



2024

Learning Admin Guide



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V1

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1/1/2024

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Guide Usage and Disclosures

Guide Information

This guide is designed based on the Oracle Cloud HCM delivered setups; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact Megan Ketter at mketter@camptratech.com.

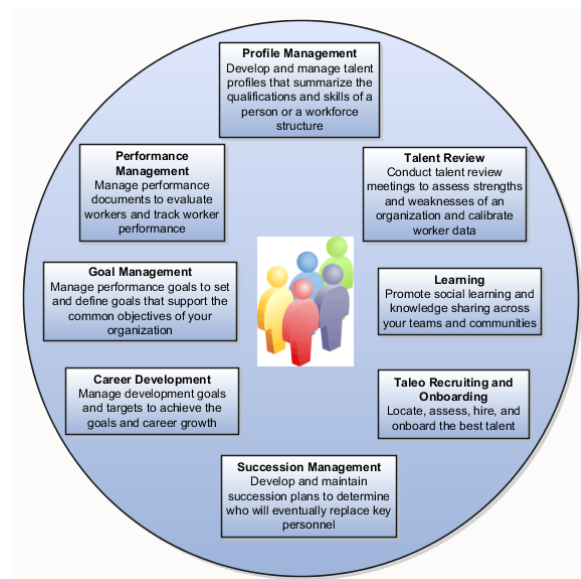
How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

1. Any fields with an asterisk are required fields.
2. Based on your configurations, approval workflows may in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.
3. You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

Overall Process Flow

Before we begin with the training content, it's important to understand the overall process flow of information in Oracle Cloud for the Learning module. Learning is a part of the Talent Management suite.



Glossary of Terms

Here we've included common terms associated to the Learning module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

Course

- ✦ A course defines the requirements and outcomes for the learning content and the achievements learners get after completing the course

Learning Communities

- ✦ Learning communities can be formal and organize learning catalog content into categories and topics that make browsing and discovery more intuitive for learners.

Course Offerings

- ✦ Course offerings represent the delivery method for the learning activities that learners complete to achieve the course objectives

Learning Activities

- ✦ Learning activities are the actual work that learners must complete to complete the course and achieve the learning objectives

Specialization

- ✦ A specialization includes multiple courses. And it holds broader learning objects that learners achieve when they complete all of the learning activities for all of the courses

Prerequisites

- ✦ Courses and specializations might have prerequisites, which are skills and qualifications managed in the learner's talent profile. Prerequisites can include competencies, honors and awards, languages, and licenses and certifications, and learners must meet them before they can enroll

Learning Outcomes

- ✦ Courses and specializations can optionally include learning outcomes. These outcomes essentially reflect the learning objectives that map to skills and qualifications in the learner's talent person profile.

Assessment

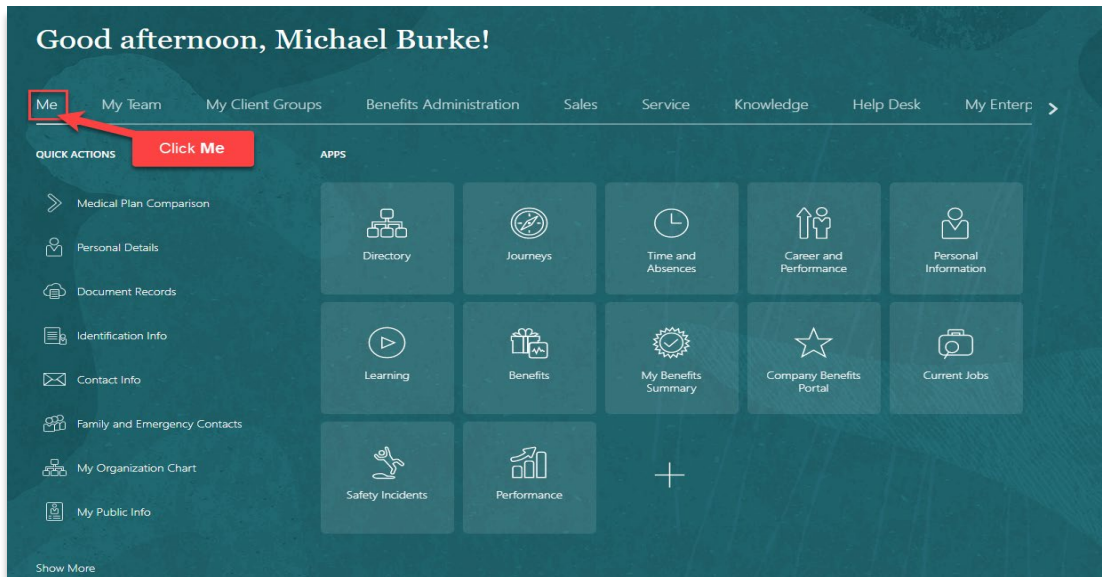
- ✦ Assess a learner's understanding of the course material at any point during an offering, using a learning assessment questionnaire

Evaluation

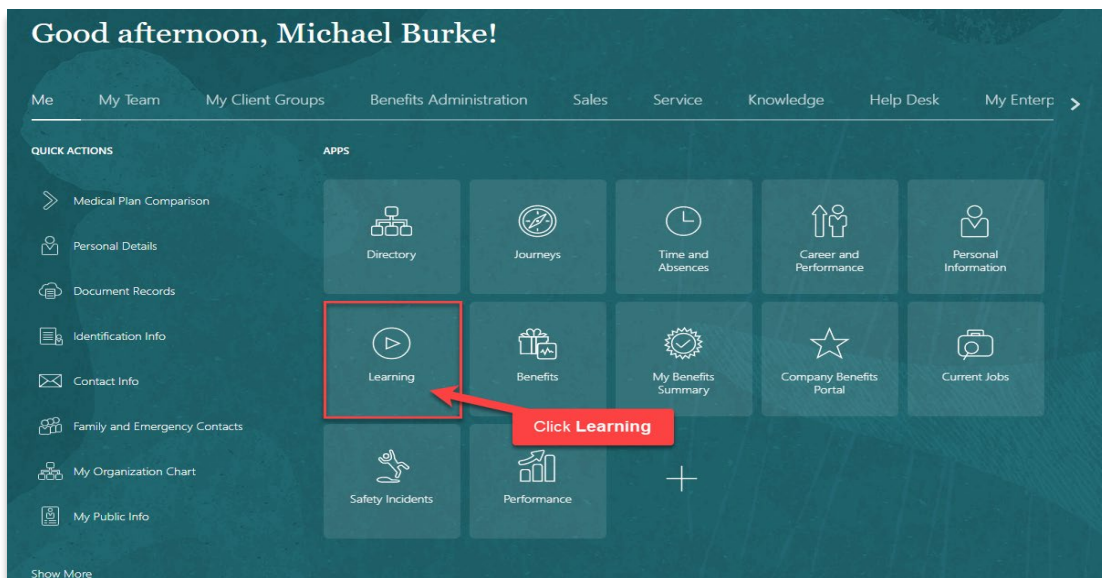
- Get feedback about an offering from learners after they complete it using a learning evaluation questionnaire.

Application Overview

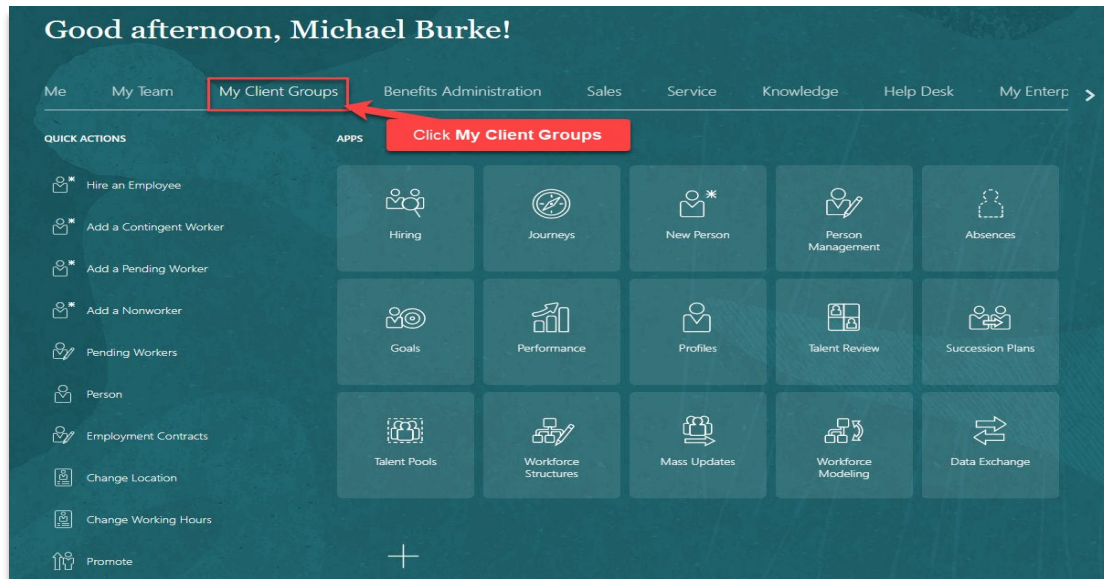
To access Learning as an **Employee**, from the home screen, click **Me**



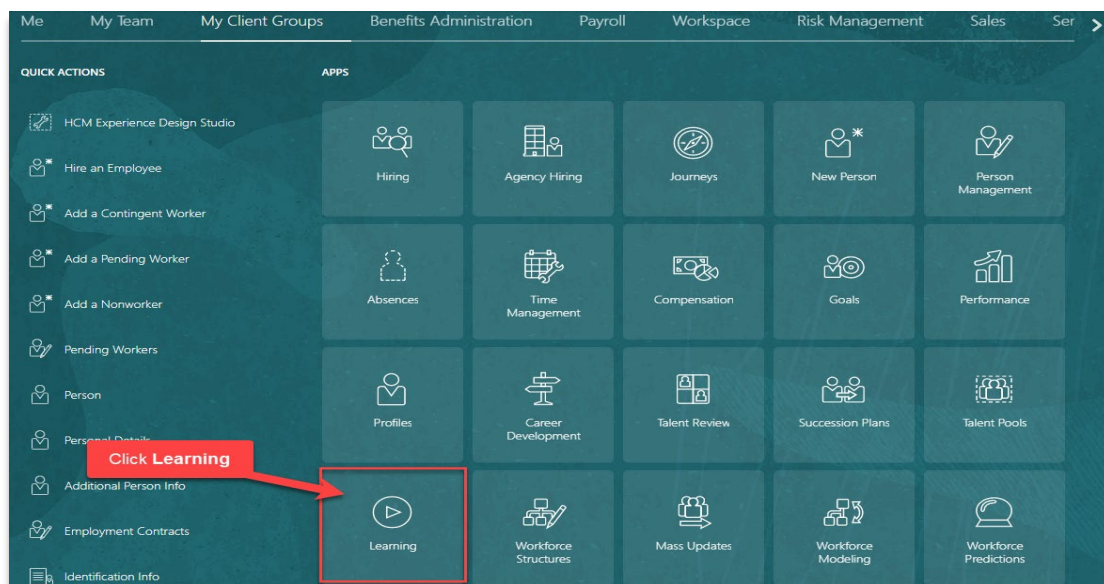
Click Learning



To access Learning as an **Administrator**, from the home screen, click **My Client Groups**



Click Learning

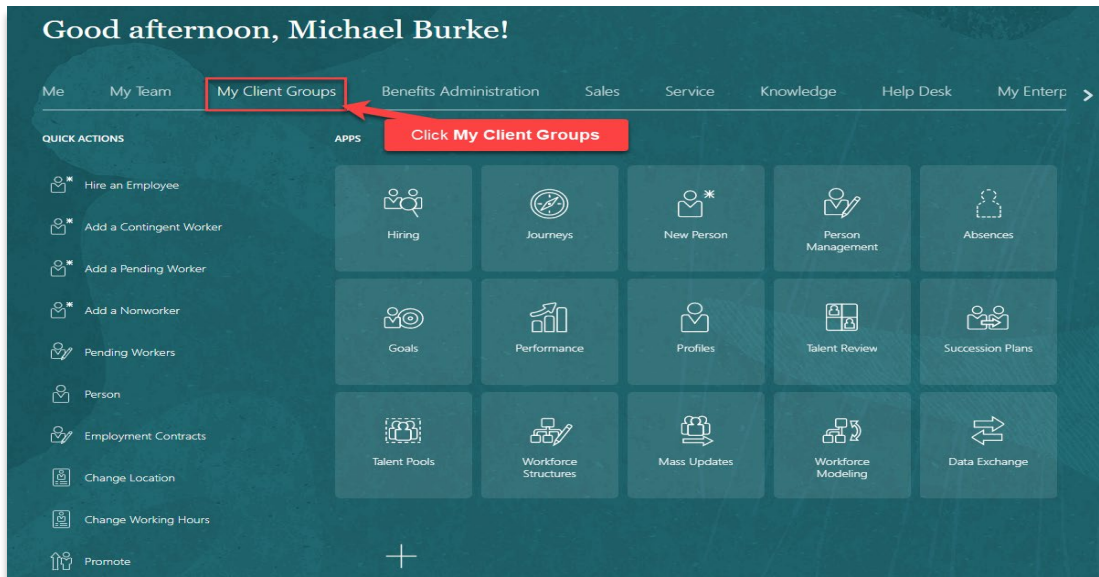


Learning Administration

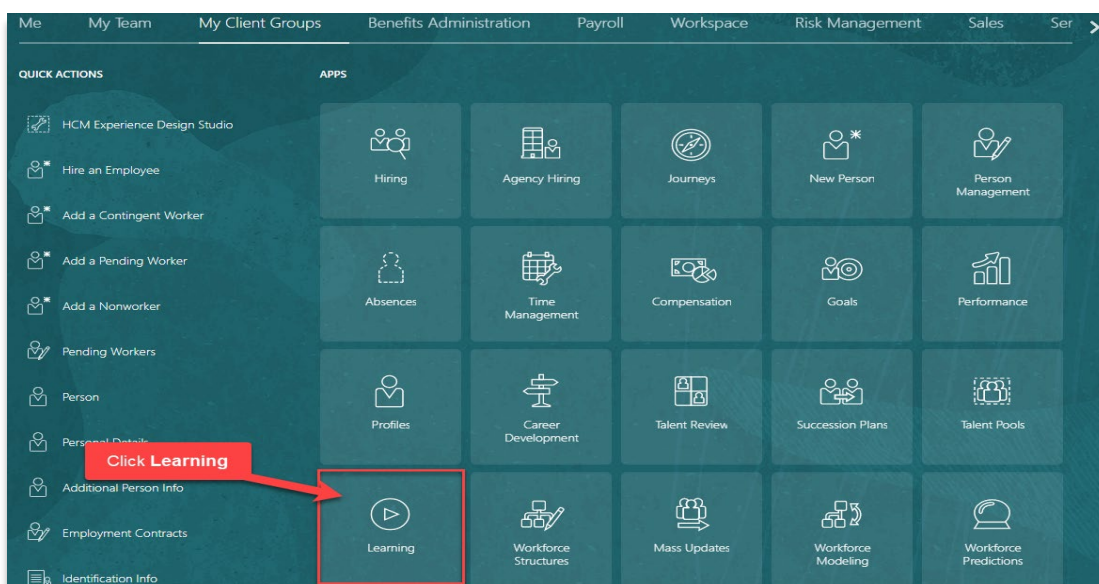
Create New Course

Navigation: My Client Groups>Learning>Courses>Add>Save and Close

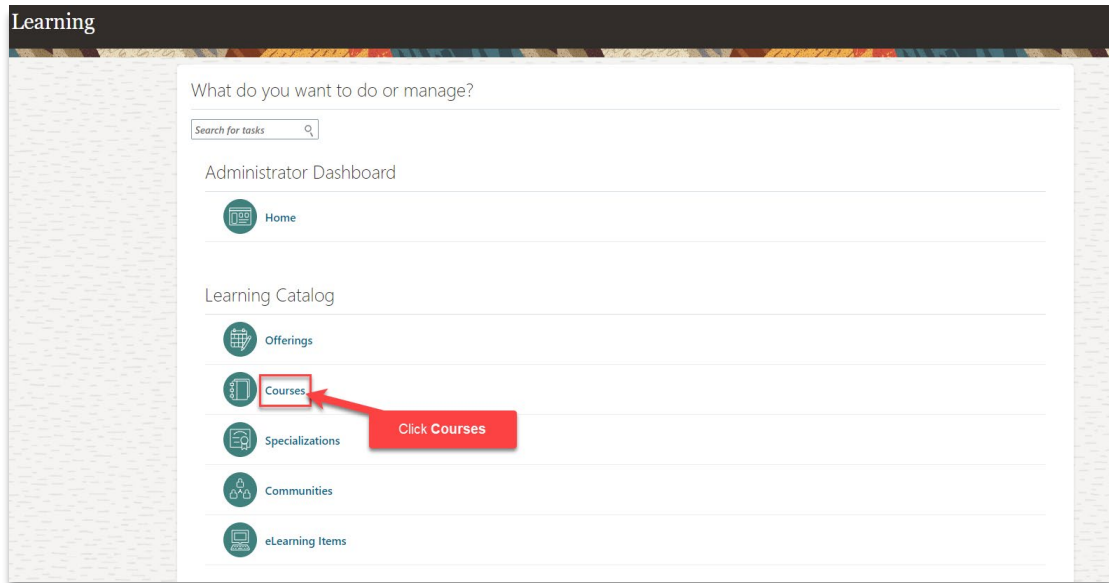
From the home screen, click **My Client Groups**



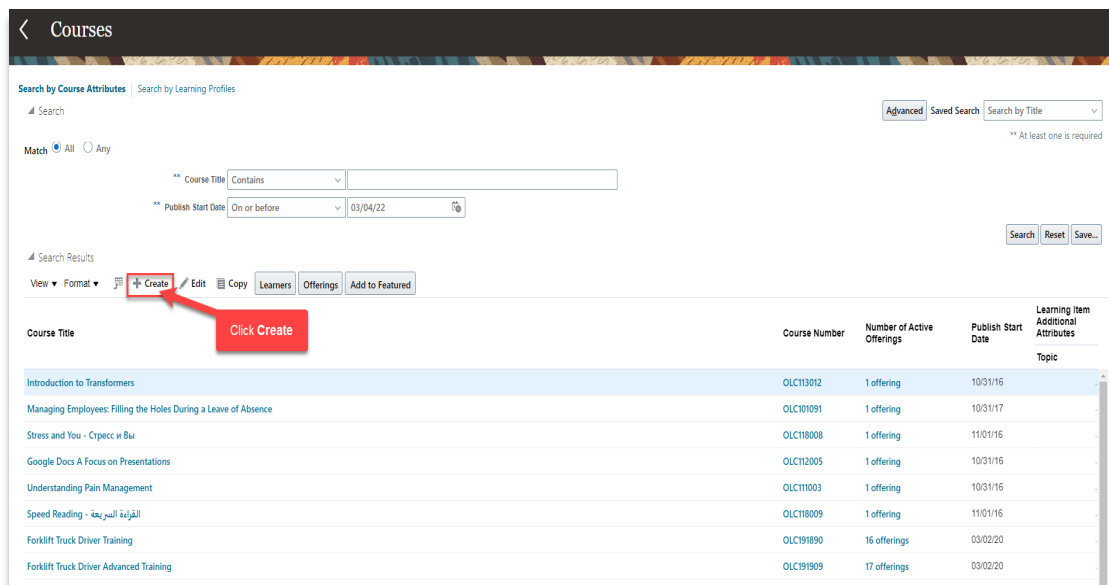
Click Learning



Click Courses



Here we can view the courses by **Course Title**. To create a new course, click **Create**



In this screen, all we need to enter is the **Course Title** and click **Save and Close**

Create Course

Save Save and Close

General Information Prerequisites Learning Outcomes Default Offering Attributes Communities Default Assignment Rules

Click Save and Close

Basic Information

* Title

Syllabus

Font 2 B I U

Enter Course Title

Paragraphs: 0, Words: 0, Characters (with HTML): 0

Short Description

* Publish Start Date

08/31/22

Publish End Date

mm/dd/yy

Course Number

OLC415024

Other Details

Minimum Expected Effort

Hours

Next, click **Offerings**

Annual Security Training

Course

Manage Default Access Edit Preview

Definition

Offerings

Instructors

Learners

Administrator conversation

Self-Service Conversations

Communities

Click Offerings

General Information

Course Number

OLC415027

Dates

08/31/22

Currency

USD

Syllabus

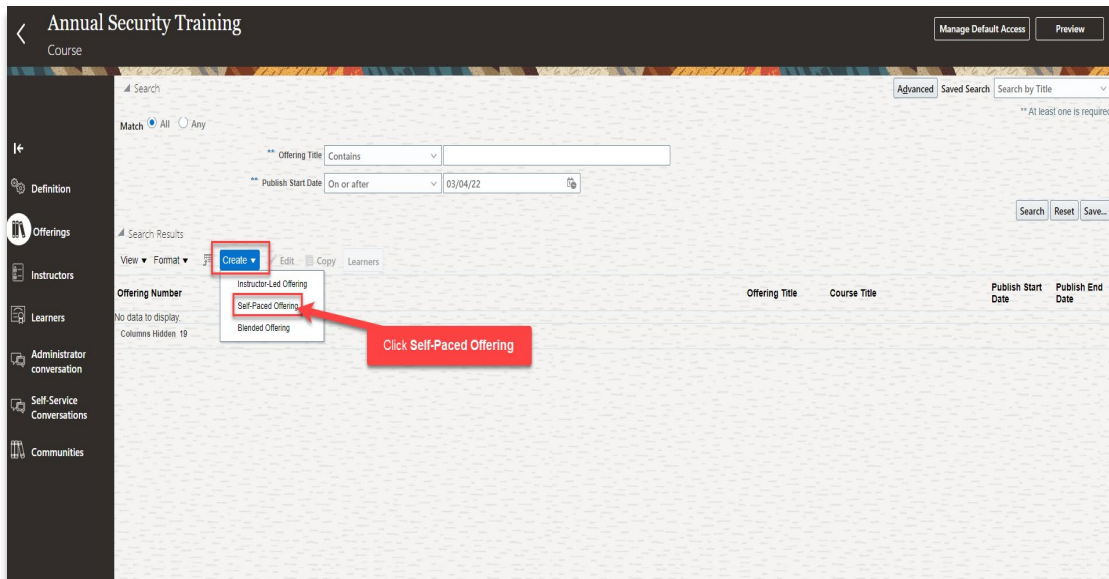
There's nothing here so far.

Additional Attributes

Comments

Related Materials

In the **Offerings** screen, from the **Create** drop down menu, select **Self-Paced Offering**



Enter the information and click **Save and Close**

The course is now available

< Courses

Search by Course Attributes | Search by Learning Profiles

Search Advanced Saved Search Search by Title ▼

Match ☒ All ☐ Any

** Course Title Contains

** Publish Start Date On or after 📅

Search Reset Save...

Search Results

View ▼ Format 📄 + Create ✎ Edit 📄 Copy 👤 Learners 📅 Offerings 🌟 Add to Featured

Course Title	Course Number	Number of Active Offerings	Publish Start Date	Learning Item Additional Attributes Topic
Annual Security Training	OLC415027	1 offering	08/31/22	

Columns Hidden 6

Manage Courses

Navigation: My Client Groups>Learning>Courses>Edit>Save and Close

From the home screen, click **My Client Groups**

Good afternoon, Michael Burke!

Me My Team **My Client Groups** Benefits Administration Sales Service Knowledge Help Desk My Enterp >

QUICK ACTIONS

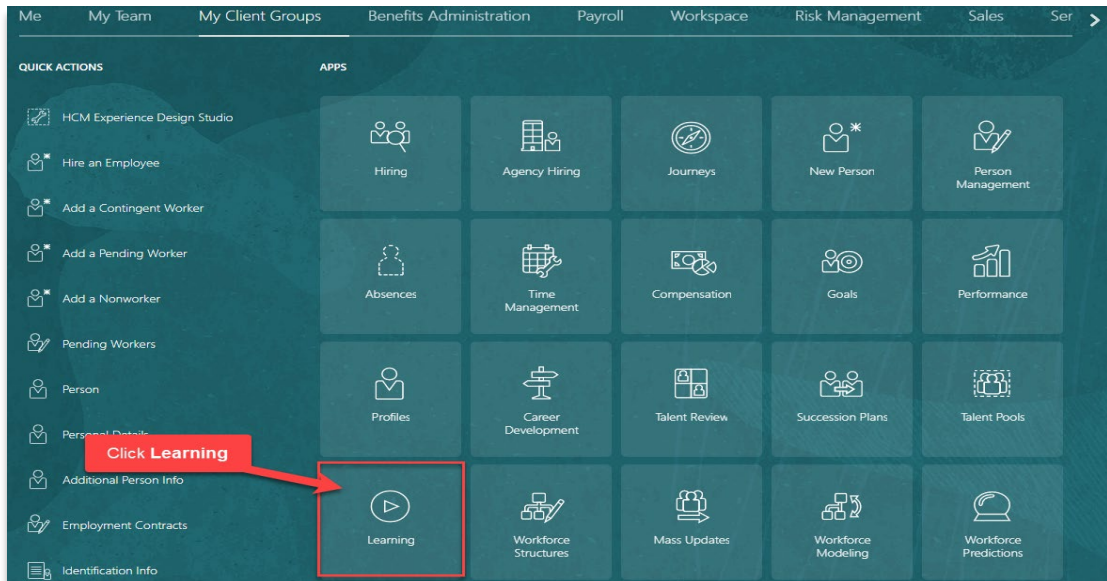
- Hire an Employee
- Add a Contingent Worker
- Add a Pending Worker
- Add a Nonworker
- Pending Workers
- Person
- Employment Contracts
- Change Location
- Change Working Hours
- Promote

APPS

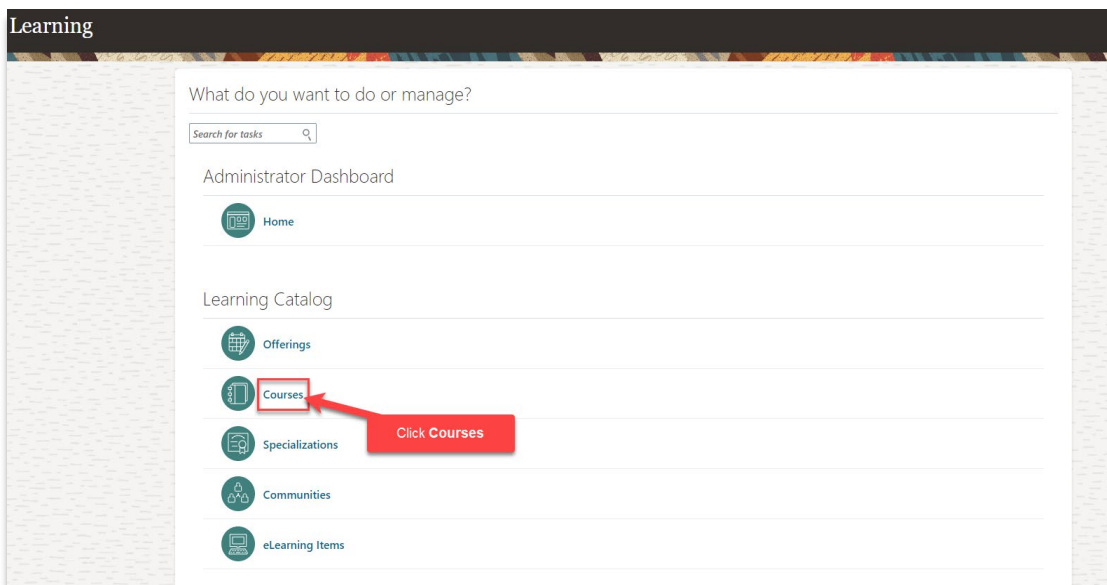
Click My Client Groups

- Hiring
- Journeys
- New Person
- Person Management
- Absences
- Goals
- Performance
- Profiles
- Talent Review
- Succession Plans
- Talent Pools
- Workforce Structures
- Mass Updates
- Workforce Modeling
- Data Exchange

Click **Learning**



Click Courses



Here we can view the courses by **Course Title**. To edit a course, select the **Course Tile**

Courses

Search by Course Attributes Search by Learning Profiles

Search

Match ☒ All ☐ Any

Course Title Contains

Publish Start Date On or before 03/04/22

Search

Search Results

View Format Create Edit Copy Learners Offerings Add to Featured

Course Title	Course Number	Number of Active Offerings	Publish Start Date
Introduction to Transformers	OLC113012	1 offering	10/31/16
Managing Employees: Filling the Holes During a Leave of Absence	OLC101091	1 offering	10/31/17
Stress and You - Crpecc w Bui	OLC118008	1 offering	11/01/16
Google Docs A Focus on Presentations	OLC112005	1 offering	10/31/16
Understanding Pain Management	OLC111003	1 offering	10/31/16
Speed Reading - القصة السريعة	OLC118009	1 offering	11/01/16
Forklift Truck Driver Training	OLC191890	16 offerings	03/02/20
Forklift Truck Driver Advanced Training	OLC191909	17 offerings	03/02/20
Leadership By Example	OLC169849	2 offerings	07/17/19
Leadership Inspiration Training	OLC130455	1 offering	10/12/18

Select Course Title

Click **Edit**

Leadership By Example

Course

Manage Default Access Edit

Click Edit

Definition

Offerings

Instructors

Learners

Administrator conversation

Self-Service Conversations

Communities

General Information

Course Number OLC169849	Maximum Expected Effort 5
Short Description Modeling Strong Leadership	Currency USD
Dates 07/17/19	Minimum Price 250
Minimum Expected Effort 3	Maximum Price 500

Syllabus

WILL Professional Edge is a library of micro learning modules that give Trainers and HR Professionals the ability to tailor individual educational experiences. In interactive movies that mirror real life settings and situations, learners assume the role of the characters, make real world decisions and experience the consequences of their choices. Through an exploration of situational decision-making, users learn the different strategies they need to know to successfully navigate the workplace. Each individual module examines a business skill in the core leadership areas of communication, vision, motivation, ethics, or team building. This module covers leading by example and encouraging constructive feedback.

Default Offering Payment and Pricing

Additional Attributes

Update the applicable information and click **Save and Close**

Leadership By Example

Save Save and Close

Click Save and Close

General Information Prerequisites Learning Outcomes Default Offering Attributes Communities Default Assignment Rules

Basic Information

Update the applicable below information

Title

Leadership By Example

Syllabus

Font 2 B I U

WILL Professional Edge is a library of micro learning modules that give Trainers and HR Professionals the ability to tailor individual advancement...

Paragraphs: 1, Words: 101, Characters (with HTML): 717

Short Description

Modeling Strong Leadership

*Publish Start Date

07/17/19

Publish End Date

mm/dd/yy

Course Number

OLC169849

Other Details

Minimum Expected Effort

3 Hours

View Learning Assignments for All Employees

Navigation: My Client Groups>Learning>Learning Assignments>Search

From the home screen, click **My Client Groups**

Good afternoon, Michael Burke!

Me My Team **My Client Groups** Benefits Administration Sales Service Knowledge Help Desk My Enterp >

QUICK ACTIONS

Hire an Employee

Add a Contingent Worker

Add a Pending Worker

Add a Nonworker

Pending Workers

Person

Employment Contracts

Change Location

Change Working Hours

Promote

APPS

Click My Client Groups

Hiring

Journeys

New Person

Person Management

Absences

Goals

Performance

Profiles

Talent Review

Succession Plans

Talent Pools

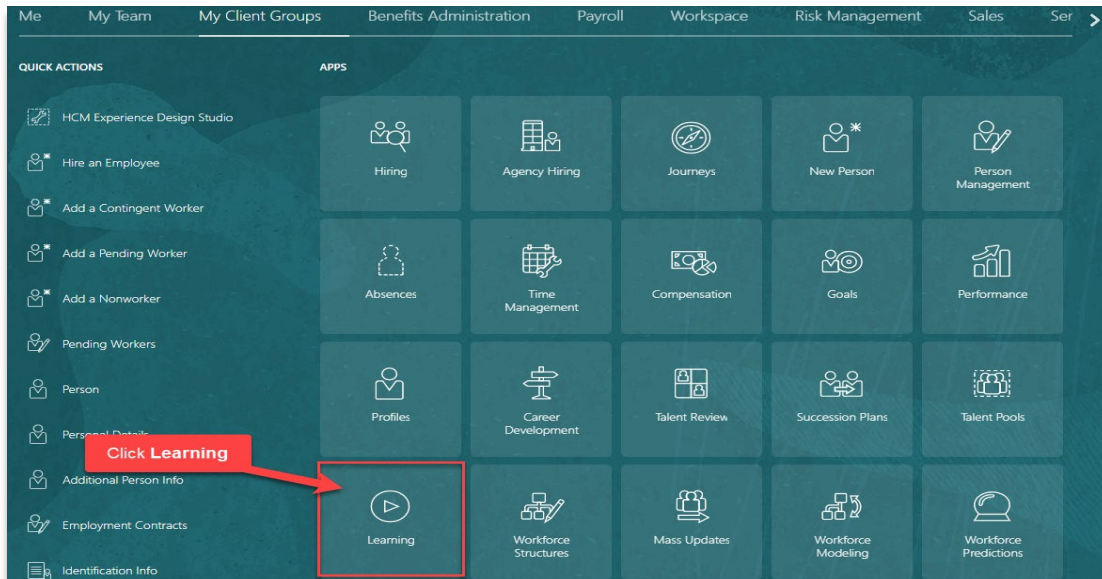
Workforce Structures

Mass Updates

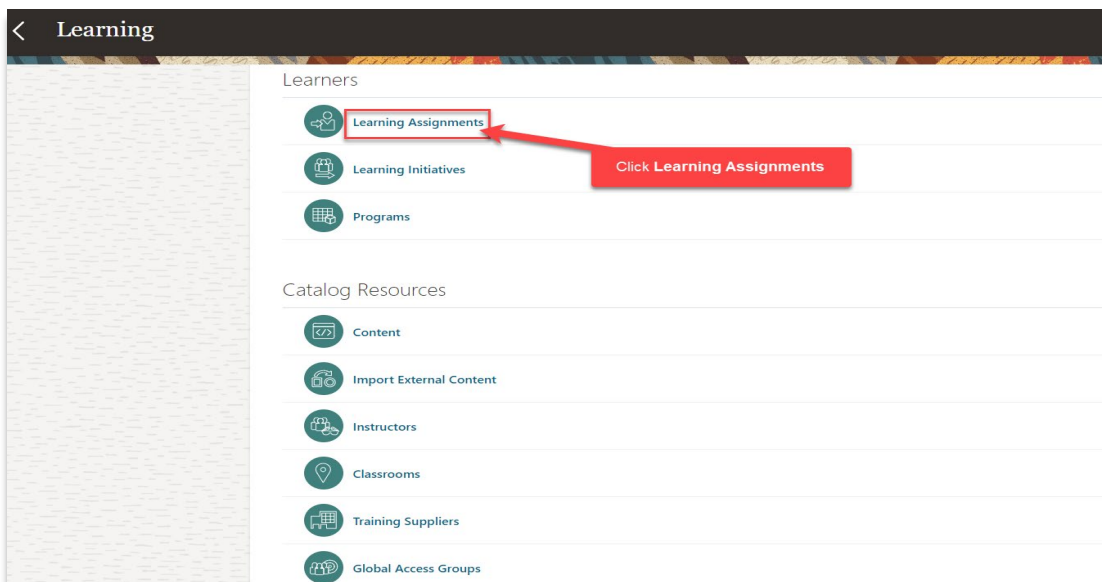
Workforce Modeling

Data Exchange

Click **Learning**



Click Learning Assignments



From the **Assignment Status** drop down, select the applicable Assignment Statuses then **Search**

Learning Assignments

Search Learners | Search Placeholder Seats | Search Skipped Assignments

Search Learners

Advanced | Saved Search | Learning Item, Assignment

Match ☒ All ☐ Any

** Name ** Initiative Name

** Person Keyword ** Learning Item Title

** Assignment Status

Click All

Click Search

Search Reset Save...

Learner Results

View Format Add Learners

Name	Status	Assignment Type	Progress	Manager	Assignment Date	Completion Date	Recommendatic Learning Item Category	Learning Item Type	Person Number
No data to display.									

Columns Hidden 21

Here we can view the **Employees Name, Learning Item Title, Status, Assignment Type, Progress, Manager, Assignment Date, Completion Date, Recommendation, Learning Item Type, and Person Number**

Learning Assignments

Search Learners | Search Placeholder Seats | Search Skipped Assignments

Search Learners

Advanced | Saved Search | Learning Item, Assignment

Match ☒ All ☐ Any

** Name ** Initiative Name

** Person Keyword ** Learning Item Title

** Assignment Status

Scroll Down To View The Information

Search Reset

Learner Results

Distinct Learners	Active	In Progress	Not Started	Pending Prerequisite	Requested	Completed	Waitlisted
2,110	11,739	626	6,328	1	15	482	38

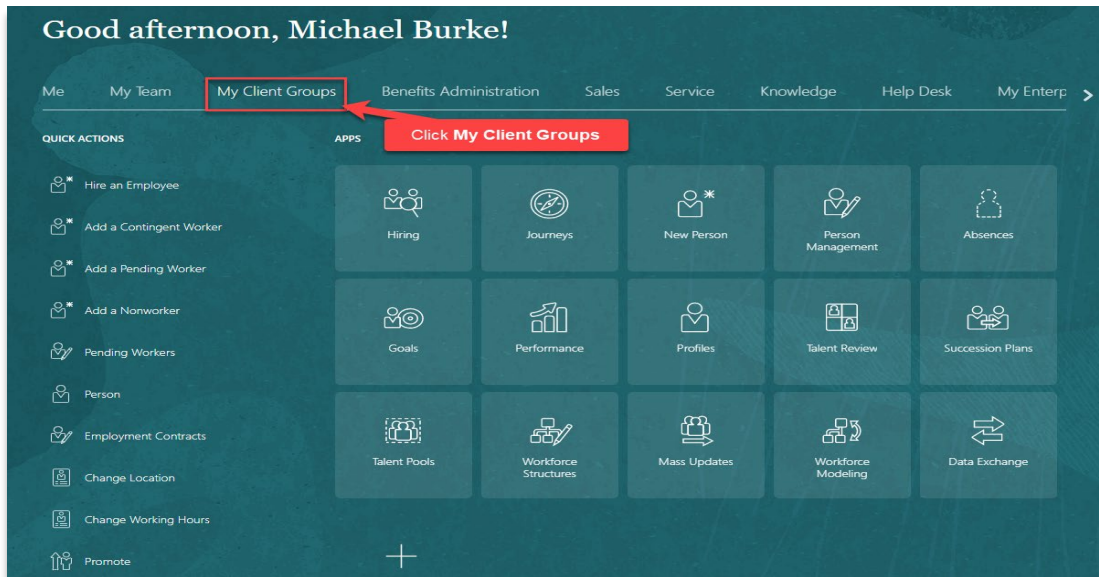
View Format Add Learners Change Status Edit Assignment Manage Activities More Actions Mass Action

Name	Learning Item Title	Status	Assignment Type	Progress	Manager	Assignment Date	Completion Date	Recommendatic Learning Item Category	Learning Item Type	Person Number
Barbara McCullum	Immediate Policy Update for Pandemic	Not Started	Require	0 / 4	Kurt Barber	04/15/20			Specialization	2690
Barbara McCullum	Three Routes to Good Communication	No Offering Selected	Recommend		Kurt Barber	02/12/20		Recommend--	Course	2690
Barbara McCullum	Workplace Safety	Not Started	Recommend	0 / 3	Kurt Barber	02/12/20		Recommend--	Specialization	2690
Barbara McCullum	Leadership Skills	Not Started	Recommend	0 / 2	Kurt Barber	02/12/20		Recommend--	Specialization	2690
Barbara McCullum	Workplace First Aid	No Offering Selected	Voluntary		Kurt Barber	02/12/20			Course	2690
Barbara McCullum	Corporate Compliance Learning	Not Started	Require	0 / 5	Kurt Barber	02/12/20			Specialization	2690
James Aaron	Reporting Sexual Harassment	Withdrawn	Require		Michael Buch...	10/07/20			Course	281

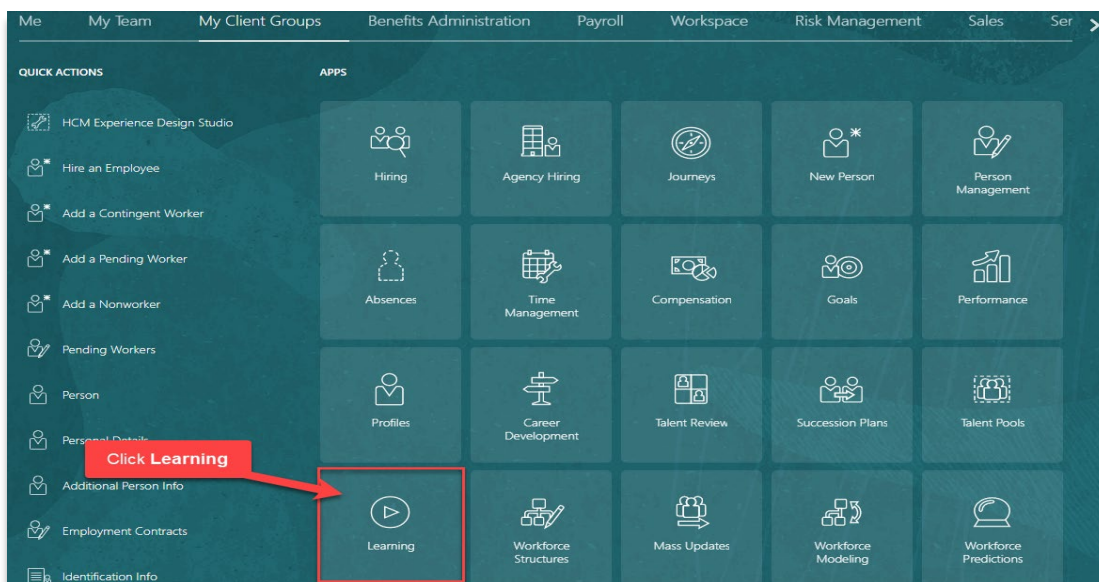
Search Employee Learning Assignments

Navigation: My Client Groups>Learning>Learning Assignments>Enter Employee Name>Search

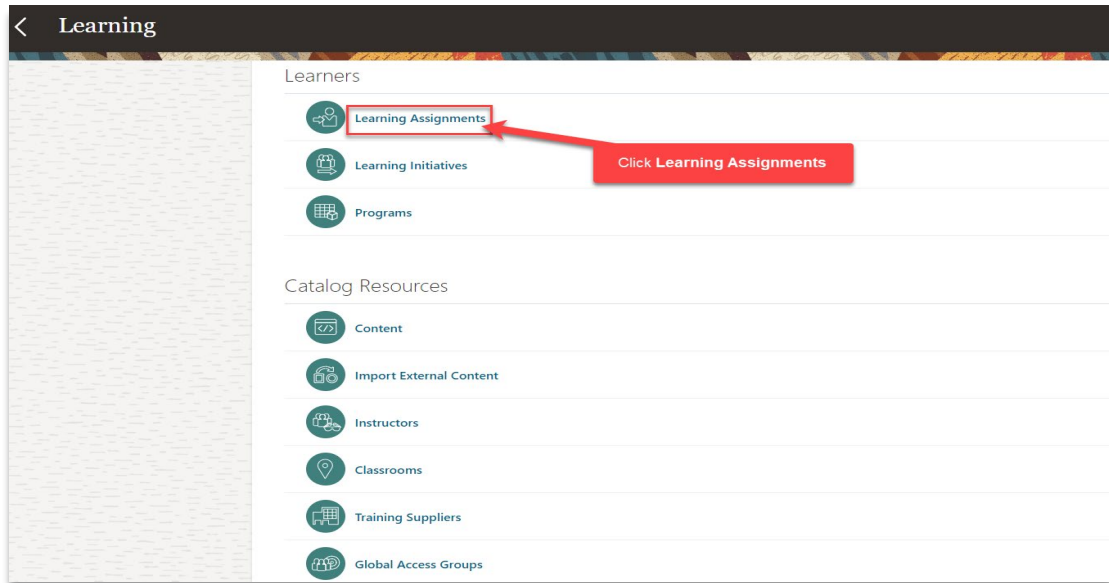
From the home screen, click **My Client Groups**



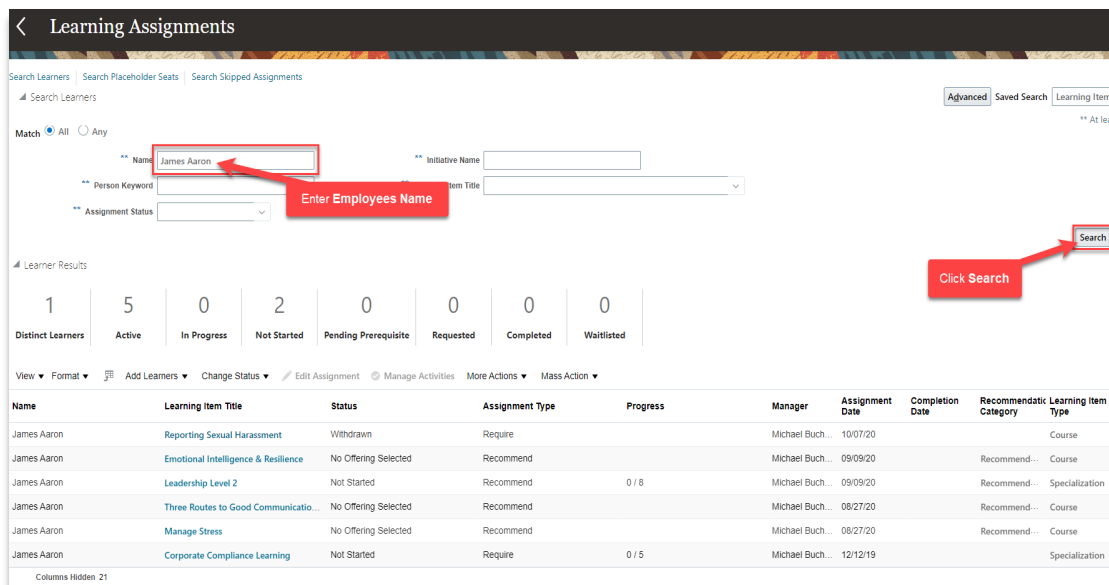
Click Learning



Click Learning Assignments



Enter the **Employees Name** and then click **Search**



Here we can view the employee's information such as **Name, Learning Item Title, Status, Assignment Type, Progress, Manager, Assignment Date, Completion Date, Recommendation, Learning Item Type, and Person Number**

< Learning Assignments

Search Learners | Search Placeholder Seats | Search Skipped Assignments

Search Learners Advanced Saved Search Learning Item, Assign

Match ☒ All ☐ Any ** At least one

** Name ** Initiative Name

** Person Keyword ** Learning Item Title

** Assignment Status

Search Reset

Learner Results

Distinct Learners	Active	In Progress	Not Started	Pending Prerequisite	Requested	Completed	Waitlisted
1	5	0	2	0	0	0	0

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

Name	Learning Item Title	Status	Assignment Type	Progress	Manager	Assignment Date	Completion Date	Recommendation Category	Learning Item Type	Person Number
James Aaron	Reporting Sexual Harassment	Withdrawn	Require		Michael Buch...	10/07/20			Course	281
James Aaron	Emotional Intelligence & Resilience	No Offering Selected	Recommend		Michael Buch...	09/09/20		Recommend...	Course	281
James Aaron	Leadership Level 2	Not Started	Recommend	0 / 8	Michael Buch...	09/09/20		Recommend...	Specialization	281
James Aaron	Three Routes to Good Communicatio...	No Offering Selected	Recommend		Michael Buch...	08/27/20		Recommend...	Course	281
James Aaron	Manage Stress	No Offering Selected	Recommend		Michael Buch...	08/27/20		Recommend...	Course	281
James Aaron	Corporate Compliance Learning	Not Started	Require	0 / 5	Michael Buch...	12/12/19			Specialization	281

View Learning Assignment Completion Status

Navigation: My Client Groups>Learning>Learning Assignments>Recently Completed>Set Date

From the home screen, click **My Client Groups**

Good afternoon, Michael Burke!

Me My Team **My Client Groups** Benefits Administration Sales Service Knowledge Help Desk My Enterp >

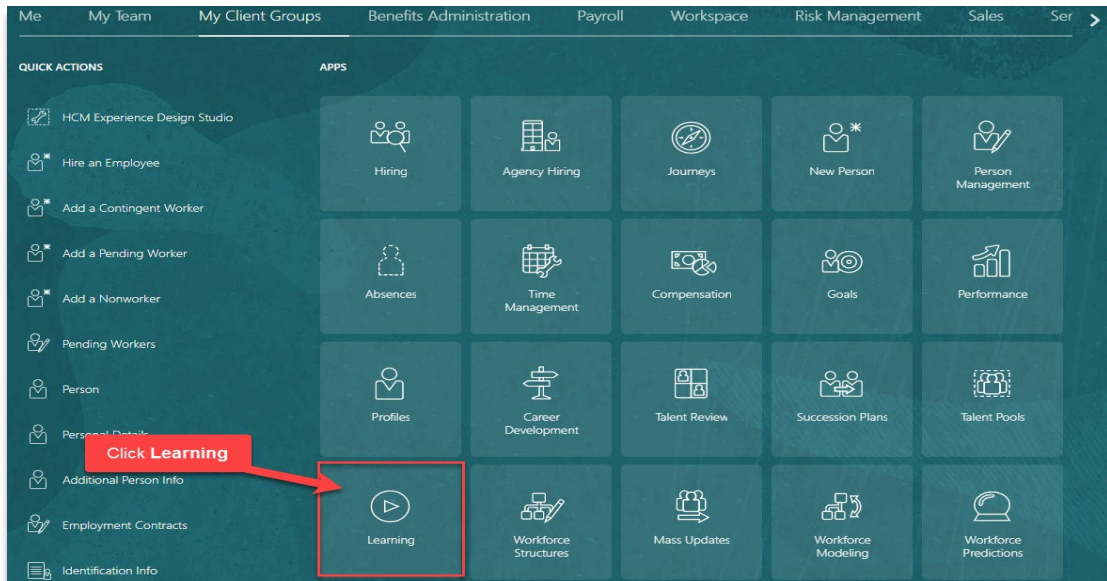
QUICK ACTIONS

- Hire an Employee
- Add a Contingent Worker
- Add a Pending Worker
- Add a Nonworker
- Pending Workers
- Person
- Employment Contracts
- Change Location
- Change Working Hours
- Promote

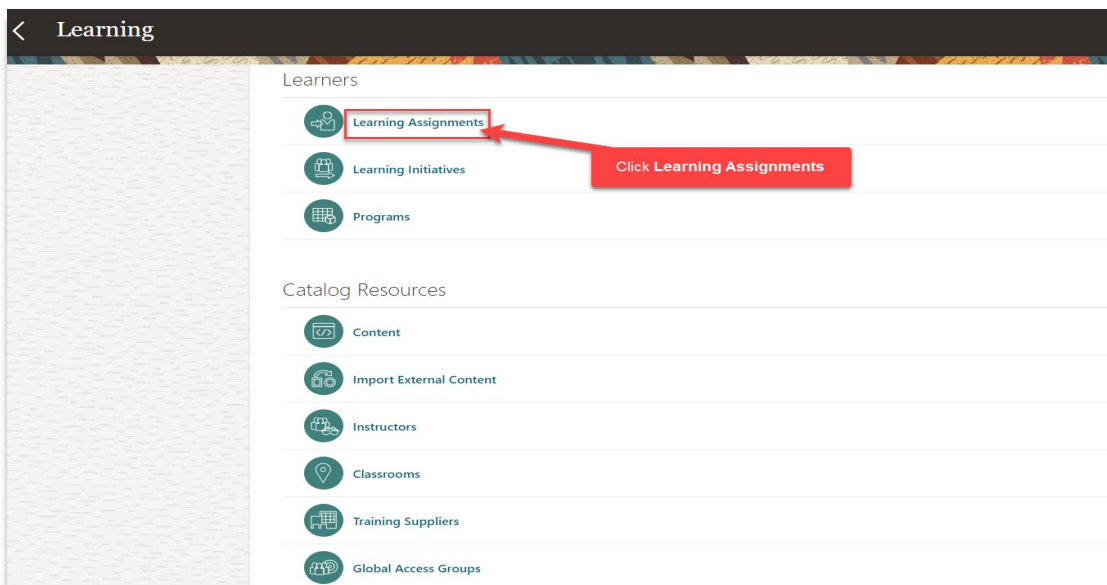
APPS Click My Client Groups

Hiring	Journeys	New Person	Person Management	Absences
Goals	Performance	Profiles	Talent Review	Succession Plans
Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange

Click **Learning**



Click **Learning Assignments**



From the **Saved Search** dropdown, click **Recently Completed**

The screenshot shows the 'Learning Assignments' page. At the top, there are tabs for 'Search Learners', 'Search Placeholder Seats', and 'Search Skipped Assignments'. Below these, there are search filters for 'Name', 'Initiative Name', 'Person Keyword', 'Learning Item Title', and 'Assignment Status'. A dropdown menu is open, showing options like 'Formerly Enrolled', 'Learning Item, Assignment Status and Learner', 'Not Ended', 'Not Started', 'Recently Completed', 'Search by Name', and 'Personalize...'. A red arrow points to the 'Recently Completed' option with the text 'Click Recently Completed'.

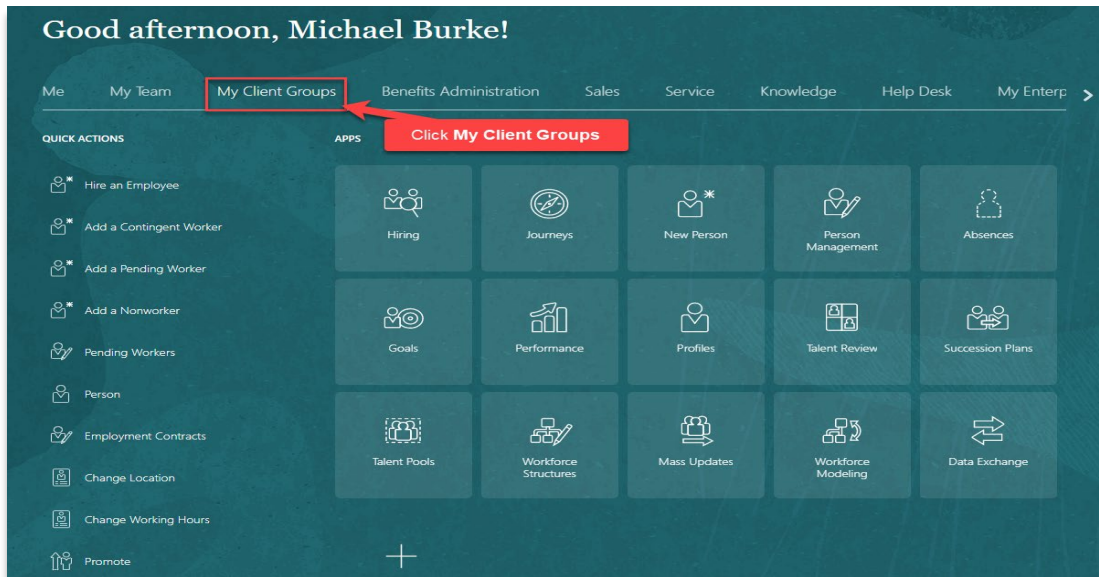
We can also adjust the **Completion Date** and select a date from the calendar

The screenshot shows the 'Learning Assignments' page with the 'Completion Date' filter set to 'On or after' and the date '08/25/22'. A red arrow points to the 'Select Date' button. Another red arrow points to the 'Select Completion Date' button. The page also shows a table with columns for 'Name', 'Learning Item Title', 'Status', 'Assignment Type', 'Progress', 'Manager', 'Assignment Date', 'Completion Date', 'Recommendatic Learning Item Category', 'Learning Item Type', and 'Person Number'. The table is currently empty, showing 'No data to display.' and 'Columns Hidden 21'.

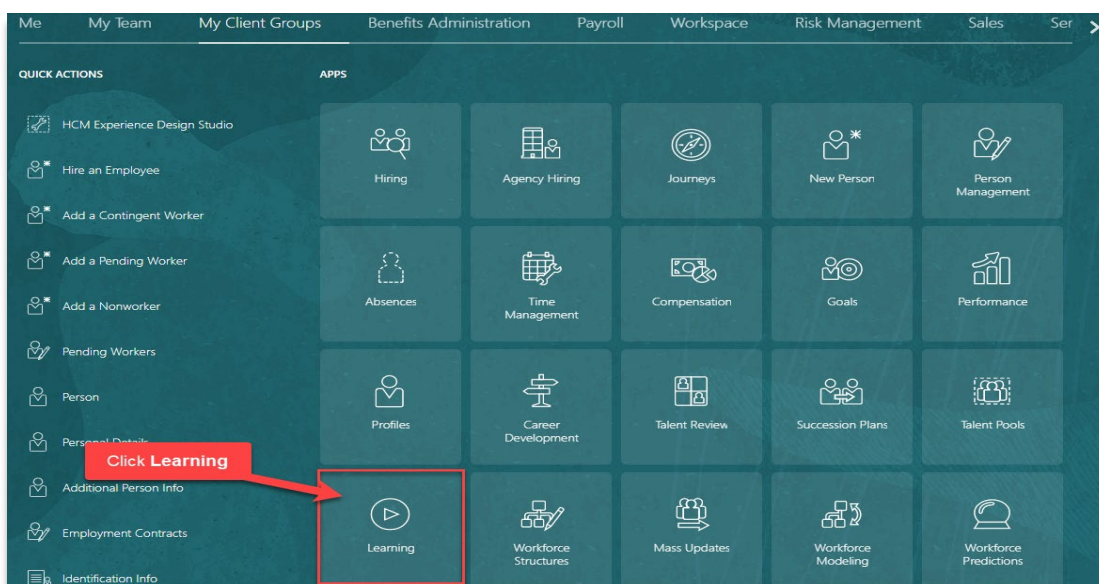
View Reports

Navigation: My Client Groups>Learning>Administrator Dashboard

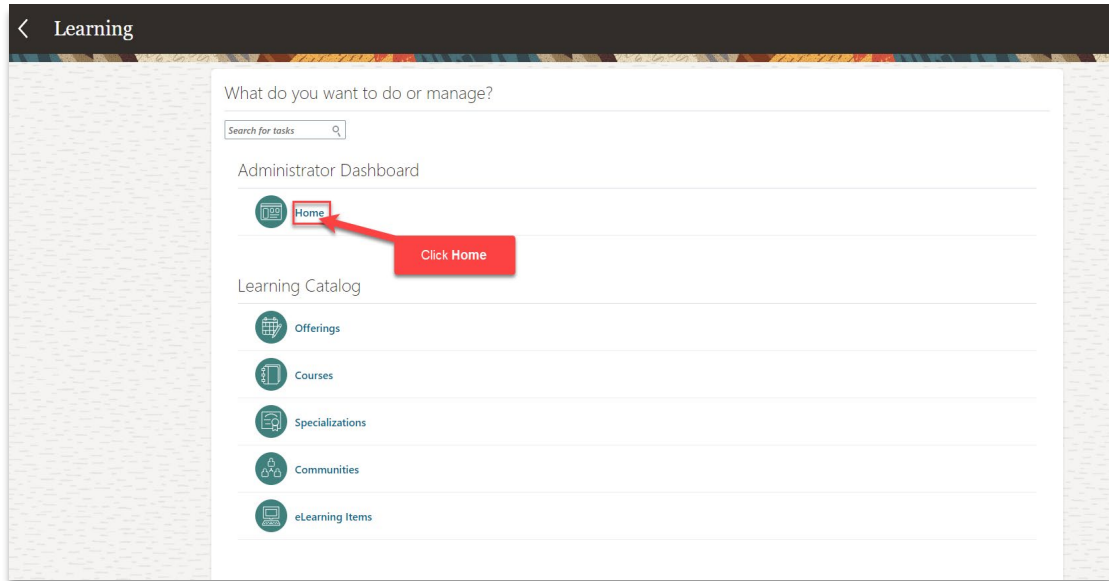
From the home screen, click **My Client Groups**



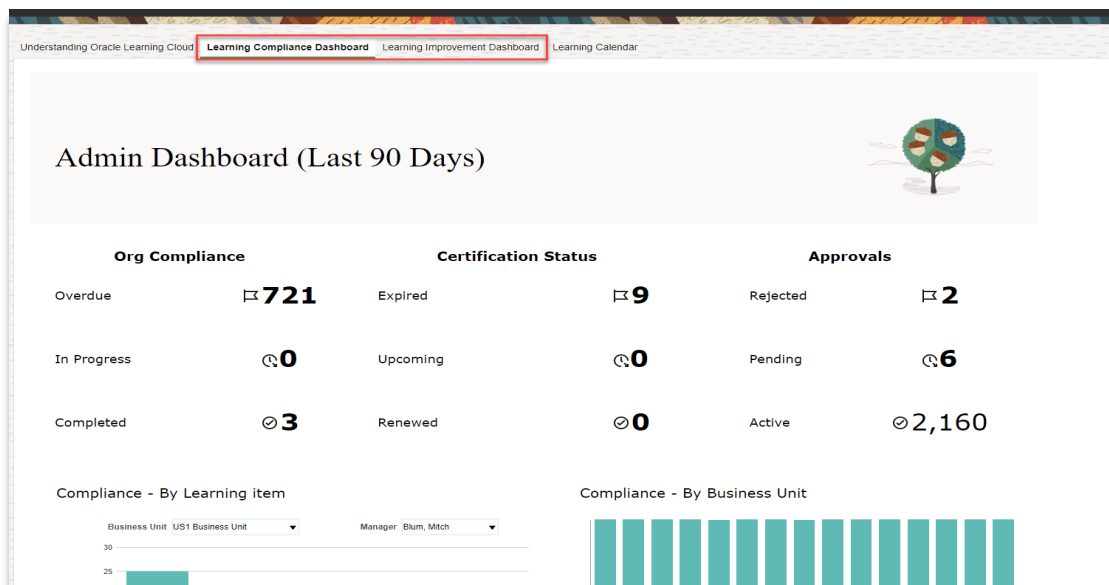
Click Learning



Click Home



Select the applicable tab to view the **Dashboard** data

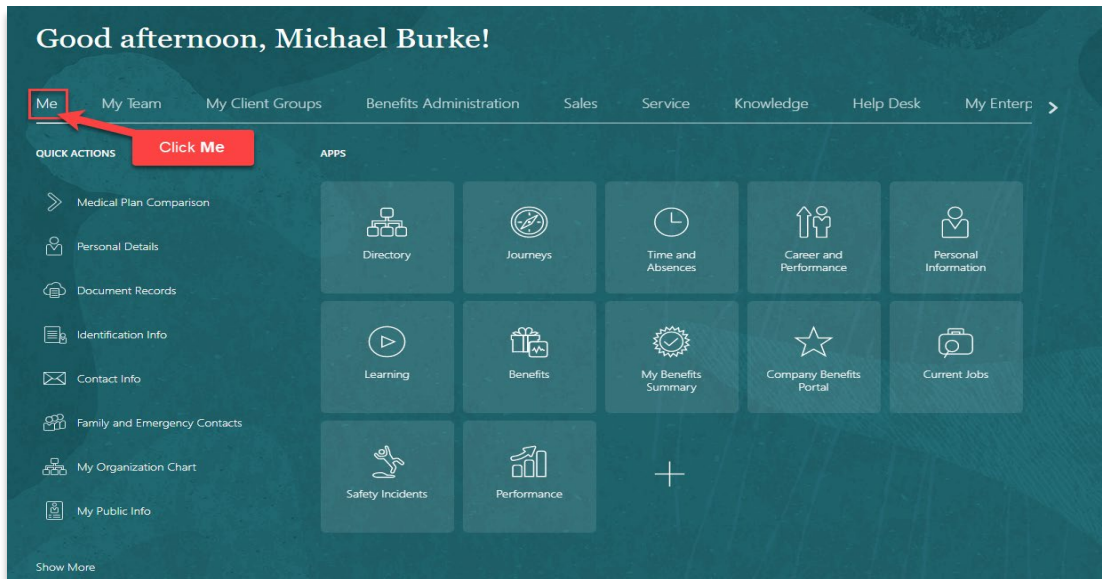


Learning Specialist Self-Service

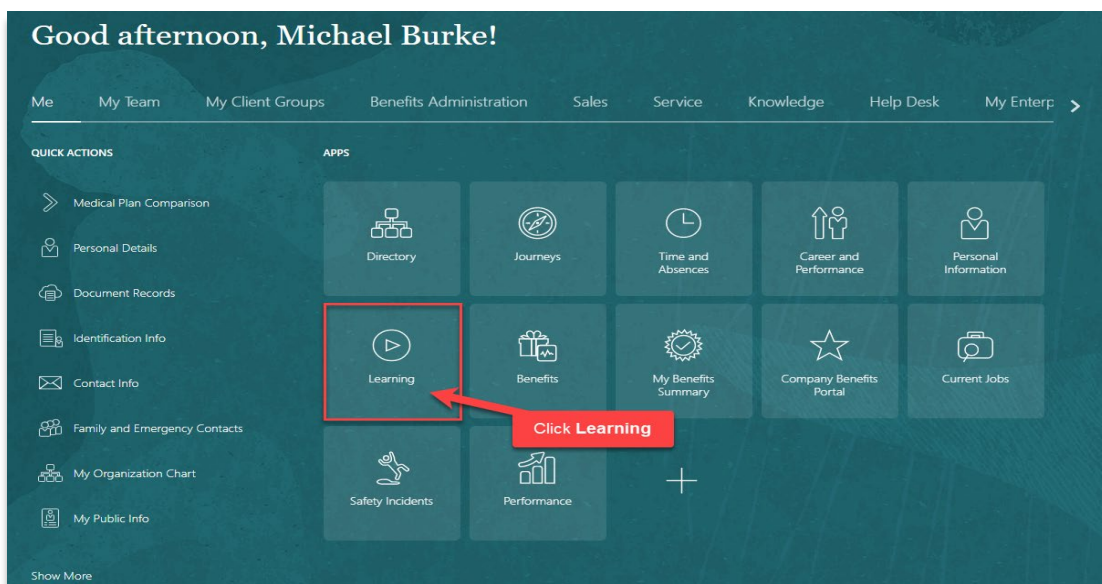
View Current Learning

Navigation: Me>Learning>Current Learning

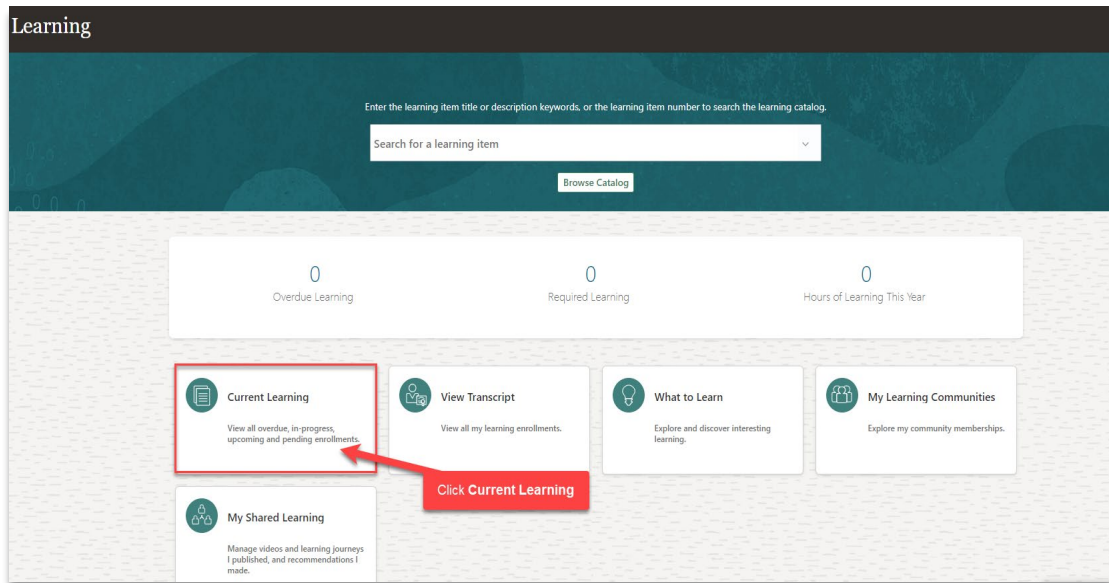
From the home screen, click **Me**



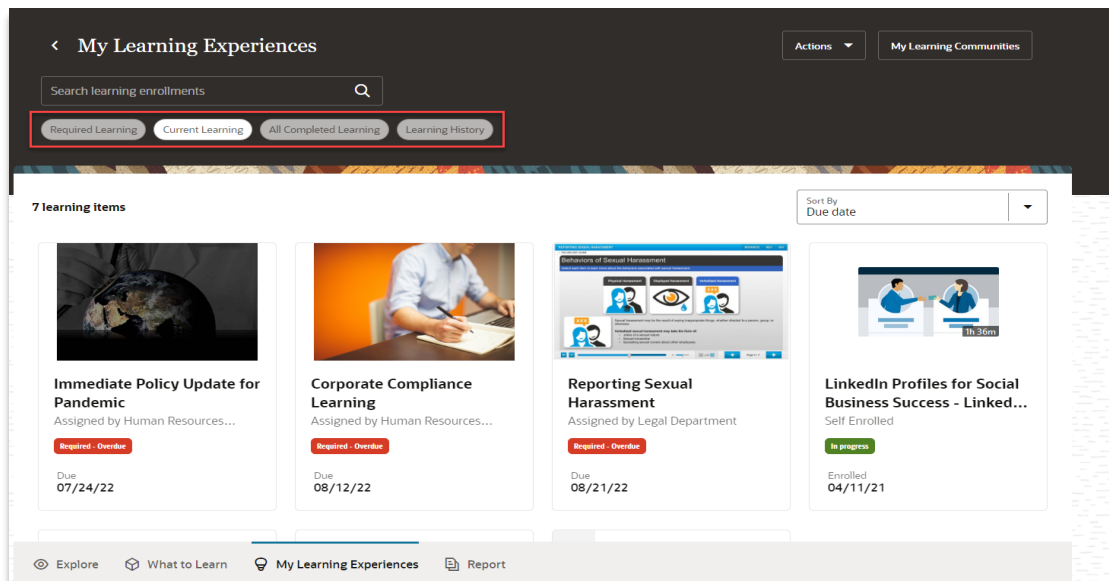
Click **Learning**



Click **Current Learning**



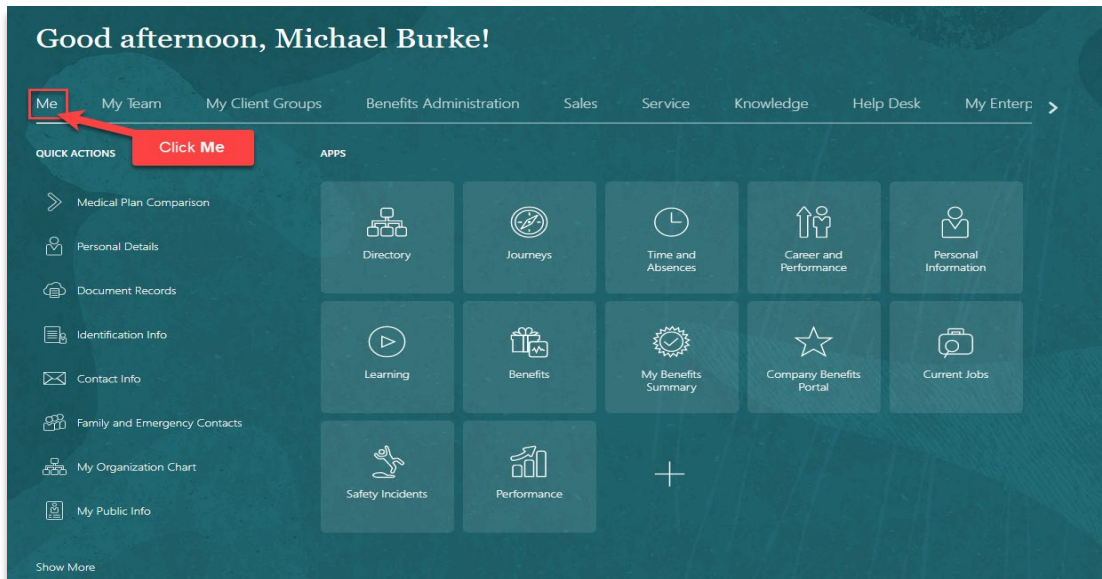
Here you can view your **Current Learning**. To view your **Required Learning**, **All Completed Learning**, and **Learning History**, select the applicable tabs



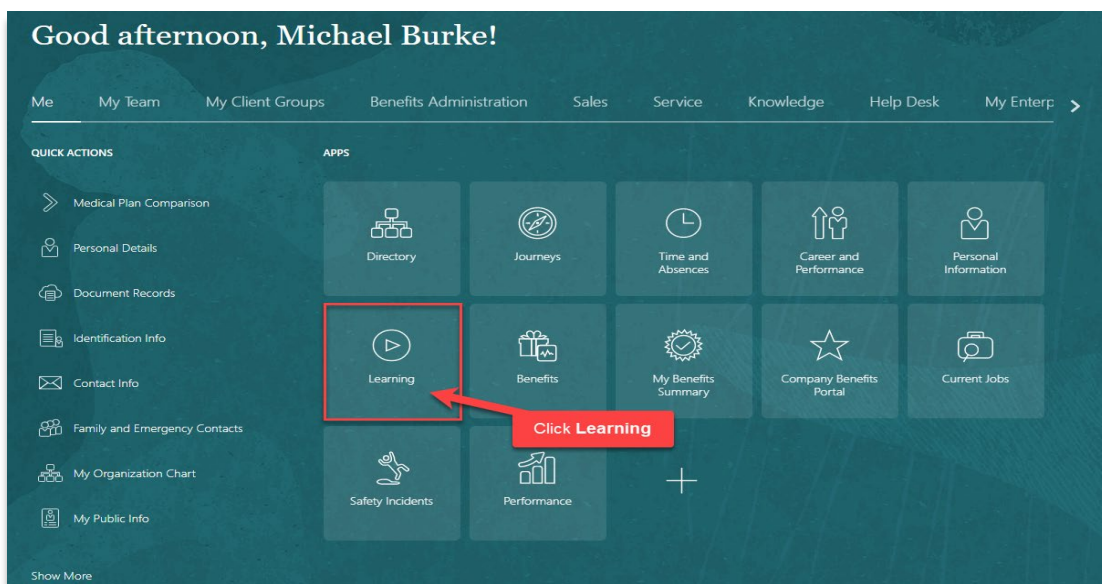
Search For Learning Item

Navigation: Me>Learning>Search Learning Enrollments

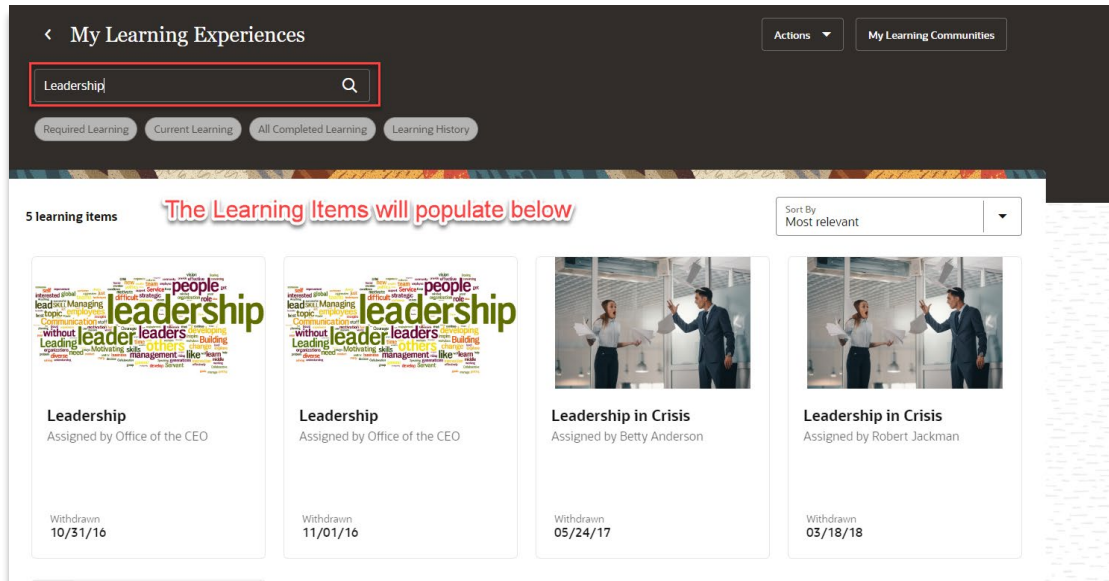
From the home screen, click **Me**



Click **Learning**



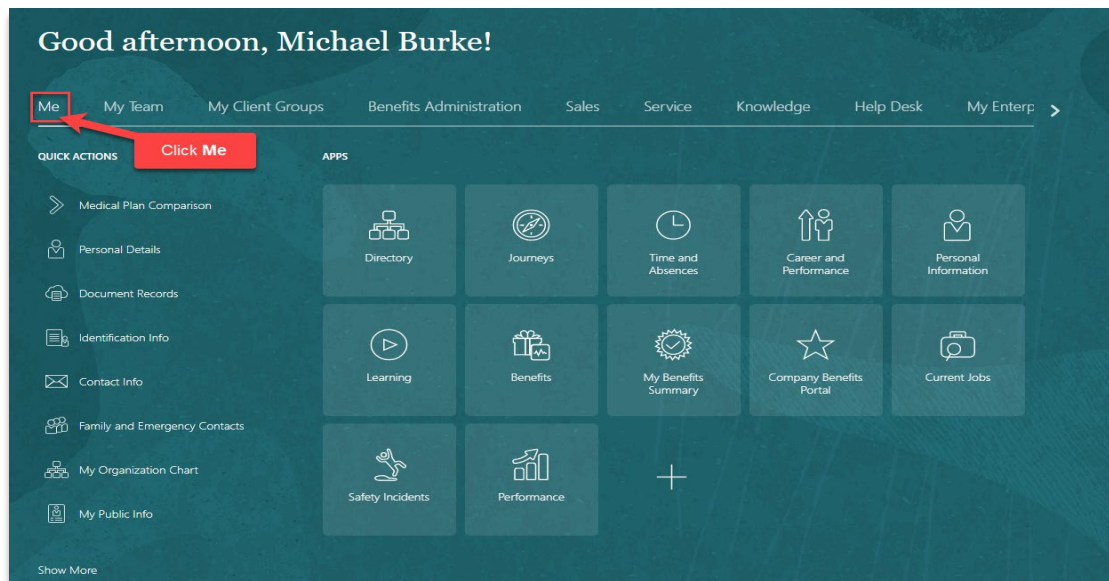
Click **Search Learning Enrollments** and enter the **Learning Item** you wish to search and the content will automatically populate in the search results



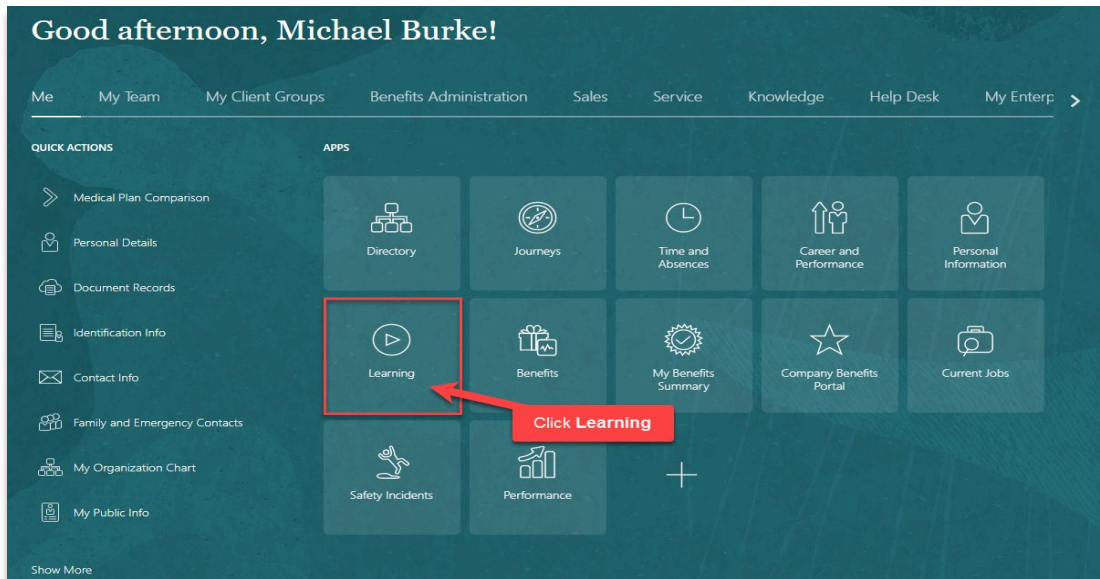
View Transcript/Completed Learning

Navigation: Me>Learning>All Completed Learning

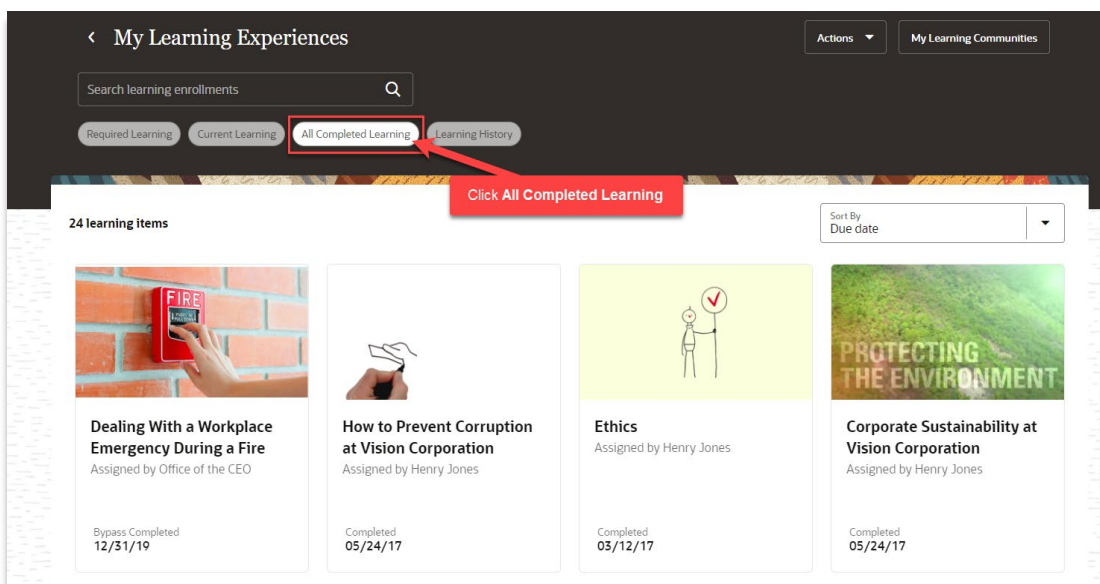
From the home screen, click **Me**



Click **Learning**



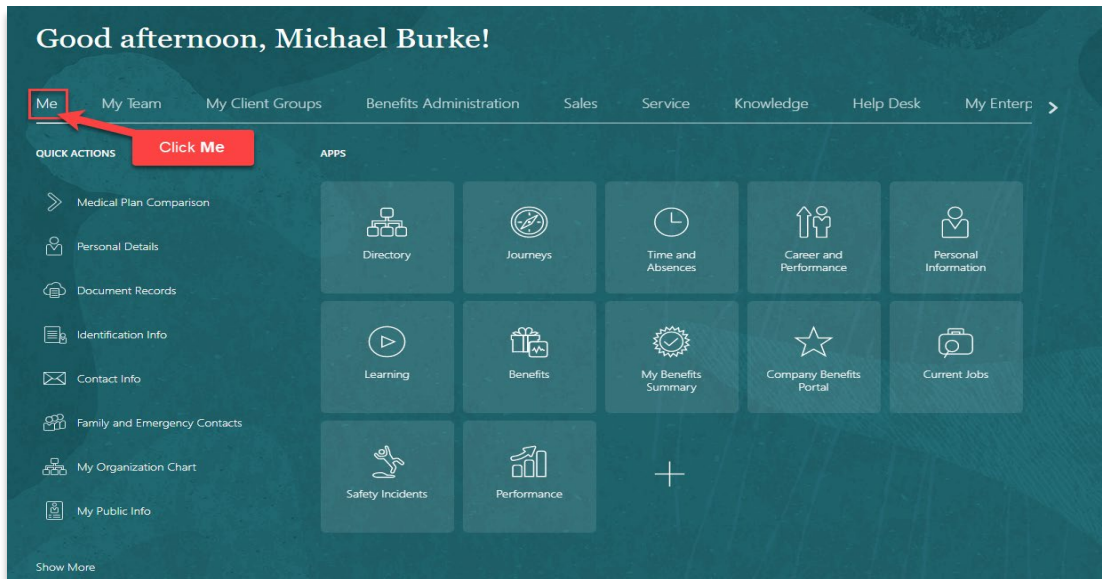
Click **All Completed Learning** to view completed courses



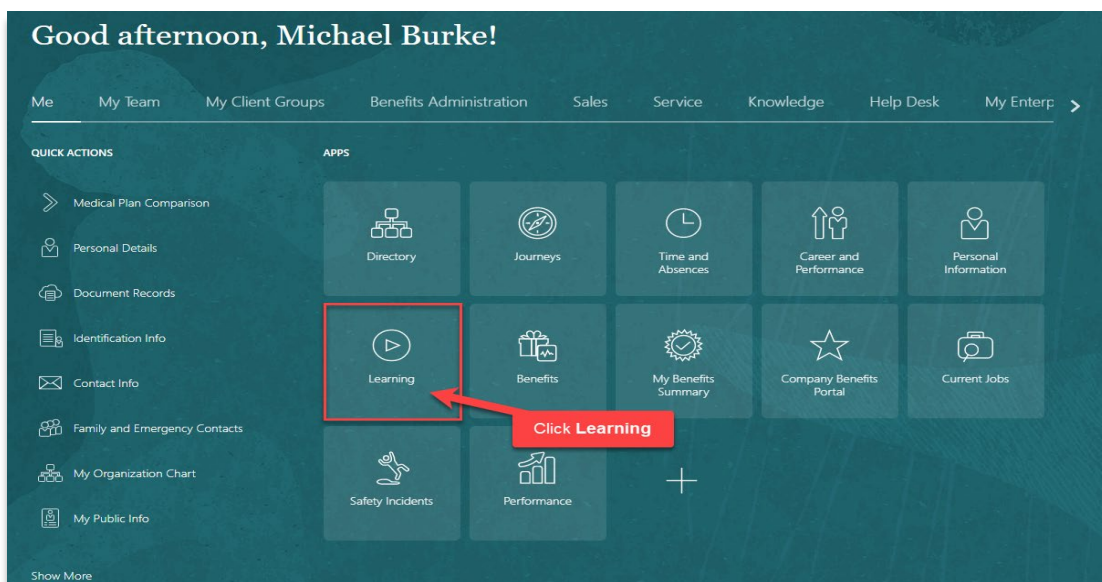
What To Learn

Navigation: Me>Learning>What To Learn

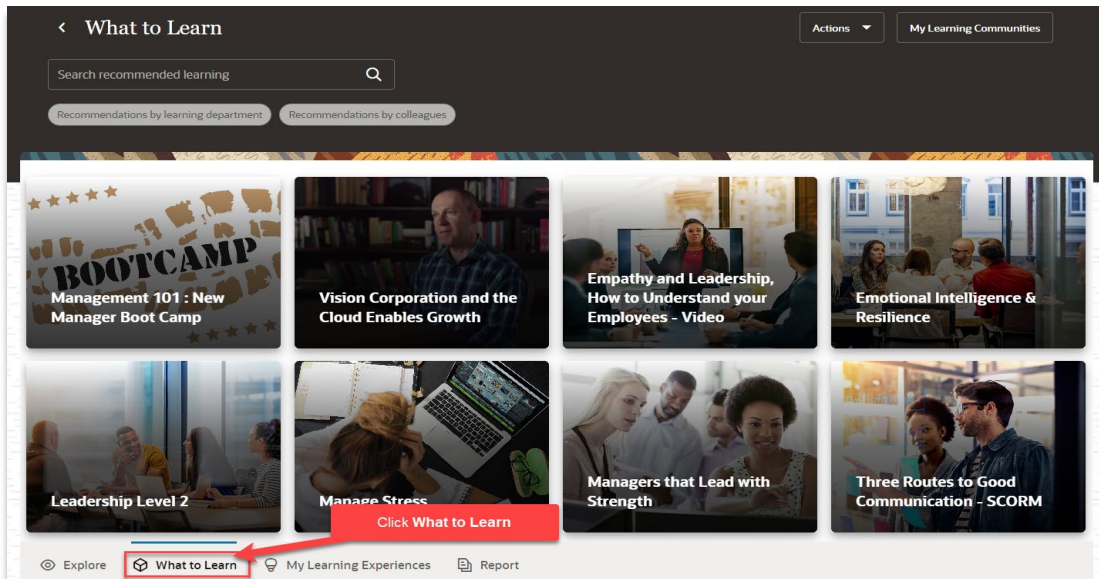
From the home screen, click **Me**



Click **Learning**



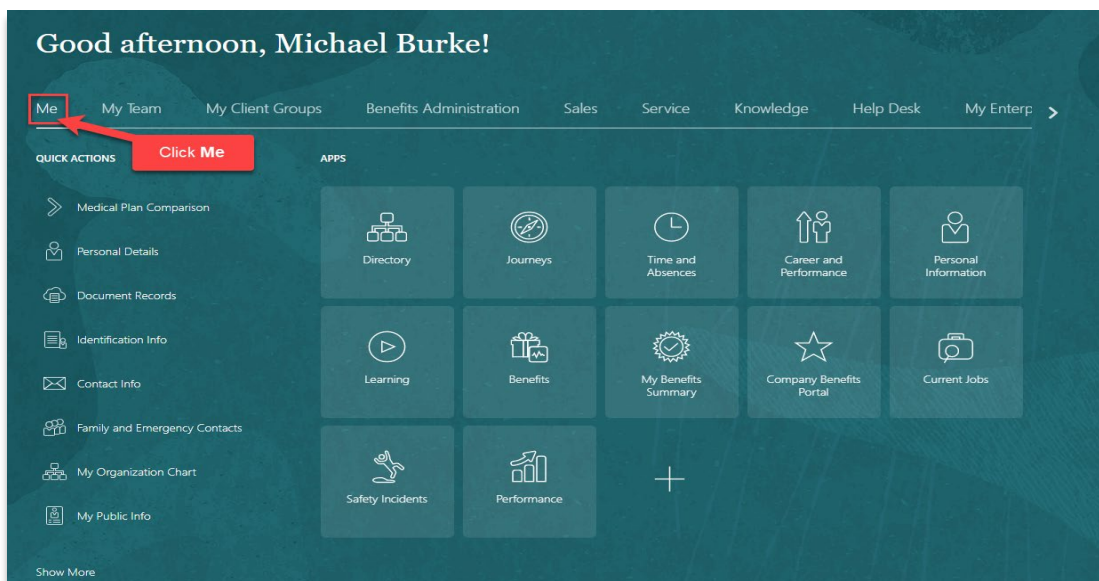
Click **What to Learn** to view the Learning Catalog. We can also view available recommended learnings by learning department or colleagues



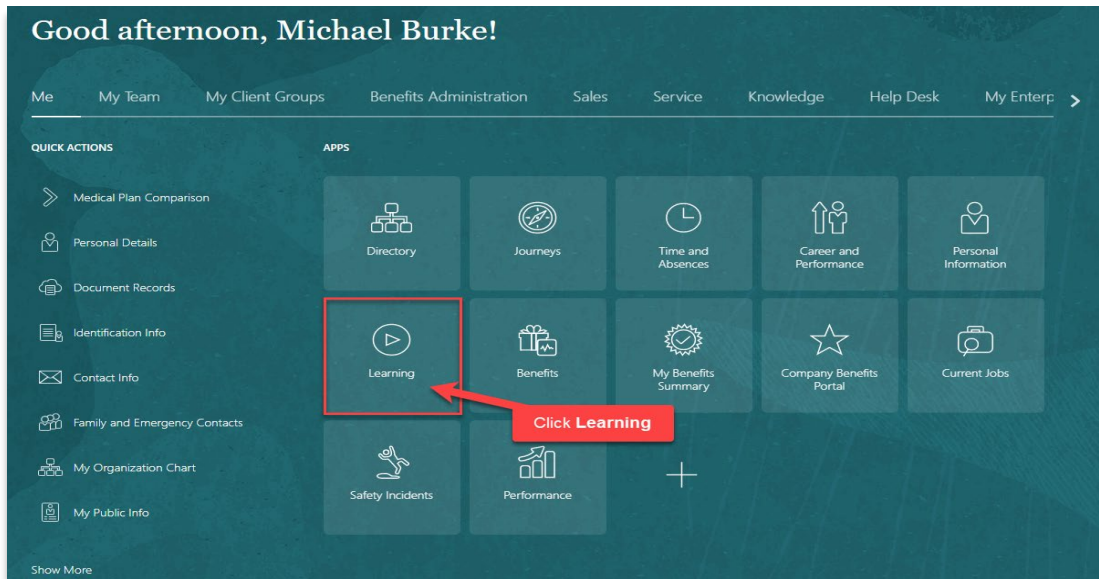
My Learning Communities

Navigation: Me>Learning>My Learning Communities

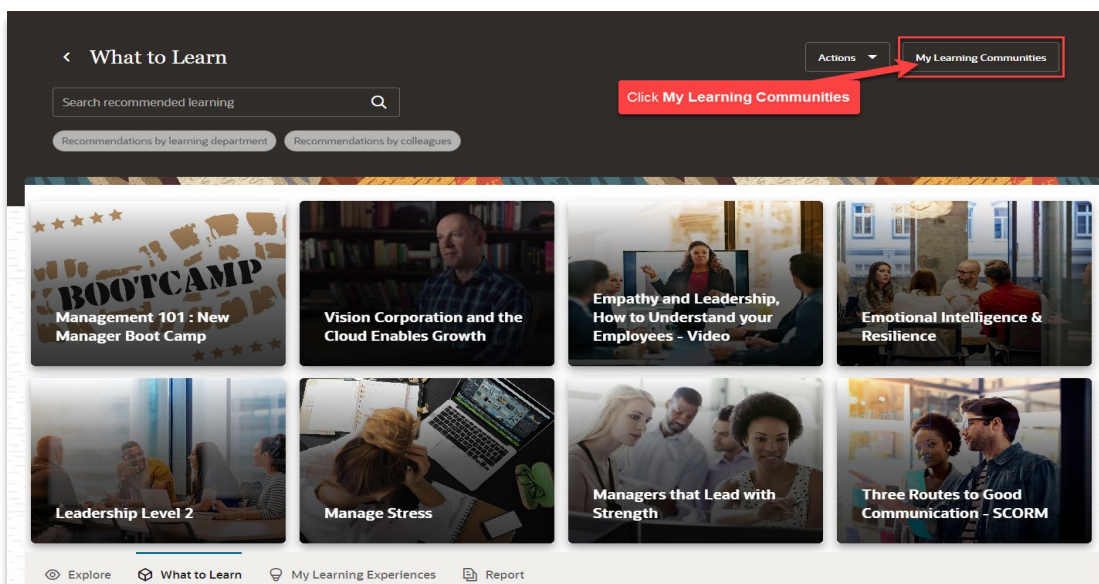
From the home screen, click **Me**



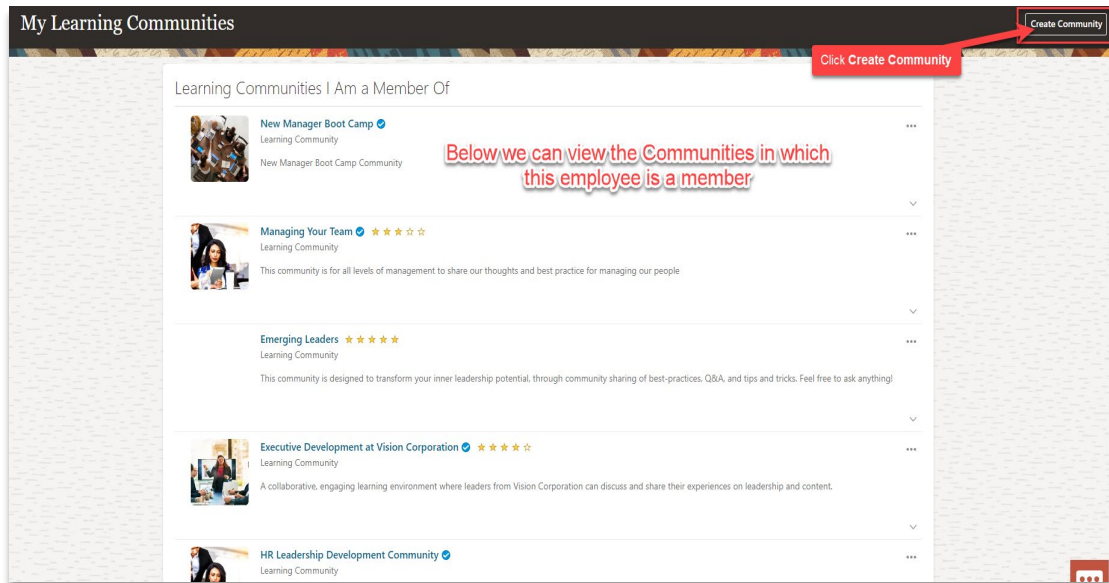
Click **Learning**



Click My Learning Communities



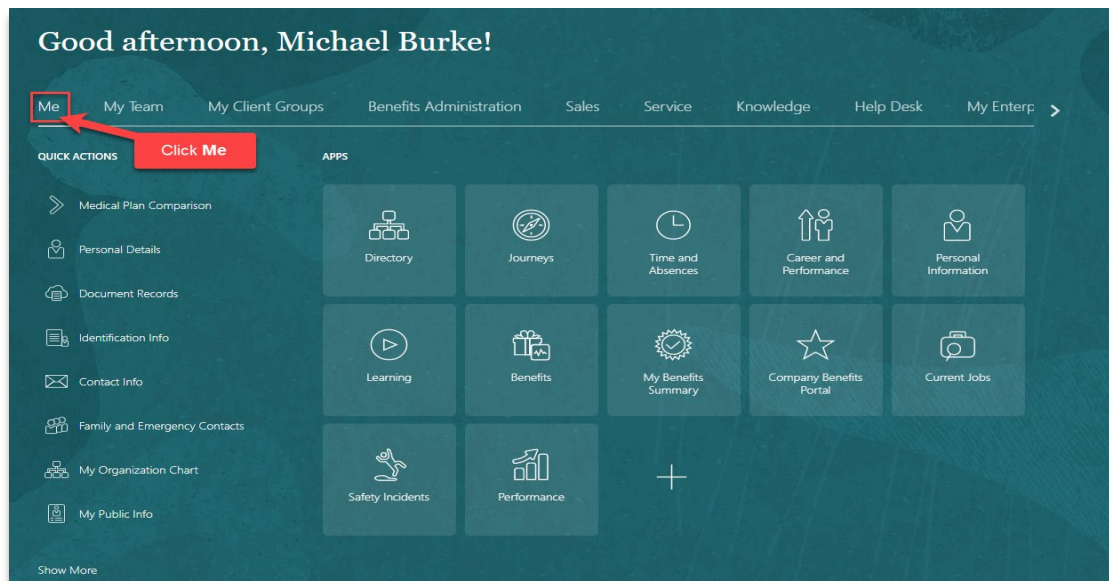
From this screen, we can view the Learning Communities in which this employee is a member. The employee can also create a community by clicking **Create Community**



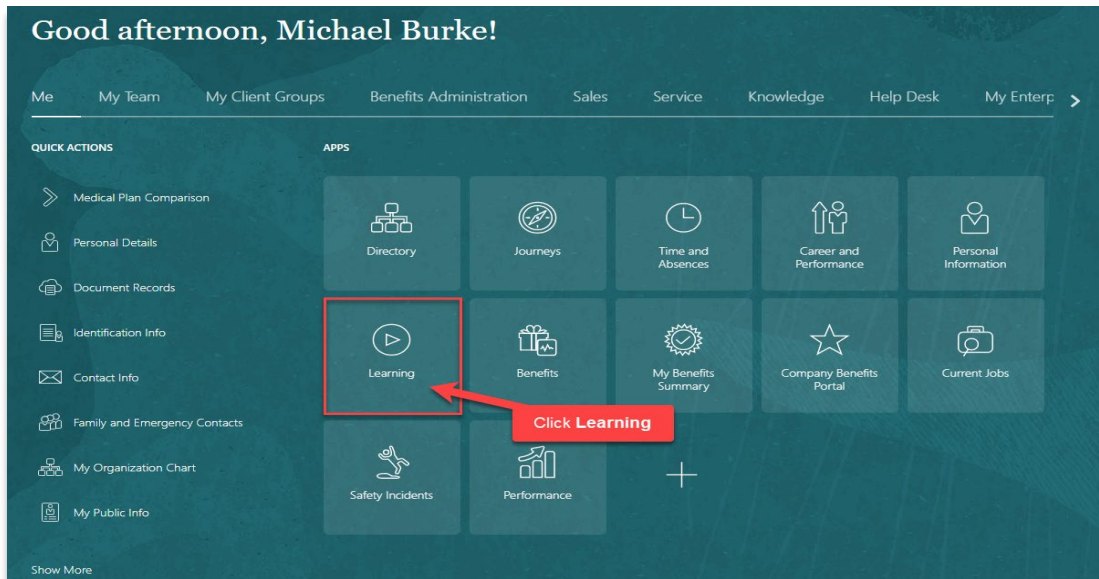
My Shared Learning

Navigation: Me>Learning>Actions>My Shared Learning

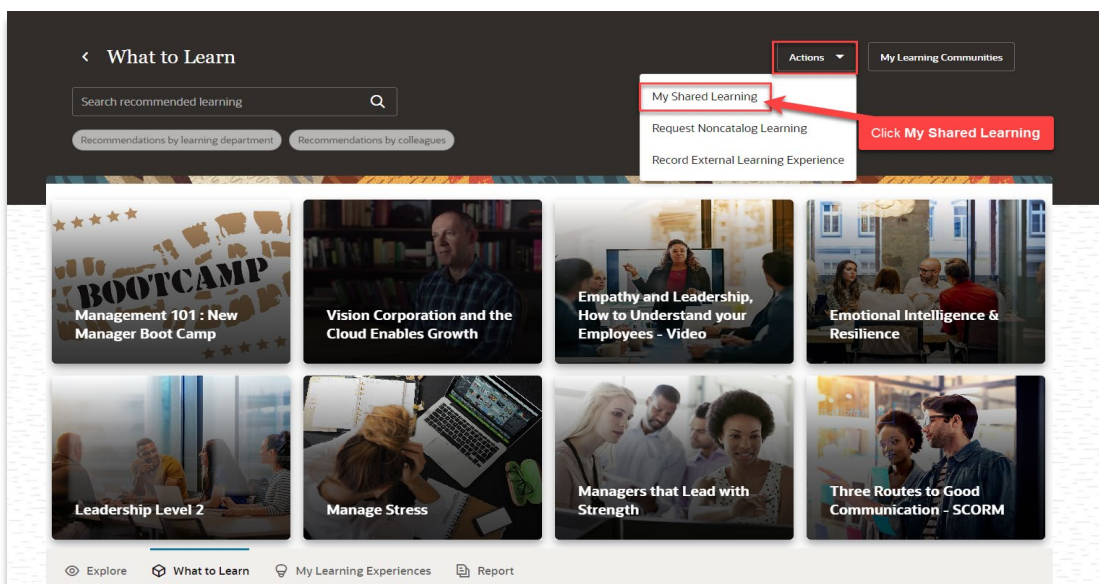
From the home screen, click **Me**



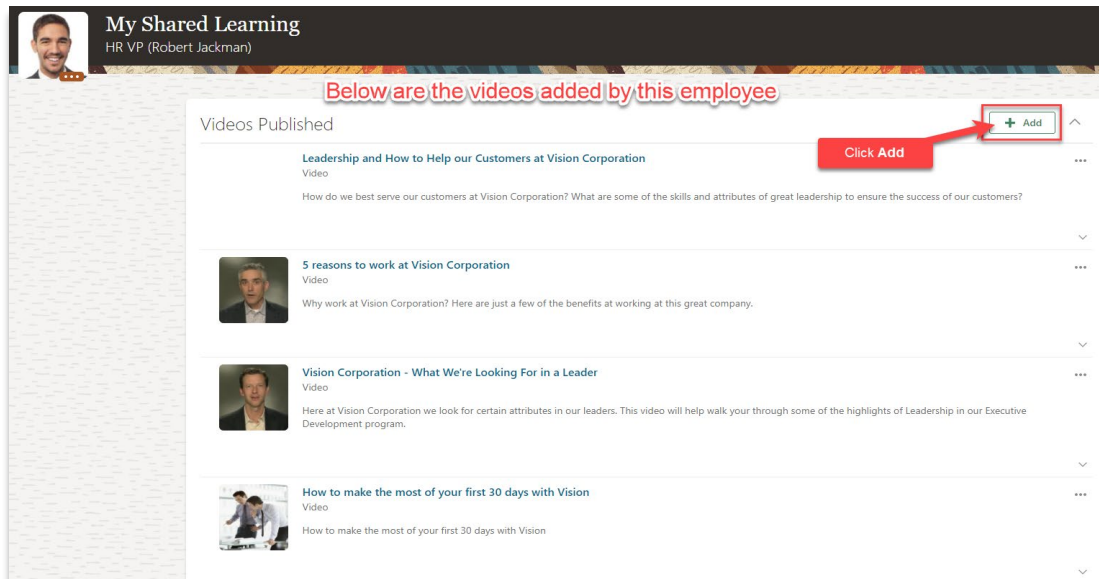
Click **Learning**



Click **Actions** then **My Shared Learning**



From this screen, we can view the videos and content added by this employee. Employees can add videos by clicking **Add**



Enter all the information and click **Publish** to share the video based on the privacy associated to this video

Save and Close Publish

Click Publish

Video Details

*Video

Drag files here or click to add attachment

*Title

Description

Font 2 Bold Italic Underline Strikethrough Link Unlink Bulleted List Numbered List Indent Outdent Undo Redo

Paragraphs: 0, Words: 0, Characters (with HTML): 0

Visibility

Privacy

Everyone

Appears in search results and can be viewed by anyone.

Thank you for reviewing and using our guide; we hope you have found it helpful. If you have any questions on the content included in this guide, please contact our Training & Learning team at learn@camptratech.com

Version History	Revision Date	Author	Changes
Version 1.0		Megan Ketter	Initial Version

