GSA ONLINE UNIVERSITY

GSA LMS MIGRATION JOB AID SERIES

Getting started: GSA ONLINE UNIVERSITY

Regional Administrator Job Aid

Regional Administrator Job Aid Overview

This job aid provides step-by-step instructions for tasks relevant to Regional Administrators of the GSA OLU (powered by SAP). Topics covered in this aid include: OLU site access, Homepage navigation (brief overview), Admin Center navigation, Items overview, and Scheduled Offering administration.

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HOW TO ACCESS THE GSA OLU SITE (POWERED BY SAP)

Introduction

The GSA Online University (OLU) can be accessed via GSA Single Sign-On (SSO) or via a non-SSO direct URL. Please find directions below on the different ways to enter the new SAP site.

SSO Access

Logging in from a GSA Laptop

Navigate to the desktop of your computer. Locate the GSA OLU icon on the desktop*. Double click this icon to launch GSA OLU. Once launched, you will then be able to navigate within the GSA OLU system.

***Please note:** The below screenshot is an example only. SAP is currently designing a graphic icon that will be located on the desktop of GSA computers. Thus, you may not see this icon at the time of Go Live. If you do not yet see the icon, please temporarily follow access steps on the next page for "Logging in from a Non-GSA Laptop".*

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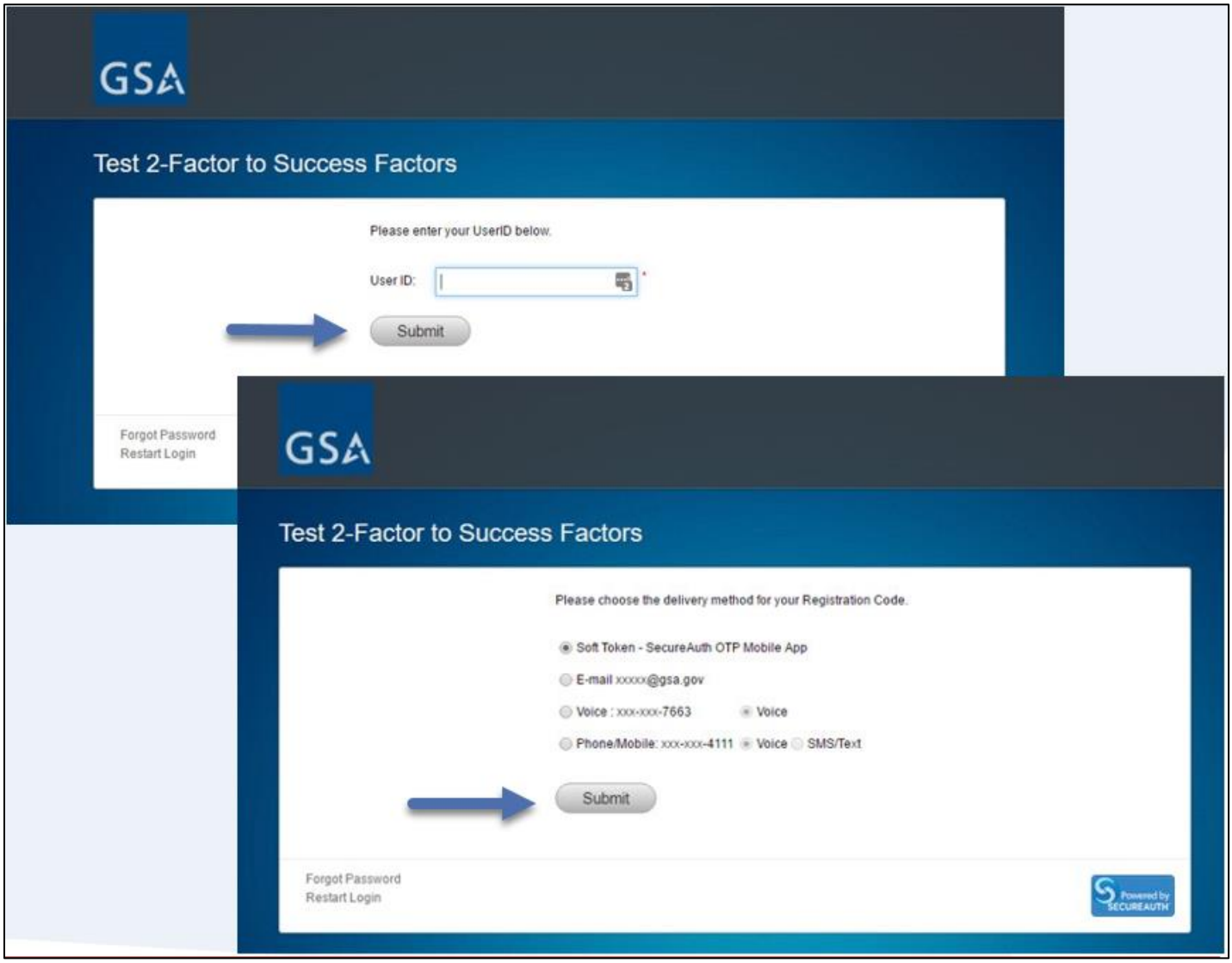
Logging in from a Non-GSA Laptop

1. From a non-GSA laptop, first navigate to the following URL: https://gsaolu.gsa.gov
   Note: Please clear out your browser's cache and cookies, before navigating to the URL. Skipping this step will allow your browser to re-direct you to the retired OLU, which is no longer accessible.

2. Enter your "**User ID**" (User ID will be your ENT username) and click the "**Submit**" button. Then, choose the delivery method for receiving your registration code for access to GSA OLU and click the "**Submit**" button.



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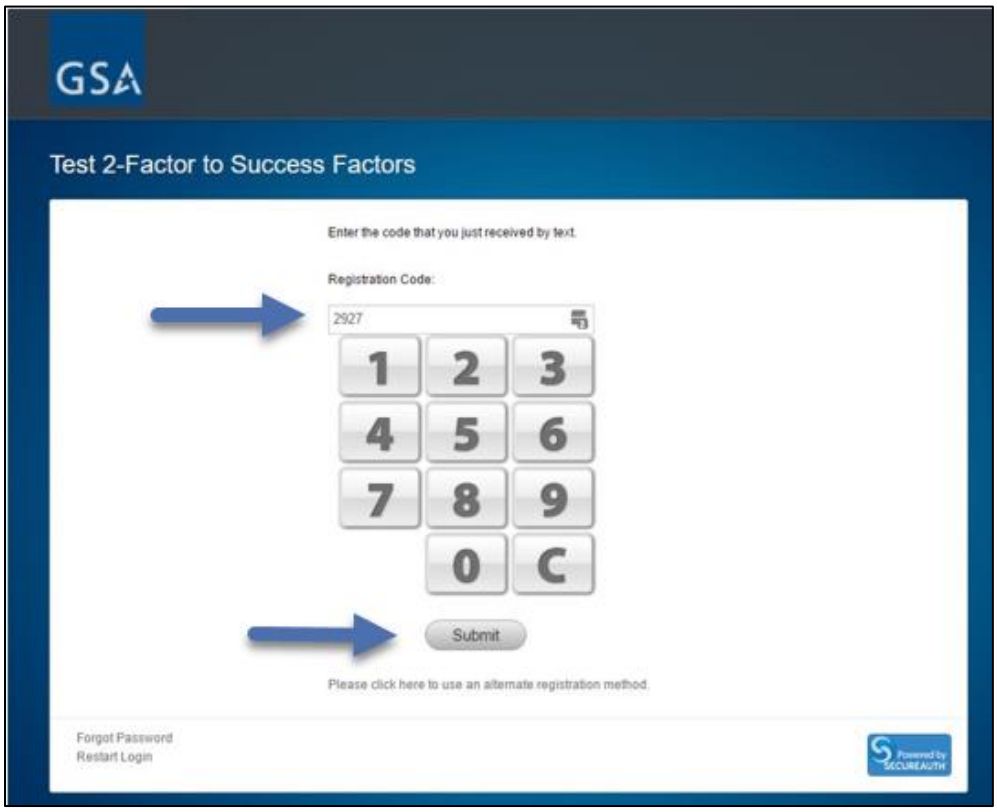
3. Once you receive your delivery method, you will be asked to enter the registration code. This code is unique and will change with every sign on. Enter the registration code and click the "**Submit**" button.



4. Next, enter your ENT password and click the "**Submit**" button.

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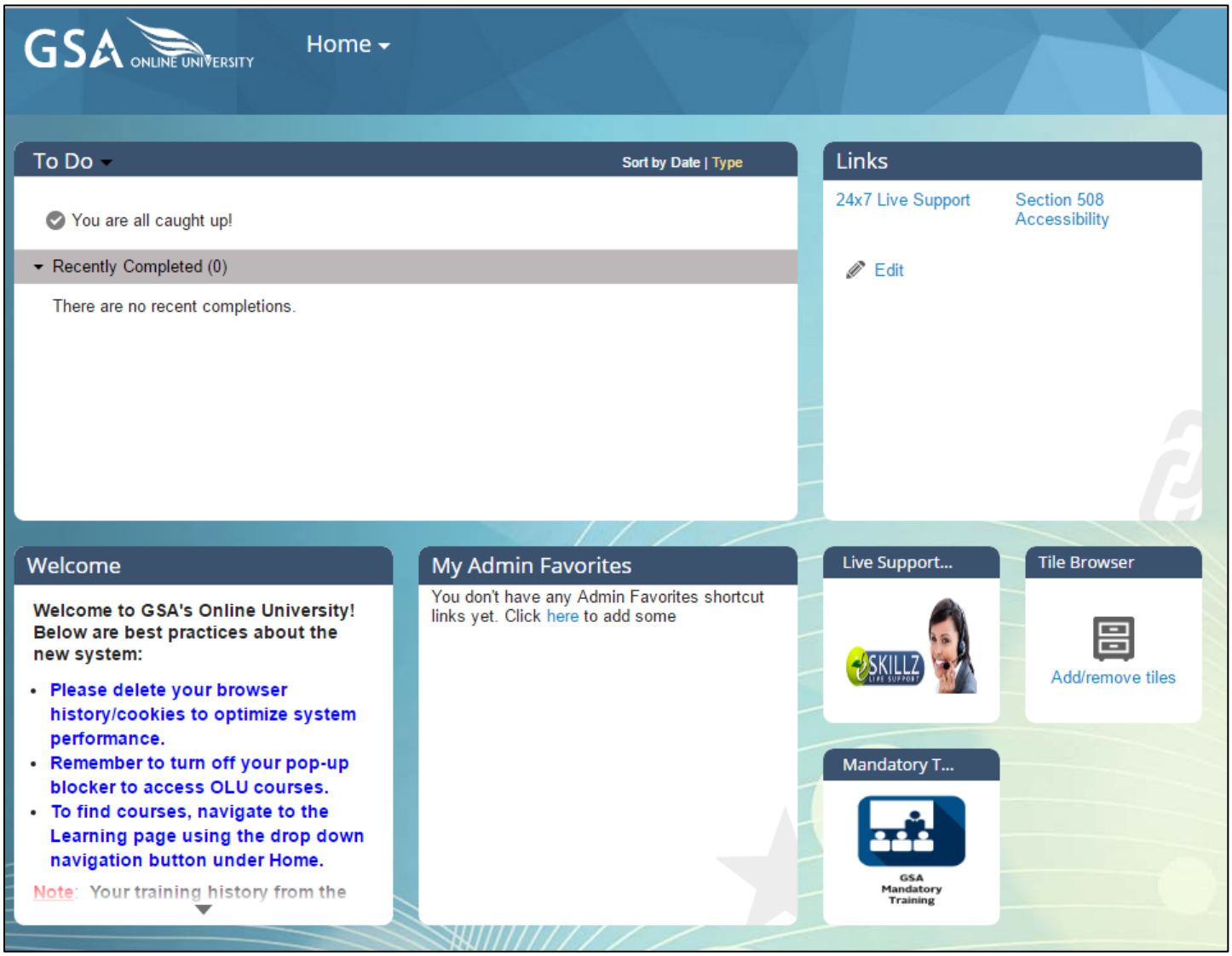
5. You will be directed to the new GSA OLU homepage. Please keep in mind that your homepage appearance may differ slightly based on your role (ex: employee vs. supervisor/ manager) or personal tile configuration.



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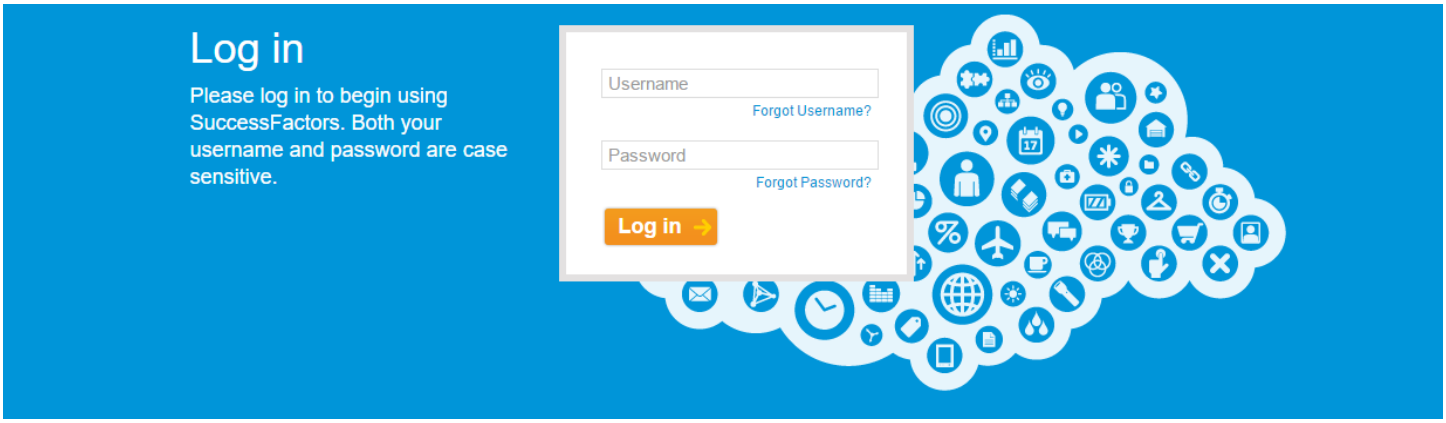
Non-SSO Access (Direct URL)

Logging in as a Non-GSA Employee of Off-Network GSA Employee

If you are not a GSA employee or you are a GSA employee not accessing via the GSA network (thus not utilizing SSO), you will need to access GSA OLU via a direct URL.

1. Navigate to the following URL: **https://hcm03.ns2cloud.com/login?company=GSAHCM03**. This will take you to the direct system login page for the GSA OLU site.

2. Enter your username and password and click the orange "**Log in**" button. (Should the login page request a "**Company ID**", please use the following: **GSAHCM03**)



3. You will be directed to the new GSA OLU homepage. Please keep in mind that your homepage appearance may differ slightly based on your role (ex: employee vs. supervisor/ manager)

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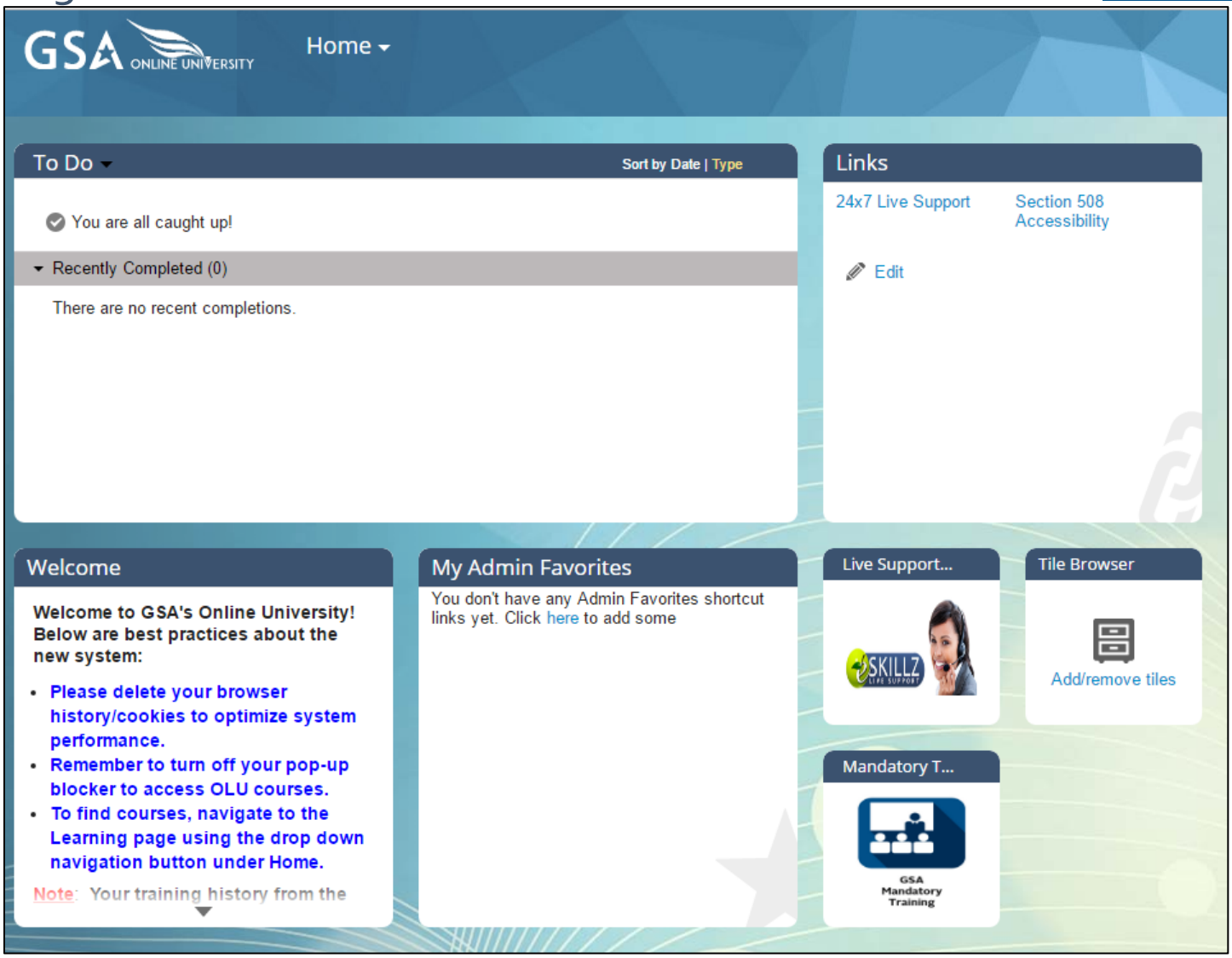

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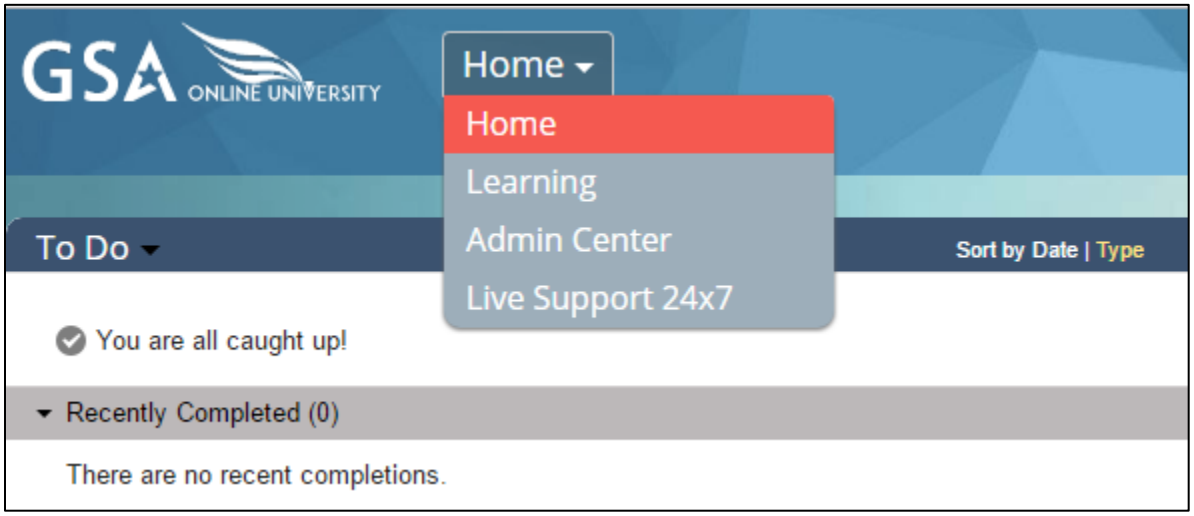
Main Menu Navigation

Your homepage will consist of a main navigation bar at the top of the homepage. This navigation bar contains a dropdown menu that lists all the Success Factors modules available to you (based on your role), along with links to other pages within the system. Click on the Home icon to return to the OLU homepage from any location.



The dropdown menu contains **Home, Learning,** and **24x7 Live Support** links.

- The **Home** link will take you back to the homepage no matter where you are in the platform.
- The **Learning** link will take you the learning management area of the system.
- The **Admin Center** link will take you to the administration area of the system.
- The **24x7 Live Support** link will take you to the area of the system where you can interact with an OLU Live Support Specialist to that can assist with general OLU navigation and utilization inquiries.

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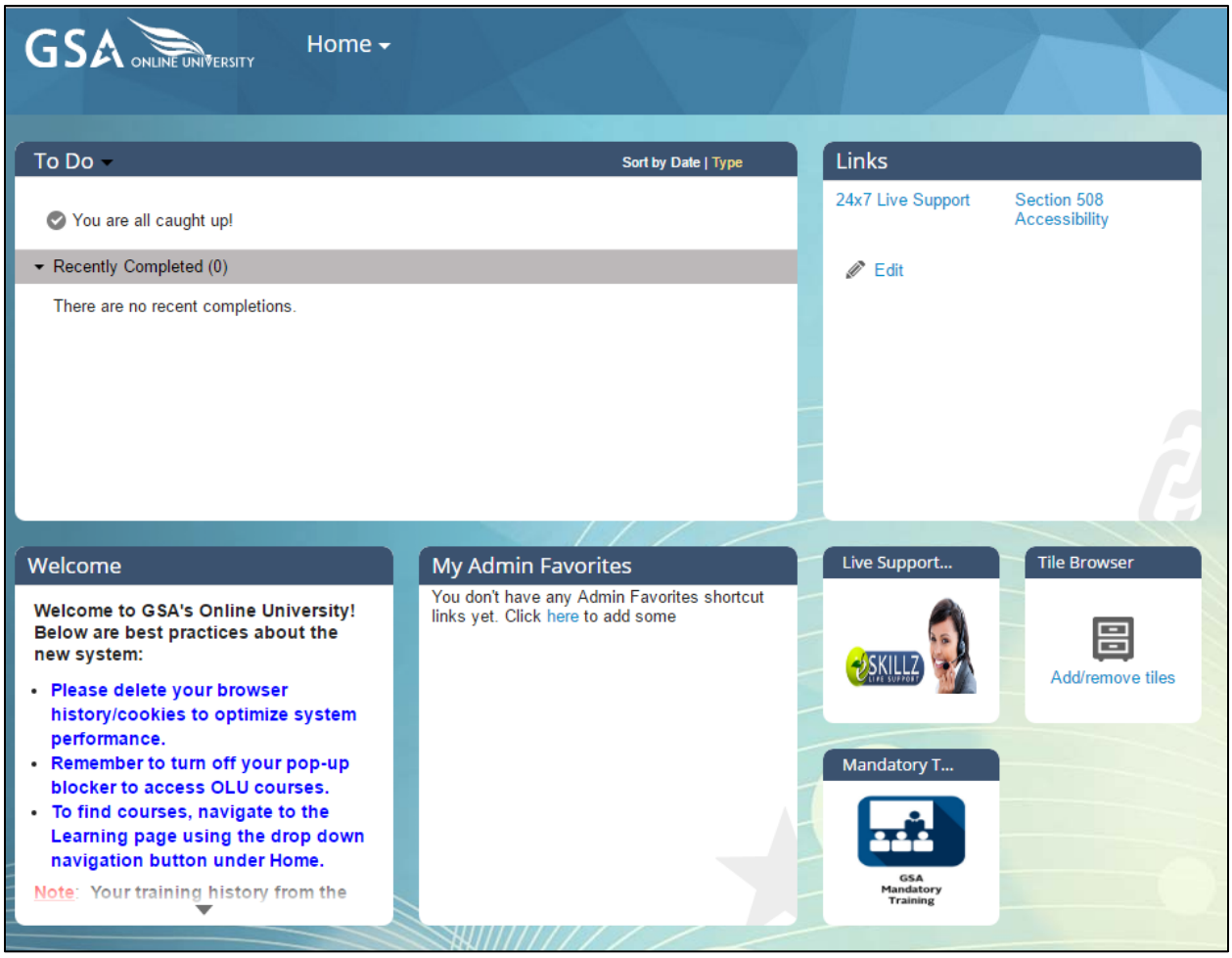
Homepage Features

Your homepage has multiple features called "tiles" that allow you to view different OLU functionality in a convenient layout. Tiles are movable and can be edited to fit your system needs. Below is an explanation of each feature tile on your homepage.



Descriptions

To Do: Lists all your incomplete items, completed activities, pending approvals, and tasks assigned to you from all modules within the system. To Do items can be sorted by date and/ or type.

Links: Displays links added as shortcuts to other pages and areas of the system. To add or remove shortcuts, click the *Edit* button to view a list of available links.

Welcome: Displays information on the new GSA OLU and will have announcements pertaining to the new Learning Management System.

My Admin Favorites: Displays links added as shortcuts to the Admin Center (administration area of the system).

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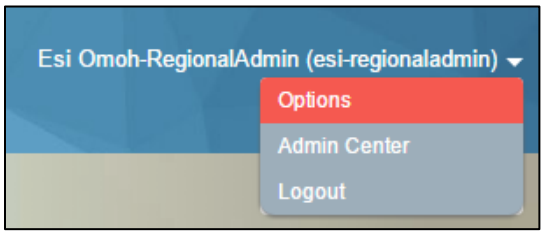
24x7 Live Support: Click on the eSkillz Live Support picture to be transferred to a GSA chat classroom support page (powered by eSkillz). Simply select the 'Click Here to Chat' button from that page and you will be connected with OLU support specialists who are standing by 24 hours a day, 7 days a week. Support specialists assist with general OLU navigation and utilization inquiries including how to use the OLU, how to find training, course launch assistance and more.

Mandatory Training: Click on the "GSA Mandatory Training" picture to view a list of mandatory training for the entire year. Please review this list and assign/ register for training in OLU.

Tile Browser: Allows the supervisor to add or remove tiles from the OLU homepage.

Homepage Options

The homepage **Options** drop-down menu can be accessed by clicking on your name in the top right hand corner of the OLU homepage.



Descriptions

Options: Change display options, select a new landing page, change language options, and access accessibility settings.
Admin Center: Administration area of the system.
Logout: Logout of the OLU system.

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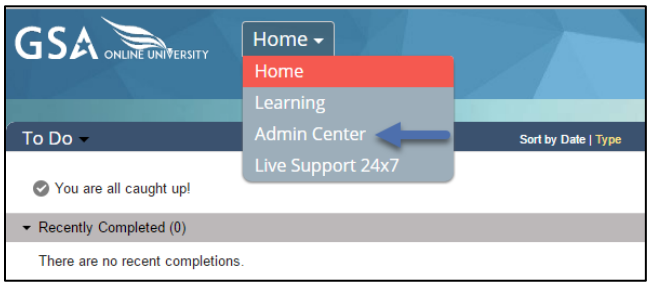
ADMIN CENTER

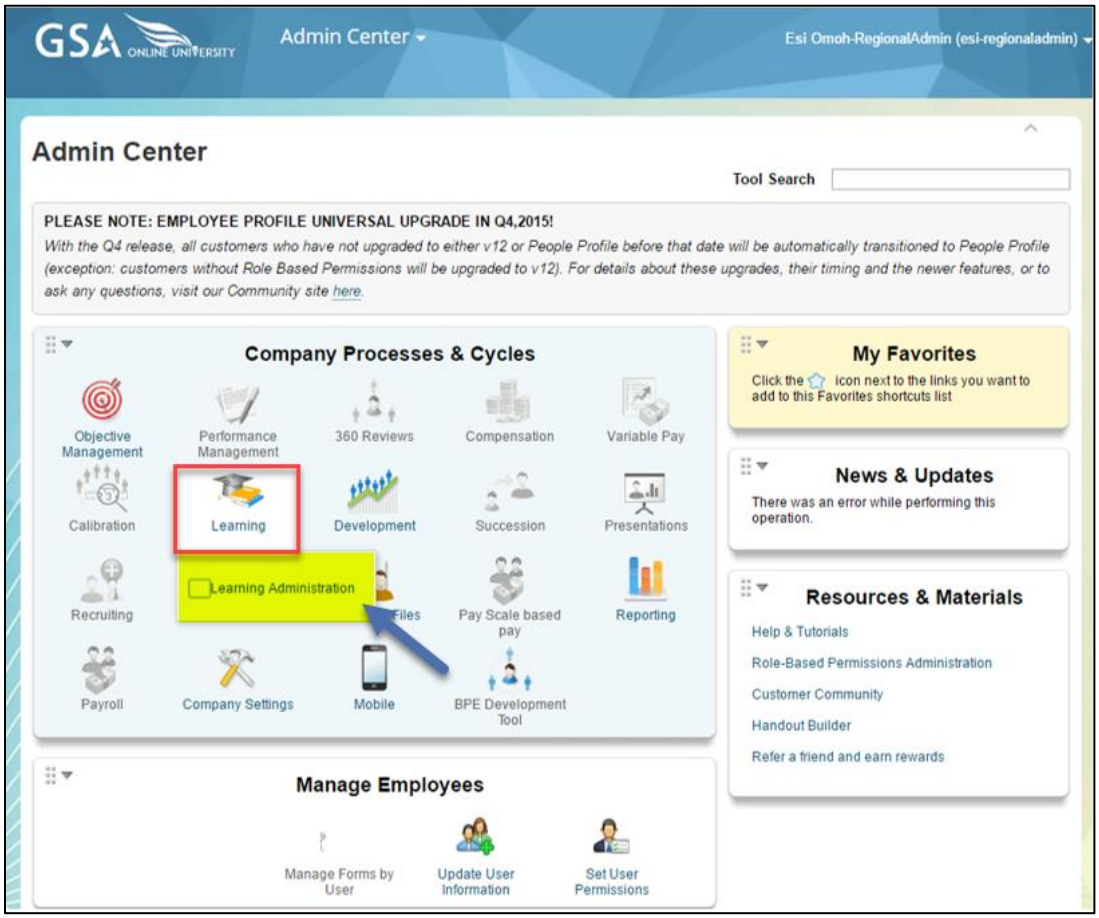
To perform administrator related tasks in the system, you must first navigate to the Learning Administration area of the Admin Center.

Navigate to the Learning Administration Homepage

1. Locate the main navigation bar at the top of the OLU homepage. Click on the Home icon to open the drop-down menu.
2. Click on the **Admin Center** icon. This will take you the administration area of the system.



3. Click **Learning** and select **Learning Administration**.



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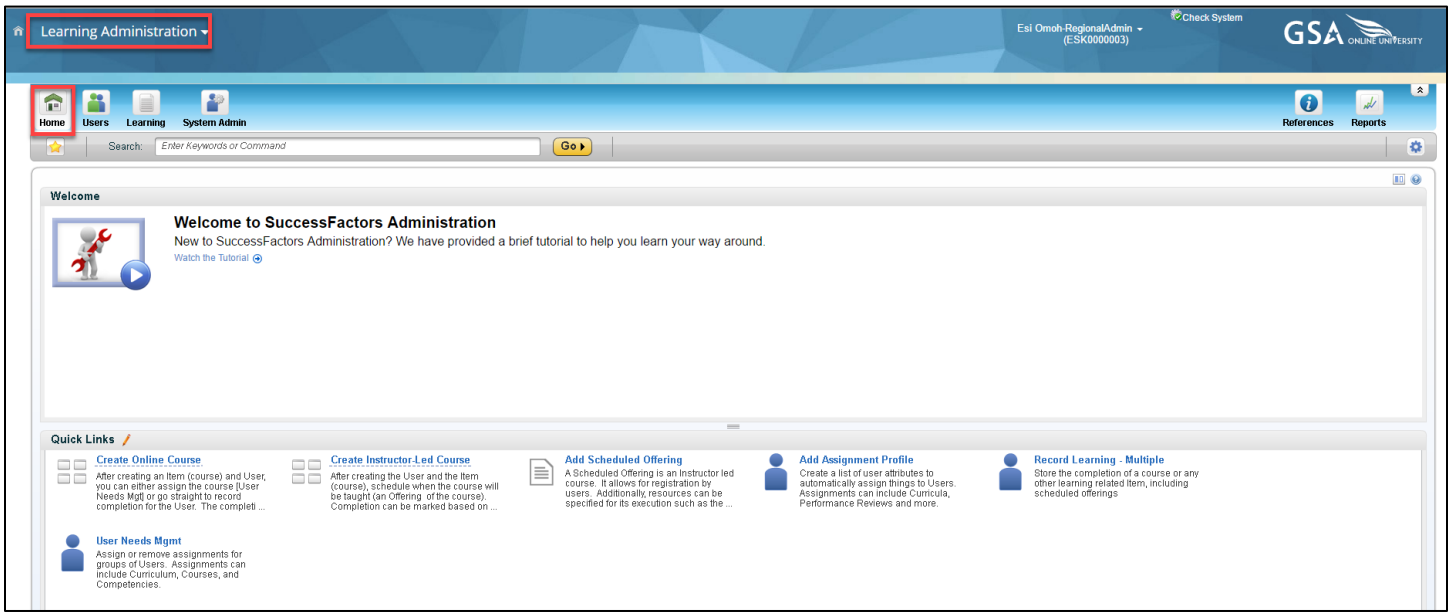
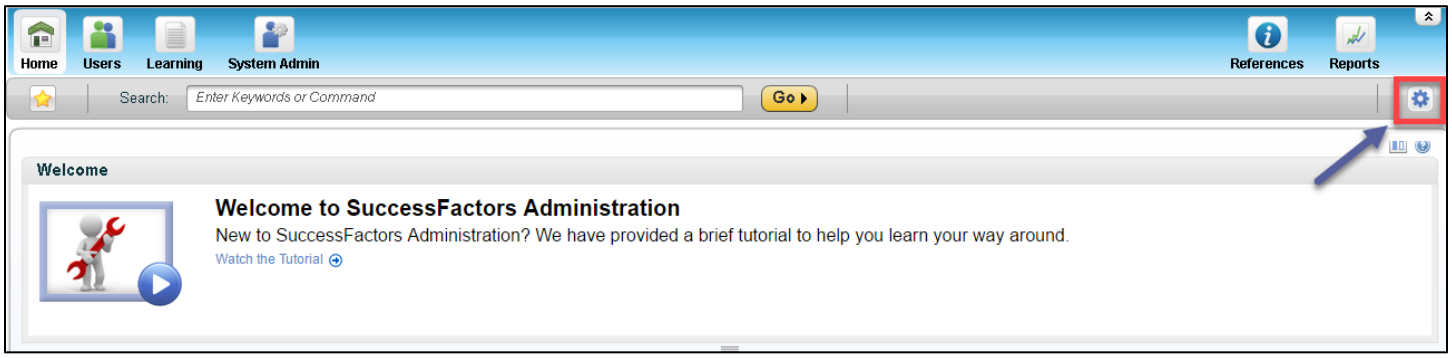
4. You are now in the Learning Administration area of the Admin Center.



Learning Administration Preferences and Time Zone Settings

To prevent future time zone display issues when creating Scheduled Offerings (SO), it is highly recommended that administrators select the appropriate Admin Center preferences.

1. From the Learning Administration page (also called SuccessFactors Administration), click on the Preferences icon located in the top right corner of the top menu frame.



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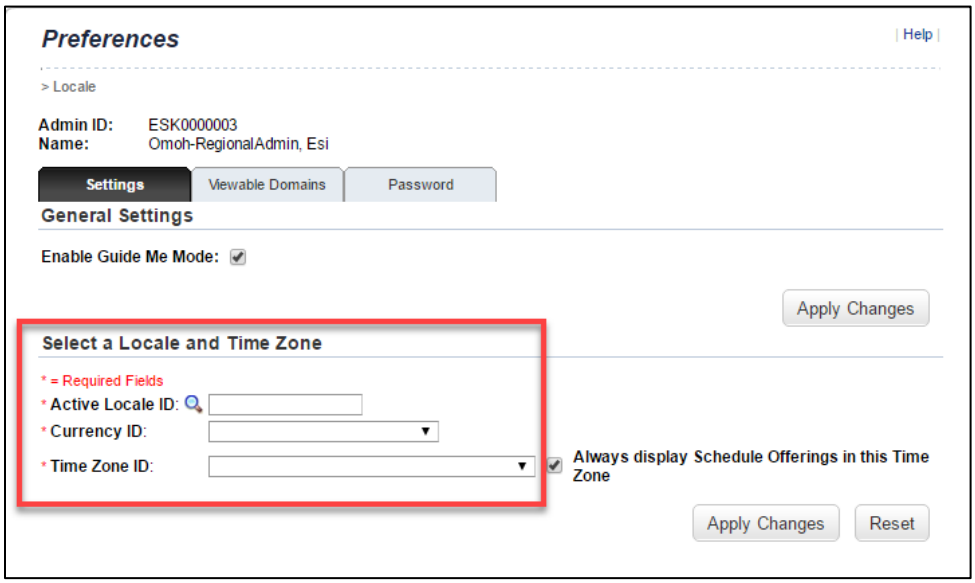
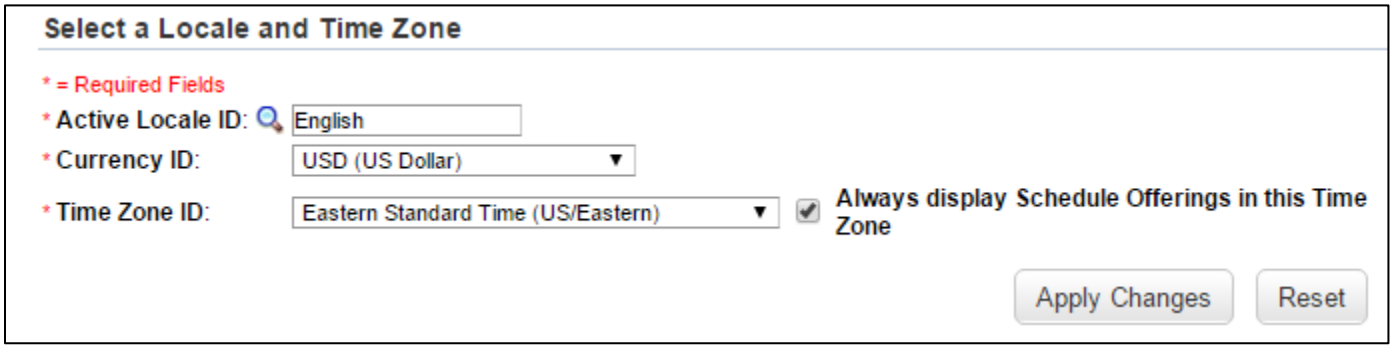
2. Locate the "Select a Locale and Time Zone" section.



3. Under the Settings tab of the Preferences page, enter/ select the following information:
   a. *Active Locale ID*: English
   b. *Currency ID*: USD (US Dollar)
   c. *Time Zone ID*: Eastern Standard Time (US/Eastern)

Note: Scheduled Offering times will be displayed in the selected time zone.



4. Check the "Always display Schedule Offerings in this Time Zone" box.

5. Click Apply Changes to save your preferences.

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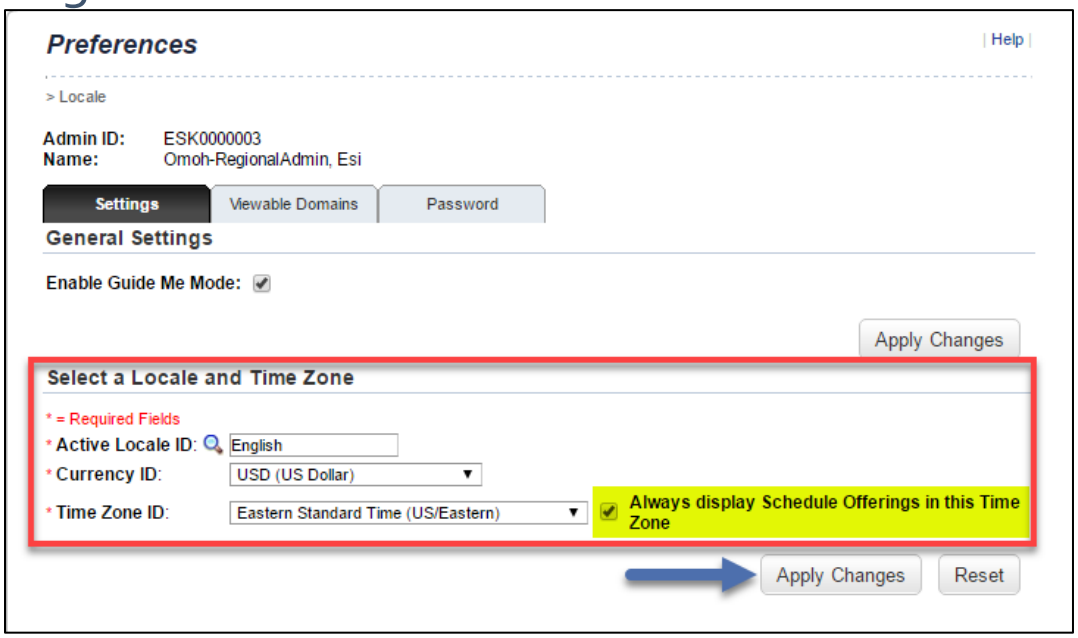
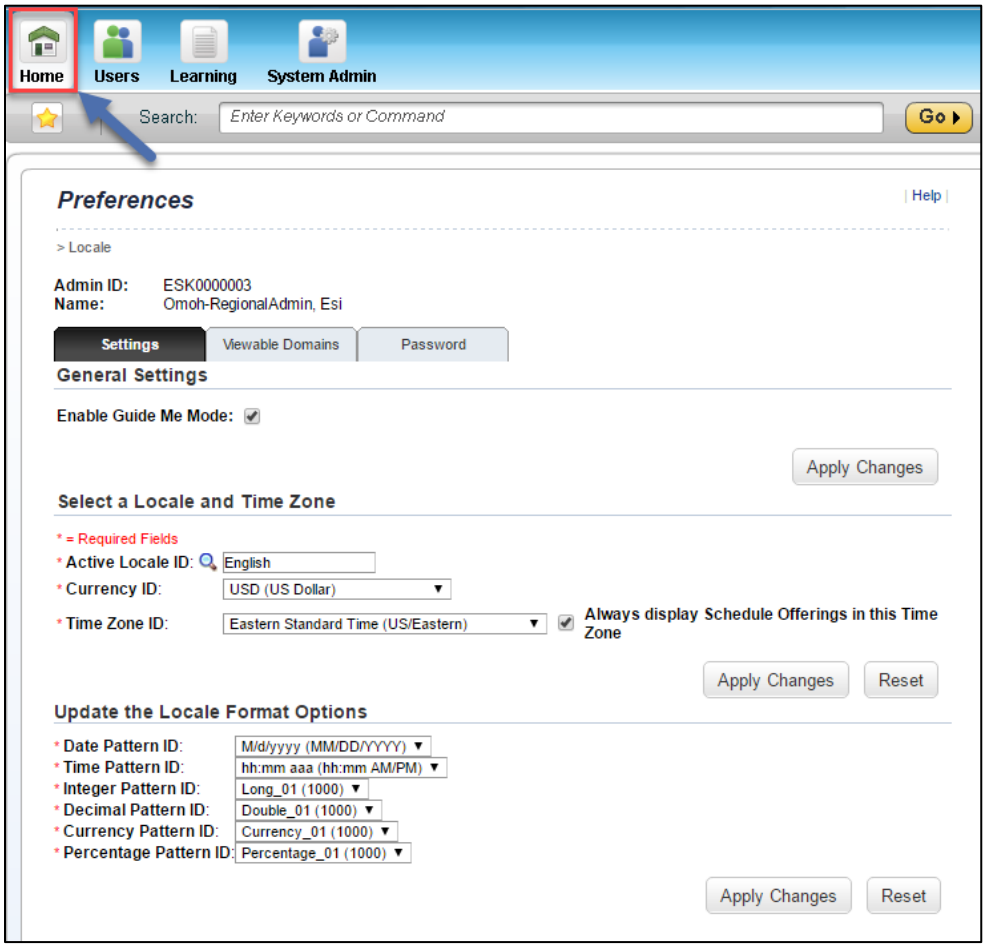


6. Click the icon in the top menu frame to return to the Learning Administration page.



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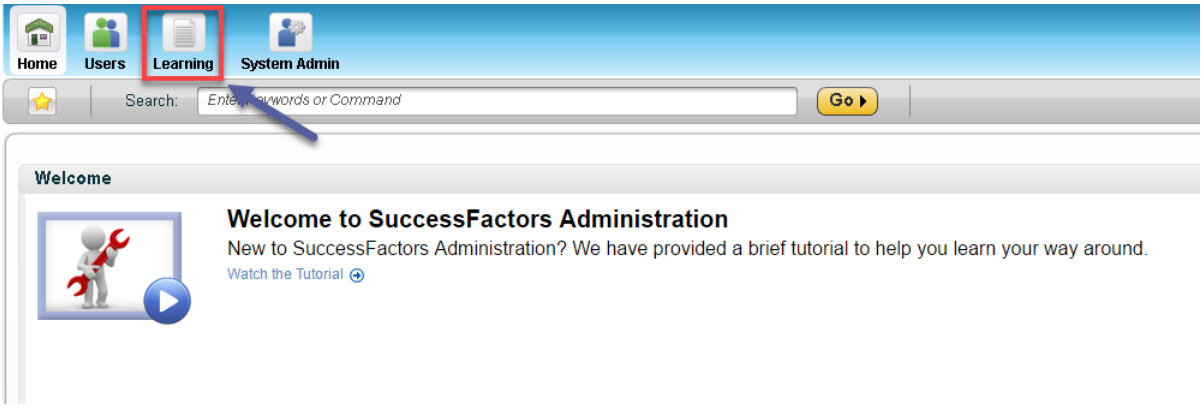
ITEMS OVERVIEW

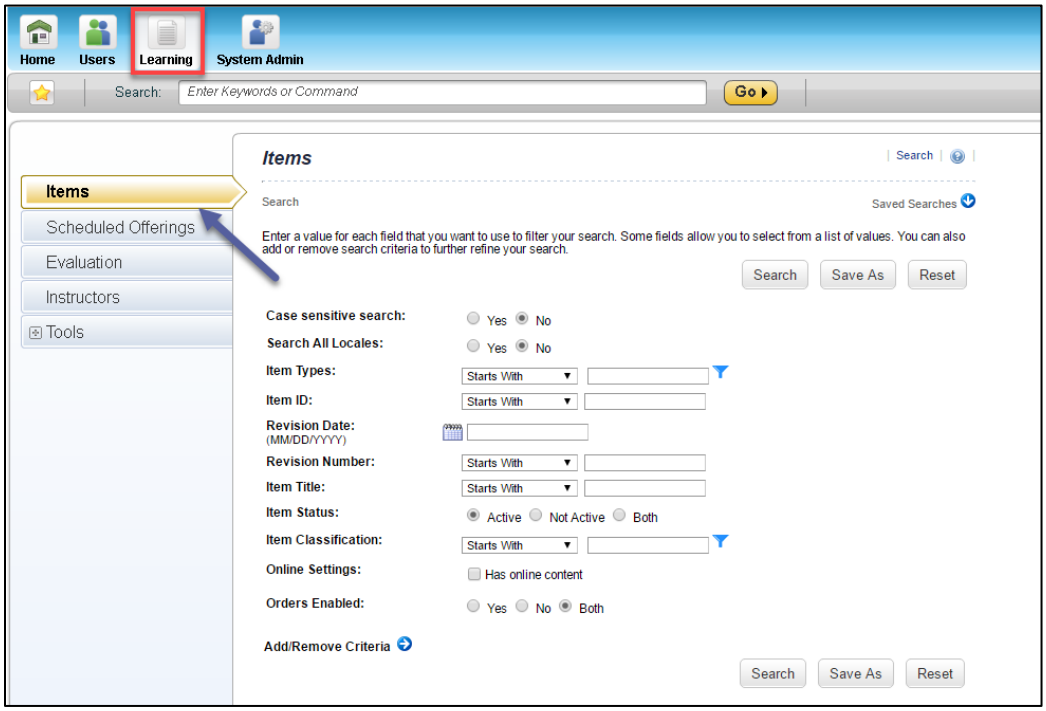
To create a Scheduled Offering (SO), you must first select the parent learning item to build from. A learning item can be an Instructor Led Training (ILT), Web-Based Training (WBT), webinar, demonstration (DEMO), on the job training (OJT), etc. In the Scheduled Offering case, the parent item will be an ILT.

Navigate to the Items Area

1. From the Learning Administration page (also called SuccessFactors Administration), click on the "Learning" icon.



2. Click on the Items tab in the left menu frame. You will be directed to the area of the system where you can search and view your desired Item.



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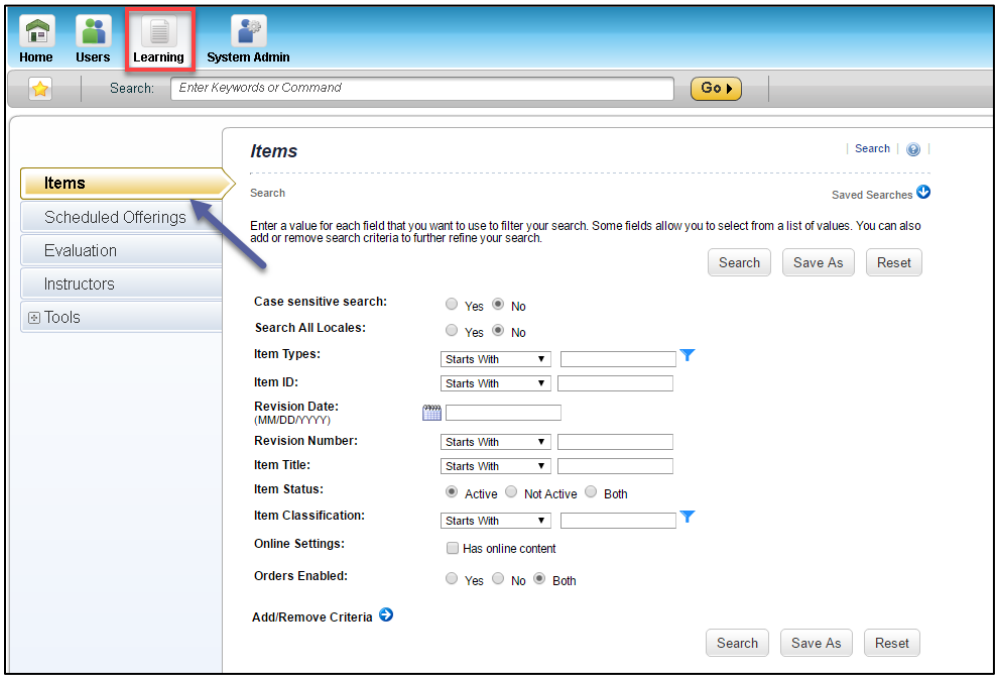
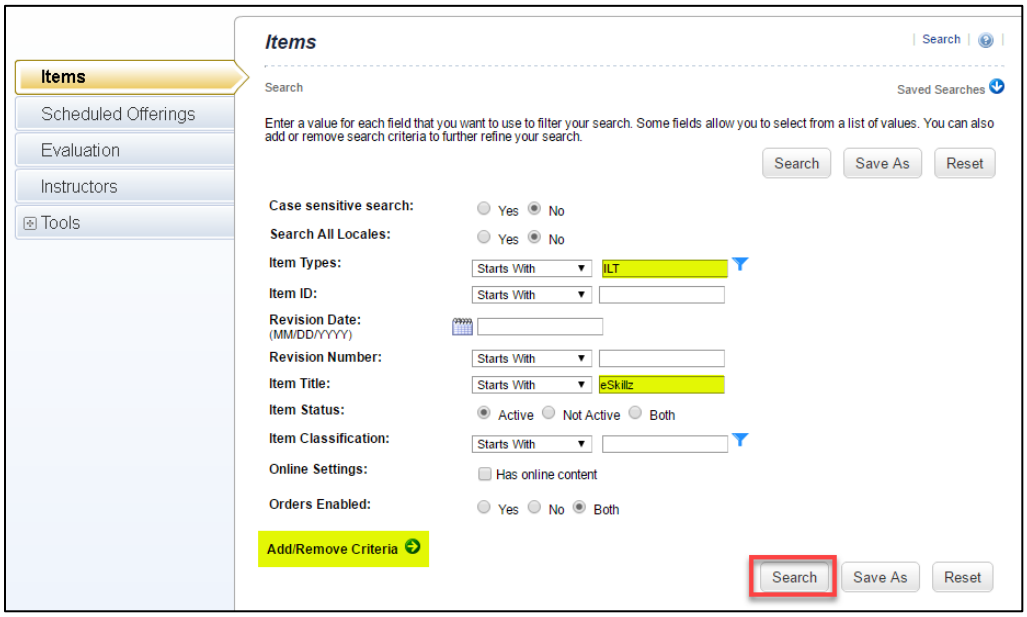
Searching for an Item

1. From the Learning icon page, locate the Items tab.



2. Enter the *Type* and *Title* of the item you wish to search for. You can use the drop-down menu associated with most criteria to refine your search (ex: "starts with" vs. "contains"). Click **Search** to search for your desired ILT.



TIP: Click the "Add/Remove Criteria" button to refine your search.

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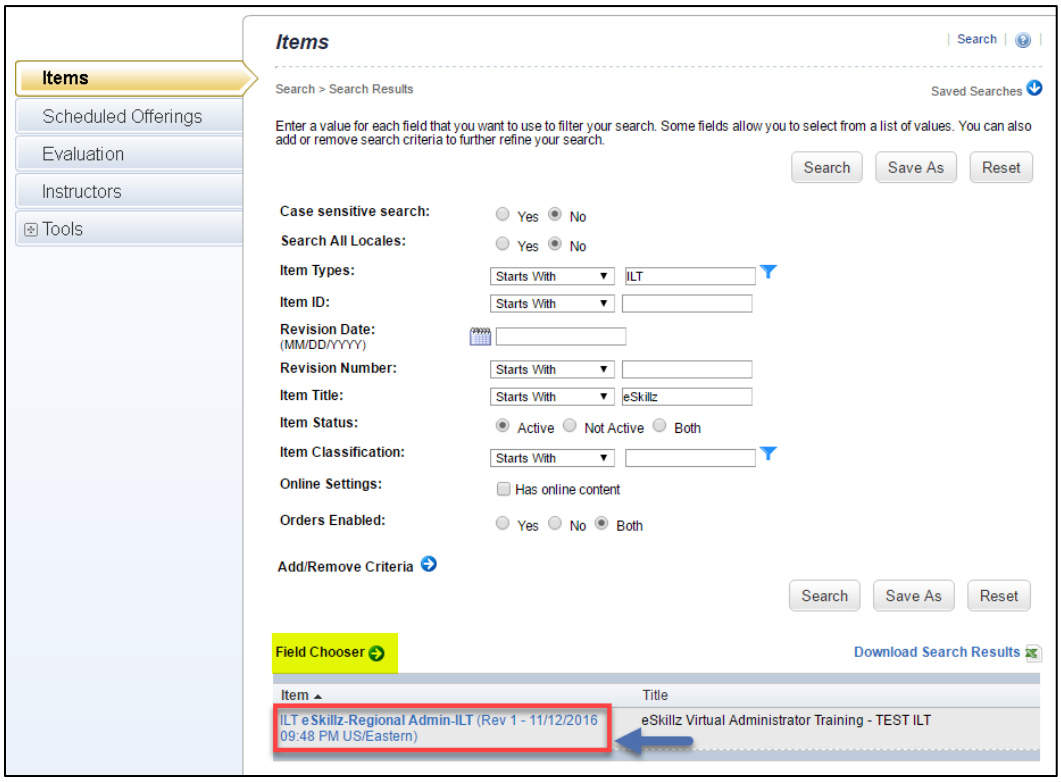
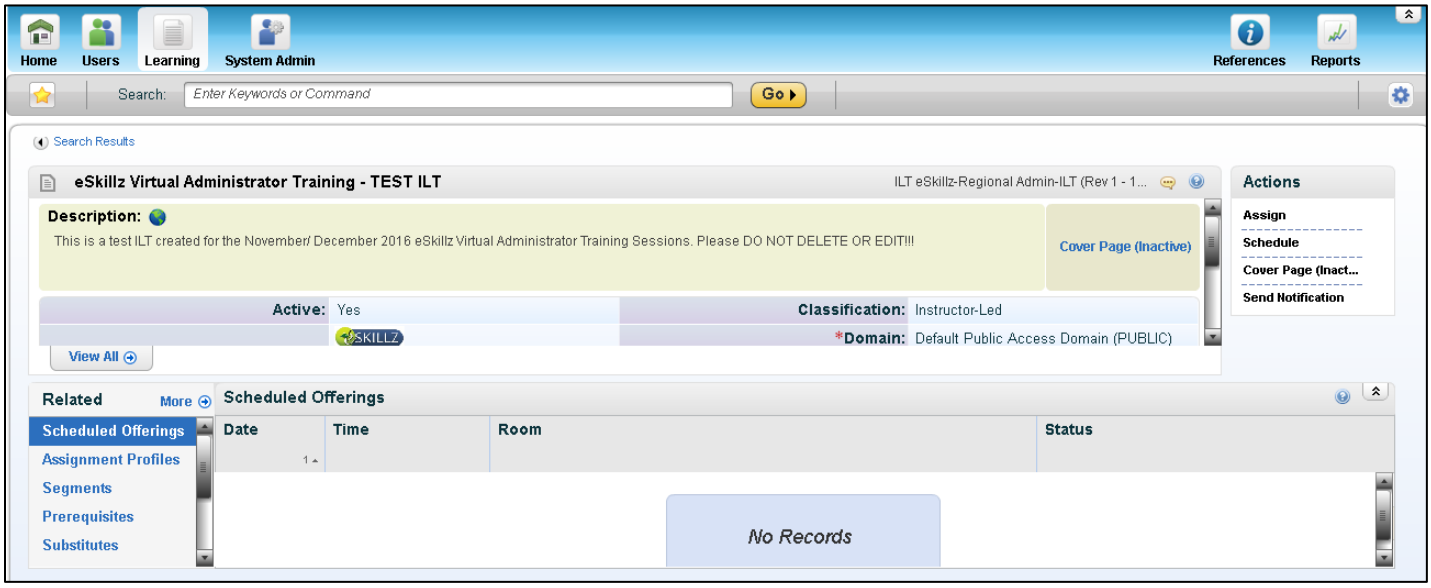
3. Locate your desired ILT. Click on the Item ID to select and open the ILT.



TIP: Click the "Field Chooser" button to refine your search results.

4. You are now in your selected ILT's administration area.



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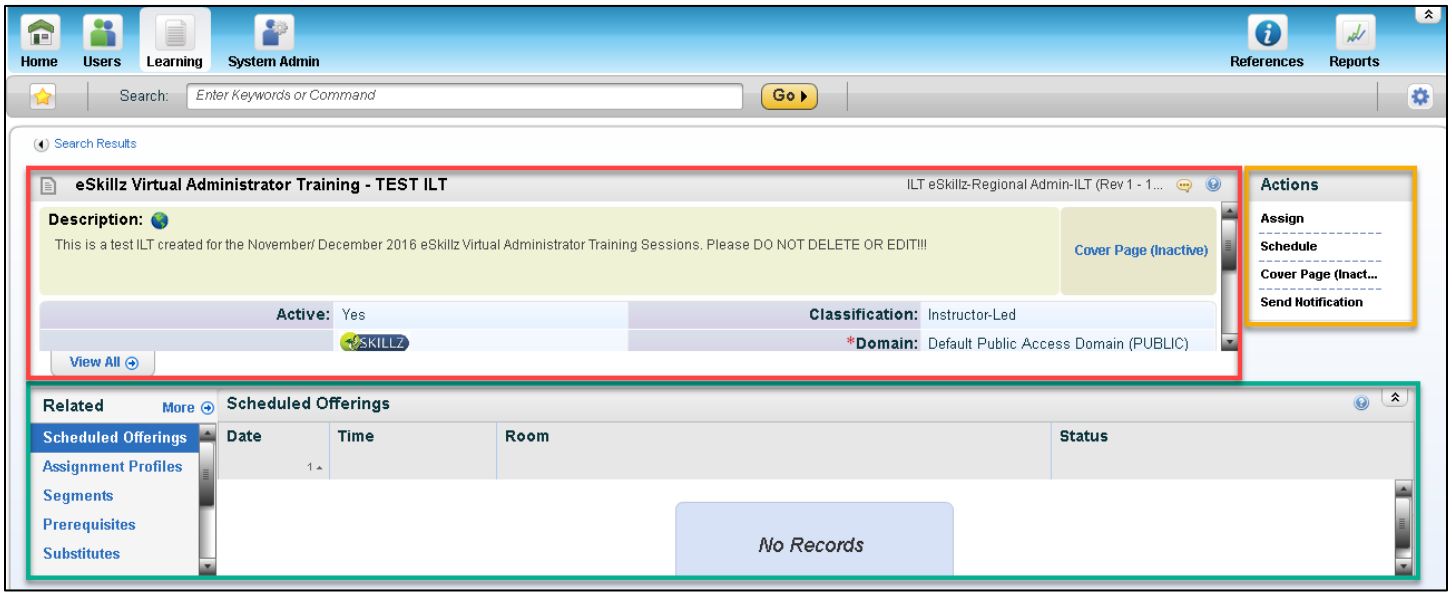
Item Administration Page

The ILT administration page is divided into three main areas:

- **Core Area** (top left): Contains your ILT's basic information including, title, description, domain, design, requirements, process control, etc. Click the View All button to view additional summary data.
- **Actions Menu** (top right): Displays additional actions that can be performed at the ILT level.
- **Related Menu** (bottom half): Displays major tabs related to important ILT components (ex: Scheduled Offerings). Click **More** to see additional Related tabs.



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SCHEDULED OFFERING CREATION

A Scheduled Offering (SO) is an ILT that has been scheduled with a start date and time.

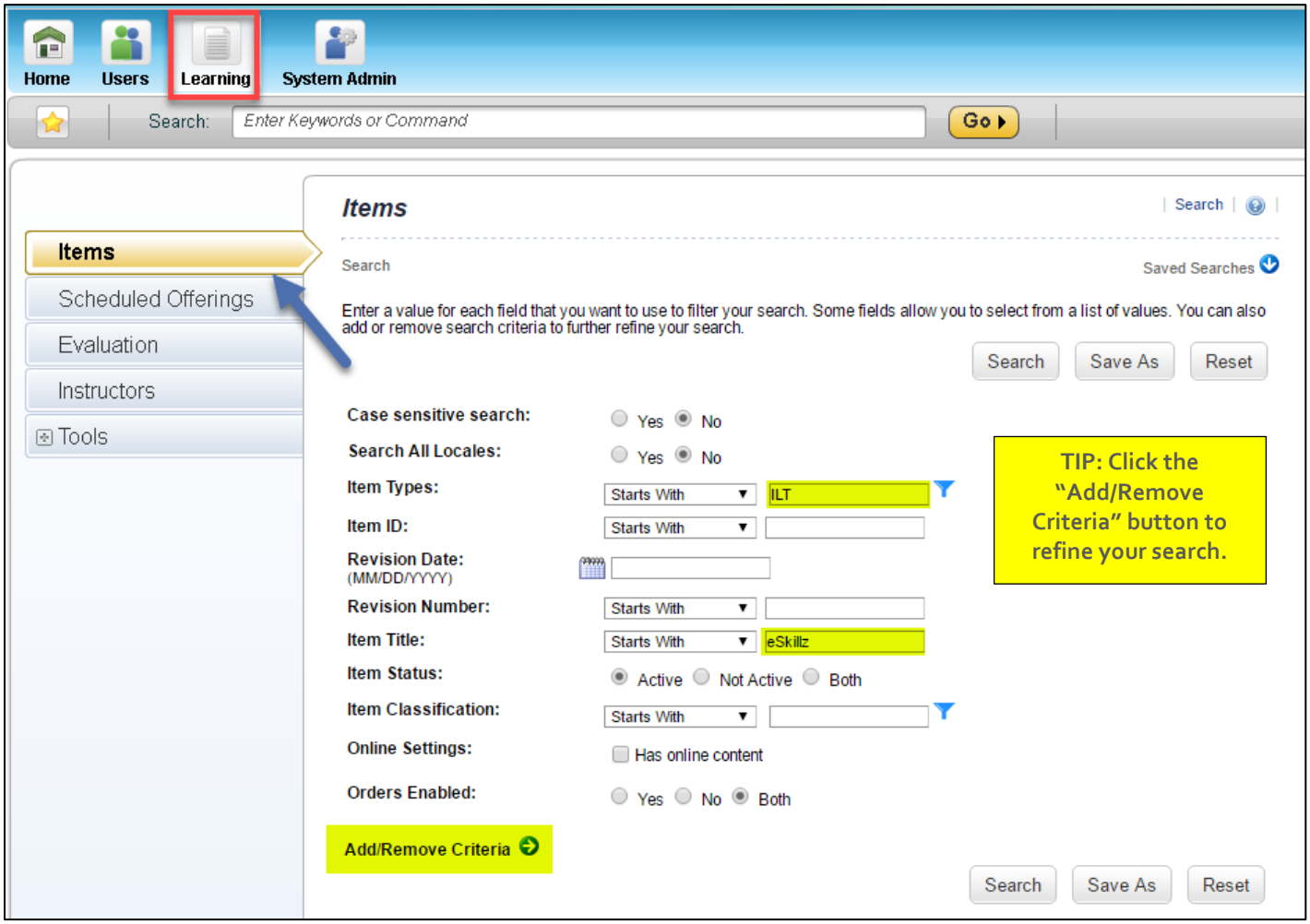
Creating a Scheduled Offering

There are two areas of the system where administrators can create a Scheduled Offering (SO):

- Via Learning > Items > Item Administration page ***(preferred method)***
- Via Learning > Scheduled Offering > Add New

Via the Items Tab (Item Administration Page)

1. From the Items area of the Learning page, search for your desired ILT.



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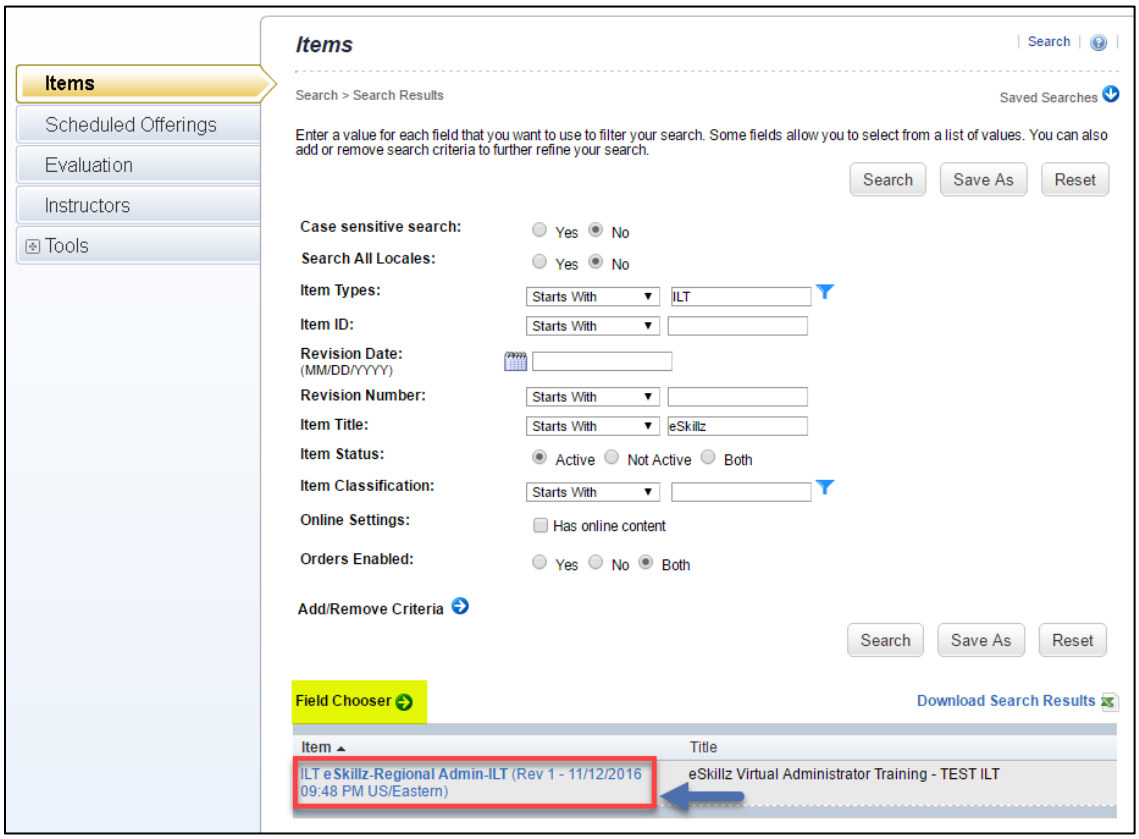
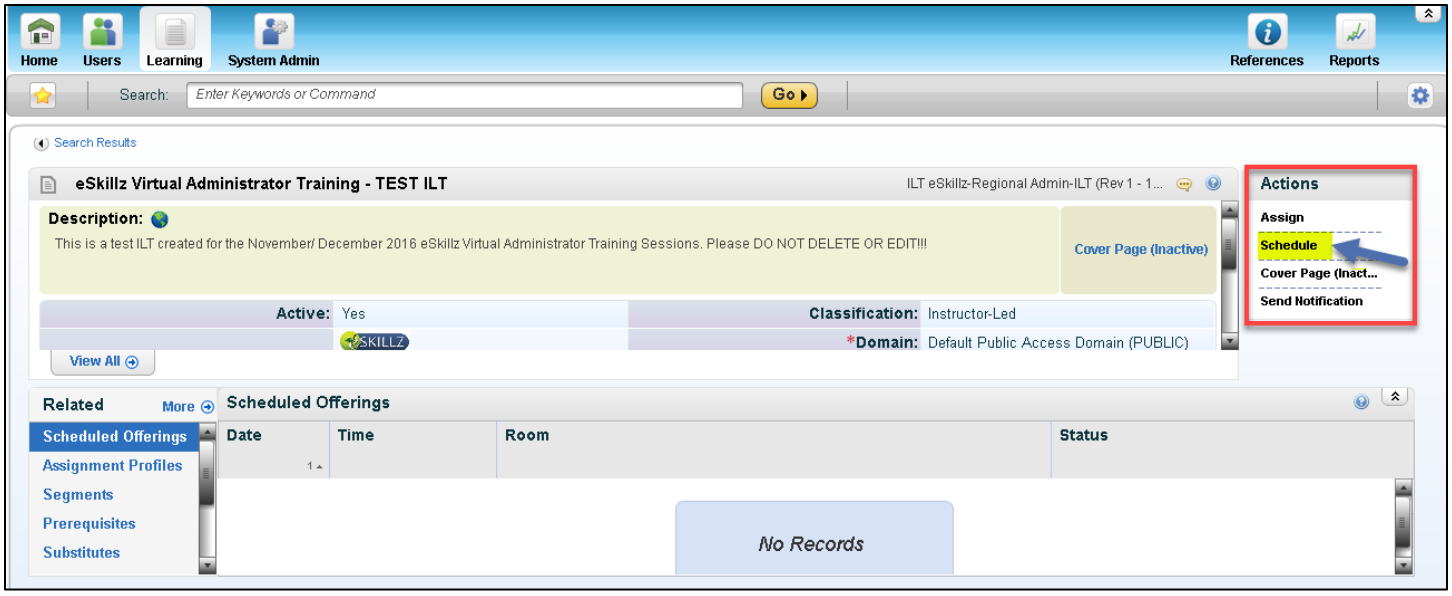
2. Select your desired ILT.



3. On the ILT Administration page, locate the **Actions Menu**. Click *Schedule* to create a SO.



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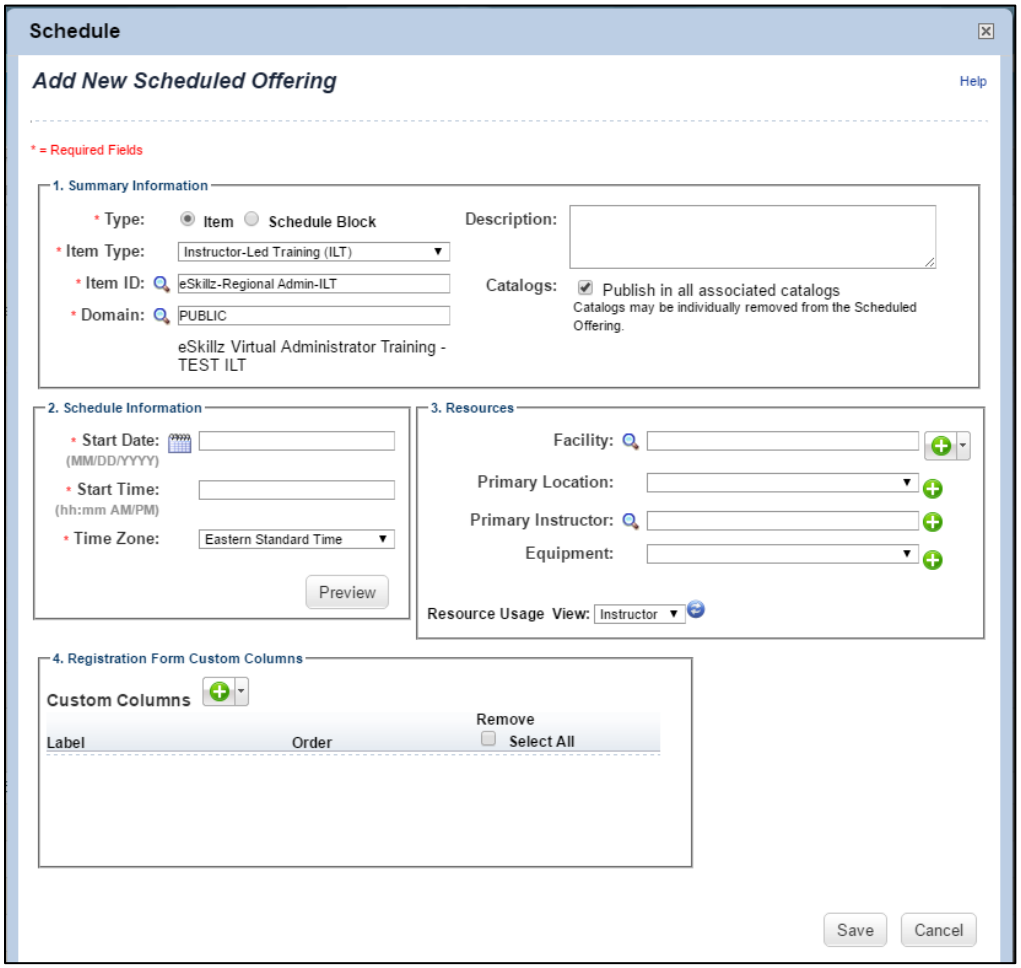
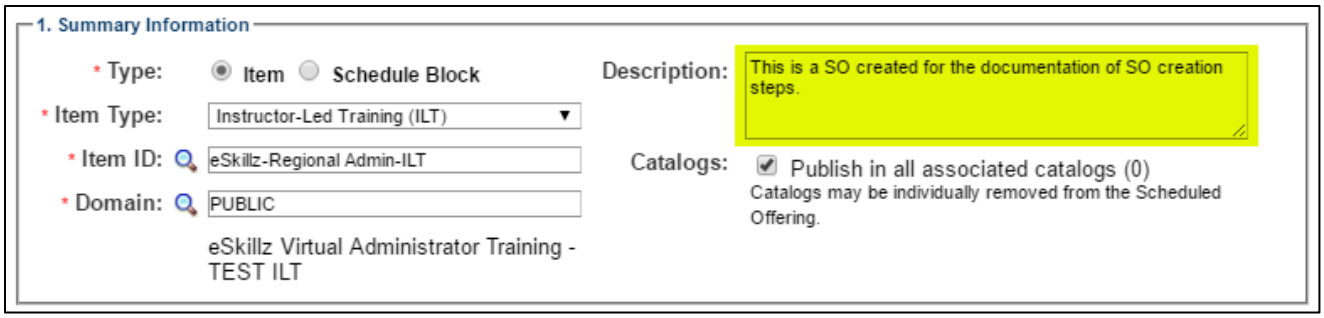
4. On the *Schedule* page, fill in the appropriate information for your SO.



5. Enter Summary Information.



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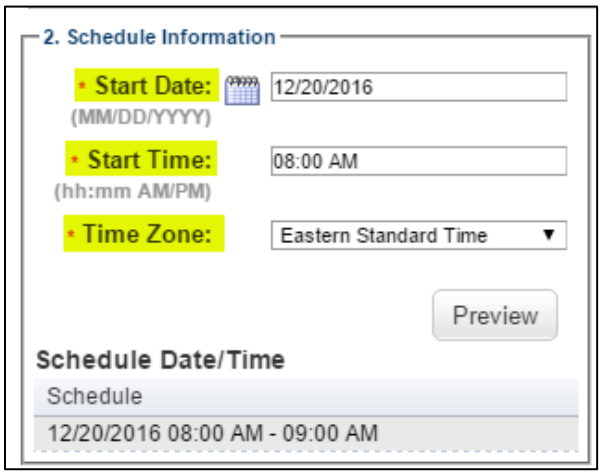
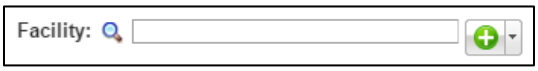
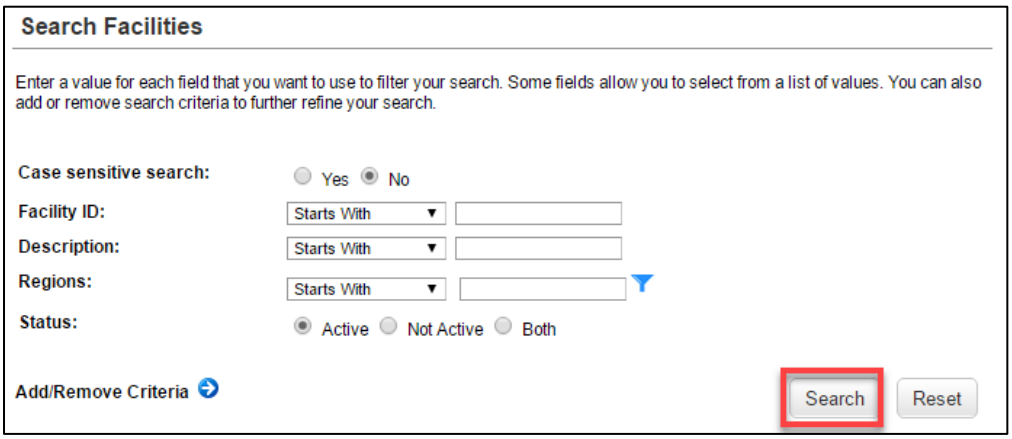
6. Enter Schedule Information: *Start Date*, *Start Time*, and *Time Zone*.



7. Enter Resources information: *Facility*, *Primary Location*, and *Primary Instructor*.
   a) *Facility*:
      (i) To associate a facility with your SO, click on the icon. A popup window will open with a list of facility search criteria.



      (ii) In the popup window, enter the appropriate search criteria or leave the fields blank to pull a list of facilities entered in the system. Click **Search**.



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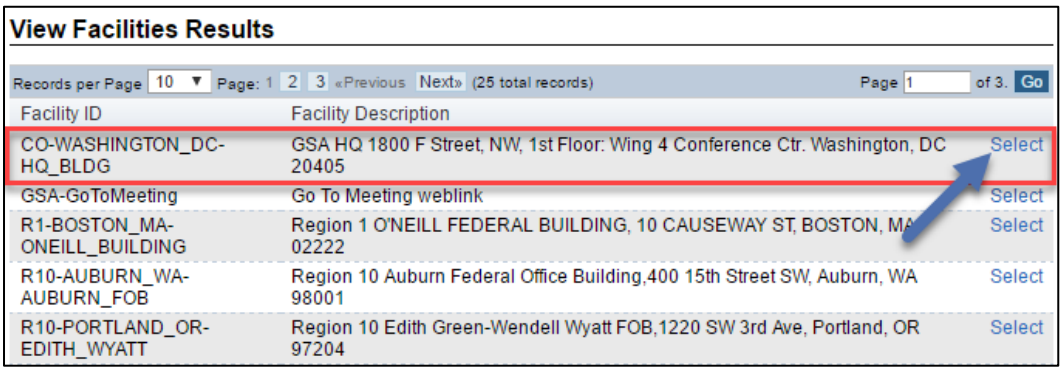
(iii) Locate your desired facility and click **Select** to return to the *Schedule* page.

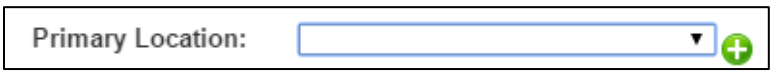


View Facilities Results

Records per Page 10 Page: 1 2 3 «Previous Next» (25 total records) Page 1 of 3. Go

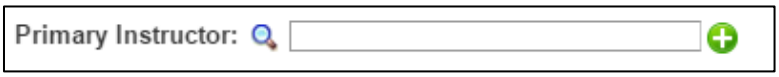
Facility ID	Facility Description	
CO-WASHINGTON_DC-HQ_BLDG	GSA HQ 1800 F Street, NW, 1st Floor: Wing 4 Conference Ctr. Washington, DC 20405	Select
GSA-GoToMeeting	Go To Meeting weblink	Select
R1-BOSTON_MA-ONEILL_BUILDING	Region 1 O'NEILL FEDERAL BUILDING, 10 CAUSEWAY ST, BOSTON, MA 02222	Select
R10-AUBURN_WA-AUBURN_FOB	Region 10 Auburn Federal Office Building,400 15th Street SW, Auburn, WA 98001	Select
R10-PORTLAND_OR-EDITH_WYATT	Region 10 Edith Green-Wendell Wyatt FOB,1220 SW 3rd Ave, Portland, OR 97204	Select

b) *Primary Location*: Click on the drop-down box to select a room within your facility.



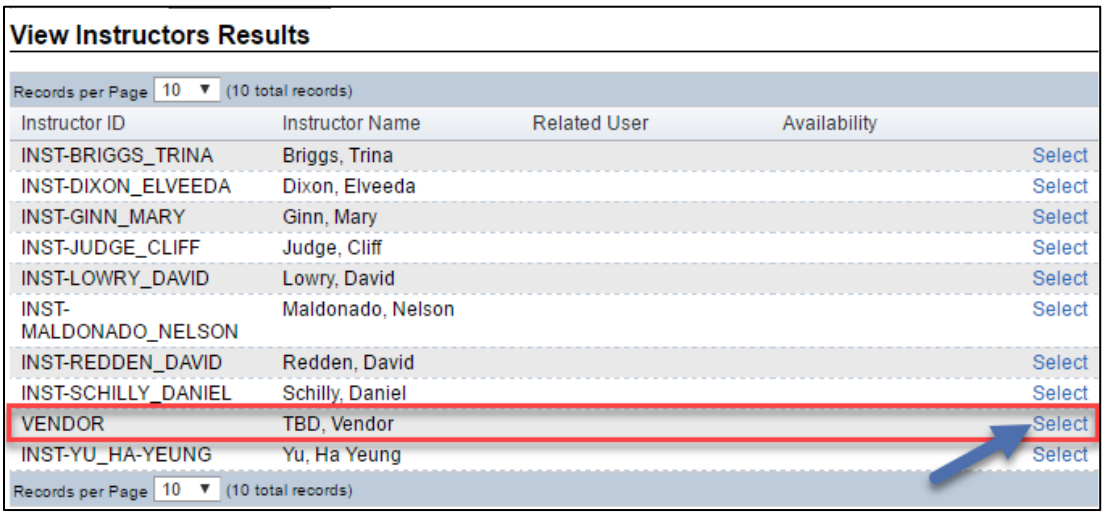
Primary Location:

c) *Primary Instructor*: To associate an instructor with your SO, click on the icon. A popup window will open with a list of instructors. (If can't find an instructor, click on the icon to add them to the system).



Primary Instructor:

i) In the popup window, locate your desired instructor and click **Select** to return to the *Schedule* page.



View Instructors Results

Records per Page 10 (10 total records)

Instructor ID	Instructor Name	Related User	Availability	
INST-BRIGGS_TRINA	Briggs, Trina			Select
INST-DIXON_ELVEEDA	Dixon, Elveeda			Select
INST-GINN_MARY	Ginn, Mary			Select
INST-JUDGE_CLIFF	Judge, Cliff			Select
INST-LOWRY_DAVID	Lowry, David			Select
INST-MALDONADO_NELSON	Maldonado, Nelson			Select
INST-REDDEN_DAVID	Redden, David			Select
INST-SCHILLY_DANIEL	Schilly, Daniel			Select
VENDOR	TBD, Vendor			Select
INST-YU_HA-YEUNG	Yu, Ha Yeung			Select

Records per Page 10 (10 total records)

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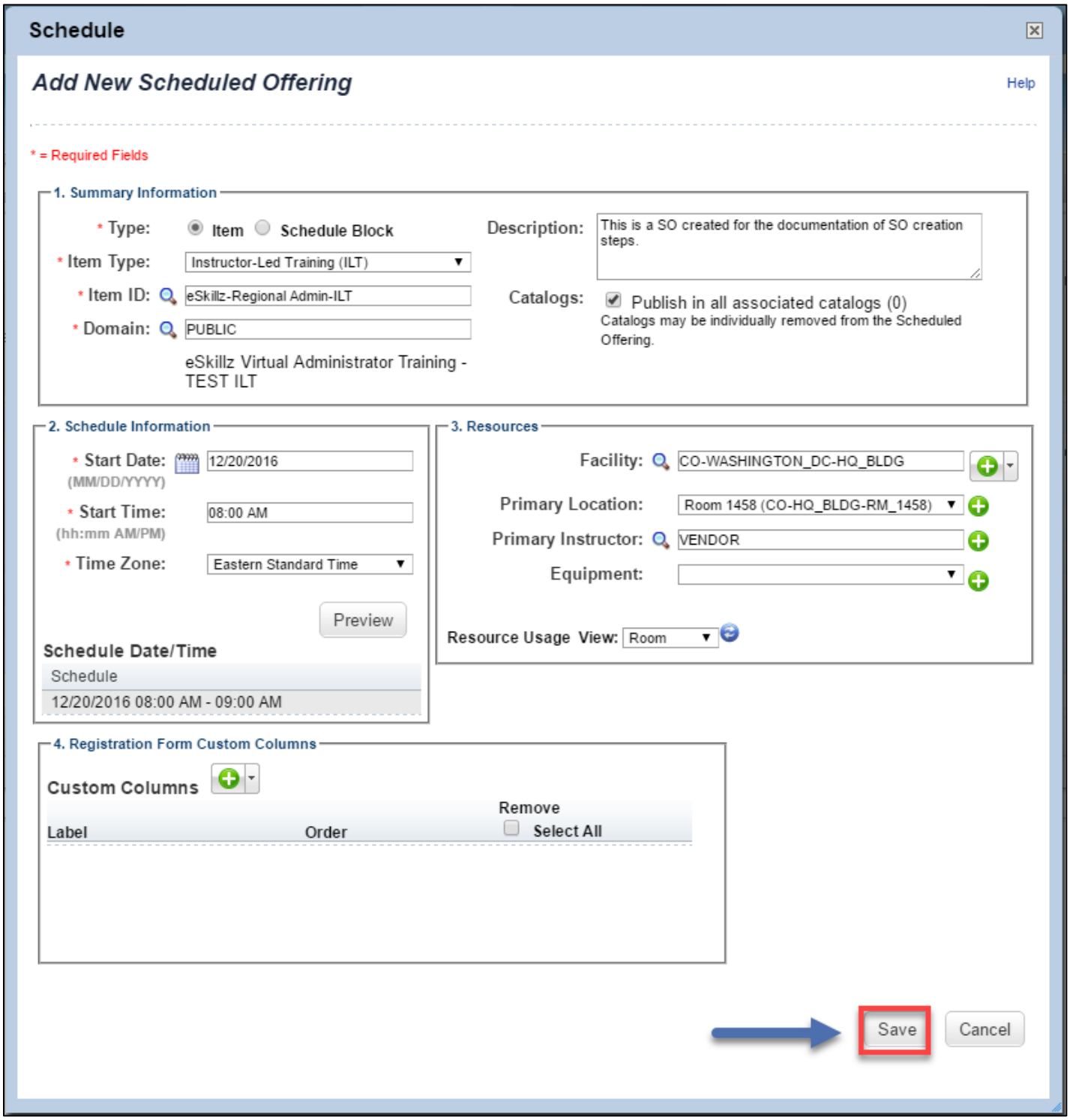
8. Once you've entered your session details, click **Save** to enter the SO into the system.
   Note: clicking **Save** will direct you to the Scheduled Offering Administration page.



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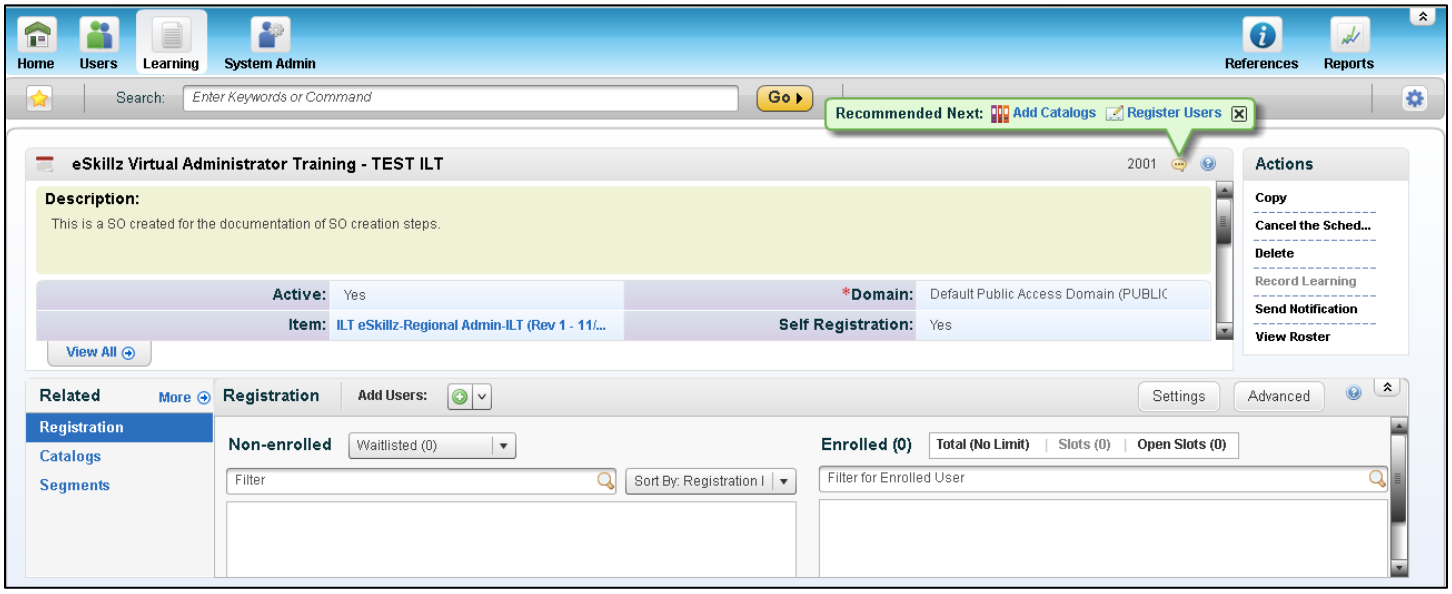
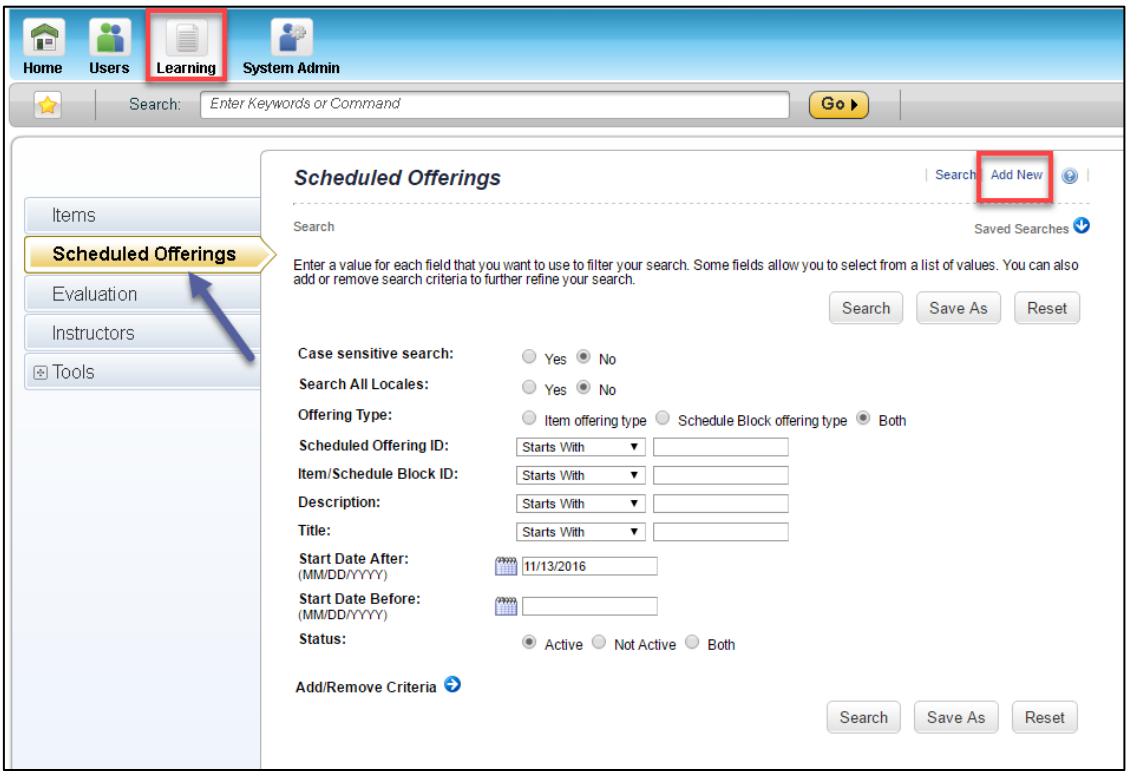
9. Your SO has successfully been created! You are now in the Scheduled Offering Administration page of your SO. Click on the Item name (same as ILT name) to leave the Scheduled Offering administration page and return to the ILT administration page.



Via the Scheduled Offerings Tab

1. From the Scheduled Offerings area of the Learning page, click **Add New** in the top right corner of the page.



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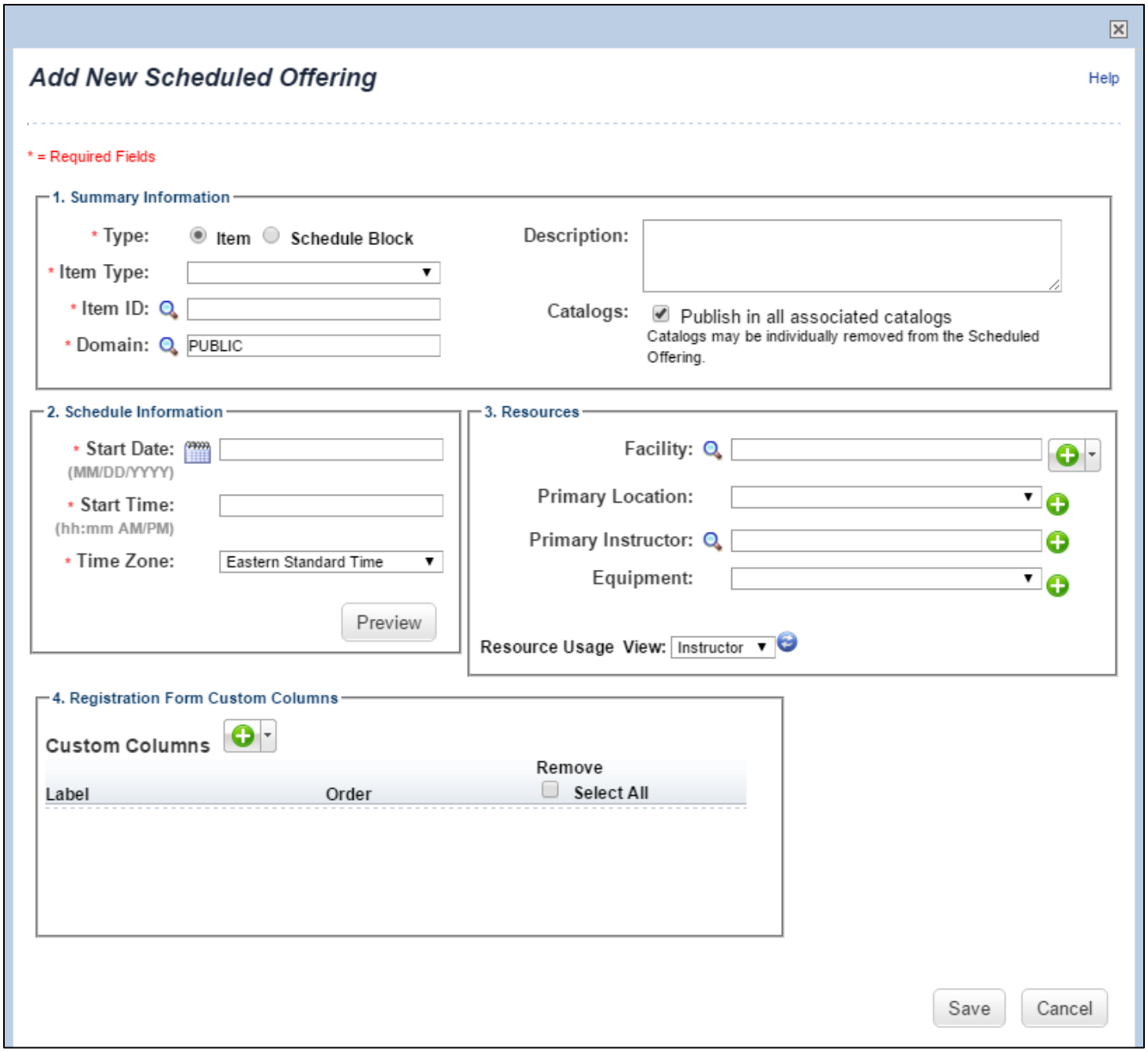
2. On the *Add a New Scheduled Offering* page, fill in the appropriate information for your new SO.



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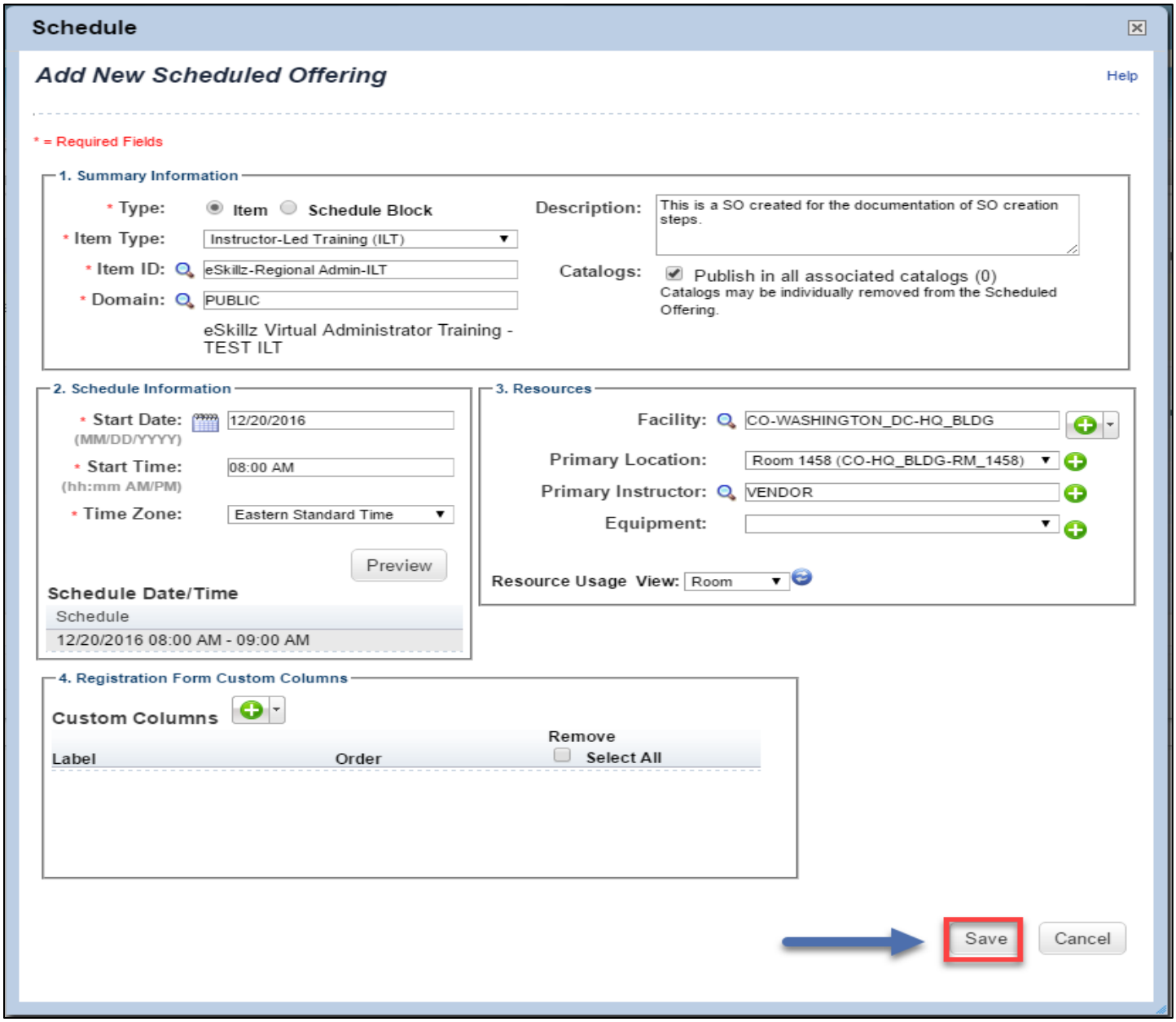
3. Once you've entered your session details, click **Save** to enter the SO in the system. *Note*: clicking **Save** will direct you to the Scheduled Offering Administration page.



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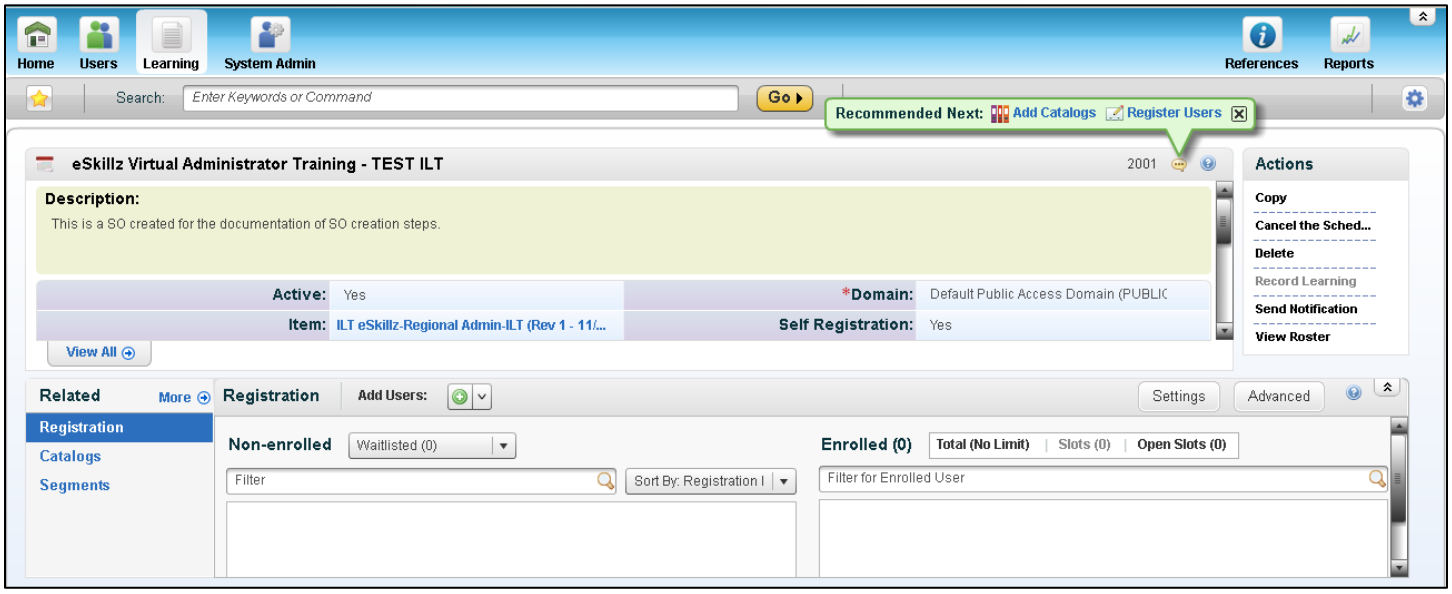
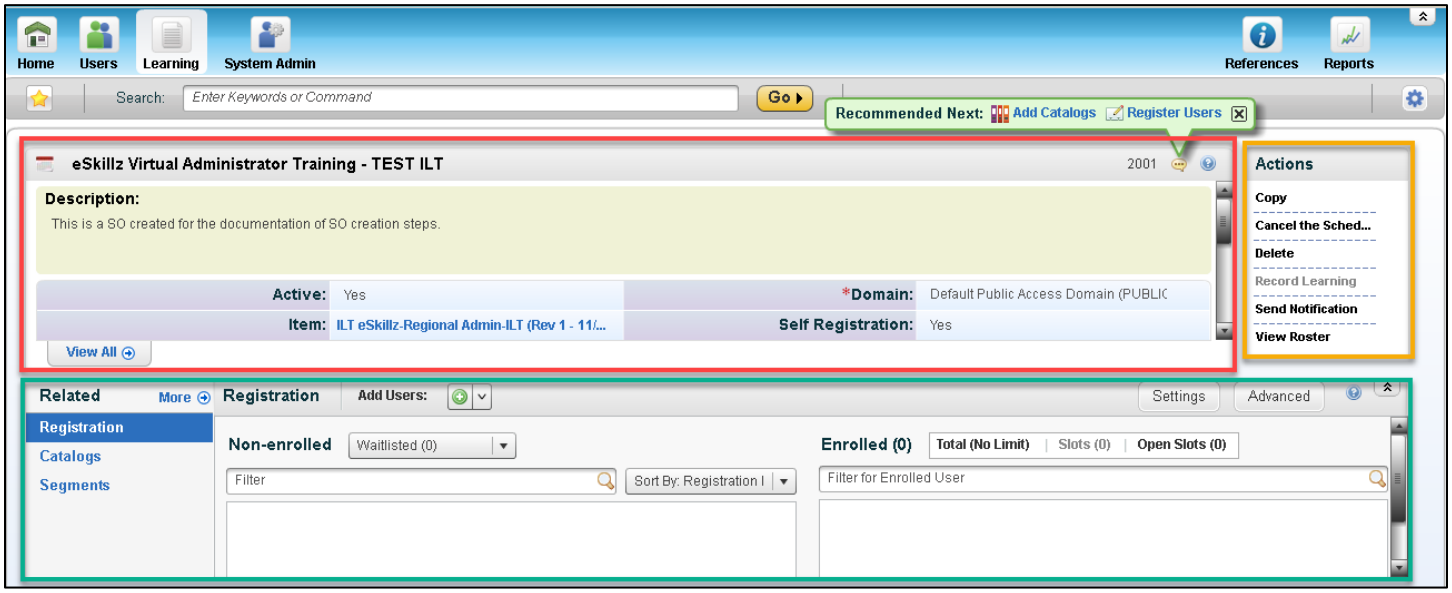
4. Your SO has successfully been created! You are now in the Scheduled Offering Administration page of your SO. Click on the Item name (same as ILT name) to leave the Scheduled Offering administration page and return to the ILT administration page.



Scheduled Offering Administration Page

The Scheduled Offering Administration page is divided into three main areas:

- **Core Area** (top left): Contains your SO's basic information including, title, description, date, time, registration requirements, etc. Click the View All button to view additional summary data.
- **Actions Menu** (top right): Displays additional actions that can be performed at the SO level.
- **Related Menu** (bottom half): Displays major tabs related to important SO components (ex: Registration). Click **More** to see additional Related tabs.



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A Scheduled Offering (SO) is an ILT that has been scheduled with a start date and time.

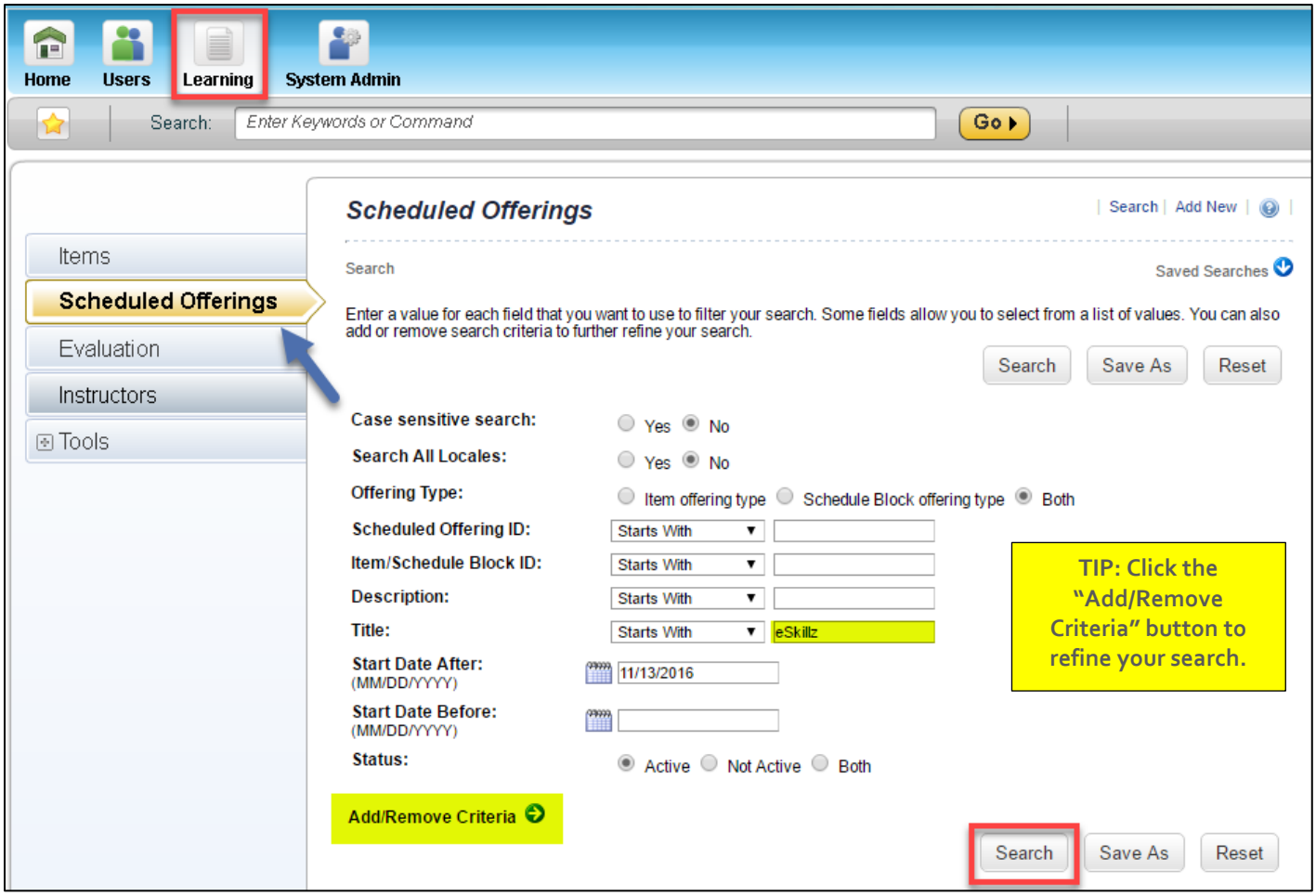
Scheduled Offering Search

There are two ways for administrators to search/ locate an existing Scheduled Offering (SO):

- Via Learning > Scheduled Offerings
- Via Learning > Items > Item Administration page

Via the Scheduled Offerings Tab

1. From the Scheduled Offerings area of the Learning page, search for your desired SO.



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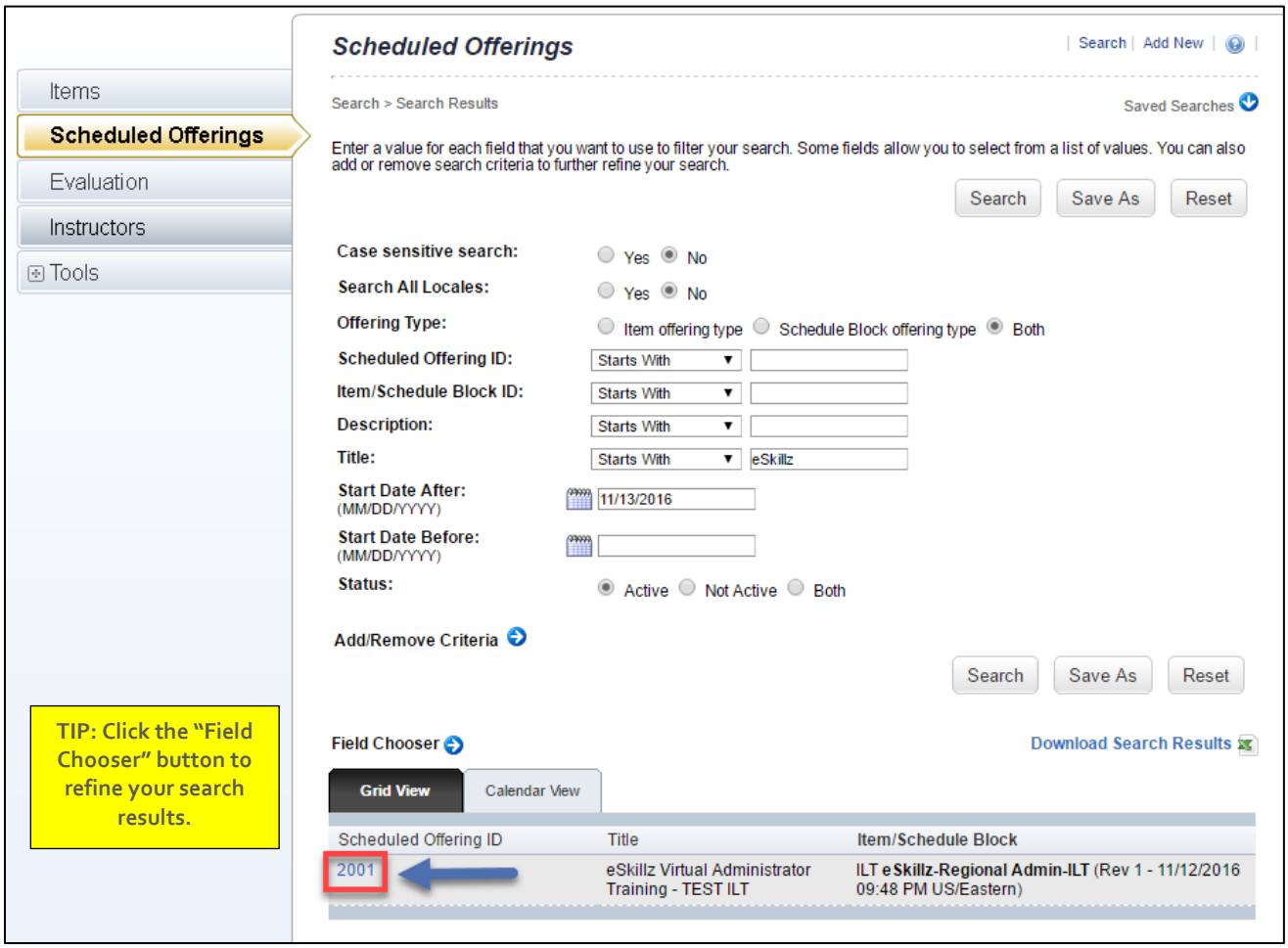
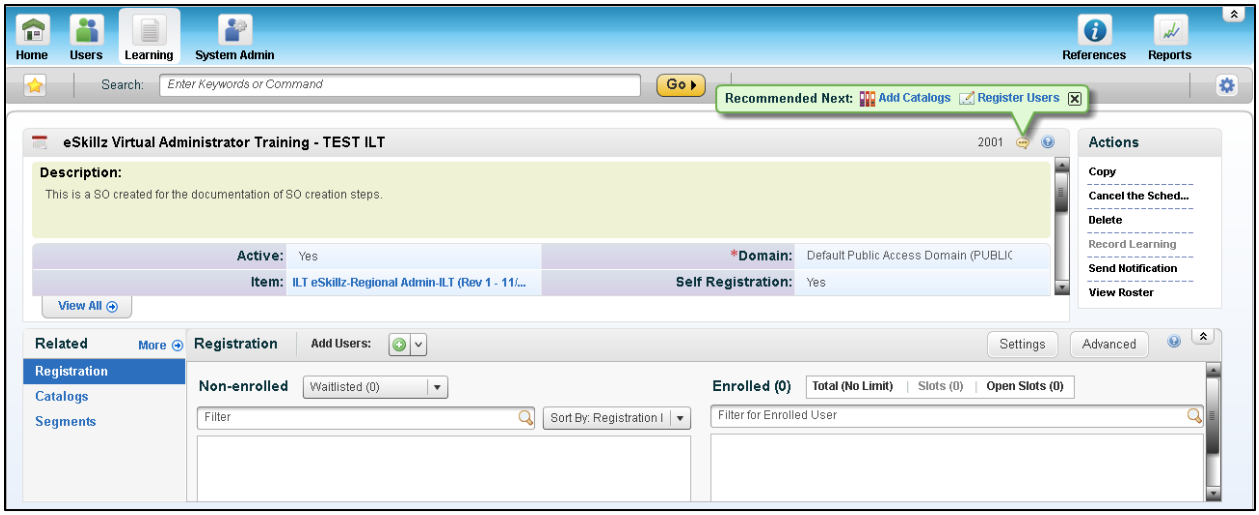
2. Locate and click on your desired SO. This will direct you to the Scheduled Offering administration page of your SO.



3. You are now in the Scheduled Offering Administration page of your SO.



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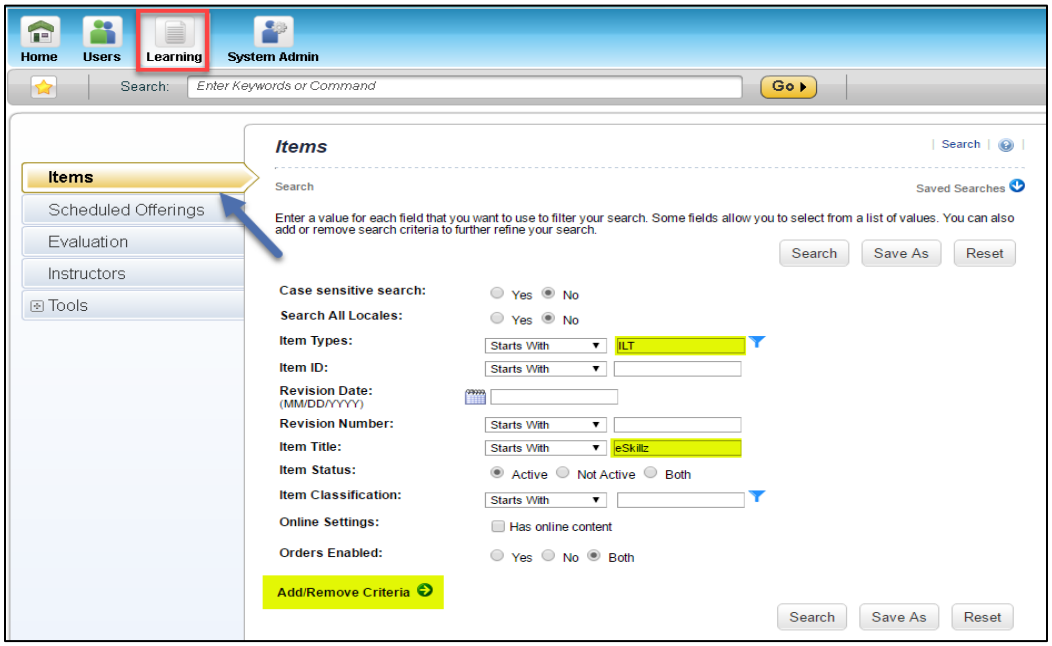
Powered by:

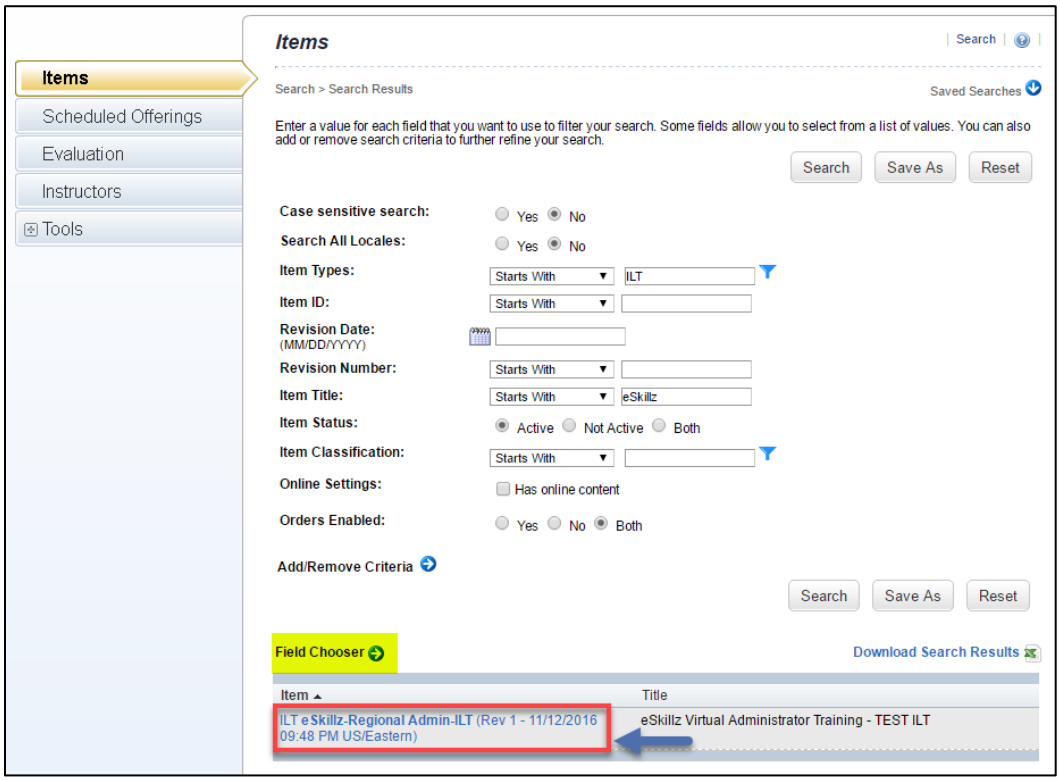
Via the Items Tab (Item Administration Page)

1. From the Items area of the Learning page, search for your desired ILT.



TIP: Click the "Add/Remove Criteria" button to refine your search.

2. Select your desired ILT.



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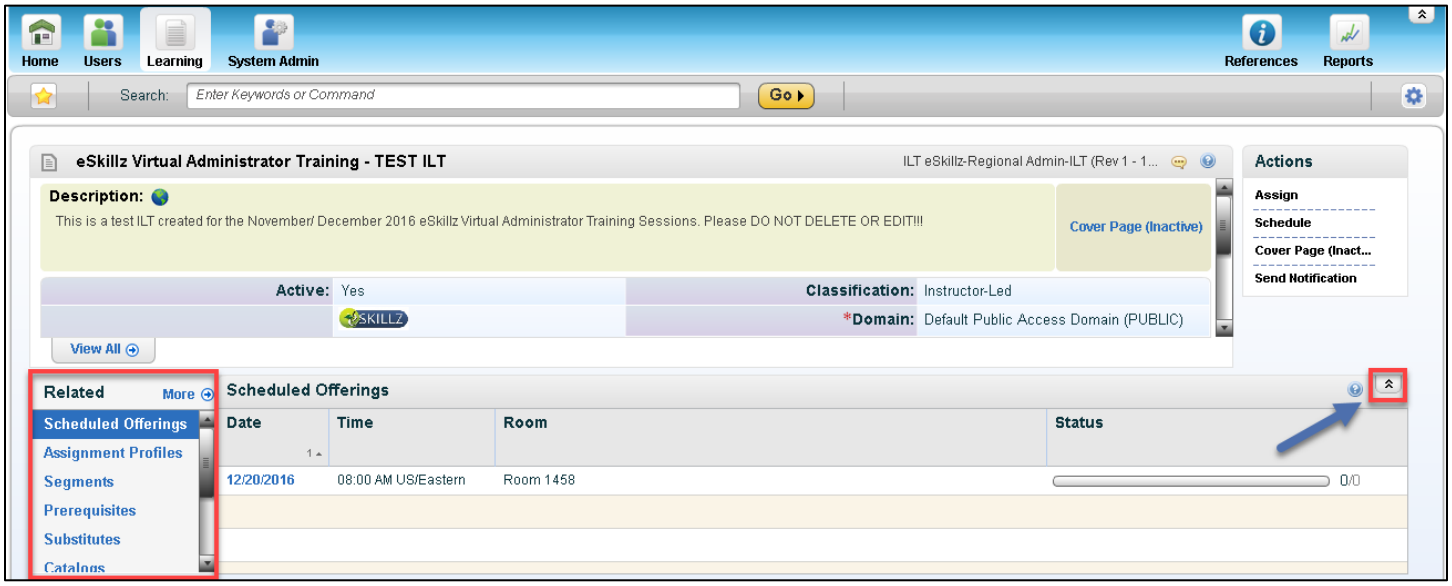
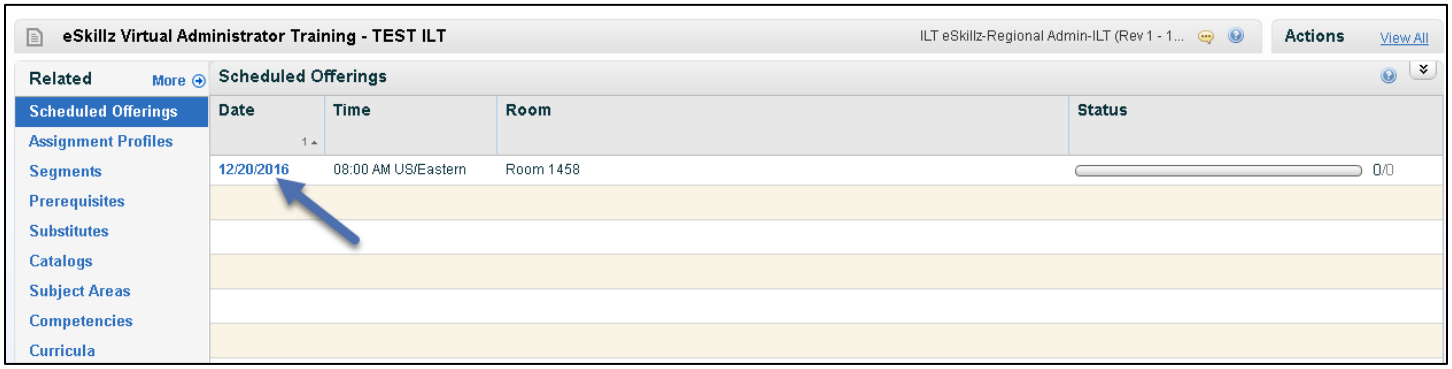
3. On the Item Administration page, locate the **Related Menu** and click *Scheduled Offerings*. For better viewing, click on the icon to expand the region.



4. Locate and click on your desired SO. This will direct you to the Scheduled Offering administration page of your SO.



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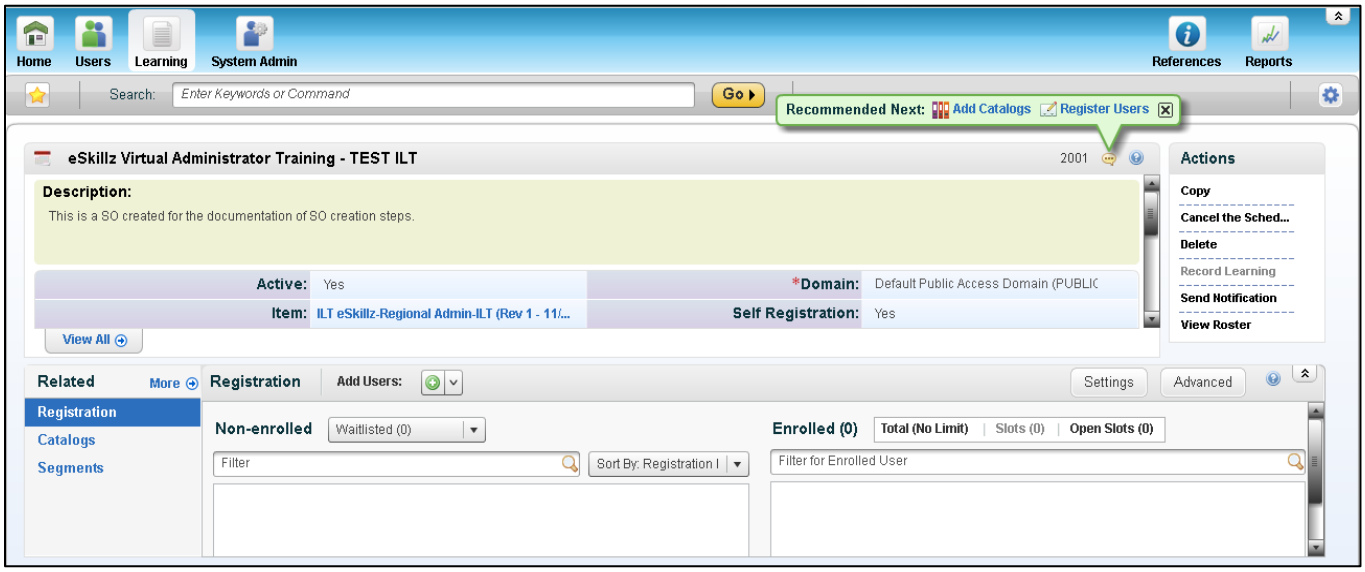
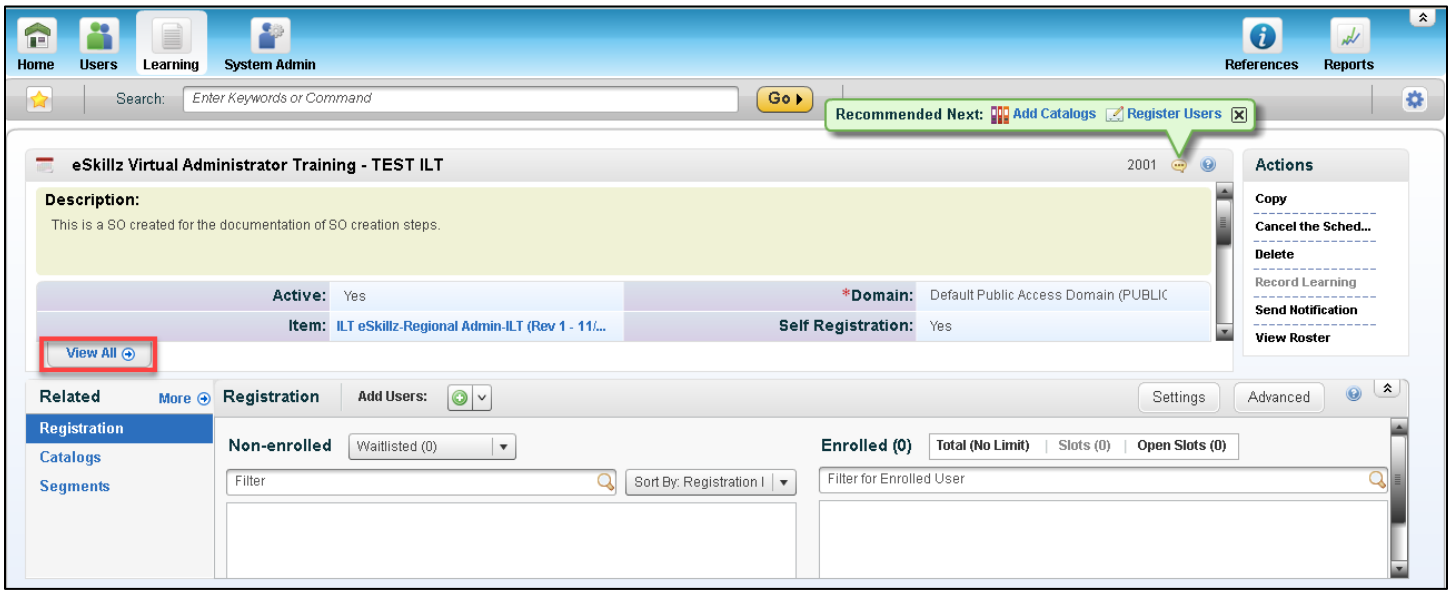
5. You are now in the Scheduled Offering Administration page of your SO.



Scheduled Offering Management

View/ Edit SO Details and Settings

1. On the Scheduled Offering administration page, click **View All** (core area) to review and confirm the SO details.



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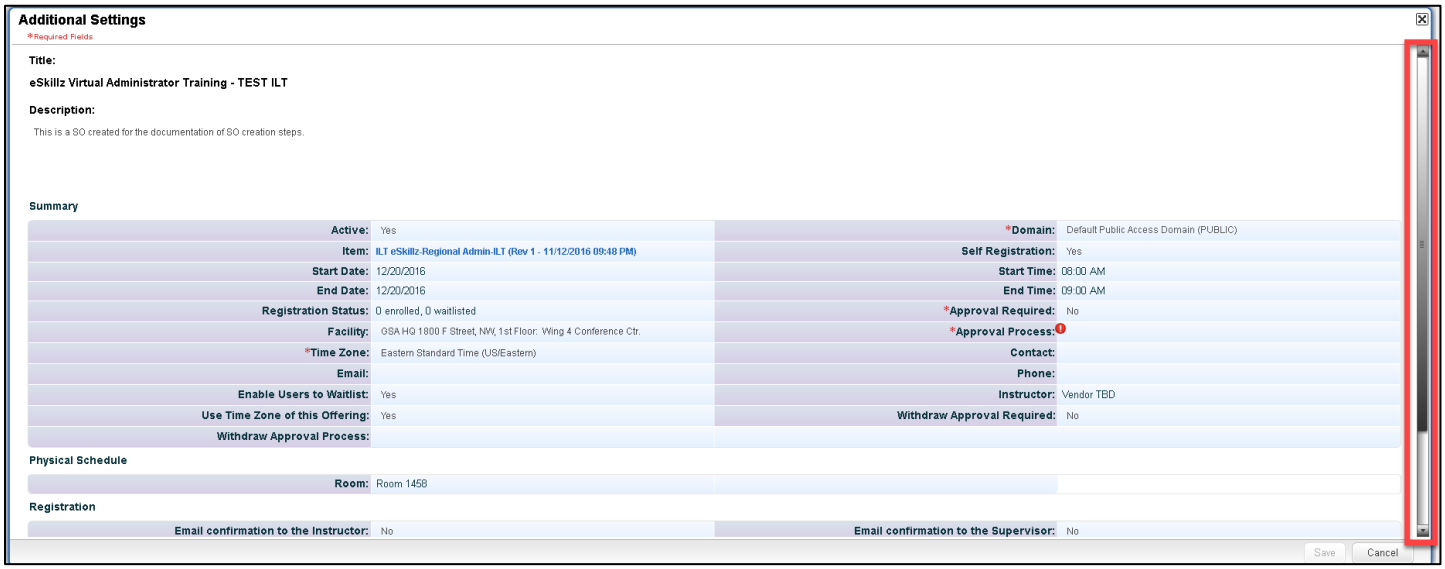
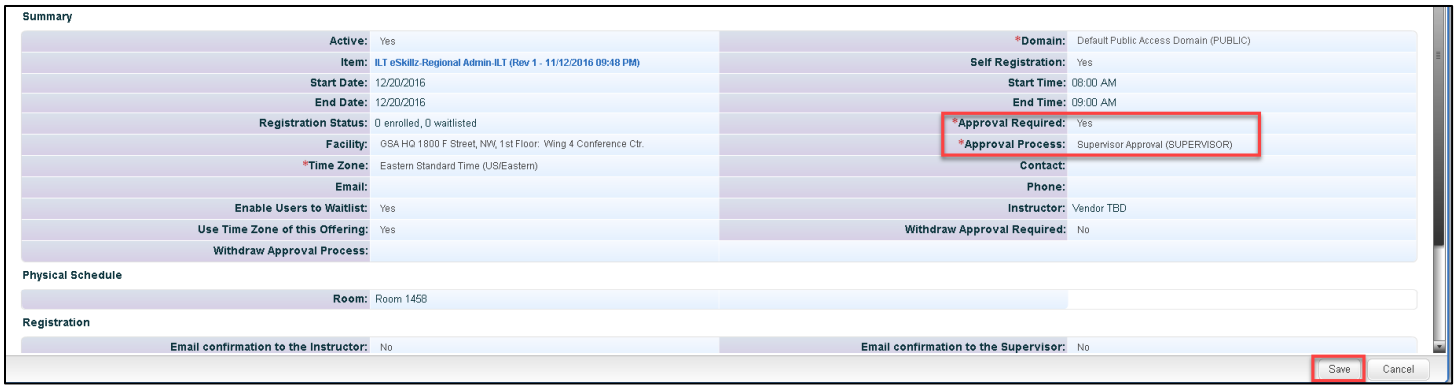
2. Use the scroll bar to view additional settings.



3. Make your edits (ex: Approval Required & Approval Process) and click **Save** to return to the Scheduled Offering Administration page.



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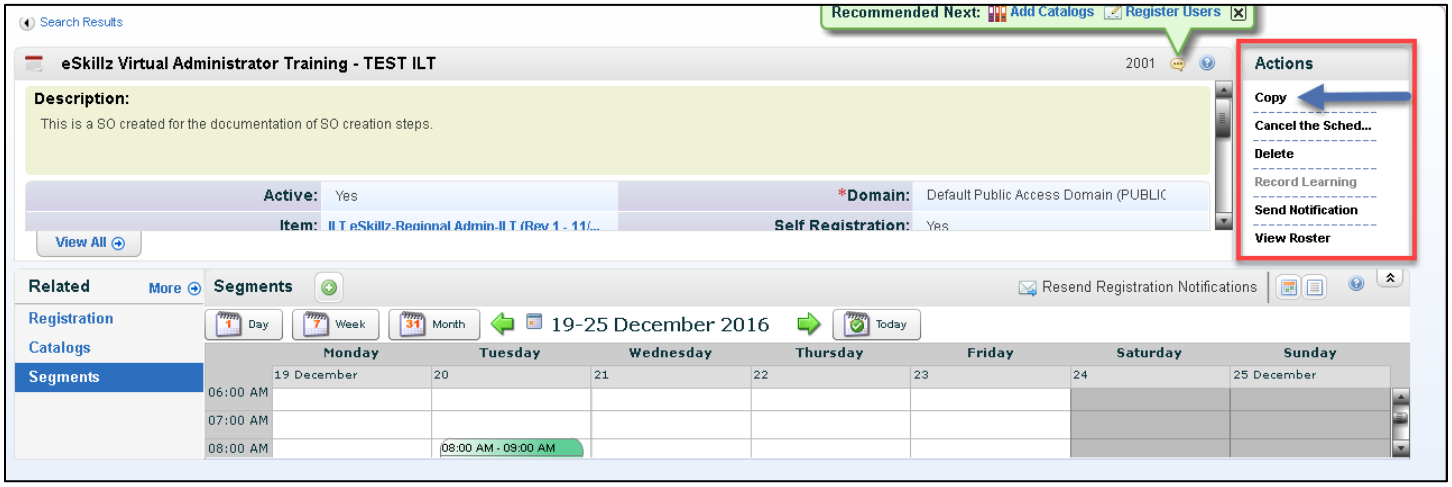
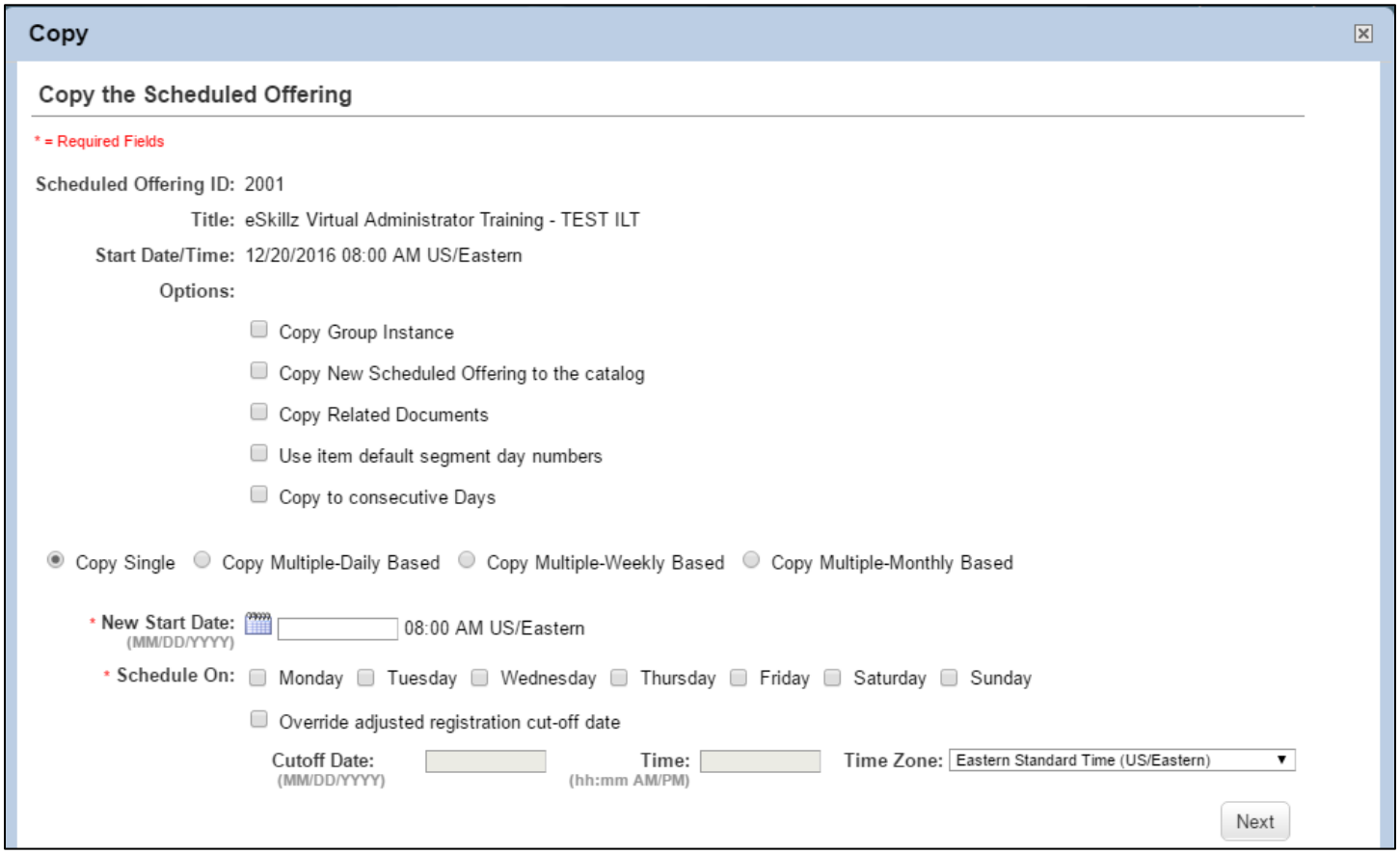
Copy a SO

1. On the Scheduled Offering administration page, locate the **Actions Menu** and click *Copy*.



2. Enter/ select the appropriate information for your new SO.



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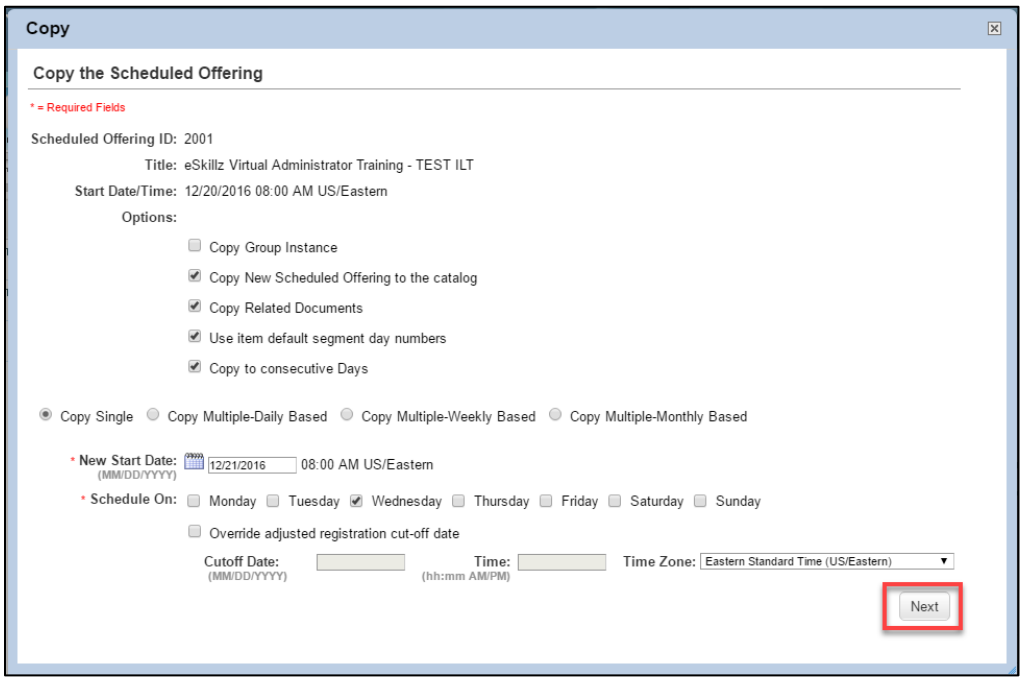
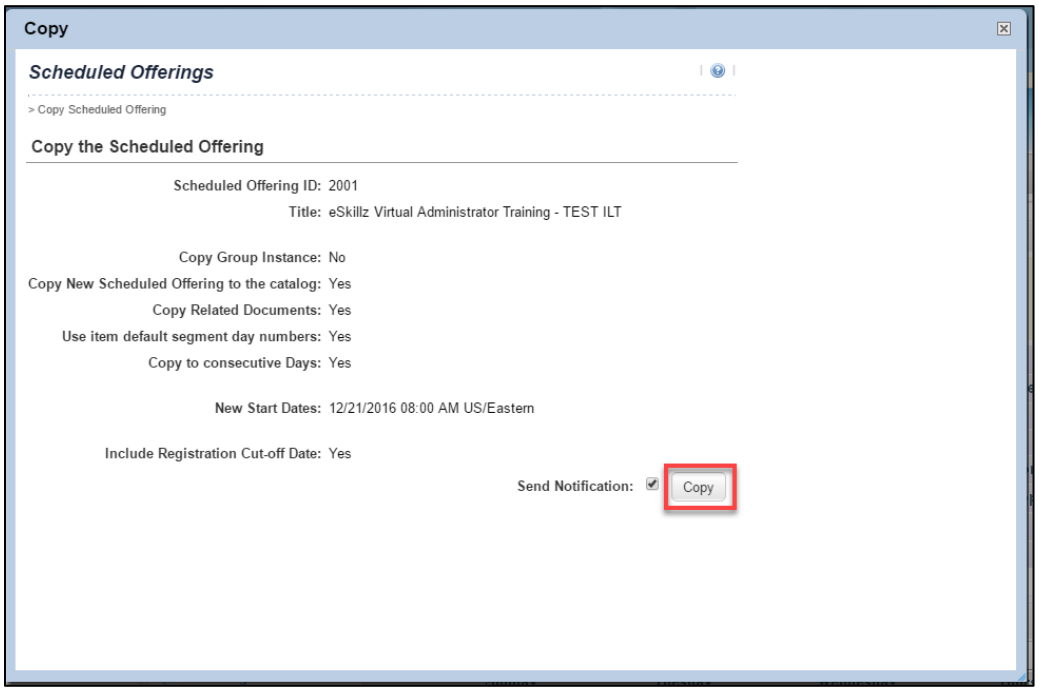
3. Once information has been entered, click *Next* to advance to the next step.



4. Review your SO details then click *Copy*.



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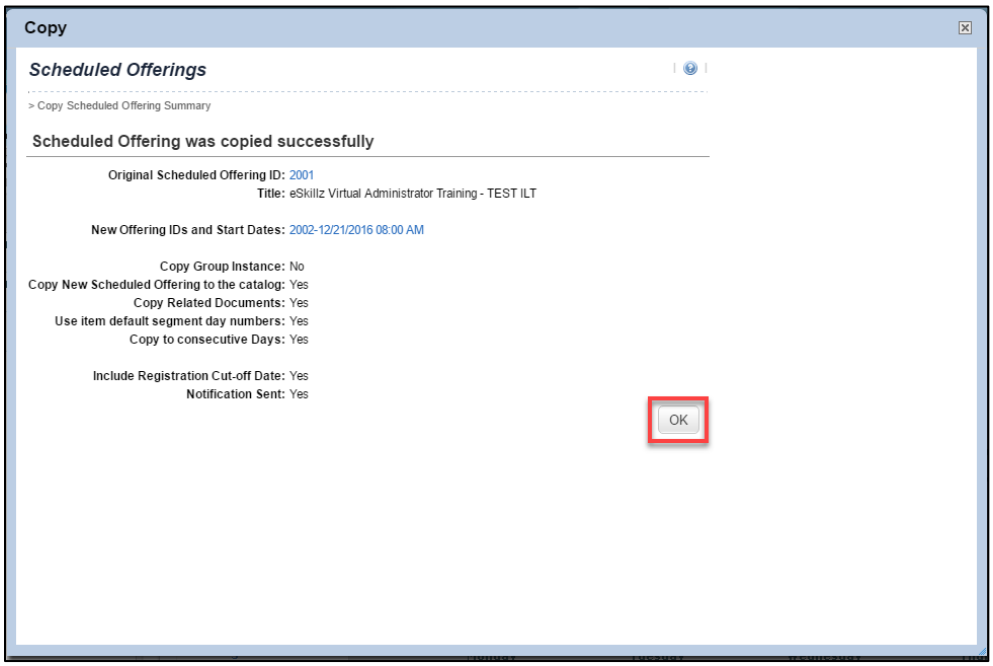
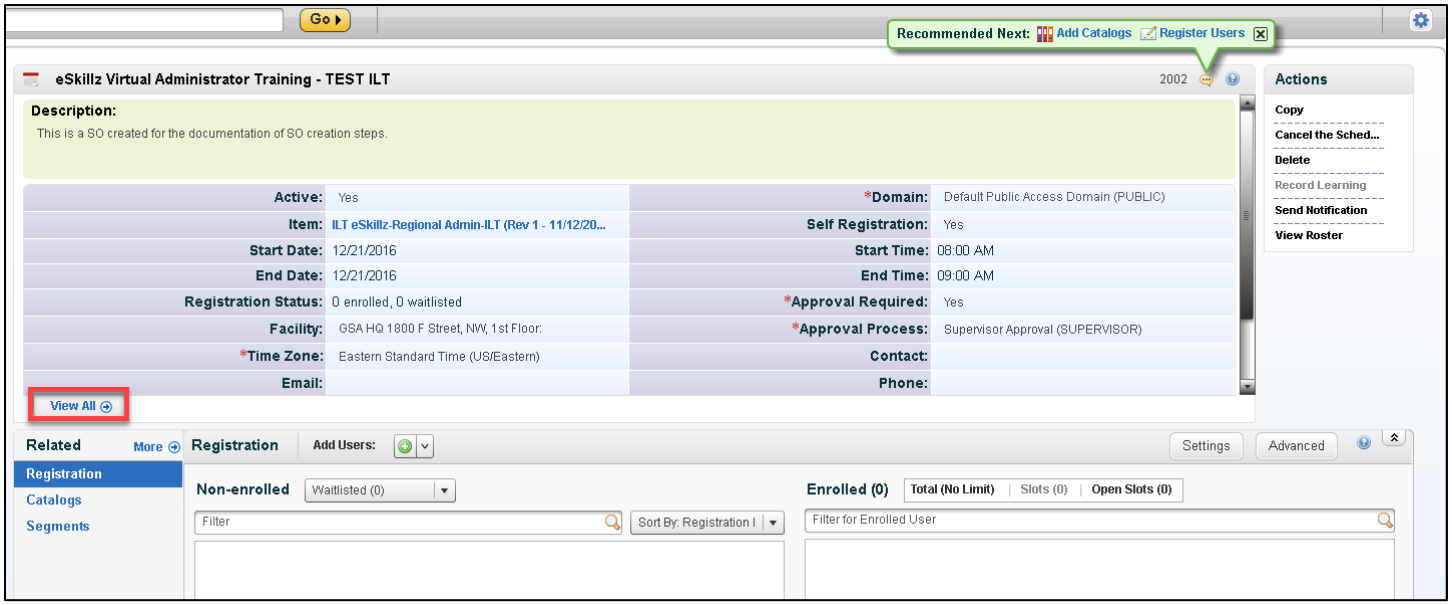
5. Click *OK*.



6. You have successfully copied your SO! Click on **View All** (core area) to review and confirm you new SO details.



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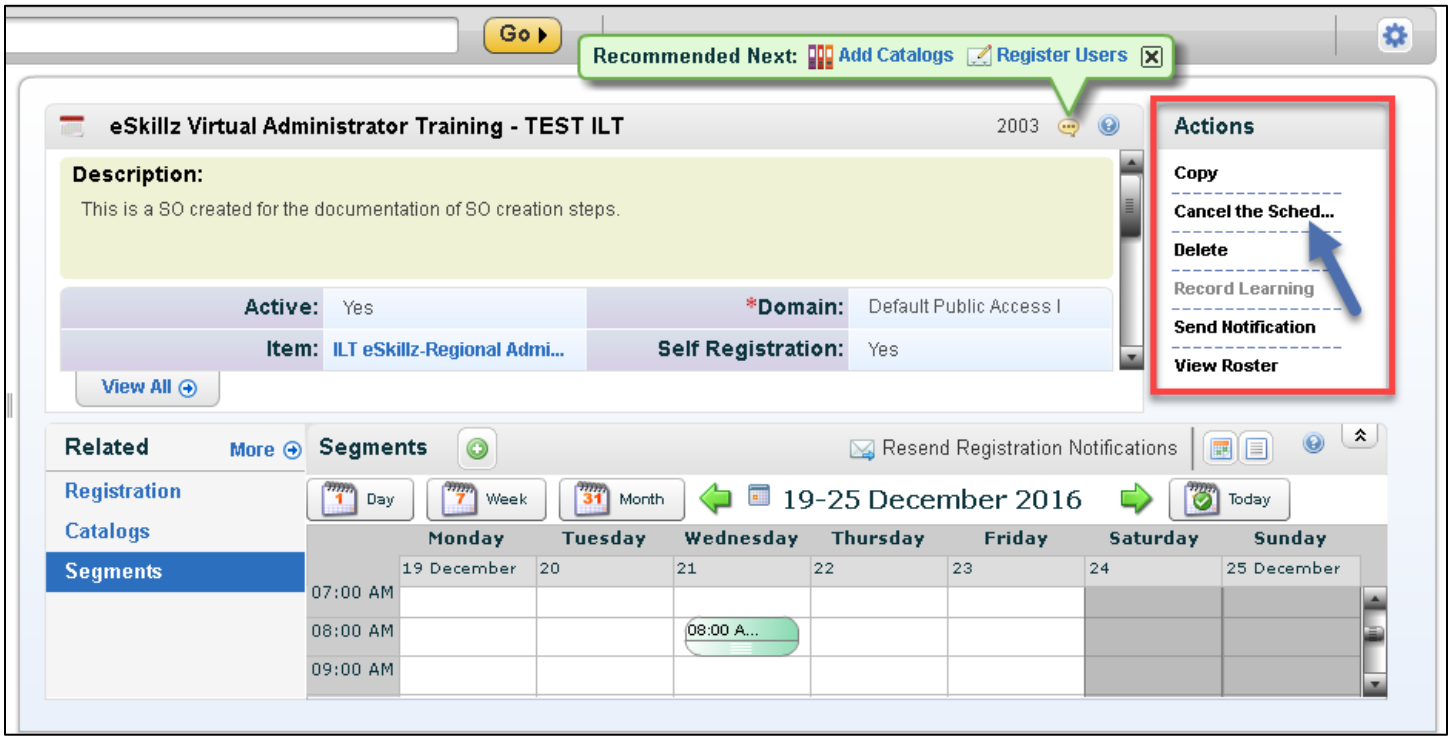
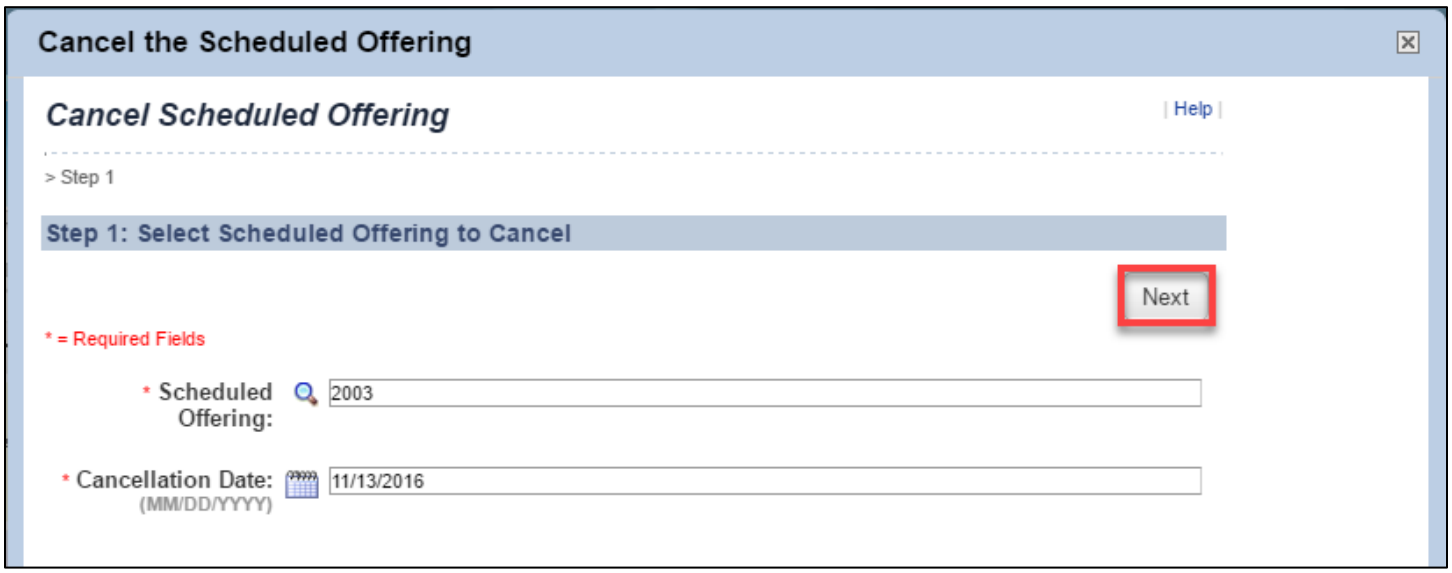
Cancel a SO

1. On the Scheduled Offering administration page, locate the **Actions Menu** and click *Cancel the Scheduled Offering*.



2. Review the SO details then click *Next* to advance to the next step.



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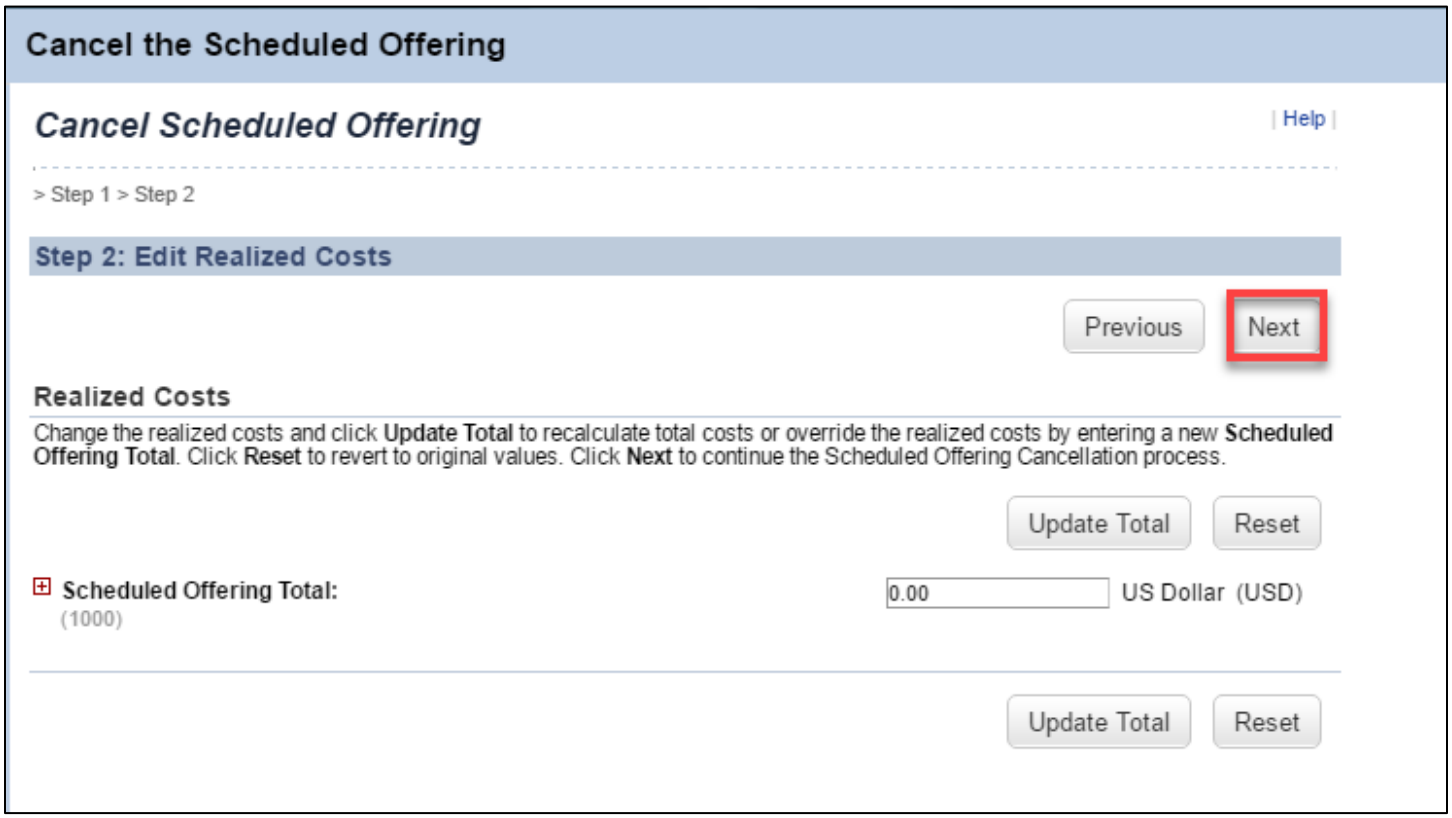
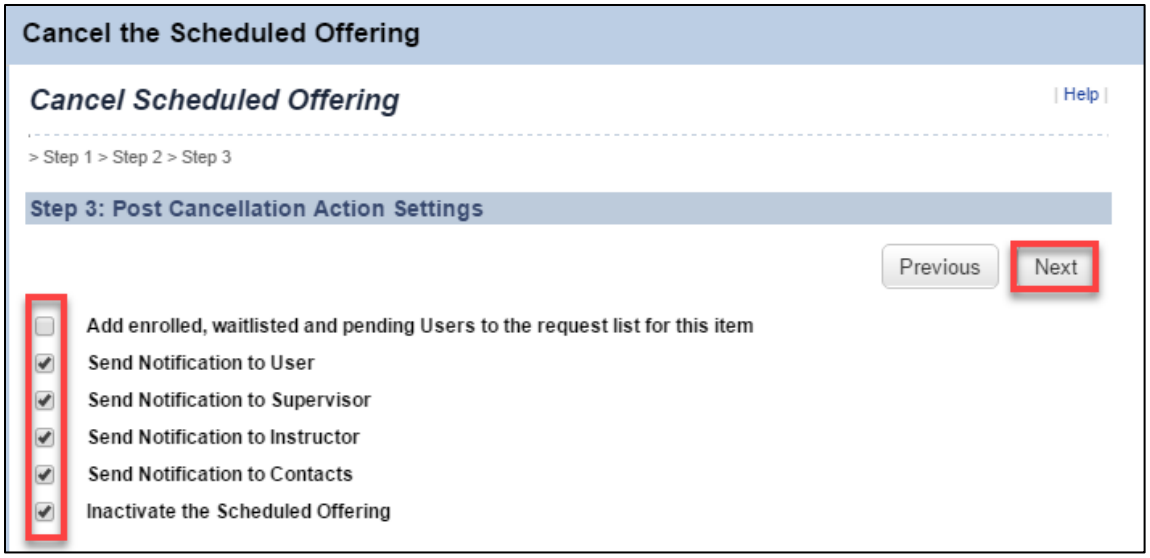
3. Confirm the cost details. Click *Next* to advance to the next step.



4. Select your desired post cancellation action settings. Click *Next* to advance to the next step.



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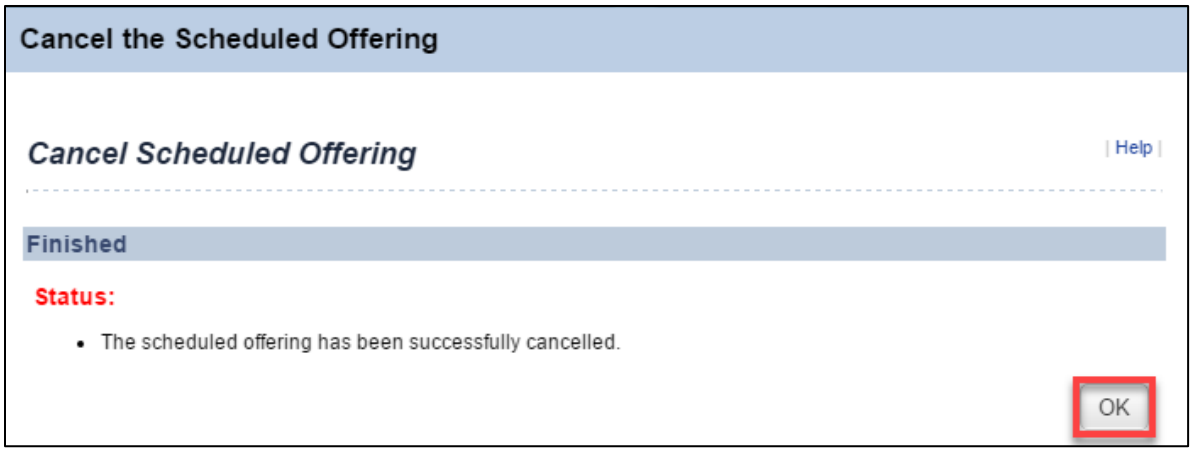
5. Confirm your desired post cancellation action settings. Click *Finish* to cancel the SO.

6. You have successfully cancelled your SO! Click *OK* to return to the Scheduled Offering Administration page.



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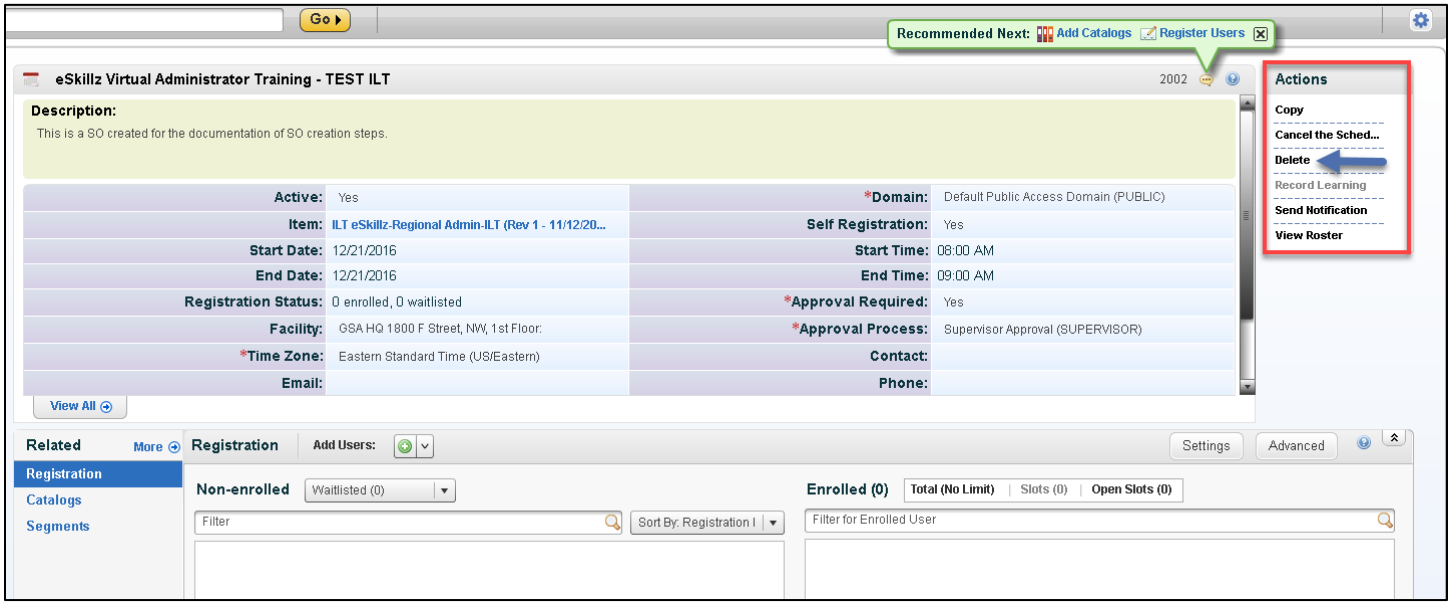
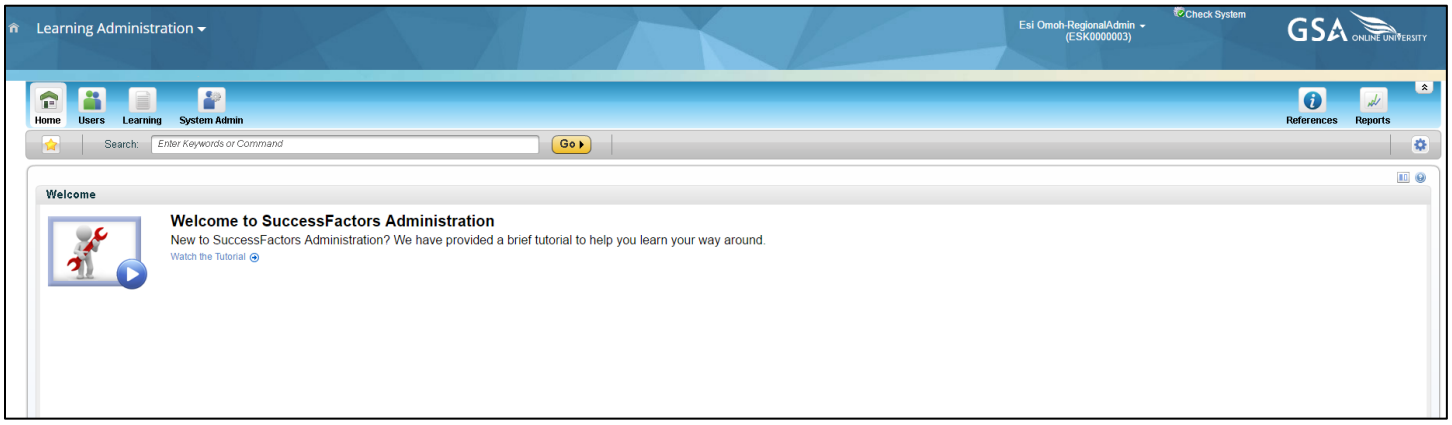
Delete a SO

1. On the Scheduled Offering administration page of your selected SO, locate the **Actions Menu** and click *Delete*.



2. Click *Yes* to delete your SO.

3. You have successfully deleted your SO! Once deleted, you will be directed to the Learning Administration page.



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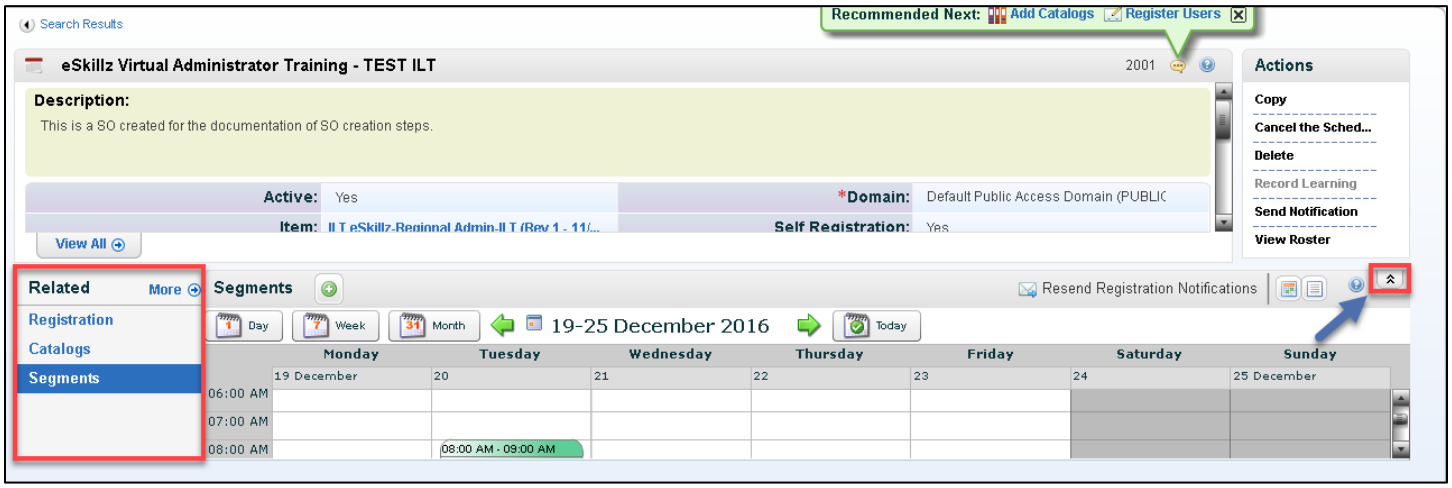
Segment Management

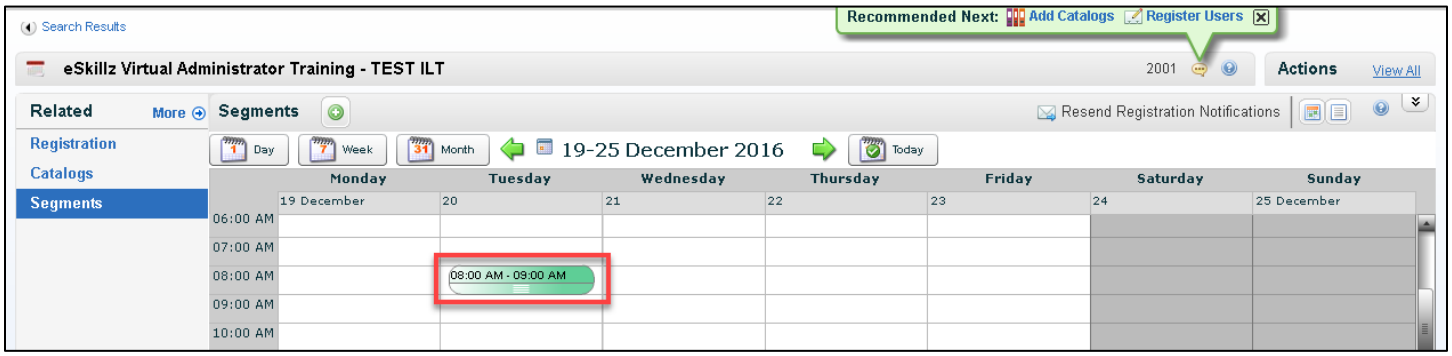
A segment is a unit of time within a Scheduled Offering (SO). Scheduled offerings can have multiple segments (must have at least one).

View/ Modify Segment Details

1. On the Scheduled Offering administration page, locate the **Related Menu** and click *Segments*. For better viewing, click on the icon to expand the region.



2. Locate and double click on the segment you wish to edit.



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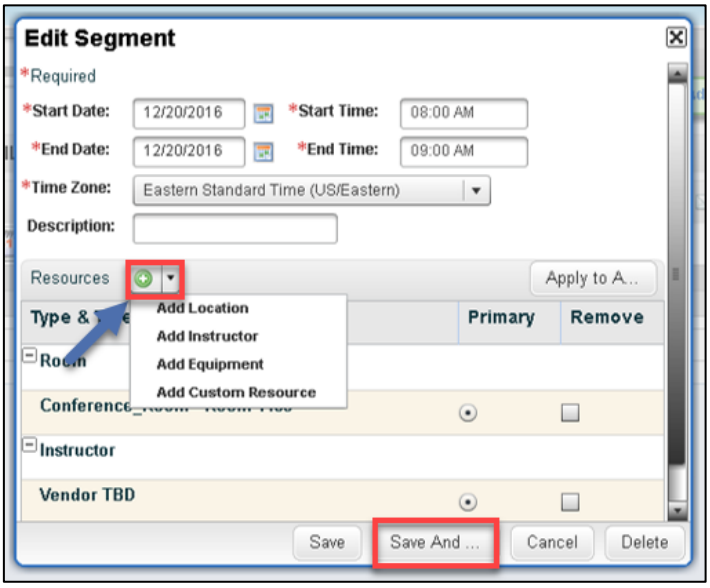
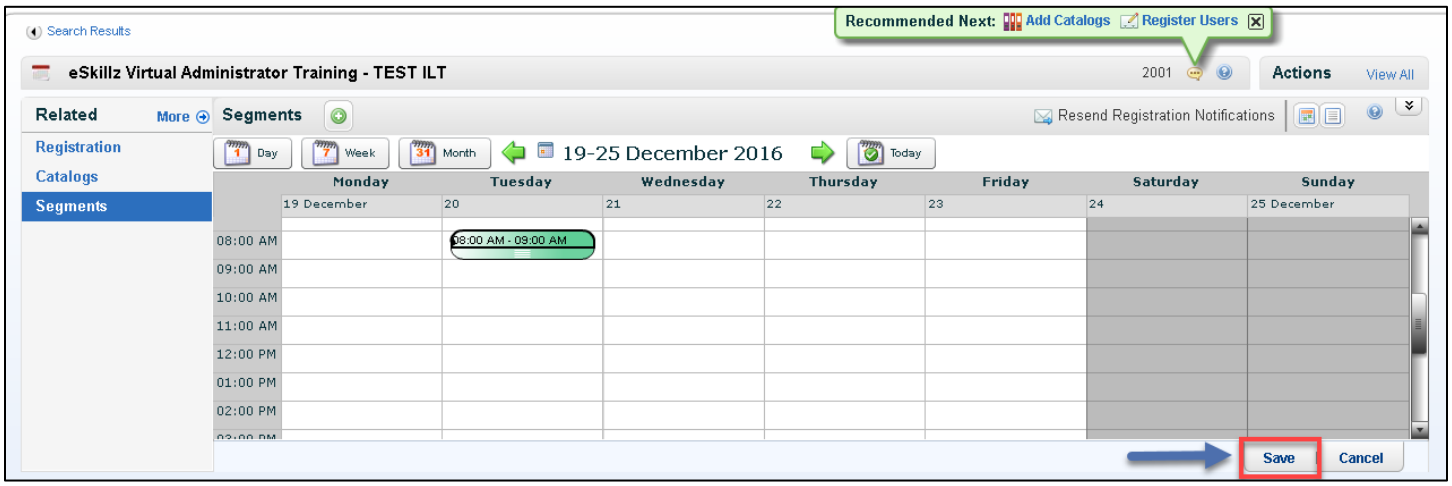
3. Edit the segment date, time, time zone, descriptions, and/ or resources section. Click on the icon in the *Resources* section to add a new location or instructor. Click the **Save And Close** button to save your changes and return to the Segments area.



4. Click **Save** to save your changes.



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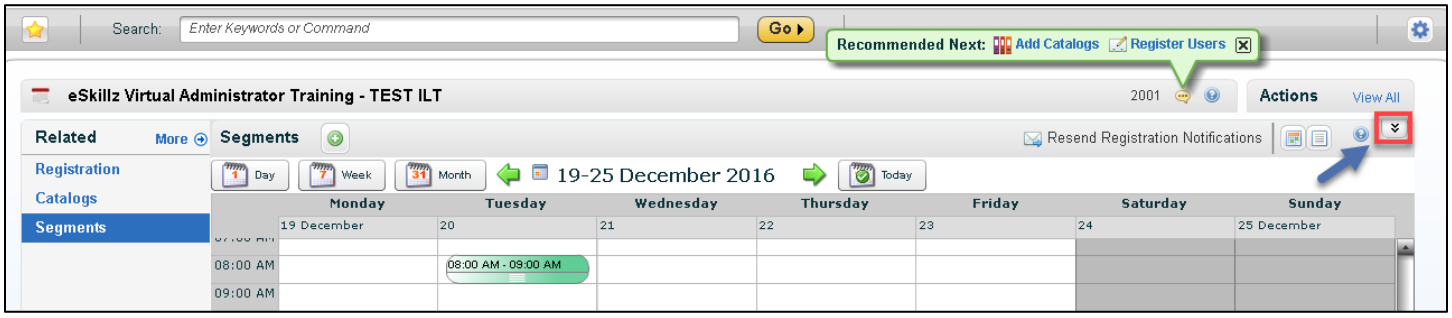
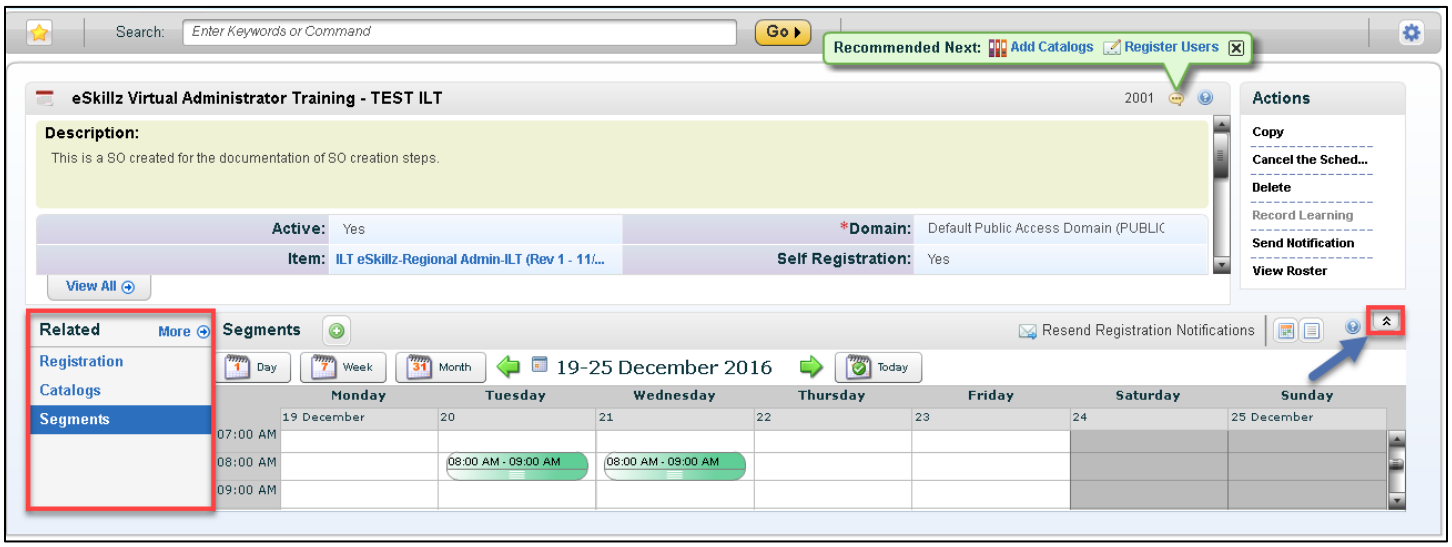
5. You have successfully modified your segment! Repeat steps 2-5 to modify another segment. Click on the icon to collapse the *Segments* region and view the entire Scheduled Offering administration page.



Add a New Segment

1. On the Scheduled Offering administration page, locate the **Related Menu** and click *Segments*. For better viewing, click on the icon to expand the region.



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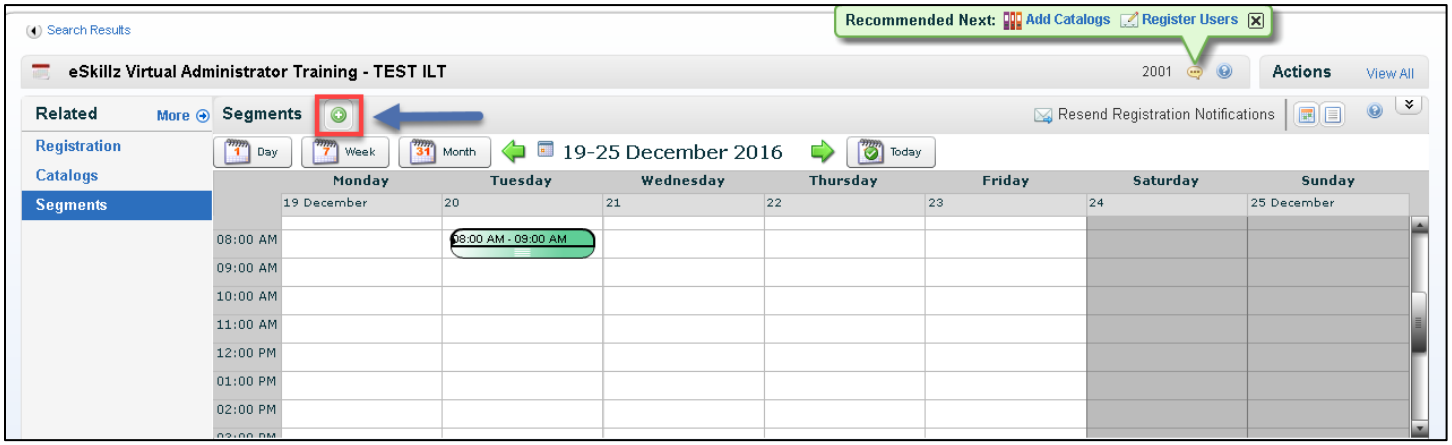
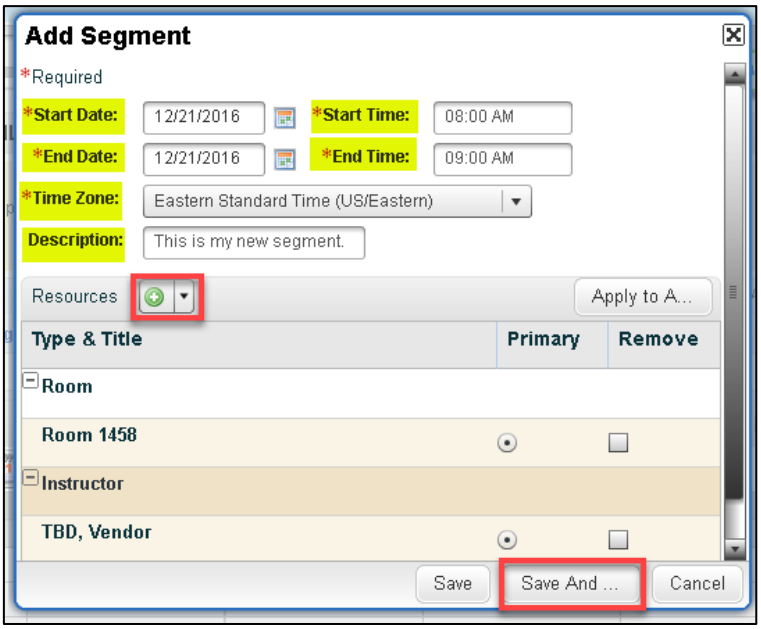
Powered by:

2. Click on the button to add a new Segment.



3. Enter the new segment's date, time, time zone, description, and resources. Click on the icon in the *Resources* section to add a new location or instructor. Click the **Save And Close** button to save your changes and return to the Segments area.



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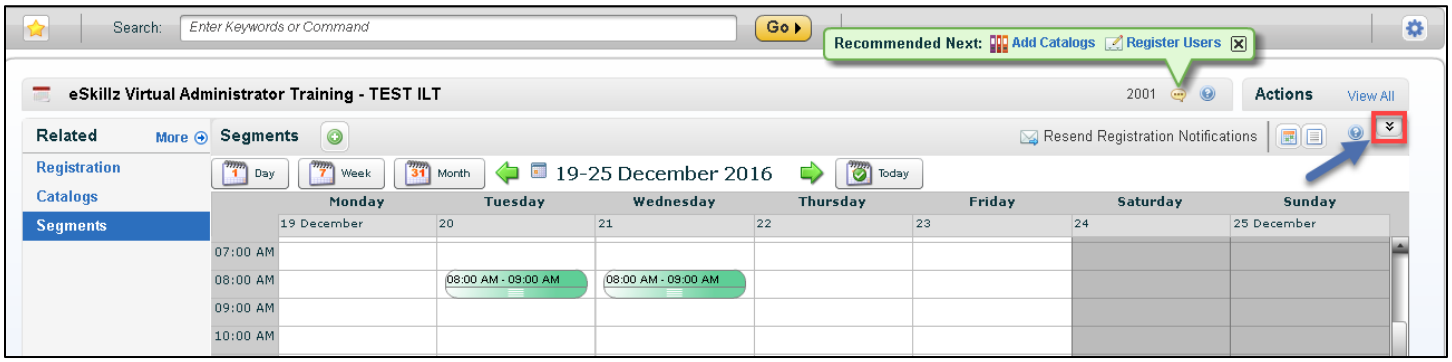
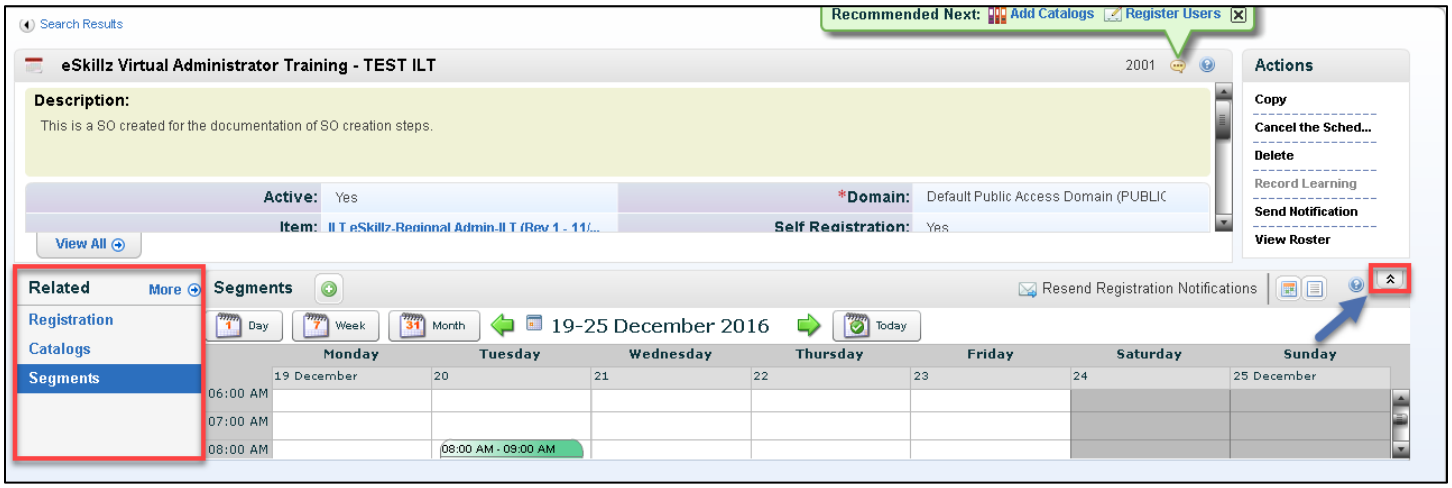
4. You have successfully added a new segment! Repeat steps 2-3 to add another segment. Click on the icon to collapse the *Segments* region and view the entire Scheduled Offering administration page.

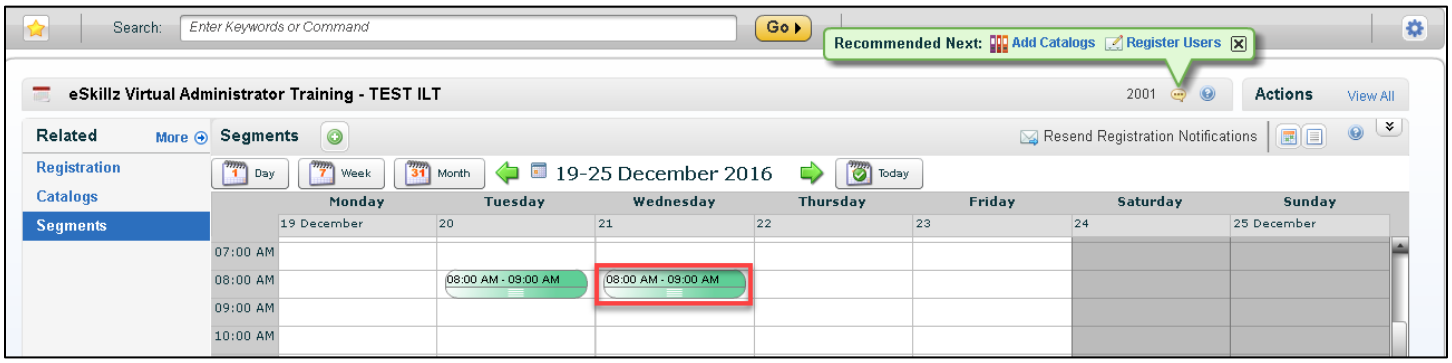


Delete A Segment

1. On the Scheduled Offering administration page, locate the **Related Menu** and click *Segments*. For better viewing, click on the icon to expand the region.



2. Locate and double click on the segment you wish to delete.



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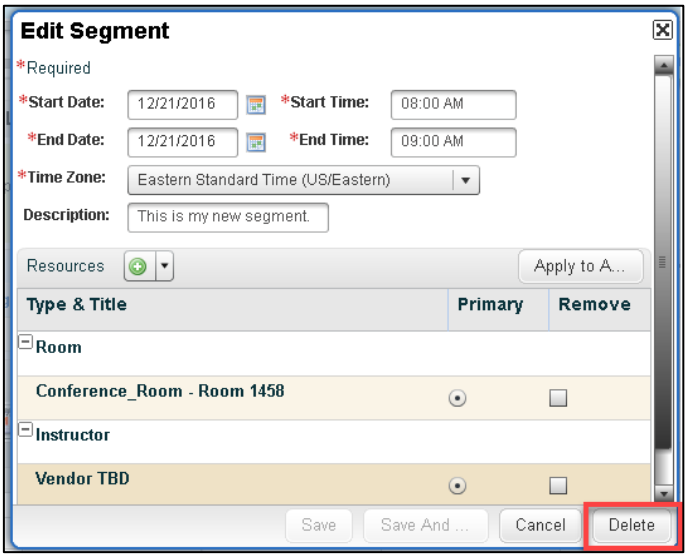
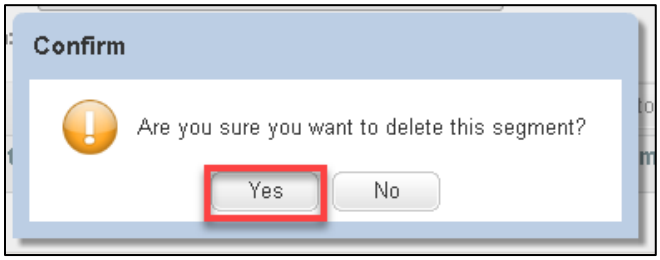
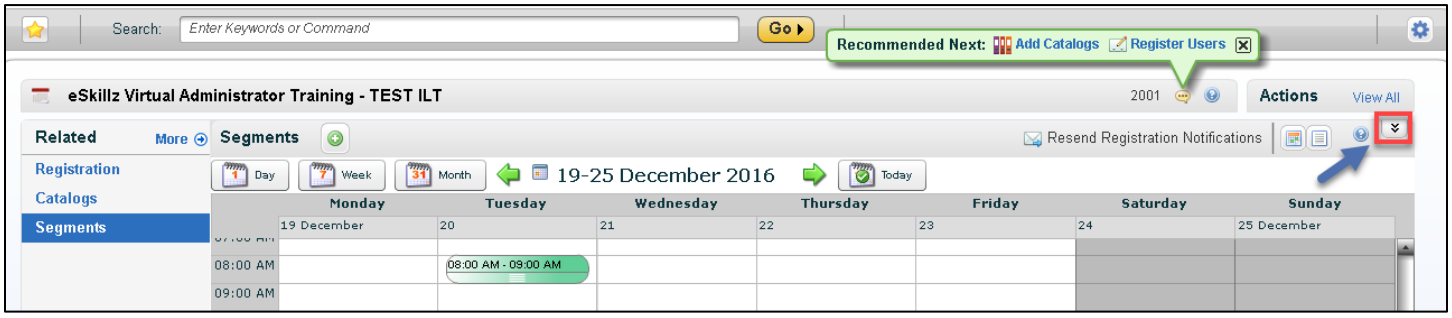
3. Click Delete.



4. Click Yes.



5. You have successfully deleted your segment! Repeat steps 2-3 to delete another segment. Click on the icon to collapse the *Segments* region and view the entire Scheduled Offering administration page.



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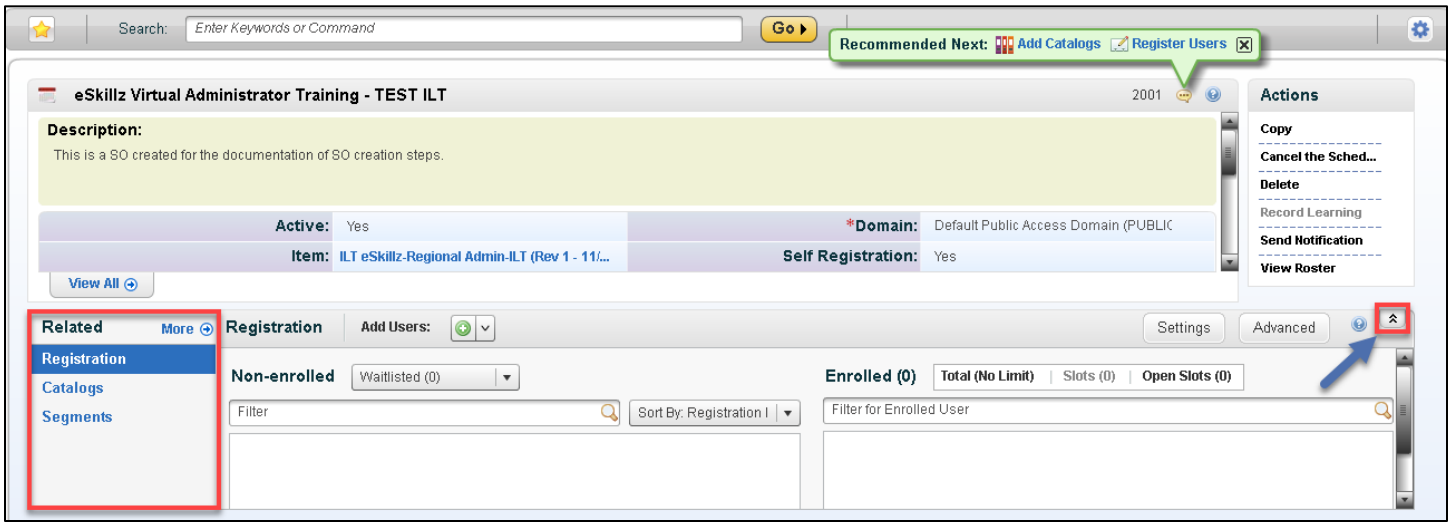
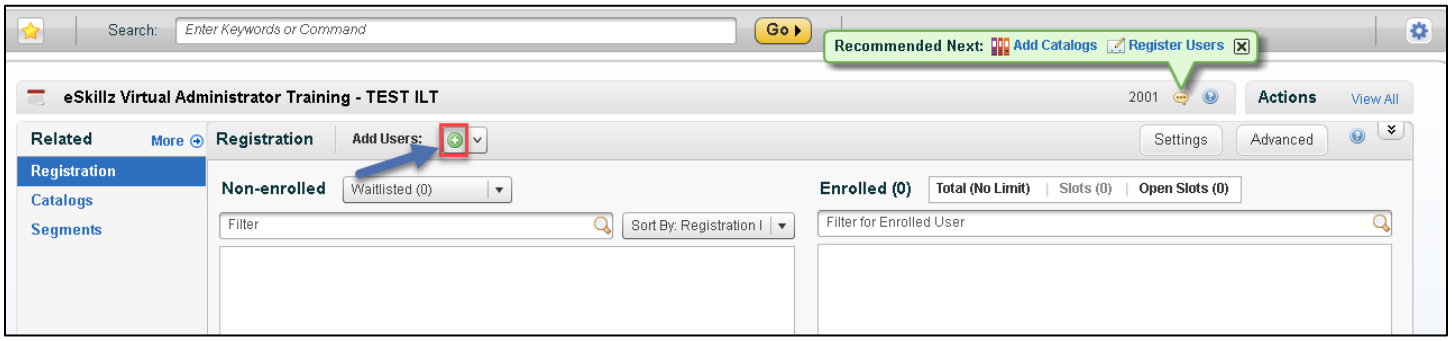
Registration Management

Enroll Users in a SO

1. On the Scheduled Offering administration page, locate the **Related Menu** and click *Registration*. For better viewing, click on the icon to expand the region.



2. Click on the icon in the *Add Users* section to register users for the SO.



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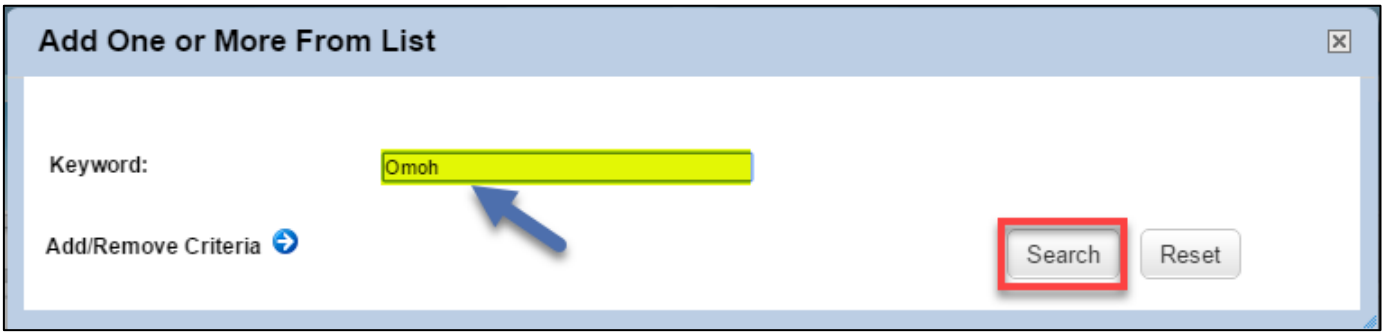
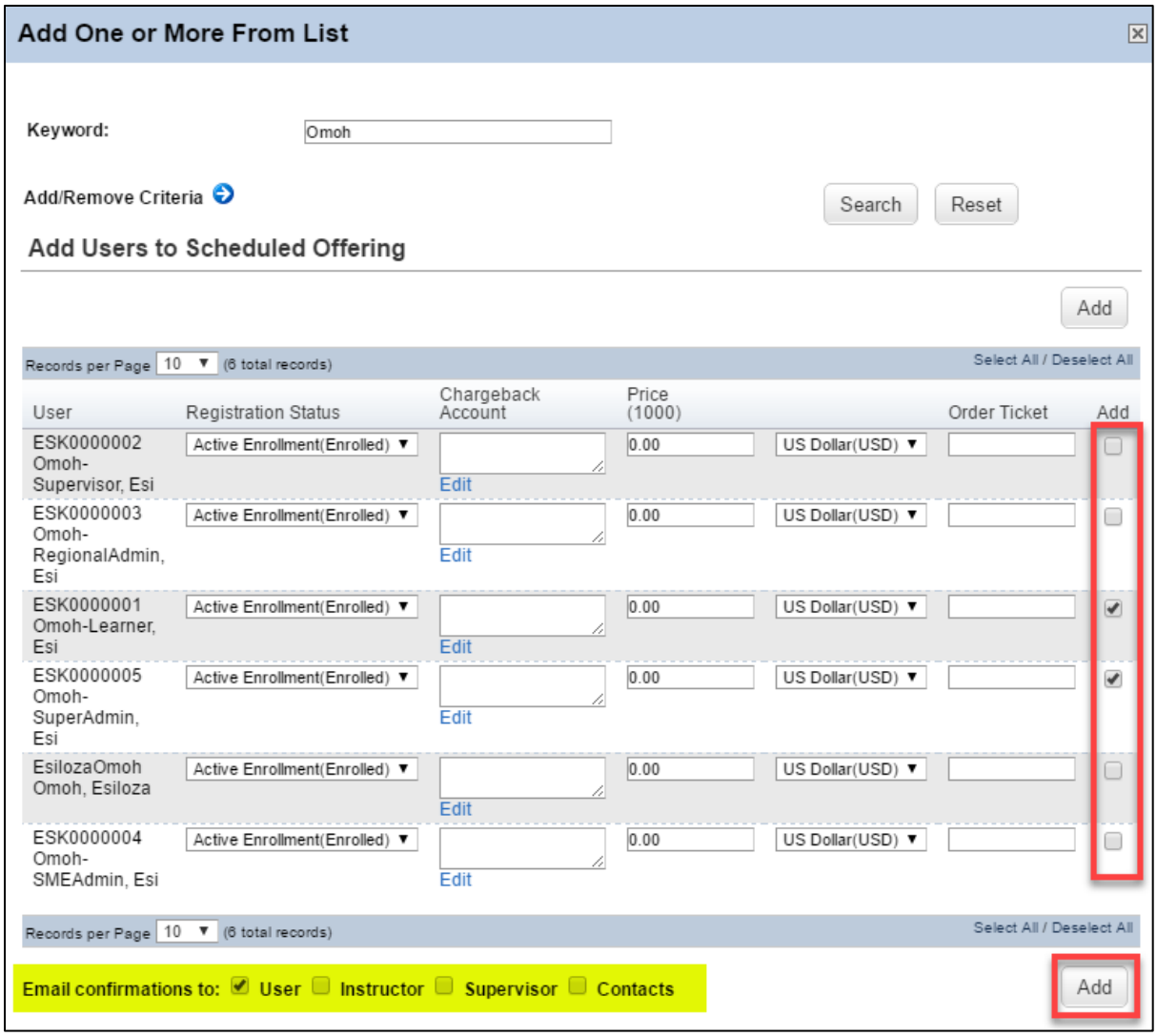
3. Enter a keyword (or last name) associated with the user or leave blank to add multiple users. Click **Search** to find users.



4. Select your desired user(s) and indicate who you want the registration confirmation emailed to. Click **Add** to register the user(s) and return to the Scheduled Offering Administration page.



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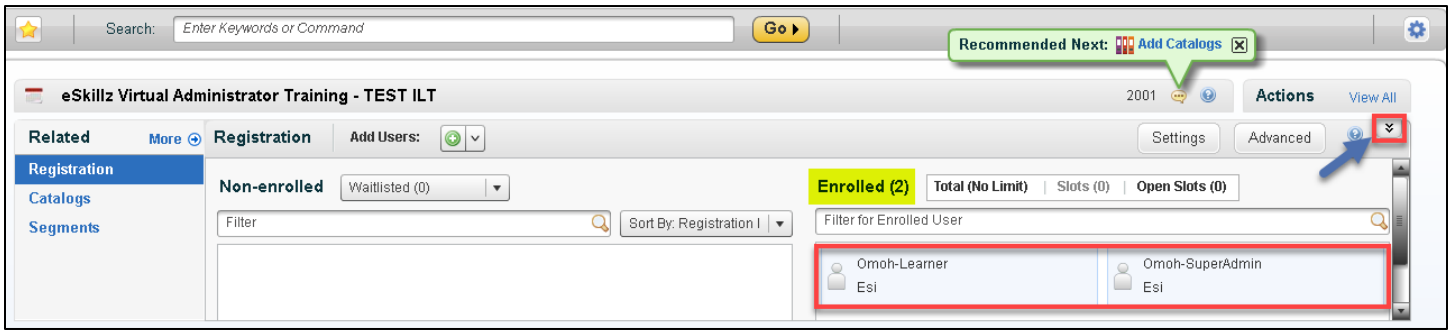
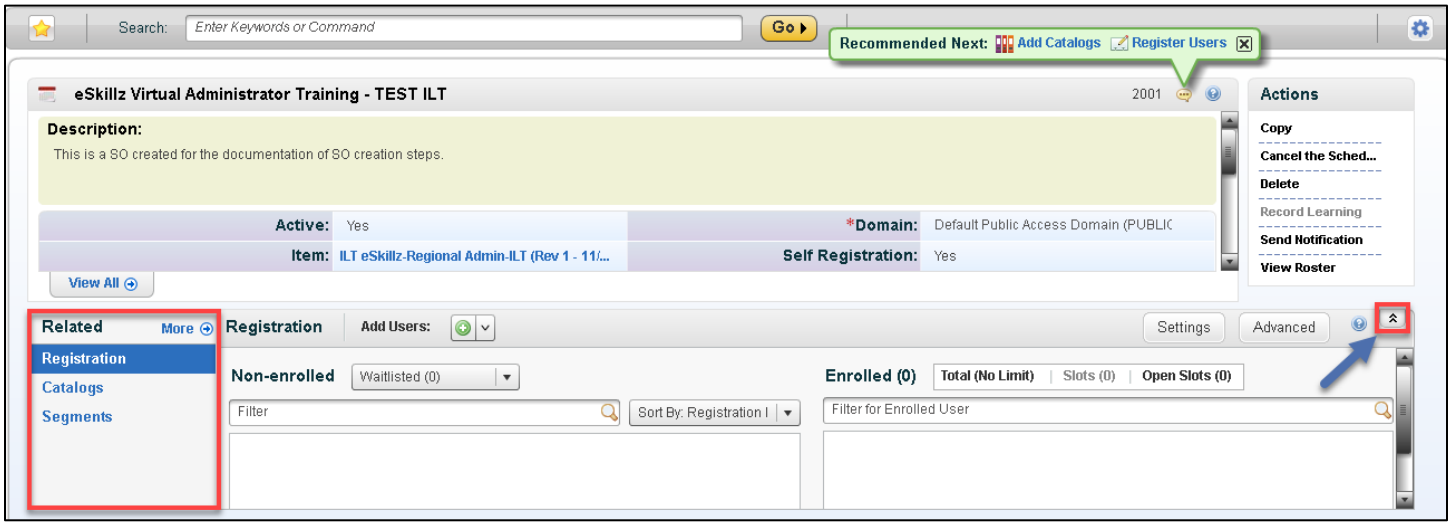
5. The added user(s) will now be listed under the Enrolled section of the *Registration* tab. The remaining number of open seats will also be listed in this area (if applicable). Repeat steps 2-4 to register another user. Click on the icon to collapse the *Registration* region and view the entire Scheduled Offering administration page.



Unenroll Users from a SO

1. On the Scheduled Offering administration page, locate the **Related Menu** and click *Registration*. For better viewing, click on the icon to expand the region.



2. In the Enrolled section of the *Registration* tab, locate and hover over the user you would like to remove/ drop from the SO.

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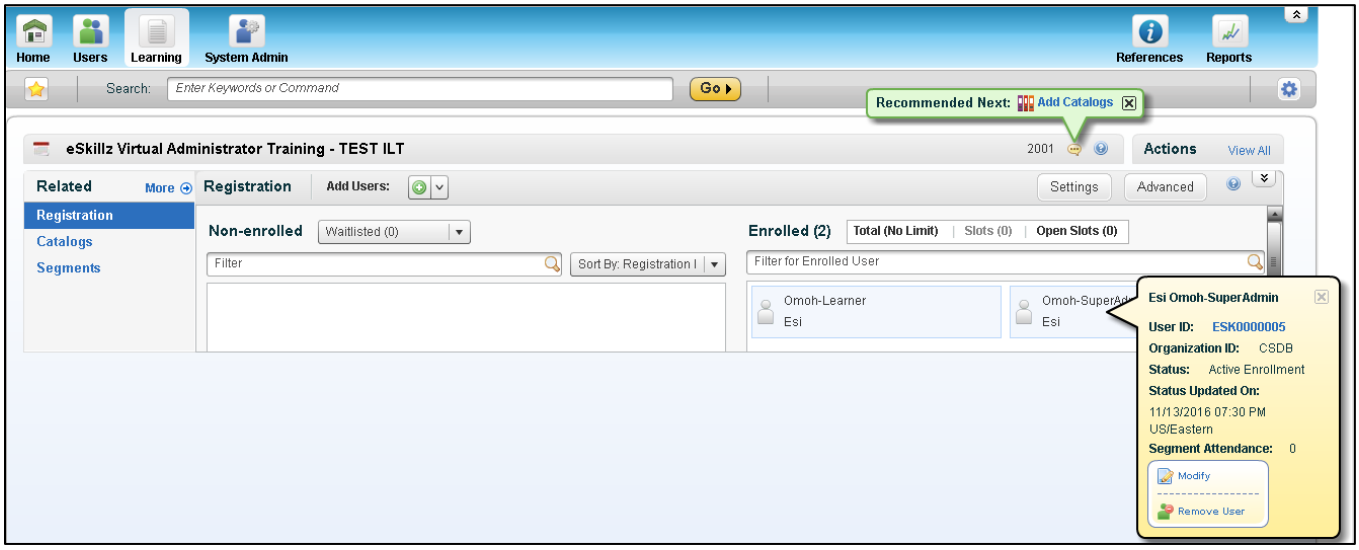
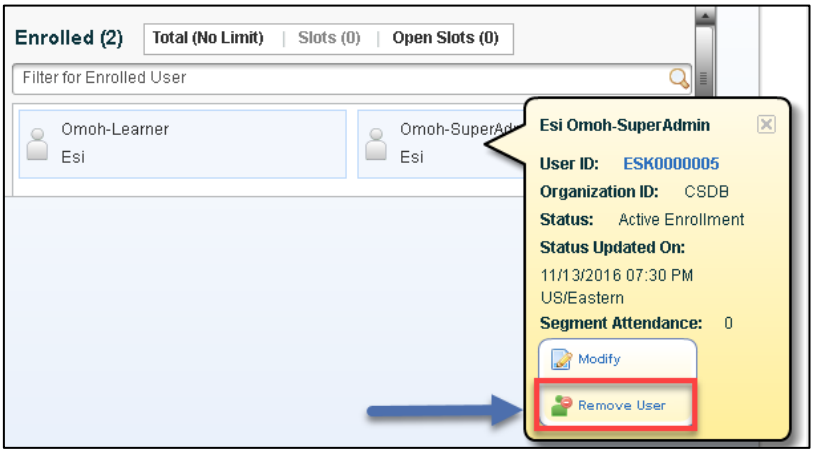
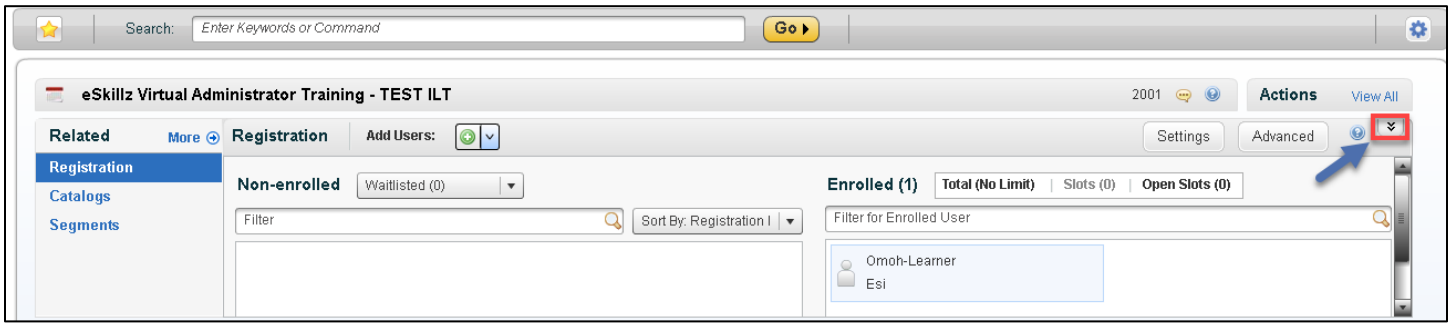


3. Click **Remove User**.



4. You have susscessfully removed the user from the SO! Repeat steps 2-4 to remove another user. Click on the icon to collapse the *Registration* region and view the entire Scheduled Offering administration page.



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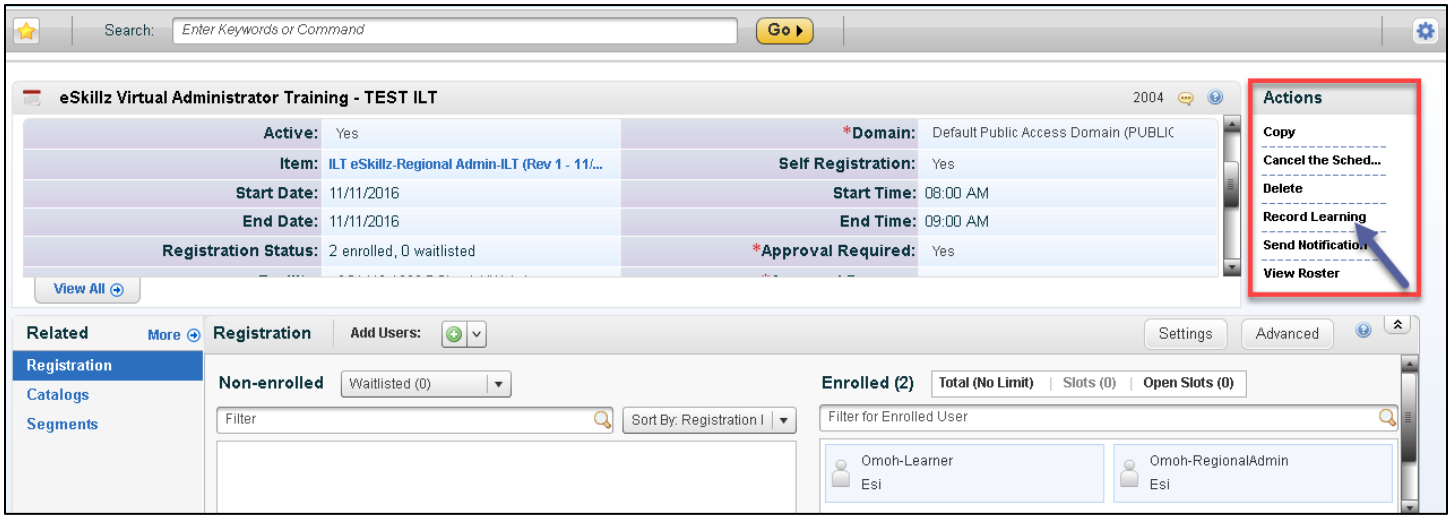
Regional Administrator Job Aid

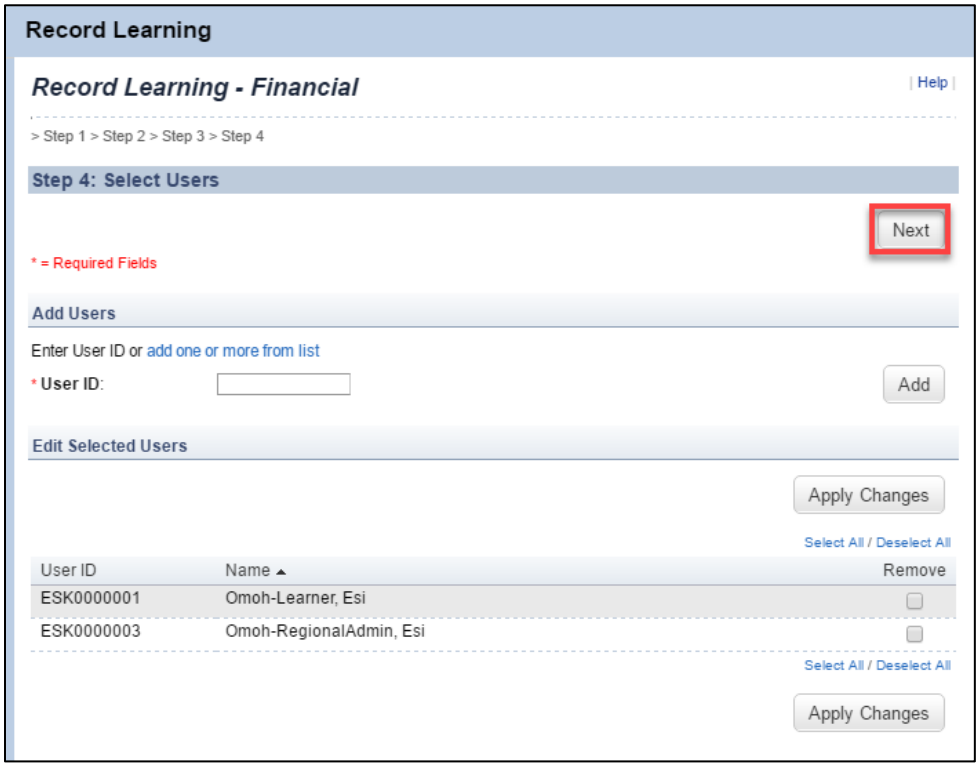
Record Learning

Attendance can only be recorded for Scheduled Offerings that have passed or have been completed.

1. On the Scheduled Offering administration page, locate the **Actions Menu** and click *Record Learning.*



2. Review the list of registered users and deselect any users you wish to exclude from the recording. Click *Next* to advance to the next step.



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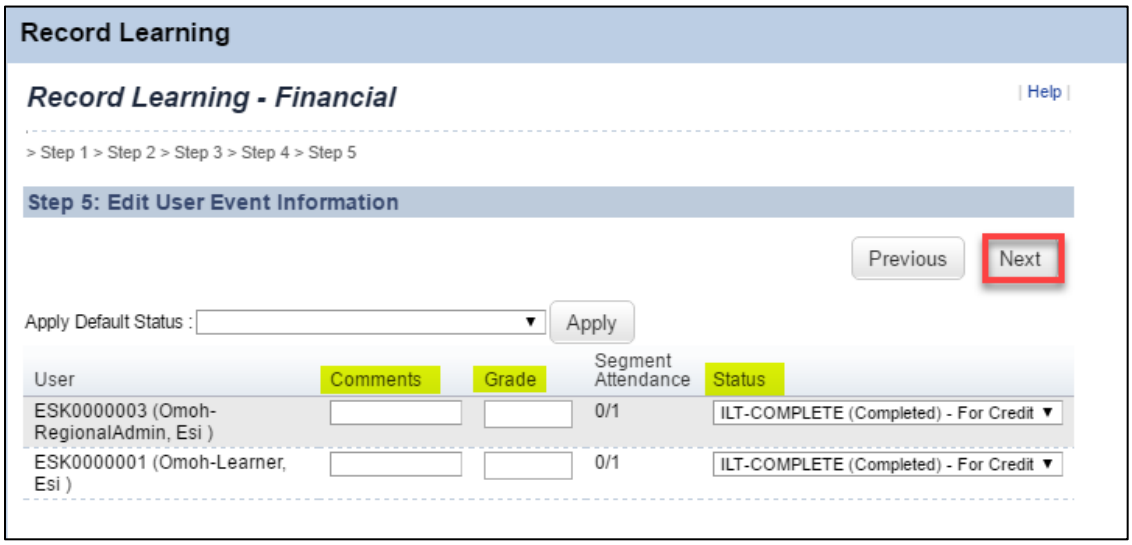
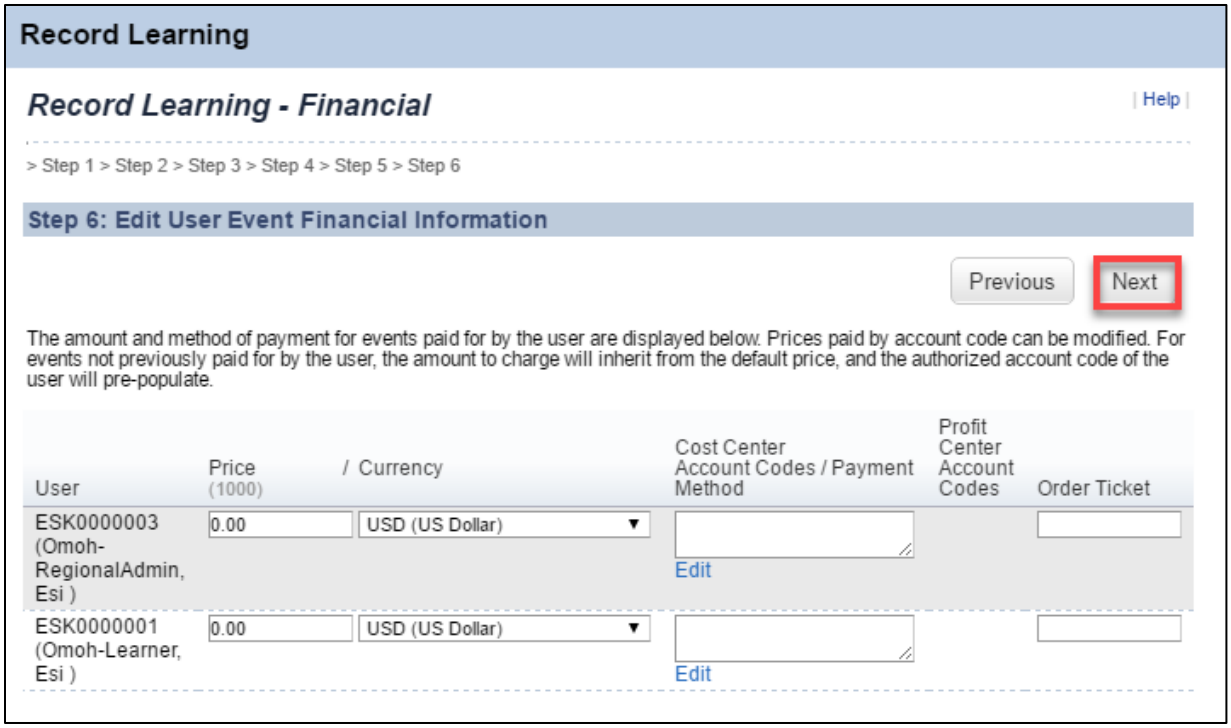
3. Click the *Status* drop-down menu to select the "ILT-Complete" status for each user. You may also enter any associated *Comments* or *Grade*. Click *Next* to advance to the next step.



4. Click *Next* to advance to next step.



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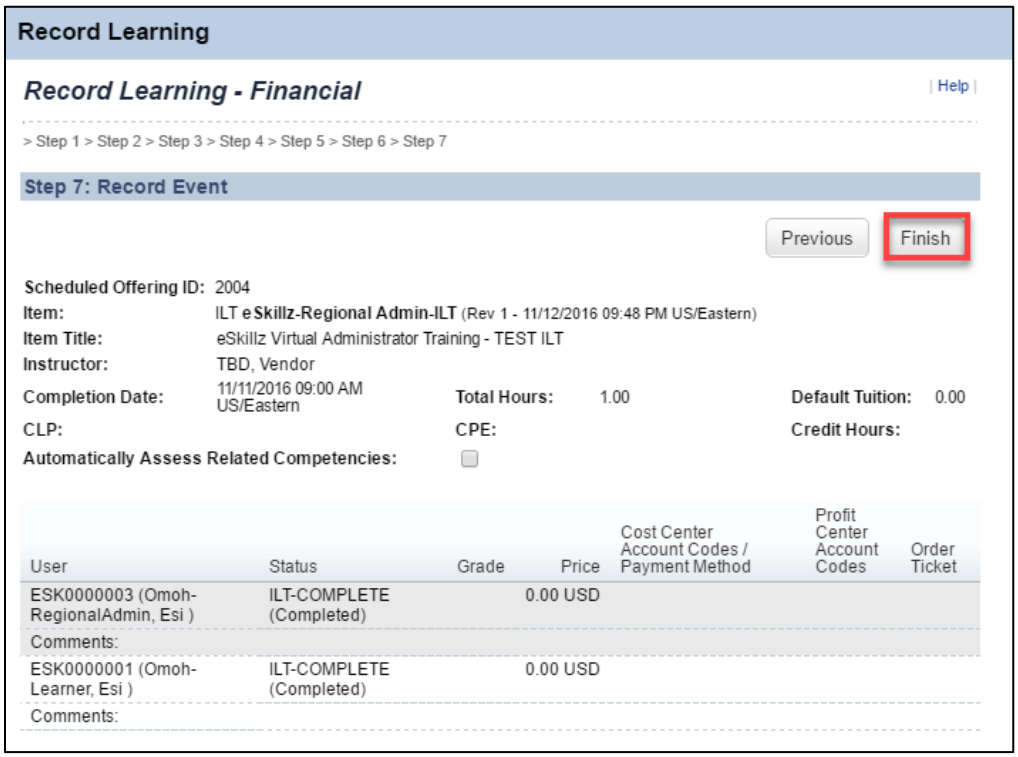
5. Click *Finish* to advance to the final step.



6. You have successfully recorded attendance for your SO! Click the "X" in the top right corner to return to the Scheduled Offering Administration page.

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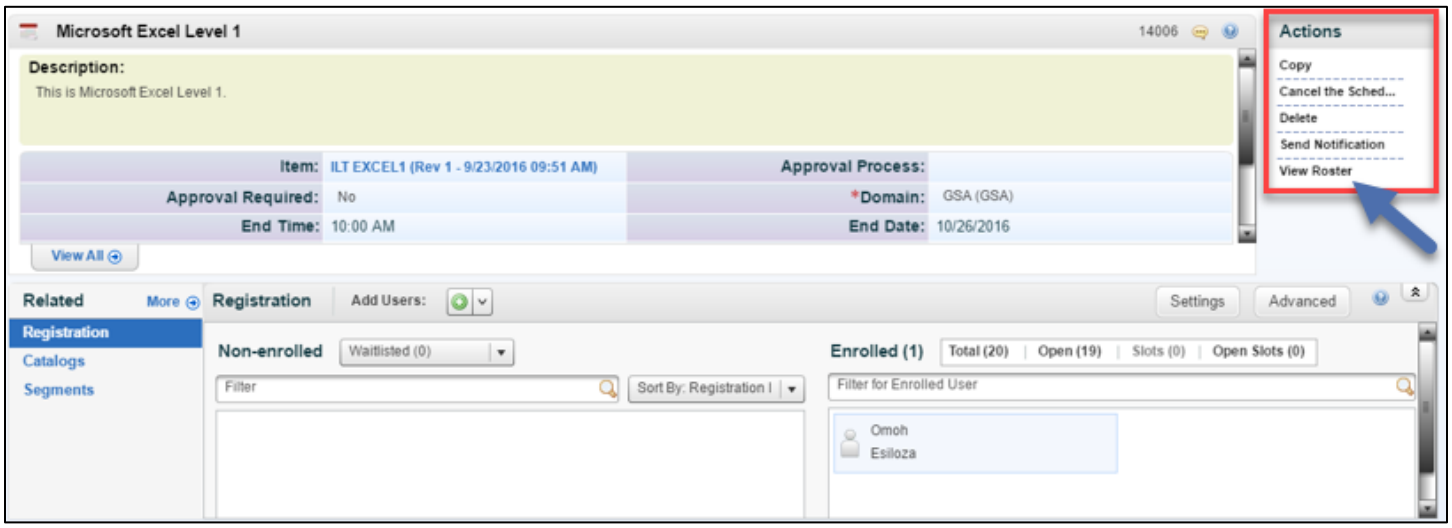
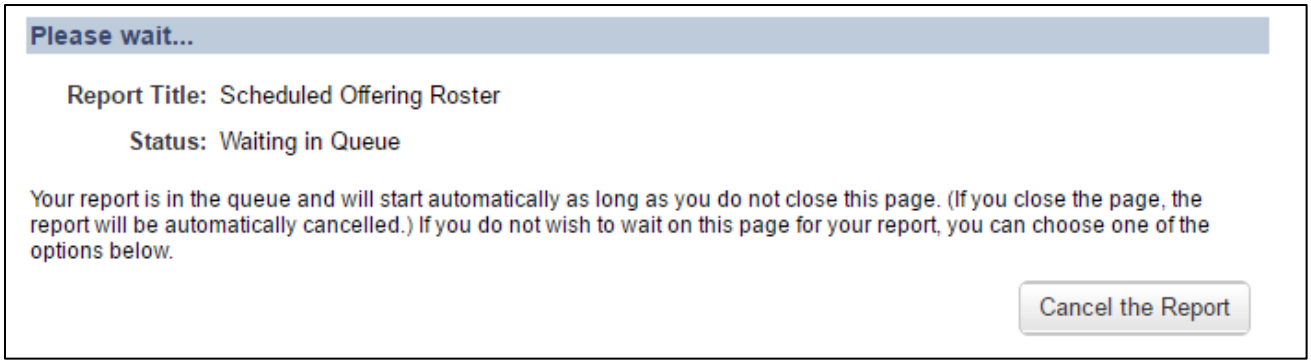
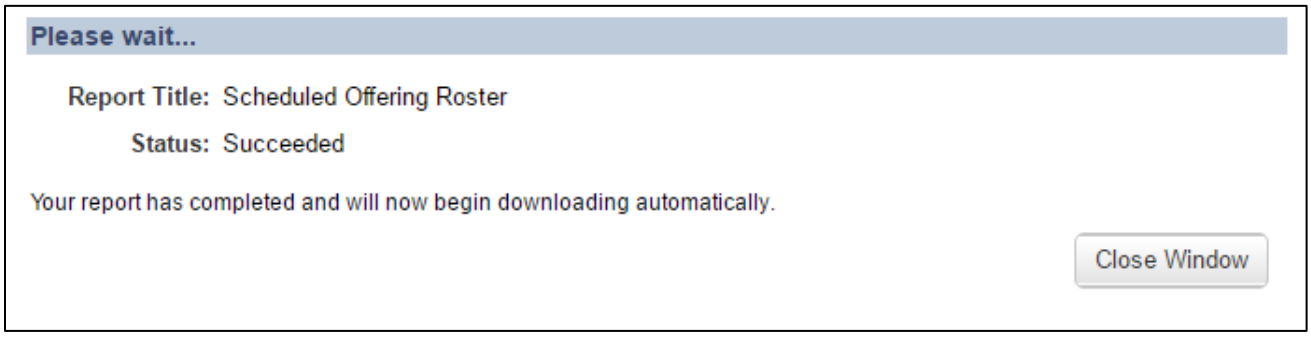
View a Scheduled Offering Roster

1. On the Scheduled Offering Administration page, locate the **Actions Menu** and click *View Roster*. This will run a report on the registered participants.



2. A report status window will open while the report request is being processed. Once complete, your report will download and open as a PDF document.





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3. The downloaded report will list scheduled segment details and registered participants. Utilize your browser and/or PDF viewer settings to print out a copy of your roster.

successfactors™ An SAP Company

Scheduled Offering Roster

Schedule

Scheduled Offering ID	14006
Title	Microsoft Excel Level 1
Item	ILT EXCEL1 (Rev 9/23/2016 09:51 AM US/Eastern)

Segment	Start Date/Time	End Date/Time	Instructor	Room
1	10/26/2016 08:00 AM US/Eastern	10/26/2016 10:00 AM US/Eastern	Beth, McCrea	One World Trade Center, NY, NY

User Name		Supervisor	Signature	Date
Omoh, Esiloza	*********			

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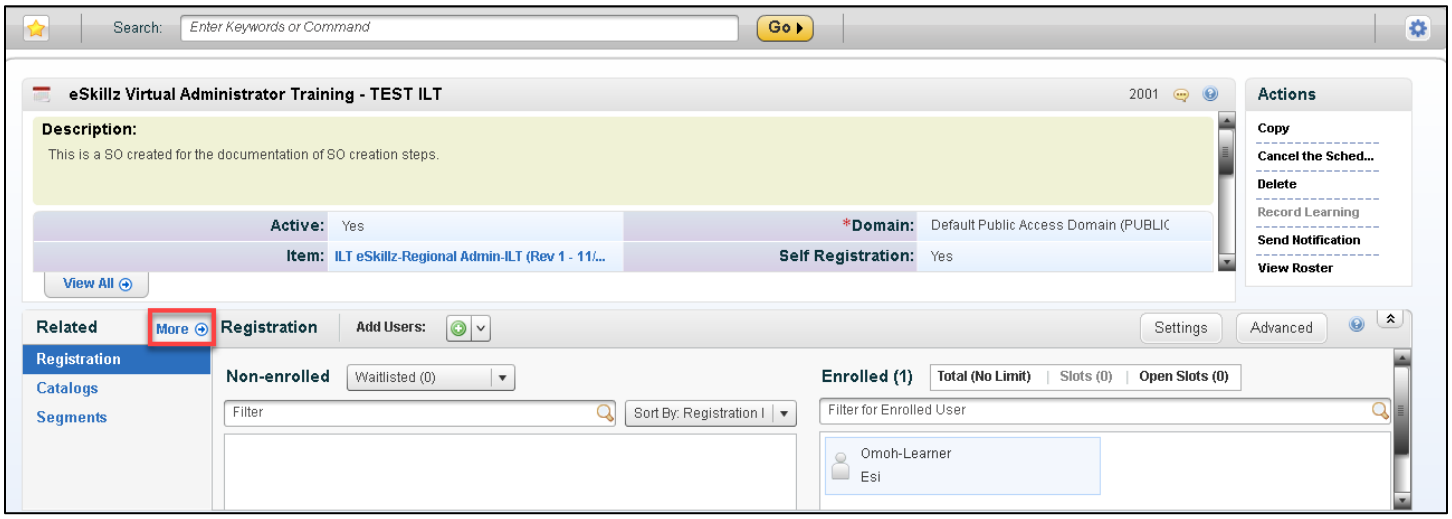
Scheduled Offering Resources

Adding Scheduled Offering Cost

1. On the Scheduled Offering administration page, locate the **Related Menu** and click ***More*** to see additional Related tabs.



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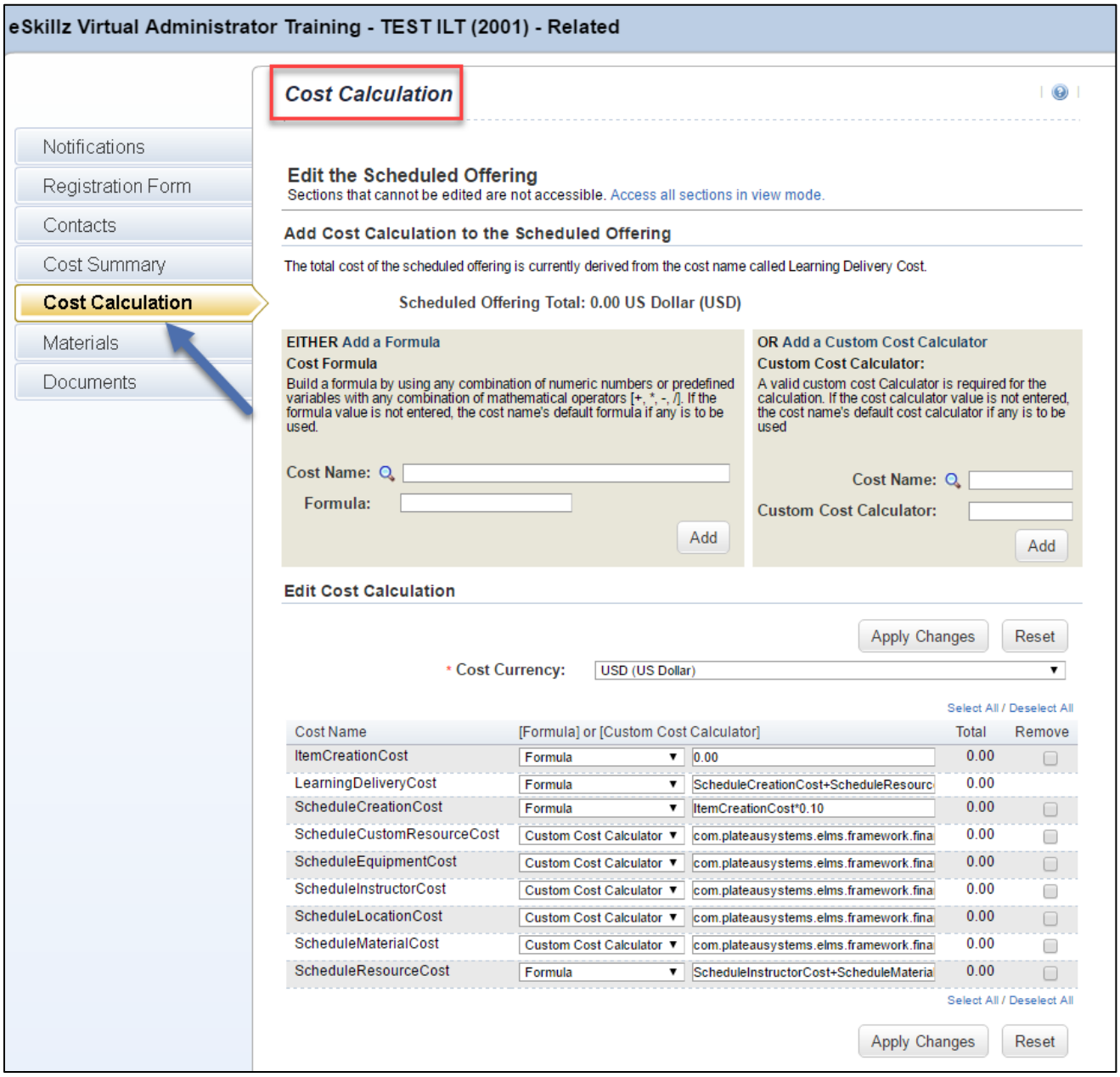
2. Click on the *Cost Calculation* tab to enter the total SO delivery cost.



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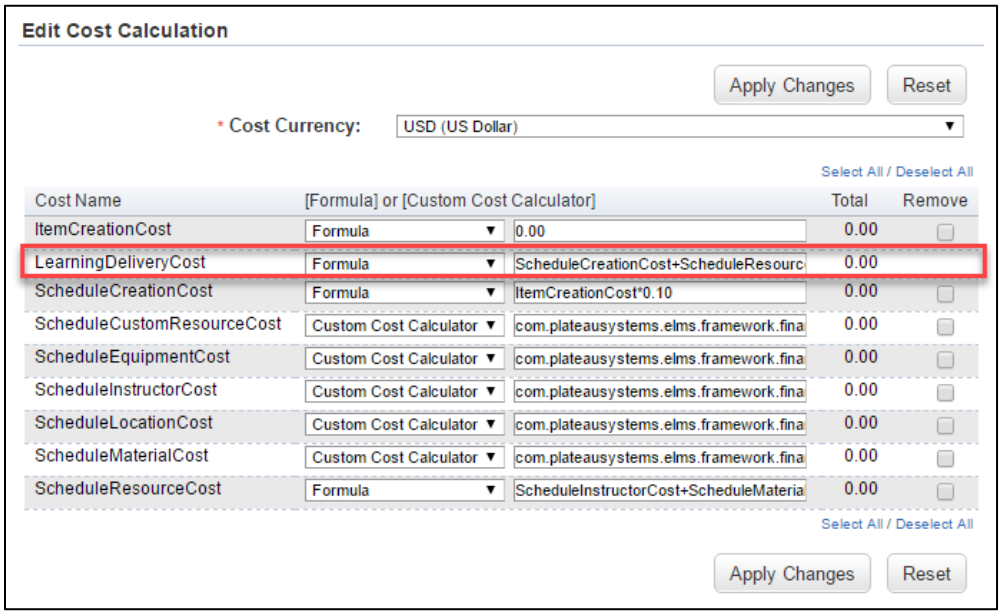
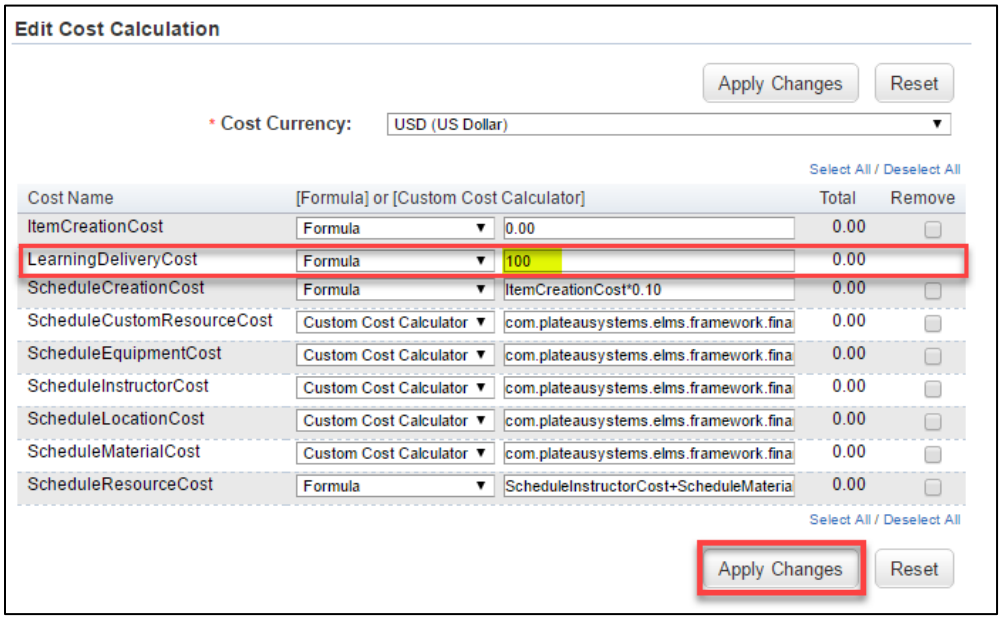
3. Locate the Learning Delivery Cost name. Enter the SO cost and click *Apply Changes*.





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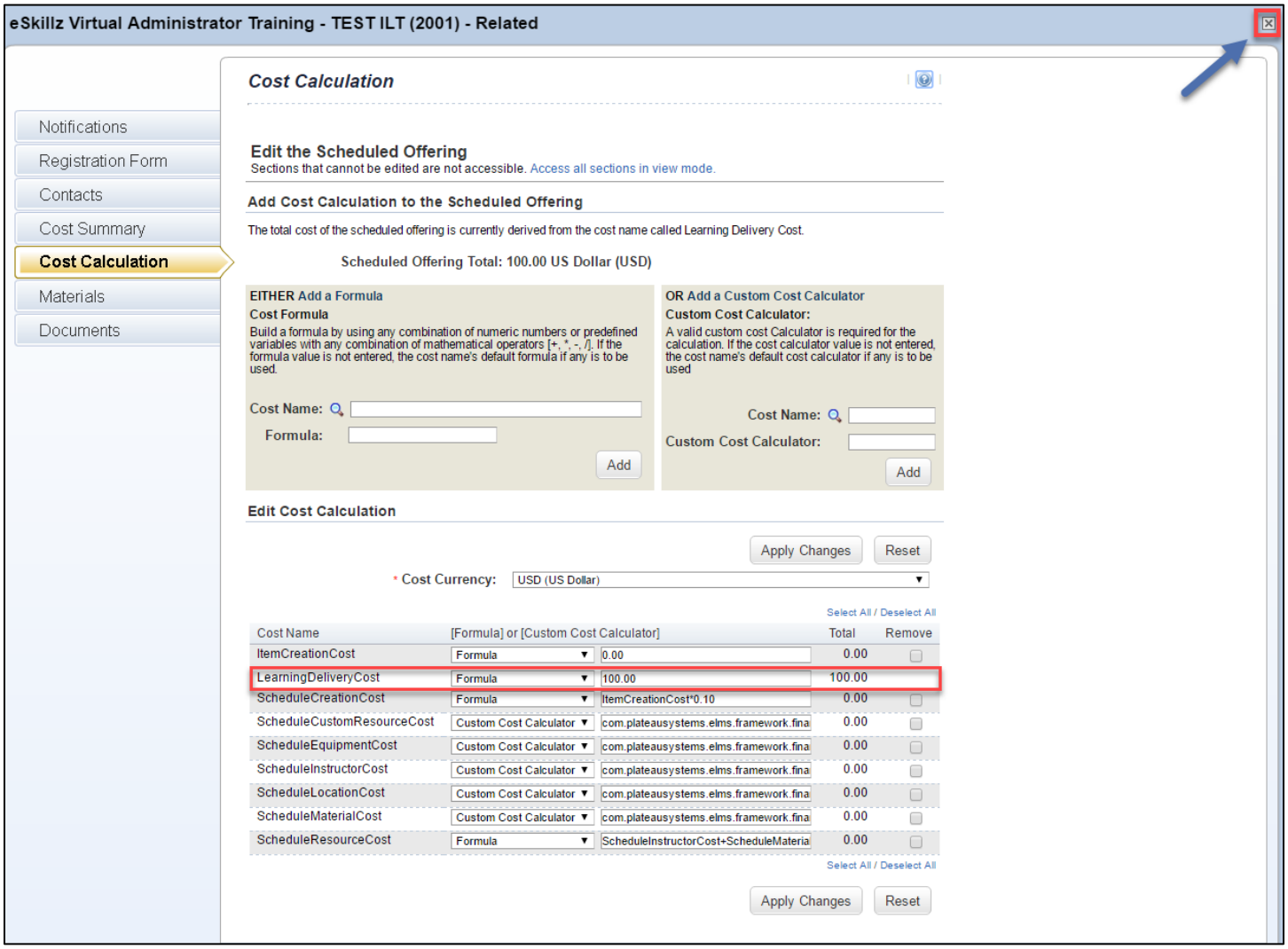
4. You have successfully added a Learning Delivery Cost to your SO! Click the "X" in the top right corner of the Cost Calculation window to return to the Scheduled Offering Administration page.



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