

# SuccessFactors: Learning Catalog Angela D. Alsobrooks County Executive



Welcome to the Learning Catalog Quick Reference Guide.

The Learning Catalog is used to control what items, curricula, and scheduled offerings you can see, self-assign for, or register for.

# HOW TO ACCESS THE LEARNING CATALOG

Quick Reference Guide

### INTRODUCTION TO LEARNING CATALOG

To search for a course, click on **Home > Learning** in the upper left of the screen.

#### **Find Courses**

From the *My Learning* home page, an employee can search for learning using the Find Learning tile to search and access the course catalog in Learning. You may search for items and curricula to self-assign and if available, you can enroll into an available scheduled offering.

Use the *Find Learning* search tile to enter keywords related to the topic of the course, title, or other relevant information in the *Search* field.

NOTE: Select **Browse all** to see a list of all your available courses.



#### Search Results

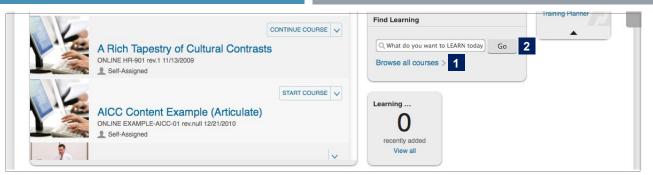
The *Catalog Search Results* lists all of the courses that are available in the Learning Catalog, based on the search criteria. The search results table lists the applicable learning activities:

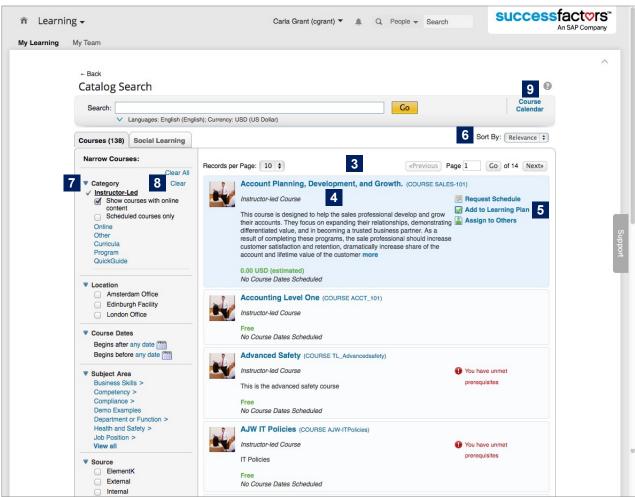
- The course type, category, costs, and schedule.
- Click a course title to view additional details about the learning activity
- Hover your mouse over a course to display available actions:
  - Add to Learning Plan: create an assignment for the course.
  - Start Course: to launch an online course.
  - Request Schedule: request notification for the next available schedule course.
- Use **Sort By** filter to organize the search results by different options like title or price.

#### **Narrow Results**

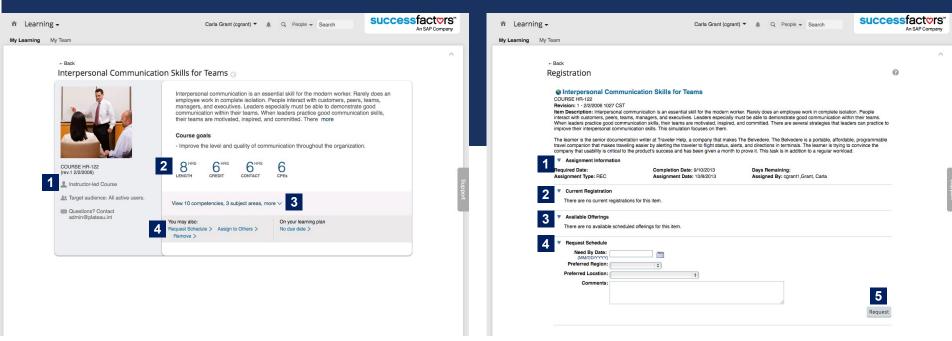
Use the Narrow Courses menu to filter the search results:

- Click the links and check boxes to filter results by:
  - Category
  - Course Dates
  - Subject Area
  - Source
- 8 Clear (for filters in a section) or Clear All (for all filters in all sections): links to remove the selected filters.
- Course Calendar: displays the number of scheduled offerings for each subject area available on a specific day.





## STEP BY STEP: LEARNING CATALOG



#### **Course Details**

Click a course title link in the search results to view *Course Details*. Here you can review information about the course, registration, and any course requirements.

- Basic information about the course is displayed:
  - Type of course (online, instructor led, etc.)
  - Target audience (employees, managers etc.)
  - Contact information for additional details related to the course.
- The course description and goals are listed along with the time commitment and CPEs:
  - · Length of the course in hours
  - · Credits for course listed in hours
  - · Contact in hours
  - CPEs
- 3 Click the *more* link to view associated competencies and subject areas for the course.
- Additional course information includes:
  - · Your enrollment status
  - Prerequisite status
  - View registration information
  - View your Learning Plan

#### **Request Schedule**

To request a schedule on a course in the search results, hover over the course title and select **Request Schedule**:

- Assignment Information lists prerequisite assignments for the course and the required completion dates.
- Current Registration displays the dates, location, and status of the course for which you have registered. Click View Details to see additional information about the course.
- 3 Available Offerings display the current course schedule.
- 4 Request Schedule allows you to request the course schedule, if this information is not listed.
- Click **Request** to send a request for scheduling the course. The request is added to the course listing.