THR88

SAP SuccessFactors Learning Academy

COURSE OUTLINE

Course Version: 2411
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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

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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

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UNIT 2

Integrating SAP SuccessFactors Learning with SAP SuccessFactors HCM

Lesson 1: Configuring the Integration between SAP SuccessFactors HCM and SAP SuccessFactors Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Examine the settings required to integrate SAP SuccessFactors HCM with SAP SuccessFactors Learning
- Seal the integration between SAP SuccessFactors HCM Tenants and SAP SuccessFactors Learning

Lesson 2: Setting Up User Accounts and Permissions

Lesson Objectives

After completing this lesson, you will be able to:

- Set role-based permissions for SAP SuccessFactors Learning in SAP SuccessFactors HCM
- Test integration

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UNIT 3

Exploring the SAP SuccessFactors Learning User Interface

Lesson 1: Navigating the User Interface

Lesson Objectives

After completing this lesson, you will be able to:

- Explore the User home page, tools, and settings

Lesson 2: Navigating the Manager Interface

Lesson Objectives

After completing this lesson, you will be able to:

- Navigate the My Team page to monitor learning activities

Lesson 3: Navigating the Instructor Interface

Lesson Objectives

After completing this lesson, you will be able to:

- Navigate the My Classes page

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UNIT 4

Exploring the SAP SuccessFactors Learning Administrator Interface

Lesson 1: Navigating the Administrator Interface

Lesson Objectives

After completing this lesson, you will be able to:

- Explore the administrator home page
- Navigate the entity manager
- Understand cross entity linking

Lesson 2: Searching for Entities

Lesson Objectives

After completing this lesson, you will be able to:

- Search using filters and search operators
- Managing search results

Lesson 3: Working with User Entities

Lesson Objectives

After completing this lesson, you will be able to:

- Explore user entity tabs
- Manage user entities

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UNIT 5 Reporting in SAP SuccessFactors Learning

Lesson 1: Running, Saving, and Scheduling Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Run reports
- Save reports
- Schedule reports

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UNIT 6 Working with Items

Lesson 1: Creating Items

Lesson Objectives

After completing this lesson, you will be able to:

- Create items

Lesson 2: Exploring Item Entity Tabs

Lesson Objectives

After completing this lesson, you will be able to:

- Understand item entity tabs
- Format an item

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 7 Working with Curricula

Lesson 1: Creating Curricula

Lesson Objectives

After completing this lesson, you will be able to:

- Explore curriculum characteristics and benefits
- Create a curriculum
- Add content to curricula

Lesson 2: Using Period-based Settings to Set Due Dates

Lesson Objectives

After completing this lesson, you will be able to:

- Set due dates for items in a curriculum (Period-based settings)
- Configure Event-based and Calendar-based settings

Lesson 3: Creating Curriculum Requirements

Lesson Objectives

After completing this lesson, you will be able to:

- Create curriculum requirements
- Create curriculum requirement groups

Lesson 4: Publishing Curricula

Lesson Objectives

After completing this lesson, you will be able to:

- Add curricula to libraries
- Associate Curricula with Categories
- Deactivate Curricula

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UNIT 8 Working with Programs

Lesson 1: Creating Programs

Lesson Objectives

After completing this lesson, you will be able to:

- Explore programs
- Create a program entity
- Create the program agenda
- Edit Program Settings

Lesson 2: Managing Programs

Lesson Objectives

After completing this lesson, you will be able to:

- Manage and modify a Program

Lesson 3: Making Programs Available to Users

Lesson Objectives

After completing this lesson, you will be able to:

- Publish and recommend a Program

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UNIT 9 Assigning Learning Needs

Lesson 1: Assigning Learning Needs to Users Manually

Lesson Objectives

After completing this lesson, you will be able to:

- Assign learning directly from the user entity
- Assign Learning Using the Manage Assignments Tool

Lesson 2: Assigning Learning Needs to Users Automatically

Lesson Objectives

After completing this lesson, you will be able to:

- Assign Learning Using Assignment Profiles
- Associate curricula to a Job Code

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UNIT 10

Configuring Item Relationships and Advanced Administrator Features

Lesson 1: Establishing Substitute and Prerequisite Relationships

Lesson Objectives

After completing this lesson, you will be able to:

- Create substitute relationships
- Create prerequisite relationships

Lesson 2: Creating Task-based Checklist Items

Lesson Objectives

After completing this lesson, you will be able to:

- Create a list of observable tasks and designate task observers
- Conduct Observation and complete the task checklist

Lesson 3: Revising an Item

Lesson Objectives

After completing this lesson, you will be able to:

- Use the item revision assistant

Lesson 4: Adding Learning Events to a Library

Lesson Objectives

After completing this lesson, you will be able to:

- Create a library
- Assign libraries to learners

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UNIT 11

Creating, Managing, and Registering for Classes

Lesson 1: Creating Classes

Lesson Objectives

After completing this lesson, you will be able to:

- Creating a new class
- Assign Resources and edit the time slots of a class

Lesson 2: Registering for Classes

Lesson Objectives

After completing this lesson, you will be able to:

- Register learners for classes
- Configure class registration settings

Lesson 3: Managing classes

Lesson Objectives

After completing this lesson, you will be able to:

- Copy a class
- Cancel a Class

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UNIT 12

Adding and Editing History Records

Lesson 1: Adding History Records for Items, External Events, and Classes

Lesson Objectives

After completing this lesson, you will be able to:

- Add a history record for an item, external event, and a class

Lesson 2: Editing Learning History

Lesson Objectives

After completing this lesson, you will be able to:

- Edit learning history

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UNIT 13 Managing Online Content

Lesson 1: Creating Online Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Create Content Objects and Set Launch Method
- Create and test an online Item

Lesson 2: Managing Items with Online Content

Lesson Objectives

After completing this lesson, you will be able to:

- Revise an item with online content
- Restrict access to online content

Lesson 3: Utilizing the Import Content Tool

Lesson Objectives

After completing this lesson, you will be able to:

- Add online content with the Import Content wizard

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UNIT 14 Building Assessments

Lesson 1: Exploring Assessments

Lesson Objectives

After completing this lesson, you will be able to:

- Differentiate between Exam and Quiz Assessments

Lesson 2: Creating Exam Assessments

Lesson Objectives

After completing this lesson, you will be able to:

- Create an objective
- Create an exam assessment
- Associate exam assessment to an item

Lesson 3: Creating Quizzes

Lesson Objectives

After completing this lesson, you will be able to:

- Create a quiz assessment

Lesson 4: Creating Alternative Assessments

Lesson Objectives

After completing this lesson, you will be able to:

- Associate Pre and Post exams to an Item
- Configure Items for Adaptive Learning

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UNIT 15 Creating Surveys for Training Evaluation

Lesson 1: Building Training Surveys

Lesson Objectives

After completing this lesson, you will be able to:

- Create a survey

Lesson 2: Publishing Training Surveys

Lesson Objectives

After completing this lesson, you will be able to:

- Publish a survey
- Launch and complete a survey

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UNIT 16 Managing Security

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
- Create a Security Domain Group

Lesson 2: Creating User, Administrator, and Instructor Roles

Lesson Objectives

After completing this lesson, you will be able to:

- Create and assign a User role
- Create and assign an Administrator role
- Create and assign an Instructor role

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UNIT 17 Customizing SAP SuccessFactors Learning

Lesson 1: Configuring Global Settings and Easy Links

Lesson Objectives

After completing this lesson, you will be able to:

- Configure global application, registration, and user 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
- Enable the New Learning Experience Home Page

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 Using the Import Data Tool

Lesson Objectives

After completing this lesson, you will be able to:

- Add references manually
- Use the Import Data tool to add references and import entities

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 18

Customizing Email Notifications and Certificates

Lesson 1: Managing Email Notification Templates

Lesson Objectives

After completing this lesson, you will be able to:

- Edit an email notification template

Lesson 2: Managing Certificates of Completion

Lesson Objectives

After completing this lesson, you will be able to:

- Customize certificate templates

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UNIT 19 Creating Approval Processes

Lesson 1: Managing the Approval Process

Lesson Objectives

After completing this lesson, you will be able to:

- Create an Approval Process and associate the process with an Item

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UNIT 20 Migrating Data

Lesson 1: Enabling Connectors to Migrate Data

Lesson Objectives

After completing this lesson, you will be able to:

- Leverage connectors
- Integrate data between SFHCM and Learning

Lesson 2: Configuring Connectors

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the connectors property file
- Create and upload data files
- Schedule connectors and validate data

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