



SAP Education

SAP® Learning Hub

First Steps and Glossary



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Anywhere, Anytime Access to Online Training with SAP® Learning Hub

SAP® Learning Hub is a cloud-based solution that provides **anytime, anywhere learning opportunities for SAP solutions**. Whether you are new to SAP Learning Hub or have used it before, you'll find the following first steps and glossary helpful in understanding how to proceed and the uncommon or specialized terms you may come across. Arranged alphabetically, the glossary defines and illustrates the concepts behind the terms.



E-learning provides access to educational content outside of a traditional classroom over the Internet, giving learners the flexibility to determine what, where, and when to learn.



First Steps After Joining SAP Learning Hub

Now that you have joined SAP Learning Hub, here are the first steps to get you on the path to a deeper knowledge and understanding of your SAP software solutions.

1. Join SAP Learning Rooms – Enter our social learning environment to collaborate with peers and interact directly with SAP subject-matter experts. You can also make use of additional quizzes and learning content developed by our experts that let you pose questions and provide answers to the group.

2. Learn required knowledge – Dive in to a specific topic of your choice with our narrated e-learning courses designed to introduce the most important technical concepts you need to know at an optimal pace.

3. Assess your knowledge – Measure your level of competence before or after studying to better understand the areas that need additional time and focus.

4. Complement your learning (optional) – Reference the technical details in our searchable, single-page e-books, which allow for bookmarking and note taking and can also be printed. All time spent in our e-books is recorded, and the last page you viewed is saved, so you can pick up where you left off at a later date.



5. Practice in the SAP Live Access environment

(optional) – Work hands-on with our live systems to practice what you have studied. This additional, optional purchase allows you to apply your skills in a real SAP software environment without the fear of making mistakes on your employer's or client's live system.

6. Continue your learning journey – Orient yourself with Learning Journey guides, which are designed to steer you toward your learning objective, be it a certification or a basic understanding of a given SAP solution. Learning Journeys provide guidance on what to study when and where to ask questions based on your role and interests.

Maximize learning with SAP Live Access, an on-demand offering available to test, validate, explore, and get hands-on exposure to SAP solutions by using a training system landscape.





Useful Terms

ACCELERATED INNOVATION ENABLEMENT

Accelerated innovation enablement is a special information delivery service provided by SAP Learning Hub, edition for SAP Enterprise Support. It involves live sessions with SAP solution architects to evaluate the innovation capabilities of the latest SAP enhancement packages for SAP Business Suite software or for SAP Solution Manager and how they can be deployed to meet business process requirements.

ASSESSMENT

An assessment is the consolidation of all preexisting assessment questions from an e-book or e-learning course into a comprehensive quiz. It functions as a stand-alone course item that can be searched for and assigned in the same manner as an e-book or e-learning course.

An assessment offers feedback for false answers as well as a final result page outlining the chapters in which the learner is proficient. It can be taken at any time, thus serving as a pre- or poststudy knowledge check.



CURRICULUM

A curriculum is a group of courses that prepare you for and lead to a certification exam. The curriculum you choose can contain handbooks, e-learning courses, and learning rooms. When you add a curriculum to your learning content area, you don't need to search for all the individual courses that make up a certification. And once you have studied all the courses in your chosen curriculum, you will be ready for the related certification exam.

DELTA EXAMS

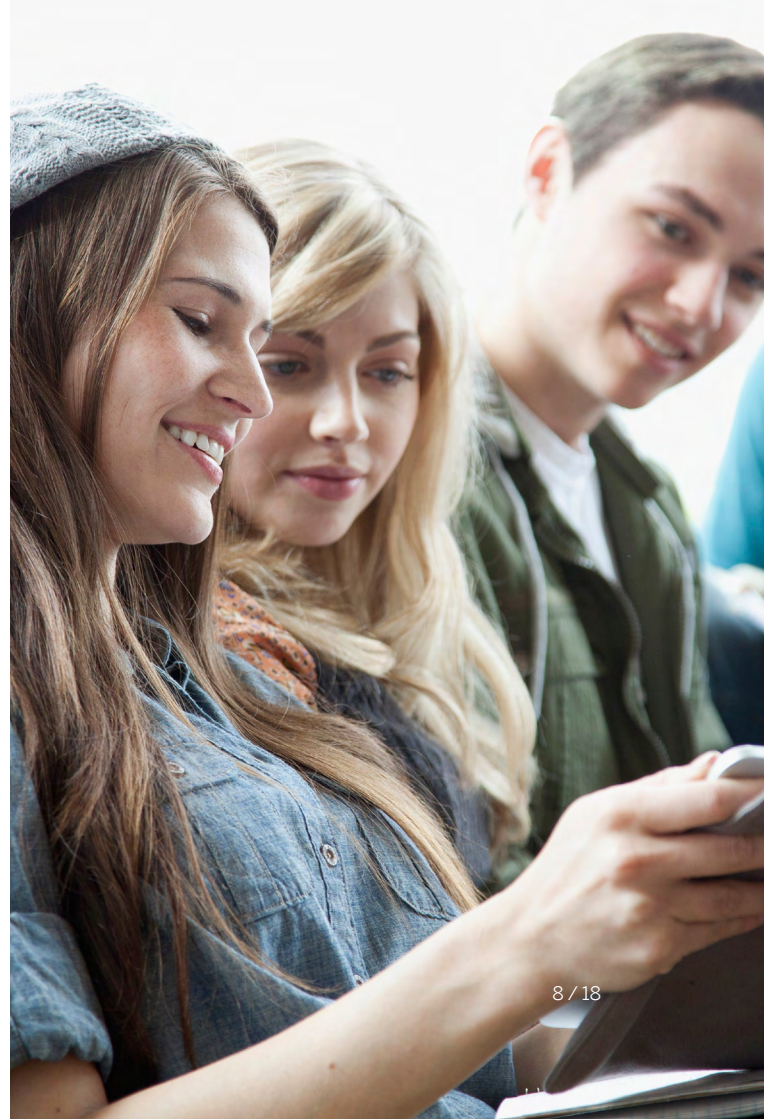
Delta exams quiz users on the difference between two different versions of a software solution. Exams usually apply to cloud solutions, such as SAP SuccessFactors® solutions, and are intended for experts who are already proficient in the solution and just need to know what is new since the last update.



E-BOOKS

E-books are the new learning format on SAP Learning Hub and replace the old flipbook format. Fully compatible with all devices, including mobile devices, e-books enable learners to experience and benefit from capabilities such as completion tracking, time tracking, bookmarking with up to 100 annotations and notes, a toggle view, searching, and many more.

These new e-books mean mobile availability, both online and offline, providing learners with an easier and more convenient way to read.





E-LEARNING COURSES

E-learning uses electronic technology to provide educational content outside of a traditional classroom. It refers to a course or a program delivered completely online, using the Internet. E-learning courses allow you to improve or maintain your skills by building online learning into your schedule. You have the flexibility to determine what, where, and when to learn. You can repeat learning units as often as needed and control the duration of learning sessions. E-learning courses include highly effective instructional

elements and simulations based on authentic situations. Because the courses are designed using real-world business scenarios, users can work more productively with the SAP solutions related to their own business functions.

EXAMS

Exams are course items used to check your knowledge. Depending on the edition of SAP Learning Hub that you have, exam formats, terminology, and subject matter will vary.



GAMIFICATION AND REPUTATION

Gamification and reputation tools in SAP Learning Rooms are new features that make the learning experience more fun and engaging for learners by incorporating game-design elements and game principles.¹

When customers subscribe to SAP Learning Hub, they develop a “reputation” and, based on the reputation level they reach, receive additional guidance throughout their learning experience. To energize the overall learning

experience, several motivational elements have been introduced into SAP Learning Rooms. Learners can now complete different missions or “virtual quests” to earn points and badges. With each point collected, they can unlock a reputation level. Learners can reap real-world value from these tools by building a reputation as an expert in a given SAP solution or innovation, thus strengthening their actual reputations when displayed as part of a social media profile.

1. Please note that gamification and reputation tools are accessible only when you are logged in to SAP Learning Hub.



HOME PAGE FOR SAP LEARNING HUB

The [home page for SAP Learning Hub](#) serves as the initial starting point for all learners looking to enter SAP Learning Hub. Once logged in, users have one-click access to all their learning material: Learning Journeys, learning content, and SAP Learning Rooms. It also provides all additional resources learners might need, including information on the SAP Live Access environment, certification requirements, and support links.





LEARNING JOURNEY

A Learning Journey guide is a detailed visual presentation of the recommended path a learner can follow to become fully competent with an SAP solution or innovation. For instance, users can get information on the various aspects of an SAP S/4HANA® implementation. Learning Journeys present and integrate all relevant learning offerings and alternatives from many sources, including the openSAP platform, SAP Live Access, and SAP Learning Hub.²

For more information, visit our page on [Learning Journeys](#).²

2. Please note that the Learning Journeys page is accessible only when you are logged in to SAP Learning Hub.





LEARNING MAP

A learning map is a collection of user training materials for a specific business role. Structured like a table of contents, the learning map guides you through a preselected set of content from an e-learning training course. It provides brief information about the learning units as well as links to the training material. A map leverages the training content for a specific template or implementation project based on specific role assignments. When new solutions and functions are implemented, users must be trained in the new functions they will use. A learning map is generated for specific tasks of a role (for example, new functionality a purchasing agent will use) from an existing project structure.

MEET-THE-EXPERT WEBINARS

Meet-the-expert Webinars are provided by the SAP Learning Hub, edition for SAP Enterprise Support. They are live Webinars during which subscribers can meet solution experts and other peers. In these sessions, SAP experts focus on topics such as SAP Enterprise Support services, SAP Solution Manager, and other support offerings for the latest SAP technologies. Nonrecurrent sessions are recorded.



openSAP

Discover how the [openSAP](#) platform delivers free resources to everyone interested in our innovative solutions through a massive number of open online courses. These courses run over a number of weeks, with participants spending approximately three to six hours completing learning content each week. Courses consist of video units, self-tests, and weekly assignments.

Throughout the course, participants have the opportunity to ask questions and discuss topics with peers and SAP experts in dedicated discussion forums. Participants can access the content at any time during the week, but they must submit their weekly assignment before the specified deadline if they want to earn a record of achievement. The points earned each week, along with a final exam at the end of the course, contribute to the record of achievement.



PROGRAMS

Programs are a category in SAP Learning Hub, providing a learning content bundle that participants can use to track their completion progress.

These programs are now a preferred method for bundling more than one course into a logical learning path. They were created to cater to online courses. Students can use them to track completion progress throughout their course of study. We plan to use them extensively in order to build learning maps and enrich the customer experience.





SAP LEARNING ROOM

An SAP Learning Room is an expert-moderated, social-learning environment. A room covers specific topics and is structured along the curriculums. You join other learners who have similar learning objectives and want to complete the same content. Read this [information sheet](#) to learn more about SAP Learning Rooms.

SAP LIVE ACCESS

Maximize learning efficiency by purchasing additional hands-on practice time in a secure, hosted training system. As a complement to SAP Learning Hub, the SAP Live Access environment is an on-demand offering available to external consultants, project teams, centers of expertise, and others to test, validate, explore, and get hands-on exposure to SAP solutions by using a training system landscape.

Vouchers for SAP Live Access are available from the training and certification shop. For more information about using SAP Live Access, [watch this introduction video](#).



SAP UNIVERSITY ALLIENCES COURSES

Courses offered through the SAP University Alliances program require specialized classroom coursework designed for professors who are members of the program. Content includes quizzes, exercises, and lesson outlines tailored to the needs of academia.

SEARCH

Content is easy to find in SAP Learning Hub. You can search for specific areas, such as accounting or human capital management, or you can browse all courses.

STAY-CURRENT SANDBOX (EARLY TRIAL REGISTRATION)

The Early Knowledge Transfer program offers a live system or “stay-current sandbox” where participants can get a hands-on preview of the latest cloud release of a solution. SAP Learning Hub customers and partners can experiment with new features and functions without the fear of impacting operations in their own systems.



WEBINARS (LIVE ONLINE EVENTS)

Webinars are live online events in SAP Learning Rooms intended to enhance learning through live interaction with experts and peers. They are short instructor-led sessions focusing on key topics during which an SAP expert provides insights into course material, best practices, or other subject matter and answers questions. SAP Learning Room members can register for and join these live events through their events calendar.

LEARN MORE

For more information about SAP Learning Hub, visit us [online](#).



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