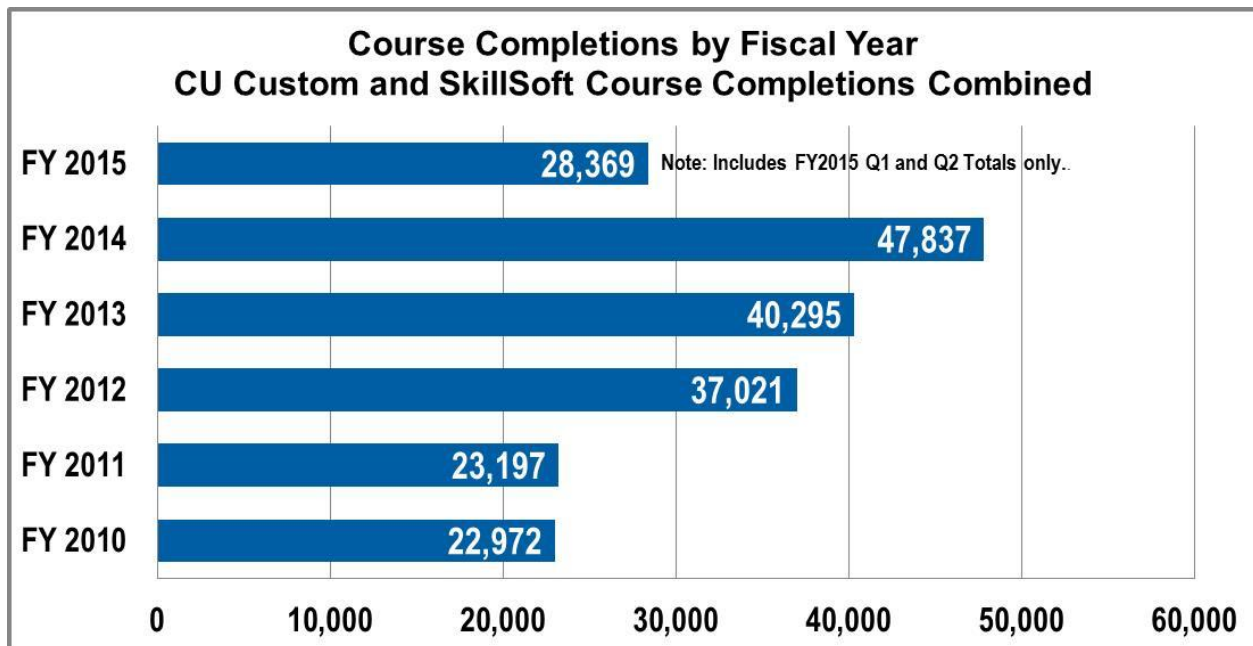


## SkillSoft Utilization-System Administration Fiscal Year 2015-Midyear Report

This midyear report summarizes course completions in SkillSoft, the online learning management system for University of Colorado (CU) faculty, staff, and student employee training. SkillSoft is a purchased service that includes a library of online learning resources and CU custom courses that meet CU compliance requirements and special topic needs. SkillSoft also provides:

- Books24x7, an online library, offering over 33,500 business and professional titles.
- Self-enrollment for Instructor Led Training (ILT) courses on each campus.
- Certification coursework for project management, accountancy (NASBA), and more.

Campuses rely on the learning completion data from the online courses to meet a variety of university, state, and federal compliance requirements. Managers rely on report data that identify training completions for required performance and compliance documentation.



University faculty and staff value the flexibility of online learning and the diversity of resources offered in SkillSoft. Employee Learning and Development continues to identify ways to support professional development opportunities required by campuses and individual departments utilizing the many resources provided by SkillSoft.

## CU Custom Course Completions – System Administration

| HRMS Course Code | CU Courses in SkillSoft By HRMS Course Title | Q1 FY 2015 | Q2 FY 2015 | FY 2010 | FY 2011 | FY 2012 | FY 2013 | FY 2014 |
|------------------|--|------------|------------|---------|---------|---------|---------|---------|
| U00057           | ADA  | 1          | 0          | 0       | 0       | 1       | 2       | 1       |
| U00109           | Advance Web-Nav and Reports                  | 0          | 2          | 0       | 0       | 0       | 0       | 11      |
| U00110           | Advancement Gift Agreements                  | 0          | 1          | 0       | 0       | 0       | 0       | 3       |
| U00116           | Advancement-Gift Handling                    | 0          | 2          | 0       | 0       | 0       | 0       | 6       |
| X00490           | Asbestos Awareness [SkillSoft-SAH0403]       | 0          | 0          | 0       | 0       | 0       | 0       | 0       |
| U00097           | Assessment and Alignment                     | 0          | 0          | 0       | 0       | 0       | 0       | 0       |
| U00069           | Bloodborne Pathogens                         | 0          | 0          | 2       | 2       | 3       | 1       | 0       |
| U20061           | Budgeting Clinical Research                  | 0          | 0          | 1       | 0       | 0       | 1       | 2       |
| U00095           | Campus Security Authority                    | 0          | 0          | 0       | 0       | 0       | 1       | 0       |
| U00065           | Cash Control                                 | 1          | 2          | 2       | 0       | 1       | 0       | 4       |
| U00068           | Chemical Waste Management                    | 0          | 0          | 1       | 2       | 2       | 3       | 0       |
| U00076           | Clinical Trials Recruiting                   | 0          | 0          | 0       | 0       | 1       | 11      | 1       |
| U00113           | Cognos: Running m-Fin                        | 0          | 0          | 0       | 0       | 0       | 0       | 3       |
| U00114           | Cognos: Working with m-Fin                   | 0          | 1          | 0       | 0       | 0       | 0       | 2       |
| U00092           | Concur-Booking Travel                        | 2          | 6          | 0       | 0       | 0       | 8       | 9       |
| U00093           | Concur-Reconcile Proc Card                   | 2          | 5          | 0       | 0       | 0       | 6       | 12      |
| U00094           | Concur-Reconcile Travel                      | 3          | 8          | 0       | 0       | 0       | 10      | 9       |
| U00088           | Conflict of Interest NIH                     | 0          | 0          | 0       | 0       | 0       | 4       | 3       |
| U00081           | CU Marketplace - Approver                    | 2          | 3          | 0       | 0       | 22      | 13      | 13      |
| U00091           | CU Marketplace - Inv Approve                 | 1          | 2          | 0       | 0       | 0       | 3       | 5       |
| U00090           | CU Marketplace - Receiver                    | 0          | 5          | 0       | 0       | 0       | 5       | 9       |
| U00084           | CU Marketplace - Requester                   | 0          | 8          | 0       | 0       | 10      | 16      | 21      |
| U00080           | CU Marketplace - Shopper                     | 3          | 9          | 0       | 0       | 20      | 17      | 18      |
| U00059           | Direct Charging                              | 1          | 0          | 1       | 1       | 1       | 1       | 1       |
| U00067           | Discrimination & Harassment                  | 2          | 3          | 332     | 72      | 85      | 65      | 21      |
| S10007           | Discrimination & Harassment UCB              | 21         | 25         | 2       | 13      | 14      | 38      | 154     |
| U00130           | DOT: Awareness of Controlled                 | 0          | 0          | 0       | 0       | 0       | 0       | 0       |
| U00129           | DOT: Reasonable Suspicion                    | 0          | 0          | 0       | 0       | 0       | 0       | 0       |
| U00055           | ePER   | 0          | 0          | 3       | 1       | 1       | 1       | 0       |
| U00112           | Faculty Search Committee                     | 0          | 2          | 0       | 0       | 0       | 0       | 1       |
| U00049           | FERPA  | 21         | 10         | 12      | 21      | 24      | 57      | 31      |
| F00001           | Fiscal Code of Ethics                        | 18         | 22         | 28      | 40      | 53      | 54      | 86      |
| F00002           | Fiscal Code of Ethics-Officers               | 9          | 6          | 6       | 1       | 4       | 3       | 10      |
| U00072           | Form I-9                                     | 2          | 0          | 0       | 1       | 1       | 0       | 1       |
| U00083           | Gift Fund-Advanced                           | 0          | 1          | 0       | 0       | 1       | 2       | 4       |
| U00082           | Gift Fund-Beginner                           | 0          | 2          | 0       | 0       | 5       | 5       | 9       |
| A00020           | HIPAA Regulations                            | 13         | 9          | 15      | 40      | 31      | 30      | 52      |
| A00029           | HRMS Fundamentals                            | 9          | 6          | 13      | 16      | 29      | 30      | 42      |
| A00030           | HRMS Inquire/Reporting                       | 9          | 7          | 13      | 14      | 28      | 30      | 40      |
| U00074           | HRMS Managing People                         | 3          | 3          | 0       | 0       | 13      | 13      | 17      |
| U00073           | HRMS Managing Positions                      | 4          | 3          | 0       | 0       | 22      | 11      | 16      |
| U00075           | HRMS Payroll Processing                      | 2          | 3          | 0       | 0       | 12      | 12      | 17      |
| A00031           | HRMS Time Collection                         | 3          | 3          | 6       | 4       | 14      | 13      | 14      |
| U00118           | IACUC Refresher Training                     | 0          | 0          | 0       | 0       | 0       | 0       | 1       |
| U00077           | Identity Theft Prevention                    | 0          | 0          | 0       | 1       | 0       | 0       | 0       |
| U00063           | Information Security                         | 28         | 31         | 79      | 76      | 96      | 91      | 150     |
| U00064           | Information Security ITS                     | 27         | 7          | 23      | 27      | 26      | 115     | 23      |
| U10065           | Intro to Export Controls                     | 0          | 0          | 0       | 0       | 1       | 0       | 4       |
| A00140           | Introduction to ISIS                         | 11         | 5          | 12      | 15      | 12      | 22      | 18      |
| A00141           | ISIS Campus Community                        | 3          | 0          | 5       | 6       | 2       | 6       | 13      |
| A00144           | ISIS Student Financials                      | 0          | 0          | 0       | 3       | 3       | 7       | 6       |
| U00087           | IT Confidentiality Agreement                 | 14         | 5          | 0       | 0       | 0       | 120     | 42      |

## CU Custom Course Completions – System Administration, continued

| HRMS Course Code | CU Courses in SkillSoft By HRMS Course Title | Q1 FY 2015 | Q2 FY 2015 | FY 2010    | FY 2011    | FY 2012    | FY 2013      | FY 2014      |
|------------------|--|------------|------------|------------|------------|------------|--------------|--------------|
| U00050           | Lab Safety                                   | 0          | 0          | 0          | 1          | 1          | 0            | 1            |
| X00109           | Laser Safety Training [SkillSoft-SAH449]     | 0          | 0          | 0          | 0          | 0          | 0            | 0            |
| U10061           | LASP Export Compliance                       | 0          | 0          | 0          | 0          | 0          | 0            | 2            |
| U00111           | New Emp Orientation Boulder                  | 2          | 5          | 0          | 0          | 0          | 0            | 2            |
| U40057           | New Empl Orientation-UCCS                    | 0          | 1          | 0          | 0          | 0          | 1            | 4            |
| U00070           | New Employee Orientation                     | 10         | 19         | 5          | 35         | 50         | 59           | 76           |
| U00098           | New Faculty Orientation-UCD                  | 0          | 0          | 0          | 0          | 0          | 0            | 1            |
| U60007           | OLAR Animal Program Orient                   | 0          | 0          | 0          | 0          | 1          | 0            | 1            |
| U60006           | OLAR Disease Prev & Cont                     | 0          | 0          | 0          | 0          | 1          | 0            | 0            |
| U60005           | OLAR Standard Opr Proc                       | 0          | 0          | 0          | 0          | 1          | 0            | 0            |
| U60004           | OLAR WAO                                     | 0          | 0          | 1          | 0          | 0          | 0            | 0            |
| U00096           | PeopleAdmin/JobstatCU                        | 2          | 0          | 0          | 0          | 0          | 0            | 6            |
| A00106           | Peoplesoft Fin: Journal Entry                | 1          | 6          | 12         | 15         | 7          | 14           | 11           |
| A00105           | PeopleSoft Finance: Inquiry                  | 14         | 16         | 15         | 24         | 18         | 23           | 35           |
| U00115           | Perf Mgmt Classified UCB                     | 0          | 0          | 0          | 0          | 0          | 0            | 2            |
| U00062           | Performance Management                       | 2          | 1          | 20         | 6          | 6          | 4            | 5            |
| A00025           | Procurement Card Approving                   | 0          | 1          | 6          | 9          | 3          | 10           | 13           |
| U00053           | Procurement Card Holder                      | 2          | 4          | 17         | 12         | 14         | 16           | 30           |
| A00109           | Procurement Purchasing                       | 3          | 13         | 15         | 19         | 29         | 27           | 35           |
| U00131           | Radiation Safety                             | 0          | 0          | 0          | 0          | 0          | 0            | 0            |
| U00100           | Radiation Safety Refresher                   | 0          | 0          | 0          | 0          | 0          | 0            | 0            |
| U00089           | Regulated Medical Waste                      | 0          | 0          | 0          | 0          | 0          | 2            | 0            |
| A00139           | Research Administration for Faculty          | 0          | 0          | 1          | 0          | 0          | 0            | 1            |
| U00101           | Research Response Criteria                   | 0          | 0          | 0          | 0          | 0          | 0            | 0            |
| X00107           | Respiratory Protection [SkillSoft-SAH0474]   | 0          | 0          | 0          | 0          | 0          | 0            | 0            |
| U00066           | Search Committee Training                    | 3          | 1          | 1          | 3          | 1          | 0            | 4            |
| U00117           | Secure Application Development               | 0          | 1          | 0          | 0          | 0          | 0            | 0            |
| C20003           | Shipping Bio Materials                       | 0          | 0          | 0          | 0          | 0          | 0            | 0            |
| U00119           | SODM-BloodBorne Pathogens                    | 0          | 0          | 0          | 0          | 0          | 0            | 0            |
| U00120           | SODM-Chemical Waste Management               | 0          | 0          | 0          | 0          | 0          | 0            | 0            |
| U60001           | SubRecipient Monitoring                      | 0          | 0          | 0          | 0          | 0          | 0            | 1            |
| U10066           | Summer Salary Limitations                    | 0          | 0          | 0          | 0          | 0          | 1            | 0            |
| U00071           | Tenure Review                                | 0          | 1          | 0          | 1          | 2          | 0            | 1            |
| U00078           | Travel and Travel Card                       | 5          | 11         | 0          | 17         | 71         | 32           | 51           |
| U00128           | Veteran Educators Training                   | 0          | 0          | 0          | 0          | 0          | 0            | 0            |
| U10067           | WHC Community Health                         | 0          | 0          | 0          | 0          | 0          | 0            | 0            |
| U10063           | WHC HIPAA Review                             | 0          | 0          | 0          | 0          | 0          | 0            | 0            |
| U10064           | WHC Infection Control                        | 0          | 0          | 0          | 0          | 1          | 0            | 0            |
| U10062           | WHC Safety & Risk Mgmt                       | 0          | 0          | 0          | 1          | 0          | 0            | 0            |
| <b>TOTALS</b>    |  | <b>259</b> | <b>287</b> | <b>719</b> | <b>518</b> | <b>754</b> | <b>1,027</b> | <b>1,191</b> |