HR862

SAP SuccessFactors Learning Administration - Additional Topics

COURSE OUTLINE

Course Version: 2405
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 Managing Security in SAP SuccessFactors Learning

Lesson 1: Designing a Security Domain Structure and Security Domain Groups

Lesson Objectives

After completing this lesson, you will be able to:

- Create a security domain structure
- Associate a security domain type entity to a security domain
- Create a security domain group

Lesson 2: Creating an Administrator Role

Lesson Objectives

After completing this lesson, you will be able to:

- Create a template administrator role
- Add permissions to an administrator role
- Apply security domain groups
- Create an administrator entity

Lesson 3: Creating Roles for Users, Managers, and Instructors

Lesson Objectives

After completing this lesson, you will be able to:

- Create a user role in SAP SuccessFactors Learning
- Add permissions to a user role
- Create an instructor role
- Add permissions to an instructor role

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UNIT 2 Configuring SAP SuccessFactors Learning to Meet Customer Requirements

Lesson 1: Configuring Global Settings and Links

Lesson Objectives

After completing this lesson, you will be able to:

- Configure global application, user, and registration settings
- Create and use Easy Links

Lesson 2: Configuring System Properties and Entities

Lesson Objectives

After completing this lesson, you will be able to:

- Configure properties files
- Add a custom field

Lesson 3: Scheduling Automatic Processes

Lesson Objectives

After completing this lesson, you will be able to:

- Configure Automatic Process Managers (APMs)

Lesson 4: Adding References and Resources and Using the Import Data Tool

Lesson Objectives

After completing this lesson, you will be able to:

- Manually add references and resources
- Use the Import Data tool to add references, import entities and other values

Lesson 5: Managing Labels

Lesson Objectives

After completing this lesson, you will be able to:

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- Modify and add custom labels

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UNIT 3 Customizing Email Notifications and Certificates

Lesson 1: Managing Email Notification Templates

Lesson Objectives

After completing this lesson, you will be able to:

- Create and edit an email notification template
- Generate a direct link and use the link in an email notification

Lesson 2: Managing Certificates of Completion

Lesson Objectives

After completing this lesson, you will be able to:

- Configure certificate templates
- Modify a certificate of completion
- Apply a template to items, classes, and programs

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UNIT 4 Creating Approval Processes to Restrict User Actions

Lesson 1: Managing Approval Roles

Lesson Objectives

After completing this lesson, you will be able to:

- Create an approval role
- Assign an approval role to a user

Lesson 2: Managing Approval Processes

Lesson Objectives

After completing this lesson, you will be able to:

- Create an approval process
- Apply an approval process to items and classes

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