SAP® Learning Hub: A Guide to Viewing Reports

Table of Contents

2 Logging in to SAP Learning Hub
3 Accessing the Reports
6 Pulling Reports
8 Assigning Content to Users
Logging in to SAP® Learning Hub

1. Access the login page to SAP® Learning Hub with the following URL:
   https://performancemanager.successfactors.eu/login?company=learninghub&loginMethod=PWD
2. Enter your user ID and password (you can get these from your local system administrator).
   See Figure 1.

![Login Window](image)

Figure 1: Welcome Window of SAP® Learning Hub

Note: If you forget your password, click Forgot Password?
The software e-mails you a link to reset your password.
Accessing the Reports

After you successfully log in, the home page for SAP Learning Hub appears.

Figure 2: Home Page of SAP® Learning Hub

To access the administration tools, perform the following steps:
1. In the My Admin Favorites, click the here link to set up the link to the learning content administration (see Figure 2).
2. In the **Admin Center** window, click **See All** (see Figure 3).

3. In the follow-on window, move the cursor over **Learning Content Administration** and click the star that appears. This saves the link as a favorite. See Figure 4.

**Note:** The next time you access the landing page of SAP Learning Hub, the link to learning content administration appears under **My Admin Favorites** (see Figure 5).
4. Click Learning Content Administration to move to the Learning Content Administration page (see Figure 6).

![Figure 6: The Learning Content Administration Window](image)

5. In the upper right corner of the Learning Content Administration window, click Reports to view the reports available to you. See Figure 7.

![Figure 7: Reports in Learning Content Administration](image)
Pulling Reports

You can specify values to filter the reports so they display just the data you want to access. The Account Data CSV window lets you set up a report that:

- Hides user IDs
- Collects data on users of any status – active, deactivated, or both
- Includes specific users

![Account Data CSV Window](image)

To select users to be contained in the report:
1. Click on the funnel symbol to the right of the User field (see Figure 8).
2. In the Users Filter window that appears, click Search. The Users Filter for Account Data CSV window appears (see Figure 9).

3. Select the check boxes indicating the users to be contained in the report (see Figure 10).

4. Click Add to Filter, then Submit Filter.

5. Once all the options are selected, click Run Report (see Figure 8).
Assigning Content to Users

To assign content to users:
1. Navigate to the learning management system.
2. Click Tools, then User Needs Management. That window opens (see Figure 11).
3. Select the desired option from the options listed and click Next.
4. In the follow-up window that appears, click add one or more from list (see Figure 12).

Figure 11: The User Needs Management Window

Figure 12: Step 2 of the User Needs Management Window
5. The first time you access this search window, select Add/Remove Criteria to add filtering options to help you select users (see Figure 13). When you have selected the desired criteria, click Select.

Figure 13: The Users Window

6. Select the desired check boxes to target a specific group of users. Leave the check boxes blank to search all employees (see Figure 14). Click Search.

Figure 14: Search Users Function in the Users Window
7. In the window showing the search results, select the Select all the Users of the search results check box, or select specific employees from the list and click Add (see Figure 15).

![Figure 15: Search Results of the User Window](image)

8. The user selection window opens for you to review the list of users selected (see Figure 16). If you are satisfied with the selection, click Next.

![Figure 16: Reviewing Selected Users in the User Needs Management Window](image)

Note: To remove users from this list, select those users to be removed and click Apply Changes.
9. A follow-on window appears in which you select the courses you want to assign to the users. If you already know the course type and ID, enter them into the fields and click Add. The items are added to the selection list. Or, you can click add one or more from list to search for courses to assign. See Figure 17.

10. You can add or remove search criteria to refine your search for the desired courses. Criteria include item type, item ID, and item title (see Figure 18).
11. Enter the desired values into the fields and click Search. See Figure 19.

![Figure 19: The Search Function in the Items Window](image)

12. A window displays the search results. Select the courses you want to assign and click Add (see Figure 20).

![Figure 20: Search Results in the Items Window](image)
13. The course selection window displays the list of selected courses. If you are satisfied with the selection, click Next (see Figure 21).

![Figure 21: List of Selected Courses in the User Needs Management Window](image)

**Note:** To remove courses from this list, select them and click Apply Changes.

14. A window appears in which you specify if the course is optional or required. You can also set the starting date of the assignment (see Figure 22). When these options are specified, click Next.

![Figure 22: Editing Item Information in the User Needs Management Window](image)
15. A follow-on window displays a list of users who will be assigned the list of courses you selected (see Figure 23). It also displays the users already assigned those courses who will be affected by the course parameters you adjusted. From this window, you can set a due date for courses, if relevant. When you are satisfied with the entries, click Run Job Now. To return to a previous window to make further changes to course selections, click Previous. Once the courses are assigned, a window appears confirming your work. See Figure 24.

Figure 23: The Run Job Now Button in the User Needs Management Window

Figure 24: Confirmation Message in the User Needs Management Window