

THR88

SAP SuccessFactors Learning Academy

COURSE OUTLINE

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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	<i>Example text</i>
Window title	<i>Example text</i>

Contents

ix **Course Overview**

1 Unit 1: Getting Started with SAP SuccessFactors Learning

- 1 Lesson: Exploring SAP SuccessFactors Learning
- 1 Lesson: Implementing the Learning Needs Management Model

3 Unit 2: Integrating SAP SuccessFactors Learning with SAP SuccessFactors HCM

- 3 Lesson: Configuring the Integration between SAP SuccessFactors HCM and SAP SuccessFactors Learning
- 3 Lesson: Setting Up User Accounts and Permissions

5 Unit 3: Exploring the SAP SuccessFactors Learning User Interface

- 5 Lesson: Navigating the User Interface
- 5 Lesson: Exploring Learning Assignments
- 5 Lesson: Browsing the Library
- 5 Lesson: Reviewing User Options on the Home Page
- 5 Lesson: Navigating the Manager Interface
- 5 Lesson: Navigating the Instructor Interface

7 Unit 4: Exploring the SAP SuccessFactors Learning Administrator Interface

- 7 Lesson: Navigating the Administrator Interface
- 7 Lesson: Navigating the Entity Manager
- 7 Lesson: Searching for Entities
- 7 Lesson: Working with User Entities

9 Unit 5: Enabling AI Services for SAP SuccessFactors Learning

- 9 Lesson: Enabling AI Services for SAP SuccessFactors Learning

11 Unit 6: Reporting in SAP SuccessFactors Learning

- 11 Lesson: Running Reports
- 11 Lesson: Saving Reports
- 11 Lesson: Scheduling Reports

13 Unit 7: Working with Items

- 13 Lesson: Creating Items
- 13 Lesson: Exploring Item Entity Tabs
- 13 Lesson: Customizing an Item
- 13 Lesson: Making an Item Available to End-Users

15	Unit 8:	Working with Curricula
15		Lesson: Understanding Curricula
15		Lesson: Creating Curricula
15		Lesson: Using Period-based Settings
15		Lesson: Configuring Event-based Period Settings
15		Lesson: Configuring Calendar-based Period Settings
15		Lesson: Creating Curriculum Requirements
16		Lesson: Making Curricula Available to End-Users
17	Unit 9:	Working with Programs
17		Lesson: Introducing Programs
17		Lesson: Creating Programs
17		Lesson: Configuring the Program Agenda
17		Lesson: Managing Programs
17		Lesson: Making Programs Available to End-Users
19	Unit 10:	Assigning Learning to End-Users
19		Lesson: Introducing Assignment of Learning
19		Lesson: Assigning Learning Directly from the User entity
19		Lesson: Assigning Learning Using the Manage Assignments Tool
19		Lesson: Assigning Learning Automatically
21	Unit 11:	Configuring Item Relationships and Advanced Administrator Features
21		Lesson: Establishing Substitute Relationships
21		Lesson: Establishing Prerequisite Relationships
21		Lesson: Creating Task-based Checklist Items
21		Lesson: Revising Items
21		Lesson: Managing Libraries
23	Unit 12:	Creating, Managing, and Registering for Classes
23		Lesson: Introducing Classes
23		Lesson: Creating Classes
23		Lesson: Configuring the Class Agenda
23		Lesson: Registering for Classes
23		Lesson: Configuring Class Settings
23		Lesson: Managing classes
25	Unit 13:	Adding and Editing History Records
25		Lesson: Adding History Records for Items, External Events, and Classes
25		Lesson: Editing Learning History

27	Unit 14:	Managing Online Content
27		Lesson: Creating Online Learning
27		Lesson: Restricting access to online content
27		Lesson: Revising an item with online content
27		Lesson: Utilizing the Import Content Tool
29	Unit 15:	Building Assessments
29		Lesson: Exploring Assessments
29		Lesson: Creating Exams
29		Lesson: Creating Quizzes
29		Lesson: Associating Pre and Post exams to an Item
29		Lesson: Configuring Items for Adaptive Learning
31	Unit 16:	Evaluating Training
31		Lesson: Introducing Training Surveys
31		Lesson: Creating Training Surveys
31		Lesson: Publishing Training Surveys
33	Unit 17:	Managing Security
33		Lesson: Introducing the Security Model
33		Lesson: Designing a Security Domain Structure
33		Lesson: Designing a Security Domain Group
33		Lesson: Introducing Role Management
33		Lesson: Creating a User Role
33		Lesson: Creating an Administrator Role
34		Lesson: Creating an Instructor Role
35	Unit 18:	Customizing SAP SuccessFactors Learning
35		Lesson: Configuring Global Settings
35		Lesson: Setting up Easy Links
35		Lesson: Configuring System Properties
35		Lesson: Creating Custom Fields
35		Lesson: Scheduling Automatic Processes
35		Lesson: Creating References Manually
36		Lesson: Creating References using the Import Data tool
36		Lesson: Localizing SAP SuccessFactors Learning
37	Unit 19:	Customizing Email Notifications and Certificates
37		Lesson: Managing Email Notification Templates
37		Lesson: Using the Launch Editor Link
37		Lesson: Configuring Email Header and Footer
37		Lesson: Enabling Vcalendar Attachments
37		Lesson: Managing Certificates of Completion

39 Unit 20: Creating Approval Processes

39 Lesson: Managing the Approval Process

41 Unit 21: Migrating Data

41 Lesson: Leveraging Connectors

41 Lesson: Configuring Connectors

43 Unit 22: Succeeding as a Consultant

43 Lesson: Locating Relevant Resources and Tools

Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant

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.

Lesson 2: Implementing the Learning Needs Management Model

Lesson Objectives

After completing this lesson, you will be able to:

- implement the learning needs management model.

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

Lesson Objectives

After completing this lesson, you will be able to:

- explore the settings required to integrate SAP SuccessFactors HCM with SAP SuccessFactors Learning.

Lesson 2: Setting Up User Accounts and Permissions

Lesson Objectives

After completing this lesson, you will be able to:

- configure the necessary role-based permissions to access SAP SuccessFactors Learning.

Lesson 1: Navigating the User Interface

Lesson Objectives

After completing this lesson, you will be able to:

- explore the Learning home page as an end-user.

Lesson 2: Exploring Learning Assignments

Lesson Objectives

After completing this lesson, you will be able to:

- explore learning assignments on the Learning home page.

Lesson 3: Browsing the Library

Lesson Objectives

After completing this lesson, you will be able to:

- search for available learning and register for a class.

Lesson 4: Reviewing User Options on the Home Page

Lesson Objectives

After completing this lesson, you will be able to:

- utilize the dashboard and activity menu options on the Learning Home Page.

Lesson 5: Navigating the Manager Interface

Lesson Objectives

After completing this lesson, you will be able to:

- monitor learning activities using the Team View page.

Lesson 6: Navigating the Instructor Interface

Lesson Objectives

After completing this lesson, you will be able to:

- navigate the My Classes page.

Lesson 1: Navigating the Administrator Interface

Lesson Objectives

After completing this lesson, you will be able to:

- explain the administrator home page.

Lesson 2: Navigating the Entity Manager

Lesson Objectives

After completing this lesson, you will be able to:

- explain the entity manager.

Lesson 3: Searching for Entities

Lesson Objectives

After completing this lesson, you will be able to:

- search for entities.

Lesson 4: Working with User Entities

Lesson Objectives

After completing this lesson, you will be able to:

- manage user entities.

Lesson 1: Enabling AI Services for SAP SuccessFactors Learning

Lesson Objectives

After completing this lesson, you will be able to:

- explore the Joule use cases and administer AI Services for learning.

Lesson 1: Running Reports

Lesson Objectives

After completing this lesson, you will be able to:

- run reports in SAP SuccessFactors Learning.

Lesson 2: Saving Reports

Lesson Objectives

After completing this lesson, you will be able to:

- save reports in SAP SuccessFactors Learning.

Lesson 3: Scheduling Reports

Lesson Objectives

After completing this lesson, you will be able to:

- schedule reports in SAP SuccessFactors Learning.

Lesson 1: Creating Items

Lesson Objectives

After completing this lesson, you will be able to:

- create items in SAP SuccessFactors Learning.

Lesson 2: Exploring Item Entity Tabs

Lesson Objectives

After completing this lesson, you will be able to:

- explain the different tabs in the item entity.

Lesson 3: Customizing an Item

Lesson Objectives

After completing this lesson, you will be able to:

- customize the thumbnail, cover page, and course details of an item.

Lesson 4: Making an Item Available to End-Users

Lesson Objectives

After completing this lesson, you will be able to:

- add items to a library to make them searchable for end-users.

Lesson 1: Understanding Curricula

Lesson Objectives

After completing this lesson, you will be able to:

- explain curriculum characteristics and benefits.

Lesson 2: Creating Curricula

Lesson Objectives

After completing this lesson, you will be able to:

- create a curriculum.

Lesson 3: Using Period-based Settings

Lesson Objectives

After completing this lesson, you will be able to:

- explain how event-based and calendar-based period settings are used in a curriculum.

Lesson 4: Configuring Event-based Period Settings

Lesson Objectives

After completing this lesson, you will be able to:

- configure event-based period settings to set due dates for items in a curriculum.

Lesson 5: Configuring Calendar-based Period Settings

Lesson Objectives

After completing this lesson, you will be able to:

- configure calendar-based period settings to set due dates for items in a curriculum.

Lesson 6: Creating Curriculum Requirements

Lesson Objectives

After completing this lesson, you will be able to:

- create curriculum requirements and requirement groups.

Lesson 7: Making Curricula Available to End-Users

Lesson Objectives

After completing this lesson, you will be able to:

- add or deactivate curricula in libraries.

Lesson 1: Introducing Programs

Lesson Objectives

After completing this lesson, you will be able to:

- analyze when to use programs and when to use curricula based on training needs.

Lesson 2: Creating Programs

Lesson Objectives

After completing this lesson, you will be able to:

- create a program entity in SAP SuccessFactors Learning.

Lesson 3: Configuring the Program Agenda

Lesson Objectives

After completing this lesson, you will be able to:

- configure the program agenda and settings.

Lesson 4: Managing Programs

Lesson Objectives

After completing this lesson, you will be able to:

- manage and modify a Program.

Lesson 5: Making Programs Available to End-Users

Lesson Objectives

After completing this lesson, you will be able to:

- publish and recommend a Program.

Lesson 1: Introducing Assignment of Learning

Lesson Objectives

After completing this lesson, you will be able to:

- list the different ways of assigning learning to end-users.

Lesson 2: Assigning Learning Directly from the User entity

Lesson Objectives

After completing this lesson, you will be able to:

- assign learning to end-users directly from the User entity.

Lesson 3: Assigning Learning Using the Manage Assignments Tool

Lesson Objectives

After completing this lesson, you will be able to:

- assign learning to end-users using the Manage Assignments tool.

Lesson 4: Assigning Learning Automatically

Lesson Objectives

After completing this lesson, you will be able to:

- assign learning to end-users using assignment profiles and job codes.

Lesson 1: Establishing Substitute Relationships

Lesson Objectives

After completing this lesson, you will be able to:

- create substitute relationships.

Lesson 2: Establishing Prerequisite Relationships

Lesson Objectives

After completing this lesson, you will be able to:

- create prerequisite relationships between items.

Lesson 3: Creating Task-based Checklist Items

Lesson Objectives

After completing this lesson, you will be able to:

- configure a task-based checklist item and designate task observers.

Lesson 4: Revising Items

Lesson Objectives

After completing this lesson, you will be able to:

- revise an item.

Lesson 5: Managing Libraries

Lesson Objectives

After completing this lesson, you will be able to:

- create a library and assign it to end-users.

Lesson 1: Introducing Classes

Lesson Objectives

After completing this lesson, you will be able to:

- explain the class creation and registration process.

Lesson 2: Creating Classes

Lesson Objectives

After completing this lesson, you will be able to:

- create a class entity in SAP SuccessFactors Learning.

Lesson 3: Configuring the Class Agenda

Lesson Objectives

After completing this lesson, you will be able to:

- configure the class agenda entity tab.

Lesson 4: Registering for Classes

Lesson Objectives

After completing this lesson, you will be able to:

- register users for classes.

Lesson 5: Configuring Class Settings

Lesson Objectives

After completing this lesson, you will be able to:

- configure class settings.

Lesson 6: Managing classes

Lesson Objectives

After completing this lesson, you will be able to:

- copy or cancel a class.

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

Lesson Objectives

After completing this lesson, you will be able to:

- add a learning 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 record.

Lesson 1: Creating Online Learning

Lesson Objectives

After completing this lesson, you will be able to:

- create an online item in SAP SuccessFactors Learning.

Lesson 2: Restricting access to online content

Lesson Objectives

After completing this lesson, you will be able to:

- restrict access to online content.

Lesson 3: Revising an item with online content

Lesson Objectives

After completing this lesson, you will be able to:

- revise an item with online content.

Lesson 4: Utilizing the Import Content Tool

Lesson Objectives

After completing this lesson, you will be able to:

- import external content into SAP SuccessFactors Learning using the Import Content tool.

Lesson 1: Exploring Assessments

Lesson Objectives

After completing this lesson, you will be able to:

- differentiate between exam and quiz assessments.

Lesson 2: Creating Exams

Lesson Objectives

After completing this lesson, you will be able to:

- create an exam assessment and objectives.

Lesson 3: Creating Quizzes

Lesson Objectives

After completing this lesson, you will be able to:

- create a quiz assessment.

Lesson 4: Associating Pre and Post exams to an Item

Lesson Objectives

After completing this lesson, you will be able to:

- associate pre and post exams to an Item.

Lesson 5: Configuring Items for Adaptive Learning

Lesson Objectives

After completing this lesson, you will be able to:

- configure items for adaptive learning.

Lesson 1: Introducing Training Surveys

Lesson Objectives

After completing this lesson, you will be able to:

- list the different types of surveys that can be created in SAP SuccessFactors Learning.

Lesson 2: Creating Training Surveys

Lesson Objectives

After completing this lesson, you will be able to:

- create a survey.

Lesson 3: Publishing Training Surveys

Lesson Objectives

After completing this lesson, you will be able to:

- publish a survey.

Lesson 1: Introducing the Security Model

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the security model of SAP SuccessFactors Learning.

Lesson 2: Designing a Security Domain Structure

Lesson Objectives

After completing this lesson, you will be able to:

- Create a security domain structure.

Lesson 3: Designing a Security Domain Group

Lesson Objectives

After completing this lesson, you will be able to:

- Create a security domain group.

Lesson 4: Introducing Role Management

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how roles and permissions are managed in SAP SuccessFactors Learning.

Lesson 5: Creating a User Role

Lesson Objectives

After completing this lesson, you will be able to:

- Create and assign a user role.

Lesson 6: Creating an Administrator Role

Lesson Objectives

After completing this lesson, you will be able to:

- Create and assign an administrator role.

Lesson 7: Creating an Instructor Role

Lesson Objectives

After completing this lesson, you will be able to:

- Create and assign an instructor role.

Lesson 1: Configuring Global Settings

Lesson Objectives

After completing this lesson, you will be able to:

- Configure global application, registration, and user settings.

Lesson 2: Setting up Easy Links

Lesson Objectives

After completing this lesson, you will be able to:

- Configure Easy Links to enable users to quickly access learning content.

Lesson 3: Configuring System Properties

Lesson Objectives

After completing this lesson, you will be able to:

- Configure properties files.

Lesson 4: Creating Custom Fields

Lesson Objectives

After completing this lesson, you will be able to:

- Create custom fields for entities.

Lesson 5: Scheduling Automatic Processes

Lesson Objectives

After completing this lesson, you will be able to:

- Schedule Automatic Process Managers (APMs).

Lesson 6: Creating References Manually

Lesson Objectives

After completing this lesson, you will be able to:

- Add references manually.

Lesson 7: Creating References using the Import Data tool

Lesson Objectives

After completing this lesson, you will be able to:

- Create references using the Import Data tool.

Lesson 8: Localizing SAP SuccessFactors Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Customize labels to enable SAP SuccessFactors Learning in multiple languages.

Lesson 1: Managing Email Notification Templates

Lesson Objectives

After completing this lesson, you will be able to:

- Edit an email notification template.

Lesson 2: Using the Launch Editor Link

Lesson Objectives

After completing this lesson, you will be able to:

- Use the email notification template editor.

Lesson 3: Configuring Email Header and Footer

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the header and footer of email notifications.

Lesson 4: Enabling Vcalendar Attachments

Lesson Objectives

After completing this lesson, you will be able to:

- Enable calendar invitation attachments in email notifications.

Lesson 5: Managing Certificates of Completion

Lesson Objectives

After completing this lesson, you will be able to:

- Customize certificate templates.

Lesson 1: Managing the Approval Process

Lesson Objectives

After completing this lesson, you will be able to:

- Create an approval process for an Item.

Lesson 1: Leveraging Connectors

Lesson Objectives

After completing this lesson, you will be able to:

- List important connectors used to migrate data into SAP SuccessFactors Learning.

Lesson 2: Configuring Connectors

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the data migration process between SAP SuccessFactors HCM and SAP SuccessFactors Learning using connectors.

Lesson 1: Locating Relevant Resources and Tools

Lesson Objectives

After completing this lesson, you will be able to:

- Access available resources and tools to support SAP SuccessFactors solutions.