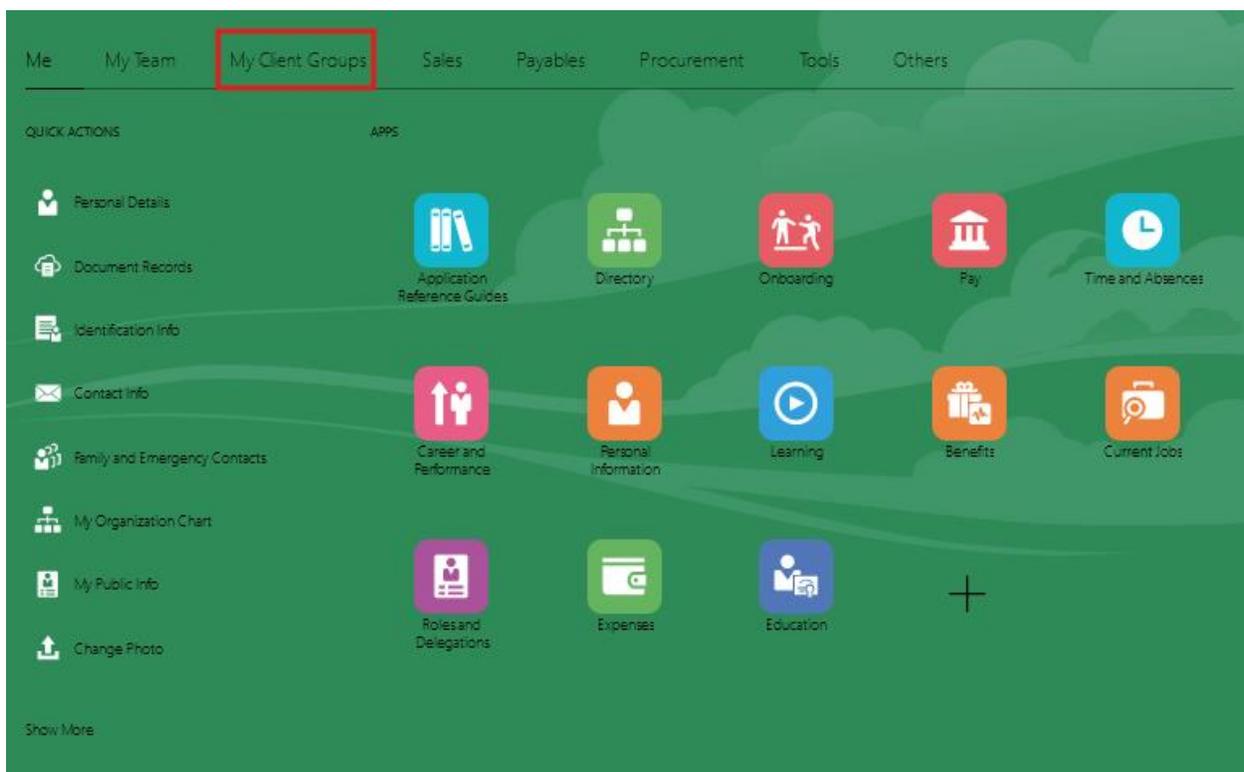


Course Sponsor- Learn Specialist Role

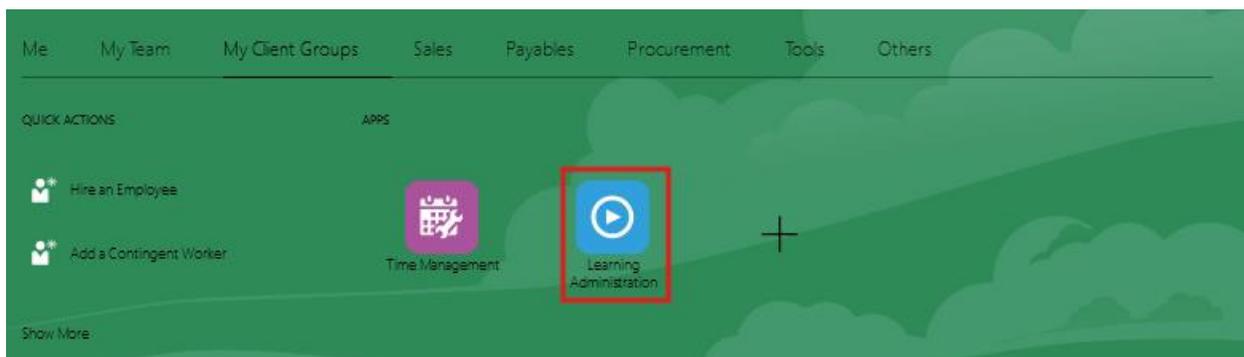
Key Objectives:

- + Select course link for email template
- + Review course content, dates, and learners
- + Export status report to Excel
- + Withdraw Learners (to add Learners contact HR Learn Specialist)

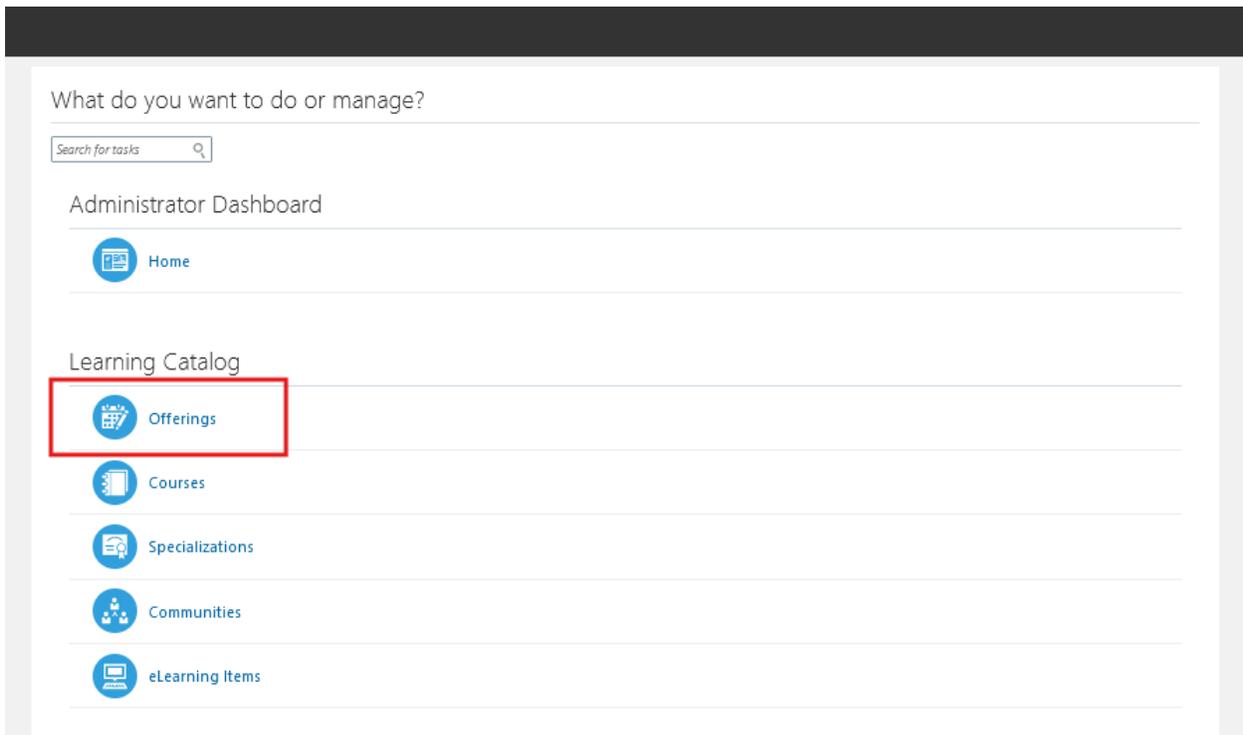
1. Log into Oracle HCM
2. Select “My Client Groups” from the top ribbon



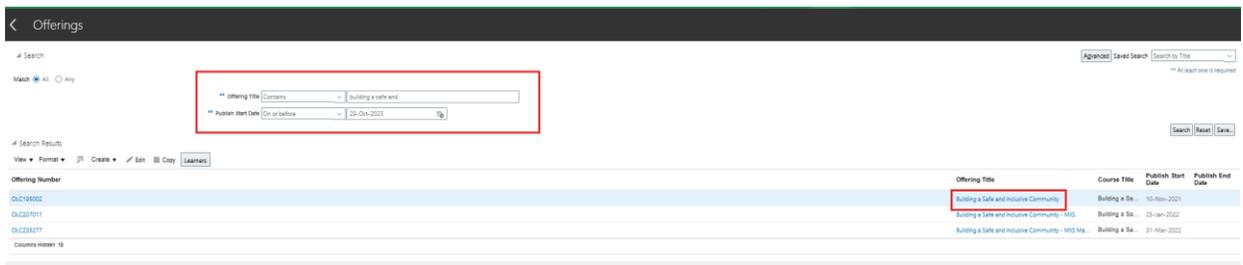
3. Select “Learning Administration”



4. Under Learning Catalog, select “Offerings”



- 5. Enter the training title in the search box, select published start date as applicable
- 6. Select the training from the Offering Title column



7. For course link click on offering number

Search

Offering Title
* Publish Start Date

Search Results

View Format Create Edit Copy **Learners**

Offering Number	Offering Title	Course Title	Publish Start Date	Publish End Date	Creation Date	Offering Start Date	Offering End Date
OLC195002	Building a Safe and Inclusive Community	Building a Safe and Inclusive C...	10-Nov-2021		10-Nov-2021		
OLC207011	Building a Safe and Inclusive Community - MIIS	Building a Safe and Inclusive C...	25-Jan-2022		25-Jan-2022		
OLC235277	Building a Safe and Inclusive Community - MIIS Manager	Building a Safe and Inclusive C...	31-Mar-2022		31-Mar-2022		

Columns Hidden 15

8. Select the self-service link to share with learners (will bring them to Oracle one login)

Learning Item Number OLC195002

Self-Service Link

https://egqw.fa.us2.oraclecloud.com:443/fscmUI/redwood/learner/learn/redirect?learningItemId=300000247318037&learningItemType=ORA_CLASS

Embed Code for Self-Service Link

https://egqw.fa.us2.oraclecloud.com:443/fscmUI/redwood/learner/learn/redirect?learningItemId=300000247318037&learningItemType=ORA_CLASS

Administrator Link

https://egqw.fa.us2.oraclecloud.com:443/hcmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_VIEW_OFFERING&action=NONE&objKey=pClassId%3D300000247318041

OK

9. Review training Overview, General Information and Description

Overview



539

Total Active Learner Assignments

17-Apr-2024

Most Recent Changes

0

Learner Assignments Missing Most Recent Changes

General Information



Offering Number

OLC195002

Published Dates

10-Nov-2021

Offering Type

Self-Paced

Language

American English

Evaluation

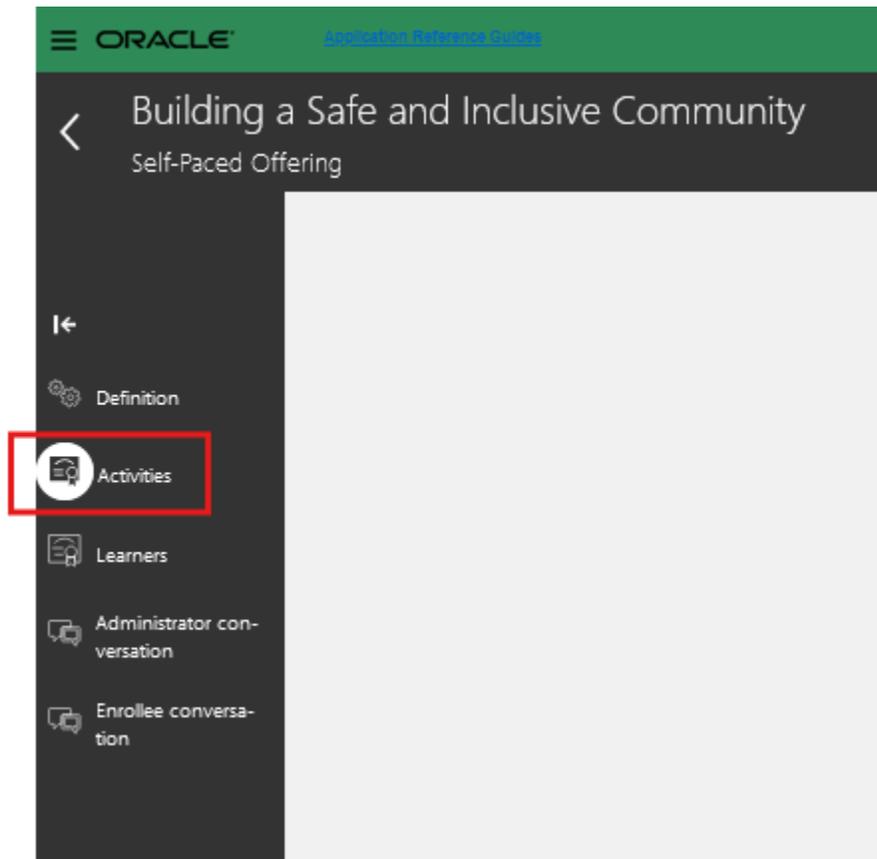
-

Description



Welcome to your course! To access the activities within this course please click on "**Enroll**" in the top right corner. After selecting "**Enroll**" you will see the option to "**Launch**" each activity. After finishing each activity select "**Save and Close**" in the top right corner. The course is complete after all activities have been completed.

10. From the side bar, select “Activities”



11. Review the Learning Activities

Overview + Add ^

2
Required activities

2
All Activities

Default Section ^

Section Number
OLC195003

Activities
2 Activities, 2 Required

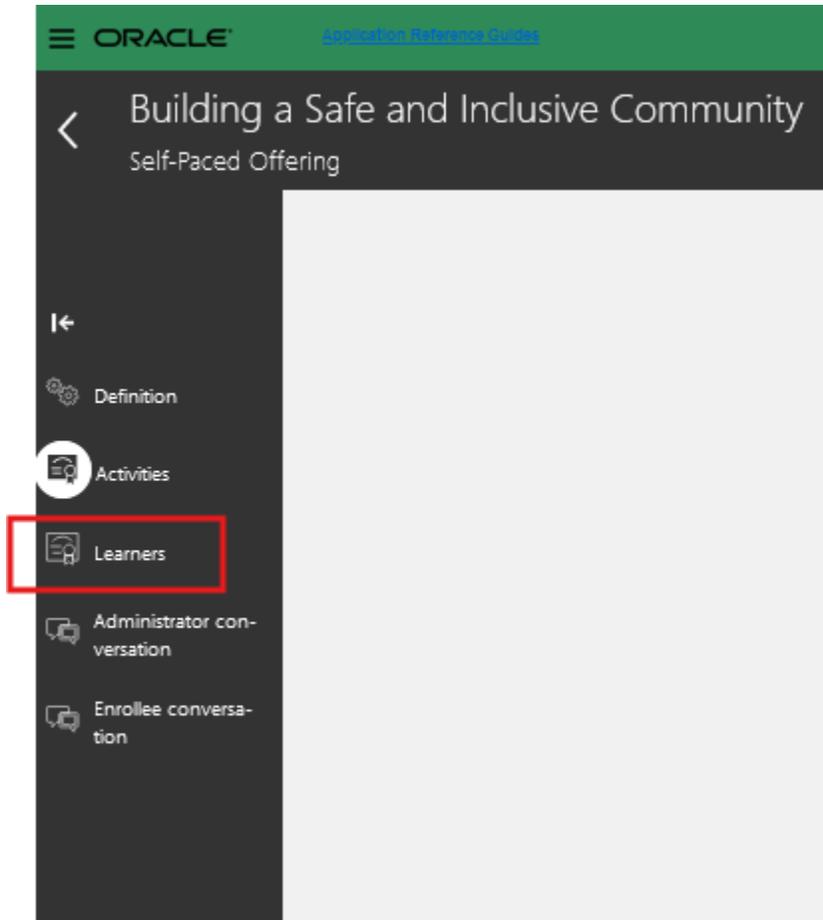
Completion Rules
Completion rules defined by activities.

Sequencing Rules
Accessible anytime.

Learning Activities Reorder Activities + Add ^

	Sexual Harassment Staff-to-Staff Full Course Required	Expected Effort: 0.5 hours	...
eLearning	OLC195005	Accessible anytime.	
	Title IX Roles of Employees Full Course Required	Expected Effort: 0.5 hours	...
eLearning	OLC195006	Accessible anytime.	

12. From the side bar, Select “Learners”



13. Change the ** Assignment Status to “All”

The screenshot shows the 'Learning Assignments' section of a software interface. At the top, there are navigation tabs: 'Access', 'Access Groups', 'Learning Assignments', and 'Learning Initiatives'. Below these, there is a search area with a 'Search Learners' field and 'Match' options for 'All' (selected) and 'Any'. There are input fields for '** Name', '** Person Keyword', '** Assignment Status', and '** Initiative Name'. The '** Assignment Status' dropdown menu is open, showing a list of status options with checkboxes: 'All' (checked), 'Complete Pending Approval', 'Completed', 'Completion Request Rejected', 'Deleted', 'Exempted', 'In Progress', 'Not Passed', 'Not Started', and 'Pending Active'. Below the search area, there is a 'Learner Results' summary with five columns: 'Distinct Learners' (1,313), 'In Progress' (285), 'Not Started' (127), 'Active' (412), and 'Complete' (1,431). At the bottom, there are action buttons: 'View', 'Format', 'Add Learners', 'Change Status', 'Edit Assignment', and 'Mass Action'.

14. Review the Learner Results

The screenshot shows the 'Learner Results' summary section. It features five columns with the following data: 'Distinct Learners' (1,313), 'In Progress' (285), 'Not Started' (127), 'Active' (412), and 'Completed' (1,431).

15. Export to Excel

The screenshot shows a close-up of the 'Add Learners' button, which is highlighted with a red box. The button has a small icon of a person and the text 'Add Learners'.

16. Enter the employee's name in the **Name box and select "Search"
 - a. Review Status, Progress, Completion Date, etc.

The screenshot shows a search interface with the following elements:

- Navigation tabs: Access, Access Groups, Learning Assignments, Learning Initiatives
- Section: Search Learners
- Match options: All (selected), Any
- Search criteria:
 - ** Name: dushane (highlighted with a red box)
 - ** Assignment Status: All (dropdown menu)
 - ** Person Keyword: (empty text box)
 - ** Initiative Name: (empty text box)

17. To withdraw learners, select row, Change Status, Withdraw Learner
 - a. Select reason and enter comments
 - b. Select "Withdraw Learners"

Access | Access Groups | Learning Assignments | Learning Initiatives

Search Learners

Match All Any

** Name ** Assignment Status

** Person Keyword ** Initiative Name

Learner Results

2	1	0	1	1
Distinct Learners	In Progress	Not Started	Active	Completed

View Format Add Learners **Change Status** Edit Assignment Manage Activities More Actions

Name	Initiative Name
Megan DuShane (Megan)	
Nicole DuShane (Nicole)	

Rows Selected 1 Columns Hidden 24

- Bypass and Approve
- Activate Assignment
- Bypass and Complete
- Withdraw Learners**
- Waive Prerequisites
- Delete Assignment
- Bypass and Reject
- Waitlisted
- Pending Active
- Undo Complete
- Undo Bypass Complete

18.