

HR270

SAP HCM Enterprise Learning (LSO)

COURSE OUTLINE

Course Version: 10

Course Duration: 4 Day(s)

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>

VLC About This Handbook

About This Handbook

This handbook provides you with basic information for attending your virtual live classroom session.

Adobe Connect Support Information

Web and audio support is available by:

- Pressing *0 from within the audio-conferencing
- Calling the support hotline numbers listed below
- Emailing the PGI support hotline below

Global PGI Support Hotline for SAP Education (24/7)

Tel: +1 800-368-1945

Tel: +1 719-234-7915

Note: After dialing in, press option 2 for technical support. You will then be presented with two options – press 1 for Audio support, or press 2 for Web support.

Email: sapedsupport@premierglobal.com

Setting up your Learning Environment

Ideally you want to be in a private room when participating in a synchronous (live) event. In reality, you may not be able to arrange that. Here are some tips for maximizing your learning environment:

- Create an inspirational office/studio to work in
- Use a comfortable chair
- Use well designed and functional computer peripherals
- Keep a log or journal of notes and ideas you can use for future sessions

Before your online class:

- Tell co-workers you will be in class (send e-mail)
- Post a sign indicating when you will be free again (when class is over)
- Use a headset instead of your computer speakers to minimize disruption of others
- Ignore people who try to get your attention
- Turn off the ringers / alerts on telephone, pager, and cell phone
- Turn off e-mail and instant message alerts
- Remove other distractions lying on your desktop
- Keep a glass of water at your desk

Teleconferencing ground rules:

- Use the mute button or press *6
- Do not place call on hold

- Use the "Raise hand" icon in the Attendee List: My Status to indicate you want to ask a question
- Identify yourself before speaking, when not called on
- Charge the batteries for your cordless handset
- If possible use a land line instead of your cell phone

Minimum Hardware Requirements

- PC with 1.4 GHz processor or higher (Windows) or 1.83 GHz process or higher (Mac OS). Minimum processor required for screen sharing. You may be asked to share your screen during hands-on exercise portions of the class.
- 17 inch or larger monitor is recommended, set at 1024 X 768. Larger monitor and 1024 X 768 setting will make presentation and system screens easier to read.
- Phone with Headset/Microphone or Speakerphone feature – to maximize student listening and comfort during presentation and demonstration portions of the course.

Software Requirement

A complete list of supported Operating Systems, browsers and additional requirements for Adobe® Acrobat® Connect™ can be found at: www.adobe.com/products/acrobatconnectpro/systemreqs

Sample Email to Notify Others You Are in a Virtual Class

This is a sample of an email you can send to your colleagues and manager when you are taking an online course.

Dear colleagues,

Today I will be participating in an online class from my desk. I will be online from approximately 9:30 a.m. to 5:30 a.m. EST. I would appreciate it if you would not disturb me during this time. If you have an immediate question, please contact Joe Smith at extension 123. If it can wait until after 11:00 a.m., please send me an email and I will follow up with you before the end of the business day. I appreciate your consideration.

Best regards,

Getting the Most Out of Your Session

Session Guidelines

- Turn off email, phones, instant messaging tools, and clear other distractions away from your training area.
- Participate and prepare to be called on by name.
- Use the "Raise Hand" icon if you have an immediate question or comment.
- Be patient waiting for a response to your chat messages.
- If you leave the program, please use the "Step Away" status icon in the Attendee List pod to let your instructor know when you leave and remember to clear it when you return.

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Super / Key / Power User
- Data Consultant
- IT Support

Lesson 1: Introducing SAP Enterprise Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Examine the benefits of using SAP Enterprise Learning

Lesson 2: Outlining SAP Talent Management Suite

Lesson Objectives

After completing this lesson, you will be able to:

- Outline SAP Talent Management Suite

Lesson 1: Outlining the System Architecture of SAP Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Outline the system architecture of SAP Learning
- Identify how the individual components of SAP Enterprise Learning communicate

Lesson 2: Outlining the System Landscape of SAP Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Confirm the set-up of a portal user

Lesson 3: Searching in the SAP Enterprise Learning (LSO)

Lesson Objectives

After completing this lesson, you will be able to:

- Describe search functionality in the SAP Enterprise Learning (LSO)

Lesson 4: Integrating SAP HR Systems

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the integration options for SAP Enterprise Learning

Lesson 5: Managing Content with the SAP Authoring Environment

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the components of the SAP Authoring Environment

Lesson 1: Defining Organizational Management

Lesson Objectives

After completing this lesson, you will be able to:

- Define the organizational management data model
- Locate SAP object types

Lesson 2: Displaying an Organizational Structure

Lesson Objectives

After completing this lesson, you will be able to:

- Display an organizational structure

Lesson 3: Managing Organizational Management in SAP Enterprise Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Confirm Organizational Management relationships

Lesson 1: Introducing Personnel Development

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the integration of SAP Enterprise Learning with Personnel Development
- Explain the Personnel Development data model

Lesson 2: Displaying Scales and Qualifications

Lesson Objectives

After completing this lesson, you will be able to:

- Display scales, qualifications, and qualification groups

Lesson 3: Displaying Qualifications for a Person

Lesson Objectives

After completing this lesson, you will be able to:

- Display requirements for jobs and positions
- Display qualifications for a person

Lesson 1: Describing Training Management

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain a master data catalog

Lesson 2: Creating Course Types in the Master Data Catalog

Lesson Objectives

After completing this lesson, you will be able to:

- Define the training management data model
- Set up course groups in the catalog
- Set up course type master data in the catalog

Lesson 3: Creating Curriculum Types and Course Programs

Lesson Objectives

After completing this lesson, you will be able to:

- Create curriculum types

Lesson 4: Creating course programs

Lesson Objectives

After completing this lesson, you will be able to:

- Create course programs

Lesson 5: Creating Course Offerings

Lesson Objectives

After completing this lesson, you will be able to:

- Create course offerings

Lesson 6: Describing Follow-Up Processes

Lesson Objectives

After completing this lesson, you will be able to:

- Describe follow-up processes and identify the participants involved

Lesson 1: Describing the Administrator Portal

Lesson Objectives

After completing this lesson, you will be able to:

- Find services in the Administrator Portal
- Personalize user settings

Lesson 2: Describing Services in the Administrator Portal

Lesson Objectives

After completing this lesson, you will be able to:

- Review courses in the Administrator Portal
- Manage course participation
- Review course follow-up, billing, and correspondence

Lesson 3: Managing the Course Catalog

Lesson Objectives

After completing this lesson, you will be able to:

- Manage the course catalog structure via the Course Administrator Portal

Lesson 4: Managing Participants

Lesson Objectives

After completing this lesson, you will be able to:

- Manage participation

Lesson 5: Publishing a Course using Rapid Course Publishing

Lesson Objectives

After completing this lesson, you will be able to:

- Publish a course

Lesson 1: Outlining the Learning Portal

Lesson Objectives

After completing this lesson, you will be able to:

- Explain and execute the business process of the Learning Portal

Lesson 2: Navigating in the Learning Portal

Lesson Objectives

After completing this lesson, you will be able to:

- Execute a simple search

Lesson 3: Booking and Canceling Courses in the Learning Portal

Lesson Objectives

After completing this lesson, you will be able to:

- Book courses in the Learning Portal
- Cancel courses in the Learning Portal
- Outline booking and canceling courses using Workflow
- Outline time-related course bookings

Lesson 4: Launching the Online Content Player

Lesson Objectives

After completing this lesson, you will be able to:

- Launch the Online Content Player

Lesson 5: Using the Offline Content Player

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the features and use of the Offline Content Player

Lesson 6: Following Up on Courses

Lesson Objectives

After completing this lesson, you will be able to:

- Appraise a course
- Add an electronic signature to a confirmation

Lesson 7: Managing the Learner Account

Lesson Objectives

After completing this lesson, you will be able to:

- Prebook a course and create a favorite
- Display a qualification profile

Lesson 8: Identifying Configuration Activities

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the configuration activities for the Learner Portal
- Locate BAdI profiles
- Locate Microsoft Outlook Calendar integration

Lesson 1: Identifying the SAP Instructor Portal

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the tasks of the instructor portal role

Lesson 2: Using the SAP Instructor Portal for Day-to-Day Activities

Lesson Objectives

After completing this lesson, you will be able to:

- Manage day-to-day activities using the instructor portal

Lesson 3: Describing the integration of LSO in Manager Self-Service

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the integration of LSO in manager self-service

Lesson 1: Outlining SAP Jam Functionality

Lesson Objectives

After completing this lesson, you will be able to:

- Outline the functionality of SAP Jam groups

Lesson 2: Outlining the HR Professional Collaboration Lane

Lesson Objectives

After completing this lesson, you will be able to:

- Outline the features of the collaboration lane available with the HR Professional role

Lesson 1: Outlining the SAP Learning Solution for the Extended Learning Community

Lesson Objectives

After completing this lesson, you will be able to:

- Outline the SAP Learning solution option for the extended learning community

Lesson 1: Using the Workforce Performance Builder (WPB)

Lesson Objectives

After completing this lesson, you will be able to:

- Perform a simulation using WPB

Lesson 2: Outlining Courses Based on WPB Content

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the options for publishing a SCORM compliant file for use in SAP LSO