University of Toronto, LLC
SuccessFactors LMS
NEW ADMIN UI

2.0 - Job Aid
This job aid provides you with a high-level overview on the changes on the new Admin user interface

The SuccessFactors Admin user interface has been revamped and is no longer **flash** based. This will allow better access on difference browsers moving forward for admins. The following will highlight changes at the UI level with references to other job aids going into deeper details on the tasks of managing training.

This is how the UI is displayed when you access the Admin area of the LMS

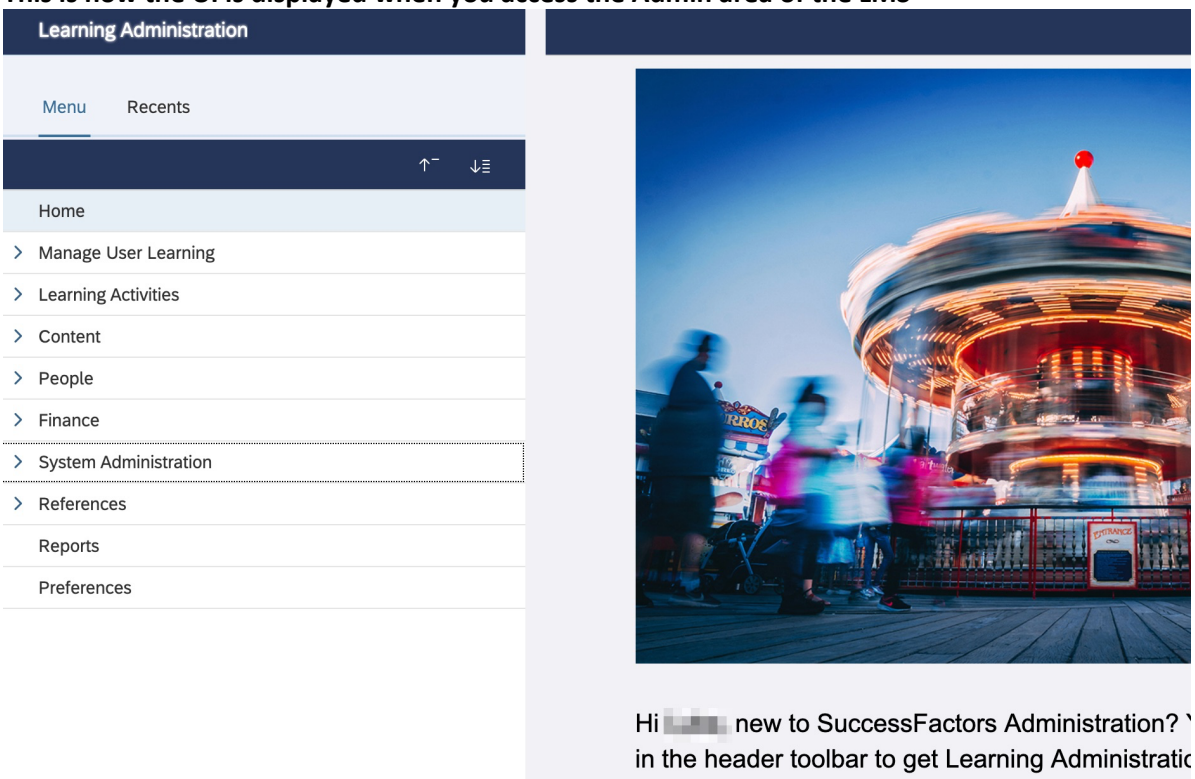
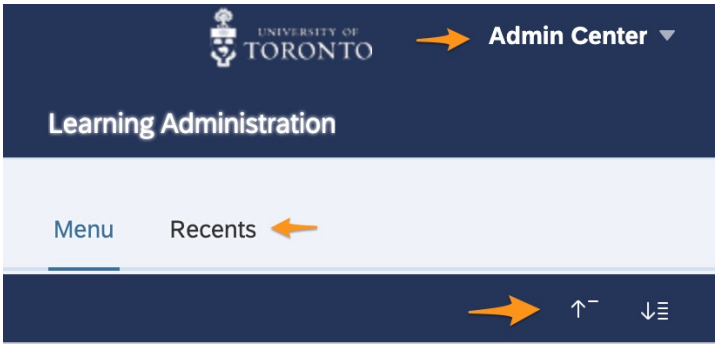


Figure 1-New Admin UI

1. The **Admin Centre** drop down can take you to the various other modules in the SF including the Learning tile.
2. The **Recents** tab allows to access prior items, classes or users making it easier to navigate in your workflow.
3. The **arrows** allow you expand the list or collapse it.



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1.1 The Menu Navigation

The menu navigation section contains menu choices that provide access to the main functional areas in SAP SuccessFactors Learning. Below are the menus that you will frequently use their respective purposes.

Please note: Access to the functional areas may differ depending on the permissions in the admin role you have assigned.

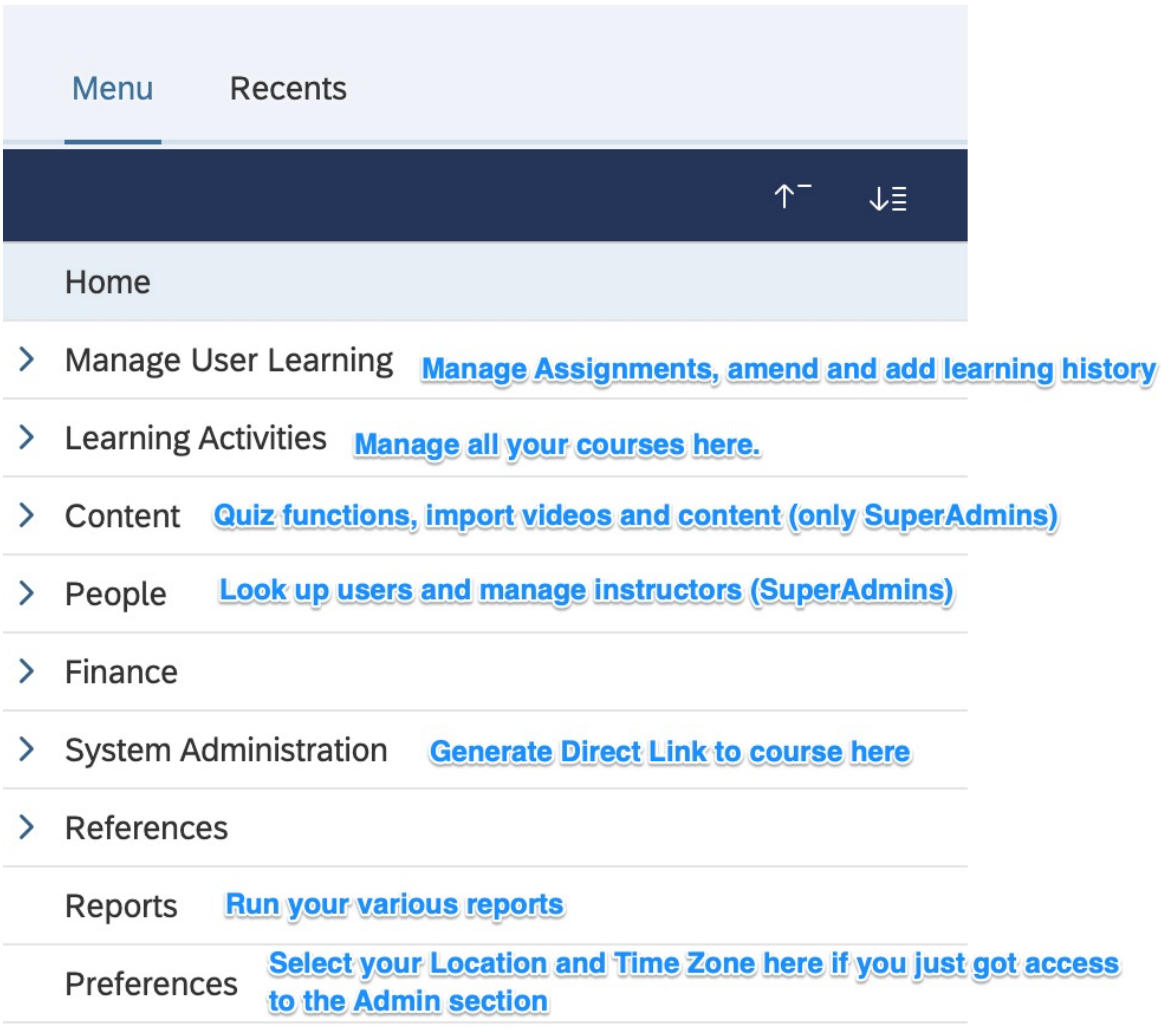

Figure 2 - Menu Navigation

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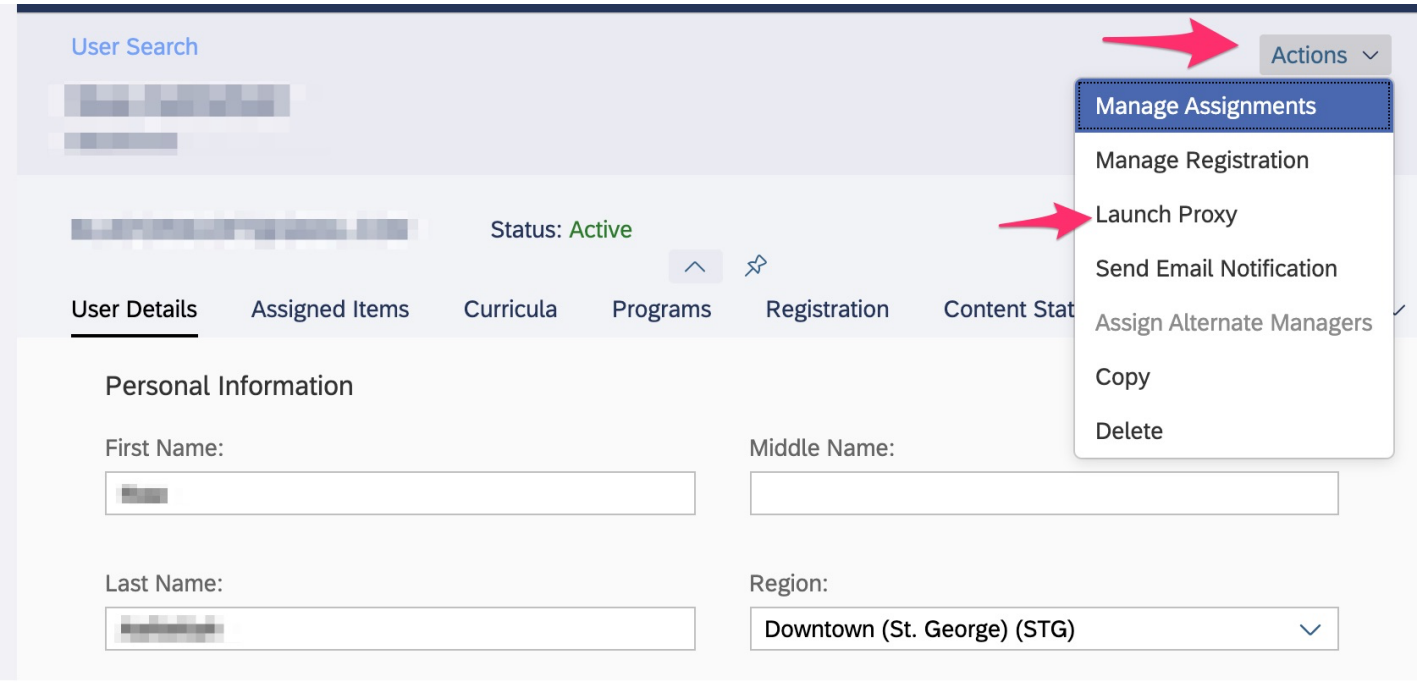
1.2 Learning Activities

This tab allows you edit courses like you previously had in the last UI. Nothing much has change except **scheduled offering** is now called **Classes** and **Catalog** is called **Library**.

Please refer to **Job aids (3.0-3.2)** on how the interface has changed and what you need to know to manage classes.

People
This tab is where you can look up users, check and edit their registrations. You can also **proxy** into their learning profile to check their learning tile or view their learning history to make sure any changes you make to their profile displays accurately.



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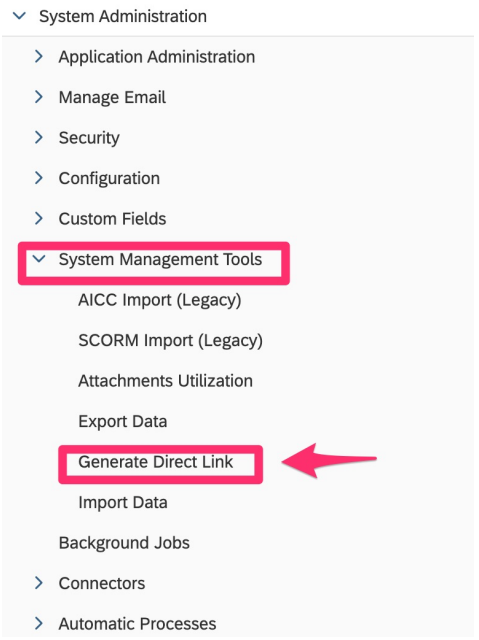
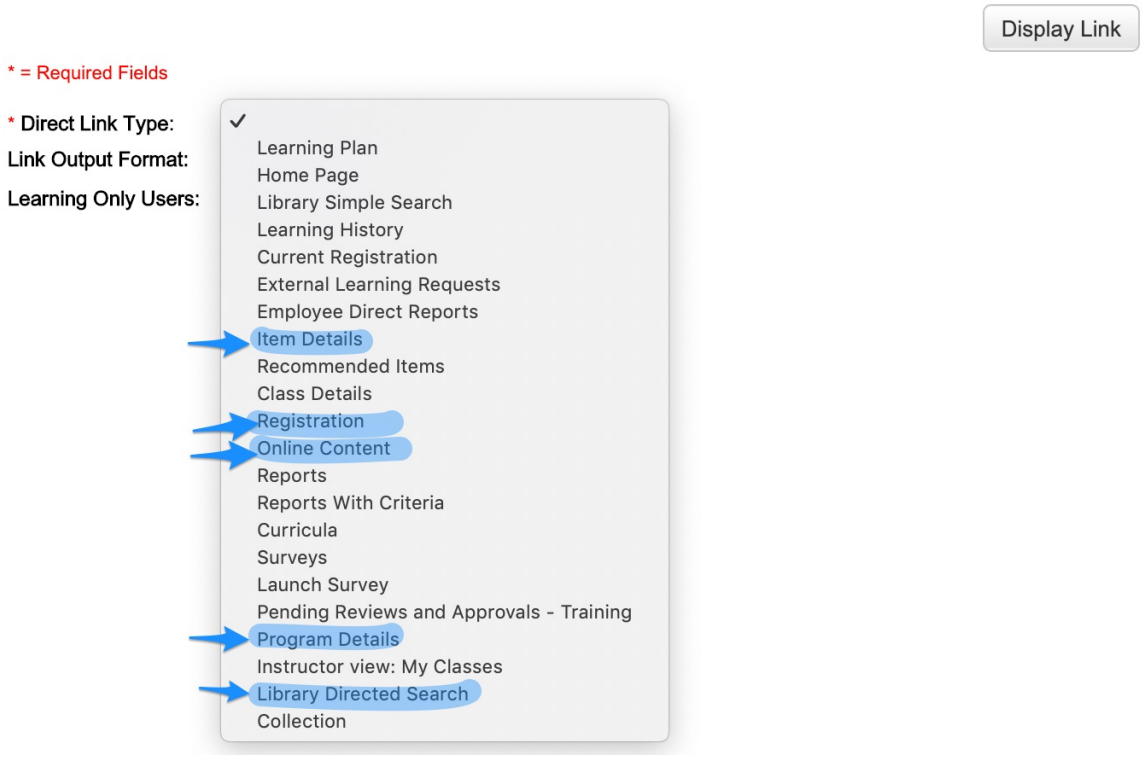
1.3 System Administration - Generate Direct Links to your courses.



The only function in this tab is creating a **direct link** to a class/program or item that you can share in your newsletter or email to staff.
Make sure to always test the link in a browser before sending it off.

There is a long list of possible direct links you can create. I have highlighted the most common that you will find useful from the drop down – **Direct Link Type.**

Item details – Direct link to the item itself e.g. LLC-1055
Registration – Direct link to the class registration for above item. e.g. 545
(Class Details allow the same thing)
Online Content – Direct link to an online item content e.g. virtual online video
Program Details – Direct Link to a program. e.g. HRIS or FIS
Library Direct Search – This unique link allows you to preselect a **search** criterion from the main catalog that will display the results which you can share with staff. E.g. **Category**: blank, **keyword**: performance, **report Category**: online.
It will display any online courses with performance that are online.



1.4 Reports
Please see job aid 3.4 in running the various reports.

Final thoughts

There are many features still untapped that over time, we will be able to turn on in the LMS. Constant interaction and engaging with the tools in the system will allow you to be comfortable in the long run in managing training for your department. As always for any assistance or issues, email lms.help@utoronto.ca.

I would also encourage staff to use the mobile platform of SuccessFactors which has been updated to allow for ease in registration, and also watching online content directly on various devices. Please see job aid 2.1 on mobile use and how it can facilitate quick independent learning for staff online.