0	0	7
U00077	Identity Theft Prevention	7	2	6	4	0	8	81	13	19
U00063	Information Security	1,238	795	833	722	1,071	2,263	3,682	5,016	3,588
U00064	Information Security ITS	84	110	158	61	166	173	241	346	413
U10065	Intro to Export Controls	9	19	42	15	0	0	31	6	85
A00140	Introduction to ISIS	402	212	171	187	1,283	823	704	865	972
A00141	ISIS Campus Community	128	97	68	60	578	285	230	313	353
A00144	ISIS Student Financials	53	45	25	29	96	130	71	134	152
U00087	IT Confidentiality Agreement	76	72	161	73	0	0	0	333	382
U00050	Lab Safety	225	212	148	303	213	262	693	792	888
X00109	Laser Safety Training [SkillSoft-SAH449]	9	7	7	5	0	2	19	25	28
U10061	LASP Export Compliance	15	41	20	88	246	120	74	67	164



CU Course Completions – All Campuses - continued

HRMS Code	CU Courses in SkillSoft By HRMS Course Title	Q1 FY 2014	Q2 FY 2014	Q3 FY 2014	Q4 FY 2014	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
U00111	New Emp Orientation Boulder	0	2	78	69	0	0	0	0	149
U40057	New Empl Orientation-UCCS	27	20	20	9				72	76
U00070	New Employee Orientation-SYS	44	45	28	20	15	120	153	120	137
U00098	New Faculty Orientation-UCD	7	12	11	22	0	0	0	0	52
U60007	OLAR Animal Program Orient	145	92	114	117	0	0	95	374	468
U60006	OLAR Disease Prev & Cont	153	108	123	137	0	0	127	438	521
U60005	OLAR Standard Opr Proc	148	108	118	136	0	0	132	431	510
U60004	OLAR WAO	44	33	35	50	4	64	83	127	162
U00096	PeopleAdmin/JobSatCU	0	0	39	24	0	0	0	0	63
A00106	Peoplesoft Fin: Journal Entry	52	47	37	40	161	163	173	192	176
A00105	PeopleSoft Finance: Inquiry	100	79	85	85	240	252	263	318	349
U00115	Perf Mgmt Classified UCB	0	0	5	46	0	0	0	0	51
U00062	Performance Management	35	30	42	35	123	141	135	137	142
A00025	Procurement Card Approving	61	51	36	43	124	100	110	128	191
U00053	Procurement Card Holder	346	298	273	229	809	823	877	1,003	1,146
A00109	Procurement Purchasing	370	319	276	254	889	861	1,531	1,085	1,219
U00100	Radiation Safety Refresher	23	82	46	158	0	0	0	0	309
U00089	Regulated Medical Waste	339	285	358	435	0	0	0	817	1,417
A00139	Research Administration for Faculty	31	22	23	31	43	62	72	92	107
U00101	Research Response Criteria	0	0	2	0	0	0	0	0	2
X00107	Respiratory Protection [SkillSoft-SAH0474]	31	41	65	39	15	116	158	119	176
U00066	Search Committee Training	171	165	142	134	128	261	611	637	612
U00117	Secure Application Development	0	0	0	2	0	0	0	0	2
C20003	Shipping Bio Materials	104	123	107	121	193	283	416	371	455
U00119	SODM-BloodBorne Pathogens	0	0	0	144	0	0	0	0	144
U00120	SODM-Chemical Waste Management	0	0	0	139	0	0	0	0	139
U60001	SubRecipient Monitoring	2	5	1	1	12	11	10	16	9
U10066	Summer Salary Limitations	3	3	0	0				3	6
U00071	Tenure Review	2	1	0	2	0	11	11	10	5
U00078	Travel and Travel Card	353	231	304	280	0	533	3,207	1,207	1,168
U10067	WHC Community Health	7	3	5	4	0	0	17	10	19
U10063	WHC HIPAA Review	37	56	50	42	0	48	159	162	185
U10064	WHC Infection Control	38	50	41	45	0	0	179	173	174
U10062	WHC Safety & Risk Mgmt	36	47	45	39	0	135	168	155	167
TOTALS		11,987	9,840	11,438	10,845	17,799	20,655	34,238	37,211	44,110

All Campus Highlights:

- Required compliance training accounts for most of the course completions each quarter, specifically Discrimination and Harassment and Information Security training.
- CU Denver | Anschutz Medical Campus (AMC) requires yearly online training to meet Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) requirements.