

# Oracle Fusion Cloud Talent Management

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## **Implementing Learning**

25A





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# Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

## Get Help in the Applications

Some application pages have help icons  to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

## Get Support

You can get support at [My Oracle Support](#). For accessible support, visit [Oracle Accessibility Learning and Support](#).

## Get Training

Increase your knowledge of Oracle Cloud by taking courses at [Oracle University](#).

## Join Our Community

Use [Cloud Customer Connect](#) to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest [ideas](#) for product enhancements, and watch events.

## Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program](#). Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

## Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to [oracle\\_fusion\\_applications\\_help\\_ww\\_grp@oracle.com](mailto:oracle_fusion_applications_help_ww_grp@oracle.com).

Thanks for helping us improve our user assistance!



# 1 Guide and Application Overviews, and Setup Tasks

## About the Implementing Oracle Fusion Cloud Learning Guide

This guide is primarily for implementors and application administrators. It contains the concepts and tasks to implement Oracle Learning and integrate with external content providers and virtual classroom providers.

The Using Oracle Fusion Cloud Learning guide is primarily for learning administrators and contains the concepts and tasks to create and manage the learning catalog, learning assignments, and learning recommendations. It also covers the self-service **Me > Learning** and **My Team > Learning** tasks at the end.

## What's Oracle Learning

Oracle Fusion Cloud Learning is a skills-driven learning platform that lets individuals, teams, and organizations develop the relevant sets of skills. It combines formal and informal learning from an internal catalog and external providers for a unified learning experience.

- Workers across the organization can discover and consume learning that's relevant to their job roles and careers of interest. They can access and complete learning online and offline from various devices, including computers and mobile devices.  
They can also capture, share, and collaborate on best practices using rich media.
- Subject matter experts can create and publish high-quality content to share their knowledge with the rest of the organization, and gain recognition for their contributions.
- Managers can recommend learning to their teams and track their progress.
- Learning administrators can assemble online offerings, courses, and specializations. They do this using videos, PDF documents, web links, and content from external providers. They can also use SCORM-compliant and AICC-compliant content.  
They and HR specialists can also deploy and track compliance and development-based learning across the organizational hierarchy levels.

To start a Learning implementation, someone with the Application Implementation Consultant (ORA\_ASM\_APPLICATION\_IMPLEMENTATION\_CONSULTANT\_JOB) role must opt in to the offerings applicable to your business requirements.

## Before You Start

You need to implement either of these products:

- Oracle Fusion Global Human Resources Cloud Service

- Oracle Fusion Talent Management Cloud Service

You can also review the Learning (Oracle Learning Cloud) technical briefs on the All Fusion HCM Cloud Product Papers page (document ID [1504483.1](#)).

## Oracle Learning Setup and Maintenance Tasks

To implement the structure that learning administrators and learners use to create and consume learning, complete these setup tasks.

| Task Name                                                 | Description                                                                                                                                                                                                                                                                                                                                    | Recommended Help                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manage Profile Options                                    | Enable the applicable learning features controlled by profile options. For example, specify the location of learner selection criteria and control SCORM behavior. Also enable learning administrators to include learning outcomes, enrollment questionnaires, and evaluations for courses and specializations.                               | <ul style="list-style-type: none"><li>• <a href="#">Oracle Learning Profile Options Overview</a></li><li>• <a href="#">Profile Options for Oracle Fusion Applications Mobile App</a></li><li>• <a href="#">Overview of Profile Options</a></li><li>• <a href="#">Create and Edit Profile Options</a></li></ul> |
| Manage Common Lookups                                     | Review and change learning lookups. The lookups handle identifying assignment attribution and content source types. They also ensure consistent measurements and identify the reason for various actions. The actions include marking learning assignments as completed, deleting them, withdrawing them, and withdrawing from learning items. | <ul style="list-style-type: none"><li>• <a href="#">Oracle Learning Lookups Overview</a></li></ul>                                                                                                                                                                                                             |
| Manage Descriptive Flexfields                             | Optionally edit, validate, and deploy descriptive flexfields to add company-defined attributes for learning objects. Learning objects include content and instructor-led training resources, course offerings, courses, and specializations.                                                                                                   | <ul style="list-style-type: none"><li>• <a href="#">Oracle Learning Descriptive Flexfields Overview</a></li></ul>                                                                                                                                                                                              |
| Manage Approval Transactions for Human Capital Management | Optionally change default learning approval rules to better support your policies. For example, require approval before people withdraw from learning items, when they report content, and before they post self-service content to the catalog.                                                                                               | <ul style="list-style-type: none"><li>• <a href="#">Approval Rules for Oracle Learning</a></li></ul>                                                                                                                                                                                                           |
| Manage Task Configurations for Human Capital Management   | Optionally change default approval notification workflows to better support your policies. For example, send learners informational notifications about assignment completions and withdrawals. And send approvers actionable notifications to approve assignment completions and withdrawals.                                                 | <ul style="list-style-type: none"><li>• <a href="#">Approval Action Required and Informational Notifications for Oracle Learning</a></li></ul>                                                                                                                                                                 |
| Scheduled Processes                                       | Review background processes automatically scheduled by Learning. Schedule manual processes, such as Load and Synchronize External Course Data, Process Unfinished Attempts, and Process Learning Alerts, as appropriate. Also run the reconcile processes as needed.                                                                           | <ul style="list-style-type: none"><li>• <a href="#">Background Processing in Oracle Learning</a></li></ul>                                                                                                                                                                                                     |

| Task Name                                        | Description                                                                                                                                                                                                                                                                                                      | Recommended Help                                                                                                                                                                                                        |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| External Content and Virtual Classroom Providers | Configure integrations with external content providers, such as LinkedIn Learning and Skillssoft, so that learners can manage their learning from a single catalog. Also configure integrations with virtual classroom providers to provide course offerings with robust virtual instructor-led training (VILT). | <ul style="list-style-type: none"><li>• <a href="#">External Content Integration with Oracle Learning Catalog</a></li><li>• <a href="#">Virtual Classroom Providers and Oracle Learning Catalog Resources</a></li></ul> |
| Alerts Composer                                  | Optionally send informational alerts to learners and instructors about specific learning events, such as reminders of upcoming activities or notifications about offering changes.                                                                                                                               | <ul style="list-style-type: none"><li>• <a href="#">Learner Alerts for Oracle Learning</a></li><li>• <a href="#">Configure Oracle Learning Alerts</a></li></ul>                                                         |
| Work Structures                                  | Create the physical locations that learning administrators use when creating instructor-led and virtual instructor-led training (ILT and VILT).                                                                                                                                                                  | <ul style="list-style-type: none"><li>• <a href="#">Locations Used for Oracle Learning Classroom Resources</a></li></ul>                                                                                                |

If your providing the Redwood self-service experience for your learners, you also need to set up the Redwood user experience. The next chapter details this setup.

## Security Reference

The tasks that people can do and the data that they can see depend on their roles, duties, and privileges. For information about these factors, see these two guides:

- [Securing HCM](#)
- [Security Reference for HCM](#)



## 2 Profile Options

### Oracle Learning Profile Options Overview

Several profile options control learner selection criteria, learning outcomes and evaluations, and SCORM behavior. Edit the site-level profile values using the **Setup and Maintenance work area > Tasks panel Search > Manage Administrator Profile Values** task.

To find all Learning profile options, in the Profile Option Code field, enter **%WLF%** and click **Search**.

**Note:** People see the effect of any changes the next time they sign in to Learning.

#### Related Topics

- [Overview of Profile Options](#)
- [Create and Edit Profile Options](#)

### General Setup Profile Options for Oracle Learning

Let people include learning outcomes and enrollment and evaluation questionnaires in courses and specializations. Also let them plan for future learning programs. Configure these profile options using the **Setup and Maintenance work area > Tasks panel Search > Manage Administrator Profile Values** task.

| Profile Option Code                           | Description                                                                                                                                       |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| BIP_EMAIL_NOTIFICATION_HCM_WLF                | Send learning observers an email notification when they're assigned an observation checklist.<br><br>Default value: False                         |
| BIP_ONLINE_NOTIFICATION_HCM_WLF               | Send learning observers a workflow notification when they're assigned an observation checklist.<br><br>Default value: False                       |
| ORA_WLF_COMPACT_ENROLLMENT_HEADER             | Enable the compact enrollment details header, which removes the cover art and includes up to 4 key assignment summary details in the page header. |
| ORA_WLF_DISABLE_INCIDENT_REPORTING            | Disable reporting on catalog learning for self-service learning.                                                                                  |
| ORA_WLF_ENABLE_LEARN_PLANNING                 | Let learning administrators plan and budget for future learning programs.                                                                         |
| ORA_WLF_HOVER_CARD_REDWOOD_ENABLED            | Don't dynamically hide filters on the Learning Catalog and team learning catalog search pages based on other filter selections.                   |
| ORA_WLF_MARK_ATTENDANCE_REDWOOD_PAGES_ENABLED | Specify the default attendance confirmation method for instructor-level (ILT) and virtual instructor-led training (VILT).                         |

| Profile Option Code            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ORA_WLF_SS_CATALOG_SEARCH_MODE | <p>Tailor the learner self-service catalog search experience by configuring the application to produce fewer, more targeted search results at either the Site or User level.</p> <ul style="list-style-type: none"><li>• <b>Aggressive Mode</b> (default): Returns the most learning items. When learners search using multiple search terms, this mode returns learning that matches any one of the terms.</li><li>• <b>Relaxed Mode</b>: Returns the fewest learning items. When learners search using multiple search terms, this mode returns only the learning that contains all the terms.</li><li>• <b>Neutral Mode</b>: Returns more learning than the relaxed mode but fewer learning than the aggressive mode. When learners search using multiple search terms, this mode returns only the learning that contains all the terms.</li></ul> |
| WLF_ENABLE_LEARNING_OUTCOMES   | Let people include learning outcomes for courses and specializations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| WLF_ENABLE_QUESTIONNAIRES      | Let people include learning enrollment and evaluation questionnaires in courses and specializations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

#### Related Topics

- [Overview of Profile Options](#)
- [Create and Edit Profile Options](#)

## eLearning Setup Profile Options for Oracle Learning

To provide learners with appropriate eLearning experiences, configure these profile options. Use the **Setup and Maintenance work area > Tasks panel Search > Manage Administrator Profile Values** task.

| Profile Option Code                           | Description                                                                                                                                                                                                                                                                    | Default Value |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| ORA_WLF_AUTO_LAUNCH_PDF_ACTIVITY              | Automatically launch self-paced offering activities after self-enrollment when the content is a PDF file.                                                                                                                                                                      | N/A           |
| ORA_WLF_AUTO_LAUNCH_WEBLINK_ACTIVITY          | Automatically launch self-paced offering activities after self-enrollment when the content is a URL.                                                                                                                                                                           | N/A           |
| ORA_WLF_ELEARNING_AICC_ENABLE_EXTERNAL_PLAYER | <p>Let learners play remote HACP (HTTP-based AICC/CMI Protocol) content in the learning catalog with the content provider's player instead of the Oracle eLearning player.</p> <p>Doesn't apply to LinkedIn Learning content imported using the external provider support.</p> | N             |
| ORA_WLF_ELEARNING_PLAYER_VERSION              | Identify the version of the Oracle eLearning player to use when learners launch applicable learning catalog content. Change the values only if directed to by Oracle Support.                                                                                                  | N/A           |

| Profile Option Code                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Default Value |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| ORA_WLF_EXT_PROVIDER_SKILLSOFT_REQUEST_TIMEOUT        | An advanced configuration for the Skillsoft external provider integration. Change it only if directed to by Oracle Support.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 36000         |
| ORA_WLF_HACP_ENABLE_429                               | Handle overly aggressive progress updates sent by remote HACP (HTTP-based AICC/CMI Protocol) applications while learners are progressing through content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | N/A           |
| ORA_WLF_HACP_SET_CORS_HEADER                          | Add the CORS (cross-origin resource sharing) header to the response for HACP (HTTP-based AICC/CMI Protocol) content.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A           |
| ORA_WLF_JWPLAYER_VERSION                              | Make sure that learners always use the latest version of JWPlayer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A           |
| ORA_WLF_LEARN_ILT_ALLOW_JOIN_CONFERENCE_MINUTES_PRIOR | Specify how many minutes before the activity starts to show the Join button. By default, no minutes are specified and the button always shows.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | N/A           |
| ORA_WLF_OBS_CHKLIST_LRN_COMPL_NOTIFY                  | Send informational notifications to learners when observers complete their checklist task.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N/A           |
| ORA_WLF_UPLOAD_PLAYER_LOGS                            | <p>Record SCORM and HACP communications between online content and Oracle Learning for a specific learner. The communication logs are stored on the Oracle Learning server and learning administrators can retrieve the data using an Oracle Business Intelligence Publishing (BI) report.</p> <p>Set these profile option values at the learner level:</p> <ul style="list-style-type: none"> <li><b>Y:</b> Record the communications for any SCORM or HACP content this learner launches in the eLearning player.</li> <li><b>N:</b> Don't record anything for this learner. This is the default option.</li> <li>Content number, such as OLC1234567: Record communications for only this content when the learner launches it in the eLearning player.</li> </ul> | N/A           |
| WLF_ROLLUP_FAILED_SCORM                               | <p>Specify the default setting for Recorded Attempts per SCORM or HACP content item uploaded to Oracle Learning.</p> <ul style="list-style-type: none"> <li>If the Site level isn't enabled (the default value), the import process creates all new content items with Recorded Attempts set to <b>Unlimited</b>.</li> <li>If the Site level is enabled, the import process creates all new content items with Recorded Attempts set to <b>Single</b>.</li> </ul> <p>Unlimited recorded attempts lets learners redo SCORM and HACP offering activities from the start until they get a passing score. With a</p>                                                                                                                                                     | N             |

| Profile Option Code           | Description                                                                                                                                         | Default Value |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                               | single recorded attempt, Learning updates their assignment records to <b>Not Passed</b> if they don't get a passing score on the first try.         |               |
| WLF_SCORM_AUTO_COMMIT         | Turn on auto-commit after setting Auto Commit to Default on the SCORM Content Details page. Change the value only if directed to by Oracle Support. | Y             |
| WLF_SCORM_COMMIT_INTERVAL_CNT | Specify the number of SCORM set value calls before committing the calls. Change the value only if directed to by Oracle Support.                    | 50            |
| WLF_SCORM_COMMIT_INTERVAL_SEC | Specify the number of seconds between commitment of SCORM set value calls. Change the value only if directed to by Oracle Support.                  | 60            |

#### Related Topics

- [Overview of Profile Options](#)
- [Create and Edit Profile Options](#)

## Mass Processing Profile Options for Oracle Learning

Set up mass processing, such as for learning assignments, recommendations, and access groups, configure these profile options. Use the **Setup and Maintenance work area > Tasks panel Search > Manage Administrator Profile Values** task.

| Profile Option Code                        | Description                                                                                                                                                                                                                                                                                                                                                                                             | Default Value |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| ORA_WLF_ANALYSIS_FETCH_TIMEOUT_MINS        | Specify how many minutes the Evaluate Person IDs for Assignment rule process waits for results from an analysis report before ending. This setting applies only when ORA_WLF_EXECUTE_ANALYSIS_IN_ASYNC_MODE is enabled. Change the value only if directed to by Oracle Support.                                                                                                                         | 16            |
| ORA_WLF_ASSIGN_MASS_PROCESS_ORDER          | Define the order in that the Evaluate Person IDs for Assignment Rule process handles analyses used in initiatives and access groups.<br><br>By default, analyses are processed according to when they were added to initiatives or access groups. When the profile value is LAST_RUNTIME, analyses are processed from longest running to shortest running, and newly added analyses are processed last. | Null          |
| ORA_WLF_ENABLE_PROCESS_RECOMMENDATIONS_KEY | Reconcile recommendation learning initiatives independently from required or voluntary                                                                                                                                                                                                                                                                                                                  | N             |

| Profile Option Code                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Default Value |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                        | learning initiatives using the Process Learning Recommendations process.                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |
| ORA_WLF_ENABLE_PROCESS_USER_ACCESS_KEY | Enable the Process User Access background process in place of the Reconcile Access Groups background process.                                                                                                                                                                                                                                                                                                                                                                                                  | N             |
| ORA_WLF_EXECUTE_ANALYSIS_IN_ASYNC_MODE | Avoid timeout issues when the Evaluate Person IDs for Assignment Rule process is handling long running analyses by running them asynchronously.                                                                                                                                                                                                                                                                                                                                                                | N             |
| WLF_RBA_BI_FOLDER                      | <p>Specify the folder that Learning references when finding the analysis criteria used as learner selection criteria, such as <b>/shared/Custom/Human Capital Management/Learning Analyses</b>. The folder needs to have Permission set to Open for the BI Consumer Role account.</p> <p>When you configure analysis objects, you need to select the Worker object and the Person ID field. For the analysis to work with mass processing of learning assignments, the person ID must exist in the report.</p> | NA            |

#### Related Topics

- [Overview of Profile Options](#)
- [Create and Edit Profile Options](#)



# 3 Learning Lookups

## Oracle Learning Lookups Overview

Learning uses lookups to handle identifying assignment attribution and content source types, ensure consistent measurements, and identify the reason for various actions. The actions include marking learning assignments as completed, deleting them, withdrawing them, and withdrawing from learning items.

You manage learning lookup using the **Setup and Maintenance work area > Tasks panel Search > Manage Common Lookups** task. The lookup type names all start with either **WLF** or **ORA\_WLF**.

### *Related Topics*

- [Overview of Lookups](#)

## Assignment Attribution Type Lookup for Oracle Learning

The ORA\_WLF\_ASSIGN\_ATTR\_LOOKUP lookup type has the Assign As choices used when creating learning assignments and recommendations. Delivered choices include Human Resources Department, Legal Department, Security Team, Self, and Workplace Safety Department. Edit and add to the lookup type as appropriate.

You can review the delivered choices and descriptions using the **Setup and Maintenance work area > Tasks panel Search > Manage Common Lookups** task.

## Reason for Assignment Error Lookup for Oracle Learning

The ORA\_WLF\_LEARN\_INCIDENT\_TYPE lookup type has the incident types that learners select from when they report learning content. For example, the completion dates could be before start dates, or the assignment duplicates an existing preactive or active assignment.

You can review the delivered reasons and descriptions using the **Setup and Maintenance work area > Tasks panel Search > Manage Common Lookups** task.

## Assignment Deletion and Withdrawal Lookup Types for Oracle Learning

These lookup types are the reasons learning administrators delete or withdraw learning assignments. They're also the reasons that learners' withdraw from learning items.

| Lookup Type Code            | Description                                                                                                                                                                               |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ORA_WLF_REC_DELETE_RSN_SPEC | The reasons, such as <b>Specialist deleted record</b> , that learning administrators select from when they delete learning assignments.                                                   |
| ORA_WLF_WITHD_RSN_SS        | The reasons that learners select from when they withdraw from learning items. For example, they withdraw from learning they couldn't attend or that isn't relevant anymore.               |
| ORA_WLF_WITHD_RSN_SPEC      | The reasons that learning administrators select from when withdrawing learning assignments. For example, they withdraw assignments that learners can't attend or aren't relevant anymore. |

You can review the delivered lookups and descriptions using the **Setup and Maintenance work area > Tasks panel Search > Manage Common Lookups** task.

## Content Incident Reason Type Lookup for Oracle Learning

The ORA\_WLF\_LEARN\_INCIDENT\_TYPE lookup type has the incident types that learners select from when they report learning content. For example, the content could be inaccurate or inappropriate. You can add translation lookup codes for the reasons delivered in English, as needed.

Use the **Setup and Maintenance work area > Tasks panel Search > Manage Common Lookups** task.

## Context Source Type Lookup for Oracle Learning

The ORA\_WLF\_CONTEXT\_SOURCE\_TYPE lookup type has the source types for contextual learning. Example types include **Change manager**, **Goal**, **Job Profile**, **Legislation**, **Person Profile**, and **Self evaluation**.

You can review the delivered types and descriptions using the **Setup and Maintenance work area > Tasks panel Search > Manage Common Lookups** task.

## Learn Pricing Type Lookup for Oracle Learning

The `ORA_WLF_PRICING_TYPE` lookup type has the types of pricing that learning specialists select from when configuring pricing for offerings. For example, the pricing could be the list price or an adjusted list price.

Learning administrators can set offering default prices on the Default Offering Attributes page when they create courses. And they can override these defaults when they create offerings for the course.

You can review the delivered pricing types and descriptions using the **Setup and Maintenance work area > Tasks panel Search > Manage Common Lookups** task.

### Related Topics

- [Create a Course for the Oracle Learning Catalog](#)
- [Create an ILT or Blended Offering for an Oracle Learning Course](#)

## Specialist-Initiated Completion Lookup Types for Oracle Learning

These lookup types have the Reason for Completion choices that learning specialists can select when they change the status of people's learning assignments. The choices depend on what type of learning item they're changing the status for.

| Lookup Type Code                           | Description                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>ORA_WLF_COMPLT_RSN_ONLINE_IL</code>  | The reasons for learning specialist to mark virtual instructor-led activities as complete. Example reasons include them exempting a learner because the learner completed the activity elsewhere or attained a higher-level certification. Or they verified that the learner completed the activity offline or didn't attend.  |
| <code>ORA_WLF_COMPLT_RSN_ONSITE_IL</code>  | The reasons learning specialists select from to mark instructor-led activities as complete. Example reasons include them exempting a learner because the learner completed the activity elsewhere or attained a higher-level certification. Or they verified that the learner completed the activity offline or didn't attend. |
| <code>ORA_WLF_COMPLT_RSN_OFFLINE_SP</code> | The reasons learning specialists select from to mark self-paced offline activities as completed. Example reasons include them exempting a learner because the learner completed the activity elsewhere or attained a higher-level certification. Or they verified that the learner completed the activity offline.             |
| <code>ORA_WLF_COMPLT_RSN_ONLINE_SP</code>  | The reasons for learning specialists to mark self-paced online activities as complete. Example reasons include them exempting a learner because the learner completed the activity elsewhere or attained a higher-level certification. Or they verified that the learner completed the activity offline.                       |
| <code>ORA_WLF_COMPLT_RSN_SPEC</code>       | The reasons learning specialists mark learner assignments completed. For example, they exempt a learner because the learner completed the assigned learning elsewhere or attained a higher-level certification. Or they verified that the learner completed the assigned learning offline.                                     |

| Lookup Type Code        | Description                                                                                                                                                                                                                                                             |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ORA_WLF_COMPLT_RSN_EVAL | The reasons learning specialists mark evaluations as completed. For example, they exempt a learner because the learner completed the evaluation elsewhere or attained a higher-level certification. Or they verified that the learner completed the evaluation offline. |

You can review the delivered reasons and descriptions using the **Setup and Maintenance work area > Tasks panel Search > Manage Common Lookups** task.

## Units of Measure Lookup Types for Oracle Learning

These lookup types have the units of measure learning specialists use to specify the actual effort need to complete learning items and their duration.

| Lookup Type Code           | Description                                                                                                                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ORA_WLF_LEARN_EFFORT_UOM   | The units of measure used to specify the actual effort required to complete learning items. For example, you can measure the effort in days per week or months, or hours a day, per week, or per month. |
| ORA_WLF_LEARN_DURATION_UOM | The units of measure used to specify the duration of learning items. For example, you can measure a course or specialization duration in seconds, minutes, hours, days, weeks, or months.               |

You can review the delivered lookups and descriptions using the **Setup and Maintenance work area > Tasks panel Search > Manage Common Lookups** task.

# 4 Learning Descriptive Flexfields

## Oracle Learning Descriptive Flexfields Overview

To add company-defined attributes for learning objects, such as content and instructor-led training resources, offerings, courses, and specializations, use descriptive flexfields. Edit, validate, and deploy descriptive flexfields using the **Setup and Maintenance** work area > **Tasks** panel **Search** > **Manage Descriptive Flexfields** task.

### *Related Topics*

- [Overview of Descriptive Flexfields](#)
- [Edit Descriptive Flexfields](#)
- [Validate Descriptive Flexfields](#)
- [Considerations for Deploying a Descriptive Flexfield to a Sandbox](#)
- [Deploy Descriptive Flexfields](#)

## Custom Attributes for Resource Descriptive Flexfield for Oracle Learning

To record more attributes for content and instructor-led training resources, use the WLF\_RESOURCE\_DFF descriptive flexfield. These extra attributes appear for learning resources, such as classrooms, instructors, and training suppliers.

## Course Additional Attributes Descriptive Flexfield for Oracle Learning

To record more information specifically for learning courses, use the WLF\_LI\_COURSE descriptive flexfield. Learners and learning administrators see these extra attributes on the course details pages.

## Offering Additional Attributes Descriptive Flexfield for Oracle Learning

To record more information specifically for learning course offerings, use the WLF\_LI\_OFFERING descriptive flexfield. Learners and learning administrators see these extra attributes on the offering pages.

## Specialization Additional Attributes Descriptive Flexfield for Oracle Learning

To record more information specifically for learning specializations, use the WLF\_LI\_SPECIALIZATION descriptive flexfield. Learners and learning administrators see these extra attributes on the specialization details pages.

## Learning Item Additional Attributes Descriptive Flexfield for Oracle Learning

To record more attributes for learning items, use the WLF\_LEARNING\_ITEM descriptive flexfield.

Learning specialists see them when they're configuring the general information for creating offerings, courses, and specializations. Learning administrators and learners see these extra attributes on the relevant details pages. When people search the learning catalog, the results include offerings, courses, and specializations with learning item additional attributes that match the search criteria.

## Learning Request Additional Attributes Descriptive Flexfield for Oracle Learning

To record more information on the learning request page and details pages of learning assignments, use the WLF\_LEARNING\_REQUEST\_DFF descriptive flexfield. Learners, managers, and learning administrators can see these extra attributes in the Request Details section of the learning request form.

# 5 Approval Rules and Notification Tasks

## Approval Rules for Oracle Learning

To require approval before withdrawing from learning items, reporting content, and posting self-service content to the catalog, Learning uses approval rules. Approval rules also let learners request learning and record learning completed elsewhere.

You can view and edit the approval rule configurations for Learning using the **Tools > Transaction Console > Approval Rules** tab. This includes configuring parallel approvers. And it includes setting voting rules, such as what percentage of approver response is required to decide whether the request is approved or rejected..

| Rule Process Name              | Description                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Learning Assignment Completion | Let learners record learning they completed outside of the learning catalog, such as a seminar or college course, so it appears in their transcript.                                                                                                                                                                                                                              |
| Learning Assignment Withdrawal | Require approval when learners request to withdraw from course, offering, and specialization assignments.                                                                                                                                                                                                                                                                         |
| Learning Incident              | Require approval when learners report a learning item, such as course or offering, as inappropriate, inaccurate, and so on.                                                                                                                                                                                                                                                       |
| Learning Item Contribution     | Require approval before learner-created contributions, such as videos and learning journeys, become available in the learning catalog.                                                                                                                                                                                                                                            |
| Learning Observation Checklist | <p>Send the observation task and checklist questions to the observation checklist observer.</p> <p><b>Note:</b> Learning administrators can't do any action on this approval rule, such as bypass approval or configure rules. To track the status of the learning observation checklist transactions, they need to use the transaction summary page</p>                          |
| Learning Request               | <p>Require approval before learners can start working on requested learning items. You can change the rule configuration so that the rule applies to both catalog and noncatalog learning requests.</p> <p>If a requested learning item has prerequisites, the approval notification indicates what they are, if they're required, and if the learner meets the requirements.</p> |

## Subcategories for Securing Learning Approval Workflows

HCM administrators can configure the transaction security profile for learning approvals using this category and these subcategories for learning approval workflows:

| Category | Subcategory | Approval Flow                  |
|----------|-------------|--------------------------------|
| Learning | Catalog     | Learning Incident              |
|          |             | Learning Item Contribution     |
|          | Assignment  | Learning Assignment Completion |
|          |             | Learning Assignment Withdrawal |
|          |             | Learning Observation Checklist |
|          |             | Learning Request               |

#### Related Topics

- [Transaction Security Profiles](#)

## Approval Action Required and Informational Notifications for Oracle Learning

To notify learners and approvers about assignment completions, withdrawals, and learning requests, Learning uses BPM task notifications. It also uses notifications for learner catalog contributions and for reported learning content.

You can view and edit the task configurations for learning notifications using the **Setup and Maintenance work area** > **Tasks panel Search** > **Manage Task Configurations for Human Capital Management** task.

| BPM Task                              | Notification Type        | Description                                                                                                                                                            |
|---------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Learner                               | N/A                      | No longer used                                                                                                                                                         |
| LearningAssignmentApproval            | N/A                      | No longer used                                                                                                                                                         |
| Learning AssignmentCompletionApproval | Approval Action Required | Notifies learners when the approver approves or rejects the completion request                                                                                         |
| LearningAssignmentCompletionLearner   | Informational            | Notifies learners about a submitted completion request for a learning assignment<br><br>Notifies learners when the approver approves or rejects the completion request |
| LearningAssignmentWithdrawalApproval  | Approval Action Required | Notifies learners about a submitted withdrawal request for a learning assignment<br><br>Notifies learners when the approver approves or rejects the withdrawal request |
| LearningAssignmentWithdrawalLearner   | Informational            | Notifies learners about a submitted withdrawal request for a learning assignment                                                                                       |

| BPM Task                        | Notification Type        | Description                                                                                                                                                               |
|---------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 |                          | Notifies learners when the approver approves or rejects the withdrawal request                                                                                            |
| LearningItemApproval            | Approval Action Required | Notifies the configured approver when a learner has a new contribution to add to the learning catalog                                                                     |
| LearningItemOwner               | Informational            | Notifies learners about a submitted request to contribute to the learning catalog<br><br>Notifies learners when the approver approves or rejects the contribution request |
| LearningRequestApproval         | Approval Action Required | Notifies the configured approver when about a learning request                                                                                                            |
| LearningRequestCancel           | Informational            | Notifies the learner and their manager when the learner cancels a processed learning request enrollment                                                                   |
| LearningRequestLearner          | Informational            | Notifies learners about a learning request that they or their manager submitted<br><br>Notifies learners when the approver approves or rejects the learning request       |
| AdminHumantask                  | Approval Action Required | Notifies the configured content administrator when a learner reports inappropriate content                                                                                |
| RequireLearnerContentDeleteTask | Informational            | Notifies learners with active assignments when a reported learning item was deleted                                                                                       |



# 6 Background Learning Processes Overview

## Background Processing in Oracle Learning

Several background learning processes handle data-intensive operations. You can run some of these processes on demand using various Learning actions. You schedule others depending on your learning environment.

Learning has four categories of background processing:

- Processes that Learning automatically schedules, such as rebuilding and optimizing indexes, having decided the best time to run them. We recommend that you keep our schedules for these processes. If you don't use the corresponding features, you can cancel these processes. If you later decide to use them, you need to reschedule the processes using our frequency.

To see these processes, you need permissions that let you view processes submitted by others.

- Processes you manually schedule depending on your Learning environment. For example, when you integrate with external content providers, you need to load and sync their content. Configuration procedures for relevant learning objects include information about what processes to schedule and the recommended intervals.
- Processes that you can run as needed, such as reconciling learning rich media.
- Processes that run automatically when you perform certain learning actions. For example, on the Import External Content page, when you click **Submit**, the Import External Learning Content process starts running.

To manually schedule and run as needed, use the Scheduled Processes tool.

### *Related Topics*

- [What are scheduled processes?](#)
- [Statuses of Scheduled Processes](#)
- [Submit Scheduled Processes and Process Sets](#)



# 7 Background Learning Processes Scheduled by Oracle Learning

## Rebuild Learning Item Stop Word Index

This process creates and updates indexes to provide search results on me and my team learning pages in Oracle Learning. It runs every 5 minutes.

- To avoid conflicting concurrent schedules, we recommend you don't set up any more schedules for this process. These schedule conflicts can cause the processes to end in a **Warning** status.
- To control the amount of parallel processing, you can change the concurrency setting.

When you change the stop words configuration on the Catalog Search Tuning page, you need to submit this process manually. Be sure to select the **Process Pending Stop Words** option.

## Change Concurrency Default

You can reduce the overall time spent creating and updating search indexes for the me and my team learning pages. Adjust the maximum number of concurrent processes default using the **My Client Groups > Learning and Development > Configure Background Processing** task.

## Optimize Learning Text Indexes

This process optimizes the Oracle Text indexes needed to search the Oracle Learning catalog. Search remains available during optimization. It runs on the 25th day of every month at 2:30 AM (UTC).

To drop and recreate the Oracle Text indexes, in the Recreate Index field, select **Yes**. Do this only when asked to by Oracle Support. Search becomes unavailable during the recreate process.

**CAUTION:** To keep performance from degrading over time, don't run this process more than once per month.

## Learn Migration

This process handles upgrade tasks for Oracle Learning after a quarterly release update. It runs every day at 12:45 AM (UTC).

You can submit it manually for specific data correction tasks when asked to by Oracle Support, such as restoring missing cover art.

**Note:** You might need to run this process manually after an upgrade, per announcements in the What's New release documentation. You don't have to cancel the scheduled job when you run it manually.



# 8 Background Learning Processes That You Schedule Manually

## Process Learning Records

This process expands and reconciles learners in required and voluntary Oracle Learning initiatives by evaluating the member criteria. Then it creates or withdraws learners depending on the intended audiences.

The process runs every time a learning administrator creates a learning assignment. When an administrator creates an assignment while the process from another assignment creation is still running, the running process also handles the newer assignment creations. And the administrator who started the running process also becomes the creator or updater for the newer assignments.

The process automatically generates child processes to handle the necessary work.

You've two options for execution type:

- **Reconcile:** The process evaluates the target audiences and assigns, withdraws, or reactivates assignments as appropriate. We recommend that you schedule the process to run with this option on a daily basis.
- **Expansion:** The process creates the assignments when learning administrators create initiatives instead of waiting for the nightly process scheduled to run outside of working hours. This option causes more processing during working hours and should only be used to get all learning assigned during integrations. You shouldn't need to use this option unless you deselect the **Process assignments immediately after user saves changes** option on the Configure Background Processing page. If you deselect the parameter, you need to run the process with this option to reconcile learning initiatives.

Leave the Initiative Number parameter blank for normal operations. Enter a specific initiative number when you want to expand or reconcile the assignments for just that initiative.

## Change Execution Details

Change these defaults using the **My Client Groups > Learning and Development > Configure Background Processing** task:

- The delivered run as default for expansion and reconciliation processes is creator, but you can select a specific user. For example, to avoid learning initiative issues that can result when creators leave, select a generic user account that persists indefinitely.
- To let learning administrators override the default, select **Override Default Expansion and Reconciliation - Run as User**.
- To reduce the overall time spent expanding and reconciling learning assignments, change the concurrency details related to parallel processing and when to process assignments.

| Concurrency Option                             | Description                                                                                                                                                                                                                                |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maximum Number of Parallel Bulk Scheduled Jobs | Specify how many access groups analyses to evaluate in parallel for all learning initiatives that need expansion or reconciliation based on selected execution type. The value also decides how many initiatives to reconcile in parallel. |

| Concurrency Option                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | The supported values are 1 through 200, and the default value is 1. We recommended you set the parameter to at least 5. You can then increase as appropriate to reduce the overall time it takes the process to complete.                                                                                                                                                                                                                                                                                                                                                                                           |
| Maximum Number of Parallel Threads per Bulk Scheduled Job | <p>Specify the maximum threads to use per initiative during reconciliation, to create or update initiative assignments.</p> <p>The supported values are 1 through 20, and the default value is 1. We recommended that you keep the value at 1. The reason is that the maximum threads calculation multiplies this value with the Maximum Number of Parallel Bulk Scheduled Jobs value. Consider all other background processes used in your environment before increasing these values. The background processing infrastructure is shared across all processes, such as for learning, payroll, and financials.</p> |
| Process access immediately after user saves changes       | <p>When selected (default), the process is submitted automatically when a learning administrator creates a required or voluntary learning initiative.</p> <p>When unselected, you need to schedule this process as recurring in Expansion mode to expand the initiative learner population. This option lets you schedule expansion during off peak periods.</p>                                                                                                                                                                                                                                                    |
| Maximum Number of Parallel Ad Hoc UI jobs                 | <p>Specify how many analyses to evaluate in parallel for the newly created required or voluntary initiative.</p> <p>The supported values are 1 through 200, and the default value is 1. We recommended you set the parameter to at least 2. You can then increase as appropriate to reduce the overall time it takes the process to complete.</p>                                                                                                                                                                                                                                                                   |
| Maximum Number of Parallel Threads per Ad Hoc UI Jobs     | <p>Specify the maximum number of threads to use to create the learning initiative assignments needed for the expansion process.</p> <p>The supported values are 1 through 20, and the default value is 1. We recommended that you set the value to 2.</p>                                                                                                                                                                                                                                                                                                                                                           |

#### Related Topics

- [Mass Processing Profile Options for Oracle Learning](#)
- [Create and Edit Profile Options](#)

## Process User Access

This process expands and reconciles local and global access groups in Oracle Learning by evaluating the member criteria to identify the intended audiences. Then it creates or withdraws access records depending on the intended audiences.

The process automatically generates child processes to handle the necessary work.

**Tip:** This process automatically runs the Process Access Control Lists for Learning Items for OSCS process. You won't need to schedule that process separately.

You've two options for execution type:

- **Reconcile:** The process evaluates the target audiences and creates or withdraws access as appropriate. We recommend that you schedule the process to run with this option on a daily basis.

Run this process instead of the Evaluate Person IDs for Assignment Rule and Reconcile Access Groups processes. If you use learning initiatives, keep the Evaluate Person IDs for Assignment Rule and Reconcile Dynamic Assignments processes on their appropriate schedule. Reconciliation still requires them.

- **Expansion:** The process creates the access when learning administrators create access groups. You don't need to scheduled the process with this option unless you deselect **Process recommendations immediately after user saves changes** on the Configure Background Processing page. If you deselect the parameter, you need to run the process with this option to reconcile learning initiatives.

Leave the Initiative Number parameter blank for normal operations. Enter a specific access group number when you want to expand or reconcile access for just that group.

## Change Execution Details and Concurrency Defaults

Change these defaults using the **My Client Groups > Learning and Development > Configure Background Processing** task:

- The delivered run as default for expansion and reconciliation processes is creator, but you can select a specific user. For example, to avoid learning initiative issues that can result when creators leave, select a generic user account that persists indefinitely.
- To let learning administrators override the default, select **Override Default Expansion and Reconciliation - Run as User**.
- To reduce the overall time spent expanding and reconciling global and local access groups, change the concurrency details related to parallel processing and when to process access.

| Concurrency Option                             | Description                                                                                                                                                                                                                           |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maximum Number of Parallel Bulk Scheduled Jobs | Specify how many access groups analyses to evaluate in parallel for all access groups that need expansion or reconciliation based on selected execution type. The value also decides how many access groups to reconcile in parallel. |

| Concurrency Option                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | The supported values are 1 through 200, and the default value is 1. We recommended you set the parameter to at least 5. You can then increase as appropriate to reduce the overall time it takes the process to complete.                                                                                                                                                                                                                                                                                                                                                                                     |
| Maximum Number of Parallel Threads per Bulk Scheduled Job | <p>Specify the maximum threads to use per access group during reconciliation, to create or update access records.</p> <p>The supported values are 1 through 20, and the default value is 1. We recommended that you keep the value at 1. The reason is that the maximum threads calculation multiplies this value with the Maximum Number of Parallel Bulk Scheduled Jobs value. Consider all other background processes used in your environment before increasing these values. The background processing infrastructure is shared across all processes, such as for learning, payroll, and financials.</p> |
| Process access immediately after user saves changes       | <p>When selected (default), the process is submitted automatically when a learning administrator creates an access group.</p> <p>When unselected, you need to schedule this process as recurring in Expansion mode to expand access. This option lets you schedule expansion during off peak periods.</p>                                                                                                                                                                                                                                                                                                     |
| Maximum Number of Parallel Ad Hoc UI jobs                 | <p>Specify how many analyses to evaluate in parallel for the newly created access group.</p> <p>The supported values are 1 through 200, and the default value is 1. We recommended you set the parameter to at least 2. You can then increase as appropriate to reduce the overall time it takes the process to complete.</p>                                                                                                                                                                                                                                                                                 |
| Maximum Number of Parallel Threads per Ad Hoc UI Jobs     | <p>Specify the maximum number of threads to use to create the access records needed for the expansion process.</p> <p>The supported values are 1 through 20, and the default value is 1. We recommended that you set the value to 2.</p>                                                                                                                                                                                                                                                                                                                                                                      |

#### Related Topics

- [Mass Processing Profile Options for Oracle Learning](#)
- [Create and Edit Profile Options](#)

## Process Program Plan Records

This process expands and reconciles learners in Oracle Learning planning programs and profiles by evaluating the member criteria. Then it creates or withdraws learners depending on the intended audiences.

The process automatically generates child processes to handle the necessary work.

You've two options for execution type:

- **Reconcile:** The process evaluates the target audiences and assigns, withdraws, or reactivates planning programs and profiles as appropriate. We recommend that you schedule the process to run with this option on a daily basis.
- **Expansion:** The process creates the planning programs and profiles when learning administrators create planning programs and profiles, instead of waiting for the nightly process scheduled to run outside of working hours. This option causes more processing during working hours and should only be used to get all learning assigned during integrations. You shouldn't need to use this option unless you deselect the **Process immediately after user saves changes** option on the Configure Background Processing page. If you deselect the parameter, you need to run the process with this option to reconcile learning initiatives.

Leave the Initiative Number parameter blank for normal operations. Enter a specific initiative number when you want to expand or reconcile the planning programs and profiles for just that program.

## Change Concurrency Defaults

To reduce the overall time spent expanding and reconciling learning planning programs and profiles, change the concurrency details related to parallel processing and when to process assignments. Use the **My Client Groups > Learning and Development > Configure Background Processing** task.

**Note:** To see the Learning Program Plan Records Processing section of the Configure Background Processing page, the `ORA_WLF_ENABLE_LEARN_PLANNING` profile option needs to have the site-level profile value Y.

| Concurrency Option                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maximum Number of Parallel Bulk Scheduled Jobs            | <p>Specify how many planning programs and profiles to evaluate in parallel for all learning programs that need expansion or reconciliation based on selected execution type. The value also decides how many planning programs and profiles to reconcile in parallel.</p> <p>The supported values are 1 through 200, and the default value is 1. We recommended you set the parameter to at least 5. You can then increase as appropriate to reduce the overall time it takes the process to complete.</p>                                                                                                                                     |
| Maximum Number of Parallel Threads per Bulk Scheduled Job | <p>Specify the maximum threads to use per planning program and profile during reconciliation, to create or update program and profile assignments.</p> <p>The supported values are 1 through 20, and the default value is 1. We recommended that you keep the value at 1. The reason is that the maximum threads calculation multiplies this value with the Maximum Number of Parallel Bulk Scheduled Jobs value. Consider all other background processes used in your environment before increasing these values. The background processing infrastructure is shared across all processes, such as for learning, payroll, and financials.</p> |
| Process immediately after user saves changes              | <p>When selected (default), the process is submitted automatically when a learning administrator creates a planning program or profile.</p> <p>When unselected, you need to schedule this process as recurring in Expansion mode to expand the program and profile learner population. This option lets you schedule expansion during off peak periods.</p>                                                                                                                                                                                                                                                                                    |
| Maximum Number of Parallel Ad Hoc UI jobs                 | <p>Specify how many planning programs and profiles to evaluate in parallel for the newly created program.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| Concurrency Option                                    | Description                                                                                                                                                                                                                                               |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | The supported values are 1 through 200, and the default value is 1. We recommended you set the parameter to at least 2. You can then increase as appropriate to reduce the overall time it takes the process to complete.                                 |
| Maximum Number of Parallel Threads per Ad Hoc UI Jobs | <p>Specify the maximum number of threads to use to create the learning initiative assignments needed for the expansion process.</p> <p>The supported values are 1 through 20, and the default value is 1. We recommended that you set the value to 2.</p> |

#### Related Topics

- [Create and Edit Profile Options](#)

## Process Learning Recommendations

This process expands and reconciles Oracle Learning recommendation initiatives separately from required or voluntary learning initiatives. It evaluates the defined audience to identify the affected set of workers. Then it creates or withdraws recommendations depending on the intended audiences.

The process automatically generates child processes to handle the necessary work.

You've two options for execution type:

- **Reconcile:** The process evaluates the target audiences and assigns, withdraws, or reactivates recommendations as appropriate. We recommend that you schedule the process to run with this option on a daily basis, 1 hour after the Process User Access process runs

If you use required or voluntary learning initiatives, keep the Evaluate Person IDs for Assignment Rule and Reconcile Dynamic Assignments processes on their appropriate schedule. Reconciliation still requires them.

- **Expansion:** The process creates the recommendations for the target audience when learning administrators create recommendations. You don't need to scheduled the process with this option unless you deselect **Process recommendations immediately after user saves changes** on the Configure Background Processing page. If you deselect the parameter, you need to run the process with this option to reconcile learning initiatives.

Leave the Initiative Number parameter blank for normal operations. Enter a specific initiative number when you want to expand or reconcile the recommendations for just that initiative.

**Note:** If you enabled activity sequencing or the ORA\_WLF\_ENABLE\_PROCESS\_LEARNING\_RECOMMENDATIONS\_KEY profile option, you run this process in place of Reconcile Access Groups.

## Change Execution Details

Change these defaults using the **My Client Groups > Learning and Development > Configure Background Processing** task:

- The delivered run as default for expansion and reconciliation processes is creator, but you can select a specific user. For example, to avoid learning initiative issues that can result when creators leave, select a generic user account that persists indefinitely.
- To let learning administrators override the default, select **Override Default Expansion and Reconciliation - Run as User**.
- To reduce the overall time spent expanding and reconciling learning recommendations, change the concurrency details related to parallel processing and when to process recommendations.

| Concurrency Option                                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maximum Number of Parallel Bulk Scheduled Jobs               | <p>Specify how many analyses to evaluate in parallel for all recommendations and recommendation initiatives that need expansion or reconciliation based on selected execution type. The value also decides how many recommendations to reconcile in parallel.</p> <p>The supported values are 1 through 200, and the default value is 1. We recommended you set the parameter to at least 5. You can then increase as appropriate to reduce the overall time it takes the process to complete.</p>                                 |
| Maximum Number of Parallel Threads per Bulk Scheduled Job    | <p>Specify the maximum threads to use per recommendation or recommendation initiative during reconciliation, to create or update recommendation records.</p> <p>The supported values are 1 through 20, and the default value is 1. We recommended that you keep the value at 1. The reason is that the maximum threads calculation multiplies this value with the Maximum Number of Parallel Threads per Ad Hoc UI Jobs value. Consider all other background processes used in Oracle Learning before increasing these values.</p> |
| Process recommendations immediately after user saves changes | <p>When selected (default), the process is submitted automatically when a learning administrator creates, edits, or cancels a recommendation or recommendation initiative.</p> <p>When unselected, you need to schedule this process as recurring in Expansion mode to expand recommendations, and in Reconcile mode to reconcile access. This option lets you schedule expansion and reconciliation during off peak periods.</p>                                                                                                  |
| Maximum Number of Parallel Ad Hoc UI jobs                    | <p>Specify how many analyses to evaluate in parallel for the newly created recommendation or recommendation initiatives.</p> <p>The supported values are 1 through 200, and the default value is 1. We recommended you set the parameter to at least 2. You can then increase as appropriate to reduce the overall time it takes the process to complete.</p>                                                                                                                                                                      |
| Maximum Number of Parallel Threads per Ad Hoc UI Jobs        | <p>Specify the maximum number of threads to use to create the recommendation records needed for the expansion process.</p>                                                                                                                                                                                                                                                                                                                                                                                                         |

| Concurrency Option | Description                                                                                                    |
|--------------------|----------------------------------------------------------------------------------------------------------------|
|                    | The supported values are 1 through 20, and the default value is 1. We recommended that you set the value to 2. |

#### Related Topics

- [Mass Processing Profile Options for Oracle Learning](#)
- [Oracle Learning Recommendations](#)

## Recommend the Most Popular Learning

This process generates the learning recommendations that learners see when browsing the Oracle Learning catalog. For best performance, schedule it to run only once a week, on the weekend if possible, and for all appropriate recommendation options.

Scheduling a shorter frequency won't change the recommendation results.

### Tips

In the Recommendation Category drop-down list, select all the categories you want to generate recommendations for.

- The generated recommendations won't include the learning items that the learner already completed.
- If a learner has multiple job roles, gaps are identified by comparing the required content items defined for each job role and talent profile.
- If a learner has multiple careers of interest, gaps are identified by comparing the required content items defined for each job role and talent profile.
- Popular recommendations depend on the quantity of learners who voluntarily completed the learning in the previous 6 months.

#### Related Topics

- [Oracle Learning Recommendations](#)
- [Current Jobs Recommendations](#)
- [Careers of Interest Recommendations](#)
- [Popular with Others in Your Job Recommendations](#)

## Change the Status of Offering Assignments with Any Preactive Status to Delete

This process automatically sets assignment statuses to Deleted after the end date is past for instructor-led (ILT) and blended learning offerings. It also withdraws any learners who don't have an active seat.

We recommend that you schedule the process to run daily. It affects only the learning assignments with these statuses:

- Waitlisted
- Pending seat acceptance
- Requested
- Pending fulfillment
- Pending prerequisites

## Learning Skills Enrichment Agents

Get skills suggestions that learning administrators can curate when configuring learning outcomes for courses and specializations. Use the **My Client Groups > Learning and Development > Learning Skills Enrichment** task and agents. These agents require that you've implemented Oracle Dynamic Skills.

**Tip:** Learning administrators need to complete and save the general information for the courses and specializations. Then the next time a relevant process runs, they'll get the skills suggestions for the new course and specialization learning outcomes.

### Related Topics

- [Overview of Dynamic Skills](#)
- [Suggested Skills to Set as Oracle Learning Related and Outcome Skills and Qualifications](#)

## Process Unfinished Attempts

This Oracle Learning process updates offering activity statuses to **Completed** for learners with a completed attempt that the activity might not reflect. We recommend that you run it once daily.

When using this process, you need to specify the grace period in hours. The process then verifies all SCORM attempts completed before the grace period and updates incomplete activities to **Completed** using the current date and time.

## Process Learning Alerts

This process sends alerts for instructor-led training (ILT) and virtual instructor-led training (VILT) in Oracle Learning as appropriate to learners or instructors. We recommend that you run it twice daily.

**CAUTION:** Instructors won't get any upcoming activity alerts if you don't run this process.

## Reconcile Learning Assignment Status

This process updates Oracle Learning assignments when you use learning prerequisites. It supports two operations that you can schedule independently. You select the appropriate operation in the Reconciliation Type drop-down list.

We recommend that you run it daily if you've either of these situations. Otherwise you don't need to run this process:

- You use learning prerequisites and letting learners enroll even when they haven't yet fulfilled the prerequisite.
- The prerequisites map to talent profile items retained outside of Oracle Learning.

## Reconcile Pending Prerequisite Assignments with Talent Profile

This option checks if the learning prerequisite exists on a person's talent profile and moves pending prerequisite assignments to the next applicable status.

You only need to use this process to unblock pending prerequisite assignments when the prerequisites are achieved outside of Learning. In Learning, when a completion includes a learning outcome, the completion process automatically updates pending prerequisite assignments.

## Reconcile Pending Prerequisite Assignment Status Expiration

This option withdraws learning assignments if they still have a **Pending prerequisite** status after the configured expiration period.

## Update Assignment Status on Date-Driven Activities

This Oracle Learning process updates the assignment status on date-driven activities if the activity start date is in the past. It changes the status from **Not Started** to **In Progress**. We recommend that you run it daily.

## Sync Instructor-Led Training for Learning

This process creates the corresponding sessions on the provider's site for Oracle Learning offering activities that use virtual classrooms. We recommend that after you configure your first virtual classroom provider, you schedule this process to run it once hourly.

Here are the specifics of what the process does:

- It creates and updates session in the provider's application.
- It adds attendees to and removes them from the sessions in the provider's application.
- It sends calendar invitations to learners and instructors for their virtual instructor-led training (VILT) activities.
- It removes invitations from learner calendars when the VILT activity is removed. And it removes invitations from instructor calendars when they're removed from the VILT activity.
- It generates the links that learners and instructors use to join the meetings from Oracle Learning up to 15 minutes before the meetings start. The links are also included in the ICS files downloaded from alerts or using the Add to Calendar button.
- It pulls attendance reports and available session recordings from the provider's application and adds them as attachments to the relevant VILT activity details pages. The information that the process pulls depends on the automation supported for the virtual classroom provider. For example, session recording automation isn't supported for Microsoft Team activities.

Classroom providers generally don't provide attendance reports or session recordings immediately. Also, after the provider generates the reports and recordings, it can take several hours after the process starts running before people can view them.

**CAUTION:** Before you run this process, make sure that the FND\_LANGUAGE profile option has a site-level value defined.

## Delete or Withdraw Learning for Terminated Employment

This Oracle Learning process automates the removal of learning assignments, recommendations, and learning item access for employees whose employment was terminated. For the process to work you need to first enable the Person Terminated Atom feed.

**Tip:** For details about the Termination collection, see the **Atom Feeds > Employee Feeds** section of the REST API for Oracle Fusion Cloud HCM.

Active and preactive assignments won't be withdrawn while processing the learning assignments for employee global transfers and reverse terminations. And you can specify whether this process withdraws learning assignments that are part of active initiatives.

*Related Topics*

- [Atom Feeds](#)

## Purge Learning Assignments

You can permanently remove all remnants of learning assignments and recommendations in a Deleted or Error status from the database. The Purge Learning Assignments process serves as an alternative to using the HCM Data Loader purge.

Use the **Tools > Scheduled Processes** task to run the Purge Learning Assignments process.

Learning assignments and recommendations that remain in a deleted or error status for the time period specified by the Days to Wait Before Purging parameter won't be purged. For example, you run the process on June 20 at 11:00 AM, with the Days to Wait Before Purging parameter set to 7. The process purges all assignments that were updated to deleted status on or before June 13 11:00 AM.

# 9 Background Learning Processes That You Can Run as Needed

## Reconcile Learning Rich Media

This process identifies discrepancies between content items in Oracle Learning and the rich media storage that delivers them for playback. Run this process only if Oracle Support asks you to.

## Reconcile Rich Media Post Environment Refresh

This process completes the cloning of SCORM, AICC, PDF, or videos after an Oracle Learning environment refresh (commonly referred to as P2T or T2T) ends.

It republishes the content items selected for refresh to the rich media delivery service. This makes the content available for playback in the refreshed environment.



# 10 Background Learning Processes That Run Automatically as Part of Oracle Learning Actions

## Generate a List of People from Analysis Report

This Oracle Learning process creates learning assignments, recommendations, and access records when administrators create learning assignments, initiatives, recommendations, or access groups. It identifies the applicable learners or recipients using the specified Oracle Transactional Business Intelligence analysis report.

It also runs when learning administrators save changes to or cancel learning initiatives and access groups. And it runs when they click the **Reconcile** action for a specific learning initiative.

## Learning Assignment Post Processing Job

This process updates learning activity status in related Oracle Learning assignments as necessary when learners self-enroll.

For example, a learner enrolls in a self-paced offering with a SCORM activity that's also part of other offerings. The process decide whether the learner already successfully completed the SCORM activity in another offering. If the learner has, the process updates the status of the current activity to **Completed**.

**Note:** This process updates the status of a course from **Requested** to **Active**. It needs to run if you want learners to see the course and enroll in it.

## Learning Item Assignment Change Processing

This process updates Oracle Learning assignment progress and status as needed when a learning administrator changes an offering or specialization definition.

For example, the administrator removes a section from a specialization and saves the change. The process updates the specialization status to **Completed** for the learners who already completed all the remaining sections.

## Learning Item Bulk Processor

This Oracle Learning process updates learning item comment settings when the **My Client Groups > Learning and Development > Configure Comment Defaults** page settings change.

# Oracle Learning Cloud Bulk Processing

This process runs the mass action submitted by an Oracle Learning administrator for learning records or learning record activities. The process decides what it needs to do with learner assignments based on the mass action the learning administrator submitted.

## Process Access Control Lists for Learning Items for OSCS

This Oracle Learning process makes sure that the Explore page search results enforce changes in access lists. We recommend that you schedule the process to run daily, after the Process User Access process completes, using these parameters.

**Tip:** This process runs automatically when you schedule Process User Access. You no longer need to schedule it separately.

| Parameter                      | Value                                                                   |
|--------------------------------|-------------------------------------------------------------------------|
| Select Activities              | Incremental Refresh for OSCS Learning Item ACL Index                    |
| Number of Concurrent Processes | 5<br>Increase the value as appropriate for your employee population.    |
| Number of Learners             | 1000<br>Increase the value as appropriate for your employee population. |

The person submitting this process needs to have access to the **My Client Groups > Learning and Development** work area. This means they need the Access Learning Administration security role.

## Process eLearning Package

This process ensures that SCORM and HACP content uploaded by learning administrators are playable in Oracle Learning. It runs every time someone uploads eLearning packages.

You can reduce the overall time spent processing SCORM and HACP content by adjusting the maximum number of concurrent processes on the Configure Background Processing page.

## Change Concurrency Defaults

To reduce the overall time spent processing uploaded SCORM and HACP content, change the concurrency details related to parallel processing and when to process videos. Use the **My Client Groups > Learning and Development > Configure Background Processing** task.

## Process Learning Access, Assignments, Content, and Notifications

This Oracle Learning process that identifies the learner population for new and updated content access and learning assignments. It also sends configured notifications, processes assignments as learners work through them, and reconciles content changes.

Various actions in Oracle Learning cause this process to run. You don't need to run it manually or schedule it to run.

## Process Learning Cover Art Image

This process generates the different branding image files used on the details pages for Oracle Learning list and catalog items. It runs every time someone uploads cover art with a maximum of 1 concurrent jobs.

## Change Concurrency Defaults

You can reduce the overall time spent transcoding video by adjusting the maximum number of concurrent processes. Use the **My Client Groups > Learning and Development > Configure Background Processing** task.

## Recalculate Learning Item Rating

This Oracle Learning process recalculates and updates the average rating for a learning item when learners rate it.

## Reconcile Learning Item Activity Changes

This process runs when learning administrators click **Actions > Reconcile Learning Item Changes** on a course, offering, or specialization details page. It updates only the active learning assignments linked to the most recent version of that learning.

## Change Concurrency Default

You can reduce the overall time spent reconciling learning item changes for a course, offering, or specialization. Adjust the maximum number of concurrent processes default using the **My Client Groups > Learning and Development > Configure Background Processing** task.

## Video Transcoding and Processing

This process makes sure that uploaded videos are playable in Oracle Learning. It runs every time someone uploads a learning video with a maximum of 1 concurrent job, and for highest quality and bit rate.

## Change Concurrency and Strategy Defaults

To reduce the overall time spent transcoding video, change the concurrency details related to parallel processing and when to process videos. Use the **My Client Groups > Learning and Development > Configure Background Processing** task.

# 11 Completion Certificate Configuration and Printing

## Let Learning Administrators Configure Completion Certificates for Oracle Learning

To configure completion certificates, learning administrators need to edit the certificate templates using Oracle Business Intelligence Publisher. They also need to set the certificate defaults for courses and specializations.

Make sure that their Learning Specialist abstract role, or your equivalent, includes this role and these privileges:

| Name and Code                                                                                                         | Description                                                              |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| BI Author Role<br>BIAuthor                                                                                            | This role lets you create and change certificate templates               |
| Manage Learning Setup<br>WLF_MANAGE_LEARNING_SETUP                                                                    | This privilege lets you configure completion certificates in setup       |
| Use REST Service - Learning Administrator Lists of Values<br>WLF_REST_SERVICE_ACCESS_LEARNING_ADMINISTRATOR_LOVS_PRIV | This privilege populates the list of values in the Certificate Title LOV |

## Let Learners Print Completion Certificates for Oracle Learning

To access the **Print Completion Certificate** action, make sure that the learners' Employee abstract role, or your equivalent, includes this role and privilege:

| Name and Code                                                                      | Description                                                      |
|------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Print Learning Completion Certificate<br>WLF_PRINT_COMPLETION_CERTIFICATE_PRIV_OBI | This role gives the learner access to the completion certificate |

| Name and Code                                                                      | Description                                                         |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Print Learning Completion Certificate<br><br>WLF_PRINT_COMPLETION_CERTIFICATE_PRIV | This privilege enables the print certificate action in self-service |

# 12 Virtual Classroom Providers

## Virtual Classroom Providers and Oracle Learning Catalog Resources

You can provide robust virtual instructor-led training (VILT) as part of course offerings by integrating with virtual classroom providers. For example, let learners and instructors add VILT classroom info to their calendars ahead of the event.

If you've subscriptions to the providers listed on the Configure External Providers page, you can include their virtual classrooms as resources for instructor-led courses. The configuration page includes these virtual classroom providers:

- Adobe Connect
- Microsoft Teams
- Zoom

The configuration page also includes this calendar provider:

- Microsoft Calendar

These are the main features of virtual classroom integration:

| Automation            | Transferred from Learning to the Provider                           | Transferred from the Provider to Learning | Supported Providers |
|-----------------------|---------------------------------------------------------------------|-------------------------------------------|---------------------|
| Session creation      | Information about new sessions and changes to existing sessions     | None                                      | All                 |
| Registration          | Information about learners being added to or removed from a session | None                                      | All                 |
| Attendance            | None                                                                | Information for attendance                | All                 |
| Attendance processing | None                                                                | Information for attendance                | All                 |
| Session recording     | None                                                                | Recorded session                          | Adobe and Zoom      |

Virtual classroom integration also makes it possible for instructors to start the session, and for learners to join it, from Oracle Learning.

Learning administrator can create, change, and delete VILT activities that include the appropriate virtual classroom account. When they save the activities, a background Learning process creates or updates calendar invitations for the instructors and learners enrolled in the activity. The process also removes invitations from learner calendars when the VILT activity is removed. And it removes invitations or from instructor calendars when they're no longer teaching the VILT activity.

An activity can have multiple instructors. For an online activity that uses virtual classrooms, only the primary instructor gets the join meeting URL in the event body. Other instructors get the event notice without the join URL.

You also improve learner and instructor experiences with hosted activities by obtaining the session join link before sending the calendar invitations.

Instructors can start their training sessions from Learning 15 minutes before the scheduled start time. And after the training, they can view the attendance report in Edit mode on the activity details page. Learners who attended the session for the minimum required time will automatically have the learning marked as Completed.

Here are examples of what learners can do from the Learning activity details page and learning administrators do on their behalf from the offering details page:

- Enroll in and withdraw from offerings.
- Join the active training as early as 15 minutes before the scheduled start time.
- View the recorded training.

**Note:** The specific features available to learning administrators, instructors, and learners depend on the virtual classroom provider.

## Configure the Adobe Connect Virtual Classroom Provider for Oracle Learning

To integrate with Adobe Connect, you need to configure the integration.

### Before you start

Get this information from your Adobe Connect administrator:

- Provider URL
- User Name
- Password

### Here's what to do

#### 1. My Client Groups > Learning and Development > Configure External Providers

1. On the Configure External Providers page, in the row for the Adobe Connect virtual classroom provider, click **Configure**.
2. On the Configure External Provider page, click **Create**.
3. Complete the configuration parameters using the information given to you by your Adobe Connect administrator.

| Provider | Field        | Description                                                                                                                                                                                                       |
|----------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All      | Account Name | Display name for the provider in Learning drop-down lists, such as on the Create Instructor Provider Account page.                                                                                                |
| All      | Status       | Make the provider available or unavailable to instructors and for virtual instructor-led activities (VILT).<br><br>When you change the status from <b>Active</b> to <b>Inactive</b> , you also need to remove the |

| Provider      | Field        | Description                                                                                                                                                                                                                                                                                    |
|---------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              | provider from any VILT offerings that currently use it.                                                                                                                                                                                                                                        |
| Adobe Connect | Provider URL | You need to get the relevant information from your Adobe Connect administrator.<br><br>The URL can be the fully qualified URL, such as <code>http://oraclecorp.adobeconnect.com</code> Or <code>http://oraclecorp.webex.com</code> . Or it can be shorthand, such as <code>oraclecorp</code> . |
|               | User Name    |                                                                                                                                                                                                                                                                                                |
|               | Password     |                                                                                                                                                                                                                                                                                                |

4. Validate that the configuration parameters are correct.
5. Save your changes and close the page.
6. To keep the session details and assigned learners in sync, schedule the Sync Instructor-Led Training for Learning process to run once hourly. You only need to schedule the process after you set up the first virtual classroom provider. The process automatically includes any providers that you set up later.

**CAUTION:** Alerts and ICS files won't include meeting links until the Sync Instructor-Led Training for Learning process runs.

#### Related Topics

- [Sync Instructor-Led Training for Learning](#)
- [Link an Instructor to a Virtual Classroom Provider](#)

## Adobe Connect and Oracle Learning Data Exchange Reference

Here are the Oracle Learning actions that start communications with the configured Adobe Connect external classroom provider, and the endpoint used. You can also see what information each action sends to Adobe Connect.

Adobe Connect endpoint: <https://helpx.adobe.com/adobe-connect/webservices/getting-started-connect-web-services.html>

| Action in Learning                                                        | Sent to Adobe Connect                                                                                                                                                                            |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Configure and validate external provider                                  | <ul style="list-style-type: none"><li>• Delegate user name and password defined in provider setup</li></ul>                                                                                      |
| Validate an instructor                                                    | <ul style="list-style-type: none"><li>• Delegate user name and password defined in provider setup</li></ul>                                                                                      |
| Create or update an offering activity that uses a named virtual classroom | <ul style="list-style-type: none"><li>• Delegate user name and password defined in provider setup</li><li>• Instructor user name</li><li>• Activity title, description, date, and time</li></ul> |

| Action in Learning                                                                                                 | Sent to Adobe Connect                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                    | <ul style="list-style-type: none"><li>• Meeting ID</li></ul>                                                                                                                                         |
| Delete an offering activity that uses a named virtual classroom                                                    | <ul style="list-style-type: none"><li>• Delegate user name and password defined in provider setup</li><li>• Meeting ID</li></ul>                                                                     |
| Enroll in or get assigned an offering with activities that use a named virtual classroom                           | <ul style="list-style-type: none"><li>• Site ID</li><li>• Delegate user name and password defined in provider setup</li><li>• Meeting ID</li><li>• Attendee name and primary email address</li></ul> |
| Withdraw or get withdrawn from an offering with activities that use a named virtual classroom                      | <ul style="list-style-type: none"><li>• Site ID</li><li>• Delegate user name and password defined in provider setup</li><li>• Meeting ID</li><li>• Attendee primary email address</li></ul>          |
| Get the virtual session recording using the scheduled Sync Instructor-Led Training for Learning background process | <ul style="list-style-type: none"><li>• Delegate user name and password defined in provider setup</li><li>• Meeting ID</li></ul>                                                                     |
| Get the attendance report using the scheduled Sync Instructor-Led Training for Learning background process         | <ul style="list-style-type: none"><li>• Delegate user name and password defined in provider setup</li><li>• Meeting ID</li></ul>                                                                     |

## Set Up the Microsoft Outlook Calendar App for Oracle Learning Integration

For Microsoft Outlook calendar integration to work with Learning, you need to create a tenant, register an app, and configure access policies in the Microsoft Azure portal. Then configure the integration and schedule background processes in Oracle Learning.

Someone with Azure administration permissions should complete the steps 1 – 6 using the Manage Azure Active Directory task, in Azure Active Directory. Someone with the Learning Specialist role should complete the remaining steps, 7 – 8 in Oracle Learning.

1. As an Azure administrator, *set up a tenant* using the linked information if you don't already have a Microsoft tenant. You need a Microsoft tenant ID to configure Microsoft Calendar in Oracle Learning.

You'll need to provide this information:

- **Tenant Type:** Azure Active Directory.
- **Organization Name:** Enter the name of your organization.
- **Initial Domain Name:** Enter a unique domain name for your tenant.

After you set up the tenant, you need to record the Organization ID value for the tenant. You'll enter it as the Tenant ID when you configure Microsoft Calendar in Oracle Learning.

2. *Register the app or web API* within the tenant using the linked information.

You'll need to provide this information:

- **App Name:** Enter a friendly name for your integration with Oracle Learning.
- **Supported account types:** Select the account type that best matches your needs. If you need more information, please consult with Microsoft.
- **Redirect URL:** You can leave this field blank for your integration with Oracle Learning.

You need to record the app client ID generated after you finish registering the app, to use when you configure app access to online meetings in step 6. You'll also enter it when you configure Microsoft Calendar in Oracle Learning.

3. *Add a client secret* using the linked information. You need to record the provided client secret value because you'll enter it when you configure Microsoft Calendar in Oracle Learning.
4. *Grant the app permission to Microsoft Graph* using the linked information.

You'll need to provide your registered app with these permissions, which are required for your Microsoft Calendar integration with Oracle Learning to work:

- User.ReadBasic.All
- Calendars.ReadWrite

**CAUTION:** Make sure that the required API permissions are app type, not delegate type.

5. *Grant admin consent* to the configured app permissions using the linked information.
6. The Azure app requires Calendar.ReadWrite permission for all users by default. But for this integration, you need the calendar access for only a single user that you plan to set as the default organizer of all calendar events. For security reasons, we strongly recommend you to do this configuration in Azure to restrict calendar access to this single user.
  - a. Create an Office 365 mailbox (user) to be used solely by the Oracle Learning integration. Because other people will be getting meeting invites from this user, give it a meaningful name, such as Learning Coordinator.
  - b. Restrict the Active Directory app permissions to this single mailbox by creating an appAccessPolicy and assigning it to the user. For more details, see *Limiting app permissions to specific Exchange Online mailboxes*.
  - c. In Oracle Learning, configure this user as the default organizer for all Microsoft Outlook meeting invites.

**7.** As a learning specialist, in Oracle Learning, configure the external provider.

Before you continue, get this information from your Azure administrator:

- Tenant ID
- Client ID
- Client Secret
- Integration user name, typically in this format: <username>@<tenant>.onmicrosoft.com. You'll enter it as the Administrator user name in Oracle Learning.

Complete these steps using the **My Client Groups > Learning and Development > Configure External Providers** task.

- a. On the Configure External Providers page, in the row for the appropriate virtual classroom provider, click **Configure**.
- b. On the Configure External Provider page, click **Create**.
- c. Complete the configuration parameters using the information given to you by your Azure administrator.

| Field                                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status                                                   | <p>Make the Microsoft Calendar provider available or unavailable to send calendar events to learners and instructors. When active, these delivered event alerts aren't sent.</p> <ul style="list-style-type: none"> <li>- WLF-00002: Offering Definition has Changed</li> <li>- WLF-00009 Learning Cloud Instructor Booking Event Removal</li> <li>- WLF-00008 Offering Activity Definition has Changed for an Instructor</li> </ul> <p>When you change status from Active to Inactive, calendar events won't sync updates to existing activities with events already sent.</p>                                                                                                                                                                                                                                                                                                                                                                         |
| Secret                                                   | You need to get the relevant information from your Azure administrator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Tenant ID                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Client ID                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Organizer Email Address for All Calendar Meeting Invites | <p>This user will be the calendar events organizer and will send event invites to learners.</p> <p>Make sure the Microsoft Calendar user account with the email address meets these conditions:</p> <ul style="list-style-type: none"> <li>- It's part of the same tenant ID that you're using.</li> <li>- It's a generic account, not a personal account.</li> <li>- Because people will get invites from this user, give it a meaningful name, such as Learning Coordinator or Learning Department.</li> <li>- Because this is a generic account, we advise you to use a <i>shared Microsoft 365 mailbox</i>.</li> <li>- We strongly recommend not updating the default organizer value, especially in production. If the new coordinator user account doesn't have access to the mailbox of the previous coordinator account, any updates to events created by the previous coordinator account won't be propagated to learner calendars.</li> </ul> |

- d. Validate that the configuration parameters are correct.
- e. Save your changes and close the page.

8. To generate calendar events and keep learner and instructor calendars in sync with the Oracle Learning app, schedule the Sync Instructor-Led Training for learning process to run once hourly. If it's already scheduled, you don't need to do anything.

**CAUTION:** Before you run this process, make sure that the FND\_LANGUAGE profile option has a site-level value defined.

While all activity instructors get the event notice, only the primary instructor's event has the join link.

The Sync Instructor-Led Training for Learning process doesn't send events for existing enrollments unless there's a key change in the activity definition. These key changes involve the date, time, time zone, or location. Whenever there's any change made to an ILT activity, such as to the date, time, or instructor, here's what needs to happen:

- a. A learning administrator needs to reconcile those changes for existing active enrollments using the **Actions Reconcile Learning Assignments** option on the offering details page.
- b. The Sync Instructor-Led Training for Learning process makes the appropriate calendar updates for the applicable instructors and learners.

**CAUTION:** When testing the integration in a nonproduction environment, we recommend that you test the integration using a set of test learner accounts with mailboxes you can access to avoid spamming real learners.

**Note:** Integration is one direction. Learner actions, such as accepting or declining an event, or proposing a new time aren't sent to the organizer or Oracle Learning.

#### Related Topics

- [Sync Instructor-Led Training for Learning](#)
- [Link an Instructor to a Virtual Classroom Provider](#)

## Set Up the Microsoft Teams App for Oracle Learning Integration

For Microsoft Teams integration to work with Oracle Learning, you need to create a tenant, register an app, and configure access policies in the Microsoft Azure portal. Then configure integration, autocomplete attendance rules, and schedule background process in Oracle Learning.

Someone with Azure administration permissions should complete steps 1 – 7 using the Manage Azure Active Directory task, in Azure Active Directory. Someone with the Learning Specialist role should complete the remaining steps, 8 – 10 in Oracle Learning.

1. As an Azure administrator, *set up up a tenant* using the linked information if you don't already have a Microsoft tenant. You need a Microsoft tenant ID to configure Microsoft Teams in Oracle Learning.

You'll need to provide this information:

- **Tenant Type:** Azure Active Directory
- **Organization Name:** Enter the name of your organization
- **Initial Domain Name:** Enter a unique domain name for your tenant

After you set up the tenant, you need to record the Organization ID value for the tenant. You'll enter it as the Tenant ID when you configure Microsoft Teams in Oracle Learning.

2. *Register the app or web API* within the tenant using the linked information.

You'll need to provide this information:

- **App Name:** Enter a friendly name for your integration with Oracle Learning.
- **Supported account types:** Select the account type that best matches your needs. If you need more information, please consult with Microsoft.
- **Redirect URL:** You can leave this field blank for your integration with Oracle Learning.

You need to record the application client ID generated after you finish registering the app, to use when you configure application access to online meetings in step 7. You'll also enter it when you configure Microsoft Teams in Oracle Learning.

3. *Add a client secret* using the linked information. You need to record the provided client secret value because you'll enter it when you configure Microsoft Teams in Oracle Learning.
4. *Grant app permission to Microsoft Graph* using the linked information.

You'll need to provide your registered app with these permissions, which are required for your Microsoft Teams integration with Oracle Learning to work:

- OnlineMeetings.ReadWrite.All
- User.ReadBasic.All
- OnlineMeetingArtifact.Read.All

**CAUTION:** Make sure that the required API permissions are application type, not delegate type.

5. *Grant admin consent* to the configured app permissions using the linked information.

## 6. *Configure app access to online meetings* using the linked information.

Before you start, you should have a user in the tenant that will call the Microsoft Graph APIs from Oracle Learning. We strongly recommend that this user is a generic account, not a personal account.

You need to create an app access policy and grant it to a user. This authorizes the app configured in the policy to create an online meeting on behalf of that user. You'll need to provide this information:

- o The application client ID generated when you registered the app.
- o The user (object) ID from the *Azure user management portal*. Identify the user (object) ID of the user you're using or plan to use while configuring Microsoft Teams in Oracle Learning. This user will be the organizer of all Microsoft Teams meetings created through the integration.

For more help with this configuration, see these topics:

- o To create an application access policy containing an application client ID: *New-CsApplicationAccessPolicy*
- o To grant the policy to the integration user, to allow the app client IDs contained in the policy to access online meetings on behalf of the granted user: *Grant-CsApplicationAccessPolicy*
- o To verify the access policy for the integration user: *Get-CsApplicationAccessPolicy*
  - i. Run Windows PowerShell ISE as an administrator.
  - ii. Run Connect-MicrosoftTeams to launch the Microsoft sign in page. Sign in using integration user's account.
  - iii. Get application access policy information for the logged in integration user. The output should return the policy details.

## 7. As a learning specialist, in Oracle Learning, configure the external provider.

Before you continue, get this information from your Azure administrator:

- o Tenant ID
- o Client ID
- o Client Secret
- o Integration user name (Needs to be the same user you assigned the app access policy in the previous step. You'll enter it as the Administrator user name in Oracle Learning.)

Complete these steps using the **My Client Groups > Learning and Development > Configure External Providers** task:

- a. On the Configure External Providers page, in the row for the appropriate virtual classroom provider, click **Configure**.
- b. On the Configure External Provider page, click **Create**.
- c. Complete the configuration parameters using the information given to you by your Azure administrator.

| Field        | Description                                                                                                                                                                                                                                                                                     |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Account Name | Display name for the Microsoft Teams provider in Oracle Learning drop-down lists, such as on the Create Instructor Provider Account page.                                                                                                                                                       |
| Status       | <p>Make the Microsoft Teams provider available or unavailable to instructors and for virtual instructor-led activities (VILT).</p> <p>When you change the status from <b>Active</b> to <b>Inactive</b>, you also need to remove the provider from any VILT offerings that currently use it.</p> |

| Field                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Secret                  | You need to get the relevant information from your Azure administrator.                                                                                                                                                                                                                                                                                                                                                                                                               |
| Tenant ID               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Client ID               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Administrator user name | <p>You need to get this information from your Azure administrator.</p> <p>Make sure the Microsoft Teams user account with the email address meets these conditions:</p> <ul style="list-style-type: none"> <li>- It's part of the same tenant ID that you're using.</li> <li>- It has the required application access policy to call Microsoft Teams APIs. Your Azure administrator should already have set up.</li> <li>- It's a generic account, not a personal account.</li> </ul> |

- d. Validate that the configuration parameters are correct.
  - e. Save your changes and close the page.
8. To automatically update learner attendance to completed, *set up attendance defaults for virtual instructor-led training activities*.
  9. To keep the session details and assigned learners in sync, schedule the Sync Instructor-Led Training for Learning process to run once hourly. You only need to schedule the process after you set up the first virtual classroom provider. The process automatically includes any providers that you set up later.

**CAUTION:** Alerts and ICS files won't include meeting links until the Sync Instructor-Led Training for Learning process runs.

#### Related Topics

- [Sync Instructor-Led Training for Learning](#)
- [Link an Instructor to a Virtual Classroom Provider](#)

## Microsoft Teams and Oracle Learning Data Exchange Reference

Here are the Oracle Learning actions that start communications with the configured Microsoft Teams external classroom provider, and the endpoint used. You can also see what information each action sends to Microsoft Teams.

Microsoft Teams endpoint: <https://docs.microsoft.com/en-us/graph/api/overview?view=graph-rest-1.0>

| Action in Learning                       | Sent to Microsoft Teams                                       |
|------------------------------------------|---------------------------------------------------------------|
| Configure and validate external provider | <ul style="list-style-type: none"> <li>• Tenant ID</li> </ul> |

| Action in Learning                                                                                                 | Sent to Microsoft Teams                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                    | <ul style="list-style-type: none"> <li>Client ID</li> <li>Client Secret</li> <li>Administrator primary email address</li> </ul>                                                                                                                                       |
| Validate an instructor                                                                                             | <ul style="list-style-type: none"> <li>Tenant ID</li> <li>Client ID</li> <li>Client Secret</li> <li>Administrator primary email address</li> <li>Instructor primary email address</li> </ul>                                                                          |
| Create or update an offering activity that uses a named virtual classroom                                          | <ul style="list-style-type: none"> <li>Tenant ID</li> <li>Client ID</li> <li>Client Secret</li> <li>Administrator primary email address</li> <li>Instructor primary email address</li> <li>Activity title, description, date, and time</li> <li>Meeting ID</li> </ul> |
| Delete an offering activity that uses a named virtual classroom                                                    | <ul style="list-style-type: none"> <li>Tenant ID</li> <li>Client ID</li> <li>Client Secret</li> <li>Administrator primary email address</li> <li>Meeting ID</li> </ul>                                                                                                |
| Enroll in or get assigned an offering with activities that use a named virtual classroom                           | <ul style="list-style-type: none"> <li>Tenant ID</li> <li>Client ID</li> <li>Client Secret</li> <li>Administrator primary email address</li> <li>Meeting ID</li> <li>Attendee primary email address</li> </ul>                                                        |
| Withdraw or get withdrawn from an offering with activities that use a named virtual classroom                      | <ul style="list-style-type: none"> <li>Tenant ID</li> <li>Client ID</li> <li>Client Secret</li> <li>Administrator primary email address</li> <li>Meeting ID</li> <li>Attendee primary email address</li> </ul>                                                        |
| Get the virtual session recording using the scheduled Sync Instructor-Led Training for Learning background process | <ul style="list-style-type: none"> <li>Not supported</li> </ul>                                                                                                                                                                                                       |

| Action in Learning                                                                                         | Sent to Microsoft Teams                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Get the attendance report using the scheduled Sync Instructor-Led Training for Learning background process | <ul style="list-style-type: none"> <li>• Tenant ID</li> <li>• Client ID</li> <li>• Client Secret</li> <li>• Administrator primary email address</li> <li>• Meeting ID</li> </ul> |

## Set Up the Zoom Account

When configuring the Zoom provider in Oracle Learning, you need to authenticate to Zoom, to generate an authorization code. Then configure the integration and schedule background processes in Oracle Learning.

Someone with Zoom administration permissions needs to complete steps 1 – 3 for each Zoom account that you sign in with to connect to Oracle Learning. Someone with the Learning Specialist role should complete the remaining steps, 4 – 5, in Oracle Learning

1. As a Zoom administrator, make sure the account being used to setup the Zoom Integration with Oracle Learning has the administrator system role. This role has the Manage and Install Marketplace apps for the Zoom account permission required to install the Oracle Learning app from the Zoom market place. For information about Zoom roles, see [Using Role Management](#) on Zoom support. The Zoom user being used to set up integration with Oracle Learning also needs these permissions:
  - View Meetings, in Dashboard
  - View and Edit Users, in User And Permissions Management

Hosts and attendees don't need any explicit permissions.

2. Verify that each Zoom user has permission to install Zoom Marketplace apps for your organization. For more information, see [Allowing specific users or user groups to install an app](#) on Zoom support.
3. Add the Oracle Learning app from the Zoom Marketplace and allow the access it requests.

**CAUTION:** You need to have a separate Zoom account for each environment that you configure. For example, if you've a development, a staging, and a production environment, you need 3 Zoom accounts. Integration with Oracle Learning fails if you use the same account in multiple environments.

4. As a learning specialist, in Oracle Learning, configure the external provider using the **My Client Groups > Learning and Development > Configure External Providers** task:
  - a. On the Configure External Providers page, in the row for the appropriate virtual classroom provider, click **Configure**.
  - b. On the Configure External Provider page, click **Create**.
  - c. Complete the configuration parameters using the information given to you by your Zoom administrator.

| Field        | Description                                                                                                             |
|--------------|-------------------------------------------------------------------------------------------------------------------------|
| Account Name | Display name for the Zoom provider in Learning drop-down lists, such as on the Create Instructor Provider Account page. |

| Field                                                                                | Description                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                      | <p>This account name doesn't have anything to do with the Zoom account you use as part of the integration configuration.</p> <p>We suggest that you include the email address that you'll use to sign in to the account in either this account name or the description for easy reference.</p>                                                                   |
| Status                                                                               | <p>Make the Zoom provider available or unavailable to instructors and for virtual instructor-led activities (VILT).</p> <p>When you change the status from <b>Active</b> to <b>Inactive</b>, you also need to remove the provider from any VILT offerings that currently use it.</p>                                                                             |
| Let Zoom notify learners about their registrations, withdrawals, and meeting updates | <p>Enabled by default. Changing the setting applies to only future Zoom meetings. Already created meeting ignore the change.</p> <p>If you're already generating notifications directly from Oracle Learning, disabling the Zoom notifications would avoid learners potentially getting duplicate enrollment, withdrawal, and activity change notifications.</p> |

- d. Validate that the configuration parameters are correct. You'll be taken to the Zoom sign in page. Sign in using the Zoom account with permissions, as described in step 1.
  - e. Save your changes and close the page.
5. To keep the session details and assigned learners in sync, schedule the Sync Instructor-Led Training for Learning process to run once hourly. You only need to schedule the process after you set up the first virtual classroom provider. The process automatically includes any providers that you set up later.

**CAUTION:** Alerts and ICS files won't include meeting links until the Sync Instructor-Led Training for Learning process runs.

#### Related Topics

- [Sync Instructor-Led Training for Learning](#)
- [Link an Instructor to a Virtual Classroom Provider](#)



# 13 Setup Defaults

## Set Default Evaluations for Oracle Learning Course Offerings

You can set a default evaluation for each type of learning offering: blended, instructor-led, and self-paced.

### Before you start

*Create Questionnaires for Oracle Learning.*

### Here's what to do

#### 1. My Client Groups > Learning and Development > Configure Evaluations

1. To change the current settings, on the Configure Evaluations page, click **Edit**.
2. In the appropriate sections, complete these steps:
  - a. Select the **Enable evaluation** option.
  - b. Click **Add Evaluation**.
  - c. On the search dialog box, search for and apply the appropriate questionnaire. The list contains only Learner Evaluation type questionnaires.
  - d. To see how the questionnaire appears to learners, click **Preview**.
  - e. To require that learners complete the evaluation before changing the offering status to **Complete**, in the Required for Completion field, select **Yes**. People enabling evaluations for offerings can't override this setting when they use the default evaluation.
3. Save your changes.

### What to do next

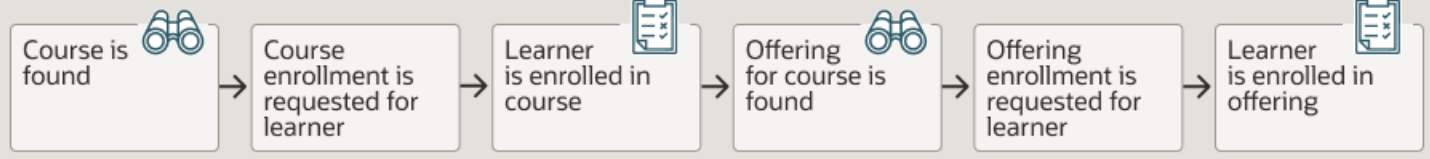
*Add an Evaluation to an Oracle Learning Offering*

## Default Access and Enrollment for Oracle Learning Catalog Content

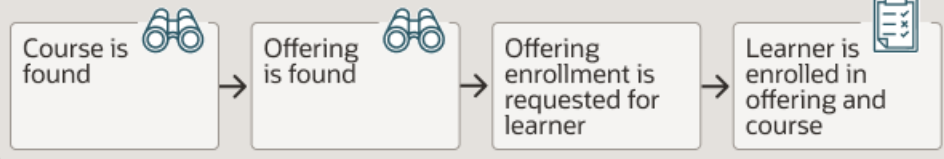
To create the appropriate enrollment flows and a great learning experience, configure access and enrollment defaults for learning administrators, line managers, and learners. For example, specify whether to exempt learners with existing completions or make them retake the learning.

More specifically, the view mode decides whether learners can even find learning. For example, require learners enroll in or get enrolled in the course and then the offering, Or let them directly enroll in or get directly enrolled in the offering. Enrollment settings decide if they can enroll in or get enrolled in the learning that they found.

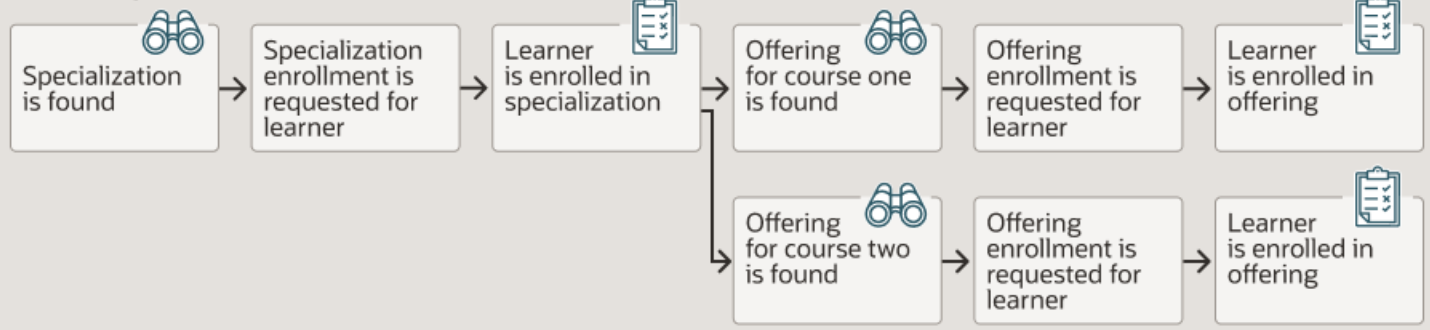
### Enroll in Course first, then Offering



### Enroll in Offering directly



### Enroll in Specialization



#### Key:

Access controlled with View Mode selection

Access controlled with Enrollment settings

These defaults apply when you create and edit courses, offerings, specializations. They also apply when you add learner access and access groups.

**Tip:** Any changes to these catalog defaults apply only to courses, offerings, specializations, access, and access groups created after the changes.

Use the **My Client Groups > Learning and Development > Configure Catalog Defaults** task.

#### *Related Topics*

- [For Courses in a Specialization Options, Default Learning Enrollment in Oracle Learning](#)
- [Self-Service View Mode Options for Default Learning Access in Oracle Learning](#)
- [Initial Learning Record Status Options for Default Learning Enrollment in Oracle Learning](#)
- [Prerequisites Options for Default Learning Enrollment in Oracle Learning](#)
- [Company-Wide Access to an Oracle Learning Course and Offering with No Enrollment Approval, Learners Can Enroll in Both](#)

## Defaults for Manager-Created Learning Assignments

Set defaults for learning assignments that managers create from their self-service team learning pages. Specify what should happen for learners on their teams who already completed an assignment for the course or specialization.

For example, exempt learners with completions and bypass completions from needing to retake a course, or require them to retake it.

Use the **My Client Groups > Learning and Development > Configure Catalog Defaults** task.

## Set Completion Certificate Defaults for Oracle Learning Courses and Specializations

To provide completion certificates to learners, you need to configure the completion certificate defaults for courses and specializations.

### **Before you start**

*Configure Completion Certificate Templates for Oracle Learning*

### **Here's what to do**

#### **1. My Client Groups > Learning and Development > Configure Catalog Defaults**

1. On the Configure Catalog Defaults page, in the Completion Certificate Defaults section, click **Edit**.

2. Select the appropriate certificate selection.

- **No Certificate** disables the completion certificate. Learners and managers don't get a **Print Completion Certificate** action for the course or specialization.
- **Certificate** enables the completion certificate and shows the drop-down list of available certificates. When you select a specific certificate, you enable the **Preview** link and see the corresponding description.

## Configure Learner Defaults for Oracle Learning and Community-Created Assignments

Default the most common Assign As option, due date, and With this note text for new learning assignments. Set default reassignment rules for community-created assignments. Enable learner selection by workforce structure hierarchy. And configure learning assignment summary metrics.

**Tip:** The Completed count in summary metric doesn't include learning assignments with a Bypass Completed status. To get a learner count for that status edit the summary metrics and on the Summary # Assignment Status menu, select **Bypass Complete**.

Use the **My Client Groups > Learning and Development > Configure Learner Defaults** task.

### Related Topics

- [Learning Item As-Of Options for Required Oracle Learning Assignments and Initiatives](#)

## Set Up Attendance Defaults for Virtual Instructor-Led Training Activities

Automatically mark offering activities that use Adobe Connect, Microsoft Teams, WebEx, or Zoom virtual classrooms as complete when attendees exceed the configured attendance duration.

1. Enable and configure the virtual instructor-led (VILT) completion rules using the **My Client Groups > Learning and Development > Configure Catalog Defaults** task.

The start of the learner's presence duration is either the scheduled activity start time or the time that the learner joined, whichever occurs last. The end of their presence duration is either the actual time that the host ended the virtual session or the time that the learner left, whichever occurs first. The learner has attended the activity when their presence duration divided by the meeting duration is greater than or equal to the specified percentage.

2. Optionally allow learning administrators to override these defaults when they create or edit offering pages.
3. Schedule the **Sync Instructor-Led Training for Learning** process to pull and process attendance reports at the appropriate intervals.

### Related Topics

- [Sync Instructor-Led Training for Learning](#)

# 14 Deep Links

## Oracle Learning Deep Links

Deep links are URLs that people can use to open pages directly, instead of using a navigation path or menu structure. Oracle Learning supports deep links to many different learning pages for learners and managers and for learning administration pages.

For example, you can link directly to a specific learning item or enrollment. Then you copy and paste that link in an email message or notification. The recipient can use the link to directly access the learning item from the email or notification.

Here are the base URLs for Oracle Learning deep links. The objType in the URL is the destination page. Add `objKey` when you need to include an input parameter. Not all base URLs require input parameters.

**Note:** The access control rules defined for the objects affect the deep links. For self-service links that's the self-service access rules. For administrator links, that's the functional and data security.

### Learners

| Page Opened                                                       | Base URL                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Page where learners can search for learning by learning outcome   | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_FIND_LEARNING">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_FIND_LEARNING</a><br>Required input parameter: searchKeywords                                                                 |
| Offering enrollment details for the specified learning assignment | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_OFFERING_ENROLLMENT">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_OFFERING_ENROLLMENT</a><br>Required input parameter: assignmentRecordId or assignmentRecordNumber                       |
| Course offering catalog details                                   | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_OFFERING_ITEM">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_OFFERING_ITEM</a><br>Required input parameter: offering learningItemId or learningItemNumber                                  |
| Explore or responsive learning catalog search                     | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_SRCH_CATALOG">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_SRCH_CATALOG</a>                                                                                                               |
| Current Learning                                                  | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_CURR_LRNG">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_CURR_LRNG</a>                                                                                                                     |
| Explore Learning                                                  | <a href="https://YOUR_ENVIRONMENT/fscmUI/redwood/learner/learn/learn-landing/tab=explore">https://YOUR_ENVIRONMENT/fscmUI/redwood/learner/learn/learn-landing/tab=explore</a>                                                                                                           |
| Enrollment activity details for the specified learning assignment | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ACTIVITY_TASK">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ACTIVITY_TASK</a><br>Required input parameters: assignmentRecordId or assignmentRecordNumber and activityID or activityNumber |
| Enrollment details for the specified learning assignment          | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ENROLLMENT">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ENROLLMENT</a>                                                                                                                   |

| Page Opened                           | Base URL                                                                                                                                                                                                                                      |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | Required input parameters: assignmentRecordId or assignmentRecordNumber                                                                                                                                                                       |
| Specified learning item details       | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_LEARNING_ITEM">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_LEARNING_ITEM</a><br>Required input parameter: learningItemId or learningItemNumber |
| My Communities                        | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_MY_LRNG_COMMUNITIES">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_MY_LRNG_COMMUNITIES</a>                                                       |
| My Learning Experience                | <a href="https://YOUR_ENVIRONMENT/fscmUI/redwood/learner/learn/learn-landing/tab=myLearnExperience">https://YOUR_ENVIRONMENT/fscmUI/redwood/learner/learn/learn-landing/tab=myLearnExperience</a>                                             |
| Browse Learning page, Recommended tab | <a href="https://YOUR_ENVIRONMENT/fscmUI/redwood/learner/learn/browse-learning-items?selectedTab=recommended">https://YOUR_ENVIRONMENT/fscmUI/redwood/learner/learn/browse-learning-items?selectedTab=recommended</a>                         |
| Shared Learning                       | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_MY_SHARED_LRNG">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_MY_SHARED_LRNG</a>                                                                 |
| Recommended Learning                  | <a href="https://YOUR_ENVIRONMENT/fscmUI/redwood/learner/learn/learn-landing/tab=whatToLearn">https://YOUR_ENVIRONMENT/fscmUI/redwood/learner/learn/learn-landing/tab=whatToLearn</a>                                                         |
| Reports                               | <a href="https://YOUR_ENVIRONMENT/fscmUI/redwood/learner/learn/learn-landing/tab=report">https://YOUR_ENVIRONMENT/fscmUI/redwood/learner/learn/learn-landing/tab=report</a>                                                                   |
| Request Noncatalog Learning           | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_REQ_NC">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_REQ_NC</a>                                                                                 |
| View Transcript                       | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_VIEW_TSCP">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_VIEW_TSCP</a>                                                                           |
| What to Learn                         | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_WHAT_TO_LEARN">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_WHAT_TO_LEARN</a>                                                                   |

## Managers

| Page Opened                                                                                                                                                | Base URL                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| My Team > Learning or Team Learning page for the signed in manager, depending on whether you enabled the Redwood experience for manager self-service pages | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_TEAM_LRNG">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_TEAM_LRNG</a>     |
| Request Noncatalog Learning for My Team page for the signed in manager                                                                                     | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_TEAM_REQ_NC">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_TEAM_REQ_NC</a> |

## Learning Administration

| Page Opened                     | Base URL                                                                                                                                                                                |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Configure Alerts                | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_ALERTS">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_ALERTS</a>     |
| Configure Background Processing | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_BKG_PRSG">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_BKG_PRSG</a> |
| Configure Catalog Defaults      | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_CAT_DEF">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_CAT_DEF</a>   |
| Configure Catalog Search Tuning | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_CAT_TNG">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_CAT_TNG</a>   |

| Page Opened                            | Base URL                                                                                                                                                                                                                     |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Configure Comment Defaults             | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_COMNT_DEF">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_COMNT_DEF</a>                                    |
| Configure Evaluations                  | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_EVAL">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_EVAL</a>                                              |
| Configure External Providers           | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_EVAL">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_EVAL</a>                                              |
| Configure Learner Defaults             | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_LRNR_DEF">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_LRNR_DEF</a>                                      |
| Configure Planning                     | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_PLANNING">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_PLANNING</a>                                      |
| Configure Self Service                 | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_SS">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CNFG_SS</a>                                                  |
| Classrooms                             | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_MNG_CLASSROOM">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_MNG_CLASSROOM</a>                                      |
| Create Classroom                       | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_CLASSROOM">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_CLASSROOM</a>                                      |
| Communities                            | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_MANAGE_CMNTY">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_MANAGE_CMNTY</a>                                        |
| Create Official Community              | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_COMMUNITY">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_COMMUNITY</a>                                      |
| Specified community definition details | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_MANAGE_CMNTY">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_MANAGE_CMNTY</a><br>Required input parameter: contentId |
| Content                                | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_MANAGE_CONTENT">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_MANAGE_CONTENT</a>                                    |
| Courses                                | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_MANAGE_COURSES">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_MANAGE_COURSES</a>                                    |
| Create Course                          | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_COURSE">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_COURSE</a>                                            |
| Specified course definition details    | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_VIEW_COURSE">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_VIEW_COURSE</a><br>Required input parameter: pCourseId   |
| eLearning Items                        | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_ELEARNING">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_ELEARNING</a>                                              |
| Global Access Groups                   | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_GAG">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_GAG</a>                                                          |
| Home                                   | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_HOME">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_HOME</a>                                                        |
| Instructors                            | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_INSTRUCTORS">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_INSTRUCTORS</a>                                          |
| Create Instructions                    | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_INSTR">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_INSTR</a>                                              |
| Learning Assignments                   | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_LRNG_ASSGN">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_LRNG_ASSGN</a>                                            |
| Create Recommendation                  | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_REC_ASSGN">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_REC_ASSGN</a>                                      |

| Page Opened                                 | Base URL                                                                                                                                                                                                                          |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Create Required Assignment                  | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_REQ_ASSGN">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_REQ_ASSGN</a>                                           |
| Create Voluntary Assignment                 | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_VOL_ASSGN">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_VOL_ASSGN</a>                                           |
| Learning Initiatives                        | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_INITIATIVES">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_INITIATIVES</a>                                               |
| Create Recommendation Initiative            | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_REC_INIT">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_REC_INIT</a>                                             |
| Create Required Initiative                  | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_REQ_INIT">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_REQ_INIT</a>                                             |
| Create Voluntary Initiative                 | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_VOL_INIT">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_VOL_INIT</a>                                             |
| Offerings                                   | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_OFFERINGS">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_OFFERINGS</a>                                                   |
| Create Blended Offering                     | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_BLD_OFRNG">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_BLD_OFRNG</a>                                           |
| Create Instructor-Led Offering              | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_ILT_OFRNG">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_ILT_OFRNG</a>                                           |
| Create Self-Paced Offering                  | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_SP_OFRNG">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_SP_OFRNG</a>                                             |
| Specified offering definition details       | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_VIEW_OFFERING">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_VIEW_OFFERING</a><br><br>Required input parameter: pClassId |
| Specializations                             | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_SPEC">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_SPEC</a>                                                             |
| Create Specializations                      | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_SPEC">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_CRT_SPEC</a>                                                     |
| Specified specialization definition details | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_VIEW_SPEC">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_VIEW_SPEC</a><br><br>Required input parameter: pLearningPathId  |
| Training Suppliers                          | <a href="https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_TR_SUPP">https://YOUR_ENVIRONMENT/fscmUI/faces/deeplink?objType=WLF_LEARN_ADMIN_TR_SUPP</a>                                                       |

#### Related Topics

- [Deep Links](#)

# 15 Alerts

## Oracle Learning Alerts

You can send informational alerts to learners about specific learning events, such as reminders of upcoming activities or notifications about offering changes. You enable the learning alerts using the Alerts Composer tool.

Predefined conditions send notifications for two types of learning alerts:

- **Event:** These alerts depend on the context provided by the calling client. They send notifications when a specific event occurs in the application. For example, you notify learners when an assigned offering changed. You can't change the triggering criteria for these alerts.
- **Resource:** These alerts depend on Oracle Learning Cloud REST API endpoints. For example, you notify all the learners about required learning assigned to them in the most recent 24-hour period.

You can change the triggering criteria for these alerts by defining filters on the resource attributes, if you've the appropriate privileges. We deliver the REST endpoints and you build the alerts. For more information about configuring resource alerts, see Understanding Alerts in Oracle Learning Cloud (document ID [2543297.1](#)) on [My Oracle Support](#).

## Configure Oracle Learning Alerts

Here's the basic process to configure learning alerts:

1. Review the existing Learning alerts and create your own using the Alerts Composer tool. All learning alert codes start with **WLF**. For example, the code for the Learning Recommended to Learner alert is WLF-00001.

You can also set the appropriate frequency for the alerts.

- a. In the row of the alert, on the Actions menu, select **Edit**.
  - b. On the Edit Resource Alert page, click the **Run Options** tab.
  - c. In the Automatically Run field, select the appropriate option:
    - **On demand:** The alert runs when learning administrators select it on the **Mass Actions** menu of the Learning Assignment pages.
    - **Schedule:** The alert runs at the specified frequency, such as hourly, daily, weekly, or monthly. It also runs when learning administrators select it on the Mass Actions menu of the Learning Assignment pages.
2. Enable the relevant learning alerts using the **My Client Groups > Learning and Development > Configure Alerts** task.
    - o The assignees alerts get sent when learning administrators select the **Send Alert to Learners** action.
    - o The instructors alerts get sent when learning administrators select the **Send Alert to Instructors** action.
  3. Schedule the **Process Learning Alerts** process.

#### Related Topics

- [Process Learning Alerts](#)
- [Background Processing in Oracle Learning](#)
- [Configure Learner, Instructor, Payment, and Calendar Invite Alert Settings for Oracle Learning](#)
- [Overview](#)

## Learner Alerts for Oracle Learning

Let learning administrators notify learners about new learning assignments, changes to instructor-led activities, learning recommendations, course completion, and learning assignment withdrawals. Use the Alerts Composer tool and the **My Client Groups > Learning > Configure Alerts** task.

You need to enable the sending of these alerts using the Configure Alerts task on the Learning page. Then learning administrators send them using the Send Alerts to Learners action on the Learning Assignments or offering details page.

### New Learning Assignments

The WLF-00010 alert notifies learners of new assignments. This alert contains example expressions to filter assignment, message text with tokens, and communication method expressions that you can change as needed.

Here's what the delivered alert does:

- Finds all the assignments created since the last time the alert appeared
- Sets the learner who received the assignment as the recipient
- Uses tokens to pull in values specific to the learning assignment
- Uses conditional messages to show certain text depending on whether the assignment is required or voluntary
- Uses examples for conditional messages based on assignment type and statuses
- Loops through an offering, in an activity, on a specialization

### Offering Definition Has Changed

The WLF-00002 alert notifies learners when a learning administrator changes the details to one of their instructor-led activities. Learning administrators send this alert when they select **Actions > Send Alert to Learners** on an offering details page.

Here are the valid tokens for this alert:

- LearningItemName
- assignmentSubType
- FirstName
- LastName
- LearnerEmail
- LearningItemType

- learningItemTypeKey
- ImageTag
- AttributedAssigner
- DueDate
- notificationUserName
- LearnerDisplayName
- AssignmentStartDate
- LearningItemDescription
- LearningItemName
- learningItemLink
- offeringCoordinatorName
- offeringCoordinatorEmailAddress
- offeringCoordinatorPhoneNumber
- Learning Item FlexFields
  - Offering FlexFields
  - Course FlexFields
  - Spec FlexFields
- isClassroomChanged -> ClassRooms
- isVirtualClassRoomUrlChanged -> VirtualClassRoom
- isDateChanged -> ActivityStartDate,ActivityEndDate
- ChangeDetails
- ActivityDetailsTable

## Recently Withdrawn Assignments

The WLF-00011 alert notifies learners when a learning administrator withdraws them from learning assignments.

## Example Resource Alert Filter for Pending Seat Acceptance Notifications

Here's an example of a resource alert filter that you could use to notify learners that they've a seat to accept or decline.

Entered Pending Seat Acceptance Date:

```
TRUNC({selectedCourseOfferings.enteredPendingSeatAcceptanceDate}) >=
${AlertFilterUtils.addDays(AlertFilterUtils.getCurrentDate(),-1)} AND
TRUNC({selectedCourseOfferings.enteredPendingSeatAcceptanceDate}) <= ${AlertFilterUtils.getCurrentDate()}
Status:
${selectedCourseOfferings.assignmentStatus} = 'ORA_ASSN_REC_PENDING_SEAT'
Learning Type:
${learningItemType} = 'ORA_COURSE'
```

## Learning Instructor Alerts for Oracle Learning

Let learning administrators notify instructors when learning administrators change their activities and remind them about the start of upcoming activities. Use the Alerts Composer tool and the **My Client Groups > Learning and Development > Configure Alerts** task.

Enable the sending of these alerts using the Configure Alerts task. Then learning administrators send them using the Send Alerts to Learners action on the Learning Assignments or offering details page.

### Learning Cloud Instructor Booking Event Removal

The WLF-00009 alert notifies instructors when a learning administrator removes one of their activities. Here are the valid tokens for the alert:

- learningActivityDate
  - learningActivityStartTime
  - learningActivityEndTime
  - learningActivityTimezone
  - learningActivityTitle
  - learningActivityDescription
  - learningActivityExpectedEffort
  - learningActivityClassroom
  - learningActivityVirtualClassroom
  - learningActivitVirtualClassroomLink
  - learningActivityInstructors
  - learningActivityLocation
  - learningActivityResources
  - learningActivityAdhocResources
  - learningActivityAddToCalendar
- OfferingTitle
  - OfferingDescription
  - learningItemLink
- Learning Item FlexFields
  - Offering FlexFields
  - offeringFlexFieldMap

- courseTitle
  - CourseTitle
  - CourseSyllabus
  - thumbnailURL
  - thumbnail
  - Course FlexFields
- ChangeDetails
- bookingEventType
  - learningItem Type
- offeringCoordinatorName
- offeringCoordinatorEmailAddress
- offeringCoordinatorPhoneNumber
- isRemoved
- InstructorWorklistUser
- notificationUserName
- InstructorFirstName
- InstructorLastName
- InstructorEmail
- InstructorLineManagerUser
- InstructorLineManagerEmail

## Offering Activity Definition Has Changed for an Instructor

The WLF-00008 alert notifies instructors when a learning administrator changed the details of one of their instructor-led activities. Learning administrators send this alert when they select **Actions > Send Alert to Instructors** on an offering details page.

Here are the valid tokens for this alert:

- learningActivityDate
  - learningActivityStartTime
  - learningActivityEndTime
  - learningActivityTimezone
  - learningActivityTitle
  - learningActivityDescription
  - learningActivityExpectedEffort
  - learningActivityClassroom
  - learningActivityVirtualClassroom
  - learningActivitVirtualClassroomLink

- learningActivityInstructors
  - learningActivityLocation
  - learningActivityResources
  - learningActivityAdhocResources
  - learningActivityAddToCalendar
- OfferingTitle
  - OfferingDescription
  - learningItemLink
- Learning Item FlexFields
  - Offering FlexFields
  - offeringFlexFieldMap
- courseTitle
  - CourseTitle
  - CourseSyllabus
  - thumbnailURL
  - thumbnail
  - Course FlexFields
- ChangeDetails
- bookingEventType
  - learningItemType
- offeringCoordinatorName
- offeringCoordinatorEmailAddress
- offeringCoordinatorPhoneNumber
- isRemoved
- InstructorWorklistUser
- notificationUserName
- InstructorFirstName
- InstructorLastName
- InstructorEmail
- InstructorLineManagerUser
- InstructorLineManagerEmail

## Upcoming ILT Activity to Instructors Reminder 1

The WLF-00004 alert reminds learning instructors that one of their activities is starting soon. Here are the valid tokens for this alert:

- activityName

- activityDescription
- activityStartTime
- activityStartDate
- activityTimezone
- activityEndTime
- activityNumber
- activityVirtualURL
- classroomList
- instructors
- resources
- offeringName
- learningItemLink
- Learning Item FlexFields
  - Offering FlexFields

## Learn Custom Alert for Oracle Learning

Learning administrators send the WLF-00003 alert from learning assignment pages by clicking **More Actions > Send Alert**. On the Select Alert Template dialog box that appears, they select the appropriate templates.

Each alert template includes the message text, the recipient, and the communication method to use, either email or worklist. Here are the valid tokens for this alert:

- FirstName
- LastName
- LearnerEmail
- notificationUserName
- LearnerDisplayName
- ManagerEmail
- ManagerUserName
- LearningItemDescription
- LearningItemName
- learningItemLink
- ImageTag
- ThumbnailUrl
- LearningItemType
- LearningItemStartDate

- LearningItemEndDate
- LearningItemShortDescription
- OfferingStartDate
- OfferingEndDate
- offeringCoordinatorName
- offeringCoordinatorEmailAddress
- offeringCoordinatorPhoneNumber
- Learning Item FlexFields
  - Offering FlexFields
  - Course FlexFields
  - Spec FlexFields
- assignmentSubType
- assignmentType
- attributedAssigner
- AssignmentStartDate
- DueDate
- AssignmentStatus
- AssignmentSubStatus

To review the default configuration, use the Alerts Composer tool and the **My Client Groups > Learning and Development > Configure Alerts** task.

## Payment Request and Confirmation Alerts for Oracle Learning

You can send payment requests and confirmations for learning items. Use the Alerts Composer tool and the **My Client Groups > Learning and Development > Configure Alerts** task.

### Pay for Learning Item

The WLF-00006 alert reminds the learning assignment creator that they need to pay for an offering. Here are the valid tokens for this alert:

- FirstName
- LastName
- LearnerEmail
- notificationUserName
- LearnerDisplayName

- ManagerEmail
- ManagerUserName
- LearningItemDescription
- LearningItemName
- learningItemLink
- ImageTag
- ThumbnailUrl
- LearningItemType
- LearningItemStartDate
- LearningItemEndDate
- LearningItemShortDescription
- OfferingStartDate
- OfferingEndDate
- offeringCoordinatorName
- offeringCoordinatorEmailAddress
- offeringCoordinatorPhoneNumber
- Learning Item FlexFields
  - Offering FlexFields
  - Course FlexFields
  - Spec FlexFields
- assignmentSubType
- assignmentType
- attributedAssigner
- AssignmentStartDate
- DueDate
- AssignmentStatus
- AssignmentSubStatus
- assignerFirstName
- assignerLastName
- assignerEmail
- assignerWorklistUser
- assignerDisplayName
- assignerManagerEmail
- assignerManagerUserName
- selfServicePrice
- selfServiceCurrency

- numberOfDaysToPay

## Learning Payment Successfully Processed

The WLF-00007 alert notifies the person requesting learning that their payment was successfully processed. Here are the valid tokens for this alert:

- FirstName
- LastName
- LearnerEmail
- notificationUserName
- LearnerDisplayName
- ManagerEmail
- ManagerUserName
- LearningItemDescription
- LearningItemName
- learningItemLink
- ImageTag
- ThumbnailUrl
- LearningItemType
- LearningItemStartDate
- LearningItemEndDate
- LearningItemShortDescription
- OfferingStartDate
- OfferingEndDate
- offeringCoordinatorName
- offeringCoordinatorEmailAddress
- offeringCoordinatorPhoneNumber
- Learning Item FlexFields
  - Offering FlexFields
  - Course FlexFields
  - Spec FlexFields
- assignmentSubType
- assignmentType
- attributedAssigner
- AssignmentStartDate
- DueDate
- AssignmentStatus

- AssignmentSubStatus
- assignerFirstName
- assignerLastName
- assignerEmail
- assignerWorklistUser
- assignerDisplayName
- assignerManagerEmail
- assignerManagerUserName
- numberOfDaysToPay
- pricePaidAmount
- pricePaidCurrency
- learningActivityLocation
- learningActivityURL

## Configure Learner, Instructor, Payment, and Calendar Invite Alert Settings for Oracle Learning

Notify learners about recommended learning and learning assignment withdrawals. Notify learners and instructors about changes to instructor-led activities. Remind instructors about upcoming courses and send calendar invites to learners. And send payment requests and confirmation alerts.

### Before you start

*Configure Oracle Learning Alerts*

**My Client Groups > Learning > Configure Alerts**

### Here's what to do

1. To change the default settings, on the Configure Alerts page, click **Edit**.
2. Enable and disable the alerts as appropriate.

| Alert                                                                     | Description                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enable alerts to instructors when instructor-led activities change        | When enabled, notifies an instructor about changes to one of their instructor-led activities.                                                                                                                                                                                                                                  |
| Enable alerts to assignees for added or removed activities                | When enabled, notifies affected learners about added or removed activities.                                                                                                                                                                                                                                                    |
| Days before the start of training to send instructors and alert reminder. | <p>When there's a numeric value, notifies instructors about the start of their upcoming training that many days in advance. For example, if the value is <b>5</b>, instructors get notifications 5 days before the start of their training.</p> <p>If the value is <b>0</b>, the alert happens on the day of the activity.</p> |

| Alert                                                    | Description                                                                                                   |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
|                                                          | To disable the alert, make sure the field is empty.                                                           |
| Enable alerts to assignees for classroom changes         | When enabled, notifies learners about changes to the classroom for one of their instructor-led activities.    |
| Enable alerts to assignees for changes to activity dates | When enabled, notifies learners about changes to the date or time for one of their instructor-led activities. |

**3.** Complete or update the calendar invite settings.

- Enter an email address for the default meeting organizer. Alerts use this email address for offerings that don't have an email address for the primary offering coordinator, or the email address is null.
- To use the email address provided for the primary offering coordinator instead of the email address specified for the default organizer, click the checkbox.

**4.** Save your changes and close the page

# 16 Mobile

## Mobile Oracle Learning

You can let learners download their active learning assignments to their mobile devices using the Oracle Fusion Application mobile app. That way they can continue working through their learning content while they're offline.

Oracle Fusion Applications downloads the learning data when learners are online and sign in to the app. The download happens automatically when they have access to Oracle Learning and you enable offline learning. Every time a learner connects to the server, there's a check to see if there's new learning data to download.

When learners are offline, Oracle Fusion Applications prompts them to switch to the offline mode. They can then access their offline content in the mobile app using the last logged in server and user combination. If the server session expired while they were offline, the app might require learners to sign in again when they go back online. When they go online, their learning progress syncs with Oracle HCM Cloud.

For more information, including frequently asked questions (FAQs) you can also see these documents on [My Oracle Support](#):

- Oracle Human Capital Management Cloud HCM Mobile Application ([document ID 2400657.1](#))
- Oracle Human Capital Management Cloud Mobile Offline Learning Security ([document ID 2459258.1](#))

## Limitations with Offline Oracle Learning

Offline limitations exist for learning evaluations and assessments, SCORM (Sharable Content Object Reference Model) content, and HACP and web links.

While evaluations and assessments can have attachments, learners can't upload attachments for an answer while offline. Also, while the evaluations and assessments support rich text and offline learning shows it, learners can respond in only plain text.

Any SCORM content that contains Flash components won't work on iOS because that platform doesn't support Flash. Also, any SCORM content with external URLs to online content won't work offline.

HACP (HTTP\_based IACC/CMI Protocol) and web link learning items appear offline in the learners' current learning listings. But learners can launch them in only online mode.

## HCM Learning REST Web Service Access

People using mobile learning need access to the public HCM Learning REST web service. This service is how people download all their learning content for offline access.

Use the security console in Oracle HCM Cloud to add these privileges to the relevant roles, typically some copy of the Employee abstract role:

- Use REST Service - Learner Learning Record Read Only

- WLF\_REST\_SERVICE\_ACCESS\_LEARNER\_LEARNING\_RECORD\_RO\_PRIV

## Profile Options for Oracle Fusion Applications Mobile App

When you implement the mobile Oracle Fusion Applications app, you use profile options to configure various features, including for Learning. For example, set up authentication. Also specify server idle and session timeouts. All applicable profile option codes start **HCM\_MOBILE**.

Edit the site-level profile values using the **Setup and Maintenance work area > Tasks panel Search > Manage Administrator Profile Values** task.

### *Related Topics*

- [Create and Edit Profile Options](#)
- [Search for a Task](#)
- [My Learning on a Mobile Device](#)

## Offline Access Authentication Profile Option for Oracle Fusion Applications Mobile App

To improve performance during later sign ins, configure authentication for offline access to Learning. Use the HCM\_MOBILE\_OFFLINE\_LEARN profile option to grant the Oracle Fusion Applications mobile app permission to store data locally between sessions.

### *Related Topics*

- [Create and Edit Profile Options](#)

## Active and Completed Learning Cache Expiration Profile Options for Oracle Fusion Applications Mobile App

You can set the duration that the Oracle Fusion Applications mobile app locally stores active and completed learning. Use these profile options:

- HCM\_MOBILE\_ACTIVE\_LEARNING\_CACHE\_EXPIRATION: By default, the app stores active learning content for 1 month.
- HCM\_MOBILE\_COMPLETED\_LEARNING\_CACHE\_EXPIRATION: By default, the app stores completed learning content for 1 week.

*Related Topics*

- [Create and Edit Profile Options](#)

## Learn Sync Interval Profile Option for Oracle Fusion Applications Mobile App

To specify how often that the Oracle Fusion Applications mobile app checks the server for learning data updates, use the HCM\_MOBILE\_LEARN\_SYNC\_INTERVAL profile option. The default frequency is 10 minutes.



# 17 Classroom Locations

## Locations Used for Oracle Learning Classroom Resources

You use locations with learning classroom resources. A classroom is a physical location where an instructor provides training to a group of learners. Learning specialists link a classroom to instructor-led training (ILT) or a virtual instructor-led training (VILT) activity.

You create classroom locations using the **My Client Groups > Workforce Structures > Manage Locations** task. As part of the creation, you link it to a location set, which defines who has access to those locations. The Common Location Set lets everyone access the location. These classroom locations are then available when learning administrators click the **Select Named Location** link while creating a classroom.

### Related Topics

- [Locations](#)
- [Create a Classroom for Your Oracle Learning Catalog Resources](#)
- [Course Offerings Definition for Oracle Learning](#)
- [Learning Activities Definition for Oracle Learning](#)

## Configure Address Validation for Classrooms in US Legislations

Validate addresses when the selected country is United States while learning administrators create or edit classrooms. They'll see suggestions they can select from when they start typing an address. They can also edit the selected address and add more details.

### Before you start

Enable the flexfields on the Features by Country or Territory page by submitting this payroll flow: **My Client Groups Payroll Submit a Flow Run Feature Upgrade**. Complete the required fields, including entering **Enable Enhanced Address Validation for US** as the feature.

Running this flow disables the Run File Based Address Validation flow and enable the Run Address Validation Process flow.

### Here's what to do

#### 1. My Client Groups > Features by Country and Territory

1. On the Features by Country and Territory page, filter the table results by **United States** legislation or **US** legislation code.
2. Expand the United States row.
3. Set the address validation type to **Address Verification Service** to support type ahead.

4. Set the service call initiation to identify at what point type ahead engages, for example after the first 5 characters, the first word, or first two words.