

# THR88

## SAP SuccessFactors Learning Academy

### 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:



# 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



## UNIT 2

# Exploring the SAP SuccessFactors Learning User 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





## 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



## 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



## 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



## 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



## 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



## 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



## 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





## 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



## 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



## 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



## 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





## 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:

- Modify and add custom labels

## 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



## 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



### **Lesson 1: Configuring the Integration between SAP SuccessFactors Learning and SAP SuccessFactors HXM**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Examine the settings required to integrate SAP SuccessFactors Learning with SAP SuccessFactors HXM
- Seal the integration between SAP SuccessFactors Learning and SAP SuccessFactors HXM tenants
- Set role-based permissions for SAP SuccessFactors Learning in SAP SuccessFactors HXM





## Lesson 1: Enabling Connectors to Migrate Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure the Connectors property file
- Create and prepare data files for upload
- Upload data files and schedule Connectors