



The Unofficial  
Administrator's Guide to  
**Oracle<sup>®</sup> Learning  
Management**

Written by Synergy Codeworks

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# The Unofficial Administrator's Guide for Oracle Learning Management

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Specific to Version 12.2



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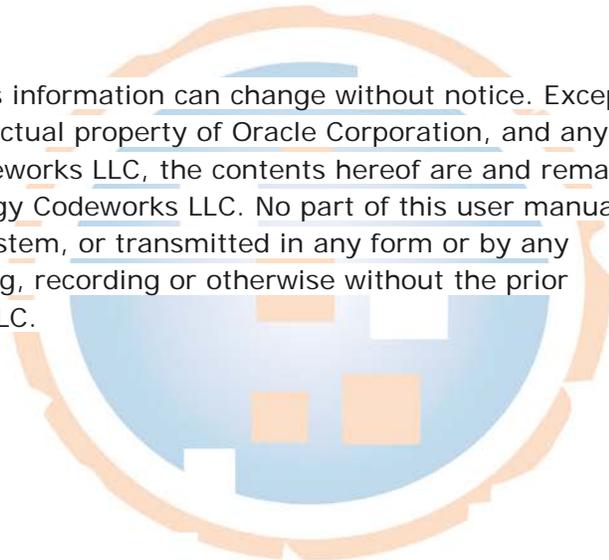
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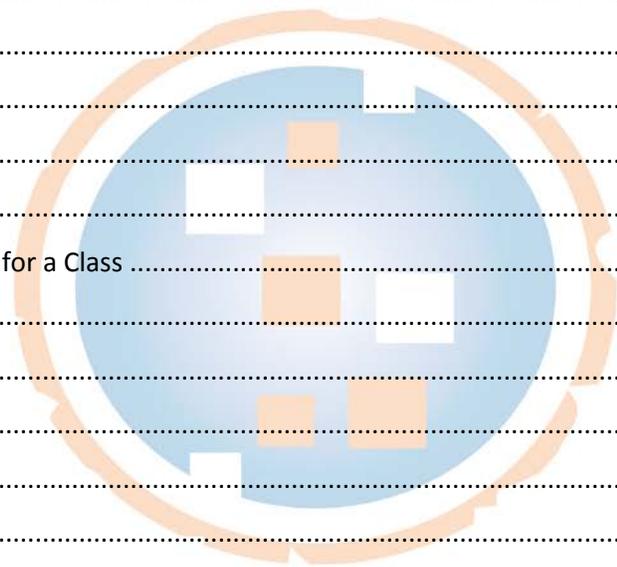
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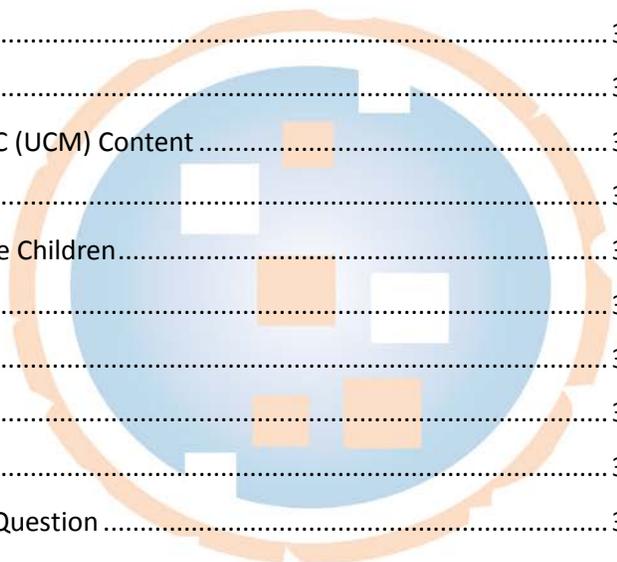
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## Tips for Navigating this User Guide

This user guide provides details specific to OLM Learning Administrators. There are several formatting conventions used throughout this guide that will help you by providing 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



Key questions to ask



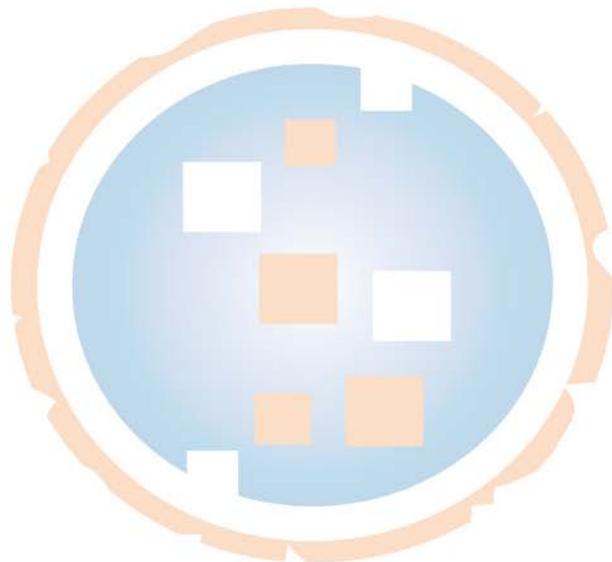
## Welcome to Oracle Learning Management

### Provide a Single Source of Training Truth for Your Organization

Oracle Learning Management (OLM) allows you to manage all aspects of your corporate training in a single, centralized system. Because OLM integrates seamlessly with your existing Oracle Human Resources application, your pre-established organization and supervisor hierarchies are already built in. This means that personnel and assignment information is updated in real-time with no technical interfaces or manual intervention required.

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

- Track and manage enrollments and subscriptions;
- Logically group similar Courses together into Learning Paths;
- Certify Learners (once, or on a recurring basis);
- Leverage competencies as pre-requisites or awards for Courses, Learning Paths, or Learning Certifications;
- Enforce Course or Player prerequisites;
- Dynamically group Learners together based on personal or professional details, including eligibility profiles;
- Assign Administrator security to maintain the integrity of your Catalog;
- Automatically enroll Learners into required training;
- Manage waitlists based on first-come-first-serve or weighted priorities.



## 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 upcoming 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 Terminology

**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.



Naming conventions are important to consider when implementing Oracle Learning Management. A best-practice recommendation for naming your *Offerings* is to make sure that you are consistent. If you have several E-Learning courses, you will want to make sure that the Offering name is the same for all (i.e., Online Self-Paced or E-Learning) so that the employee has a good idea of how the training will be delivered as soon as they see the *Offering* name.

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*. Learners enroll in *Classes*. As an example, a *Class* 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.



A common implementation mistake is to re-use the name of the *Course* for the *Offering* and *Class*. Don't do this. It's okay to repeat the name of the *Course* at the *Class* level if you have an online, self-paced *Offering*, but scheduled training *Classes* should include something that indicates the date, time, or location of the *Class* in its name. fC



Here is a good example of a naming convention to use for a *Course* with multiple *Offerings*:

- Introduction to Oracle Learning Management (**Course**)
  - Online Self-Paced Training (**Offering**)
    - Introduction to Oracle Learning Management (**Class**)
  - Instructor-Led Training (**Offering**)
    - Introduction to Oracle Learning Management – Portland – December 8<sup>th</sup> and 9<sup>th</sup> (**Class**)

**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*.



A session is useful if you have a guest speaker for a portion of a *Class* and you want to make sure that they are not needlessly booked in the system for longer than necessary. It would also be beneficial if you had a multi-day *Class* that had different classrooms booked for each day of the training.

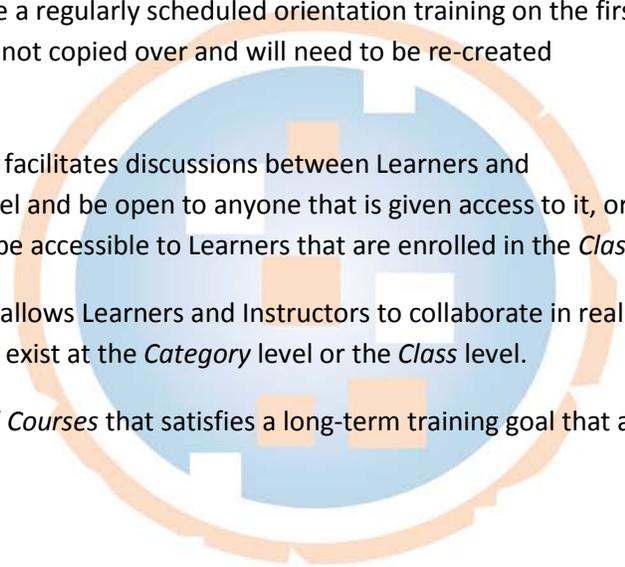


When you copy a *Class* (i.e., if you have a regularly scheduled orientation training on the first Tuesday of every month), *Sessions* are not copied over and will need to be re-created manually.

**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 Paths* are great for programs like new hire orientation training. It's possible to add multiple Sections to a *Learning Path*, with a combination of required *Courses* and optional *Courses*. For example, you could have a Section that contains policy documents that pertain to all new hires, and then include a Section that provides the Learner with the ability to choose an appropriate *Course* from a list of options based on his or her job.



Once a *Learning Path* has one or more Learners subscribed to it, you are not able to add or remove *Courses* that are components of the *Learning Path*. In order to make changes to an existing *Learning Path*, you'll need to create a new *Learning Path*, end date the old *Learning Path*, and copy over any subscriptions that exist.

**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.



*Learning Certifications* are less “friendly” than *Learning Paths*. If a Learner does not complete the required training within the allotted time period, they will be locked out of the training and an Administrator will need to go in and manually reset the period within which the Learner can take the *Class*. This can be a significant administrative burden if you have a large number of Learners that do not complete their training on-time.

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



*Learner Access* is applied hierarchically. You can add to *Learner Access* settings at a lower level in the *Catalog*, but in the case of a conflict in settings between a higher-level *Catalog* object and a lower-level *Catalog* object, the “parent” object always wins.

Also, *Learner Access* doesn't mean anything at all unless the **Restricted** checkbox is selected for the *Class*, *Learning Path*, *Learning Certification*, *Category Forum*, or *Category Chat*. If that checkbox is not selected, the system never even looks at the *Learner Access* settings and just chooses whatever the default setting is for your environment (globally require approvals or allow self-enrollment).

**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*.

## Content Terminology

**Folder** – *Folders* are used to organize online content in much the same way the *Categories* are used to organize the *Catalog*.

**Learning Object** – *Learning Objects* facilitate the management and delivery of online content. *Learning Objects* are database items that represent pieces of physical content that reside on a content server or within a web-accessible location.

**Question Bank** – A *Question Bank* is a repository of *Questions* and their responses that are created at the *Folder* level. *Question Banks* allow you to manage and reuse *Questions* in multiple *Tests* and evaluations. At least one *Question Bank* must exist before you create a *Test* or *Evaluation*.

**Question** – *Questions* contain prompts, potential responses, and feedback. Each *Question*'s set of responses depends on the *Question* type (True / false, fill-in-the-blank, multiple choice with single correct response, multiple choice with multiple correct responses, or free text).

**Test** – *Tests* are collections of *Questions* in one or more *Sections*. *Tests* can either be scored or not scored. *Tests* may be mapped to *Offerings* directly, or embedded underneath a “parent” *Learning Object* and consumed as part of a larger, online, self-paced *Offering*.

**Evaluation** – An *Evaluation* is an un-scored collection of *Questions* that is automatically sent out to *Learners* once they have completed a *Class*. *Evaluations* may be mapped to a *Course* (to collect feedback about *Course* content) and to a *Class* (to gather feedback on a specific *Instructor / Class*).



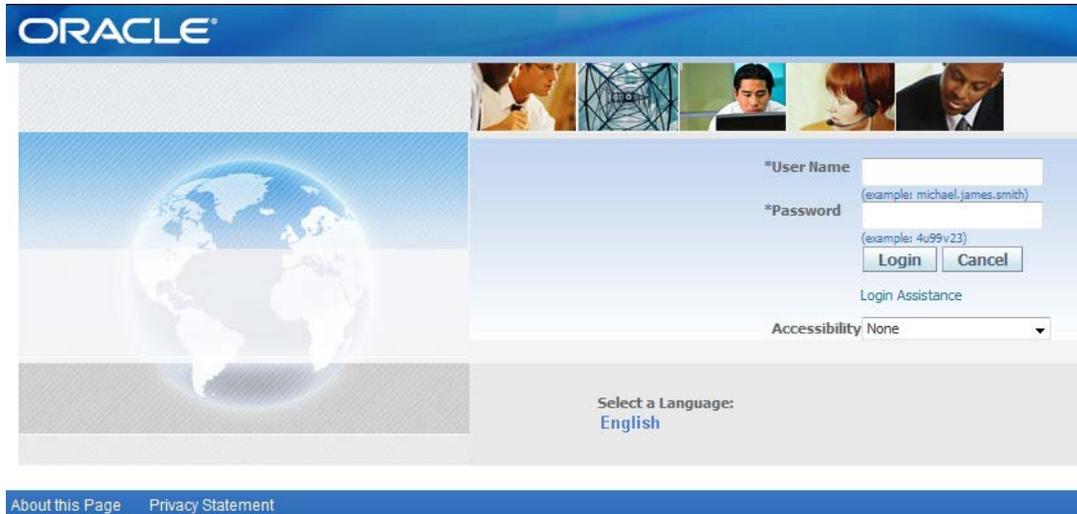
Oracle Learning Management does not verify the names of *Folders*, *Learning Objects*, *Evaluations*, or *Tests*, so it is a good idea to come up with a naming convention for your *Content* structure (particularly if you have multiple *Administrators* that will be importing, uploading, and creating content).

It is not possible to delete *Learning Objects*, *Tests*, or *Evaluations* once there have been attempts associated with them. You can also never move a *Content* object from one location to another in the *Content* hierarchy.

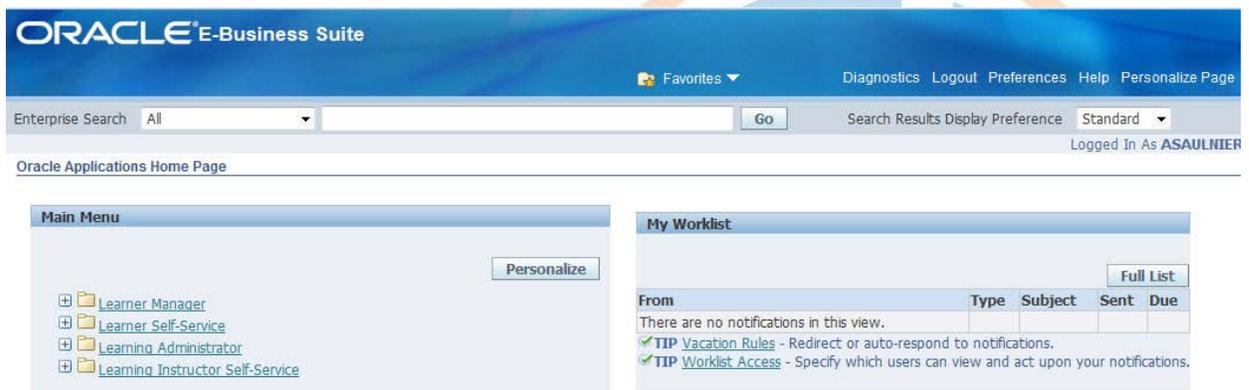


## Getting Started

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



- 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.



From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.				
✓ TIP <a href="#">Worklist Access</a> - 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 your 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 Administrator responsibility are covered throughout this Guide.



## Learning Administrator



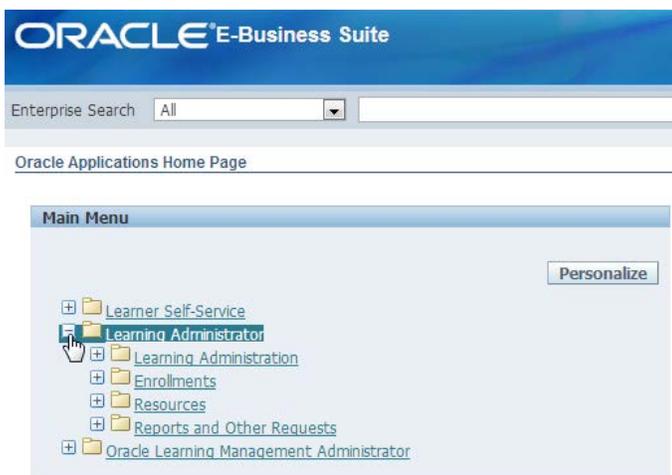
When navigating through the Learning Administrator interface, do not use your browser's back button. The system passes variables from page to page and may lose context if you do not use the on-screen links and navigation elements.

## Overview of the Catalog Tab

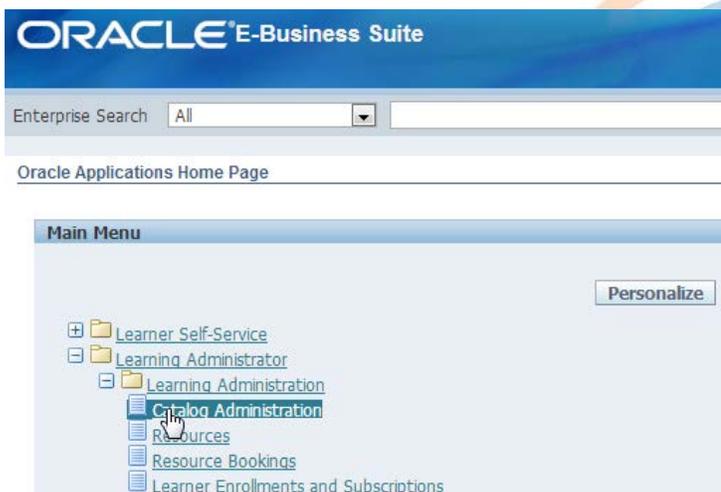
From the *Catalog* page, you can search for and edit learning objects including Categories, Learning Paths, Learning Certifications, Courses, Offerings, Category Forums and Category Chats.

### Searching for Catalog Objects

- On the *Oracle Applications Home* page, expand the **Learning Administrator** Responsibility.



- Expand the *Learning Administration* folder and choose the **Catalog Administration** function.



- You will be taken to the *Catalog* page.

- Click the **Plus Sign** icon  for any category object to view its child objects.

<input type="radio"/>			SCORM Content		05-Sep-2012	
<input type="radio"/>			Safety		26-Nov-2012	
<input type="radio"/>			OSHA Certified General Safety		26-Nov-2012	
<input type="radio"/>			OSHA Certified Fire Safety		26-Nov-2012	
<input type="radio"/>			Sales Skills		01-Jan-1996	

- Click the **Details** icon  associated with an object to view its details.

<input type="radio"/>			SCORM Content		05-Sep-2012	
<input type="radio"/>			Safety		26-Nov-2012	
<input type="radio"/>			OSHA Certified General Safety		26-Nov-2012	
<input type="radio"/>			OSHA Certified Fire Safety		26-Nov-2012	
<input type="radio"/>			Sales Skills		01-Jan-1996	

- You can also easily access an object's offerings by clicking the **Offerings** link in the row associated with the object.

⊖	+	SCORM Content	📄	05-Sep-2012			
⊖	+	Safety	📄	26-Nov-2012			
⊖		OSHA Certified General Safety	📄	26-Nov-2012			
⊖	+	OSHA Certified Fire Safety	📄	26-Nov-2012		<a href="#">Offerings</a>	
⊖		Online Self-Paced	📄	28-Nov-2012			<a href="#">Classes</a>

- Click the **Classes** link associated with an object to access an object's classes.

⊖	+	SCORM Content	📄	05-Sep-2012			
⊖	+	Safety	📄	26-Nov-2012			
⊖		OSHA Certified General Safety	📄	26-Nov-2012			
⊖	+	OSHA Certified Fire Safety	📄	26-Nov-2012		<a href="#">Offerings</a>	
⊖		Online Self-Paced	📄	28-Nov-2012			<a href="#">Classes</a>

- To *Search* for a specific Catalog object, select the type of object you are searching for from the *Search* field dropdown menu.

ORACLE Learning Management

Navigator Favorites

Catalog Resources Learner Content Finance Setup

Search   [Advanced Search](#)

Category

- Category
- Learning Certification
- Learning Path
- Course
- Offering
- Category Forum
- Category Chat
- All

Use this page to manage the course catalog.

Show

Select Catalog Object:   Create

Select Focus Name	Details	Start Date
⊖ Vision Corporation	📄	01-Jan-1990

- Enter the name of the object in the text section of the *Search* field and click the **Go** button.

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Navigator Favorites

Catalog Resources Learner Content Finance Setup

Search   [Advanced Search](#)

Catalog

Use this page to manage the course catalog.

Show Key Notation

Select Catalog Object:    Create

Select Focus Name	Details	Start Date
⊖ Vision Corporation	📄	01-Jan-1990

- Click the **Advanced Search** link to the right of the *Search* field to execute a more detailed search.

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Navigator Favorites

Catalog Resources Learner Content Finance Setup

Search Category Safety Go [Advanced Search](#)

Catalog

Use this page to manage the course catalog.  
[Show Key Notation](#)

Select Catalog Object: Move Copy Delete Create Category Go

Select Focus Name	Details	Start Date
Vision Corporation		01-Jan-1990

- o Here, you can search for a specific object based on its **Name**, **Start Date** and / or **End Date**.

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Navigator Favorites Home Logout Preferences Help Personalize Page Diagnostics

Catalog Resources Learner Content Finance Setup

Catalog > Catalog Search

Use this page to locate catalog objects. [View Full Hierarchy](#)

Object Type Category

Name

Start Date

End Date

Go Clear

To view an object and its children, click View in Hierarchy.

Name	Details	Start Date	End Date	Parent Category	View In Hierarchy
No search conducted.					

[View Full Hierarchy](#)

Catalog Resources Learner Content Finance Setup Home Logout Preferences Help Personalize Page Diagnostics

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- Once you've executed a search, click the **View in Hierarchy** icon  to see the Catalog Object in its original location.

Catalog > Catalog Search

Use this page to locate catalog objects. [View Full Hierarchy](#)

Object Type Category

Name Safety

Start Date

End Date

Go Clear

To view an object and its children, click View in Hierarchy.

Name	Details	Start Date	End Date	Parent Category	View In Hierarchy
Safety and OSHA		01-Jan-1990		Compliance	
Safety		26-Nov-2012		Vision Corporation	
OSHA - Safety		28-Nov-2012		Safety	

- To return to the *Catalog* page and access the full list of Catalog objects, click the **View Full Hierarchy** button.

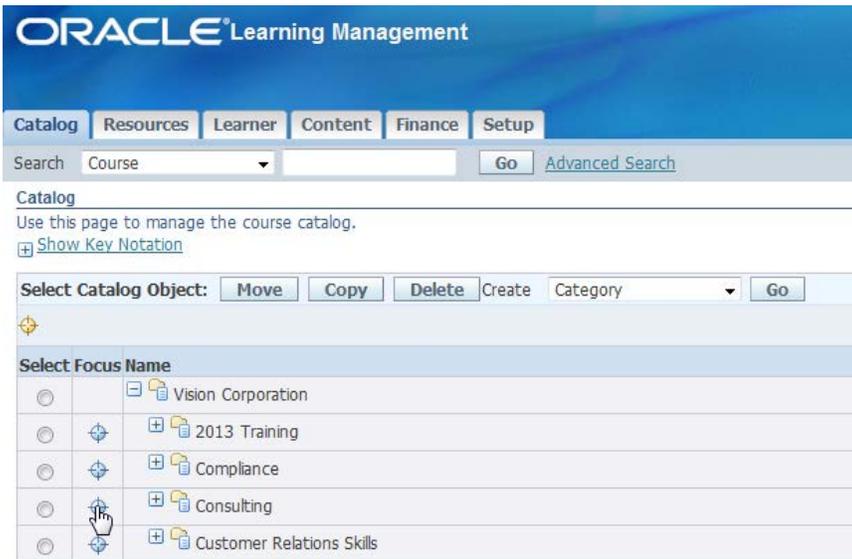


- Alternatively, click the **Catalog** tab and you will be returned to the *Catalog* page.

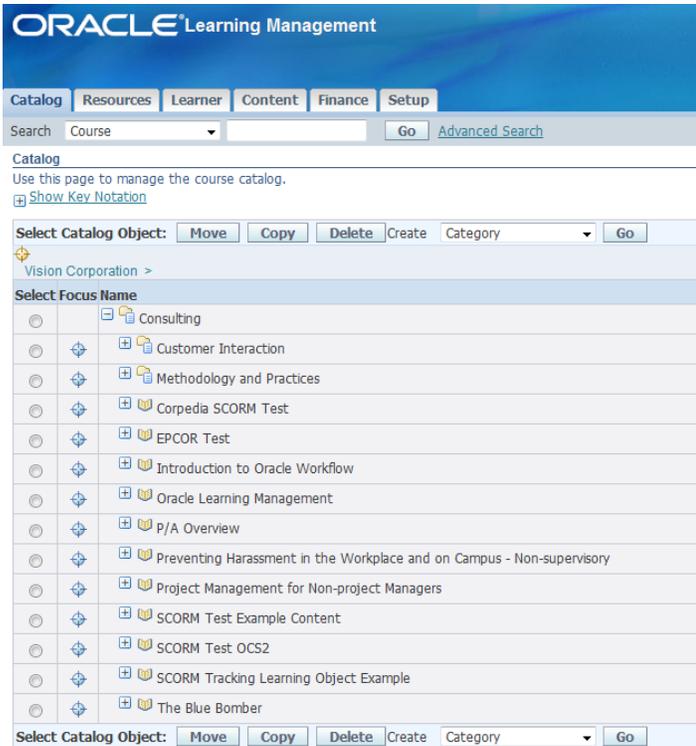


### Navigation Tip: Focusing in on a Catalog Object

- To drill in on a particular Catalog object, simply click the **Focus** icon.



- The view will update to show the selected Catalog object as the top-level item.



## Creating New Catalog Objects

When creating a new Catalog object, it is mandatory to adhere to the existing Catalog hierarchy. Courses may be created under any Category other than the root Category. Offerings can only be created under Courses, Classes can only be created under Offerings, and Sessions can only be created under Classes.

The system will only let you create Catalog objects that adhere to this structure. For example, you will not be able to create an Offering under a Category because the system will return an error message.

The sections that follow later in this document will explain, in greater detail, how to create new Catalog objects.

## Moving Categories

It is possible to move a Category by simply highlighting its corresponding radio button, clicking the **Move** button, and specifying where you'd like to move it. Here are the detailed steps:

- Select the radio button next to the name of the **Category** you wish to move.
- Click the **Move** button.

## Catalog

Use this page to manage the course catalog.

[+ Show Key Notation](#)

Select Catalog Object:    Create

Select	Focus	Name
<input type="radio"/>		Vision Corporation
<input type="radio"/>		2013 Training
<input type="radio"/>		Sales Skills
<input checked="" type="radio"/>		Seasonal Training

- The *Move Category* page will appear.
- Navigate to and select the radio button next to the **Category** under which you'd like to move it.
- Click the **Apply** button.

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Catalog Resources Learner Content Finance Setup

Catalog >

Move Category: Seasonal Training

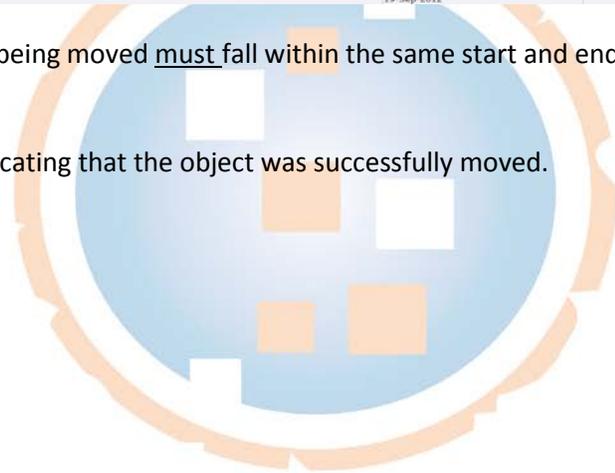
Select the destination object under which to move Seasonal Training, and click Apply.

Select	Focus	Name	Start Date	End Date
<input type="radio"/>		Vision Corporation	01-Jan-1990	
<input type="radio"/>		2013 Training	01-Oct-2012	
<input type="radio"/>		Compliance	01-Jan-1990	
<input type="radio"/>		Consulting	01-Jan-1990	
<input type="radio"/>		Customer Relations Skills	01-Jan-1990	
<input type="radio"/>		Demo Content	01-Jan-2011	
<input type="radio"/>		EHS	24-Aug-2012	
<input checked="" type="radio"/>		Employee Training	06-Jan-2013	
<input type="radio"/>		Learning Certifications	19-Sep-2012	



The start and end dates of the category being moved must fall within the same start and end dates of its new parent category.

- A *Confirmation* message will appear, indicating that the object was successfully moved.



The screenshot shows the Oracle Learning Management interface. At the top, there's a navigation bar with 'ORACLE Learning Management' and links for Navigator, Favorites, Home, Logout, Preferences, Help, Personalize Page, and Diagnostics. Below this is a menu with 'Catalog', 'Resources', 'Learner', 'Content', 'Finance', and 'Setup'. A search bar contains 'Course' and a 'Go' button. A confirmation message states: 'Successfully moved the object: Seasonal Training.' Below this, there's a 'Select Catalog Object' section with buttons for 'Move', 'Copy', 'Delete', 'Create', and 'Go'. A table lists catalog objects:

Select Focus Name	Details	Start Date	End Date	Offerings	Classes
Employee Training	<a href="#">Details</a>	06-Jan-2013			
Seasonal Training	<a href="#">Details</a>	06-Jan-2013			

At the bottom, there's a footer with 'About this Page', 'Privacy Statement', and 'Copyright (c) 2011, Synergy Codeworks, LLC. All rights reserved.'

- The *Confirmation* page also conveniently displays the focused-in view of the parent catalog object.

## Moving Other Catalog Objects

To move Courses, Learning Paths, and/or Learning Certifications, you must list the Catalog Object in multiple Categories, reset its Primary Category, and delete the original Category from its list of Categories. Here are the detailed steps:

- Navigate to the *Details* page for the Course, Learning Path, or Learning Certification you'd like to move.
- Click the **Categories** link on the left-hand side of the page.

The screenshot shows the Oracle Learning Management interface for the 'Importing Content 101: Course' details page. The navigation bar is the same as in the previous screenshot. The left-hand side has a menu with 'Course', 'Learner Competencies', 'Categories', 'Other Information', 'Learner Access', 'Prerequisites', and 'Evaluation'. The main content area shows the course details:

**General**

Course: **Importing Content 101**  
 Course Code  
 Start Date: **14-Sep-2012**  
 End Date  
 Enable electronic signature

**Description**

**Intended Audience**

**Keywords**

At the top right of the main content area, there are buttons for 'Generate Hyperlink', 'Manage Offerings', and 'Update'.

- Click the **Add** button.

ORACLE Learning Management

Catalog Resources Learner Content Finance Setup

Course  
Learner Competencies  
**Categories**  
Other Information  
Learner Access  
Prerequisites  
Evaluation

Catalog >  
**Importing Content 101: Categories**  
Manage the list of categories in which this course appears. Clicking Remove does not delete the category, but does remove  
⊙ Indicates Primary Category

Add Set Primary Category

Category	Parent Category
EHS ⊙	Vision Corporation

Return to Catalog

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- Enter the full or partial name of the Category under which you'd like to move your object, and click the Tab key on your keyboard to execute the search. Click the **Quick Select** icon next to the Category to choose it. Alternatively, you may use the **Search** icon  to launch the *Search and Select* window.

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Catalog > Importing Content 101: Categories >  
**Importing Content 101: Add Category**  
Define the start and end dates of this course's association with the category.

\* Indicates required field  
\* Category  

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- Click the **Apply** button.

ORACLE Learning Management

Catalog Resources Learner Content Finance Setup

Catalog > Importing Content 101: Categories >  
**Importing Content 101: Add Category**  
Define the start and end dates of this course's association with the category.

\* Indicates required field  
\* Category  

Cancel Apply

Cancel Apply

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The learning object's start and end dates must fall within the start and end dates of the target category.

- A *Confirmation* message will appear and the Course's *Categories* page will appear, showing the newly-added Category.

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Course  
Learner Competencies  
Categories  
Other Information  
Learner Access  
Prerequisites  
Evolution

Confirmation  
Successfully applied Course Category Employee Training.

Importing Content 101: Categories  
Manage the list of categories in which this course appears. Clicking Remove does not delete the category, but does remove the course from the category.

Indicates Primary Category

Add Set Primary Category

Category	Parent Category	Update	Remove	Attachments
BHS	Vision Corporation			
Employee Training	Vision Corporation			

Return to Catalog

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- Click the **Set Primary Category** button.
- Enter the name of the Category you just added in the **Category** field.

ORACLE Learning Management

Catalog Resources Learner Content Finance Setup

Catalog > Importing Content 101: Categories >

Importing Content 101: Add Category

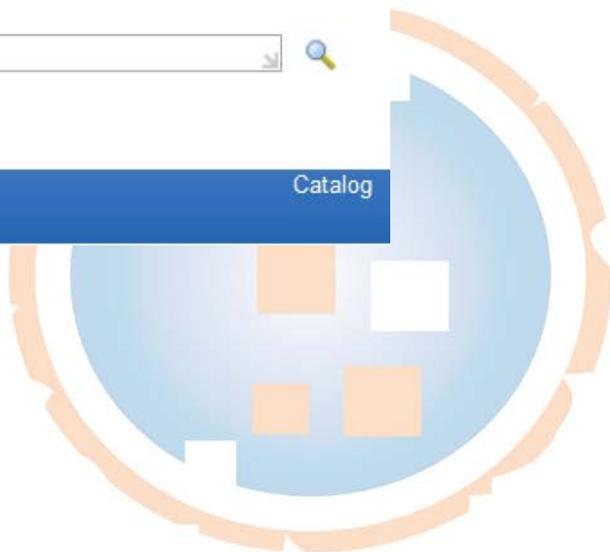
Define the start and end dates of this course's association with the category.

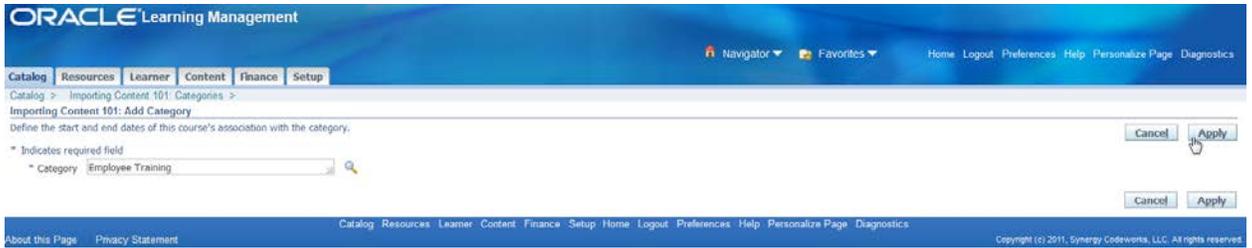
\* Indicates required field

\* Category

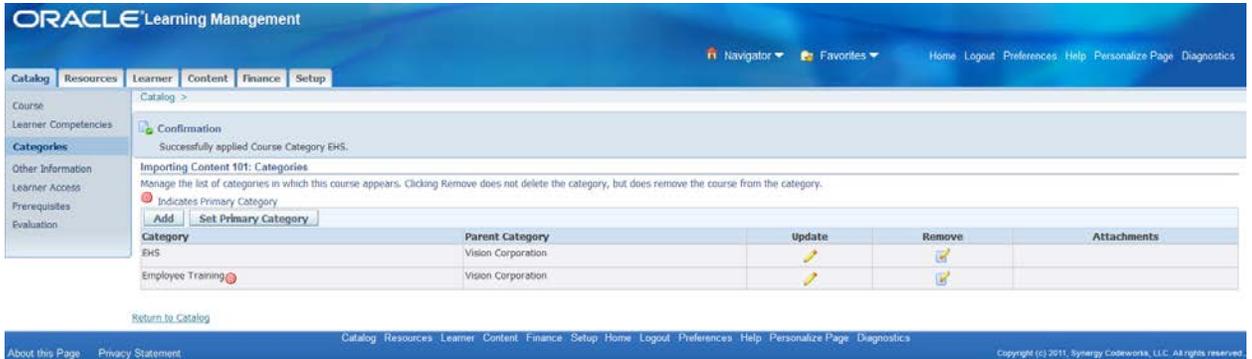
About this Page Privacy Statement Catalog

- Click the **Apply** button.



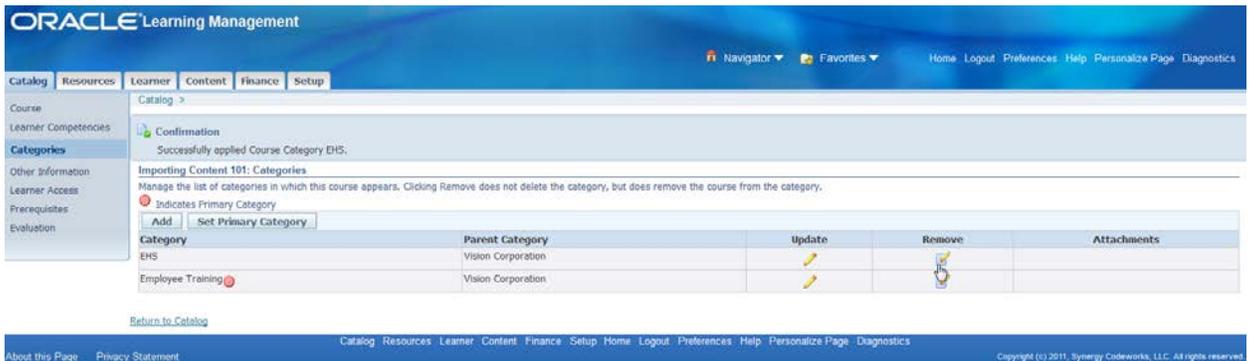


- A *Confirmation* message will appear, indicating that the change has been applied successfully.

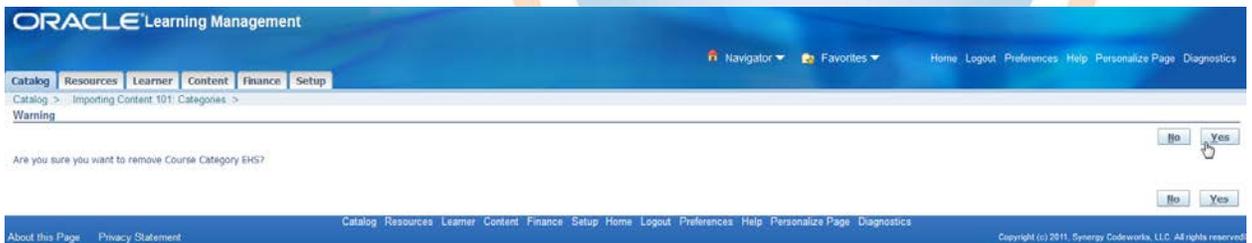


- Note that the *Primary Category* icon / indicator is now adjacent to the newly-set Primary Category.

- Click the **Remove** icon next to the Category from which you'd like to remove the Catalog Object.



- A *Warning* message will appear. Click the **Yes** button to proceed.



- A *Confirmation* message will appear, and you will be taken back to the Course's *Categories* page.



- Note that the newly-associated Category is now the only one listed, and is also the Primary Category.

## Deleting Existing Catalog Objects

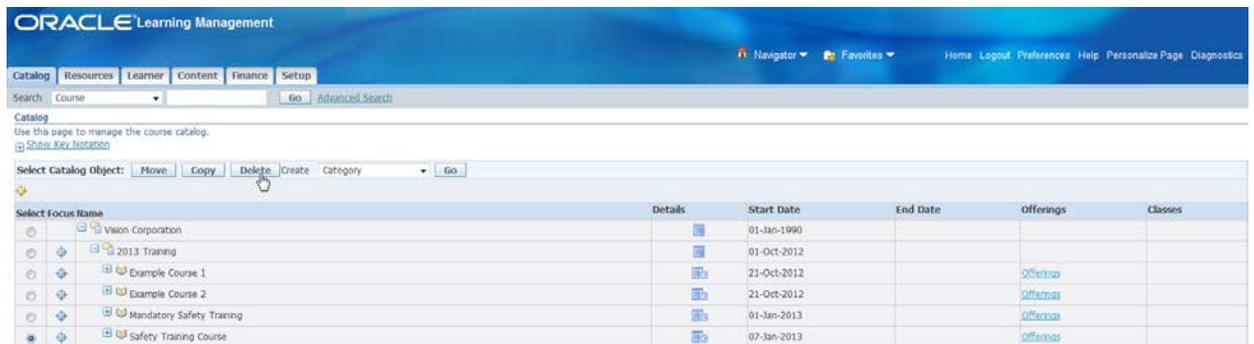
It is only possible to delete Catalog objects that do not have any child objects. For example, to delete a Course, you would first need to delete any enrollments that exist for any corresponding Courses, then delete the corresponding Classes, then delete the corresponding Offerings, and then finally then delete the Course.



It is not possible to delete classes that have enrollments, and enrollments with attempts can never be deleted. As a result, some courses cannot be deleted.

Here are the detailed steps for deleting a Course:

- From the *Catalog* tab, highlight the radio button next to the Course that you'd like to delete.



- Click the **Delete** button.
- A *Warning* page will appear.

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Catalog Resources Learner Content Finance Setup

Catalog >

Warning

Deleting Course Safety Training Course is irreversible. Do you want to continue?

No Yes

No Yes

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- Click the **Yes** button to confirm.
- As long as you have no child Offerings and/or Classes, you will receive a confirmation message that the delete was successful.

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Catalog Resources Learner Content Finance Setup

Search Course Go Advanced Search

Confirmation  
Successfully deleted Course Safety Training Course.

Catalog  
Use this page to manage the course catalog.  
[Show Key Notation](#)

Select Catalog Object: Move Copy Delete Create Category Go

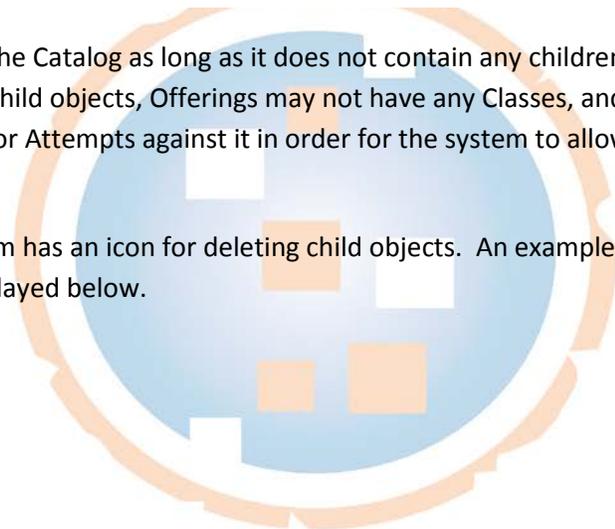
Vision Corporation >

Select Focus Name	Details	Start Date	End Date	Offerings	Classes
2013 Training		01-Oct-2012			
Example Course 1		21-Oct-2012		<a href="#">Offerings</a>	
Example Course 2		21-Oct-2012		<a href="#">Offerings</a>	
Mandatory Safety Training		01-Jan-2013		<a href="#">Offerings</a>	



You may delete any object in the Catalog as long as it does not contain any children. Categories may not have any child objects, Offerings may not have any Classes, and Classes may not have any Enrollment or Attempts against it in order for the system to allow you to delete it.

The *Manage* page for each item has an icon for deleting child objects. An example of the *Manage Offerings* page is displayed below.





## The Unofficial Administrator's Guide to Oracle® Learning Management (OLM)

Whether you're a new Oracle® Learning Management Administrator or have been managing the system for years, the Synergy Codeworks definitive (albeit unofficial) guide to Oracle® Learning Management is a must-have reference book. Find straightforward information on hundreds of tasks, little-known facts, and tons of time-saving tips.

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 detailed navigation paths) for taking advantage of the latest functionality in Oracle® Learning Management.



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