

HR861

SAP SuccessFactors Learning Administration

COURSE OUTLINE

Course Version: 2511

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: Introducing the Administration Course
1	Lesson: Exploring the Administration Course
3	Unit 2: Getting Started with SAP SuccessFactors Learning
3	Lesson: Exploring SAP SuccessFactors Learning
3	Lesson: Implementing the Learning Needs Management Model
5	Unit 3: Integrating SAP SuccessFactors Learning with SAP SuccessFactors HCM
5	Lesson: Configuring the Integration between SAP SuccessFactors HCM and SAP SuccessFactors Learning
5	Lesson: Setting Up User Accounts and Permissions
7	Unit 4: Exploring the SAP SuccessFactors Learning User Interface
7	Lesson: Navigating the User Interface
7	Lesson: Exploring Learning Assignments
7	Lesson: Browsing the Library
7	Lesson: Reviewing User Options on the Home Page
7	Lesson: Navigating the Manager Interface
7	Lesson: Navigating the Instructor Interface
9	Unit 5: Exploring the SAP SuccessFactors Learning Administrator Interface
9	Lesson: Navigating the Administrator Interface
9	Lesson: Navigating the Entity Manager
9	Lesson: Searching for Entities
9	Lesson: Working with User Entities
11	Unit 6: Enabling AI Services for SAP SuccessFactors Learning
11	Lesson: Enabling AI Services for SAP SuccessFactors Learning
13	Unit 7: Reporting in SAP SuccessFactors Learning
13	Lesson: Running Reports
13	Lesson: Saving Reports
13	Lesson: Scheduling Reports

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

27	Unit 14:	Adding and Editing History Records
27		Lesson: Adding History Records for Items, External Events, and Classes
27		Lesson: Editing Learning History
29	Unit 15:	Managing Online Content
29		Lesson: Creating Online Learning
29		Lesson: Restricting access to online content
29		Lesson: Revising an item with online content
29		Lesson: Utilizing the Import Content Tool
31	Unit 16:	Building Assessments
31		Lesson: Exploring Assessments
31		Lesson: Creating Exams
31		Lesson: Creating Quizzes
31		Lesson: Associating Pre and Post exams to an Item
31		Lesson: Configuring Items for Adaptive Learning
33	Unit 17:	Evaluating Training
33		Lesson: Introducing Training Surveys
33		Lesson: Creating Training Surveys
33		Lesson: Publishing Training Surveys
35	Unit 18:	Planning Next Steps
35		Lesson: Earning SAP SuccessFactors Expert (SFX) Accreditation
35		Lesson: Reviewing Additional Resources

Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant

Lesson 1: Exploring the Administration Course

Lesson Objectives

After completing this lesson, you will be able to:

- Describe general information about the course.

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: Earning SAP SuccessFactors Expert (SFX) Accreditation

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the SFX Accreditation program.

Lesson 2: Reviewing Additional Resources

Lesson Objectives

After completing this lesson, you will be able to:

- Review additional resources after completing this course.