

INSTRUCTOR-LED TRAINING ACCESS GUIDE

Please obtain supervisor approval prior to registering for training.

What is in this Access Guide

When and what are our trainings?.....	pg 2
Instructions for using provided links.....	pg 3
Accessing our Skillsoft Library.....	pg 3 – 4
Help with enrolling in Skillsoft.....	pg 5 – 6
How to withdraw from a session.....	pg 7
Communications Schedule.....	pg 7



LEARNING AND DEVELOPMENT



Human Resources

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

When and what are our trainings?

Our training schedule runs from January to December. We attempt to launch our schedule for an entire year the November prior to the start of the year. We will email our training list when the calendar is ready for launch. At that time, enrollments will be open all of sessions. Occasionally, if we add trainings based on demand, we will email again. Links are provided in the emails and we publish resources on our [Instructor-Led Training webpage](#) (ILT).

In addition to our launch email, you can see when and what trainings we are

1. View the master calendar on our [L&D main page](#) by viewing each month.
2. Reference our YYYY Training Calendar on our [ILT webpage](#) under Resources for the schedule. View the Course Catalog for course descriptions.
3. View our course descriptions and registrations on our [ILT webpage](#) and view dates for individual courses with the provided hyperlinks.
4. Use our ILT library in Skillsoft and look up dates with individual course (covered on pages 3-4 of this guide)

CALENDAR & EVENTS

Virtual Settings and Unconscious Bias | Virtual
Oct 6, 2020 | 09:00 AM - 10:30 AM
Cost/fee: \$0
Register for this course

Boot Camp for 4 Disciplines of Execution | Developing and Refining WIGS | Virtual
Oct 6, 2020 | 11:00 AM - 12:00 PM
Cost/fee: \$0

Boot Camp for 4 Disciplines of Execution | Developing and Refining WIGS | Virtual

Today November, 2020
Day Work Week Week Month Agenda Timeline

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26 Crucial C	27 Facilitato	28 Discrimina- Communic.	29	30	31
01	02	03 Facilitato	04 Boot Cam.	05	06	07
08	09	10 Facilitato	11 Working M	12 Performan- Writing EM	13 Boot Cam.	14
15	16	17 Meeting A	18	19 Meeting A	20	21

RESOURCES

Covid ILT Changes (pdf)
PDF 47 KB

Training Course Catalog (pdf)
PDF 1070 KB

2020 Training Schedule (pdf)
PDF 76 KB

Instructor Led Training Access Guide (pdf)
PDF 628 KB



Instructions for using provided links:



You are logging into: **Skillsoft**
Select your campus for authentication:



When you click a link to one of our courses, you will be directed to a Skillsoft log in screen. To access our CU Denver | Anschutz Medical Campus courses, select Denver IDP.

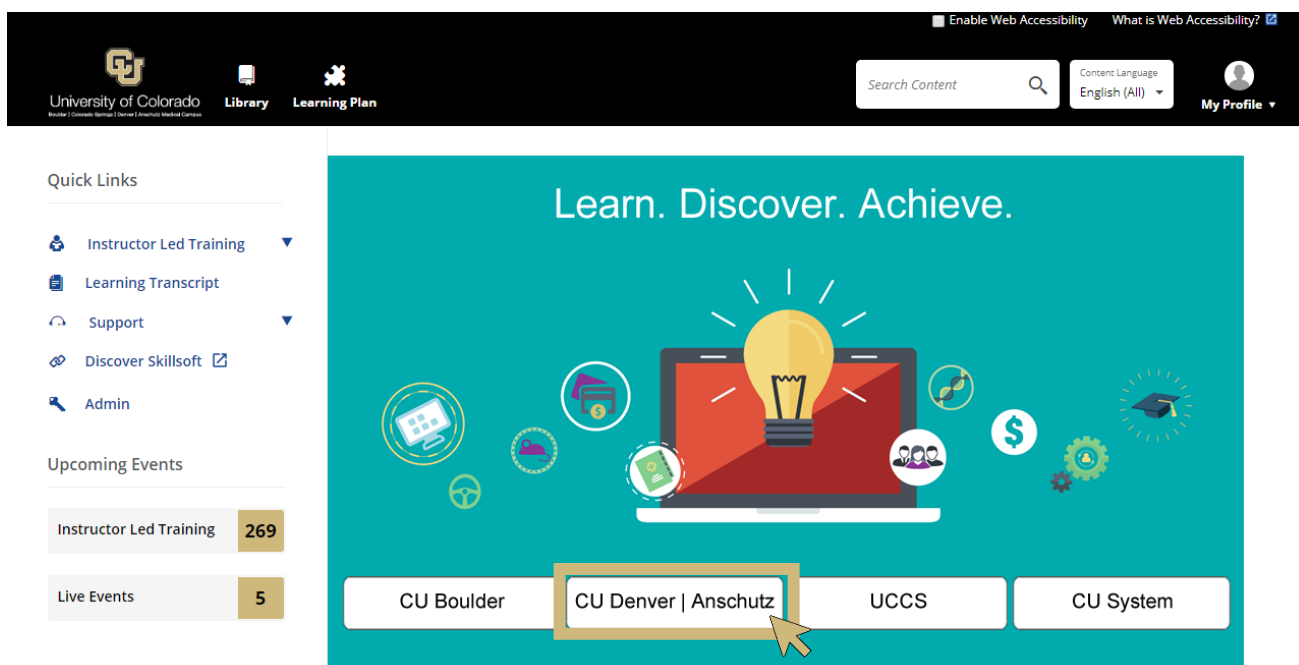
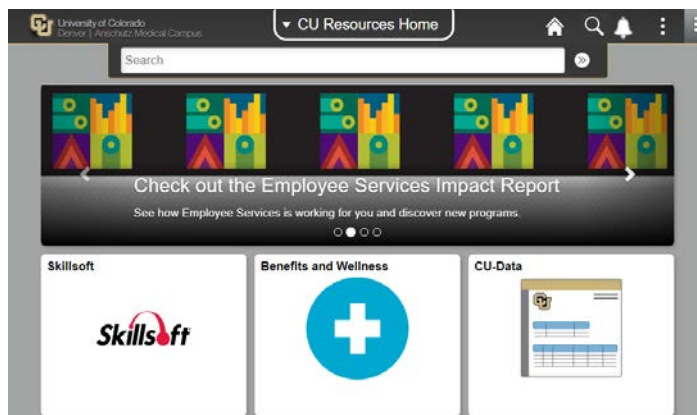
Accessing our Skillsoft Library:

MY.CU.EDU

Step 1 – Log into your UCD Portal*

Step 2 – Launch Skillsoft

Step 3 – Click into CU Denver | Anschutz



* Skillsoft does not have the functionality to enroll on your mobile.





CU Denver | Anschutz

Categories

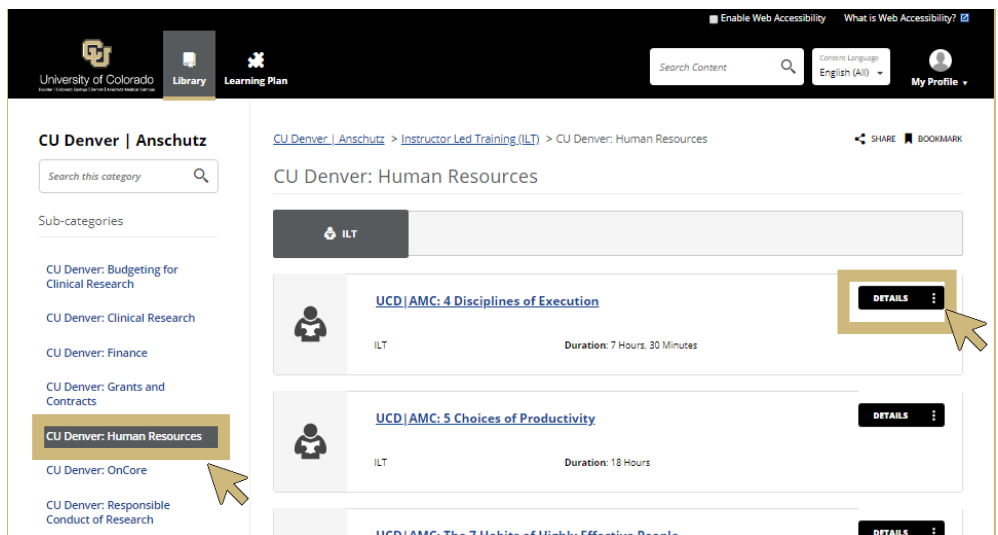
- Students
- Accessibility
- ACRP
- Advancement
- Campus Security
- Clinical Research
- CU Medicine: Evaluation and Management Training
- CU-SIS
- Environmental Health and Safety
- Faculty
- Finance
- Grants and Contracts
- HCM
- HCM Labs
- HCM Practice
- HIPAA
- Human Resources
- Information Security and Technology



Step 4 – On the left menu panel, click on “Instructor Led Training (ILT)”. Please note, do not click on the library button even through it is automatically highlighted.

Step 5 – On the left menu panel, click on “CU Denver | Human Resources”. All of our ILT courses will be available to view on the right.

Step 6 – Click “Details” to launch the course page.



Help with enrolling in Skillsoft:

Step 1 – Click “Details” next to each session to see capacity and how many current enrollments there are.

UCD|AMC: Crucial Conversations SAVE

Enrollment Status: Withdrawn Status:

Duration: 15 Hours, 0 minutes

About **Sessions** Related Items

Available Sessions - 2

Start	End	City/State	Instructor	Session Status	Actions
Jun 11, 2020 9:00 AM MDT	Jun 18, 2020 4:30 PM MDT	Aurora, Colorado	N/A	New	Details
Oct 15, 2020 9:00 AM MDT	Oct 22, 2020 4:30 PM MDT	Denver, CO	N/A	New	Waitlist Details

Step 2 – Under the Actions column you should have the option to “Enroll” or “Waitlist” for the session you want to attend.

UCD|AMC: Crucial Conversations SAVE

Enrollment Status: Not Enrolled Status:

Duration: 15 Hours, 0 minutes

About **Sessions** Related Items

Available Sessions - 3

Start	End	City/State	Instructor	Session Status	Actions
Feb 13, 2020 9:00 AM MST	Feb 20, 2020 4:30 PM MST	Aurora, Colorado	Shimamoto, Brian	Confirmed	Waitlist Details
Jun 11, 2020 9:00 AM MDT	Jun 18, 2020 4:30 PM MDT	Aurora, Colorado	N/A	New	Waitlist Details
Oct 15, 2020 9:00 AM MDT	Oct 22, 2020 4:30 PM MDT	Denver, CO	N/A	New	Enroll Details



Step 3 – Add to your Learning Plan for easy enrollment management at a later date.

Feb 13, 2020 9:00 AM MST	Feb 20, 2020 4:30 PM MST	Aurora, Colorado	Shimamoto, Brian	Confirmed	Details
Jun 11, 2020 9:00 AM MDT	Jun 18, 2020 4:30 PM MDT	Aurora, Colorado	N/A	New	Details
Oct 15, 2020 9:00 AM MDT	Oct 22, 2020 4:30 PM MDT	Denver, CO	N/A	New	Withdraw Details

You are now enrolled in the above session. Would you like to add this to your Learning Plan? Yes No

Please note: If the session status is “Confirmed”, that does not mean you are confirmed in the course. That just means the session is confirmed in the system.

If you see “Withdraw” under the action, that means you are already enrolled or on the waitlist. Please check your email from skillsoft to determine your status.

If the “Enroll” or “Waitlist” or “Withdraw” option isn’t available it could mean the date has passed for self-enrollment. Self-enrollment typically closes 3 - 14 days prior to the session.

After the self-enrollment date closes, you can no longer see if you are enrolled in a session. If you are enrolled, you should have received an email from our office.



I am unable to attend a session I am enrolled in. What should I do?



Approximate Communication Schedule

Skillsoft will email you when you enroll, waitlist, or withdraw

Skillsoft will email you when we confirm the session

If there is a cost associated with the course, we will email you 3 – 4 weeks prior to the session to confirm enrollment

All courses, we will email you a few days prior to the session with specific details

We will email you after the session with a survey, course materials, post-session work directions

For more Frequently Asked Questions, please view our [ILT webpage FAQs](#).

