HOL104 – SAP SuccessFactors Learning User Generated Content: Enabling your users to Share their Expertise using Collections.

In this hands-on lab, participants will build user roles, libraries, assignment profiles to automate and control access to user-based content authoring tools (collections).

This hands-on lab is intended for intermediate to advanced learning administrators with a working knowledge of learning administration.

CONTENTS

LAB ACTIVITY #1 – Creating Controls for User-defined Content.

In this activity, you will learn how to control permissions and the management of user-defined content (specifically Collections). First, we'll create an Assignment Profile (AP) to grant users (SMEs) the permission to author content by assigning a pre-defined role. During this exercise we'll use the "item completion" attribute and associate the pre-supplied legal disclaimer item to the AP. Once the SME launches and affirms the legal disclaimer then they will be assigned a role which includes the permission to author collections.

Use the following URL to access the "Shared" Learning instance for the Learning HOL:

https://pmsalesdemo8.successfactors.com/login?company=SFEDU027826

Administrator Username: magibbs1

Administrator Password: lmsMASTER2

1) **Create an Assignment Profile.**

   a) Login as your administrator, username: magibbs1 and password: lmsMASTER2.

   b) Navigate to the LMS Administration console by selecting the Learning Administration tile on the home page.

   c) On the Learning Management main screen menu, select "Assignment profiles" located under "Manage User Learning":

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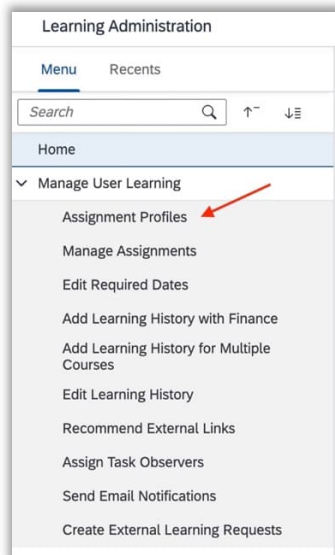
d) Select the "Add New" link:
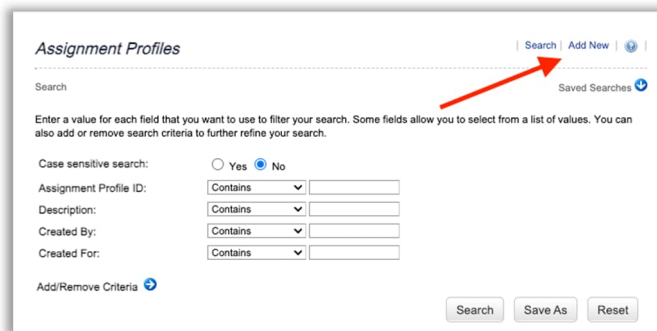
e) In the dialog pop-up enter the following information:

   i) Assignment Profile ID: HOL_104_Curating Content_(Your initials)

   ii) Description: Users must affirm the legal disclaimer to author content

   iii) Security Domain: Public

   iv) Leave the remaining fields blank.

   v) Click on "Add"

f) On the Assignment Profile details page select the "Rules" tab.

   NOTE: The Assignment Profile (AP) uses rules to locate users who match the attributes outlined within the AP.

   i) First, add the following Security Domains:
      (1) QuickStart Corp Domain

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(2) Acme Corporation (includes security subdomain)

(3) Acme Operations (includes security subdomain)

(4) Acme Operations, Denver, CO

(5) Default Public Access Domain

(6) Acme Human Resources

(7) Acme Finance

(8) Acme Operations, Washington, DC

    (a) You may also simply click on "Select All".

(9) Click on "Add"

ii) Setup Rules

(1) Select "Create Group"

(2) Enter the Name of the Group: Item Completion

(3) Select Attribute from the drop-down list: Item Completion

(4) Select the Operator from the list: "Equals."

(5) Search for the Item by selecting the icon at the right:
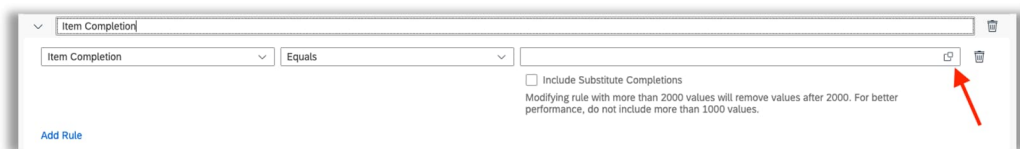

This will open a search dialog box.

(6) Search for the Title of the Legal Disclaimer Item: "Legal Disclaimer for HOL 104"

(7) Click on "Search"

(8) Click on "Select" on the search results screen:

(9) Click on "Save" at the bottom of the screen to save your changes.

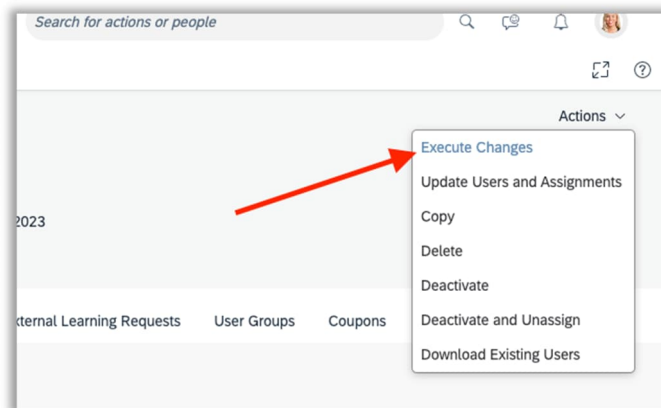iii) Click on the "Role" tab.

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(1) Using the drop-down, select the pre-defined role to be used as part of this HOL: Content Curator (HOL_104_CONTENT_CURATOR)
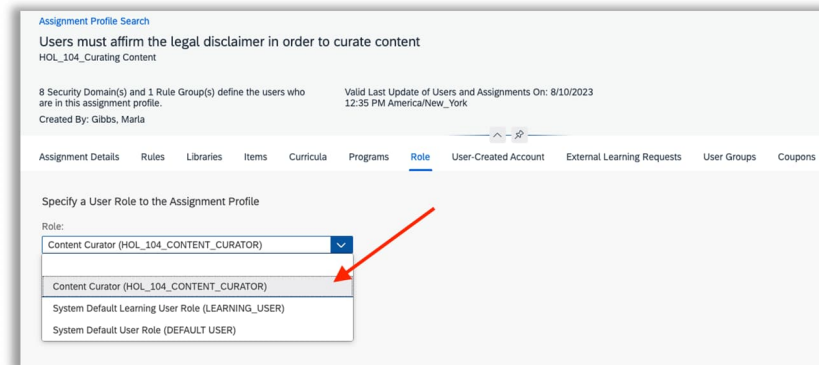
(2) Click on "Save" at the bottom of the screen.

iv) Execute Changes

(1) Using the "Action" drop-down on the upper-right of the screen:

(2) On the subsequent "Execute Changes" screen select the "Run this job immediately, if allowable."

(3) Also, "deselect" the box next to "Notify via email upon completion":

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(4) Click on "Finish"

(5) The background job will run – wait for the status to reflect "Succeeded":

(6) Click on the "Back to Assignment Profile" button to go back to the Assignment Profile detail page.
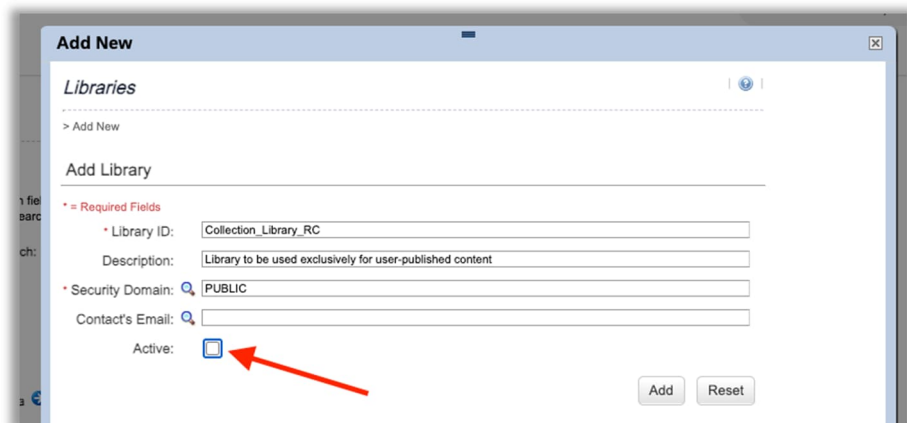
And this concludes Activity #1. As a result of this exercise, you will have completed the creation of a new Assignment Profile that can be used to help control the permissions to author user-defined content by changing the users role based on the completion of an item.

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LAB ACTIVITY #2 – Defining a Library for Collections

Administrators can create a library that is specific to user-published content. In this activity, we will create a library to use for user-defined content that will need to be kept separate from our general library.

1) **Create a new Library**

   a) Under "Learning Activities" select "Libraries" from the list.

   b) Click on "Add New"

   c) Add the following:

   i) Library ID: Collection_Library_(Your_Initials)

   ii) Descript: Library to be used exclusively for user-published content

   iii) Security Domain: PUBLIC

   iv) Active: "de-select" the checkbox so the library is "inactive"

   v) Click on "Add"

   vi) The subsequent screen details the parameters used so far.

   vii) The selection under "Include User Published Content" must be toggled to "Yes" if you wish to have user-published content included in this library.

   viii) Click on "Save.

   d) Next, the library needs to be made available to learners and we'll use Assignment Profiles for this task.

   i) Click on the "Assignment Profiles" tab

   ii) Click on the "Plus" sign icon

   iii) Click on Search (no need to enter anything here)

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iv) Select "ALL_GENERAL_CATALOG" by placing a check mark in the box next to that title.

v) Click on "Add"

vi) For this HOL, a library has already been created and added to an Assignment Profile (AP). We'll review that AP now.

   (1) Navigate back to "Library Search".

   (2) Type in HOL_104 in the Library ID search field.

   (3) The "Hol_104_CURATED_CONTENT" library will be displayed. Click on that link to view the details of this library.

      (a) Note that the selection under "Include User Published Content" is toggled to "Yes".

      (b) Navigating to the "General Library you will notice that the toggle is turned to "No".

   (4) Using the "Recents" tab, navigate back to the HOL_104_CURATED_CONTENT library. Click on "Assignment Profiles".

      (a) The Assignment Profile "ALL_GENERAL_CATALOG" is already added. Clicking on the "plus" sign will allow you to add the library to additional Assignment profiles.
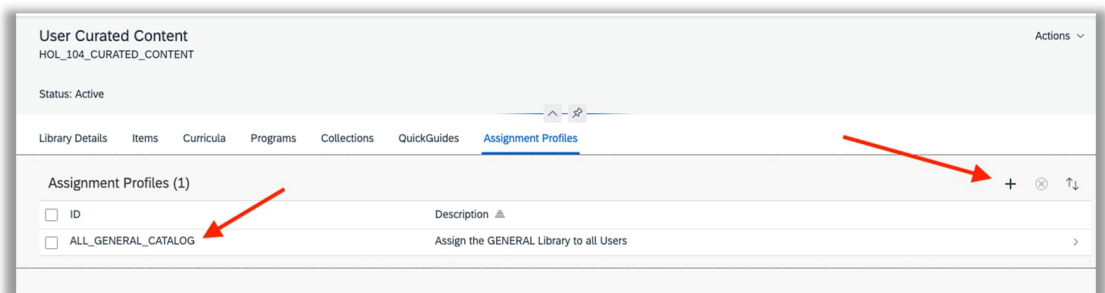
NOTE: any change to an Assignment Profile will require those changes to be executed either automatically (via schedule) or manually if available.

   (b) Since this library has been added previously, no changes are necessary at this time.

And this completes Lab Activity #2. As a result of this activity, we now have a dedicated library for all user-defined content.

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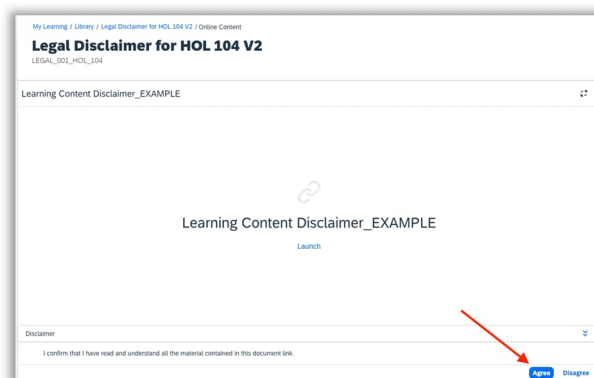# LAB ACTIVITY #3 – Creating a Collection as a User.

In this activity you will log in as your designated SME and create a collection using multiple content types.
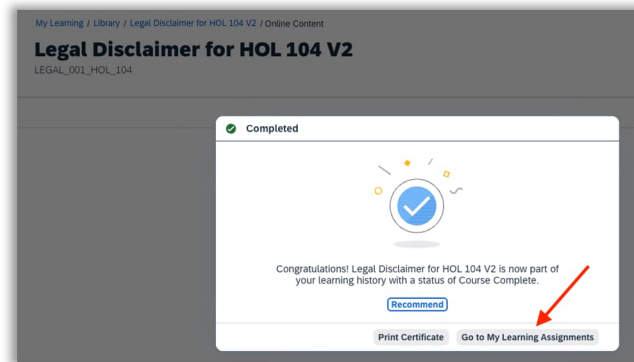
1) **Obtaining permissions to author collections**

   a) Log in as your SME using the supplied username and password (SF…, Password02).

   b) Navigate to your user's learning plan by using the main dropdown or the "My Learning" action tile on the home page.

   c) Under "My Learning Assignments" "Due Anytime" scroll down to the assigned course "Legal Disclaimer for HOL 104" and click on "Start Course".

   d) On the following screen click on "Launch":
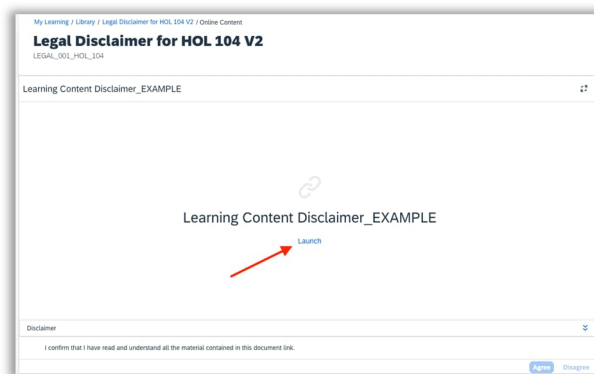

   e) The content will open in the SAP Digital Library.

   f) Go back to the Learning Content Page and click on "Agree" at the bottom right of the page. This will then grant your learner a new role that allows them to curate content:

Legal Disclaimer for HOL 104 V2
LEGAL_001_HOL_104

Completed

Congratulations! Legal Disclaimer for HOL 104 V2 is now part of your learning history with a status of Course Complete.

Recommend

Print Certificate   Go to My Learning Assignments

NOTE: The Assignment Profile will require Users and Assignments be updated.

   g) Log out of your user. Once the Assignment Profile job has run you can log back in.

   h) Log back in as your Learner and navigate to their learning plan.

      i) The "Collections" link is now available:
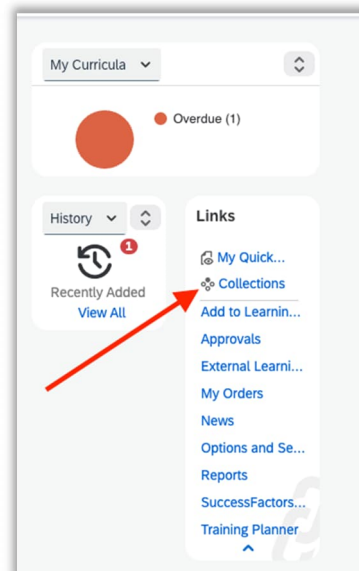

2) Creating your first Collection

   a) Click on the "Collections" link to begin creating your collection.

   b) The Collections screen will display collections that have been bookmarked or collections that have been recommended as well as the ability to create your own collections. Click on the "Add New Collection" button.

   c) In the subsequent pop-up window add a title and a description and indicate that the collection is "Visible to other users":

      i) Title: General Safety Collection_(Your Initials)

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ii) Description: This collection contains various safety-related resources.

iii) Visible to other users: select "YES"

d) Then click on "Create":
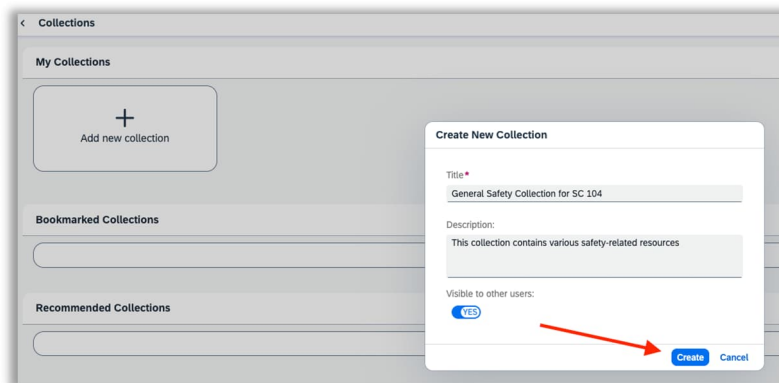
NOTE: The Collections screen provides details regarding the collection such as views, user's ratings, and the ability to add Entries as well as search within the collection.

e) Click on the three horizontal dots to reveal various actions that can be taken:
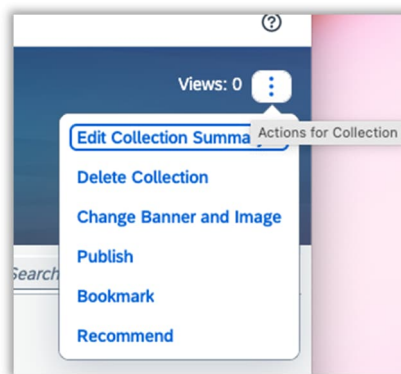
f) Click on "Change Banner and Image".

g) Under the Banner Image, click on "Browse" to locate the HOL Assets Packet located on your desktop. Select the following banner image and then select "Save":

i) Banner – HOL 104

h) Next, under "Image", click on "Browse" to locate the HOL Assets Packet located on your desktop and select the

i) Thumbnail – HOL 104

ii) Click on "Save". This will take you back to the main Collections screen.

i) Next, we'll add content to our collection.

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i) We'll first add a YouTube video from the SAP YouTube channel.

   (1) Select "Add a New Link" under the "Add New Entry" section.

   (2) Enter the following:

      (a) https://www.youtube.com/embed/KiJl2XorfRc

      (b) Title: YouTube – SAP EHS

      (c) Description: SAP Environment, Health & Safety
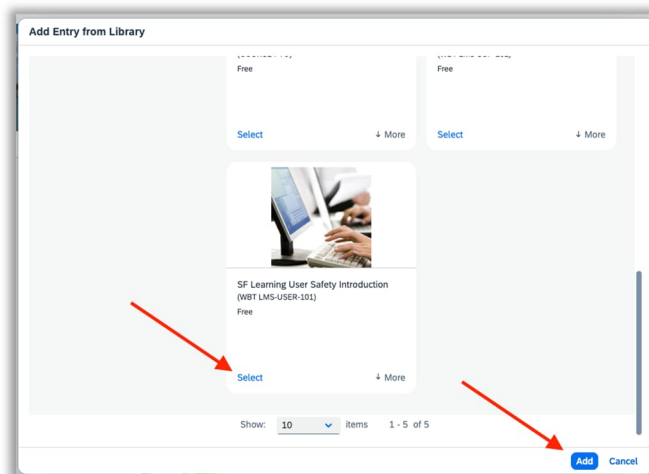
      (d) Click on "Add"

ii) Next, we'll add an entry from the Learning Library

   (1) Select "Add From Library"

   NOTE: Only items with a classification of "Online", "External", "QuickGuide" and "Program" and are active will be displayed.

   (2) Locate the item "SF Learner User Safety Introduction" and click on "Select". The item will show "selected". Then click on "Add" at the bottom of the screen:
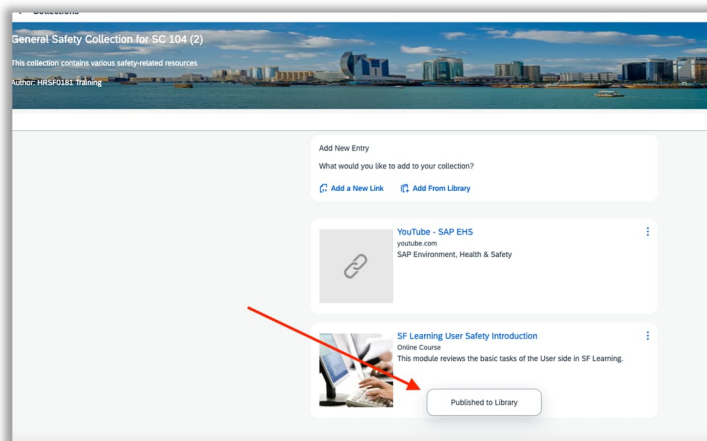

3) Publishing the Collection

a) Clicking on the three horizontal dots at the upper right of the screen, select "publish" from the dropdown:

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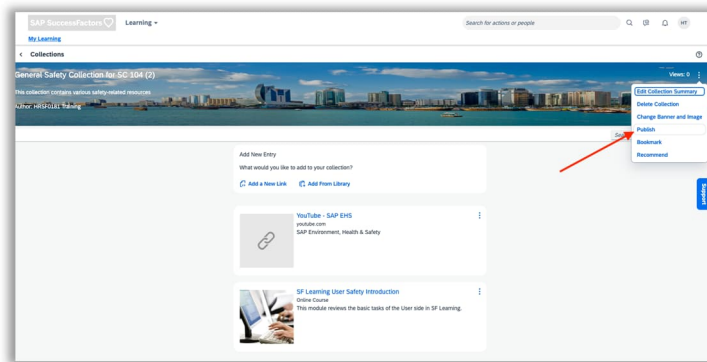
b) A notification will appear indicating that the collection has now been published to the library:

4) You can view the library entry by navigating back to your learning plan, look for the tile "Find Learning", and search using the keyword: "safety". The search results will display courses that utilize that keyword as well as the collection you just created:
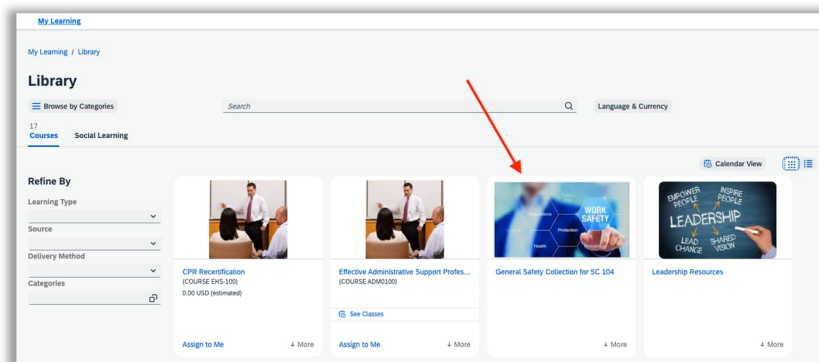

And this completes Lab Activity #3. As a result of this activity, you have created a new collection that can be viewed in the library.

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LAB ACTIVITY #4 – Managing Collections as an Administrator.

Administrators can create/edit a collection of links, online items, and programs to recommend to users. In this exercise, you will act as the administrator to create your own collection and recommend that collection to learners.

1) **Creating a New Collection**

   a) Log in as the administrator and navigate back to the learning administration screen (username: magibbs1 and password: lmsMASTER2).

   b) Navigate to Learning Activities and then to Collections:
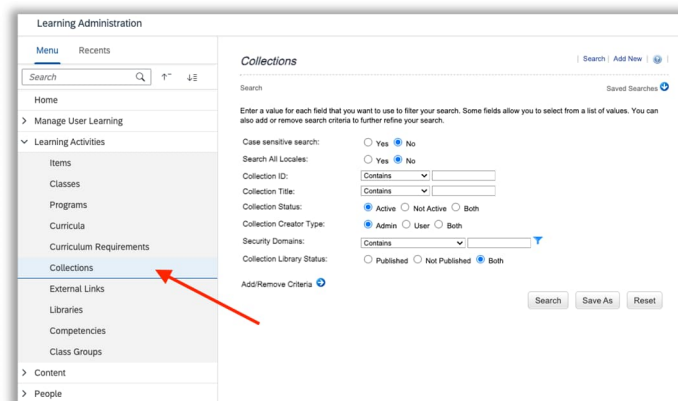
   c) On the subsequent screen you can search for existing collections you've created or add a new collection. Click on "Add New"

   d) In the pop-up window add the following:

      i) Title: Leadership Resources_(your initials)

      ii) Description: This collection contains various resources focused on developing leadership acumen.

      iii) Security Domain: Public

      iv) Active: Yes

   e) Click "Create"

   f) As with the user-defined content you can change the banner image and add entries to your collection. Leave the banner image the same but change the thumbnail image to "Leadership Image".

   g) Add a New Entry

      i) First, we'll add a new external link:

         (1) Click on "Add a New Link"

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(2) Add the following URL: **https://www.youtube.com/embed/d-WmcRnHrj4**

(3) Add a title: Leadership Training with SAP

(4) Add a description: SAP leadership training with Dale Carnegie.

(5) Click "Add"

ii) Next, we'll add an "Online Item".

(1) Click on "Add Online Item" and search for "SF Learning Supervisor Introduction":

(2) Place a check mark in the box after the title and click on "Add":

2) Recommending the Collection to Learners

a) To recommend the new collection to learners you will need to add it to an Assignment Profile.

i) Navigate to "Manage User Learning" and then to "Assignment Profiles":

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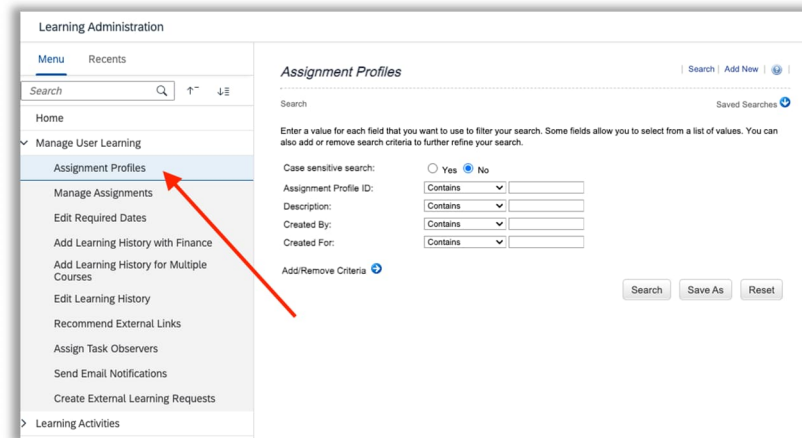
ii) Search for "ALL_GENERAL_CATALOG" and select this Assignment Profile.

iii) Click on the "Recommendations" tab from the main Assignment Profile screen.

iv) On the far right of the screen click on "Add Collections" from the drop-down list:
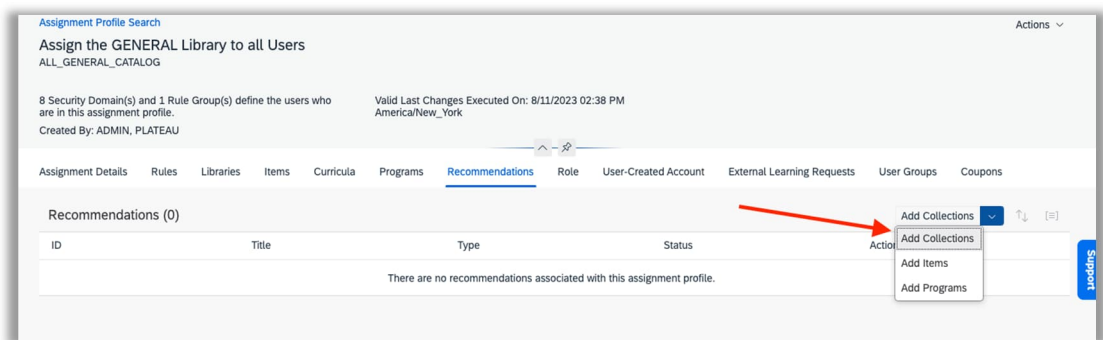
v) On the search screen pop-up window enter a keyword: leadership in the title field. Then select "your collection" from the list by placing a check mark in the box next to the title and click the "Add" button:
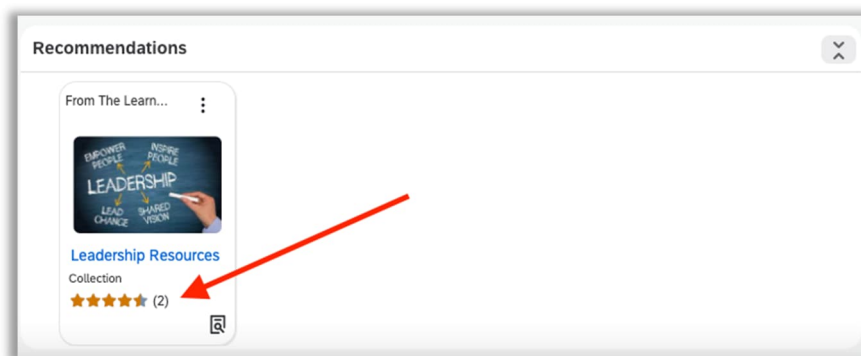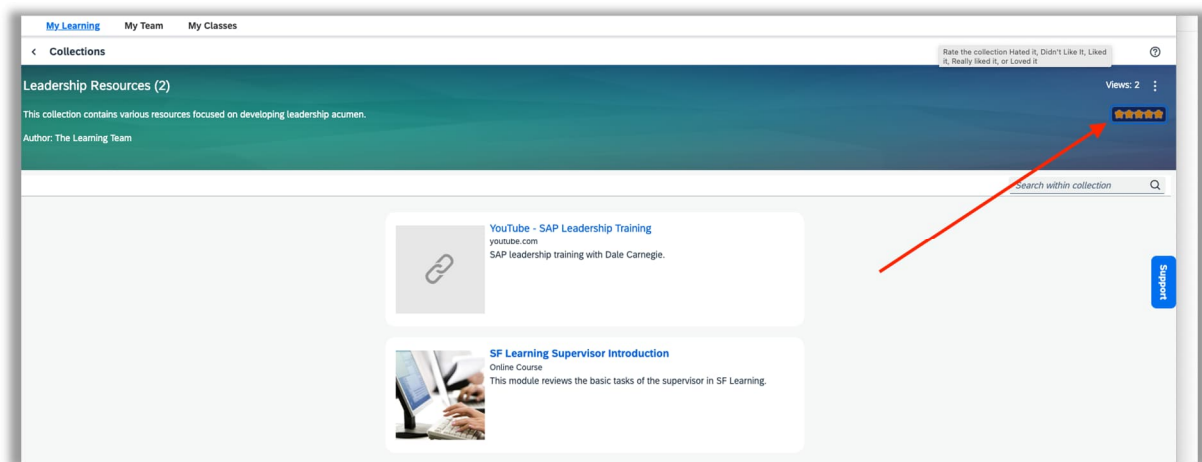

3) Check you work!

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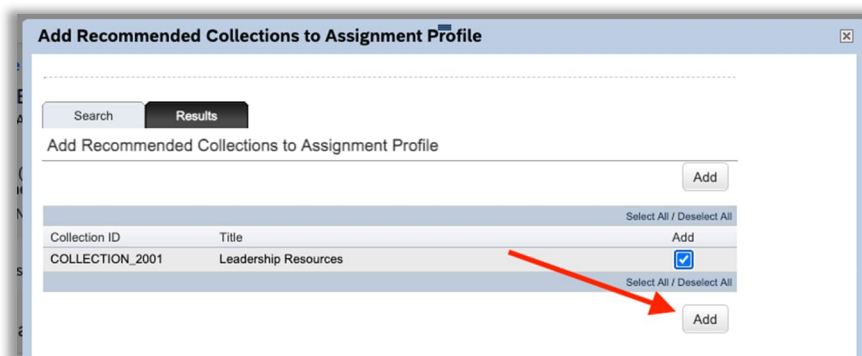
a) Navigate to your user's learning plan to view their learning "Recommendations". The Collection created by the administrator will now show up:
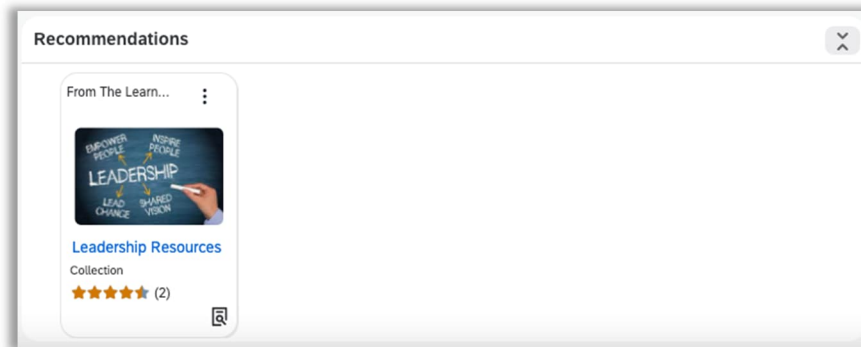
b) Open the collection and rate the collection. Your rating will now show up on the Collection entry in the Recommendation tile: and the average rating will show up to other users:


And this completes Lab Activity #4. As a result of this activity your administrator has created a collection and recommended it to learners.

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LAB ACTIVITY #5 – Understanding Libraries

Administrators can add collections that they have created to a specific library and view collections created by other users.

1) **Add an Admin-defined Collection to a Library**
   a) Log back in as your administrator and navigate to the administration screen.
   b) Under "Learning Activities", click on "Libraries".
   c) Search by entering the key word into the Library ID search field: HOL_104.
   d) Click on the library in the search results to view the details of that library.
   e) Click on the "Collections" tab.
      i) The collection published by your SME should be visible.
   f) Click on the "Plus" sign to search for and add the collection you created as the administrator. Once located place a check mark in the box next to your collection and then click on "Add":
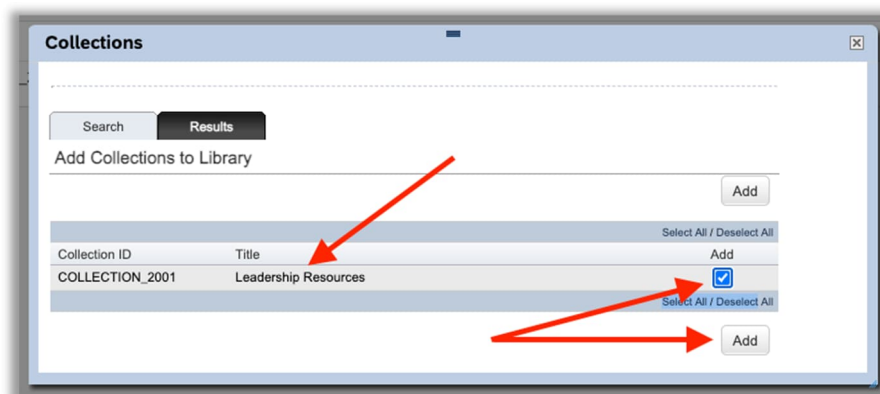
   g) The administrator can view all content that has been added to the library and by whom however, they can only remove content that they specifically added themselves in this screen:

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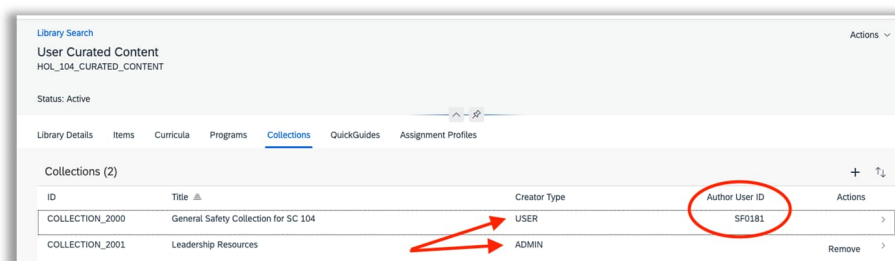
h) Drilling into a user's collection itself will allow the administrator to take additional actions including "delete":
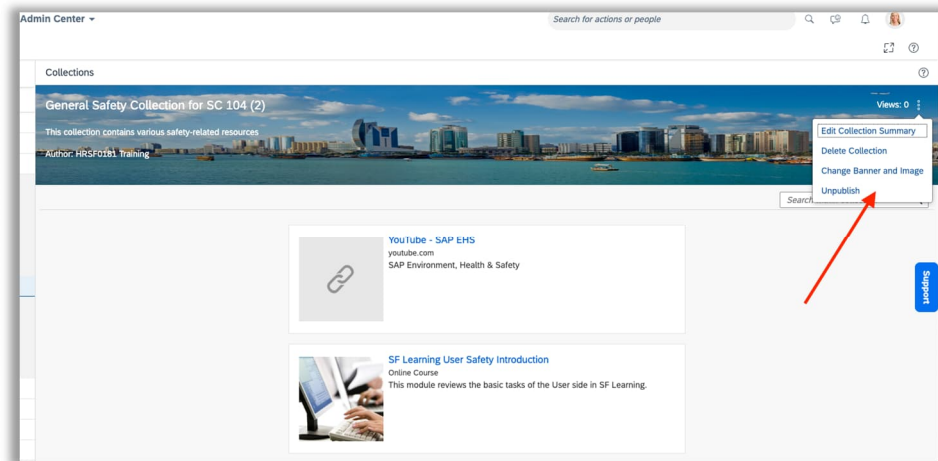

And this completed Lab Activity #5. As a result of this activity, you can better understand how administrators can manage user-defined collections as well as their own created collections using libraries.

LAB ACTIVITY #6 – Collection Reports

Administrators can run the "Collection Views" and the "Collection Entry Views" reports.

1) Run Reports

a) Logged in as your administrator, navigate to the administration screen.

b) Click on "Reports" and type in "Collection" in the Search bar:
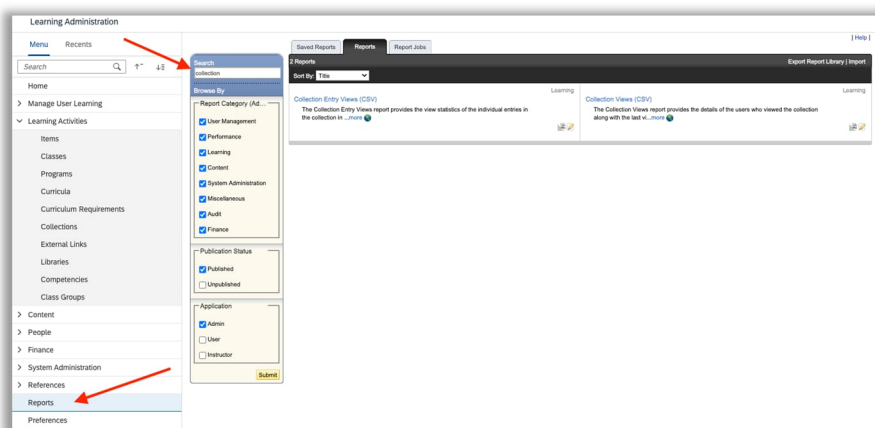
c) Select a report to run. Choose your collection by adding a filter using a keyword and then select Run Report:

d) Once the report screen status changes to "Succeeded" you can launch the report:

Collection ID	Collection Title	Entry Type	Entry ID	Entry Title	Entry View Count	Collection View Count
COLLECTION_2000	General Safety Collection for SC 104	SYSTEM_EXTERNAL_ENTITY	https://www.youtube.com/embed/KiJl2XorfRc	YouTube - SAP EHS	0	0
COLLECTION_2000	General Safety Collection for SC 104	WBT	LMS-USER-101	SF Learning User Safety Introduction	0	0
COLLECTION_2001	Leadership Resources	SYSTEM_EXTERNAL_ENTITY	https://www.youtube.com/embed/d-WmcRnHrj4	YouTube - SAP Leadership Training	0	2
COLLECTION_2001	Leadership Resources	WBT	LMS-SUP-101	SF Learning Supervisor Introduction	0	2

Once all activities are completed you will now be able to set up any desired controls using Assignment profiles, create content both from a user and an administrator's perspective and run general reports regarding collections, their usage, and statistics. And this will conclude the Learning Hands-on Lab

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