

**SAP SuccessFactors Learning Administration - Core Topics** 

COURSE OUTLINE

Course Version: 2311 Course Duration:

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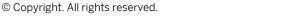
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## **Typographic Conventions**

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	1 2 3
Warning or Caution	
Hint	
Related or Additional Information	>
Facilitated Discussion	<b></b>
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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## UNIT1 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



## UNIT 2 Exploring the SAP SuccessFactors Learning Userside 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



## 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

## 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



## 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



## 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





## 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



## 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



## UNIT 9 Managing Instructor-Led Training

## Lesson 1: Creating Classes

#### **Lesson Objectives**

After completing this lesson, you will be able to:

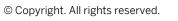
- Add a new class
- Edit the time slots of a class and assign resources

### 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





## 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



## 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



## 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



## 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



## 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

