HR860

SAP SuccessFactors Learning Project Team Orientation (HR860)

COURSE OUTLINE

Course Version: 2311
Course Duration:

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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	*Example text*
Window title	*Example text*

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- System Administrator

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UNIT 1 Introduction to Learning PTO

Lesson 1: Overview of SAP SuccessFactors Learning Management Project Team Orientation

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the purpose of the PTO, its goals and characteristics

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UNIT 2 Learning Terminology and Overview

Lesson 1: SAP SuccessFactors Learning Management System (LMS): Learning Terminology and Overview

Lesson Objectives

After completing this lesson, you will be able to:

- List the different types of Users and describe how to access SAP SuccessFactors Learning

Lesson 2: Learning Needs Management Model

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the key terms and concepts specific to SAP SuccessFactors Learning and how they relate to your business
- Describe how security is maintained in SAP SuccessFactors Learning
- Describe the capabilities of SAP SuccessFactors Learning

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UNIT 3 The User Experience: User Interface Overview

Lesson 1: Navigating through SAP SuccessFactors from a User Perspective

Lesson Objectives

After completing this lesson, you will be able to:

- Navigate through SAP SuccessFactors as a User
- Describe the Roles and Permissions of User Access

Lesson 2: Learning Assignments

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the different options available under the My Learning Assignments section

Lesson 3: Tiles on the Home Page

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the different tiles in the Home Page and its uses

Lesson 4: Manager Actions

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the Manager's View of My Team
- Explain the various Actions the Manager can perform.
- Describe the functionality available for Instructors
- Describe the role of Human Resource Business Partners (HRBPs)

Lesson 5: New Learning Experience (2H 2023)

Lesson Objectives

After completing this lesson, you will be able to:

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- Navigate the Learning solution using the newest learning experience

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UNIT 4 The Administrator Experience

Lesson 1: Administrator Interface Overview

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the Roles and Access rights of Admins in LMS
- Navigate through the Admin Interface

Lesson 2: Search Options in SAP SuccessFactors Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the search functionality in the LMS

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UNIT 5 User Administration

Lesson 1: User Administration, User Attributes and Data Protection and Privacy Features

Lesson Objectives

After completing this lesson, you will be able to:

- Describe User Administration functionality
- Explain the Data Protection and Privacy Features

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UNIT 6 Learning Management

Lesson 1: Items, Keys, Reference Fields, Task List and Field Descriptions

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how Items are managed in SAP SuccessFactors Learning

Lesson 2: Manage Curriculum

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how Curricula are managed in SAP SuccessFactors Learning

Lesson 3: Manage Programs

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how Programs are managed in SAP SuccessFactors Learning

Lesson 4: Manage Classes

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how Classes are managed in SAP SuccessFactors Learning

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UNIT 7 Administrator Security and Access

Lesson 1: Admin Security and Access

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the SAP SuccessFactors Learning security model

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UNIT 8 Administrator Reports

Lesson 1: Administrator, Standard and Custom Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the reporting functionality in SAP SuccessFactors Learning

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UNIT 9 System Administration

Lesson 1: System Administration and Related Functionalities

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the responsibilities.of a system administrator

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UNIT 10 Migrating and Maintaining Data

Lesson 1: Migrating and Maintaining Data

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how data can be migrated and maintained in the LMS

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UNIT 11 Commerce

Lesson 1: LMS Commerce Functionality

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how SAP SuccessFactors can track the cost of delivering training and track the cost for a user to take a course

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UNIT 12 Integration

Lesson 1: Integration

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how SAP SuccessFactors integrates with the SAP SuccessFactors HXM suite

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UNIT 13 Glossary of Learning Terms

Lesson 1: Glossary of Learning Terms

Lesson Objectives

After completing this lesson, you will be able to:

- Review the glossary of terms and additional resources

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