SuccessFactors Learning – How to run a learning history report

Purpose:

- Use this process guide as a Leaner to run the Learning History Report. This report shows all learning completions during the date range specified.

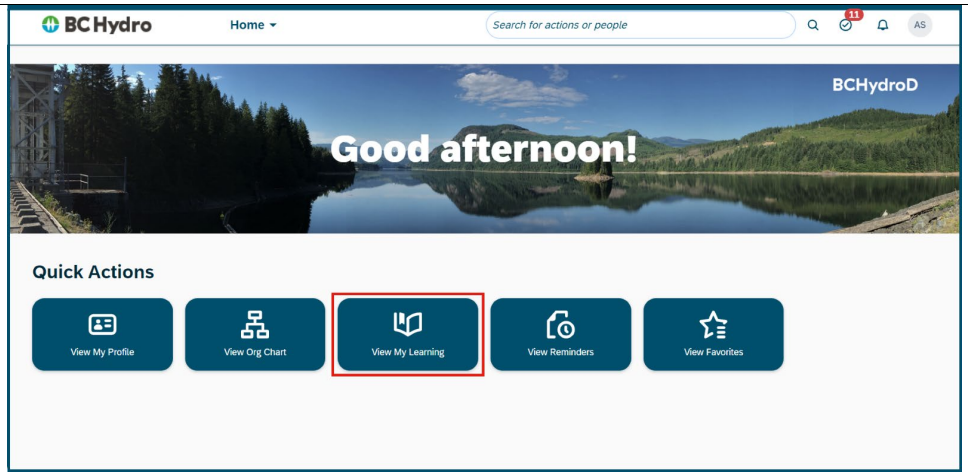
Tips

- Use this process guide as a Contractor to access SuccessFactors Learning via a browser. Suggested browser for desktop is Microsoft Edge. If you are using your mobile to access SuccessFactors Learning, we recommend using Safari browser instead of the SuccessFactors Mobile Application to access all the functionalities.
- When your computer enters sleep mode, it will lose internet connection. If you lose internet connection, your progress in a WBT will not be saved. If you're leaving your computer inactive for more than 30 minutes, **close the training to save your progress** and you can relaunch the course when you have time to complete it.

Monitoring Training

To monitor your training completion, you will follow the SuccessFactors Learning Menu path to begin this procedure.

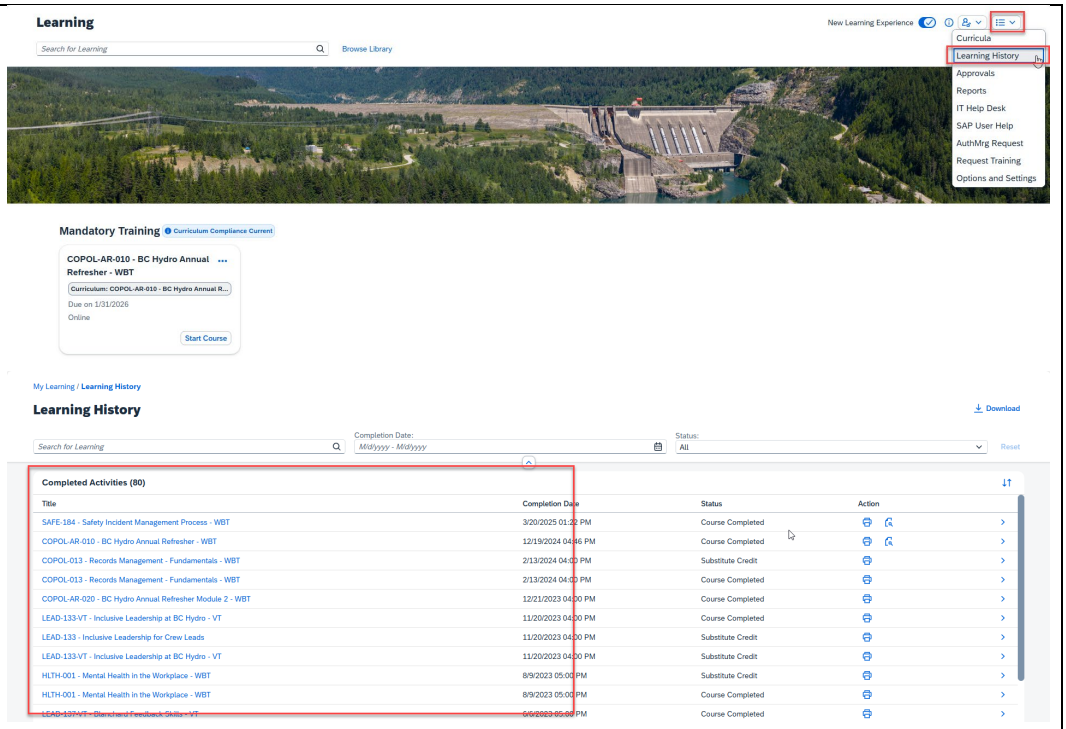
- SuccessFactors → View My Learning → Learning → → Reports → Learning History

1. Access SuccessFactors Learning through the following link:	https://hcm17.sapsf.com/login?company=bchydro
2. Select the View My Learning tile from the Homepage to access the learning activities. There are two ways to access the learning history: • By clicking on the Learning History link • By accessing the Learning History report	

3.1 The **Learning History** link on the Learning home page provides a user with a list of recently completed work.

You can select a title to view the details of the completed course.

In the **Completed Activities** work page, you will see a list of all completed courses by completion date, title and status.

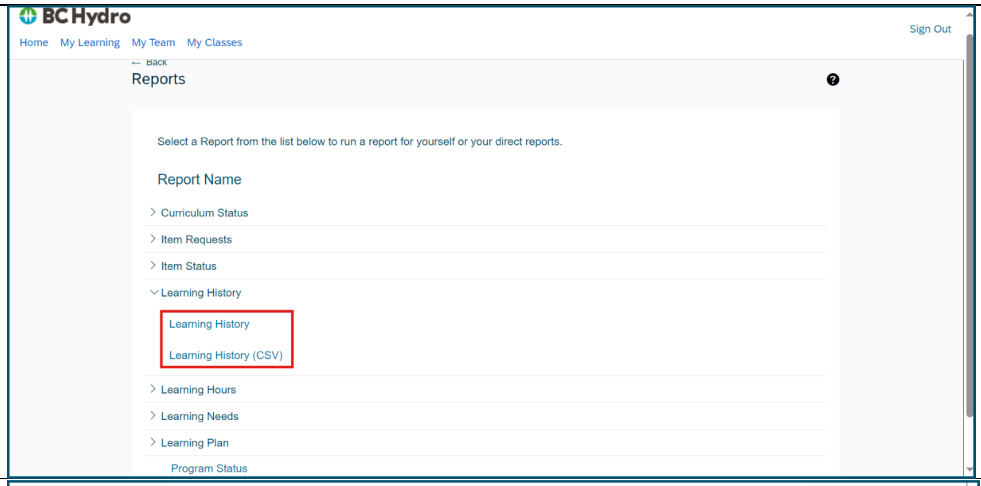


3.2 From the Learning page, under the tile, select **Reports**

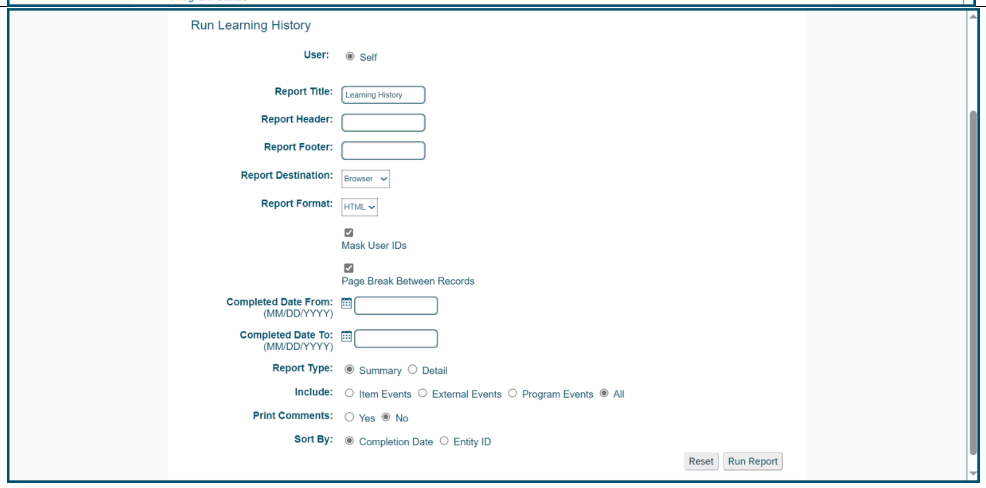
4. Select > Learning History to view the reports under it.

5. Select Learning History report.

Important Note: To export the report in Excel, click on Learning History (CSV).



6. Review the report options and modify as applicable. Some key ones to be aware of are listed below:



Report Destination:

- Browser = will open the report in a new tab within your browser
- Local File = will export the report to save as a local file

Report Format:

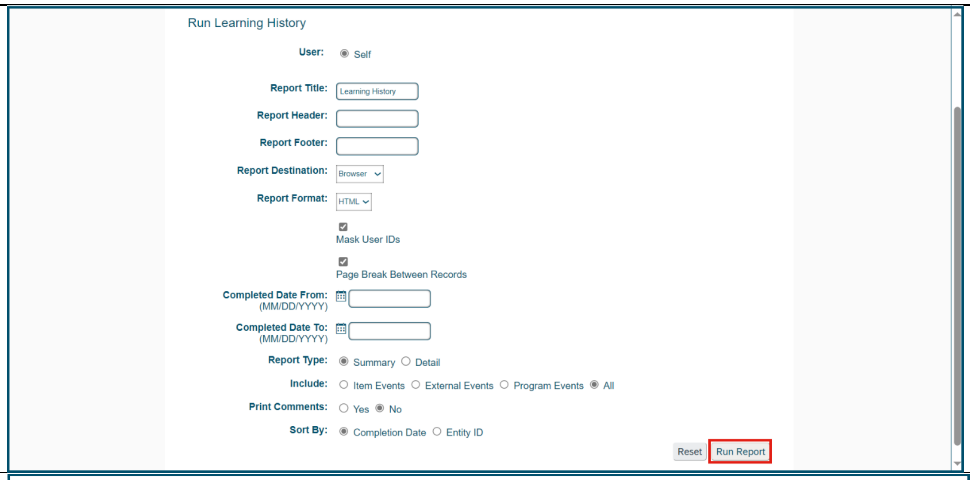
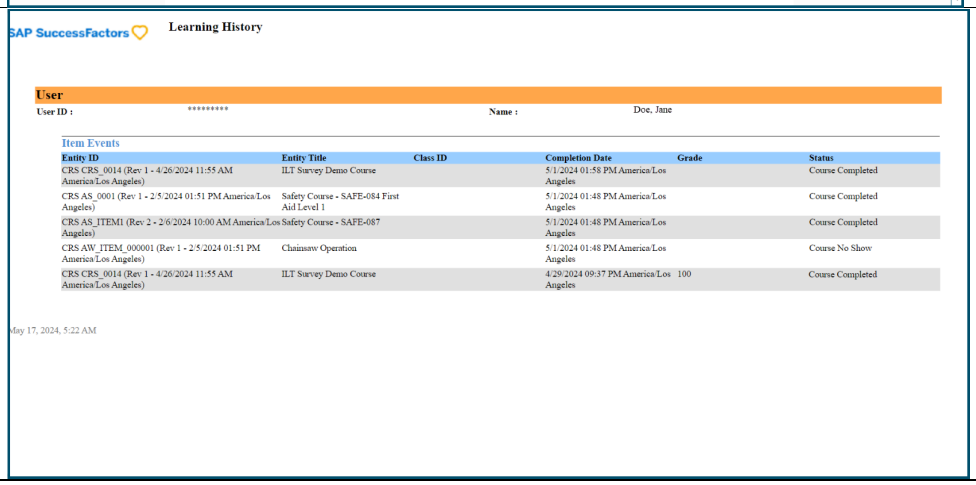
- HTML = select if opening the report in your browser
- PDF = select if exporting the report to PDF

Mask User IDs:

- This box will automatically be checked off. To view User IDs in the report, uncheck this box.

Complete Date From/To:

- Select the date range you would like the report to return results for.

7. Select Run Report	
8. A new tab will open, displaying the report.	

Questions?

- If you have questions about training topics, email training@bchydro.com
- If you have technical issues with SuccessFactors Learning, please contact **SuccessFactors Learning Help Desk**: SAPSuccessFactorsSupport@bchydro.com or 604-528-1444 (71444), then press 2, then press 5 to speak with an agent.