

SuccessFactors Learning Programs Administrator's Guide

1405 Release

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1 Programs

An overview of Programs is available in this section.

Programs provide Administrators with a simple method of delivering and structuring learning. Programs are comprised of various types of learning activities, including

- Online items
- Virtual sessions
- ILT items
- Links to images, documents, webpages on the intranet and internet

Programs have 5 tiles available to Administrators:

- Description
- Settings
- Agenda
- Assignment
- Publishing

Related Information

[Adding a New Program](#) [page 3]

View this section if you want to add a new program.

[Program Groups](#) [page 12]

View this section if you want to learn more about **Program Groups**.

[Description](#) [page 7]

View this section if you want to learn more about the **Description** tile.

[Settings](#) [page 8]

View this section if you want to learn more about the **Settings** tile.

[Agenda](#) [page 9]

View this section if you want to learn more about the **Agenda** tile.

[Assignment](#) [page 10]

View this section if you want to learn more about the **Assignment** tile.

[Publishing](#) [page 11]

View this section if you want to learn more about the **Publishing** tile.

1.1 Adding a New Program

View this section if you want to add a new program.

Follow these steps for adding a new program:

1. Go to the Program search page (|> **Admin** > **Learning** > **Programs** >) and click on **Add New** to open the **Add New Program** page.

2. Enter the **Program ID** for the new program.

This required field is the unique identifier of a program. We recommend that you create a descriptive naming strategy so that users can identify the program more easily.

3. In the **Title** field, enter a program title.

Since the text that you enter in the Title field appears in the user interface, we recommend that you enter a title that helps users identify the Program.

4. In the **Description** field, enter a program description.

Since the text that you enter in the Description field appears in the user interface, we recommend that you enter a description that helps users understand what the Program is about.

5. Enter the **Domain** of the new program.

A domain is a security attribute of some SuccessFactors Learning Administration record (but not all records have domains). A security role determines which domains you can access. If the security role is restricted, you cannot view or edit a record in a given domain. This is a required field. You can open up the **Search**

Domains tile by clicking the **Search** button .

6. Select the new program **Type**: Scheduled, Duration-based, or Open-ended.

This is a required field. Programs deliver learning over time, and the "type" defines the "over time."

- A **Scheduled** program type has fixed start and end dates.
- A **Duration-based** program type has a fixed duration but users can start at different times.
- An **Open-ended** program type is self-paced with no time limitations.

7. The **Status** Active check box is checked by default.

If the **Status** Active check box is not checked, the program will not be accessible from the catalog or assignable to users.

8. Enter a program group in the **Program Group** field if you want to associate the new program with a program group.

Alternatively, click the **Search** button  to the right of the **Program Group** field to search and select a program group. Program Groups are used for grouping programs containing the same content but are scheduled at different times.

9. To enable **Progress Restriction** for **Scheduled** programs, you can check the **By completion** check box, the **By schedule** check box, or check both if necessary.

There are two **Progress Restriction** options for **Scheduled** programs:

- **By completion** check box - users must complete sections before starting the next section
- **By schedule** check box - users must wait until the scheduled time before starting next section.

10. To enable **Progress Restriction** for **Duration-based** and **Open-ended** programs, check the **By completion** check box.

Users must complete previous sections before starting the next section.

11. Once you have finished entering the required (and optional) information on the **Add New Program** page, click **Create Program**.

An error prompt is displayed if information was not entered into the **Program ID** and **Program Type** fields.

Related Information

[Program Groups](#) [page 12]

View this section if you want to learn more about **Program Groups**.

[Settings](#) [page 8]

View this section if you want to learn more about the **Settings** tile.

[Progress Restriction](#) [page 13]

View this section if you want to learn more about **Progress Restriction**.

2 Hints for Success

View this section to learn the capabilities of Programs.

Understanding the capabilities of Programs is key for you to provide successful Programs configuration for users. As an Administrator, you are empowered with the following capabilities:

- Adding a Program
- Provide a program description in the **Description** tile
- Create and organize agenda sections and content in the **Agenda** tile
- View Assignment Profile IDs associated with a program in the **Assignment** tile
- Associate Catalogs and Subject Area IDs with programs in the **Publishing** tile
- Configure program settings to your needs in the **Settings** tile
- Understanding Program Groups
- Understanding Progress Restriction

Related Information

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[Adding a New Program](#) [page 3]

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View this section if you want to learn more about **Program Groups**.

[Progress Restriction](#) [page 13]

View this section if you want to learn more about **Progress Restriction**.

3 Description

View this section if you want to learn more about the **Description** tile.

The **Description** tile enables you to provide information about a program.

You can enter a program description by clicking the **Edit** button .

You can access the **Program Description Translation** popup by clicking the **Translation** button .

Related Information

[Programs](#) [page 3]

An overview of Programs is available in this section.

4 Settings

View this section if you want to learn more about the **Settings** tile.

In the **Settings** tile, you can determine the type of program. Programs deliver learning over time, and the "type" defines the "over time." There are three types to choose from:

- **Scheduled** - A scheduled program has fixed start and end dates. Scheduled programs require that if instructor-led or blended activities are selected, you must add Scheduled Offerings to the program.
- **Duration-based** - A duration-based program has a fixed time limit. The start/end dates and times are determined by when the program is assigned to the user.
- **Open-ended** - An open-ended program is self-paced with no time limitations.

The **Status** Active check box is checked by default. If the check box is not checked, the program will not be added to the program catalog or accessible to users.

You are required to enter a domain in the **Settings** tile. A domain is a security attribute of some SuccessFactors Learning Administration record (but not all records have domains). A security role determines which domains you can access. If the security role is restricted, you cannot view or edit a record in a given domain. You can search for a domain on the **Settings** tile.

In the **Settings** tile, you have the option to provide a program group if the program is affiliated with one. You can search for an existing program group in the **Settings** tile.

Progress Restriction is determined by the program type: **Scheduled**, **Duration-based**, or **Open-ended**.

Scheduled programs have two kinds of progress restriction:

- **Progress Restriction by completion** - users must complete previous sections before starting the next section.
- **Progress Restriction by schedule** - users must wait until the scheduled time before starting next section.

Duration-based and **Open-ended** programs both have only one progress restriction - **Progress Restriction by completion**.

Related Information

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[Adding a New Program](#) [page 3]

View this section if you want to add a new program.

5 Agenda

View this section if you want to learn more about the **Agenda** tile.

The **Agenda** tile contains a set amount of learning activities over time (duration) or in some cases, without a time limit. An agenda allows you to organize the following:

- Sections
- Activities

Sections are organizational containers that enable you to group activities inside the program agenda. An agenda can have up to 30 sections.

Activities are learning actions. An agenda can have up to 30 activities per section. If you have created 30 sections, you can have as many as 900 total activities. There are three kinds of activities that can be added to a section:

- Items
- Links
- Text

Items are containers for a unit of learning that you can assign to a user and track its completion.. Once you have added an item to your section, you can click on the magnifying glass icon to choose a scheduled item from the **View Item Results** page.

Links are internet/intranet-based activities. Once you have added a link to a section, you can enter the following:

- Title of the link (optional)
- URL of the link (required)
- Description of the link (optional)

An error prompt is displayed if the URL of the link is not entered.

Text can be used to describe custom activities. You have the option to enter a title and description for your custom activity when adding it to a section.

Related Information

[Programs](#) [page 3]

An overview of Programs is available in this section.

6 Assignment

View this section if you want to learn more about the **Assignment** tile.

The **Assignment** tile allows you to view assignment profiles and subject areas associated with a program and the assignment profile status. You can make the program a part of an assignment profile by going to **Admin** **Users** **Assignment Profiles** and adding the programs to the assignment profiles of your choice.

The assignment profile status designations are **Add Pending**, **Valid**, and **Delete Pending**.

Related Information

[Programs](#) [page 3]

An overview of Programs is available in this section.

7 Publishing

View this section if you want to learn more about the **Publishing** tile.

The **Publishing** tile allows you can manage the association of programs to catalogs and subject areas. These associations can be added or removed.

Related Information

[Programs](#) [page 3]

An overview of Programs is available in this section.

8 Program Groups

View this section if you want to learn more about **Program Groups**.

Program Groups can be used for grouping programs that contain the same content but are scheduled at different times. **Program Groups** is also useful for Admin reporting. In the **Programs > Settings** tile, you have the option to affiliate your program with a program group. You can search for an existing program group in the **Settings** tile.

Related Information

[Programs](#) [page 3]

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View this section if you want to add a new program.

9 Progress Restriction

View this section if you want to learn more about **Progress Restriction**.

Progress restriction controls how a user works through the sections of an agenda.

Scheduled programs have two kinds of progress restriction:

- **Progress Restriction by completion** - users must complete previous sections before starting the next section.
- **Progress Restriction by schedule** - users must wait until the scheduled time before starting next section.

Duration-based and **Open-ended** programs both have only one progress restriction - **Progress Restriction by completion**. Users must complete previous sections before starting the next section.

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[Settings](#) [page 8]

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