



The Unofficial Guide to **Oracle[®] Learning Management**

for Learners, Managers, and Instructors

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The Unofficial Guide to Oracle® Learning Management for Learners, Managers, and Instructors

Specific to Version 12.2



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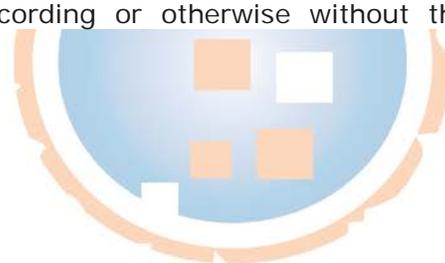
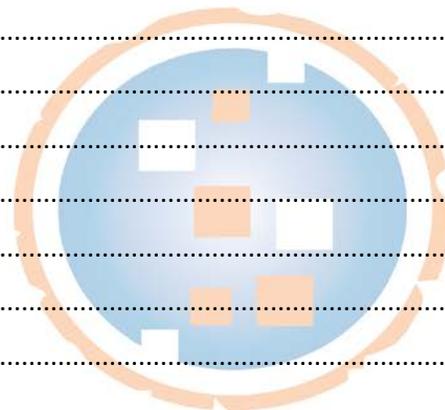


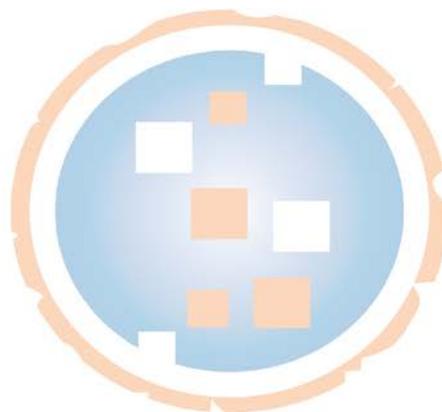
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Tips for Navigating this User Guide

This user guide is separated out by role and provides details for Learners, Managers, and Instructors. There are several formatting conventions used to help you. The following icons denote best practice recommendations, pitfalls to avoid, technical explanations, and key questions to ask yourself when using Oracle Learning Management:



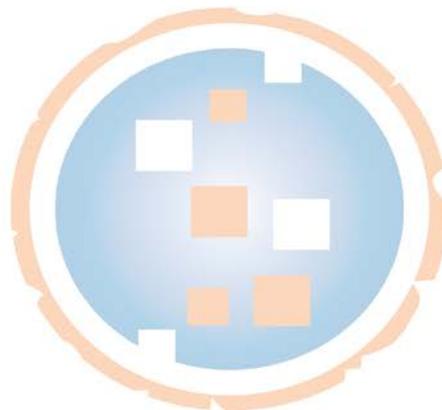
Tips and best- practice recommendations



Pitfalls to avoid



Technical details



Welcome to Oracle Learning Management

Provide a Single Source of Training Truth for Your Organization

Oracle Learning Management (OLM) provides you with the ability to manage all aspects of your training in a single location. Because OLM integrates seamlessly with your existing Oracle Human Resources system, your personnel and assignment information is updated in real time, immediately giving you access to the training you need.

Here are some of the features available in Oracle Learning Management that will be expanded upon in this in-depth user guide:

- Manage your enrollments and subscriptions;
- Create and subscribe to Learning Paths to track your long-term learning goals;
- Get certified (once or on a recurring basis);
- Achieve competencies based on successful completion of a Course, Learning Path, or Learning Certification;
- Find training based on your current job or future goals;
- Participate in online Discussion Forums and Chats;
- View learning history for your direct reports;
- Update enrollment information for Learners that are attending a Class that you're scheduled to teach.



Employees



- Allow self-enrollment in Classes;
- Consume training materials in a variety of formats;
- Maintain a detailed record of all training-related activities.

Managers



- Manage training for direct reports;
- Require approvals to maintain control over schedules and costs;
- Create customized Learning Paths for individual employees.

Trainers



- Keep track of schedule for up-coming Classes;
- Update attendance information;
- Collaborate with students through online forums and chats.

Administrators



- Track completion and renewal information for compliance training;
- Manage enrollments and waitlists;
- Keep all training-related information in one place.

Understanding Key Learning Management Definitions

Catalog – The Oracle Learning Management *Catalog* is a nested, hierarchical structure used to administer your organization’s training in a systematic fashion. It’s essentially the heart and soul of Oracle Learning Management, and is built using the following objects: *Categories, Courses, Learning Paths, Learning Certifications, Offerings, Classes, and Sessions*.

Category – Similar to folders on your computer or network, *Categories* are used to organize the Learning Management Catalog into logical sections. *Categories* can contain Courses, Learning Paths, Learning Certifications, Forums, and Chats.

Course – A *Course* defines the subject matter and organizational objectives for the training that you are delivering to your Learners. It is what you are teaching.

Offering – An *Offering* defines the *Delivery Mode* and language of a *Course*. Examples include instructor-led training, online self-paced training, live webinar, or offline self-study. It is how you are teaching the material to your Learners. A *Course* can have multiple Offerings.

In Oracle Learning Management, a *Delivery Mode* is a way of serving training to Learners using a method that is either online or offline and synchronous (scheduled) or asynchronous (self-paced):

Offline Synchronous: This type of *Delivery Mode* occurs outside of the system and is scheduled to happen at a specific time and in a specific place. An example would be an instructor-led training held in Dover, New Hampshire.

Offline Asynchronous: This type of *Delivery Mode* occurs outside of the system and happens at the Learner’s own pace. An example would be a physical book that the Learner reads offline.

Online Synchronous: This type of *Delivery Mode* is launched directly from the system and is scheduled to occur at a specific time. An example would be an instructor-led, live Webinar. The play button on the Learner Home page is only illuminated during the specific date and time allocated for the Class.

Online Asynchronous: This type of *Delivery Mode* is launched directly from the system is launched at the Learner’s own pace. An example would be an Oracle User Productivity Kit E-Learning topic, or a recording of a live webinar given previously.

Classes – A *Class* is an instance of an *Offering* that your Learner actually enrolls into. As an example, it is a specific date, time, and location for a *Course* that is being delivered through an instructor-led *Offering*. It is also the *Catalog* object that your Learner chooses to enroll in for an online, self-paced e-learning *Offering*. For a Learner to consume training content in Oracle Learning Management there must be a *Course, Offering, and Class*. Classes define the where and when of your training.

Sessions – A *Session* is a detailed agenda item or subdivision for a *Class*. It is most often used to separate resource bookings and scheduling. It is not required to have a *Session* for a *Class*.

Forum – A *Forum* is an online bulletin board that facilitates discussions between Learners and Instructors. Forums can exist at the *Category* level and be open to anyone that is given access to it, or Forums can be set up at the *Class* level and only be accessible to Learners that are enrolled in the *Class*.

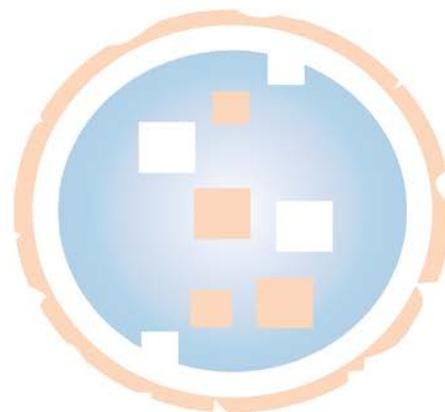
Chat – A *Chat* is a scheduled, live discussion that allows Learners and Instructors to collaborate in real time using plain text. Just like *Forums*, *Chats* can exist at the *Category* level or the *Class* level.

Learning Path – A *Learning Path* is a collection of *Courses* that satisfies a long-term training goal that a single *Course* cannot satisfy on its own.

Learning Certification – A Learning Certification is an object that contains one or more component *Courses* that must be completed within a specific time period. These components may or may not be subject to validity periods and renewal options.

Learner Access – *Learner Access* determines who can view and enroll in / subscribe to training within the Catalog (optionally subject to manager approval).

Competency – A *Competency* (also known as *Competence*) is a defined skill with a structured guide for evaluating and developing supporting behaviors for the skill as an individual employee. Competencies can be awarded to Learners based on their completion of a *Course*, *Learning Path*, or *Learning Certification* (optionally subject to manager approval). *Competencies* can also be required for a Learner to have before they are allowed to take a *Course* or for an Instructor to be assigned to a specific *Class*.



Getting Started

- To access the Oracle Learning Management system, open a web browser and navigate to your Oracle E-Business Suite instance.

ORACLE

*User Name

*Password

Login Assistance

Accessibility: None

Select a Language: English

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- Enter your **User Name** and **Password**.
- Click the **Login** button.
- The first time you log into the system, you will be prompted to change your password:
 - Enter your old password
 - Enter your new password
 - Confirm your new password
- You will be brought to the main *Oracle Navigator* page.

ORACLE E-Business Suite

Favorites Diagnostics Logout Preferences Help Personalize Page

Enterprise Search All Go Search Results Display Preference Standard Logged In As ASAULNIER

Oracle Applications Home Page

Main Menu Personalize

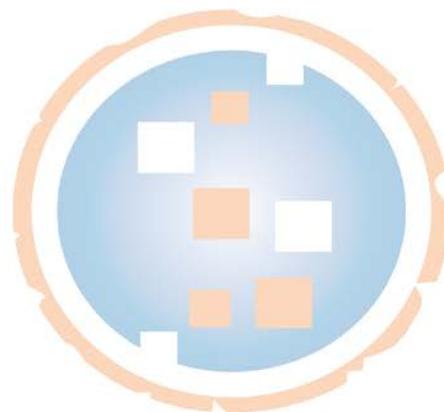
- Learner Manager
- Learner Self-Service
- Learning Administrator
- Learning Instructor Self-Service

My Worklist Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

- Please note that your screen may look a little bit different, depending on which roles and responsibilities you have access to in your environment.
- The four main responsibilities available for Oracle Learning Management are:
 - *Learner Self-Service* – where employees will access their training details;
 - *Learner Manager* – where supervisors will view and manage training for their employees;
 - *Learning Instructor Self-Service* – where Class facilitators will view details for training they have been assigned to teach;
 - *Learning Administrator* – where you will manage your Catalog structure, enrollments, subscriptions, resources, online content, and groups.

Details of what is possible within the Learner, Manager, and Instructor responsibilities are covered throughout this guide.



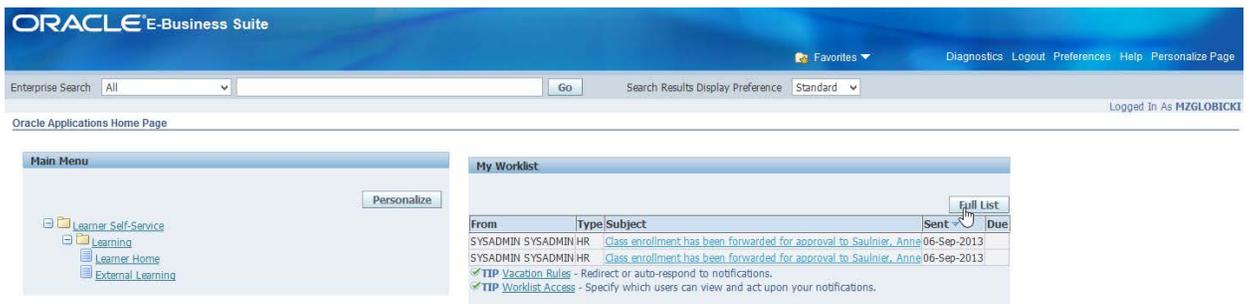
Common Tasks

Viewing and Closing Your Open Worklist Notifications

The Worklist shows notifications related to enrollments, subscriptions, due dates, and other data. You may specify other users you would like to be able to view and / or act upon your Worklist notifications.

To access your Worklist, log into your *Oracle E-Business Suite* instance and do one of the following:

- Immediately after login, you will be taken to the *Oracle Navigator* page.
 - Here you will see a section called *My Worklist*.



- To review a complete list of *Worklist* notifications from the *Oracle Navigator* page, click the **Full List** button on the far right side of the page.
- To review the details for an item in your Worklist, select the link for its **Subject**, and you will be taken to its details page.
- Alternately, you can view your Worklist via the *Current Learning* page:
 - Navigate to your *Current Learning* page.
 - View your Worklist by clicking on the, “**You have __ new notifications,**” link at the bottom of the *Announcements* section.



- Your *Worklist* will be shown.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home: Current Learning > Worklist

View Open Notifications Go

Select Notifications: Open Reassign Close

Select All Select None

Select	From	Type	Subject	Sent	Due
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input type="checkbox"/>	Zglobicki, Molly	HR	Successfully subscribed to Learning Path.	06-Sep-2013	
<input type="checkbox"/>	Zglobicki, Molly	HR	You have successfully enrolled in the class.	06-Sep-2013	
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input type="checkbox"/>	Zglobicki, Molly	HR	You have successfully enrolled in the class.	06-Sep-2013	

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- Click on the **Subject** of any notification you wish to view.
- The notification's details page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home: Current Learning > Worklist >

Information

This notification does not require a response.

Successfully subscribed to Learning Path.

OK Reassign Request Information

From Zglobicki, Molly
 To Zglobicki, Molly
 Sent 06-Sep-2013 14:20:48
 ID 5086989

Zglobicki, Ms. Molly has successfully subscribed you to the Learning Path detailed below.

Learning Path Advanced Professional Skills
 Start Date 01-Jul-2004

Return to Worklist

Display next notification after my response

OK Reassign Request Information

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

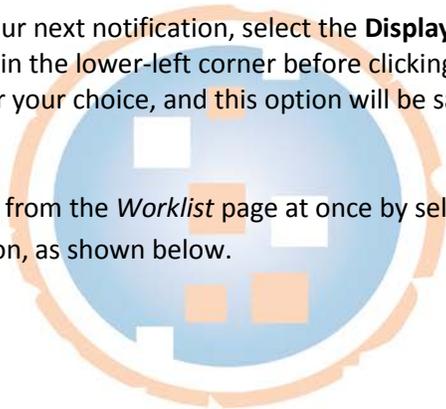
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- If you would like to close the notification so that it no longer appears in your Worklist, click the **OK** button.



If you would like to automatically view your next notification, select the **Display next notification after my response** checkbox in the lower-left corner before clicking an action button. The system will remember your choice, and this option will be saved / the box will remain selected.

- You can also choose to access multiple notifications from the *Worklist* page at once by selecting their check boxes and then clicking the **Open** button, as shown below.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home: Current Learning > Worklist

View Open Notifications Go

Select Notifications: Open Reassign Close

Select All Select None

Select	From	Type	Subject	Sent	Due
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input checked="" type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input checked="" type="checkbox"/>	Zglobicki, Molly	HR	You have successfully enrolled in the class.	06-Sep-2013	
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input checked="" type="checkbox"/>	Zglobicki, Molly	HR	You have successfully enrolled in the class.	06-Sep-2013	

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.

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- The first notification's details page will be shown.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home: Current Learning > Worklist >

Information

This notification does not require a response.

Class enrollment has been forwarded for approval to Saulnier, Anne

Step 1 of 3 Next OK Reassign Request Information

From SYSADMIN SYSADMIN
To Zglobicki, Molly
Sent 06-Sep-2013 14:21:01
ID 5086992

Action History

Sequence	Name	Action	Date	Notes
1	Zglobicki, Molly	Submit	06-Sep-2013 14:21:00	
2	Saulnier, Anne	Pending		

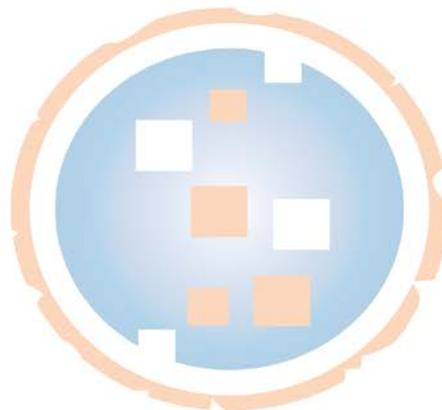
Return to Worklist Step 1 of 3 Next OK Reassign Request Information

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- To view the next notification, click the **Next** button.
- The next notification that you chose to view will be displayed.



If you selected only 2 notifications, you will see a **Continue** button rather than a **Next** button.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home > Current Learning > Worklist >

Information

This notification does not require a response.

You have successfully enrolled in the class.

Back Step 2 of 3 Next OK Reassign Request Information

From Zglobicki, Molly
To Zglobicki, Molly
Sent 06-Sep-2013 14:10:21
ID 5086980

You have successfully enrolled in the class below.

Class Name: Management Training Test (English, Self Paced Online) 23489
Enrollment No: 65982
Delivery Mode: Online Self-Paced
Expiration Date:
Your Enrollment Status is: Enrolled

Please keep a copy of this information for your reference.

Return to Worklist Back Step 2 of 3 Next OK Reassign Request Information

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- To close a notification from its details page, click the **OK** button.
- The notification will be closed and the next notification's details will be shown, or you will be returned to your main *Worklist* page.



When closing a notification from its details page using the **OK** button, the system will not display a warning; the notification will just be closed out.

- From the *Worklist* page, you can close an individual notification or multiple notifications at once by selecting it / them and clicking the **Close** button.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home > Current Learning >

Worklist

View Open Notifications Go

Select Notifications: Open Reassign Close

Select All Select None

Select From	Type	Subject	Sent	Due
<input type="checkbox"/> SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input checked="" type="checkbox"/> SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input type="checkbox"/> SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	
<input checked="" type="checkbox"/> SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013	

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- A *Warning* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Warning

All the selected notification will be closed.

Cancel Apply

Learner Home Course Catalog Learning History Home Logout Preferences Personalize Page Diagnostics

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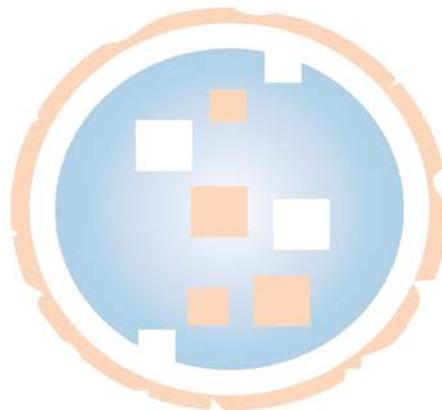
- Click the **Apply** button to move forward with closing out the notification(s).
- The notification(s) will be closed and you will be returned to your main *Worklist* page.



You cannot re-open a notification after it has been closed, but you can still view its details.

- To exit the *Worklist* page, you may use a breadcrumb trail link to either:
 - Return to your *Current Learning* page, if you accessed your *Worklist* via your *Current learning* page.

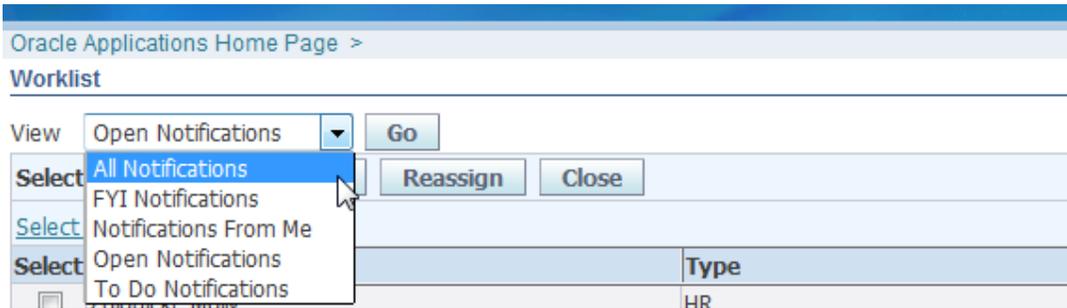
- Or be returned to the *Oracle Applications Home* page, if you accessed your *Worklist* via the *Oracle Navigator* page.



Viewing Different Types of Worklist Notifications

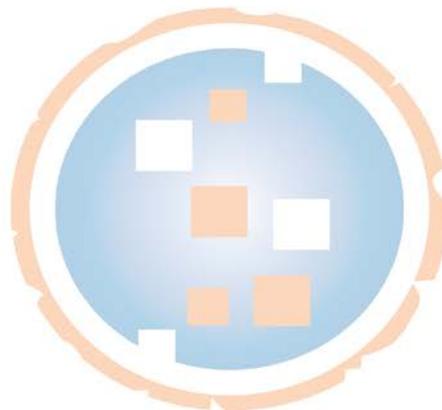
From the *Worklist* notifications page, you can use the *View* drop-down menu to access closed notifications or see other types of *Worklist* notifications.

- Choose the desired *View* option from the drop down menu, and click the **Go** button.



Note: Selecting the *All Notifications* option will make canceled and closed notifications visible. The system will automatically sort and display *All Notifications* in alphabetical order by *Status*.

- From this screen you can also select individual or multiple notifications, or the entire list to change their status or view them at once.



Reassigning Worklist Notifications

You can reassign notifications in two ways:

1. You may *delegate your response* to another user (grant another user the ability to respond to a notification on your behalf without transferring ownership of the notification to that user).
2. You may also choose to *transfer notification ownership* to hand over full responsibility and ownership of the notification(s) to the selected user.

- Navigate to your *Worklist* page.
- Select one or multiple notifications to reassign.

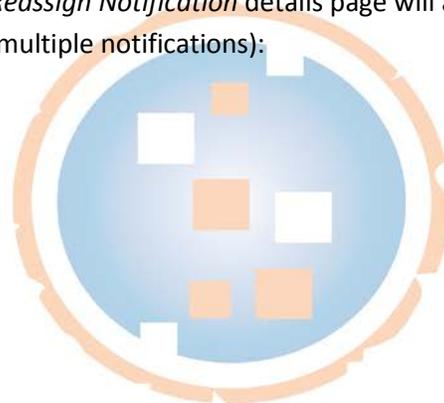


Multiple notifications can only be selected and reassigned collectively, as a group, to the same user. If you are reassigning multiple notifications to different users, you must select them based on their intended reassigments.

The screenshot shows the Oracle Learning Management interface. At the top, there's a navigation bar with 'Learner Home', 'Course Catalog', and 'Learning History'. Below that, there are tabs for 'Current Learning', 'Requested Learning', and 'Forums and Chats'. The main content area is titled 'Worklist' and contains a table of notifications. The table has columns for 'Select', 'From', 'Type', 'Subject', and 'Sent'. The 'Reassign' button is highlighted with a mouse cursor.

Select	From	Type	Subject	Sent
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013
<input checked="" type="checkbox"/>	Zglobicki, Molly	HR	Successfully subscribed to Learning Path.	06-Sep-2013
<input type="checkbox"/>	Zglobicki, Molly	HR	You have successfully enrolled in the class.	06-Sep-2013
<input type="checkbox"/>	SYSADMIN SYSADMIN	HR	Class enrollment has been forwarded for approval to Saulnier, Anne	06-Sep-2013
<input checked="" type="checkbox"/>	Zglobicki, Molly	HR	You have successfully enrolled in the class.	06-Sep-2013

- Click the **Reassign** button.
- The *Reassign Notifications as Group* page, or the *Reassign Notification* details page will appear (depending on whether you have selected one or multiple notifications):



ORACLE Learning Management

Home | Catalog | Learning History

Current Learning | Requested Learning | Forums and Chats

Home: Current Learning > Worklist >

Reassign Notifications as Group

* Indicates required field: * Delegate* to give another user authority to respond to a notification on your behalf, while still retaining ownership or *Transfer* to give another user complete ownership of and responsibility for that notification.

Cancel Submit

Selected Notifications

From	Message Type	Subject	Sent	Due Date
Zglobicki, Molly	HR	External Learning record has been created	25-Nov-2012	
Zglobicki, Molly	HR	External Learning record has been deleted	25-Nov-2012	

Reassign all selected

* Assignee: All Employees and Users

Delegate your response
 Transfer notification ownership

Comments

Return to Worklist

Cancel Submit

About this Page Privacy Statement

Home | Catalog | Learning History | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

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If you are only reassigning a single notification, you may also do so by selecting its link in the **Subject** column and reassigning it via its details page.

- Choose the appropriate User Type from the *Assignee* drop down menu.

ORACLE Learning Management

Navigator | Favorites | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

Learner Home | Course Catalog | Learning History

Current Learning | Requested Learning | Forums and Chats

Learner Home: Current Learning > Worklist >

Reassign Notifications as Group

Use *Delegate* to give another user authority to respond to a notification on your behalf, while still retaining ownership or *Transfer* to give another user complete ownership of and responsibility for that notification.

* Indicates required field

Cancel Submit

Selected Notifications

From	Message Type	Subject	Sent	Due Date
Zglobicki, Molly	HR	You have successfully enrolled in the class	06-Sep-2013	
Zglobicki, Molly	HR	Successfully subscribed to Learning Path	06-Sep-2013	

Reassign all selected

* Assignee: Employee

All Employees and Users
 Employee
 Oracle Applications User
 Public Sector Employee
 Trading Community Architecture Parties
 Employee Position
 Engineering List
 Government Group Box
 Healthcare Security Group
 Marketing Approvals
 Marketing Channels
 Oracle Applications Responsibility
 Trading Community Architecture Groups
 User Management

Comments

Return to Worklist

Cancel Submit

Learner Home | Course Catalog | Learning History | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

About this Page

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- Enter the person's name, starting with their **last name**, in the *Assignee* search field and click the magnifying glass. 
- The *Search and Select: User or Role* window will appear.



Search and Select: User or Role

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Name Go

Results

Select	Quick Select	Name	User Name	Email
<input type="radio"/>		Saulnier, Anne	AESAULNIER	
<input type="radio"/>		Saulnier, Anne	ASAULNIER	aesaulnier@synergycode.com

[About this Page](#)

Cancel Select

- Click the **Quick Select** icon next to the name of the individual to whom you want to grant access to your Worklist.
 - Alternately, you can enter a partial name to search for.



If you enter the first 3 characters of a person's last name and wait a few seconds, the system will automatically display a pop-up window listing all search results matching your search criteria, as shown in the screen shot below. You may then select the person's name and it will be entered into the **Assignee** field.

Reassign all selected

* Assignee: Employee

Delegate your response
 Transfer notification ownership

Comments:

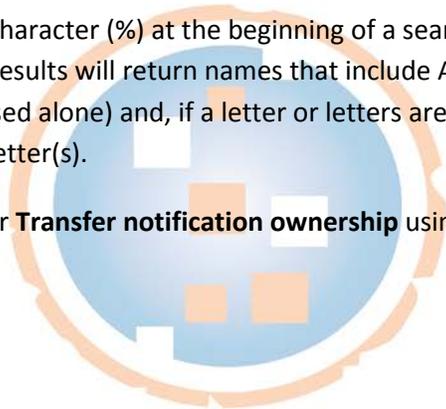
Name	User Name	Email
Saulnier, Anne	ASAULNIER	aesaulnier@synergycode.com
Saulnier, Anne	AESAULNIER	
Saunders, Jennifer	JSAUNDERS	nobody@localhost

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The **Name** field also supports use of a wildcard character (%) at the beginning of a search string. Keep in mind, however, that the search results will return names that include ALL of the associated Assignee Types (if the % sign is used alone) and, if a letter or letters are added, will return ALL names that include the entered letter(s).

- Choose whether to **Delegate your response**, or **Transfer notification ownership** using the appropriate radio button.
- Enter any **Comments** you would like to add.
- Click the **Submit** button.



ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Learner Home: Current Learning > Worklist >

Reassign Notifications as Group

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification.
 * Indicates required field

Cancel Submit

Selected Notifications

From	Message Type	Subject	Sent	Due Date
Zglobicki, Molly	HR	You have successfully enrolled in the class.	06-Sep-2013	
Zglobicki, Molly	HR	Successfully subscribed to Learning Path.	06-Sep-2013	

Reassign all selected

* Assignee: Employee Saulnier, Anne

Delegate your response
 Transfer notification ownership

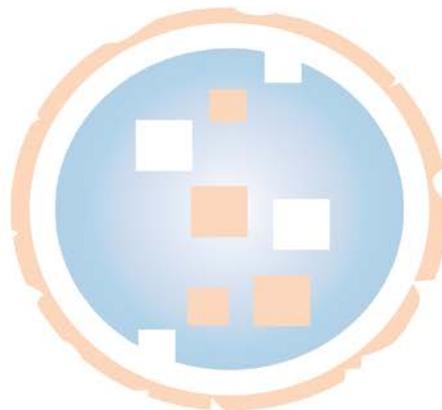
Comments

Return to Worklist

Cancel Submit

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- The system will make the change(s) without displaying a confirmation message.
- You will be returned to your *Worklist* page.



Granting Other Users Access to Your Worklist

You may delegate other system users to view and act upon your worklist.

- From the *Oracle Navigator* page, at the bottom of the *My Worklist* section, click on **Worklist Access**.

The screenshot shows the Oracle E-Business Suite interface. At the top, there is a search bar with "All" selected and a "Go" button. Below the search bar is the "Oracle Applications Home Page" header. The main content area is divided into two sections: "Main Menu" on the left and "My Worklist" on the right. The "Main Menu" section contains a tree view with "Learner Self-Service" expanded, showing "Learning", "Learner Home", and "External Learning". A "Personalize" button is located to the right of the tree. The "My Worklist" section has a "Full List" button in the top right corner. Below this is a table with columns "From", "Type", "Subject", "Sent", and "Due". The table contains two rows of notifications, both with a green checkmark icon. The first row is "TIP Vacation Rules - Redirect or auto-respond to notifications." The second row is "TIP Worklist Access - Specify which users can view and act upon your notifications." A mouse cursor is pointing at the "Worklist Access" link.

- Alternatively, from the *Worklist* page, click the **Worklist Access** link.

The screenshot shows the Oracle Learning Management interface. At the top, there is a "Navigator" dropdown menu and a "Home" button. Below this is a navigation bar with "Learner Home", "Course Catalog", and "Learning History". The main content area is titled "Worklist" and contains a "View" dropdown menu set to "Open Notifications" and a "Go" button. Below this is a table with columns "Select From", "Type", and "Subject". The table contains two rows of notifications, both with a green checkmark icon. The first row is "TIP Vacation Rules - Redirect or auto-respond to notifications." The second row is "TIP Worklist Access - Specify which users can view and act upon your notifications." A mouse cursor is pointing at the "Worklist Access" link. At the bottom of the page, there is a footer with "About this Page" and "Privacy Statement" links, and a navigation bar with "Learner Home", "Course Catalog", "Learning History", "Home", "Logout", "Preferences", "Help", "Personalize Page", and "Diagnostics".

- The *Worklist Access* page will appear.

The screenshot shows the Oracle E-Business Suite "Worklist Access" page. At the top, there is a "Navigator" dropdown menu and a "Favorites" button. Below this is the "Oracle Applications Home Page" header. The main content area is titled "Worklist Access" and contains the text "The following users have access to view and act upon your worklist." Below this is a table with columns "Name", "Description", "Start Date", "End Date", "Status", "Update", and "Delete". The table contains one row with the text "No results found." Below the table is a "Return to Worklist" link. At the bottom of the page, there is a footer with "About this Page" and "Privacy Statement" links, and a navigation bar with "Diagnostics", "Home", "Logout", "Preferences", "Help", "Personalize Page", and "Copyright (c) 2011, Sun Microsystems, LLC. All rights reserved."

- Click the **Grant Worklist Access** button.

Worklist Access

The following users have access to view and act upon your worklist

Grant Worklist Access	
Name	Description
No results found.	

[Return to Worklist](#)

- The *Grant Worklist Access* information page will appear.

ORACLE E-Business Suite

Grant Worklist Access

Grant another user access to view and act upon your notifications via the Worklist.

* Indicates required field

* Name: All Employees and Users

Description: All Employees and Users

* Start Date: 27-Nov-2012

End Date: (Example: 27-Feb-2012)

Grant Access to: All Item Types Selected Item Types



Fields marked with an asterisk (*) are required.

- Choose the appropriate User Type from the *Name* drop down menu.

* Name: All Employees and Users

Description: All Employees and Users

* Start Date: Oracle Applications User

End Date: Public Sector Employee

Grant Access to: Trading Community Architecture Parties

Employee Position

Engineering List

Government Group Box

Healthcare Security Group

Marketing Approvals

Marketing Channels

Oracle Applications Responsibility

Trading Community Architecture Groups

User Management

Ad Hoc Roles

- Enter the person's name, starting with their **last name**, in the *Name* search field and click the magnifying glass.
- The *Search and Select: User or Role* window will appear.

Search and Select: User or Role

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Name saulnier

Results

Select	Quick Select	Name	User Name	Email
<input type="radio"/>		Saulnier, Anne	AESAULNIER	
<input type="radio"/>		Saulnier, Anne	ASAULNIER	aesaulnier@synergycode.com

[About this Page](#) 

- Click the **Quick Select** icon next to the name of the individual who you want to grant access to your Worklist.
 - Alternately, you can enter a partial name to search for.



If you enter the first 3 characters of a person's last name and wait a few seconds, the system will automatically display a pop-up window listing all search results matching your search criteria, as shown in the screen shot below. You may then select the person's name and it will be entered into the **Name** field.

* Name: All Employees and Users sau 

Description:

* Start Date: 27-Nov-2012 
(example: 27-Nov-2012)

End Date: 

Grant Access to: All Item Types
 Selected Item Types

Name	User Name	Email
Saulnier, Anne	AESAULNIER	
Saulnier, Anne	ASAULNIER	aesaulnier@synergycode.com

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The *Name* field also supports use of a wildcard character (%) at the beginning of a search string. Keep in mind, however, that the search results will return names that include ALL of the associated User Types (if the % sign is used alone) and, if a letter or letters are added, will return ALL names that include the entered letter(s).

- You can grant access to *All Item Types*, or only to certain *Selected Item Types*.
 - To grant access to *All Item Types*, leave the radio button selected for that option.
 - To grant access to *Selected Item Types*, choose the **Selected Item Types** radio button.
 - The *Available and Selected Item Types* interface will appear.

* Name: All Employees and Users | Saulnier, Anne

Description: _____

* Start Date: 27-Nov-2012 (example: 27-Nov-2012)

End Date: _____

Grant Access to: All Item Types Selected Item Types

Available Item Types

- HR
- OTA Workflow

Move

Move All

Remove

Remove All

Selected Item Types

- Select the Item Type(s) that you want the user to have access to, and use the buttons in the middle to move it / them over to the *Selected Item Types* list.

Cancel Apply

* Name: All Employees and Users | Saulnier, Anne

Description: _____

* Start Date: 27-Nov-2012 (example: 27-Nov-2012)

End Date: _____

Grant Access to: All Item Types Selected Item Types

Available Item Types

- OTA Workflow

Move

Move All

Remove

Remove All

Selected Item Types

- HR

Cancel Apply

- Once you have selected and moved all of the desired Item Types, click the **Apply** button.
- The *Worklist Access* page will appear, indicating that the user has granted access to your worklist.

ORACLE E-Business Suite

Oracle Applications Home Page >

Worklist Access

The following users have access to view and act upon your worklist.

Grant Worklist Access

Name	Description	Start Date	End Date	Status	Update	Delete
Saulnier, Anne	*NULL*	27-Nov-2012		Active		

Return to Worklist

About this Page Privacy Statement

Diagnosics Home Logout Preferences Help Personalize Page

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- Use the *Worklist Access* page to update or delete users at any time.
- Click the **Return to Worklist** link to return to your Worklist, or use the breadcrumb trail link to be returned to either your *Learner Home* or *Oracle Navigator* page.

Learner Self-Service

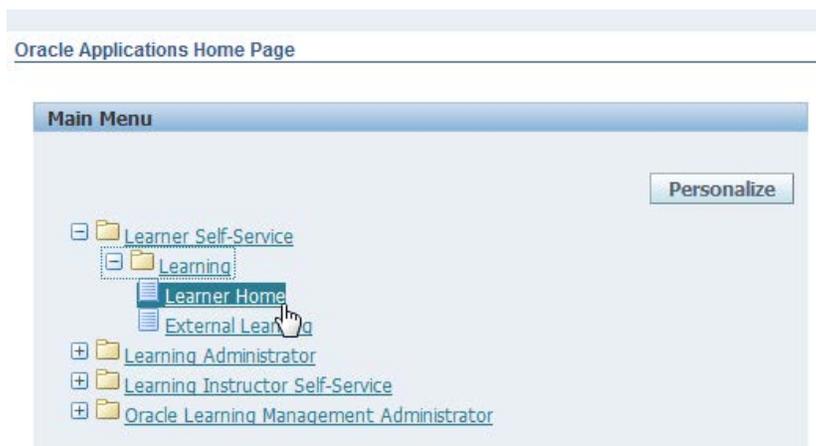
Introduction

Oracle Learning Management’s Learner Self Service interface provides easy access to the tools you need to manage your own learning in the system as a Learner. You can review and control your current, requested, and historical learning and create Learning Paths. You can also browse Categories and drill down into them to find Courses, Learning Certifications, Learning Paths, and related Forums and Chats.

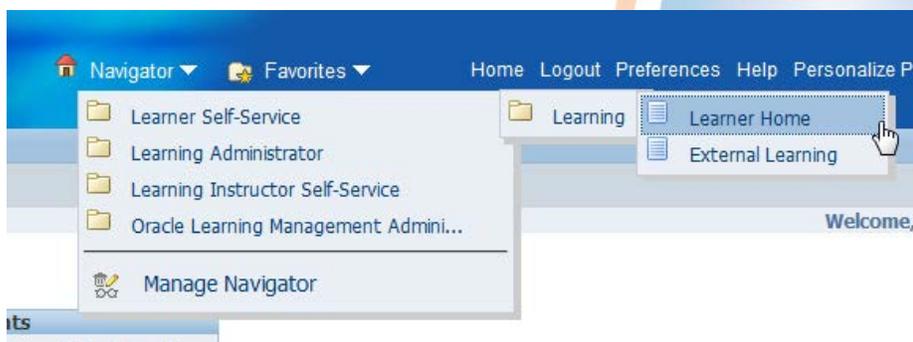
Viewing Your Current Learning

You can view multiple aspects of your *Current Learning* with ease via the *Learner Home* page. *Learner Home* offers convenient ways to search for and enroll in a class directly, view Learning Paths and Enrollments, see Announcements and browse the Catalog. As a Learner, you can also take advantage of centralized access to Forums and Chats from their *Learner Home* page.

- To access your *Current Learning* or *Learner Home* page, do one of the following:
 - From the *Main Menu*, expand the **Learner Self-Service** responsibility, choose **Learning**, and then select the **Learner Home** link.



- Alternately, from any page in the application, click the **Navigator** button, hover over *Learner Self-Service*, hover over *Learning*, and then select **Learner Home**.



- Your *Learner Home* page will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Welcome, Sashier, Anne Elizabeth!

Learning Certifications

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
Terraco... On-Site Safety	Certified	Completed	05-Sep-2014	05-Sep-2013	05-Sep-2013	Renew	Move to History	Unsubscribe

Learning Paths

List of all your active Learning Paths

Create

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
No results found.									

Enrollments

Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.

Show Key Notation

Course Name	Class Name	Type/Status	Items	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll	Evaluate	Skip
Course that has Classes with Exceptions	Terraco... Popular Class	Enrolled		01-Nov-2013 09:00:00	02-Nov-2013 17:00:00		Eastern Time	Play	Move to History	Unenroll	Evaluate	Skip

Announcements

- New Management Training Learning Path Available!
- You have 18 new notifications.

Browse Catalog

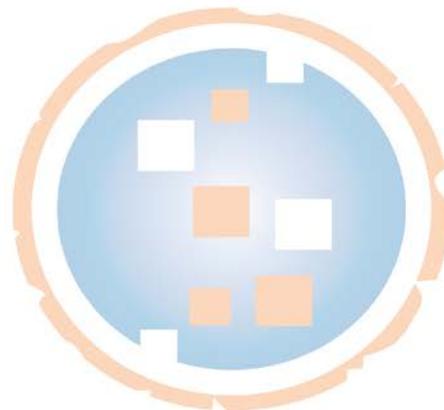
- Compliance
- Management and Professional De...
- New Employee Orientation
- Oracle Training
- Products and Services
- Professional Certifications
- Safety
- Sales Skills
- Technical Training
- Terraco...
- More...

My Chats

- OSHA Fire Safety
- On-Group Product Chat

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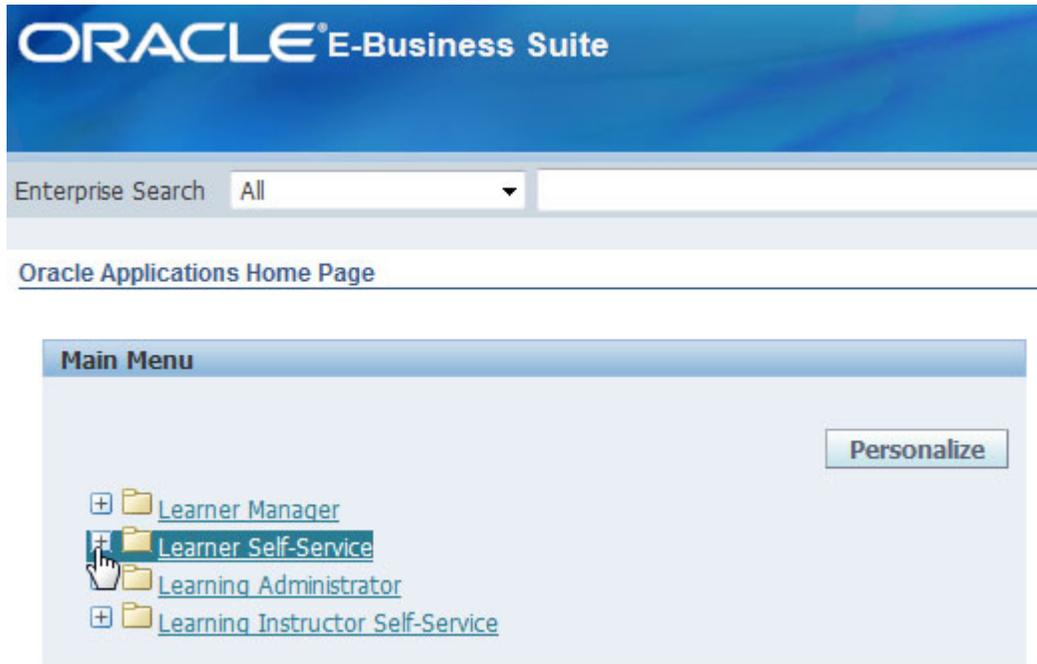
- If you are subscribed to any Learning Certifications, they will appear at the top of the page, followed by Learning Paths, and then active Enrollments.



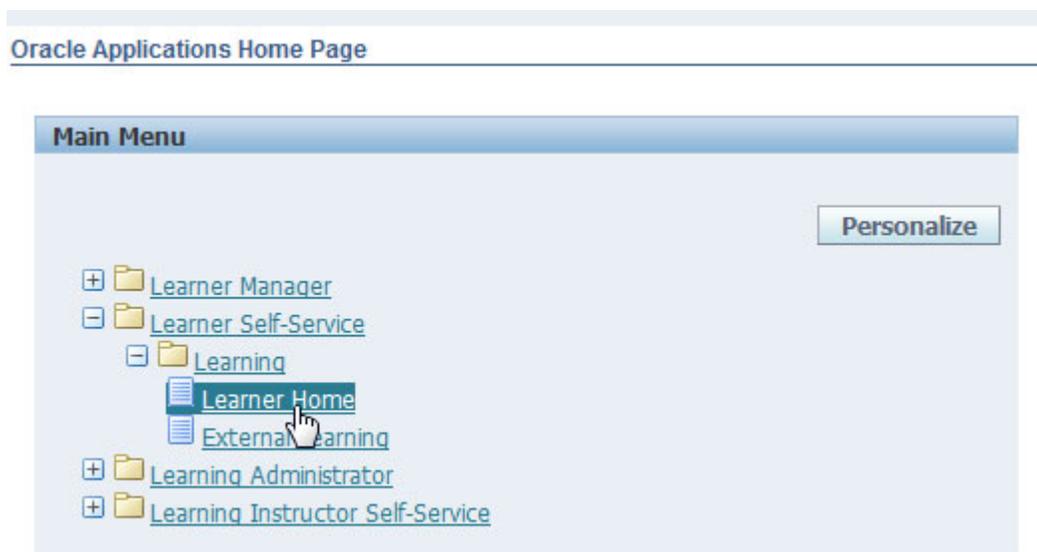
Viewing Announcements

You can view your current *Announcements* via the *Learner Home* page.

- On the *Oracle Applications Home* page, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and choose the **Learner Home** function.



- Your *Current Learning* page will appear; the *Announcements* section is located in the upper right corner.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Welcome, Zglobicki, Ms. Molly!

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
OSHA Certified Safety	Subscribed	Active	27-Jan-2013					

Announcements

- New Management Training Learning Path Available
- You have 2 new notifications.

- To view the details of an announcement, click on it.
- The details page for the selected *Announcement* will appear.

ORACLE Learning Management

Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Learner Home Course Catalog Learning History

Search Course Exact Phrase Go Advanced Search

Learner Home: Current Learning >

New Management Training Learning Path Available!

For new managers and selected non-management associates who wish to gain the skills necessary for management promotion, there is an updated Learning Path specifically available in the course catalog that will help guide you through the training you will need to become an effective manager.

Announcements

New Management Training Learning Path Available!

Return to Learner Home

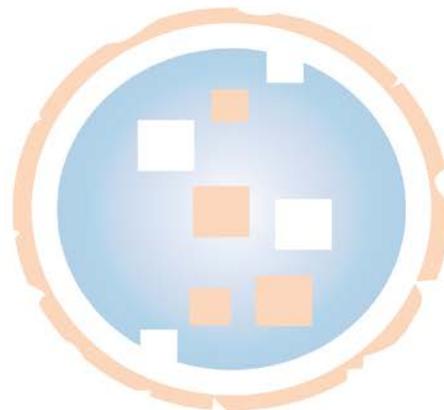
Learner Home Course Catalog Learning History Home Logout Preferences Help Personalize Page Diagnostics

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- To return to your *Learner Home* page, click the **Return to Learner Home** link beneath the *Announcements* section.

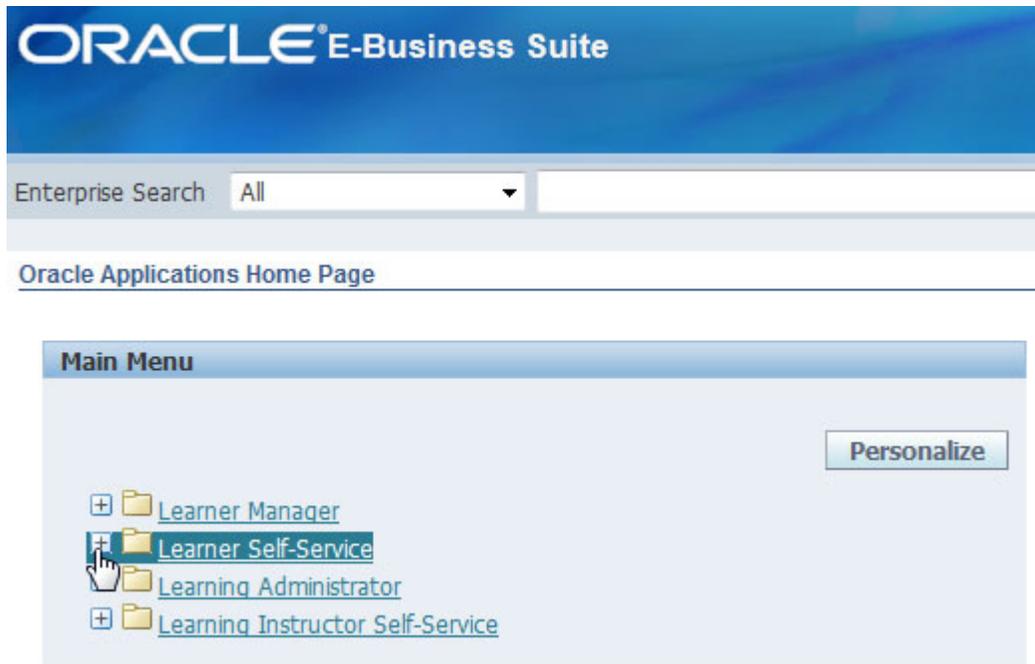


You can also view any new notifications you may have through this section by clicking on, “**You have _ new notifications**” at the bottom of the *Announcements* list. Doing so will take you to your open *Worklist* notifications.

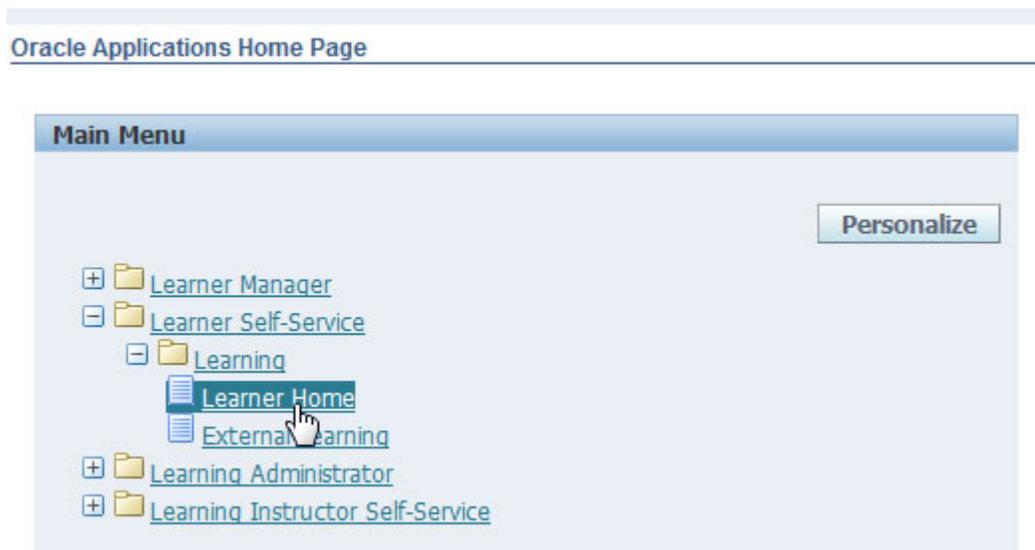


Launching Online Training

- On the *Oracle Navigator* page, expand the **Learner Self-Service** Responsibility.



- Expand the *Learning* folder and choose the **Learner Home** function.



- Your *Learner Home* page will appear.
- Go to the *Enrollments* section.



Enrollments											
Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.											
Show Key Notation											
Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll	Evaluate or Sign
Managing Online Learning		Not Attempted		19-Sep-2012 00:00:00			Central Time				
Working with the Oracle Learning Management Catalog		Not Attempted		19-Sep-2012 00:00:00			Central Time				
Introduction to Oracle Learning Management		Not Attempted		02-Feb-2011 00:00:00			Central Time				
Bounce_Test_021012_140183		Not Attempted		02-Oct-2012 00:00:00			Central Time				
Online_Self-Paced_140184		Not Attempted		02-Oct-2012 00:00:00			Central Time				

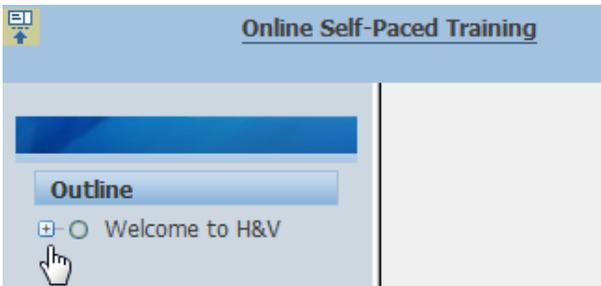


Before you proceed, ensure that all pop-up blockers have been disabled in your browser.

- Click the **Play** icon  associated with the class you wish to launch.
- A new browser window will open, and the selected online content will be displayed.



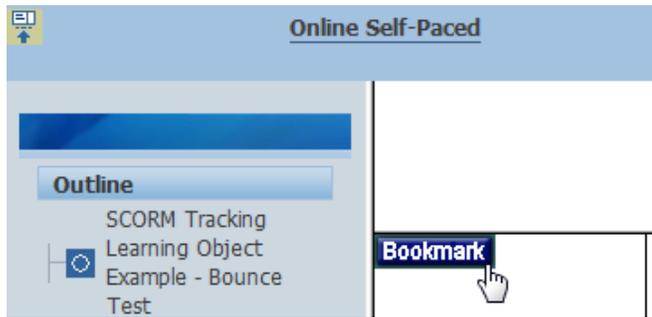
- Online classes with more than one module will show a “+” sign in the outline view, as shown below.



- Click the “+” sign to expand the list and view the full list of modules for the training.



- Some custom-developed online content may provide the option to manually mark your place within the training by clicking a **Bookmark** button.



To ensure the proper functioning of tracking within the training, always exit training by clicking the **Player Close** icon:  or the **Player Home** icon:  (do not use the browser's red close button).

- The system tracks how long a learner has spent on each online training module as well as any scores that were earned while taking quizzes, assessments, or tests.
- To view the time recorded for a specific online training, click the link in the *Status* column associated with the class on the *Learner Home* page.

Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.
[Show Key Notation](#)

Course Name	Class Name	Type	Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Evaluate
* 02 - Intermediate Animal Care	Intermediate Animal Care		Not Attempted		01-Jan-1990 00:00:00			Central Time			
* 03 - Advanced Animal Care	Advanced Animal Care		Completed		01-Jan-1990 00:00:00		17-Jul-2013 11:05:03	Central Time			
Testing the skills for Management Training Learning Path	Management Training Test (English, Self Paced Online) 23489		Incomplete		23-Sep-2004 00:00:00			Central Time			

- You will see a page similar to this.



ORACLE Learning Management

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Learner Home Course Catalog Learning History

Learner Home: Current Learning >

Enrollment Detail: Management Training Test (English, Self Paced Online) 23489

Delivery Mode	Online Self-Paced	Course Name	Testing the skills for Management Training Learning Path
Class Name	Management Training Test (English, Self Paced Online) 23489	Course Code	
Category	Managerial Tests and Assessments	Parent Category	Managerial
Time Zone	Central Time	Language	English (United States)
Price		Class Status	Normal
Duration		Supplier	
Enrollment Number	65982	Enrollment Status	Enrolled
Successful Attendance	No	Special Instructions	
Justification			
Enrollment Date	06-Sep-2013 14:10		
Authorizer			

Outline

Management Training [Status: Incomplete, Time: 00:00:33]

[Return to Home](#)

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- The *Outline* section shows detailed information about the Class' Status, including how much time has been spent on that particular class if it is online self-paced.
- Click the **Return to Home** link to return to your *Learner Home* page.

Outline

Management Training [Status: Incomplete, Time: 00:00:33]

[Return to Home](#)

About this Page Privacy Statement

Learner Home Course Catalog Learning History Home





The Unofficial Guide to Oracle® Learning Management (OLM) for Learners, Managers, and Instructors

Whether you're new to the system or a seasoned pro, check out the Synergy Codeworks definitive (albeit unofficial) guide to Oracle® Learning Management.

We think you'll agree that this is the most accessible and easy-to-follow OLM guide in existence. Get step-by-step instructions (with screenshots) and best-practice recommendations for using the latest functionality in Oracle® Learning Management.



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