HR861

SAP SuccessFactors Learning Administration - Core Topics

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 Getting Started with SAP SuccessFactors Learning

Lesson 1: Exploring SAP SuccessFactors Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Explore the features and capabilities of SAP SuccessFactors Learning
- Explain the process of implementing the Learning Needs Management model
- Identify administrators and users in SAP SuccessFactors Learning

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UNIT 2

Exploring the SAP SuccessFactors Learning User-side Interface

Lesson 1: Navigating the User-side Interface

Lesson Objectives

After completing this lesson, you will be able to:

- Access SAP SuccessFactors Learning as a user
- Navigate and explore assignments and review history
- Search for items in the library and self-assigning
- Explore tools and settings

Lesson 2: Navigating the User-side Interface as a Manager

Lesson Objectives

After completing this lesson, you will be able to:

- Use the tools on the My Team tab

Lesson 3: Navigating the User-side Interface as an Instructor

Lesson Objectives

After completing this lesson, you will be able to:

- Manage actions and tabs of the Instructor View

Lesson 4: Navigating the New Learning Experience

Lesson Objectives

After completing this lesson, you will be able to:

- Navigate and explore the New Learning Experience
- Search for items in the Library
- View Personalized Recommendations

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UNIT 3

Exploring the SAP SuccessFactors Administrator Interface

Lesson 1: Navigating the Administrator-side Interface

Lesson Objectives

After completing this lesson, you will be able to:

- Access SAP SuccessFactors Learning as an administrator
- Explore the layouts of the administrator interface and entities
- Navigate to Cross Linked Entities

Lesson 2: Searching for Entities

Lesson Objectives

After completing this lesson, you will be able to:

- Create search filters
- Download, view, save search results

Lesson 3: Working with User Entities

Lesson Objectives

After completing this lesson, you will be able to:

- Explore the user entity concepts and layout
- Modify existing user entities
- Define how a new user is added to SAP SuccessFactors Learning

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UNIT 4 Working with Items

Lesson 1: Creating Items and Populating Fields within Tabs

Lesson Objectives

After completing this lesson, you will be able to:

- Add instructor-led items
- Edit the item description and default values

Lesson 2: Preparing an Item for Scheduling (Class)

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the class agenda and time slots

Lesson 3: Making an Item Available to Users

Lesson Objectives

After completing this lesson, you will be able to:

- Add items to a library
- Add categories to an item

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UNIT 5 Working with Curricula

Lesson 1: Creating Curricula

Lesson Objectives

After completing this lesson, you will be able to:

- Create a curriculum

Lesson 2: Setting Up Due Dates for Items within a Curriculum

Lesson Objectives

After completing this lesson, you will be able to:

- Edit the settings for an item within a curriculum

Lesson 3: Offering Users Choices within a Curriculum

Lesson Objectives

After completing this lesson, you will be able to:

- Create curriculum requirements and curriculum requirements groups

Lesson 4: Creating Subcurricula

Lesson Objectives

After completing this lesson, you will be able to:

- Set up subcurricula
- Deactivate a curriculum

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UNIT 6 Working with Programs

Lesson 1: Creating Programs

Lesson Objectives

After completing this lesson, you will be able to:

- Determine when to use a program
- Add a new program
- Edit program settings

Lesson 2: Managing Programs

Lesson Objectives

After completing this lesson, you will be able to:

- Modify a program
- Copy a program

Lesson 3: Making Programs available to Users

Lesson Objectives

After completing this lesson, you will be able to:

- Publish a program
- Access programs as an end user

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UNIT 7 Assigning Learning Needs

Lesson 1: Manually Assigning Learning Needs to Users

Lesson Objectives

After completing this lesson, you will be able to:

- Assign items, curricula, and programs directly from the user entity
- Run the Manage Assignments tool
- Edit required dates for assignments

Lesson 2: Automatically Assigning Learning Needs to Users

Lesson Objectives

After completing this lesson, you will be able to:

- Create an assignment profile
- Run the Assignment Profile Execute Updates APM

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UNIT 8

Building Relationships Among Learning Needs Management Entities

Lesson 1: Establishing Substitute and Prerequisite Relationships

Lesson Objectives

After completing this lesson, you will be able to:

- Create a substitute relationship among Items
- Create groups of prerequisites for an Item

Lesson 2: Creating Task Checklist Items

Lesson Objectives

After completing this lesson, you will be able to:

- Create a list of observable tasks and assign task observers

Lesson 3: Revising an Item

Lesson Objectives

After completing this lesson, you will be able to:

- Use the item revision assistant

Lesson 4: Making Learning Activities Discoverable to the User

Lesson Objectives

After completing this lesson, you will be able to:

- Create a library and assign it to users
- Associate attributes to items and programs

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UNIT 9 Managing Instructor-Led Training

Lesson 1: Creating Classes

Lesson Objectives

After completing this lesson, you will be able to:

- Add a new class
- Edit the time slots of a class and assign resources

Lesson 2: Managing Classes

Lesson Objectives

After completing this lesson, you will be able to:

- Set the registration parameters for a class
- Register users for a class
- Modify a class
- Copy a class

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UNIT 10 Tracking Learning

Lesson 1: Recording completion of Items and External Events

Lesson Objectives

After completing this lesson, you will be able to:

- Add a history record to the learning history for an Item and an external event

Lesson 2: Recording completion of Classes

Lesson Objectives

After completing this lesson, you will be able to:

- Add a history record to the learning history for a class

Lesson 3: Editing Learning History

Lesson Objectives

After completing this lesson, you will be able to:

- Edit learning history

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UNIT 11 Managing Online Training

Lesson 1: Creating a Content Object

Lesson Objectives

After completing this lesson, you will be able to:

- Summarize the steps to configure SAP SuccessFactors Learning with online content
- Add a content object

Lesson 2: Creating an Item with Online Content

Lesson Objectives

After completing this lesson, you will be able to:

- Create an item with online content
- Add and modify objects to the online content structure

Lesson 3: Creating Blended Items

Lesson Objectives

After completing this lesson, you will be able to:

- Create and modify an Instructor-led Online Content Item

Lesson 4: Identifying Online Training Extras

Lesson Objectives

After completing this lesson, you will be able to:

- Identify supplemental topics related to online training

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UNIT 12 Building Assessments

Lesson 1: Creating Exams

Lesson Objectives

After completing this lesson, you will be able to:

- Create an objective
- Create a question in the question library
- Create an exam assessment

Lesson 2: Associating Exam Assessments with Items

Lesson Objectives

After completing this lesson, you will be able to:

- Associate an exam assessment to an item
- Associate exam assessments with an item as pre and post-tests
- Configure an item for adaptive learning
- Run exam reports

Lesson 3: Creating Quizzes

Lesson Objectives

After completing this lesson, you will be able to:

- Create a new quiz assessment
- Associate a quiz assessment to an item
- Run quiz reports

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UNIT 13 Evaluating Training

Lesson 1: Building Training Surveys

Lesson Objectives

After completing this lesson, you will be able to:

- Create and publish a course feedback survey
- Associate a course feedback survey with an item

Lesson 2: Building Follow-up Surveys

Lesson Objectives

After completing this lesson, you will be able to:

- Create and publish a follow-up survey
- Associate a follow-up survey with an item

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UNIT 14

Reporting in SAP SuccessFactors Learning

Lesson 1: Running, Saving, and Scheduling Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Set up report criteria
- Save reports with criteria
- Schedule saved reports

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