

University of Toronto, LLC

SuccessFactors LMS

Record Completions for Classes



3.3 - Job Aid

This job aid allows learning administrators to mark attendance for classes

There are a few different ways to manage completion history for classes.

Manually

- Front End – *Instructors only (use for 35 or less registrants)*
 - My Classes Tab

Go to your learning tile and select **my classes** from the top tab. Select from your current or past classes. Click on users. To record completions:

 - Click **select all** if all in attendance or **select all** and then de-select the no-shows.
 - Click on **record completions** at the bottom and follow the prompts.
 - Apply default status of **attended** or **completed** and click **Apply**. It will propagate to the rest of the users. Click **Next** and **Next** again till the end screen and hit **Finish**.

Any surveys attached to the item will be sent out to user after you do this step.
- Back End – *Instructors/Admins access*
 - Within the Class details

Search for the class in the Admin LMS. Click on **Registrations**. Select **Actions** from top right and click on **add to learning history**. To record completions:

 - Select the individuals that did not show using the checkbox, click **apply** to remove them from the list and then select **Next**.
 - Apply default status of **attended** or **completed** and click **Apply**. It will propagate to the rest of the users. Click **Next** and **Next** again till the end screen and hit **Finish**.

The screenshot shows the 'Arbor Fundamentals' class page. A blue arrow labeled '1' points to the 'Class Search' field. Another blue arrow labeled '2' points to the 'Registrations' tab. A third blue arrow labeled '3' points to the 'Actions' dropdown menu. A fourth blue arrow labeled '4' points to the 'Add to Learning History' option in the dropdown menu. Below the dropdown, a table shows one enrolled user.

User ID	User Name	Organization	Registration Status	Completion Status	Time Slot Attendance
00129752	[Redacted]	(00000298) Human Resources	Enrolled		0

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How to check if registrants are marked completed

You can check registrants' completions by going to your class and click on the right-side filter icon. The pop up will allow you to sort by completion status.

Note: If you have a mandatory survey attached to the item, you will only see completion status if the registrant completes the survey. For non-mandatory surveys, this is not the case and you will see completions or marked attendance for the class.

The screenshot shows the SuccessFactors LMS interface. At the top, there is a 'Class Search' header and an 'Actions' dropdown. Below this, there are search filters for 'Start Date: 11/26/2020 01:00 PM', 'Instructor: No Name', 'Enrolled: 23', 'Location: Remote Learning (VL-REMOTE)', 'Waitlisted: 0', and 'Facility: Virtual Learning (VONLINE)', 'Open Seats: 17'. A 'User Group' filter is also visible with a 'Reset' button. A filter menu is open, showing 'Group Order' with 'Ascending' selected and 'Descending' unselected. Under 'Group By', 'Registration Status' is selected, 'Completion Status' is unselected, and 'None' is unselected. A blue arrow points to the 'Completion Status' option. At the bottom of the filter menu, there are 'OK' and 'Cancel' buttons, with a blue arrow pointing to the 'OK' button. The background shows a table with columns for 'Registration Status', 'Completion Status', and 'Time Slot Attendance'. The table contains several rows, all with 'Cancelled' in the 'Registration Status' column and '0' in the 'Completion Status' column. A blue arrow points to the filter icon in the top right corner of the table.

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Note: If after you recorded learning for all users in a class but you need to manually add another staff to class and mark completion, you can do it using next step below.

Add to Learning History for Multiple Courses

You can add training history for multiple courses using the option highlighted below.

- Go to the **LMS Admin** and select **Manage User Learning** and click on **Add Learning history**.
- On the screen to the right, you can select **by item** or **class**. In this example, multiple classes were selected by typing in the class ID and clicking on Add or you can search for via the magnifying glass.
- Click on **Auto-fill registration** that will populate users from that class into the list. You can remove no-shows if you wish at this time. Click **Next** and follow the format as you have done for recording of history of users.

The screenshot shows the 'Manage User Learning' section in the LMS Admin interface. The 'Add Learning History for Multiple Courses' option is highlighted. The main content area displays a wizard for adding learning history records. The wizard includes a 'What kind of learning do you want to add to history?' section with radio buttons for 'Item', 'Class', and 'External Event'. The 'Class' option is selected. Below this is a 'Search & Add Classes' section with a 'Class ID' input field and an 'Add' button. A 'List of Selected Classes' table is shown below, with two classes listed. The 'List of Selected Users' section is also visible, showing a table of users with 'Remove' buttons for each user. The 'Auto Fill From Registration' button is highlighted.

Class ID	Item	Title	Start Date	
622	COURSE LLC-1092 (Rev 1 - 6/30/2020 12:21 PM Canada/Eastern)	Managing Complex Student Situations	7/22/2020	Remove
623	COURSE LLC-1092 (Rev 1 - 6/30/2020 12:21 PM Canada/Eastern)	Managing Complex Student Situations	8/5/2020	Remove

User ID	Name	
00060102		Remove
00062092		Remove
00008913		Remove
00145026		Remove
00214373		Remove
00008322		Remove
00002846		Remove
00206669		Remove

Marking attendance for those who were on waitlist but did attend the class.

- For a particular class, you need turn off any notification emails that go out to off for this instance. In the class details, scroll mid-way to the bottom and toggle these off. See figure below.

The screenshot shows the 'Access Settings' page in the LMS Admin interface. The 'Security Domain' is set to 'University of Toronto (UTOR)'. The 'Status' is 'Active'. The 'Email Confirmation for Admin-Initiated Actions' section has radio buttons for 'Yes' and 'No' for 'Email confirmation to the User:', 'Email confirmation to the Manager:', and 'Email confirmation to the Instructor:'. The 'No' option is selected for all three. The 'Email Confirmation for User-Initiated Actions' section has radio buttons for 'Yes' and 'No' for 'Email confirmation to the User:', 'Email confirmation to the Manager:', and 'Email confirmation to the Instructor:'. The 'No' option is selected for all three.

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Proceed to the waitlist individuals in the class registration and change the status to enrolled. You can then proceed to mark attendance from the Action tab or from the above steps. **If you are creating a new class, make sure to turn the email notification back on.**

User ID	User Name	Organization	Registration Status	Completion Status	Time Slot Attendance	Actions
Waitlisted (15)						
			Waitlisted		0	...
			Waitlisted		0	Edit Remove

Status: *

Waitlisted (WAITLIST) +

- Cancelled (CANCELLED)
- Enrolled (ENROLL)
- Waitlisted (WAITLIST)

Automatically - *Instructors/Admins access (For Adobe Connect Admins only)*

- Back End using VLS settings— **Adobe connect class only**. For VLS sessions using adobe connect, you have the option to auto capture attendance based on a few details you set up. When you set up your class, under VLS, click Active and select the percentage attendance.
- The system calculates attendees' participation time by dividing the total time of the session (as determined by when the instructor launched and ended it) into the time that a user spent in the session. If you lower the percentage, you are more likely to capture the attendance for those coming in late or need to leave earlier. **Leave it between 40-50%**. Completion statuses can be kept at **attended** or **partially attended** or **no show**.

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Edit Learning History - Instructors/Admins access

- User – Sys Management
 - If you need to edit a user record after recording history, you can use the edit learning history by going to User and system management.
 - Select **class** to display complete recorded for registrants in that class.
 - Click on **edit** and on next page, change **completion status** and click **apply** changes.

The screenshot displays the 'Manage User Learning' sidebar on the left, with 'Edit Learning History' selected. The main content area shows search filters for 'User ID', 'Description', and 'Classes'. The 'Classes' filter is set to '635'. Below the filters are 'Search', 'Save As', and 'Reset' buttons. A 'Field Chooser' section is visible above the search results table. The table shows two records for completed courses.

User ID	User Name	ID	Description	Completion Date	Completion Status
00207157	[Redacted]	COURSE LLC-1044V (Rev 1 - 7/8/2020 09:52 AM Canada/Eastern)	Mastering the Mental Game of Resilience	10/20/2020 11:30 AM Canada/Eastern	Completed
00204557	[Redacted]	COURSE LLC-1044V (Rev 1 - 7/8/2020 09:52 AM Canada/Eastern)	Mastering the Mental Game of Resilience	10/20/2020 11:30 AM Canada/Eastern	Completed