



Accessing the home page...

This guide outlines the steps to:

- ▶ Access and navigate the Learning module
- ▶ Find learning experiences and items assigned to you
- ▶ Assign, register and withdraw from courses

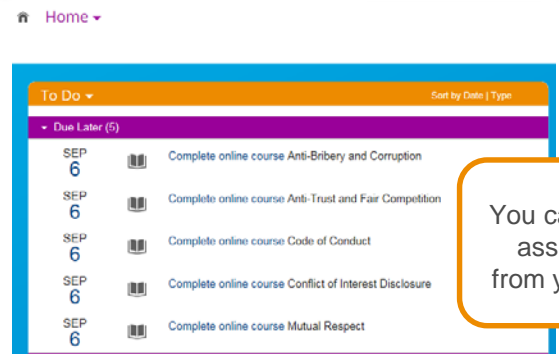
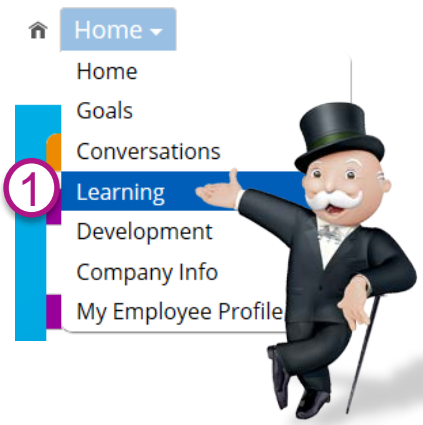
1 From the SuccessFactors home page, click "Learning."

2 View "My Learning Assignments" to see in progress items and items assigned to your learning plan.

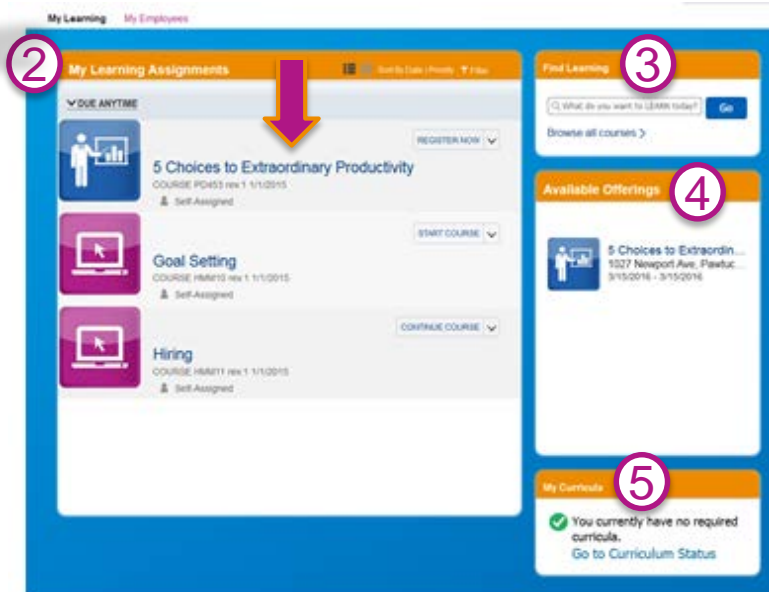
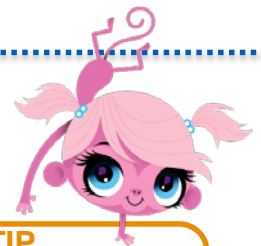
3 Use "Find Learning" to browse learning content and experiences available to you.

4 For courses on My Learning Assignments "Available Offerings," will display available dates in your areas.

5 See "My Curricula" for learning assigned to you.

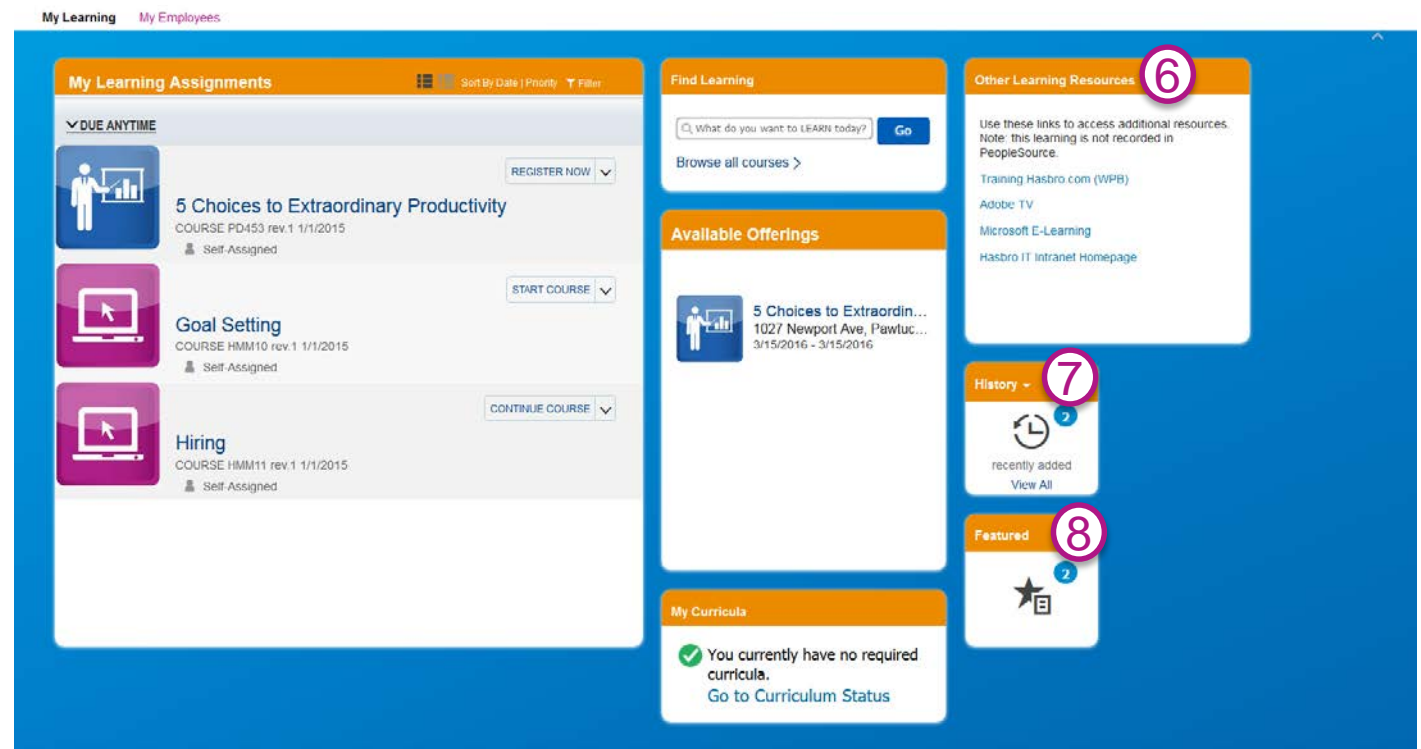


TIP
You can launch online items assigned to you directly from your 'To Do' tile on the Home page



Navigating the Learning module...

- 6 Click the links under "Other Learning Resources" for other learning options.
- 7 View your "Learning History" using this tile.
- 8 The "Featured" tile will display items of interest or new learning opportunities.



The screenshot shows the 'My Learning' dashboard with several key sections:

- My Learning Assignments:** A list of assignments including '5 Choices to Extraordinary Productivity', 'Goal Setting', and 'Hiring', each with a 'REGISTER NOW', 'START COURSE', or 'CONTINUE COURSE' button.
- Find Learning:** A search bar with a 'Go' button and a 'Browse all courses >' link.
- Available Offerings:** A section showing a specific offering for '5 Choices to Extraordin...' with a date range of 3/15/2016 - 3/15/2016.
- Other Learning Resources:** A section with a circled '6' containing links to 'Training Hasbro.com (WPB)', 'Adobe TV', 'Microsoft E-Learning', and 'Hasbro IT Intranet Homepage'.
- History:** A section with a circled '7' showing a clock icon and a 'View All' link.
- Featured:** A section with a circled '8' showing a star icon and a 'View All' link.
- My Curricula:** A section with a green checkmark stating 'You currently have no required curricula.' and a 'Go to Curriculum Status' link.

Different Types of Learning



Instructor-Led



Online



Blended



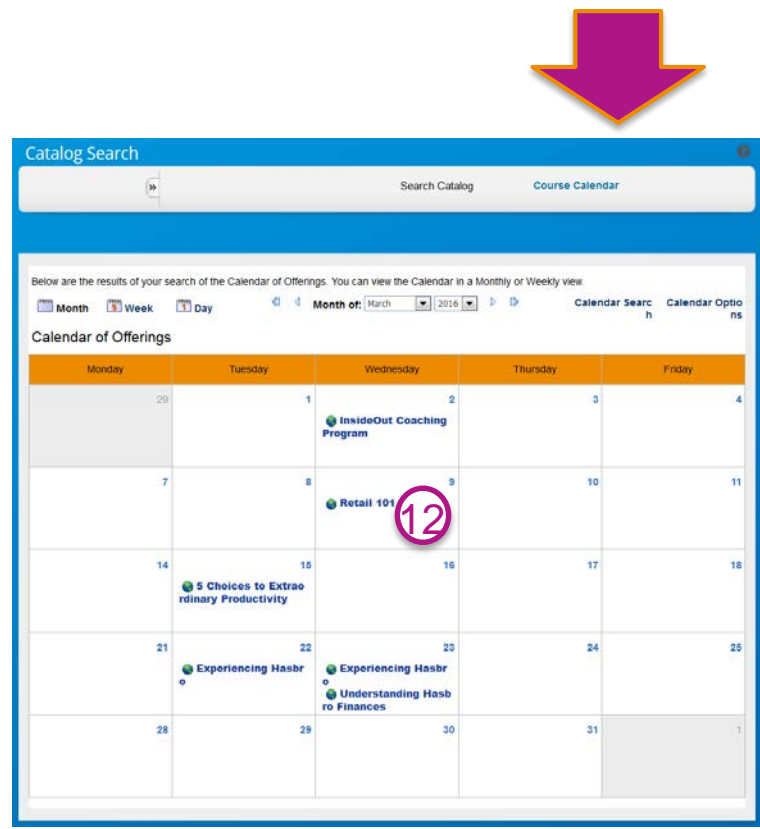
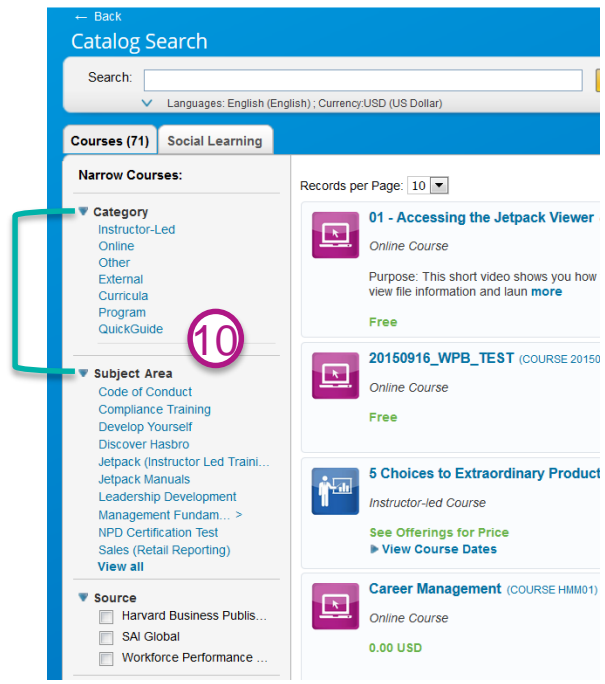
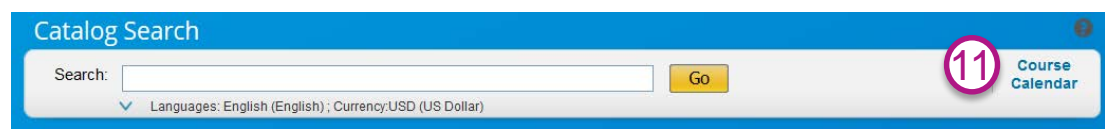
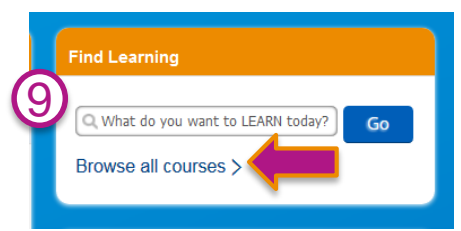
Program



Other

Finding learning experiences...

- 9 From the home page, search for a topic in the “Find Learning” tile.
- Note: You also can click “Browse all courses” to see all items available to you.
- 10 Filter search results using the “Category” or “Subject Area” drop-downs.
- 11 At the top of the screen, you can click to view a calendar of classroom trainings in your area.
- 12 Click on the title of the course for more details.



Assigning and registering for a course...

13 Find a course and click on “View Course Dates.”

14 Assign the course to your learning assignments for the future.

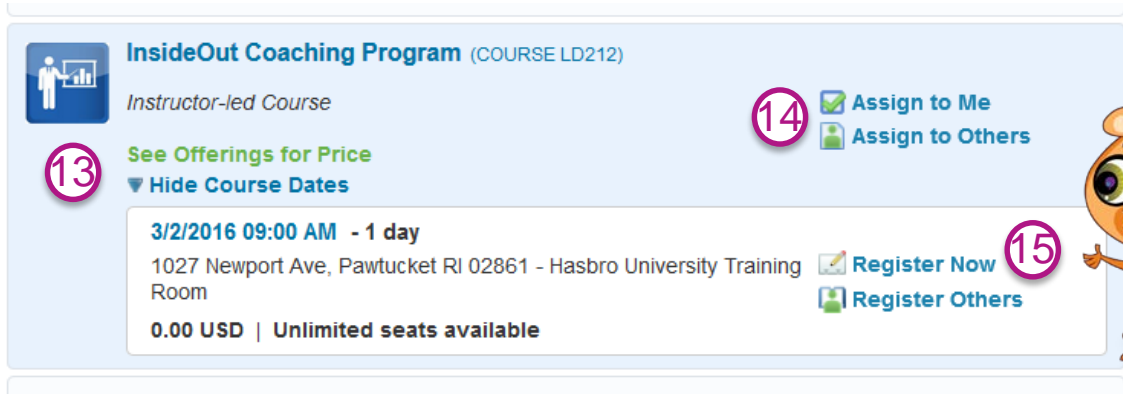
OR

If you are a manager, you can assign a course to your team.

15 If a date is scheduled, click “Register Now” to enroll.

16 Click “Confirm” to register for the course.

17 For online courses, click “Start Course” to launch the course.



13 See Offerings for Price
▼ Hide Course Dates

14 Assign to Me
Assign to Others

15 Register Now
Register Others

3/2/2016 09:00 AM - 1 day
1027 Newport Ave, Pawtucket RI 02861 - Hasbro University Training Room
0.00 USD | Unlimited seats available



Previous **Confirm** **16**




Anti-Trust and Fair Competition

Anti-Trust and Fair Competition

View 1 subject area, more ▼

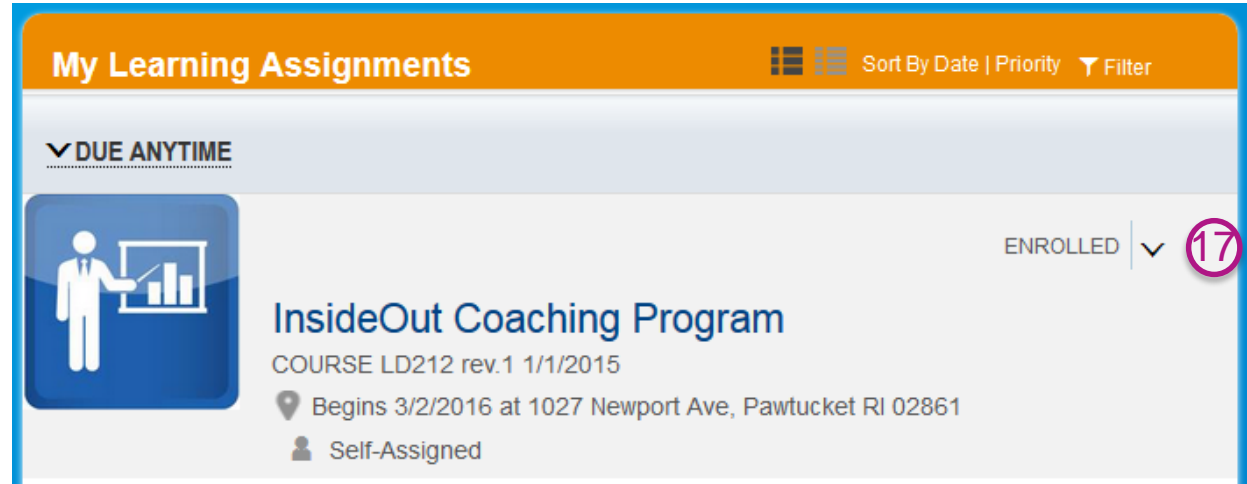
Start Course > On your learning plan Due 9/6/2016 >

17

Withdrawing from a course...

17 To withdraw from a course, find the course under “My Learning Assignments” and click on the drop-down menu.

18 Select “Withdraw.”



The screenshot shows the 'My Learning Assignments' page. At the top, there is a header with the title 'My Learning Assignments' and options for 'Sort By Date | Priority' and a 'Filter' button. Below the header, there is a section titled 'DUE ANYTIME'. The main content area displays a course card for 'InsideOut Coaching Program'. The card includes a blue icon of a person presenting, the course title, the course ID 'COURSE LD212 rev.1 1/1/2015', the start date and location 'Begins 3/2/2016 at 1027 Newport Ave, Pawtucket RI 02861', and the assignment type 'Self-Assigned'. On the right side of the card, the status is 'ENROLLED' with a dropdown arrow. A circled '17' is placed over the dropdown arrow.



The image shows a dropdown menu with three options: 'Withdraw', 'View Registration', and 'Assign to Others'. The 'Withdraw' option is highlighted in blue. To the right of the menu is a cartoon skunk character with a white body and a grey tail and ears.



This guide outlines steps for managers to view learning for their teams.

- 1 Select “My Employees” to view/manage the learning of your team members.
- 2 The learning plan screen displays the current learning plan for your selected employee.
- 3 Select employees from any level in your team using the links on the left column.
- 4 From this screen, you can search for learning and assign items to your employee’s learning plan.

The screenshot displays the SuccessFactors Learning interface for a manager. At the top, there is a navigation bar with a home icon, the word "Learning", and a dropdown arrow. Below this, there are two tabs: "My Learning" and "My Employees", with "My Employees" highlighted and a circled "1" next to it. The main content area is divided into several sections. On the left, there is a search bar and a list of employees: Ely Easley, Felecia Ford, Grace Griffin (highlighted with a circled "2" and a warning icon), Henry Howard, Ian Iverson, Veronica Valooshka, Xenon Xandruszki, Yolanda Young, and Zachary Zubov. The main area shows a learning plan for "Grace Griffin" with a circled "2". It lists several courses due within a month: "Anti-Bribery and Corruption", "Anti-Trust and Fair Competition", "Code of Conduct", "Conflict of Interest Disclosure", and "Mutual Respect". On the right side, there is a "Find Learning" section with a search bar and a "Go" button, circled with a "4". Below that is a "Supervisor Links" section with links for "Assign/Remove Learning", "Record Learning", "Register/Withdraw Employees", and "Dashboard". At the bottom right, there is a "Status: Grace Griffin" section showing a "Learning History" with "No completions in the last 30 days." A zoomed-in view of the employee list on the right is shown with a circled "3", highlighting "Grace Griffin" with a warning icon.