SuccessFactors Learning – How to run the learning plan report

Purpose:

- Use this process guide as a Learner to run the Learning Plan Report. This report shows the items that are currently on your Learning Plan, required dates, and whether/when you have completed the item if there is a retraining interval.

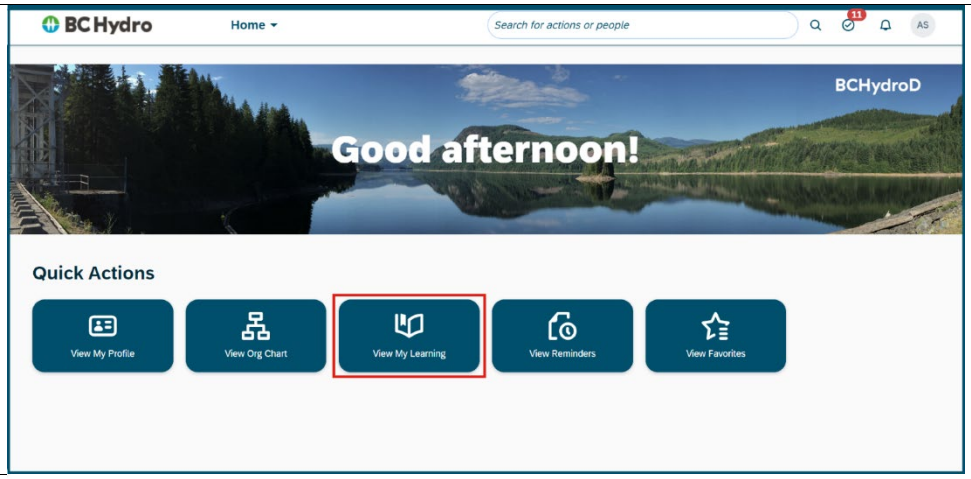
Tips

- 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.

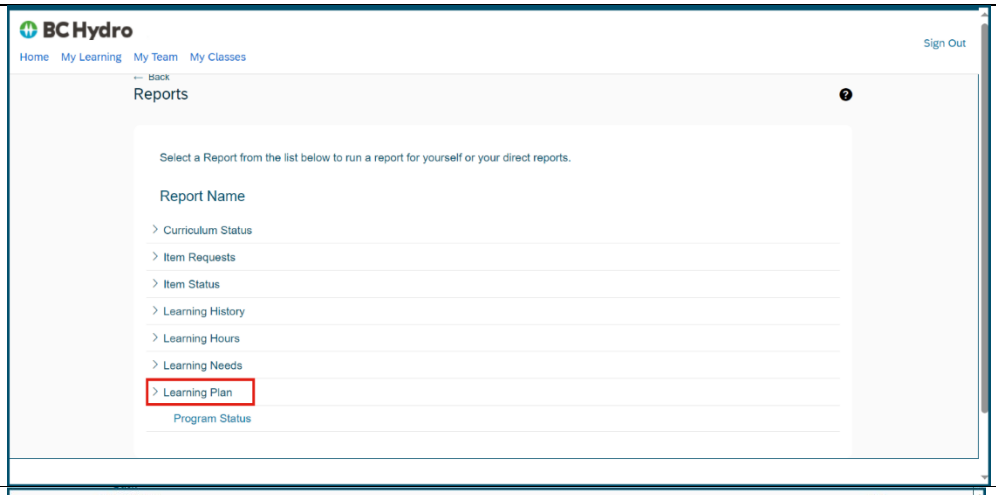
Monitoring Training

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

- SuccessFactors → View My Learning → Learning → → Reports → Learning Plan

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.	
3. From the Learning page, under the tile, select **Reports**	

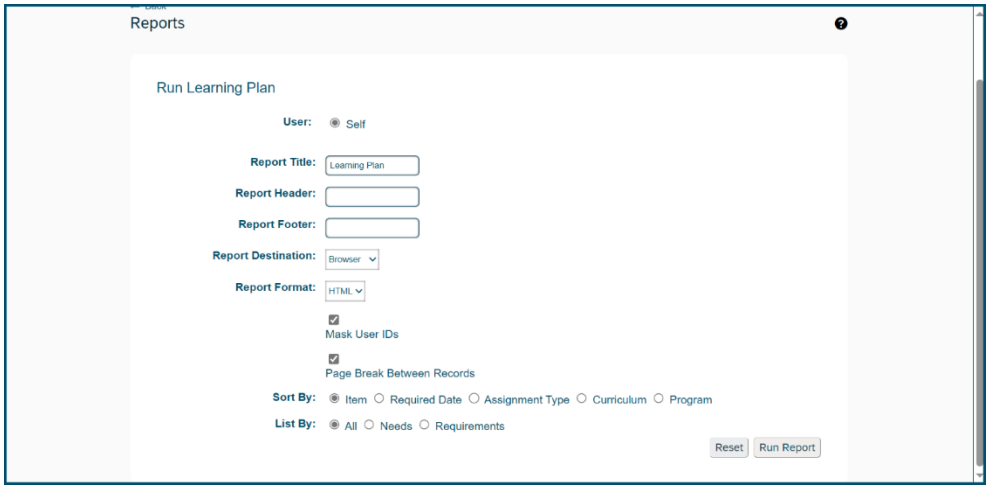
4. Select > Learning Plan to view the reports under it.



5. Select Learning Plan report.

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

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



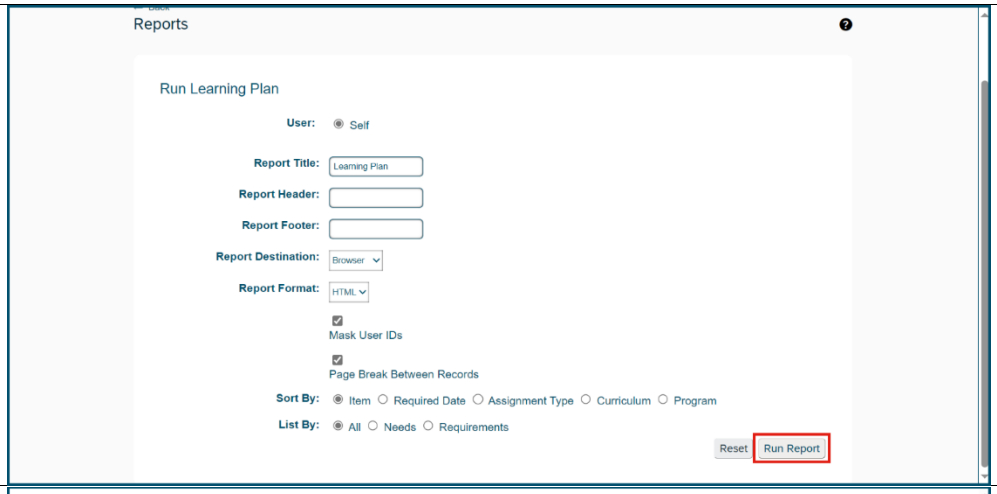
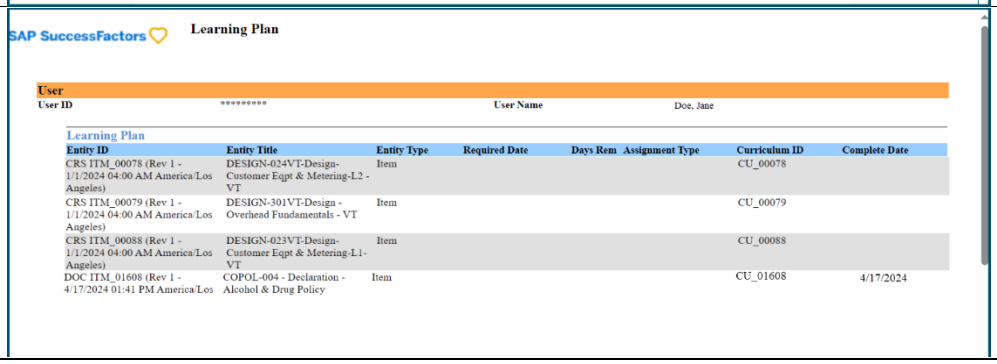
Report Destination:

- 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.	
7. Select Run Report	
8. A new tab will open, displaying the report. This example shows a Learning Plan report in HTML format.	

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.