



SuccessFactors (SF) Learning

Supervisor's Guide

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Glossary

ASSIGN

for online self-paced courses

When you *assign* a course to an employee, it lets the employee know these are courses you want them to attend.

REMOVE

for online self-paced courses

When you *remove* a course from an employee, it lets the employee know you no longer want them to attend that course.

REGISTER

for live scheduled courses

When you *register* a course to an employee, it lets the employee know you signed them up for a specific scheduled course.

WITHDRAW

for live scheduled courses

When you *withdraw* an employee from a course, it lets the employee know you no longer want them to attend that scheduled course.

My Team

As a supervisor, you will be able to view information about your employees via the "My Team" tile.

From the SF Learning home page, click on the "My Team" tile.

If you have multiple employees reporting to you, you must select the employee you want to review.

The screenshot displays the 'My Team' dashboard in the SuccessFactors Learning system. The dashboard is divided into several sections:

- Message Section:** A message titled "Welcome Employee Bobcats!" with a "Happy Learning!" greeting and a "Questions?" link.
- Featured and History:** Two small tiles with icons and counts (2 and 1).
- Find Learning:** A search bar with the text "What do you want to LEARN today?" and a "Go" button.
- Explore more...:** A section titled "Explore the upcoming courses available for you! ODC Course Calendar" with a link to "About us" and contact information.
- My Curricula:** A section with a green circle and "Due Later (3)".
- My Team:** A section with a green circle and "On Time (4)", highlighted with a yellow border.
- Course Cards:** Two course cards are visible: "Building Supportive Communities: Taking Action" (COURSE ITM162) and "Code of Conduct: Financial Integrity" (COURSE ITM80), both with "START COURSE" buttons.

View Assignments

After clicking on "My Team" you will navigate to the 'Learning Plan' page.

On this page, all employees that report to you are displayed in the column on the left. The first employee's learning assignments is automatically displayed.

To view other employee learning assignments, click the appropriate name in the column on the left.

The screenshot displays the 'Learning Plan' interface. On the left, a vertical list of employee names is shown, with 'Danica Gabriella Ar...' at the top and 'Samantha Alley Will...' at the bottom. A yellow box highlights this list. The main area shows the learning plan for 'Danica Gabriella Ar...'. It includes a search bar, a 'Keyword' field with 'Course name or ID', and a 'Select All' button. Below this, a section titled 'DUE ANYTIME' is visible. A course assignment for 'Elizabeth Cruz' is highlighted, showing a course titled 'Bloodborne Pathogens for SHC' with the subtitle 'COURSE BBP for SHC' and the status 'Self-Assigned'.

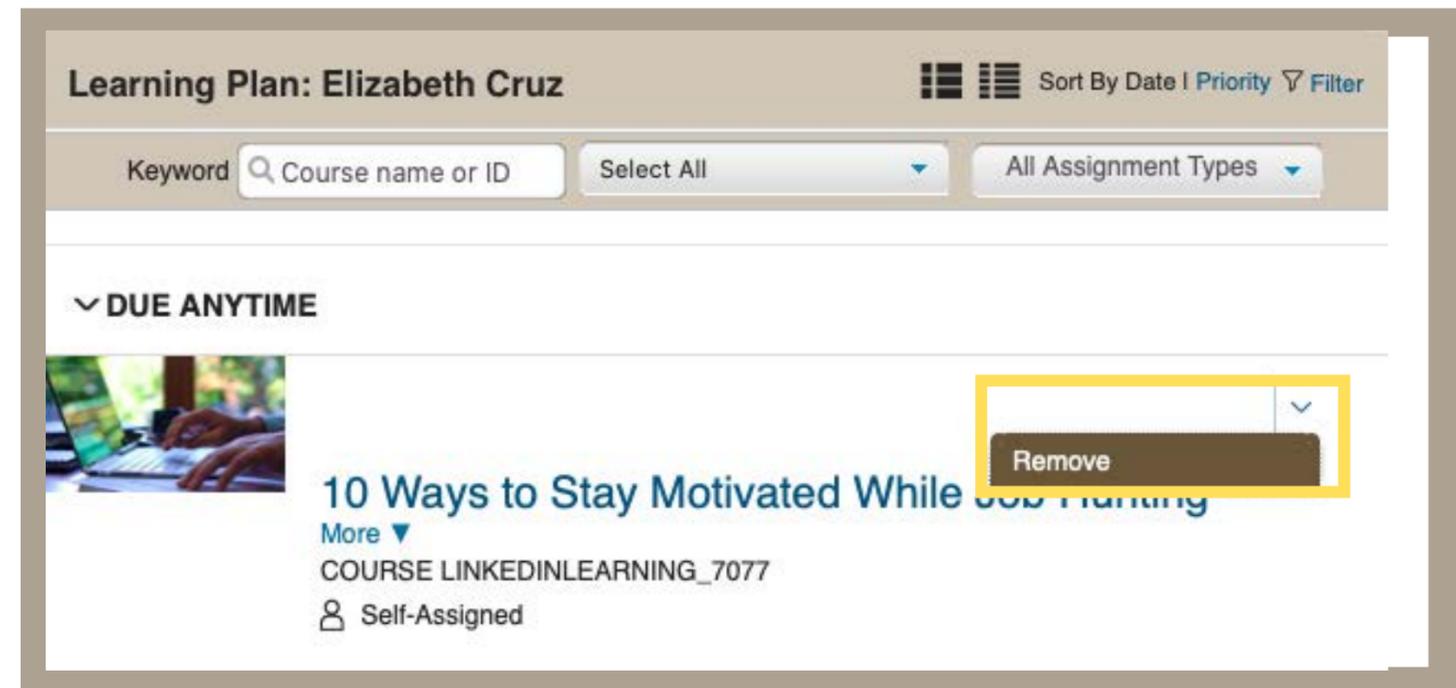
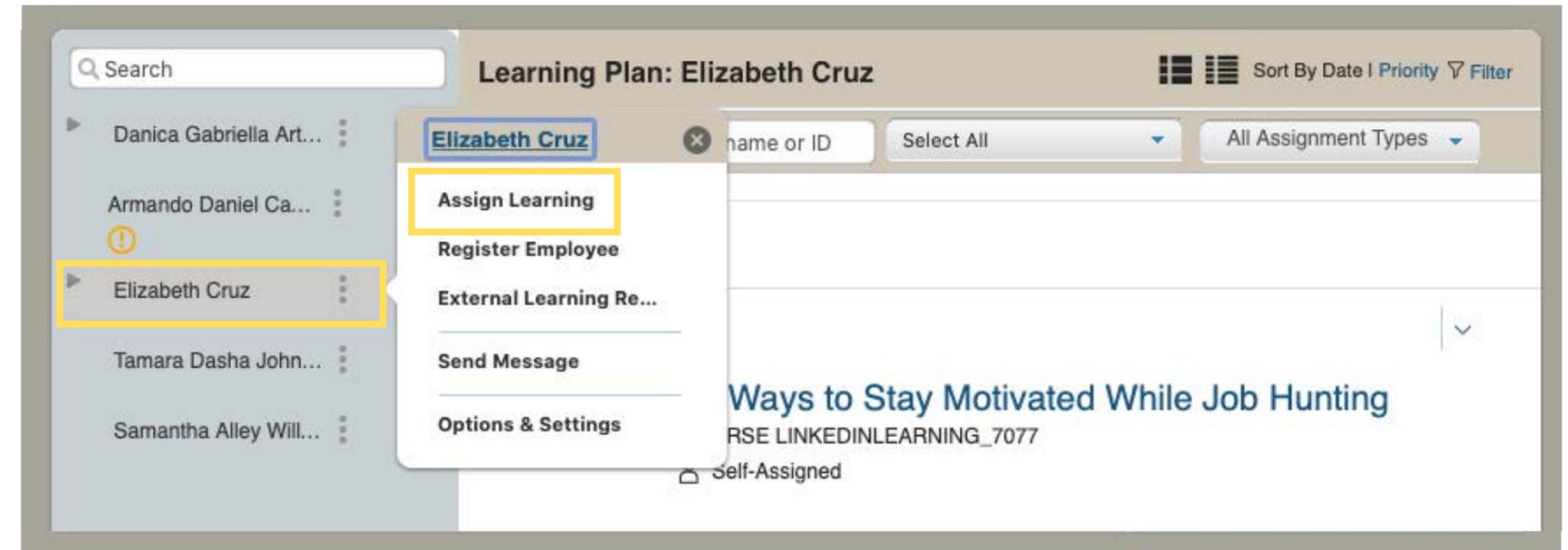
Assign & Remove

There are two ways to assign and remove learning to an employee. The first way is located under "Learning Plan."

Start by selecting the employee you want to assign learning to and click the three dots next to their name.

When the pop up box appears, click "Assign Learning."

To remove learning assignments click the drop-down arrow to select "remove."

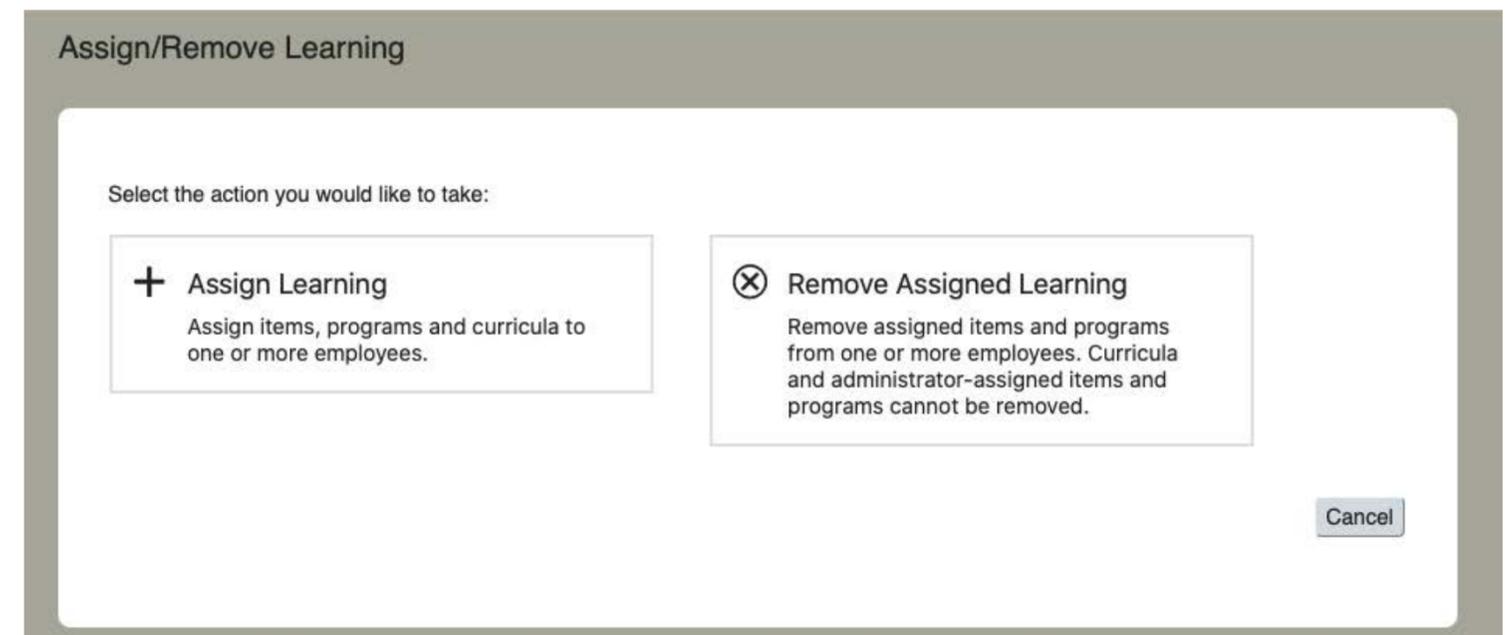
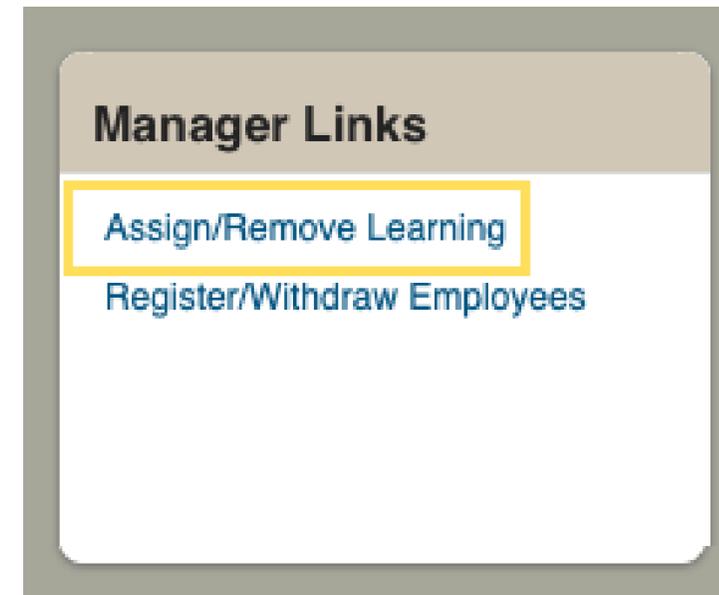


Assign & Remove Cont.

The second way to assign and remove learning to an employee is on the "Manager Links" tile.

Locate the "Manager Links" tile on the right of the "Learning Plan" page and click "Assign /Remove Learning."

Once on the "Assign/Remove Learning" page, click either "Assign Learning" or "Remove Assigned Learning."



Assign & Remove Cont.

Once both the appropriate course and employee are selected, click "continue" to assign or remove.

After clicking "continue" you will be prompted to confirm details and click either "Assign Learning" or "Remove Learning" to submit.

Once submitted you will receive either the message "Successfully Assigned" or "Successfully Removed" on the following page.

← Back
Assign Learning

Enter Learning Activity Details
* Required

Items, Programs and Curricula + Add

There are no items, programs or curricula selected.

Employees + Add

There are no employees selected.

Cancel Continue

← Back
Assign Learning

Confirm Details

Items, Programs and Curricula

Title	Type	Assignment Type	Priority	Assign Date	Required Date
.NET Deep Dive: NuGet Package Manager	🌐		---	12/16/2021	

Employees

Name
Tamara Dasha Johnson

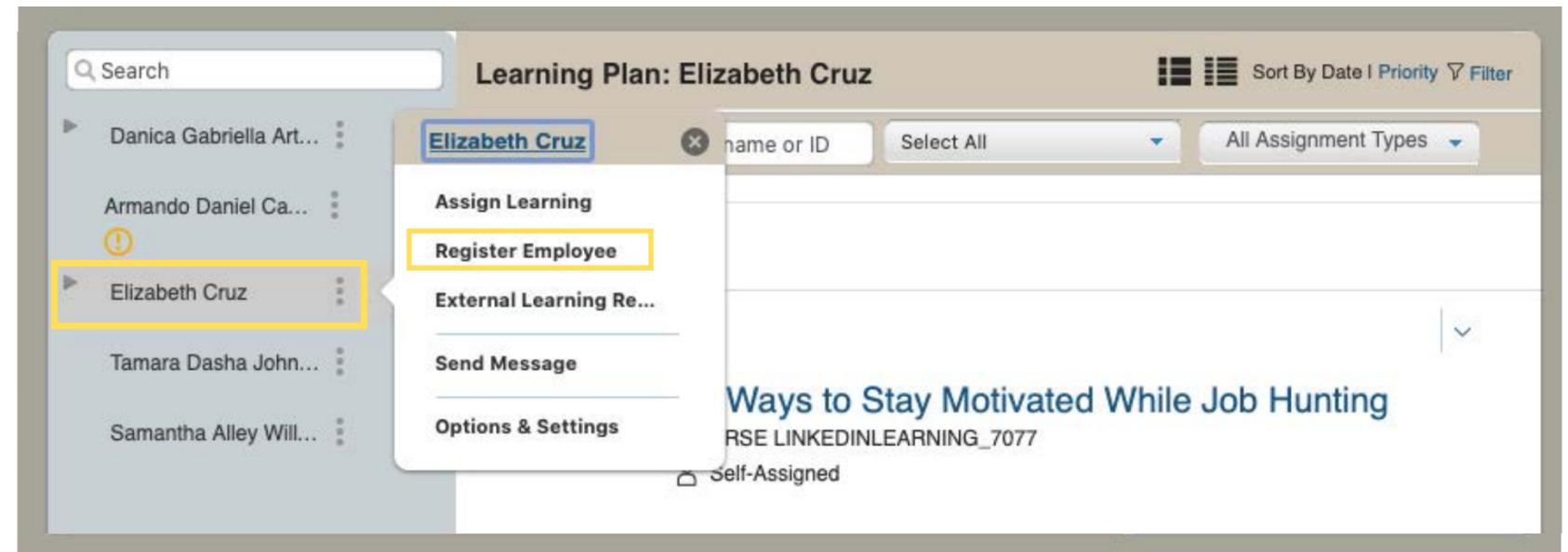
Cancel Assign Learning

Register Employees

There are two ways to register a course to an employee. The first way is located under "Learning Plan."

Start by selecting the employee you want to register the course to and click the three dots next to their name.

When the pop up box appears, click "Register Employee."

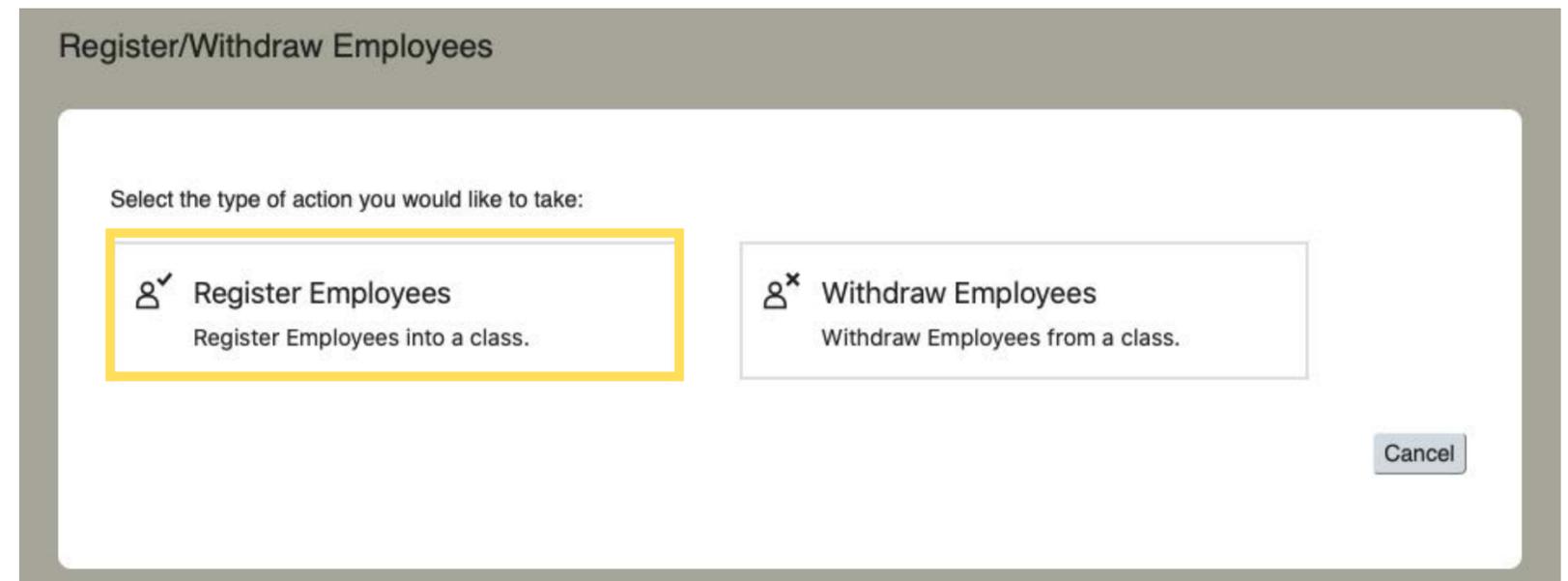
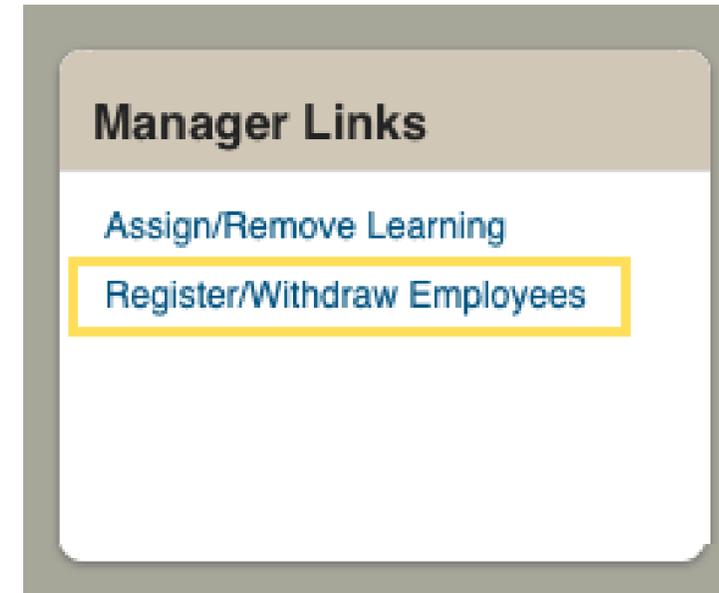


Register Employees Cont.

The second way to register a course to an employee is on the "Manager Links" tile.

Locate the "Manager Links" tile on the right of the "Learning Plan" page and click "Register /Withdraw."

Once on the "Register /Withdraw Employees" page, click "Register Employees."



Register Employees Cont.

After clicking "register employee" you will navigate to the "Register Employees for Class" page.

First select the appropriate class by clicking the "add" button.

After selecting the appropriate class you will then be prompted to select the appropriate employee.

Once both class and employee are selected, click "continue."

Register Employees for Class

Enter Registration Details
* Required

Class + Add

No class selected

Employees + Add

No employees selected

Cancel Continue

Register Employees for Class

Enter Registration Details
* Required

Class: WellCats Educational Series Change Class

Start Date/Time: 1/27/2022 12:00 PM America/Chicago Description: No Description
Facility & Location: Associated Item: COURSE WellCats Ser
Available Seats: 0 of 50 enrolled, 0 waitlisted

Employees + Add

Name	Registration Status	Payment Method	Account	Comments	Remove
Tamara Dasha Johnson	Active Enrollment (Enr...				

Cancel Continue

Register Employees Cont.

After clicking "continue" you will be prompted to confirm details and click "Register Employees" to submit.

Once submitted you will receive the message "Successfully Registered" on the following page.

Register Employees for Class

Confirm Registration Details

Class: WellCats Educational Series ⓘ

Start Date/Time: 1/27/2022 12:00 PM America/Chicago Description: No Description
Facility & Location: Associated Item: COURSE WellCats Ser

Employees

Name	Registration Status	Payment Method	Comments
Johnson Dasha Tamara	Active Enrollment(Enrolled)		

Notify: Users Instructors Managers Others

Cancel Register Employees

Successfully Registered

Successfully Registered

All registrations in this class were successful.

[Register or withdraw more employees](#)

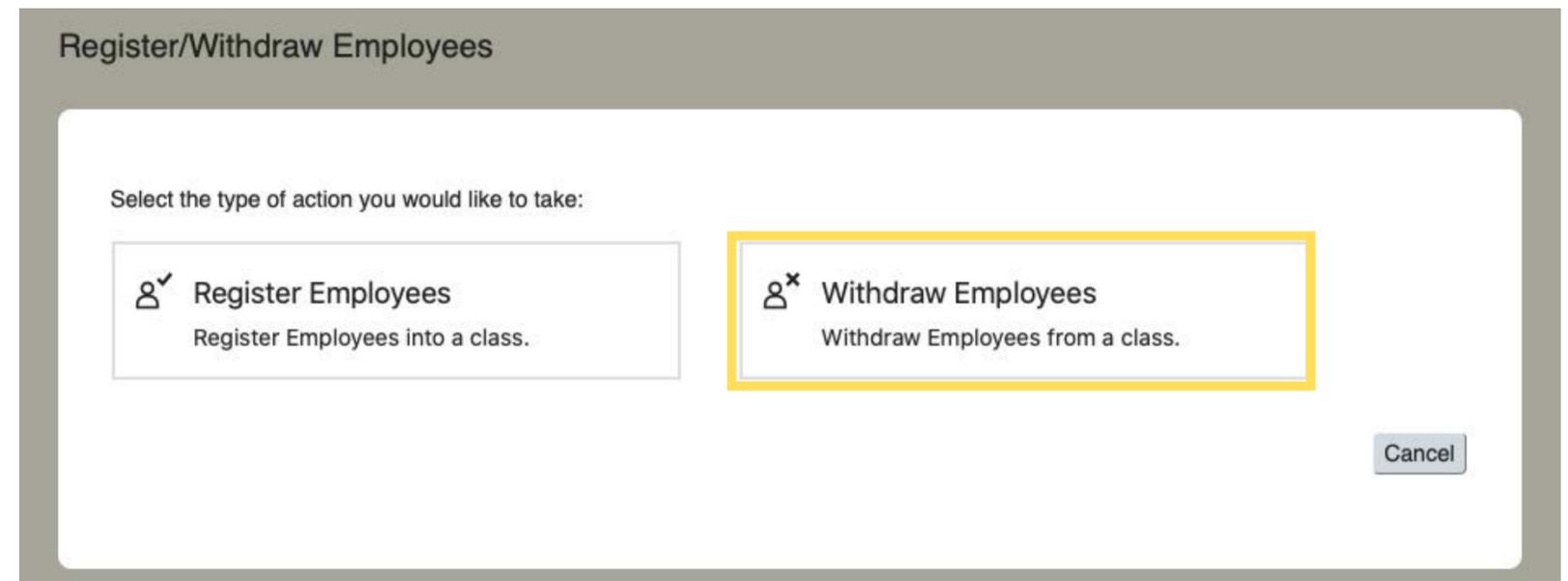
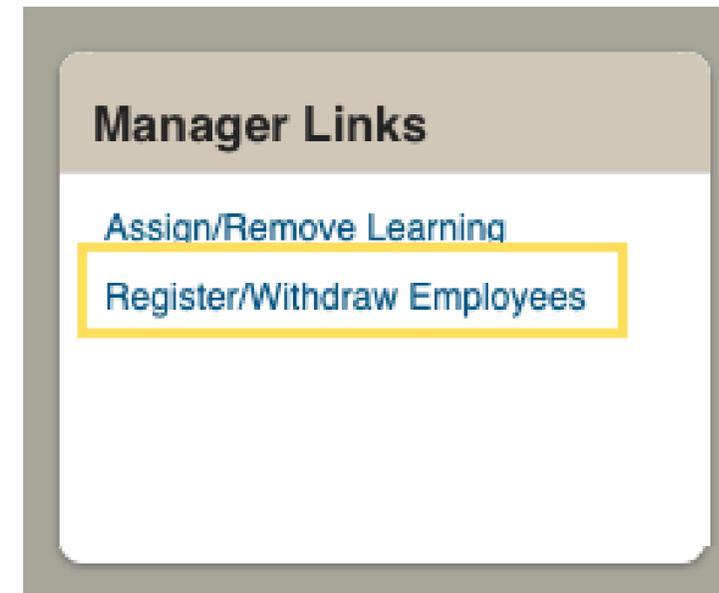
Close

Withdraw Employees

To withdraw an employee from a course locate the "Manager Links" tile.

The "Manager Links" tile is on the right of the "Learning Plan" page. Click "Register /Withdraw."

Once on the "Register /Withdraw Employees" page, click "Withdraw Employees."



Withdraw Employees Cont.

After clicking "withdraw employee" you will navigate to the "Withdraw Employees from Class" page.

First select the appropriate class by clicking the "add" button.

After selecting the appropriate class you will then be prompted to select the appropriate employee.

Once both class and employee are selected, click "continue."

The image displays two screenshots of the "Withdraw Employees from Class" form. The top screenshot shows the "Enter Registration Details" section with a dropdown menu for "Class" and a yellow box highlighting the "+ Add" button. The bottom screenshot shows the "Enrolled Employees" section with a table of employees and a yellow box highlighting the "Continue" button.

Top Screenshot: "Withdraw Employees from Class"

Enter Registration Details
* Required

Class [v] + Add

No class selected

Enrolled Employees [v]

Select a class to view registered employees

Cancel Continue

Bottom Screenshot: "Withdraw Employees from Class"

Enter Registration Details
* Required

Class: WellCats Educational Series [v] Change Class

Start Date/Time: 1/27/2022 12:00 PM America/Chicago Description: No Description
Facility & Location: Associated Item: COURSE WellCats Ser

Enrolled Employees [v]

Name	Registration Status	Withdraw
Tamara Dasha Johnson	Active Enrollment(Enrolled)	<input checked="" type="checkbox"/> Select All

Cancel Continue

Withdraw Employees Cont.

After clicking "continue" you will be prompted to confirm details and click "Withdraw Employees" to submit.

Once submitted you will receive the message "Successfully Withdrawn" on the following page.

← Back
Withdraw Employees from Class

Confirm Withdrawal Details

Class: WellCats Educational Series

Start Date/Time: 1/27/2022 12:00 PM America/Chicago Description:
Primary Location: Associated Item: COURSE WellCats Ser

Employees to be Withdrawn

User	Organization	Item	Title	Class ID	User can Self-Register
Johnson Dasha Tamara	Human Resources	COURSE WellCats Ser	WellCats Educational Series	141	No

Notify: Users Instructors Managers Others
 Remove associated item from the Learning Plan

Cancel **Withdraw Employees**

Withdraw Employees from Class

Successfully Withdrawn

All withdrawals in this class were successful. Where applicable a refund has been issued to the withdrawn users.

[Register or withdraw more employees](#)

Close

**HAPPY
LEARNING!**





Thank You

For more information, please contact Organizational Development & Communications (ODC).



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