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# SuccessFactors: Learning Catalog

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.

- 1 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.

- 2 Click **Go**

## 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:

- 3 The course type, category, costs, and schedule.
- 4 Click a course title to view additional details about the learning activity
- 5 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.

- 6 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:

- 7 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.
- 9 **Course Calendar:** displays the number of scheduled offerings for each subject area available on a specific day.

The screenshot displays the SAP SuccessFactors Learning Catalog Search interface. At the top, there are two course tiles: "A Rich Tapestry of Cultural Contrasts" and "AICC Content Example (Articulate)". To the right is a "Find Learning" search bar with a "Go" button and a "Browse all courses" link. Below these is a "Learning ..." section showing "0 recently added" and a "View all" link. The main interface is titled "Learning" and shows the user "Carla Grant (cgrant)". It has tabs for "My Learning" and "My Team". The "Catalog Search" section includes a search bar, a "Go" button, and filters for "Languages" and "Currency". Below this is a "Courses (138)" section with a "Social Learning" tab. The "Narrow Courses" menu on the left includes filters for "Category" (Instructor-Led, Online, Other, Curricula, Program, QuickGuide), "Location" (Amsterdam Office, Edinburgh Facility, London Office), "Course Dates" (Begins after any date, Begins before any date), "Subject Area" (Business Skills, Competency, Compliance, Demo Examples, Department or Function, Health and Safety, Job Position), and "Source" (ElementK, External, Internal). The main results area shows a list of courses: "Account Planning, Development, and Growth", "Accounting Level One", "Advanced Safety", and "AJW IT Policies". Each course entry includes a title, type, description, cost, and schedule. Action buttons like "Request Schedule", "Add to Learning Plan", and "Assign to Others" are visible for each course. A "Course Calendar" link is also present. The interface is branded with "successfactors An SAP Company" and includes a "Support" link on the right.

# STEP BY STEP: LEARNING CATALOG

The screenshot shows the 'Course Details' page for 'Interpersonal Communication Skills for Teams' (Course HR-122). The page is divided into several sections:

- 1. Course Overview:** Includes a thumbnail image of a training session, the course title, and a brief description: 'Interpersonal communication is an essential skill for the modern worker. Rarely does an employee work in complete isolation. People interact with customers, peers, teams, managers, and executives. Leaders especially must be able to demonstrate good communication within their teams. When leaders practice good communication skills, their teams are motivated, inspired, and committed. There are more'.
- 2. Course goals:** '- Improve the level and quality of communication throughout the organization.'
- 3. Course Metrics:** Displays '8 HRS LENGTH', '6 HRS CREDIT', '6 HRS CONTACT', and '6 CPEs'.
- 4. Additional Information:** Includes 'Instructor-led Course', 'Target audience: All active users.', and 'Questions? Contact admin@plateau.int'.
- 5. Competencies and Subject Areas:** A link to 'View 10 competencies, 3 subject areas, more'.
- 6. Actions:** Links for 'Request Schedule', 'Assign to Others', and 'Remove'.

## 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.

- 1** 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.
- 2** 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.
- 4** Additional course information includes:
  - Your enrollment status
  - Prerequisite status
  - View registration information
  - View your Learning Plan

The screenshot shows the 'Registration' page for 'Interpersonal Communication Skills for Teams' (Course HR-122). The page is divided into several sections:

- 1. Assignment Information:** Displays 'Required Date: 9/10/2013', 'Assignment Date: 10/8/2013', and 'Days Remaining: Assigned By: cgrant1.Grant, Carla'.
- 2. Current Registration:** States 'There are no current registrations for this item.'
- 3. Available Offerings:** States 'There are no available scheduled offerings for this item.'
- 4. Request Schedule:** Includes fields for 'Need By Date:', 'Preferred Region:', 'Preferred Location:', and 'Comments:'.
- 5. Request:** A button to submit the request.

## Request Schedule

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

- 1** **Assignment Information** lists prerequisite assignments for the course and the required completion dates.
- 2** **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.
- 5** Click **Request** to send a request for scheduling the course. The request is added to the course listing.