



Angela D. Alsobrooks  
County Executive

# SuccessFactors: Learning History

Welcome to the **Learning History Quick Reference Guide**. The Learning History tile provides you with access to your completed training history.

## HOW TO ACCESS YOUR LEARNING HISTORY

Quick Reference Guide



# LEARNING HISTORY

## Getting Started: Learning History Tile

When you complete a learning or performance activity (for example, you complete an item or assessment), the system saves it to your completed work. Your completed work, therefore, becomes a historical list of all the activities and tasks that you have completed in the user interface.

- 1 The **Learning History** tile on the Learning Home page provides an employee with the recent completed work.
- 2 Recently added courses and completed work are listed on the tile. Select a title to view the details of the completed course.
- 3 Click **View all** link will take the employee to their Completed Work page. (see below)
- 4 If configured, you can record completion of items directly from the Learning History tile by selecting **Add** from the History tile.



## Completed Work

Employees can access their completed work list by clicking the **Learning History** tile to view, search for, and sort for completed work. This gives employees a view of their learning history.

- 1 **Completed Work** lists the courses by Completion Date, Title and Status.
- 2 Use the **Show Completions** to filter the completed work displayed.
- 3 Use **Title** to search and filter course work by keywords in the title.
- 4 Select **Status** to filter completed work by the listed status.

## Completed Work Course Details

Access completed items to review the ratings and comments you received for your competencies in prior assessments or performance reviews.

- 5 Hover over a course to view the details of the course. The completed course hours are listed for the course.
- 6 Select **View Details** to view the complete registration information for the course.
- 7 Select **Print Certificate** to print a certificate of completion for successful events.
- 8 Please use the stars displayed to rate your experience with the course.

**NOTE:** You cannot change any details of the completed items.

Completion Date *	Title	Status
11/12/2013 1517	Interpersonal Communication Skills for Teams Sim	
11/12/2013 1515	Communications with the Public	
11/12/2013 1512	Overview to Effective Business Communication	
11/12/2013 1512	Overview to Effective Business Communication	
11/5/2013 1414	LMB Successfactors Annual Report	
11/5/2013 1127	Captivate E-Learning Course	Completed Certification
9/10/2013 0914	ILT Course for Testing	Completed Recertification
9/10/2013 0905	Interpersonal Communication Skills for Teams	Completed Recertification
7/8/2012 0431	Building Strong Customer Relationships (Includes Simulation)	Passed Online Course
4/4/2012 1626	Sarbanes-Oxley Compliance	Completed Certification
2/24/2012 0915	Basic Preparedness (esig)	Read and Acknowledged Document
2/21/2012 1209	Anti-Discrimination Policy w/Exam	Read and Acknowledged Document
2/21/2012 0815	Infection Control Procedures for Healthcare professionals	Read and Acknowledged Document
2/17/2012 1847	Anti-Discrimination Policy w/Exam	Read and Acknowledged Document
2/17/2012 1845	Sales Strategy Development and Execution.	Passed Course
2/3/2012 1037	Bloodborne Pathogens	Passed Online Course
1/30/2012 1715	Basic Preparedness	Read and Acknowledged Document


# STEP BY STEP: RECORD LEARNING ITEMS

Employees and managers may add learning events to their learning history. Follow these steps to add recorded learning items and external learning events.

## Record Learning

- 1 From the Home page click the **Record Learning** link in the **Easy Links** section or select **Add** from the **Learning History** tile.
- 2 Select **Item** to record a learning event or select **External Event** to include information from an separate external source. Click **Next** to continue.

## Search for a Learning Event

- 3 Use **Keywords** to search for an item in your learning organization's learning catalog
- 4 Use the check boxes to narrow the search to a type of learning event.
- 5 Click **Next** to search the catalog and view the results.
- 6 Review the search results. Click  to view the details of the course offering.
- 7 Select the item to enter your learning details.

## Enter Learning Event Information

Use the **Enter Learning Event Information** screen to enter your details of the learning event.

- 8 Enter the **Instructor ID** and **Instructor Name**. Click the **Select** link to select the instructor.
- 9 Enter your **Grade** for the course.
- 10 Select the **Completion Status**.
- 11 Enter the completion date in the Completion Date and Time.
- 12 If needed, enter your **Total**, **Credit** and **Contact** hours earned for the item.
- 13 Enter the **CPE** credits earned.
- 14 Click **Next** to continue.

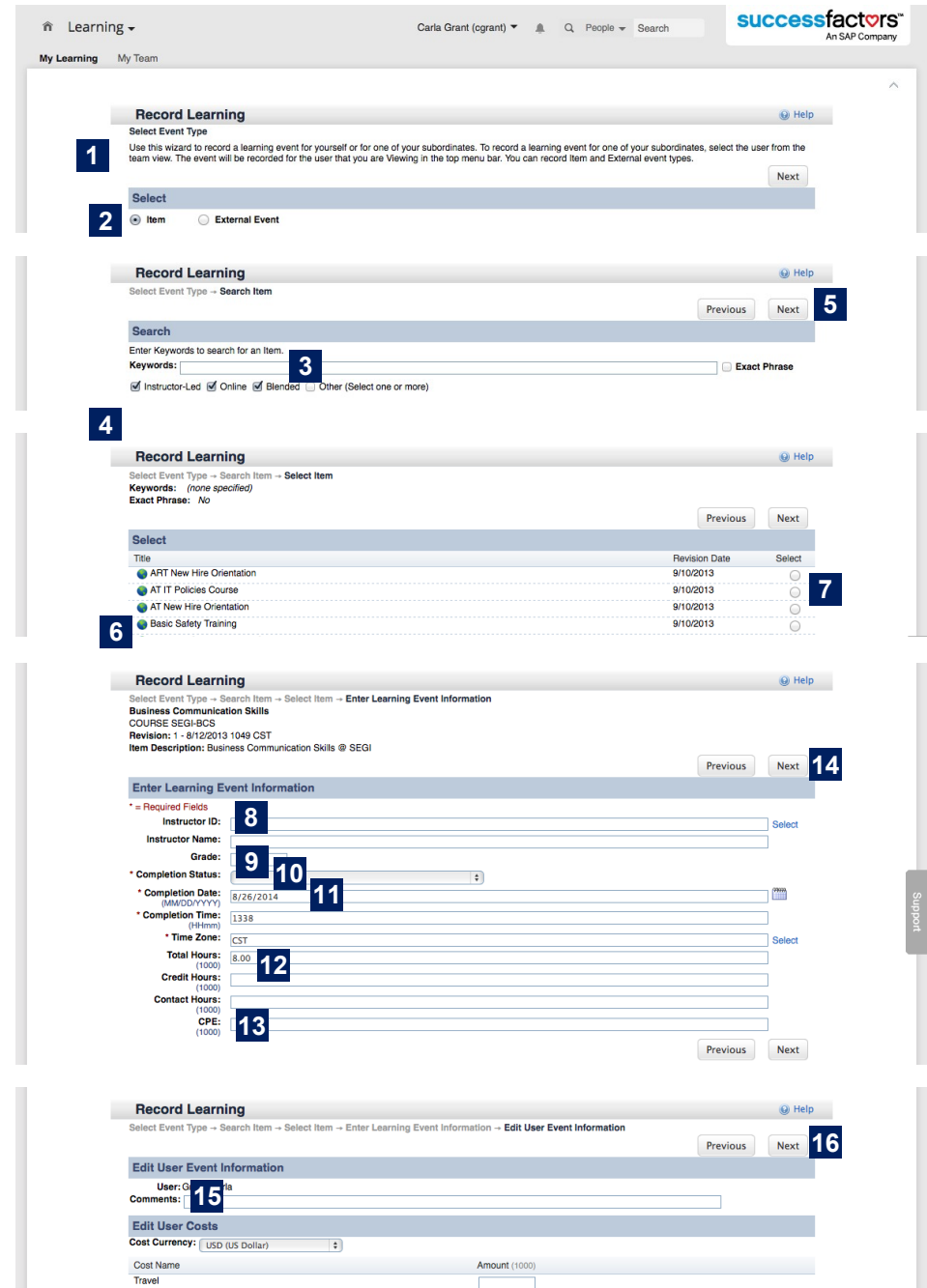
## Edit User Event Information

Use the **Edit User Event Information** screen to provide additional details related to the item.

- 15 Use the **Comments** section to provide additional information related to the learning item and outcomes. These comments are appended to the learning event record.
- 16 Click **Next** to move to the next step..

## Review Record Learning Record

Review the information entered on to record the learning item. Click **Finish** to append the learning item to your learning history.



The screenshot displays the SuccessFactors Record Learning wizard, which is a multi-step process for recording learning events. The interface is divided into several sections, each corresponding to a step in the process:

- Step 1:** "Record Learning" - Select Event Type. The user chooses "Item" over "External Event".
- Step 2:** "Record Learning" - Search Item. The user enters keywords and selects search options like "Instructor-Led", "Online", and "Blended".
- Step 3:** "Record Learning" - Select Item. A list of search results is shown, including "ART New Hire Orientation", "AT IT Policies Course", and "Basic Safety Training".
- Step 4:** "Record Learning" - Enter Learning Event Information. The user enters details for the selected item, such as "Business Communication Skills @ SEGI".
- Step 5:** "Record Learning" - Enter Learning Event Information. The user enters required fields: Instructor ID, Instructor Name, Grade, Completion Status, Completion Date, Completion Time, Time Zone, Total Hours, Credit Hours, and Contact Hours.
- Step 6:** "Record Learning" - Enter Learning Event Information. The user enters CPE credits.
- Step 7:** "Record Learning" - Edit User Event Information. The user provides comments for the learning event.
- Step 8:** "Record Learning" - Edit User Event Information. The user enters user costs, including Cost Name and Amount.

The wizard includes navigation buttons like "Next", "Previous", and "Help" at various points. The SuccessFactors logo and user information (Carla Grant) are visible at the top.

# STEP BY STEP: RECORD EXTERNAL LEARNING EVENTS

Employees and managers may add external and self recorded learning events to their learning catalog. Follow these steps to add recorded learning items and external learning events.

## Record Learning

- 1 From the Home page click the **Record Learning** link in the **Easy Links** section or select **Add** from the **Learning History** tile.
- 2 Select **External Event** to record a learning event that include information from an separate external source

## Search for a Learning Event

- 3 Enter a **Description** for the event. This can be the title of the course work and a brief description.
- 4 Click **Next** to enter the details of the event.

## Enter Learning Event Information

Use the **Enter Learning Event Information** screen to enter your details of the learning event.

- 5 Enter the **Instructor ID** and **Instructor Name**. Click the **Select** link to select the instructor
- 6 Enter your **Grade** for the course.
- 7 Enter the completion date in the **Completion Date** and **Time**
- 8 If needed, enter your **Total**, **Credit** and **Contact** hours earned for the item.
- 9 Enter the **CPE** credits earned.
- 10 Click **Next** to continue.

## Review Record Learning Record

Review the information entered on to record the learning item. Click Finish to append your the learning item to your learning history.

- 11 Click **Finish** to append your external learning event to your learning history.

The screenshot shows the 'Record Learning' wizard in SAP SuccessFactors Learning. The user is Carla Grant (cgrant). The wizard consists of 11 numbered steps:

- 1 Record Learning**: Select Event Type. The user has selected 'External Event'.
- 2 Record Learning**: Select Event Type -> Enter External Event Description. The user has selected 'External Event'.
- 3 Record Learning**: Enter External Event Description. The user has entered 'Training overview for learning updates'.
- 4 Record Learning**: Enter External Event Description. The user has entered 'Training overview for learning updates'.
- 5 Record Learning**: Enter Learning Event Information. The user has entered '8/26/2014 1344' for Completion Date and Time.
- 6 Record Learning**: Enter Learning Event Information. The user has entered 'CST' for Time Zone.
- 7 Record Learning**: Enter Learning Event Information. The user has entered '1344' for Completion Time.
- 8 Record Learning**: Enter Learning Event Information. The user has entered 'CST' for Time Zone.
- 9 Record Learning**: Enter Learning Event Information. The user has entered '1344' for Completion Time.
- 10 Record Learning**: Enter Learning Event Information. The user has entered 'CST' for Time Zone.
- 11 Record Learning**: Review Record Learning Record. The user has entered '1344' for Completion Time.