



SkillSoft Utilization – System Administration Fiscal Year 2014 – Annual Report

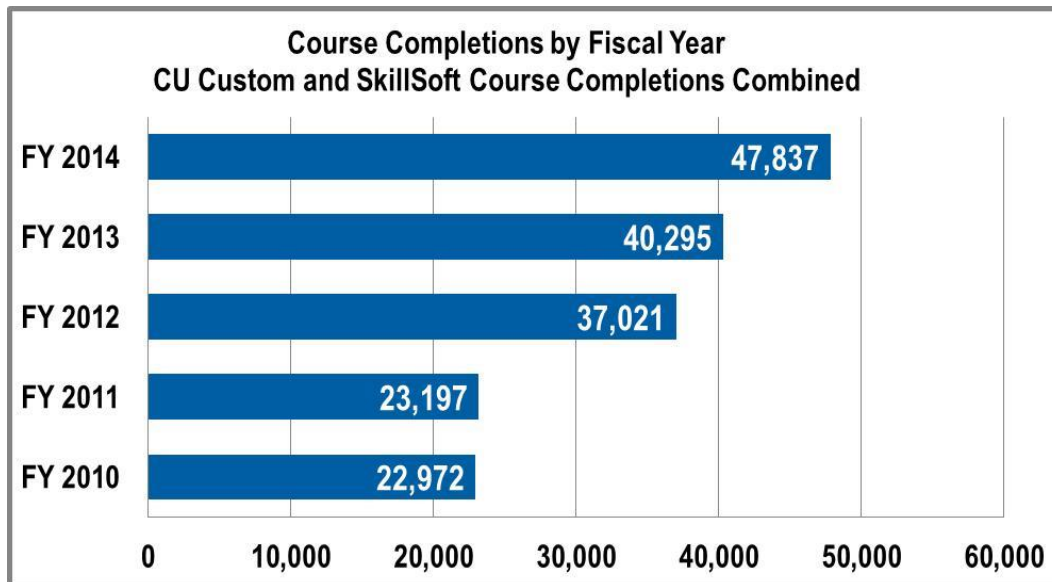
This report summarizes course completion data for University of Colorado (CU) faculty, staff and student employee training. SkillSoft is a purchased service that includes an extensive library of online learning resources and a catalog of 88 CU custom courses that meet compliance requirements. Also included 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 have completed over 47,000 on-line 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.



CU Course Completions – System Administration

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			1		0	0	1	2	1
U00109	Advance Web-Nav and Reports		2	7	2	0	0	0	0	11
U00110	Advancement Gift Agreements		2		1	0	0	0	0	3
U00116	Advancement-Gift Handling				6	0	0	0	0	6
X00490	Asbestos Awareness [SkillSoft-SAH0403]					0	0	0	0	0
U00097	Assessment and Alignment					0	0	0	0	0
U00069	Bloodborne Pathogens					2	2	3	1	0
U20061	Budgeting Clinical Research	1		1		1	0	0	1	2
U00065	Cash Control	2	1	1		2	0	1	0	4
U00068	Chemical Waste Management					1	2	2	3	0
U00095	Clery Act Reporting					0	0	0	1	0
U00076	Clinical Trials Recruiting			1		0	0	1	11	1
U00085	Cognos Reporting System	1	2	1		0	0	9	9	4
U00113	Cognos: Running m-Fin			1	2	0	0	0	0	3
U00114	Cognos: Working with m-Fin			1	1	0	0	0	0	2
U00092	Concur-Booking Travel	2	3	2	2	0	0	0	8	9
U00093	Concur-Reconcile Proc Card	6	3	3		0	0	0	6	12
U00094	Concur-Reconcile Travel	2	5	1	1	0	0	0	10	9
U00088	Conflict of Interest NIH	1		1	1	0	0	0	4	3
U00081	CU Marketplace - Approver	5	4	1	3	0	0	22	13	13
U00091	CU Marketplace - Inv Approve			2	3	0	0	0	3	5
U00090	CU Marketplace - Receiver	3	3	2	1	0	0	0	5	9
U00084	CU Marketplace - Requester	8	7	4	2	0	0	10	16	21
U00080	CU Marketplace - Shopper	5	4	5	4	0	0	20	17	18
U00059	Direct Charging	1				1	1	1	1	1
S10007	Discrimination & Harassment UCB	38	41	49	26	2	13	14	38	154
U00067	Discrimination & Harassment	9	8	2	2	332	72	85	65	21
U00055	ePER					3	1	1	1	0
U00112	Faculty Search Committee			1		0	0	0	0	1
U00049	FERPA	4	7	11	9	12	21	24	57	31
F00001	Fiscal Code of Ethics	24	23	25	14	28	40	53	54	86
F00002	Fiscal Code of Ethics-Officers	1	1	4	4	6	1	4	3	10
U00072	Form I-9	1				0	1	1	0	1
U00083	Gift Fund-Advanced		2	1	1	0	0	1	2	4
U00082	Gift Fund-Beginner	2	2	1	4	0	0	5	5	9
A00020	HIPAA Regulations	5	11	13	23	15	40	31	30	52
A00029	HRMS Fundamentals	12	14	10	6	13	16	29	30	42
A00030	HRMS Inquire/Reporting	11	12	11	6	13	14	28	30	40
U00074	HRMS Managing People	3	4	8	2	0	0	13	13	17
U00073	HRMS Managing Positions	3	3	6	4	0	0	22	11	16
U00075	HRMS Payroll Processing	3	4	7	3	0	0	12	12	17
A00031	HRMS Time Collection	4	3	5	2	6	4	14	13	14
U00118	IACUC Refresher Training				1	0	0	0	0	1
U00077	Identity Theft Prevention					0	1	0	0	0
U00063	Information Security	41	42	38	29	79	76	96	91	150
U00064	Information Security ITS	7	6	5	5	23	27	26	115	23
U10065	Intro to Export Controls	2	1	1		0	0	1	0	4
A00140	Introduction to ISIS	6	2	5	5	12	15	12	22	18
A00141	ISIS Campus Community	4	2	4	3	5	6	2	6	13
A00144	ISIS Student Financials	3	1	1	1	0	3	3	7	6
U00087	IT Confidentiality Agreement	4	3	24	11	0	0	0	120	42
U00050	Lab Safety	1				0	1	1	0	1
X00109	Laser Safety Training [SkillSoft-SAH449]					0	0	0	0	0
U10061	LASP Export Compliance		1		1	0	0	0	0	2



CU Course Completions – System Administration – 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		2			0	0	0	0	2
U40057	New Empl Orientation-UCCS		3		1	0	0	0	1	4
U00070	New Employee Orientation	21	24	17	14	5	35	50	59	76
U00098	New Faculty Orientation-UCD	1				0	0	0	0	1
U60007	OLAR Animal Program Orient	1				0	0	1	0	1
U60006	OLAR Disease Prev & Cont					0	0	1	0	0
U60005	OLAR Standard Opr Proc					0	0	1	0	0
U60004	OLAR WAO					1	0	0	0	0
U00096	PeopleAdmin/JobstCU			4	2	0	0	0	0	6
A00106	Peoplesoft Fin: Journal Entry	2	2	4	3	12	15	7	14	11
A00105	PeopleSoft Finance: Inquiry	6	12	11	6	15	24	18	23	35
U00115	Perf Mgmt Classified UCB			1	1	0	0	0	0	2
U00062	Performance Management	2	2	1		20	6	6	4	5
A00025	Procurement Card Approving	3	5	3	2	6	9	3	10	13
U00053	Procurement Card Holder	14	6	4	6	17	12	14	16	30
A00109	Procurement Purchasing	13	9	7	6	15	19	29	27	35
U00100	Radiation Safety Refresher					0	0	0	0	0
U00089	Regulated Medical Waste					0	0	0	2	0
A00139	Research Administration for Faculty	1				1	0	0	0	1
U00101	Research Response Criteria					0	0	0	0	0
X00107	Respiratory Protection [SkillSoft-SAH0474]					0	0	0	0	0
U00066	Search Committee Training	1		1	2	1	3	1	0	4
U00117	Secure Application Development					0	0	0	0	0
C20003	Shipping Bio Materials					0	0	0	0	0
U00119	SODM-BloodBorne Pathogens					0	0	0	0	0
U00120	SODM-Chemical Waste Management					0	0	0	0	0
U60001	SubRecipient Monitoring	1				0	0	0	0	1
U10066	Summer Salary Limitations					0	0	0	1	0
U00071	Tenure Review				1	0	1	2	0	1
U00078	Travel and Travel Card	17	12	13	9	0	17	71	32	51
U10067	WHC Community Health					0	0	0	0	0
U10063	WHC HIPAA Review					0	0	0	0	0
U10064	WHC Infection Control					0	0	1	0	0
U10062	WHC Safety & Risk Mgmt					0	1	0	0	0
TOTALS		308	306	333	244	719	518	754	1,027	1,191

System Administration Highlights:

- Advancement (formerly the CU Foundation) implemented three web-based CU custom courses: *Advance Web Overview, Navigation and Reports, Advancement Gift Agreements, and Advancement Gift Handling.*
- Office of Information Security implemented a new course for application developers – *Secure Application Development.*
- Training is now available online for PeopleAdmin – JobsatCU.