



Angela D. Alsobrooks
County Executive

SuccessFactors: Learning Curriculum

Welcome to the **Learning Curriculum Quick Reference Guide**.

Administrators and managers may assign curricula to employees as part of their learning and development. A curriculum lists all the courses and actions to complete the learning.

ASSIGNING A LEARNING CURRICULUM

Quick Reference Guide



CURRICULUM

When an employee is assigned a curriculum, the system automatically assigns the learning items to the to-do list but does not register the employee for the required courses.

Curriculum Detail

- 1 Curriculum status and assignment is listed for the course
- 2 Courses and content objects are listed as assignments in the suggested order.
- 3 Each course has its own status and appears independently on the My Learning Assignments tile.

Curriculum Status

Curriculum Status lists the current status of all assigned curriculum.

- 4 Click **My Curricula** tile to view **Curriculum Status**. Curriculum Status lists the current status of all assigned curriculum.
- 5 Click on a curriculum title to view the course details
- 6 Details include an assigned priority, date of next action and who assigned the curriculum.
- 7 Self assigned curriculum may be removed by the employee

Spotlight: Curricula

A Curriculum is a grouping of one or more Items for the purpose of assigning and tracking as a single entity. Curricula allow each related Item to have a required date and a retraining date for Items that must be repeated on a recurring basis.

Learning | Carla Grant (cgrant) | People | Search | successfactors™ An SAP Company

My Learning | My Team

← Back

Business Communication for Employees

ID: COMM-001 | Complete **1** | PRIORITY 1 Assigned by Admin

Assignments | By Suggested Order | ▾

- 1 RETRAIN BY 12/31/2016 | PRIORITY 9 | RECOMMENDED
Business Communication Simulation **3**
COURSE HR-120 rev.1 11/25/2008
- 2 PRIORITY 9 | RECOMMENDED
Interpersonal Communication Skills for Teams **3**
COURSE HR-122 rev.1 2/2/2006
Completed 9/10/2013
- 3 PRIORITY 9 | RECOMMENDED
Interpersonal Communication Skills for Teams Simulation **3**
ONLINE COMM000T rev.1 4/7/2009
Completed 11/12/2013

Learning | Carla Grant (cgrant) | People | Search | successfactors™ An SAP Company

My Learning | My Team

← Back

Curriculum Status **4**

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title	Priority	Next Action Date	Expiration Date	Assigned By	Remove
5 Leadership Development	N/A	6 1/18/2013	N/A	Admin (Andy Shean)	
Office Management	N/A	1/1/2014	N/A	User (Carla Grant)	7
Business Communication for Employees	1	N/A	N/A	Admin (Klaus Kampen)	