



Home



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References



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safety



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Employee Safety

EHS-1

Description: [Edit](#)

A quick guide to basic safety policies and practices

Creation Date: 2/5/2008

Curriculum Type: Certification Program (CEF)

Force Incomplete: Yes

*Domain: Default Public Access Domain (

Active: Yes

Priority:

Actions

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Curricula

Create and modify curricula and set up subcurricula.



Curricula: Main Concepts of Curricula

A curriculum is a grouping of one or more items for the purpose of assigning and tracking as a single entity. Curricula provide the functionality to recalculate required-by dates on items that have been completed but must be repeated on a recurring basis.

Admin Tools > Learning > Learning Administration > Learning > Curricula

- 1 Click **Add New**.
- 2 Enter a **Curriculum ID** and a title for the curriculum.
- 3 Enter a description of the curriculum, if desired.
- 4 Leave the creation date set to the default and select a domain.
- 5 Select a curriculum type from the drop-down menu.
- 6 When done, select **Add**.

Learning Administration Test Admin (admin2) Check System successfactors™ An SAP Company

Home Users Com Search: Add New 1

Add New Curriculum

* = Required Fields 6 Add Reset

* Curriculum ID: 2

Title:

Description: 3

Creation Date: 11/4/2013 4 (MM/DD/YYYY)

Active:

* Domain: PUBLIC

Curriculum Type: 5

Priority:

Force Incomplete:

Add Reset

Spotlight: Characteristics of Curricula

General characteristics of curricula include the following:

- Items can be used in one or more curricula.
- Modifications have an immediate impact on all users who have the curriculum currently assigned.
- Curricula can be linked to a job position or assignment profile and can be automatically assigned.

Search Results

Marcus Q Hoff Edit

Picture:

*Domain: Industry (IND)

Primary Supervisor: Grant, Carla (cgrant1)

Job Location:

View All

Related More Curricula Attach Job Related Curricula

Learning Plan	Title	Status	Expirati
Learning History		1	
Curricula	Basic OSHA Safety Require...	Incomplete	N/A
Competency Profiles	Business Communication to...	Complete	N/A
Competencies	Employee Safety	Incomplete	N/A
External Requests	Executives Track	Incomplete	N/A

Curricula: Associating Contents

The Contents tab in the Related area is used to view, associate, and edit items, requirements and subcurricula to the curriculum.

Admin Tools > Learning > Learning Administration > Learning > Curricula

1 Items

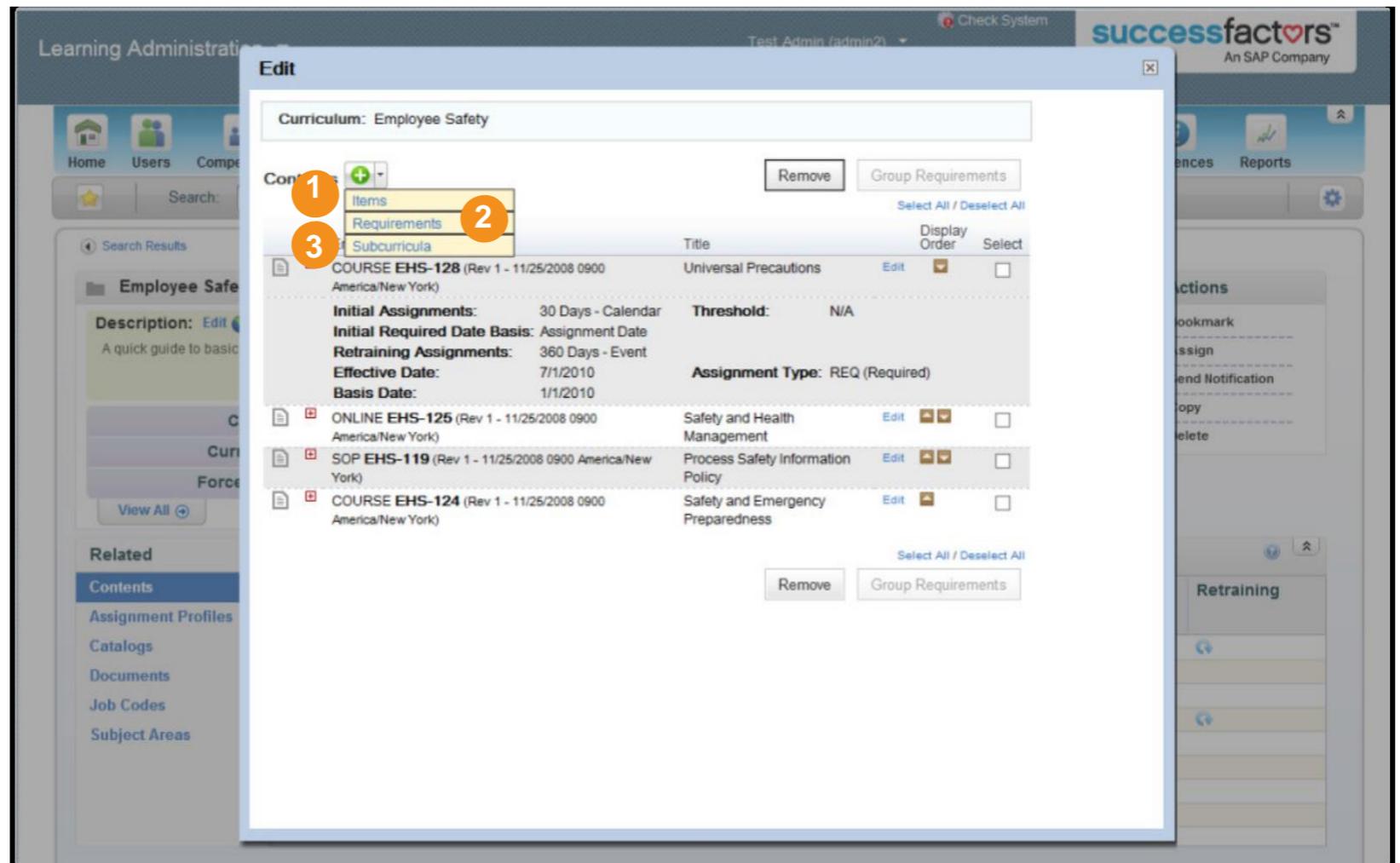
You may add an unlimited number of items to a curriculum. These items can include initial assignment, threshold, retraining assignment, previous completions, basis or effective date, and assignment type.

2 Requirements

Requirement-based assignments give you the flexibility to create and assign multiple requirements that are used to evaluate the status of a user's assigned curriculum.

3 Subcurricula

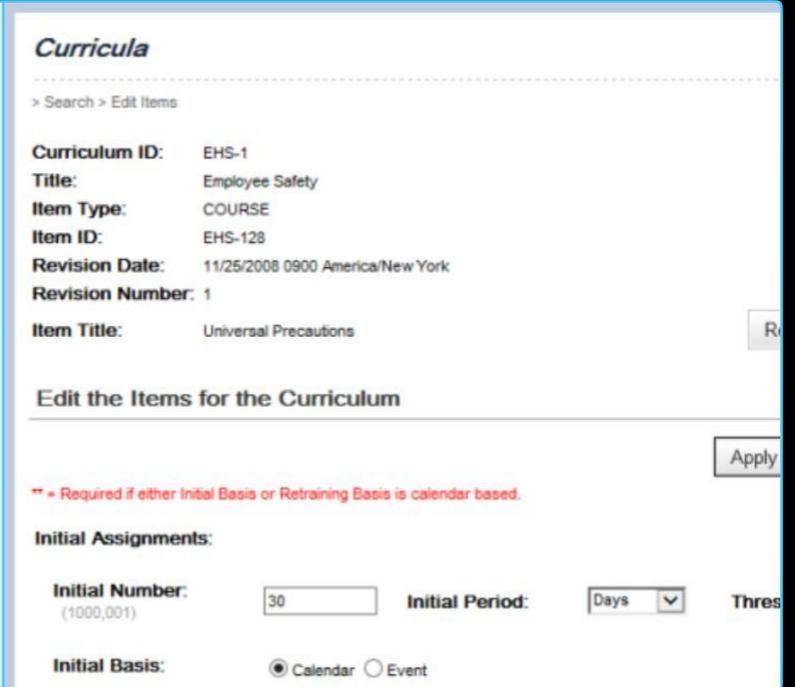
The **Subcurricula** option is used to create a hierarchical structure between two or more curricula. When the curriculum designated as the parent, or main, is assigned to a user, all items in the parent curriculum and nested curricula, or subcurricula, are added to the user's Learning Plan. The main curriculum is Incomplete until all required items in the subcurricula are complete.



Spotlight: Period-Based Curricula

You have two options available when setting initial and retraining assignments:

- **Initial basis event:** uses the assignment date of the curriculum or the user's hire date to determine the original required-by date, or initial assignment; and the Learning History completion date to determine the next required-by date, or retaining assignment.
- **Initial basis calendar:** uses a basis date which is set within the item details of a curriculum to set a fixed required-by date for initial assignments and intervals for retraining periods.



Associating Contents: Step by Step

Adding Curriculum to Catalogs

Admin Tools > Learning > Learning Administration > Learning > Catalogs

- 1 To add a curriculum to a catalog, select the **Catalogs** tab in the **Related** Area.
- 2 Click the **Add New Catalogs** button.
- 3 Check the **Add** checkbox next to the appropriate catalog.
- 4 Click **Add**.
- 5 Click the **Flag** drop-down menu and select **New**.
- 6 Click the **Until** calendar icon and select the last date to display the flag.
NOTE: This date determines when the curriculum is to be automatically removed from the catalog.
- 7 Click **Save**.

The screenshot shows the 'Safety' curriculum details page. The 'Catalogs' tab is selected, and the 'Add New Catalogs' button is highlighted with a red circle '1'. The 'Catalogs' table is highlighted with a red circle '2'. The 'Flag' dropdown menu is highlighted with a red circle '5', and the 'Until' calendar icon is highlighted with a red circle '6'. The 'Save' button is highlighted with a red circle '7'.

The screenshot shows the 'Add Curriculum To Catalogs' dialog box. The dialog box is highlighted with a red circle '4'. The 'Add' button is highlighted with a red circle '3'.