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GSA OLU
Regional Admin Training 203

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Regional Administrator Contacts

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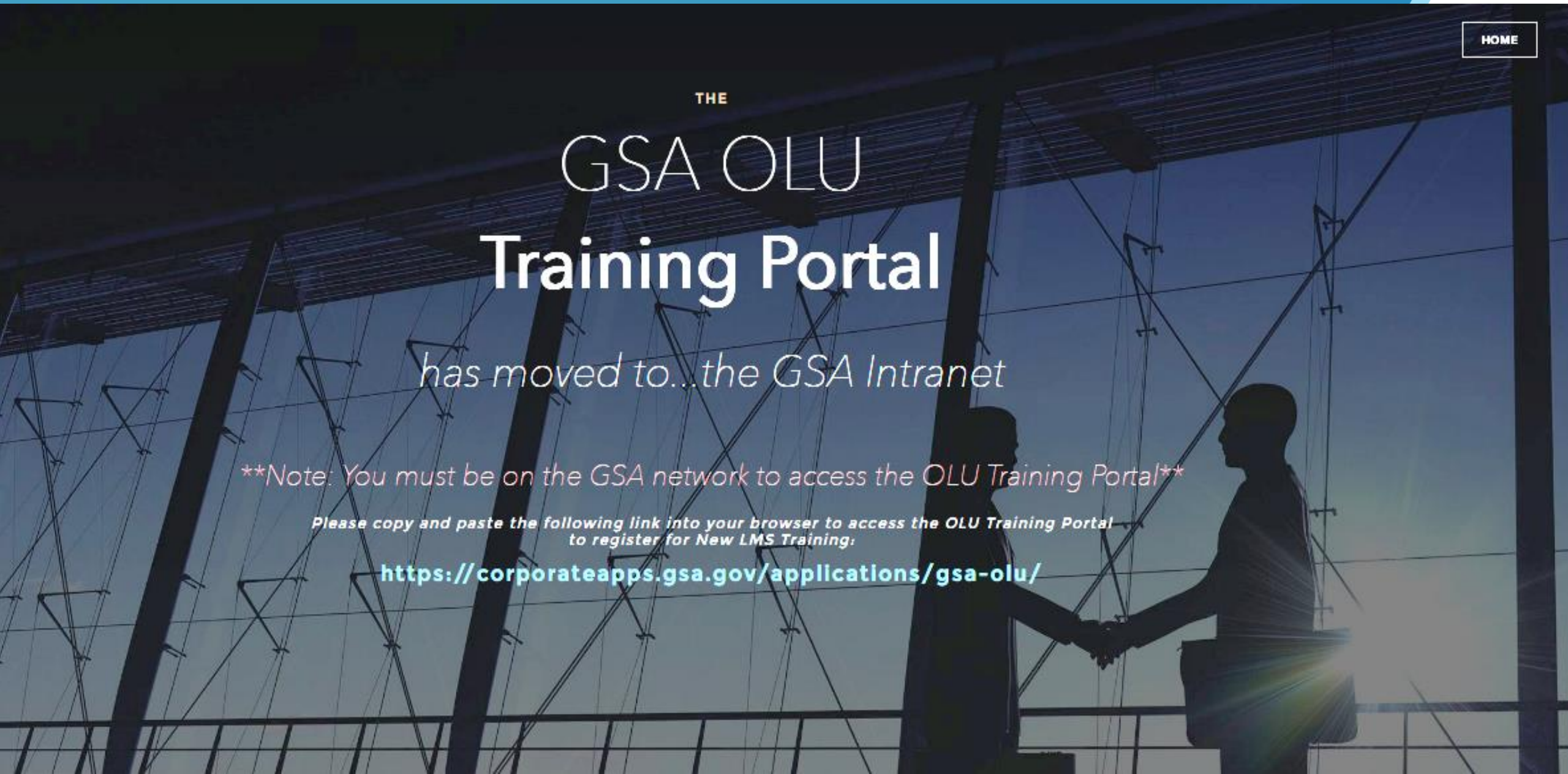
For More Information



Regional Admin Training 202 - RECAP

Training Objectives

- Scheduled Offering Administration (continued)
  - Segment Management
    - View/ Edit Segment
    - Add New Segment
    - Delete Segment
  - Registration Management
    - Enroll/ Add Users
    - Un-Enroll/ Remove Users
  - View Roster
  - Record Learning

Regional Admin Training 203

Training Objectives

- Scheduled Offering Administration (continued)
  - Notifications
  - Resources
    - Contacts
    - Learning Delivery Cost
- Reporting

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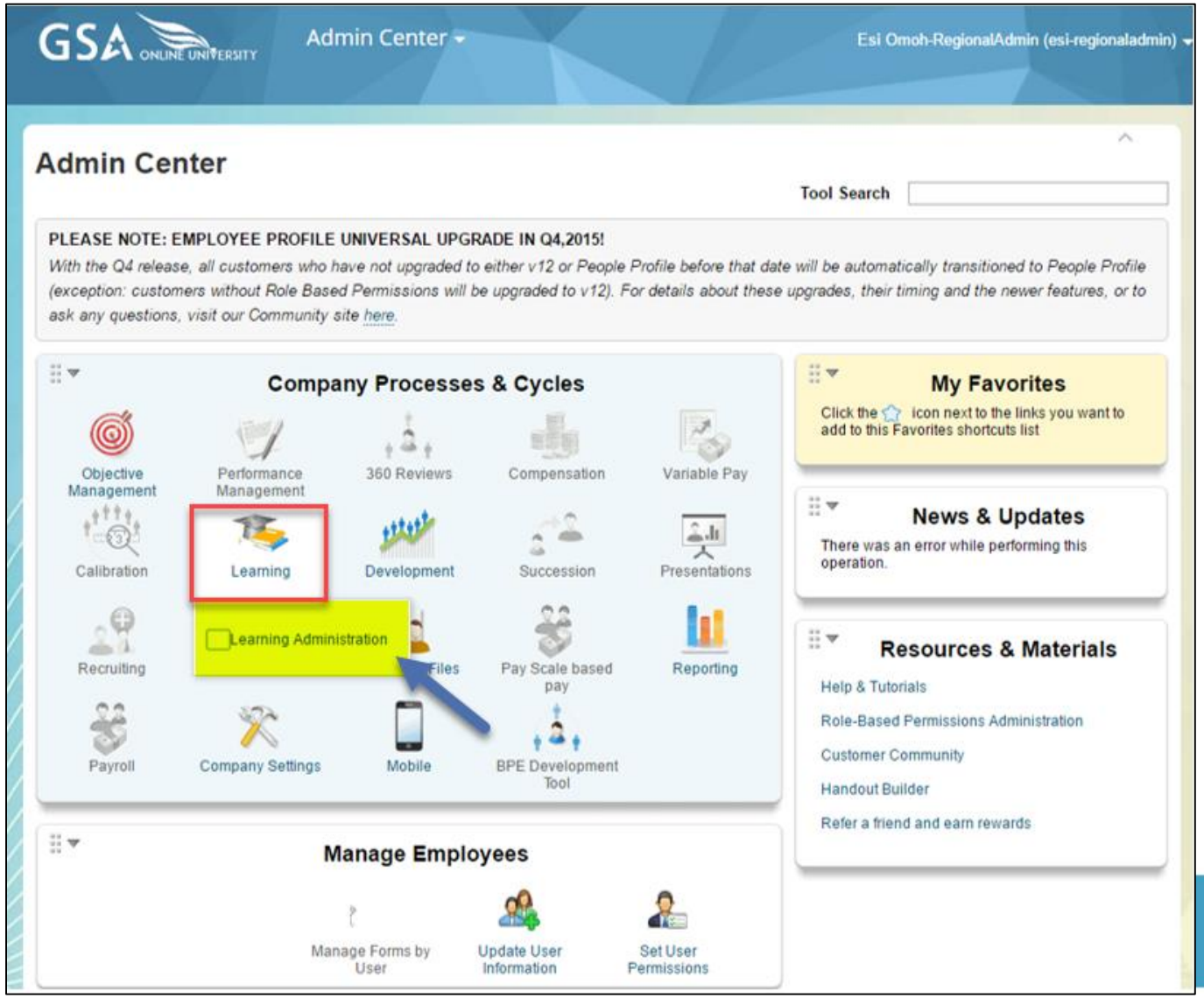
Regional Admin Training 203

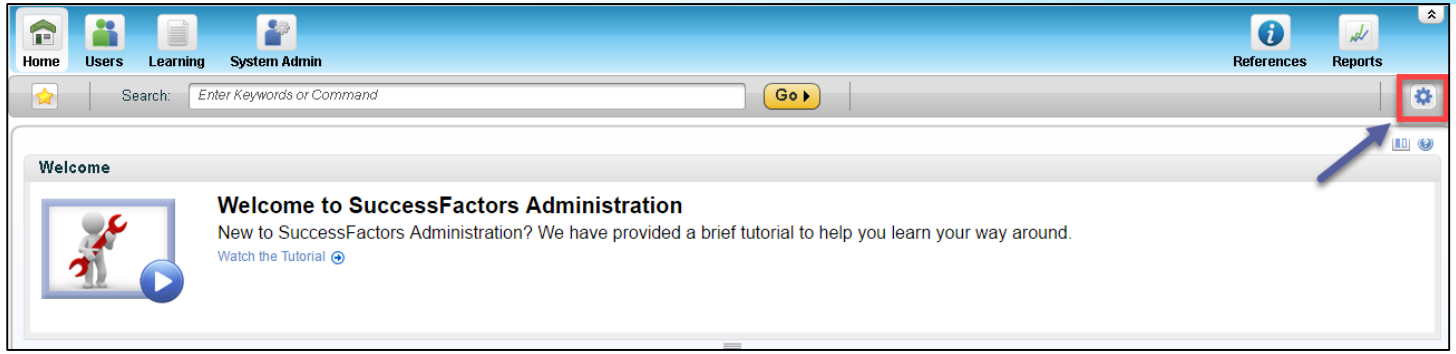
Training Objectives

- Scheduled Offering Administration (continued)
  - Notifications
  - Resources
    - Contacts
    - Learning Delivery Cost
- Reporting

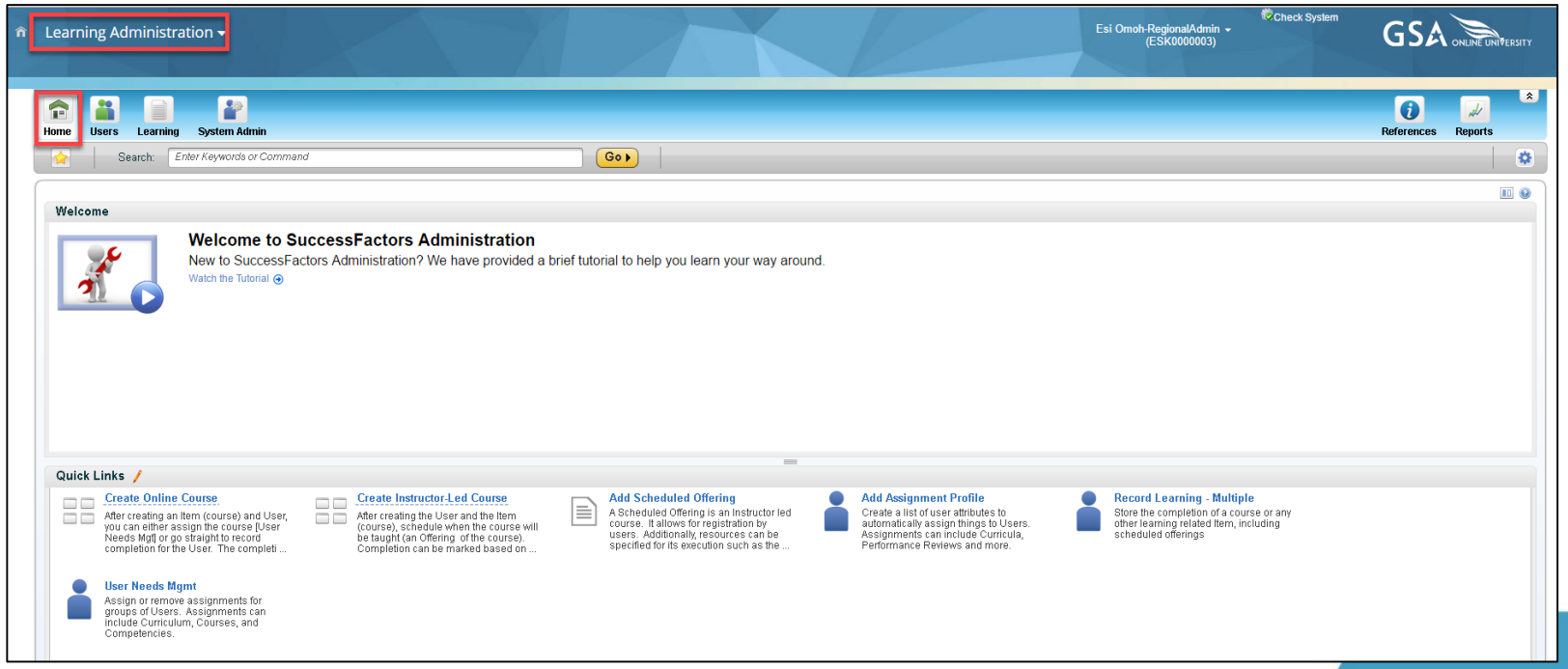
Admin Center – Learning Administration



Admin Center – Learning Administration Page



Change Admin Preferences: locale, time zone, and currency

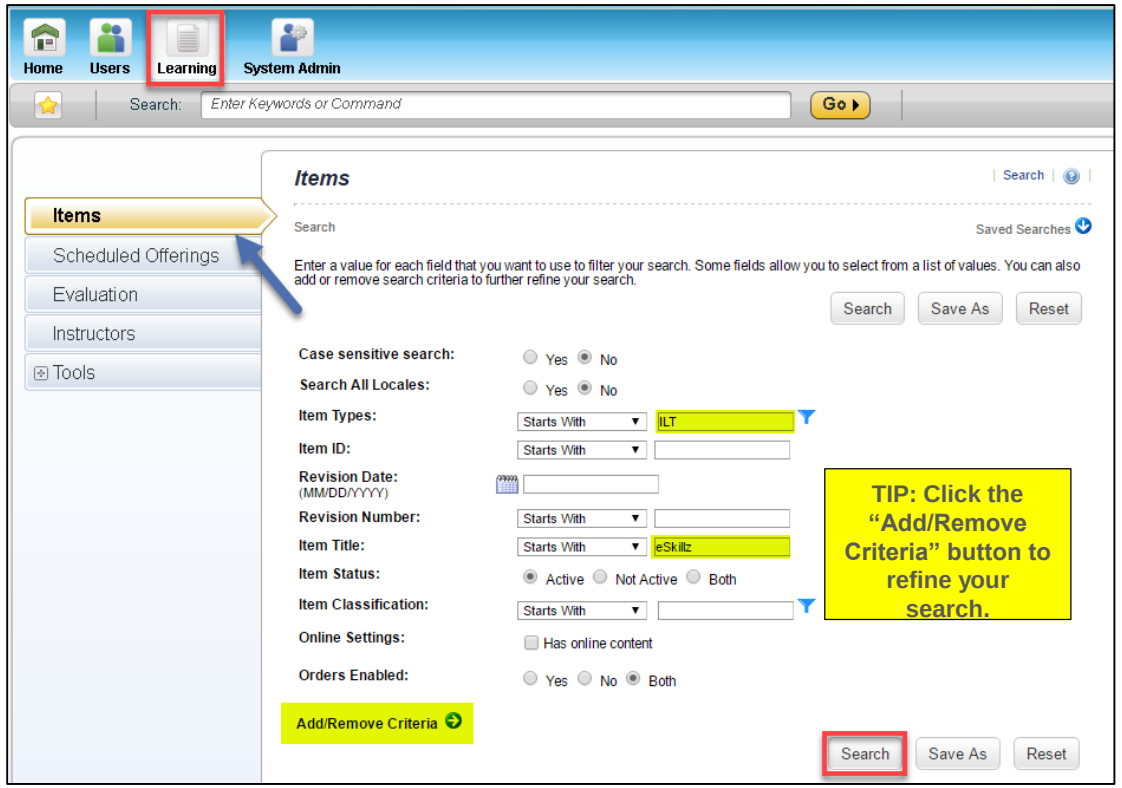


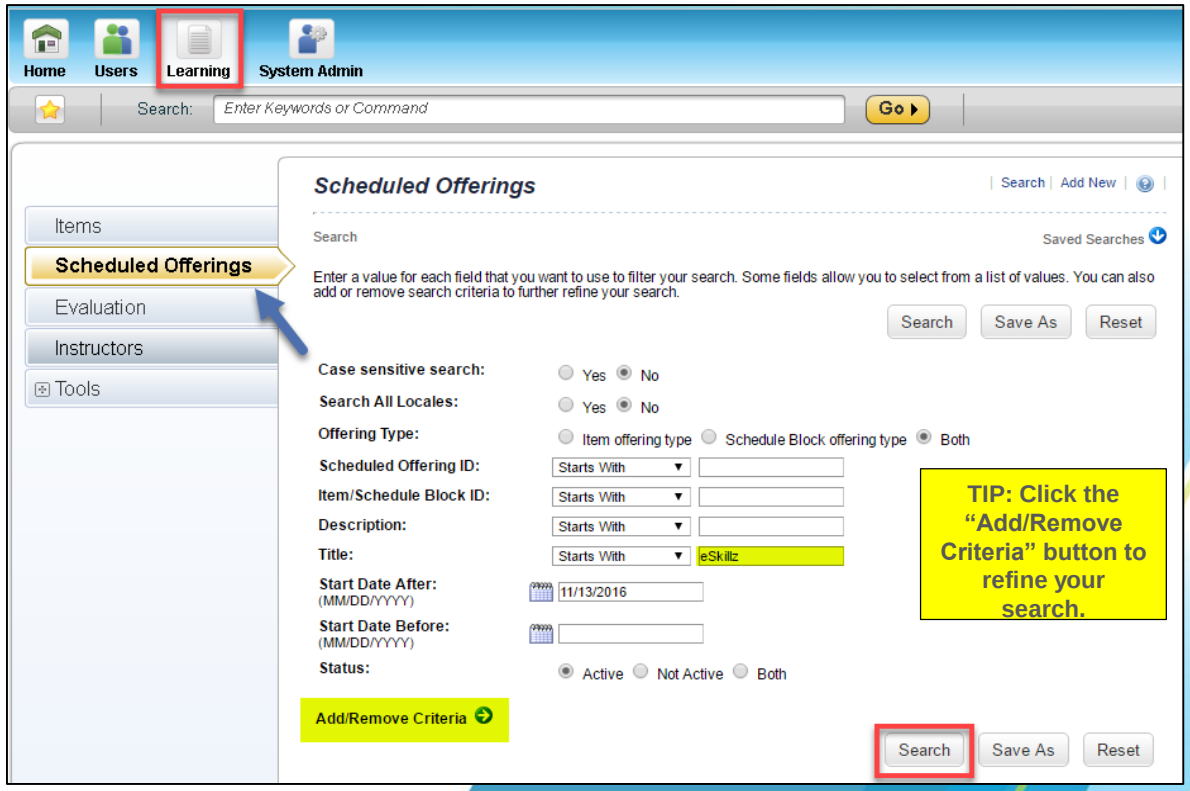
SKILLZ

Scheduled Offerings

A Scheduled Offering (SO) is an ILT that has been scheduled with a start date and time. There are two ways to access a SO:

- Via Learning > Items (Item Administration page) – Create a new SO
- Via Learning > Scheduled Offerings – View existing SO



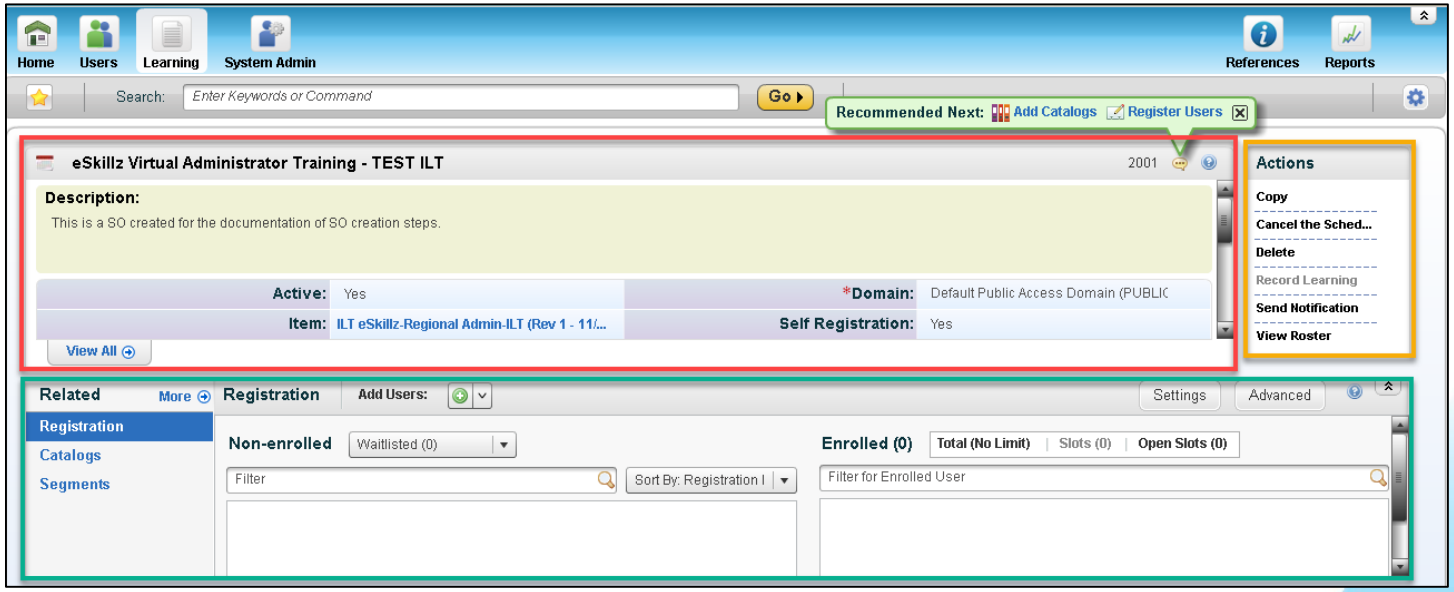


Scheduled Offering Administration Page

Core Area (top left): Contains your SO's basic information.

Actions Menu (top right): Displays additional actions that can be performed at the SO level.

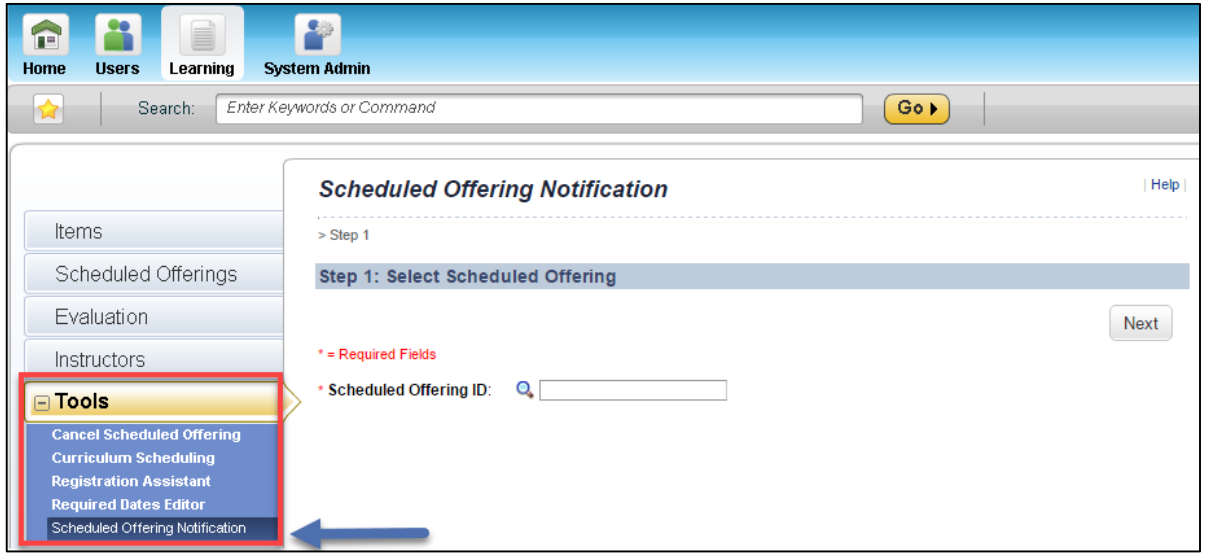
Related Menu (bottom half): Displays major tabs related to important SO components (ex: Registration). Click **More** to see additional Related tabs.



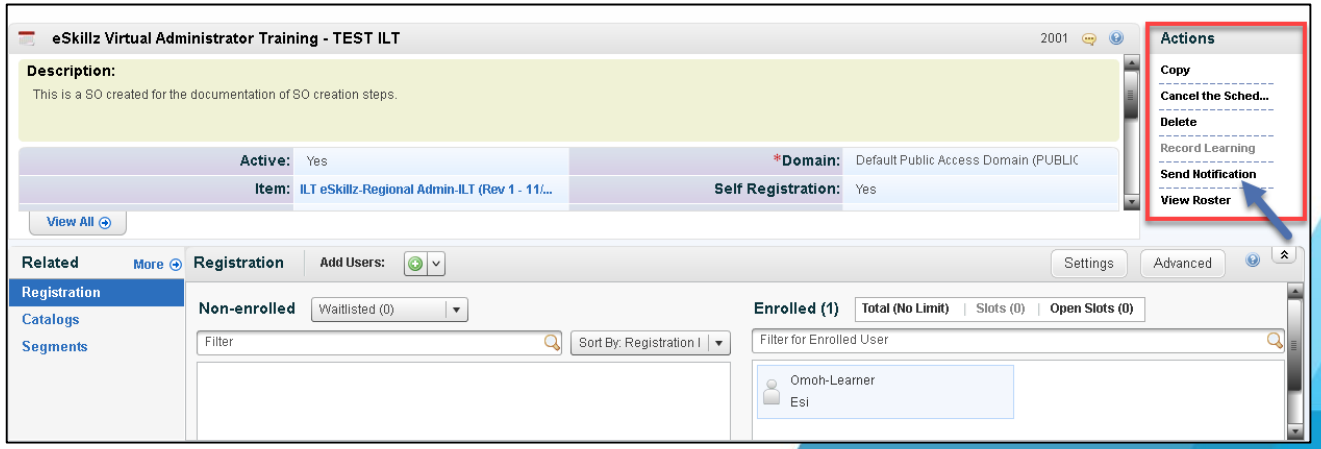
Scheduled Offering - Notifications

Two Ways

Tools > Scheduled Offering Notification

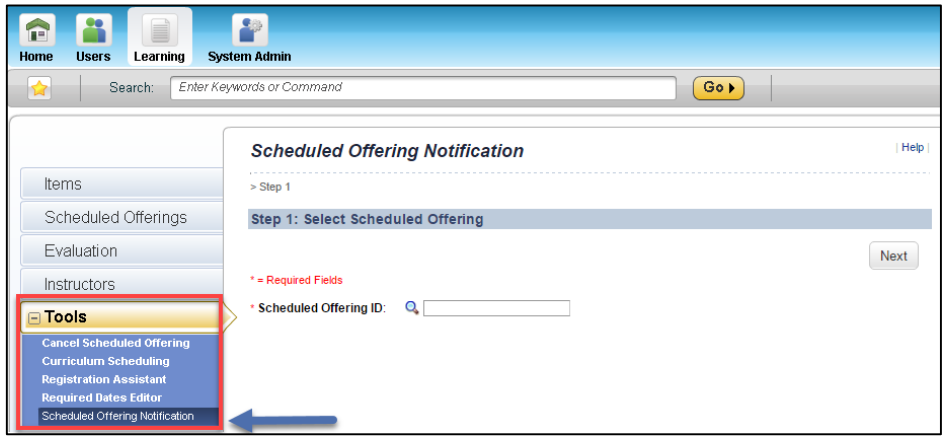


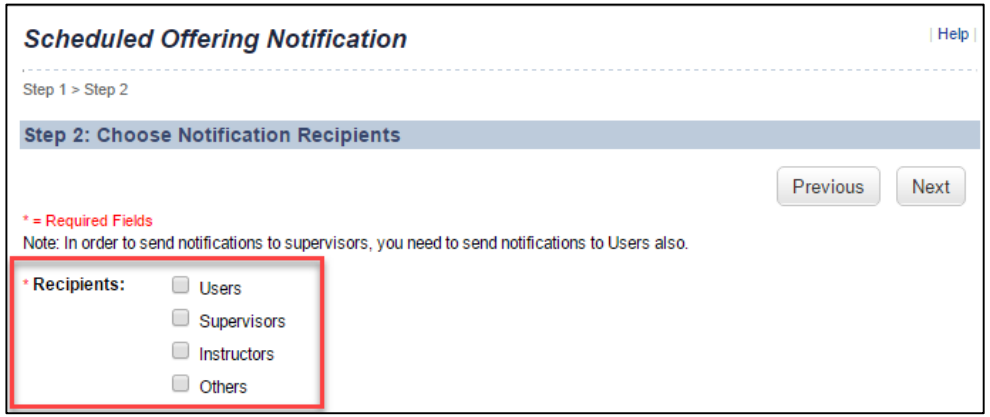
SO > Actions > Send Notification



Notifications via Tools

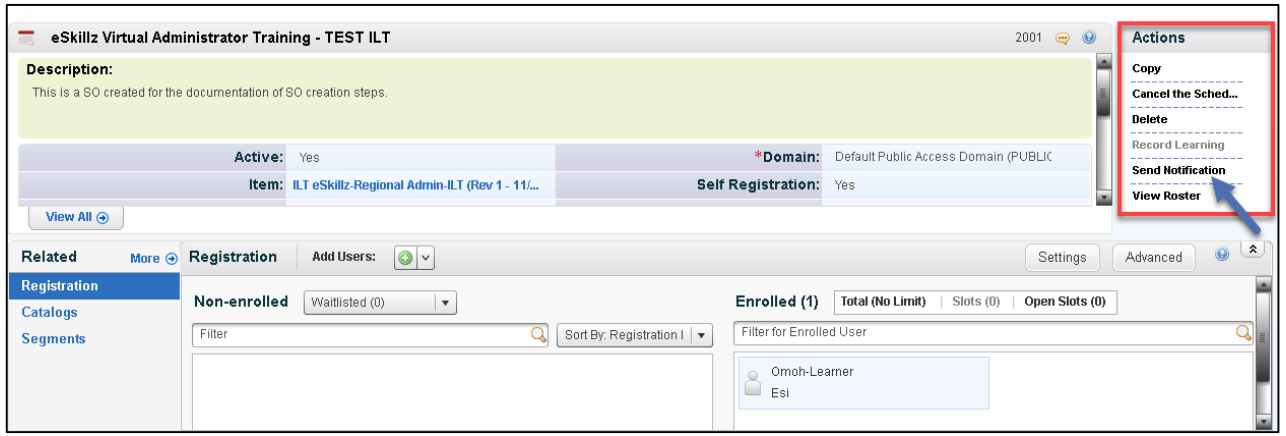
- Navigation: Tools > Scheduled Offering Notification
- Trigger emails to:
  - Users
  - Supervisors
  - Instructors
  - Contacts (Other)

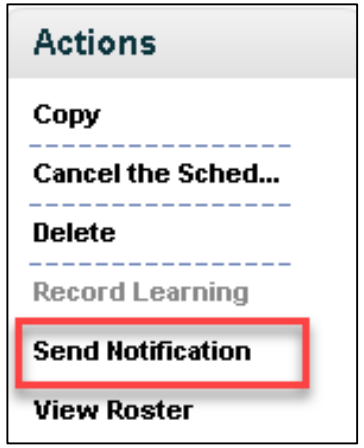


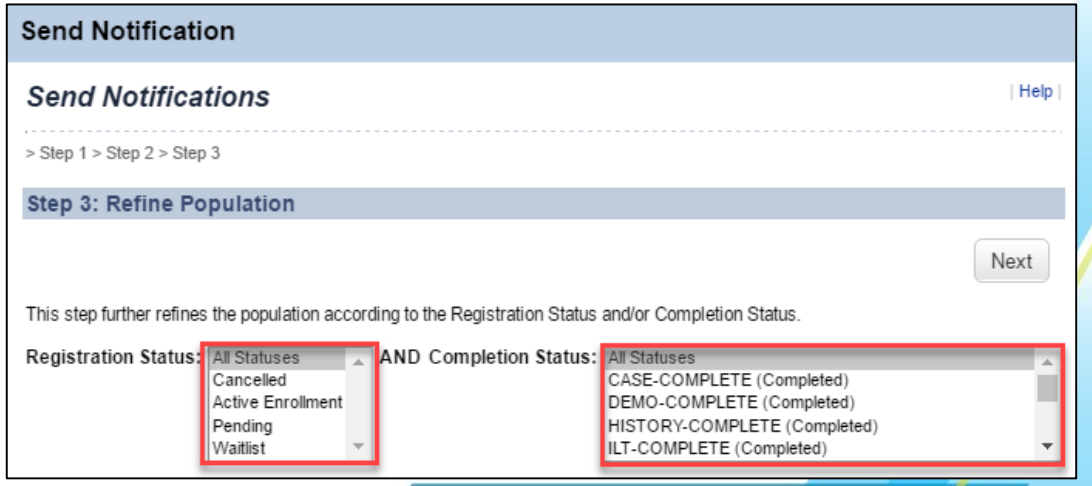


Notifications via Scheduled Offering

- Navigation: SO > Actions > Send Notification
- Send notifications based on various *Registration* and *Completion* statuses.
- Trigger emails to:
  - Users
  - Supervisors







Scheduled Offering - Notifications

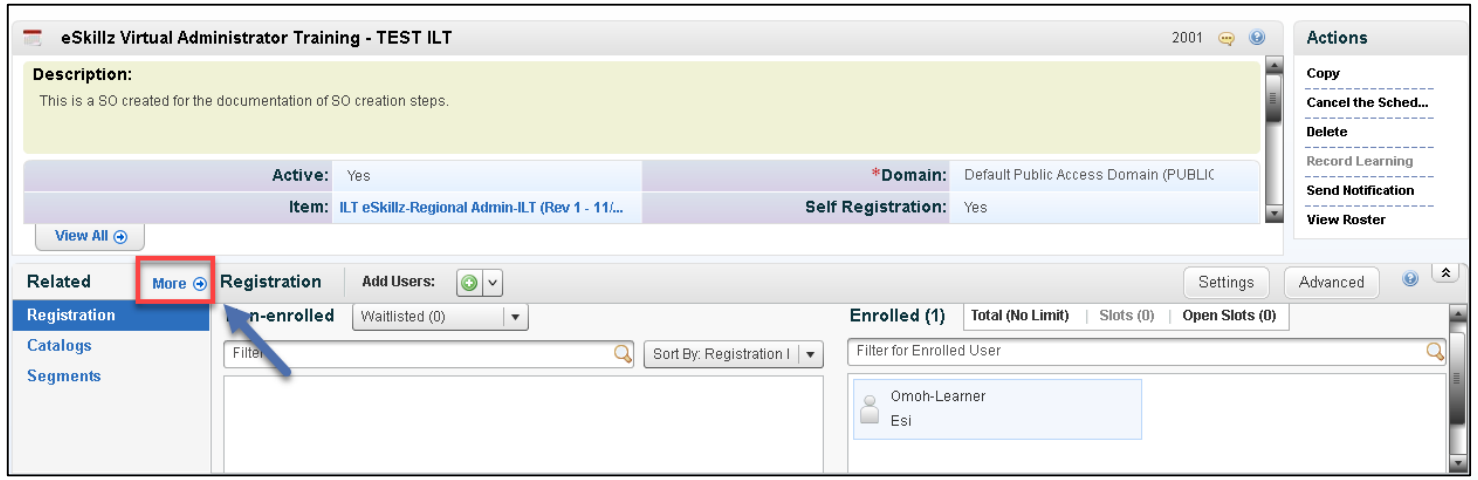
Two Ways:

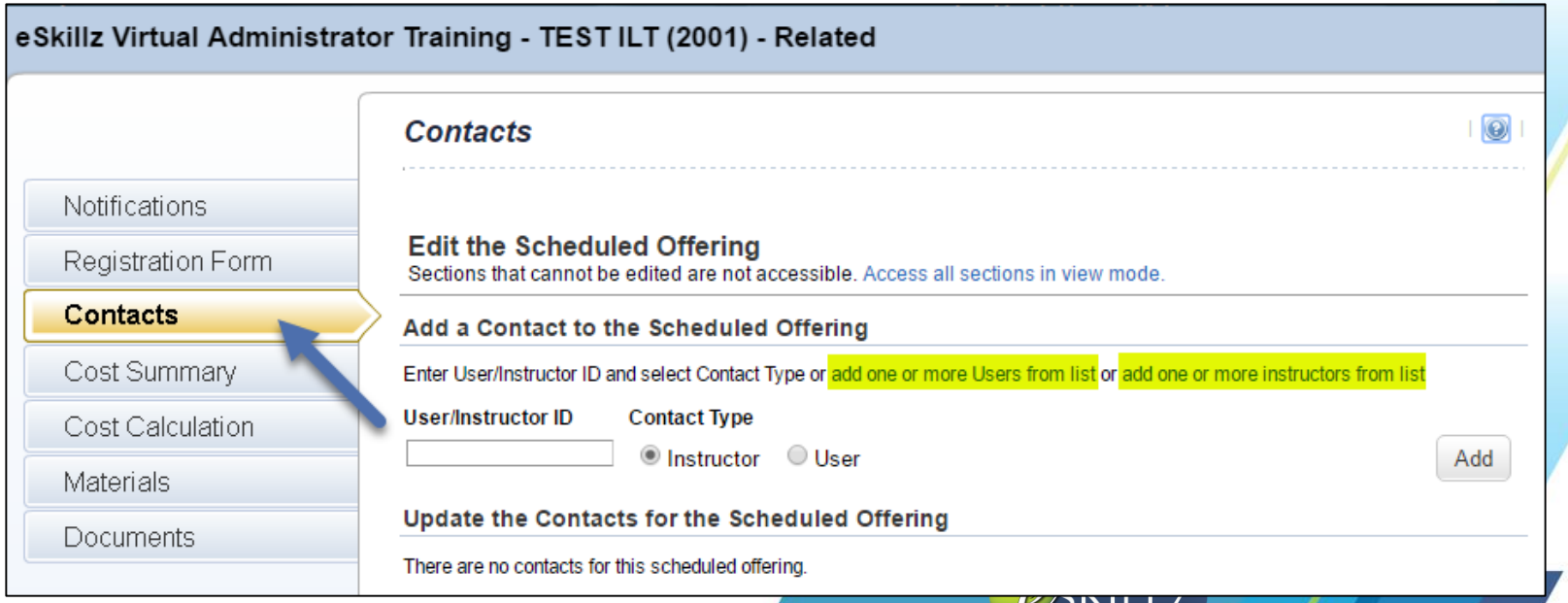
Tools > Scheduled Offering Notification

SO > Actions > Send Notification

Scheduled Offering Resources: Contacts

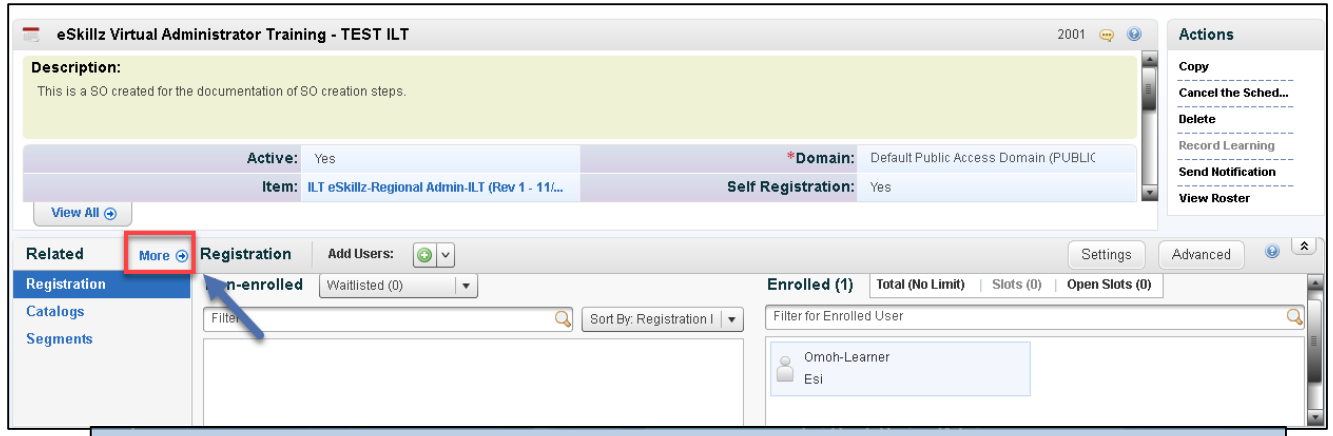
- Contact – The name of the contact person associated with the SO.
- Options include:
  - Users
  - Instructors

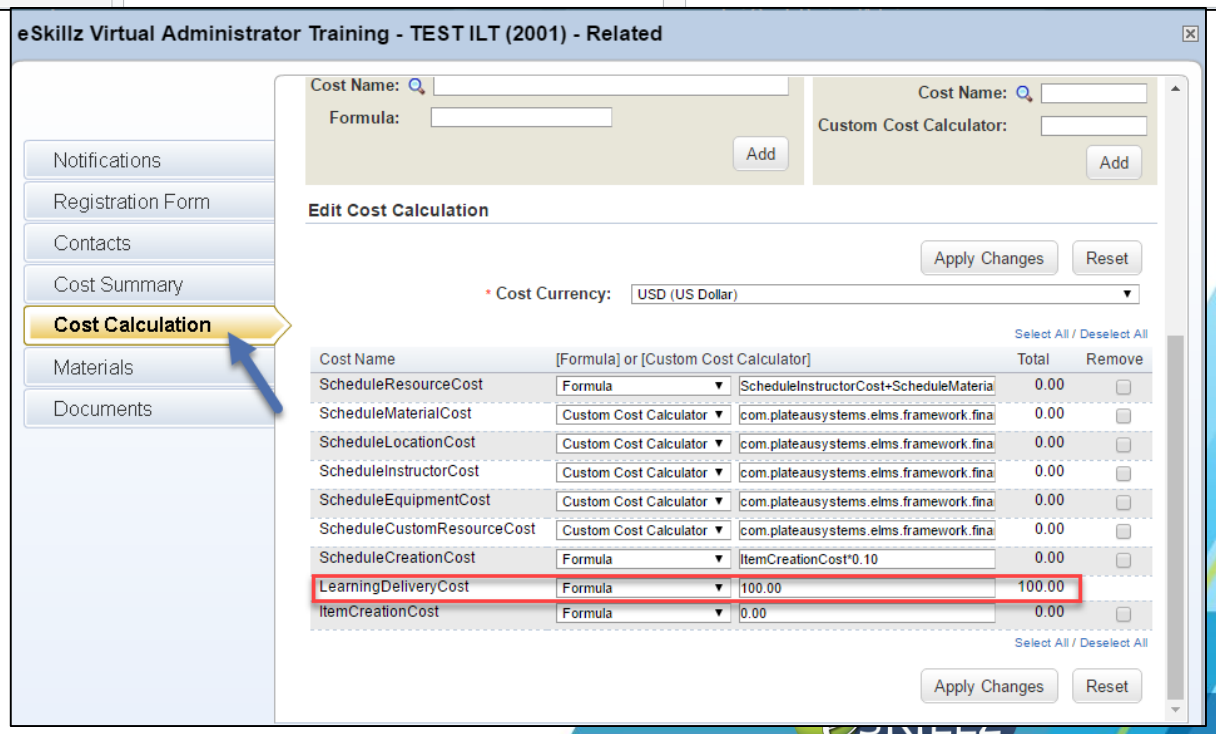




Scheduled Offering Resources: Learning Delivery Cost

- Learning Delivery Cost – The total cost of the Scheduled Offering.
- Cost Calculation > Learning Delivery Cost





Scheduled Offering - Resources

Contacts

Learning Delivery Cost

Break Time

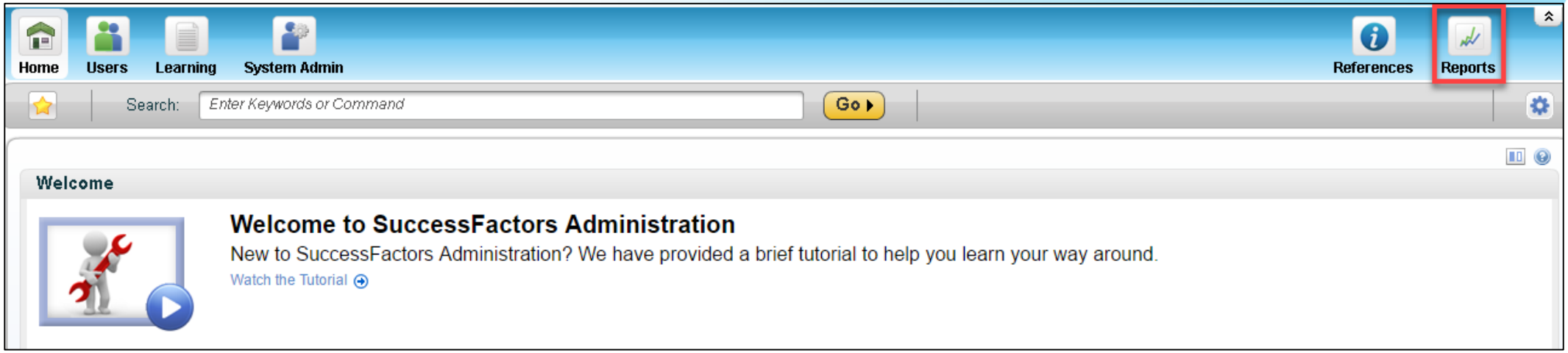
Please be back at your computer in minutes.

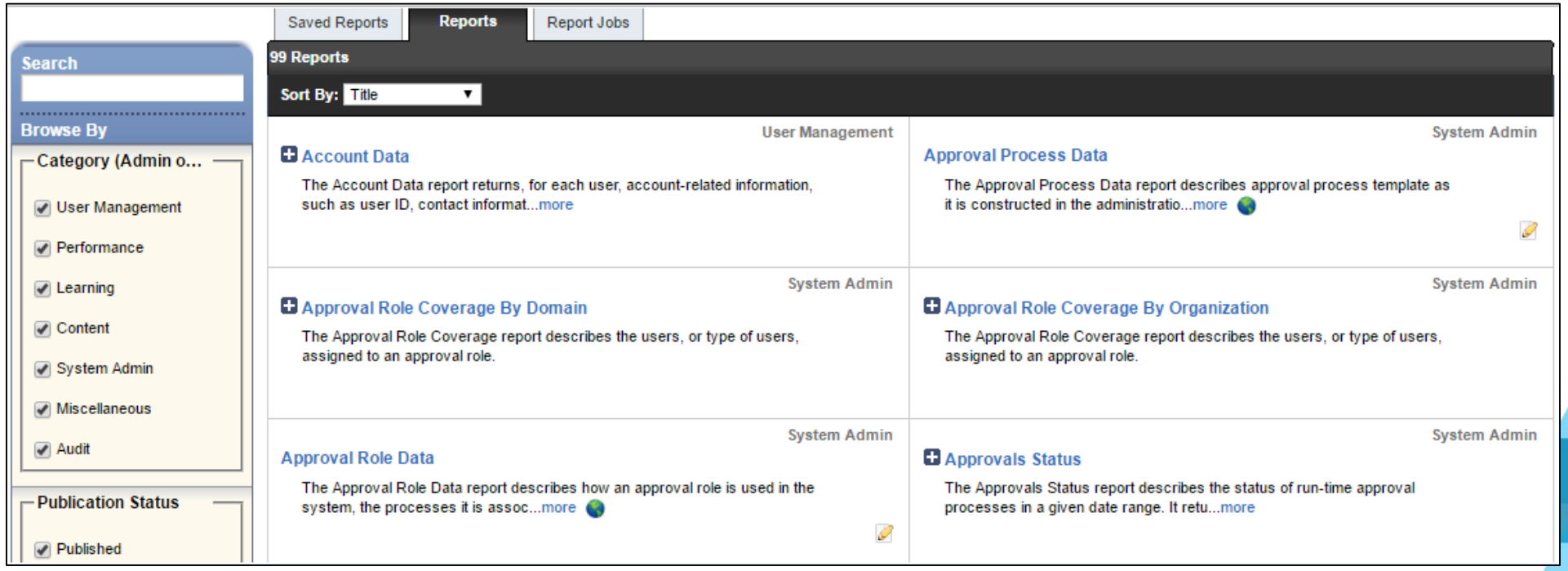
Scheduled Offering - Resources

Contacts

Learning Delivery Cost

Reports


Home
Users
Learning
System Admin
References
Reports
Search:
Enter Keywords or Command
Go
Welcome
Welcome to SuccessFactors Administration
New to SuccessFactors Administration? We have provided a brief tutorial to help you learn your way around.
Watch the Tutorial


Saved Reports
Reports
Report Jobs
Search
Browse By
Category (Admin o...
User Management
Performance
Learning
Content
System Admin
Miscellaneous
Audit
Publication Status
Published
99 Reports
Sort By: Title
User Management
Account Data
The Account Data report returns, for each user, account-related information, such as user ID, contact informat...more
System Admin
Approval Process Data
The Approval Process Data report describes approval process template as it is constructed in the administratio...more
System Admin
Approval Role Coverage By Domain
The Approval Role Coverage report describes the users, or type of users, assigned to an approval role.
System Admin
Approval Role Coverage By Organization
The Approval Role Coverage report describes the users, or type of users, assigned to an approval role.
System Admin
Approval Role Data
The Approval Role Data report describes how an approval role is used in the system, the processes it is assoc...more
System Admin
Approvals Status
The Approvals Status report describes the status of run-time approval processes in a given date range. It retu...more

Common Reports

99 Report Types Available

17 Common Reports

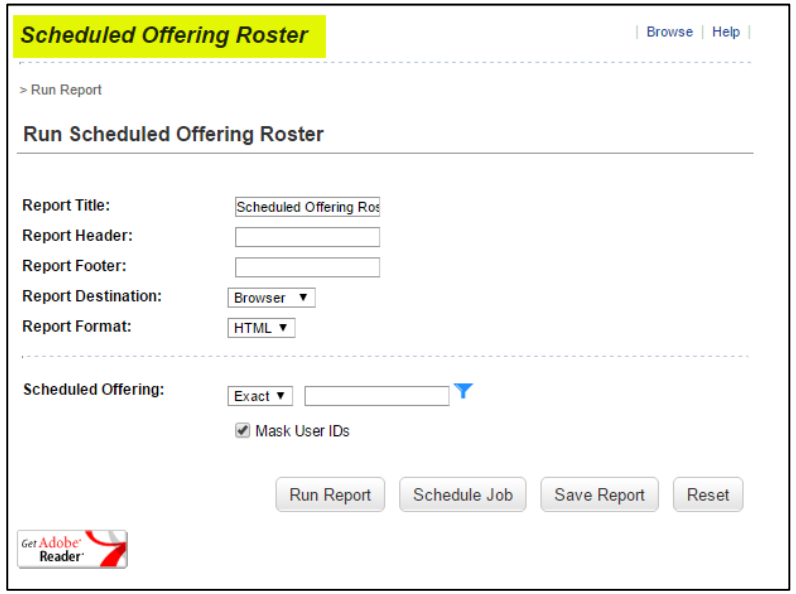
- **Certificate of Completion for Offerings** – Displays certificates of completion for users by SO.
- **Class Location** – Displays locations associated with each SO.
- **Curriculum Status** – Displays *curricula* and user completion status.
- **Curriculum Item Status** – Displays *curricula,* items assigned to each curriculum, and user completion status.
- **Facility Data** – Displays a list of all facilities (including locations) in the system.
- **Item Evaluation** – Displays average result information for each evaluation (all responses).
- **Item Evaluation By Individual Response** – Displays average user response per survey question (average response per question).
- **Item Evaluation By Instructor** – Displays average results by instructor.

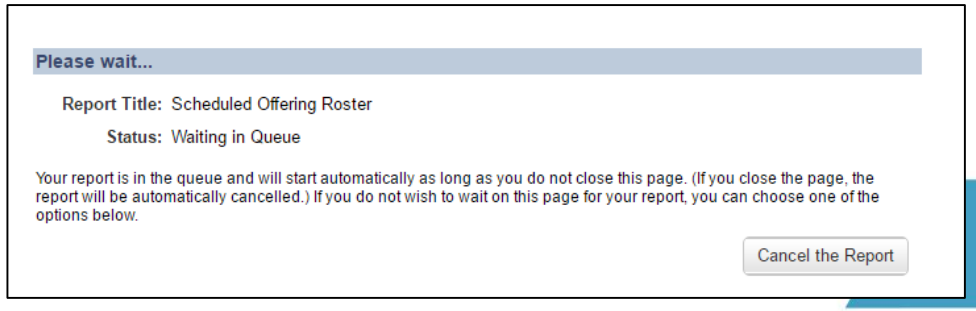
Common Reports…continued

- **Instructor Data** – Displays detailed information on all listed instructors.
- **Learning Calendar** – Displays a list of daily learning events scheduled between two dates.
- **Learning History** – Displays entire *completed* learning for selected users.
- **User Learning Plan** – Displays entire *incomplete* and *completed* learning for selected users.
- **Registration Status** – Displays detailed registration information by SO.
- **Room Utilization** – Displays the number of scheduled segments for each room location.
- **Scheduled Offering Data** – Displays detailed information on each SO including registration data and delivery costs.
- **Scheduled Offering Roster** – Displays a roster of registered users in a SO.
- **Slot Status** – Displays the current status of SO slots.

Scheduled Offering Roster Report

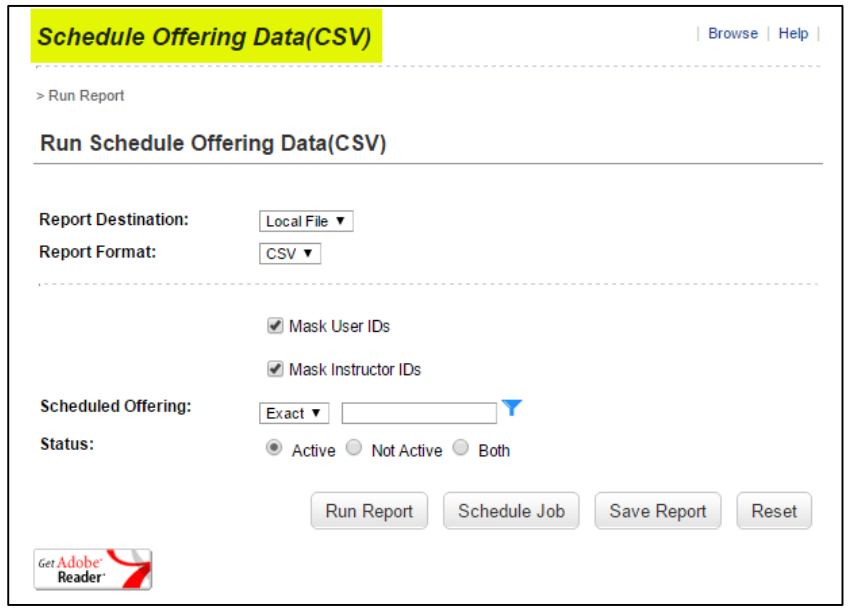
Displays a roster of registered users in a SO.

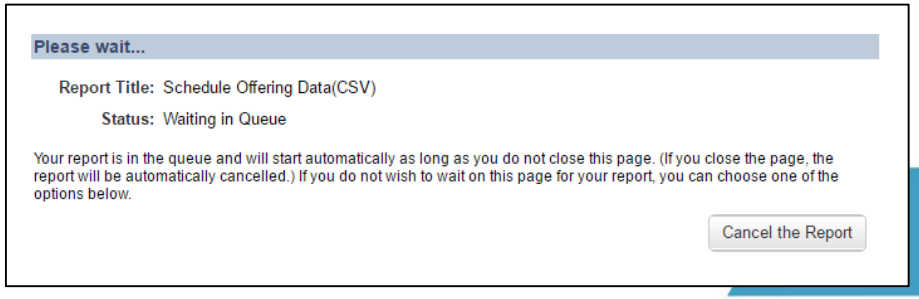




Scheduled Offering Data Report

Displays detailed information on each SO including registration data and delivery costs.





Reports

Scheduled Offering Roster
Scheduled Offering Data

Regional Admin Training 203 - RECAP

Training Objectives

- Scheduled Offering Administration (continued)
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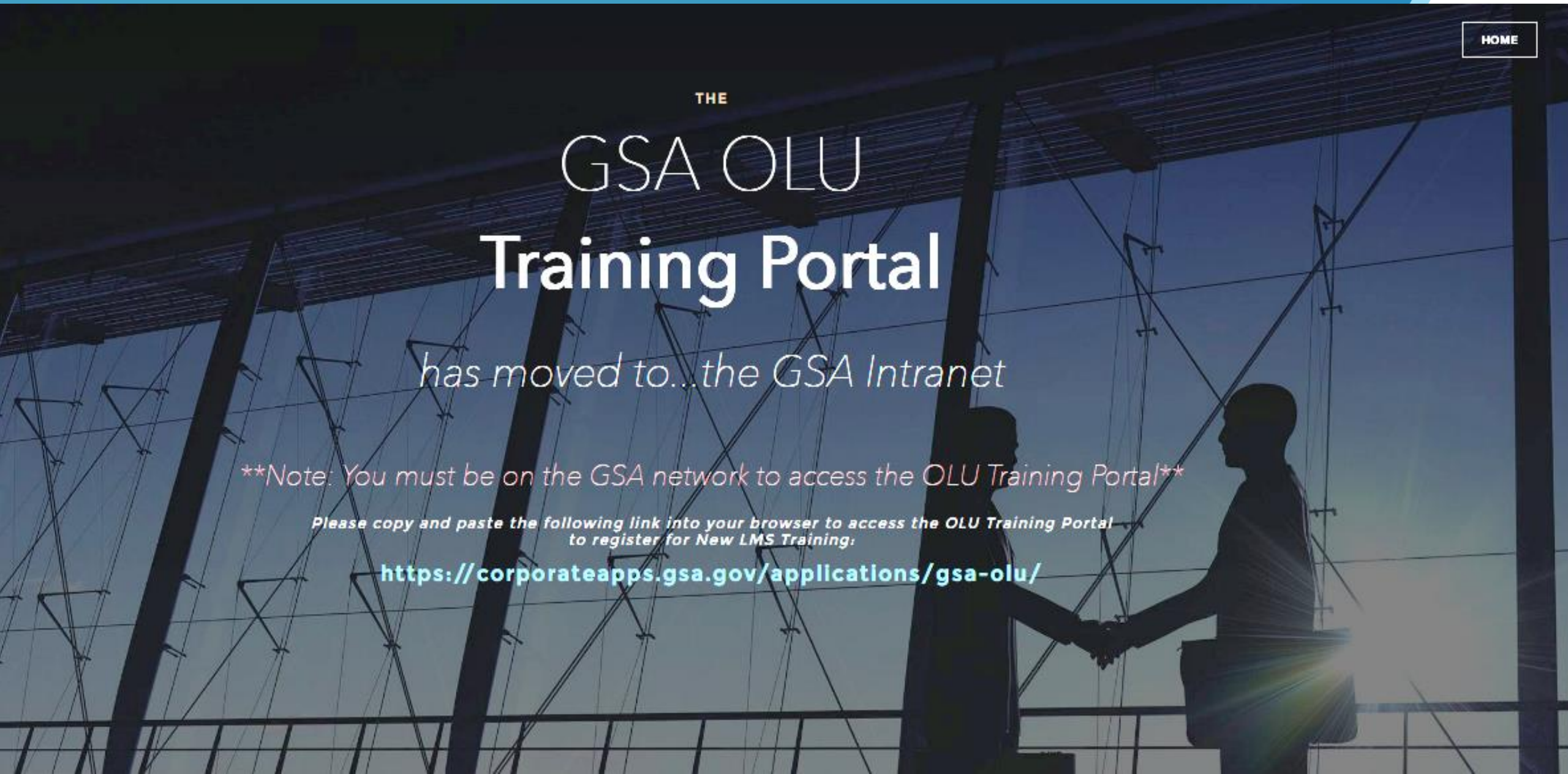

Thank You!

The Support You Need, When You Need It.

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