

Oracle Fusion Talent Management

Manage Oracle Learning catalog



Oracle Fusion Talent Management
Manage Oracle Learning catalog

G52619-02

Copyright © 2026, Oracle and/or its affiliates.

Author: lynn.raiser

Contents

Get Help	i
1 introduction	1
About managing Oracle Learning catalog	1
2 Learning catalog	3
How the Oracle Learning catalog works	3
Create learning for your Oracle Learning catalog	5
Create learning using Learning Catalog Management Assistant	8
Generate learning details for multiple learning	9
Generate and curate suggested skills for Oracle Learning	10
Manage learning	11
Translate learning details using Google Translation	13
How reporting inappropriate content works	13
Cmi5 features supported for self-paced learning	14
3 Learning components and resources	17
How learning connects and is delivered	17
Create learning questionnaires	18
Workflow for observer checklists	19

Get Help

In addition to the resources available in Oracle Help Center, you can explore training, connect with the Oracle community, and share your feedback.

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.

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.

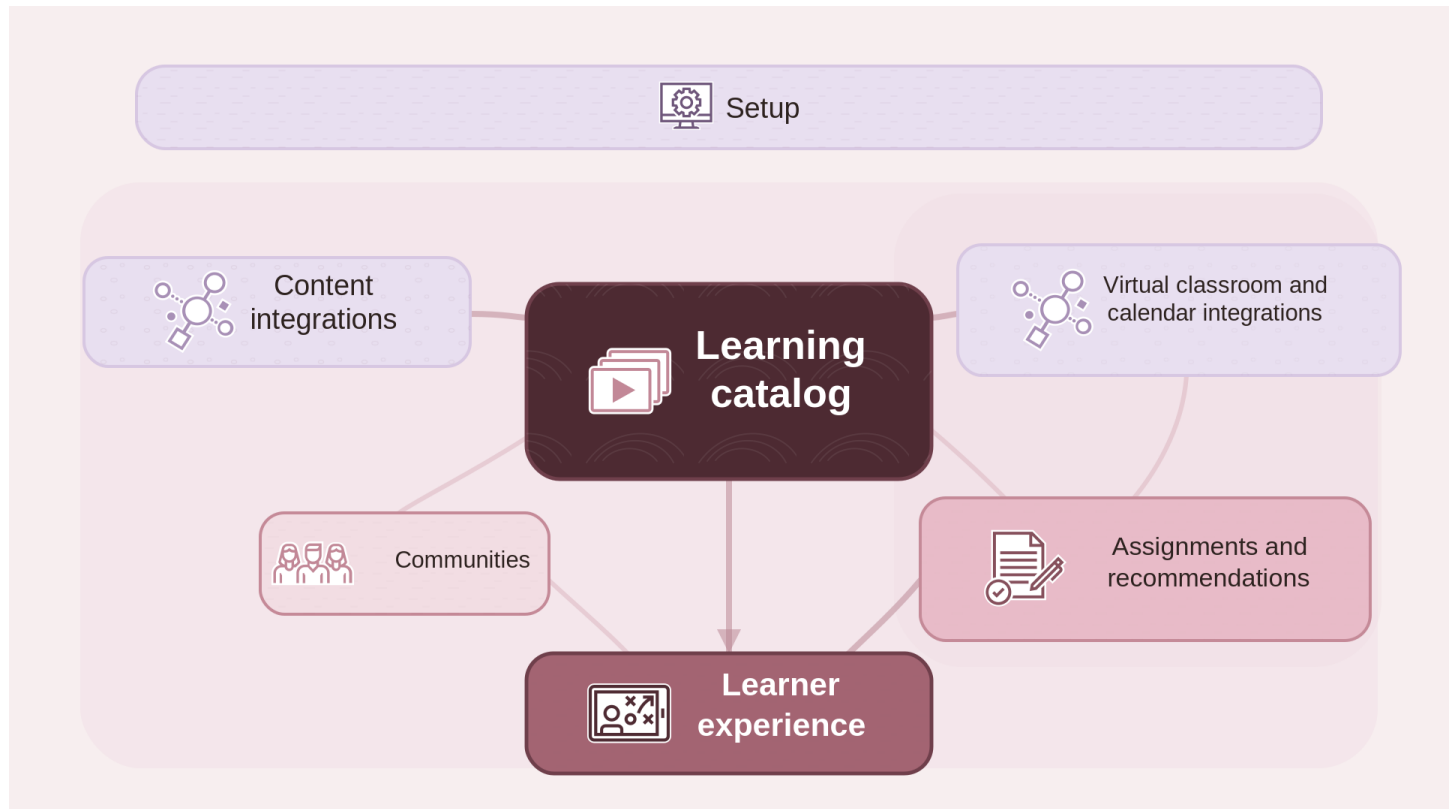
You can email your feedback to oracle_fusion_applications_help_ww_grp@oracle.com.

Thanks for helping us improve our user assistance!

1 introduction

About managing Oracle Learning catalog

Oracle Learning supports how organizations create, organize, deliver, and manage learning across the workforce. By effectively managing the learning catalog, learning specialists deliver relevant, discoverable learning experiences.



Imagine this: Your organization launches a new compliance initiative with only a few weeks to prepare. Learning specialists quickly create and publish learning, organize it so learners can find what they need, and manage updates as requirements change. Learners discover, complete, and track learning without disruption.

The key tasks that you use to manage the learning catalog are in the **My Client Groups > Learning and Development** work area.

For setup and maintenance details, see the companion [setup playbook](#).

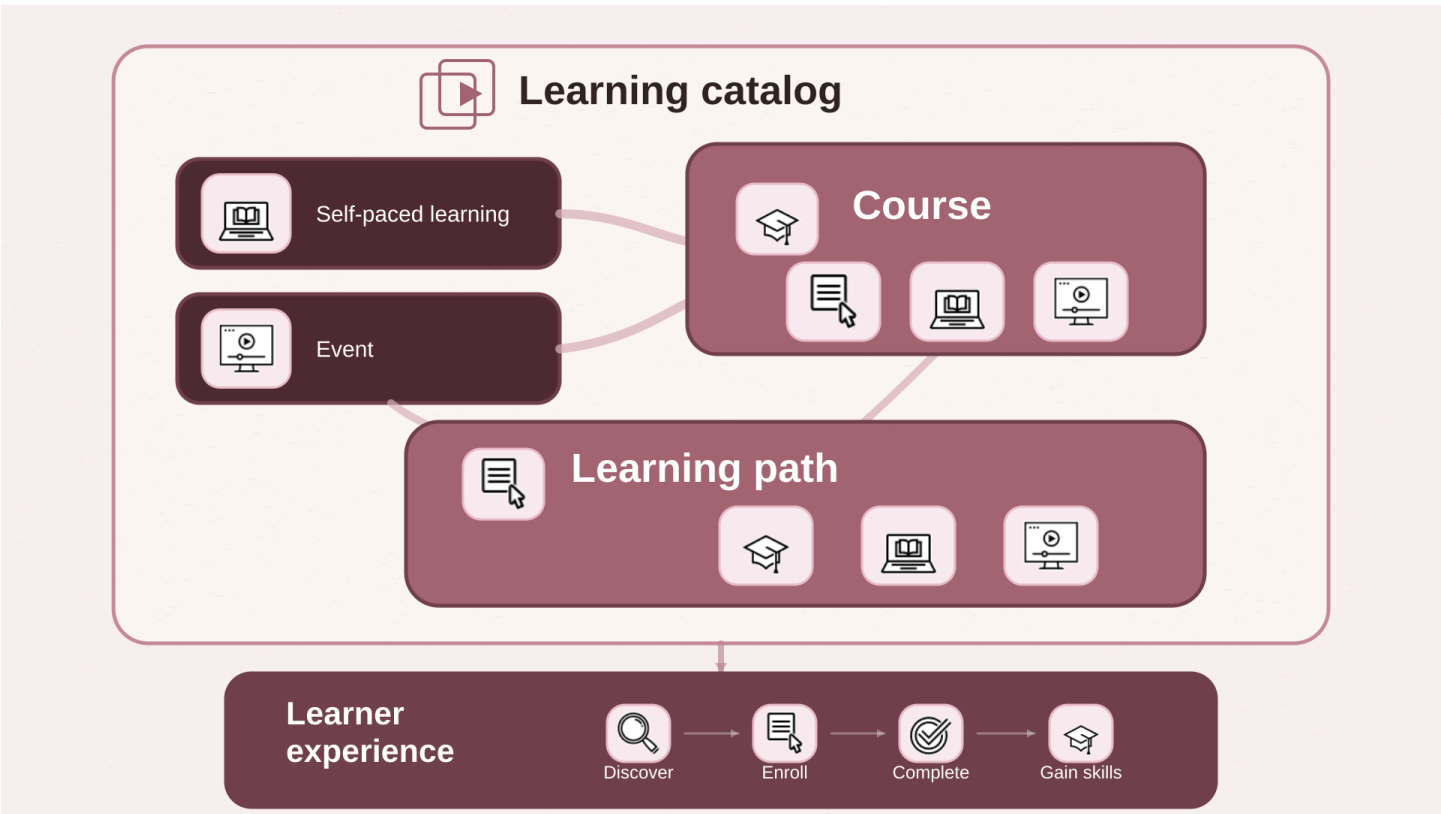
2 Learning catalog

How the Oracle Learning catalog works

The catalog uses three core concepts: learning types, classification, and access. Together, they define how learning is created, found, and managed.

Learning types

Learning is organized into flexible types that can stand alone or work together to support different learning experiences.



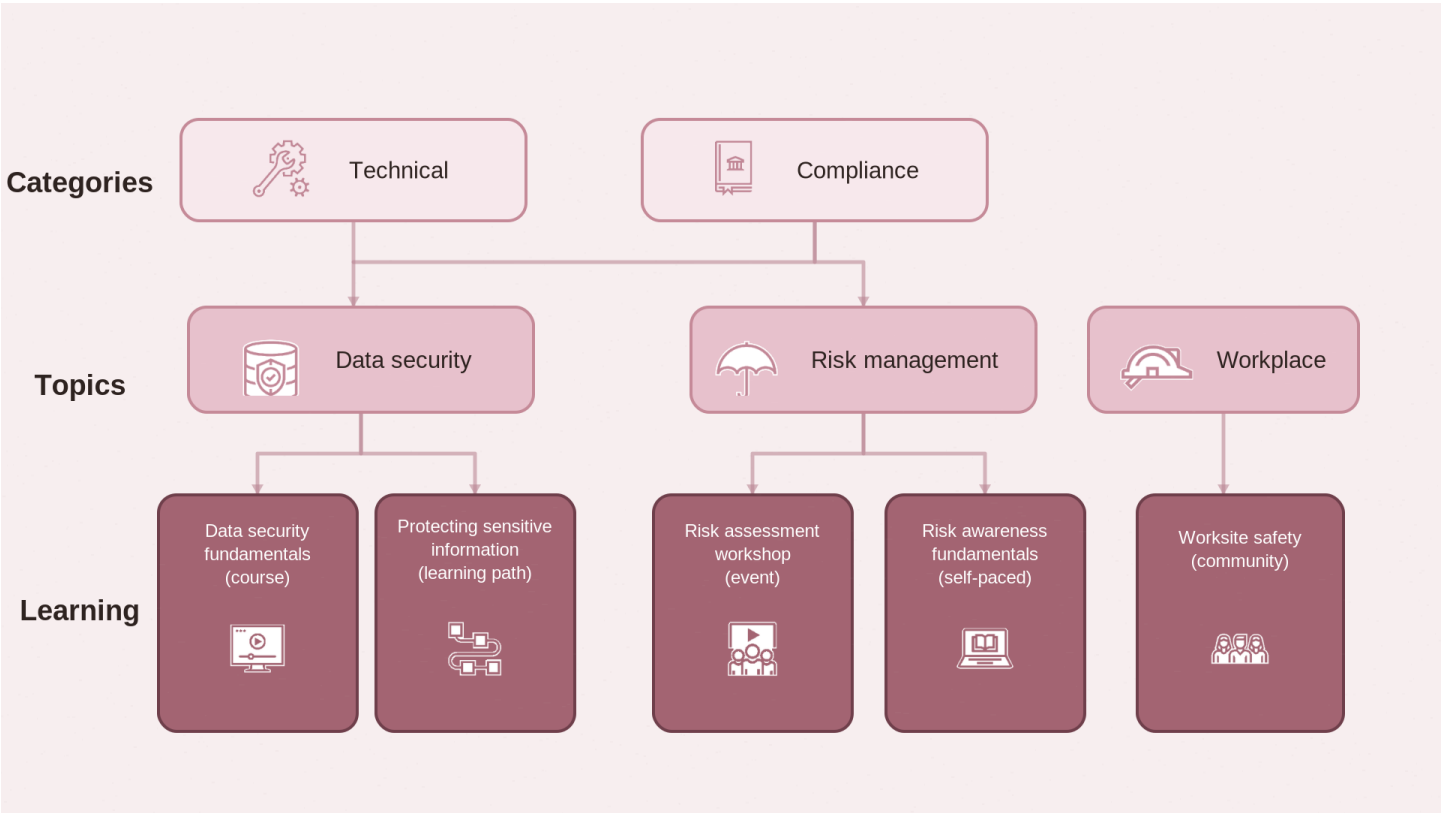
Type	Description	When to use it
Self-paced learning	A single digital learning experience	For learning completed at an individual pace. Can stand alone.
Event	Instructor-led learning with scheduled sessions	For virtual or in-person training with a set schedule. Can stand alone.
Learning path	A structured set of learning experiences	To guide learners through a defined sequence. All included experiences must be completed.
Course	A training objective that's delivered through self-paced or instructor-led learning experiences. It can include self-paced learning, events, and learning paths.	When learners can select one option to complete the objective.

Type	Description	When to use it
Offerings	Legacy delivery options within a course. Replaced by self-paced learning and events. It can include courses, self-paced learning, and events.	To provide scheduled or tracked delivery methods within co

Classification

After you define learning, classify it so learners can easily find what they need. Classification can come from your catalog structure or from provider content hierarchies. Build the level of structure that fits your catalog:

- Categories > Topics > Learning
- Topics > Learning

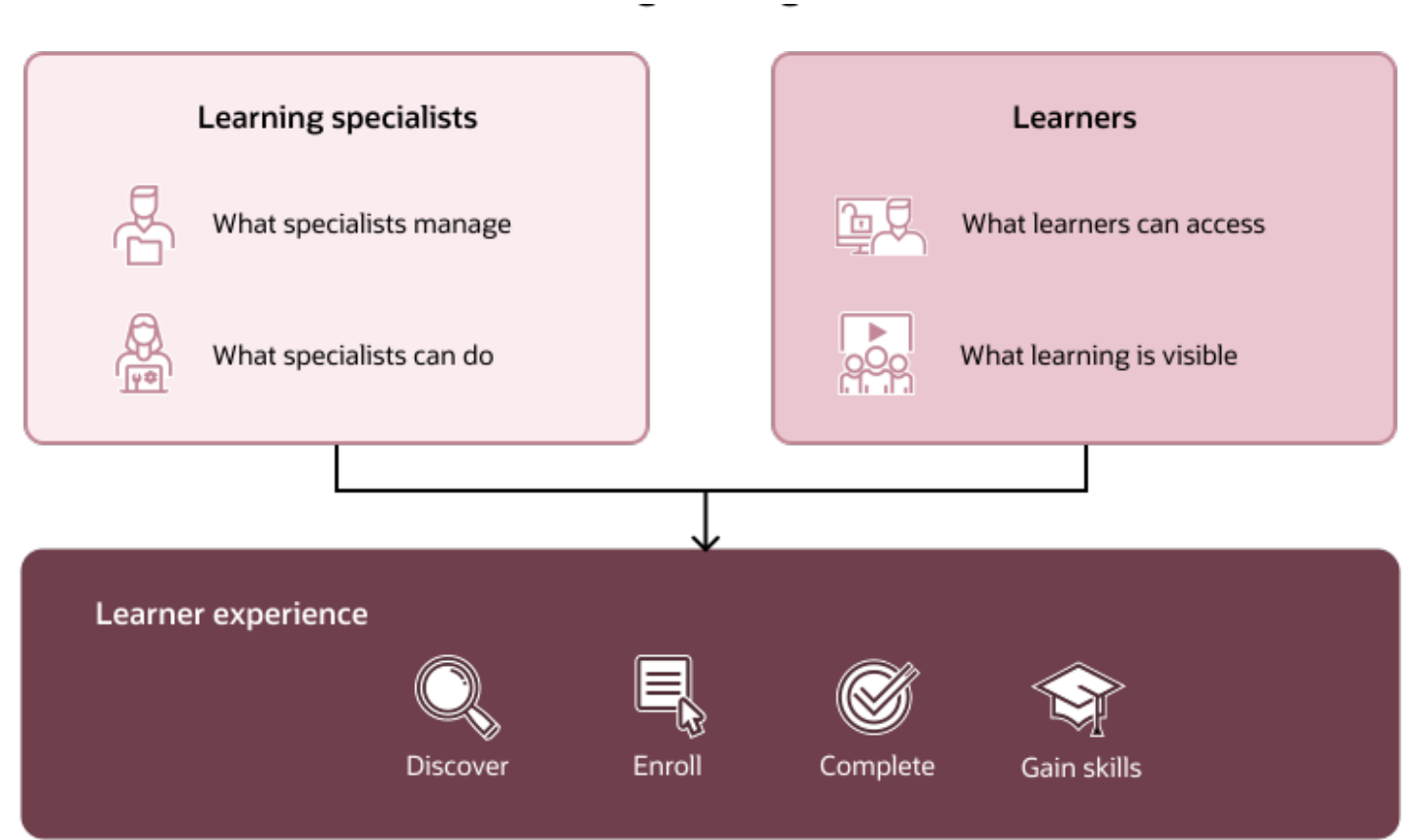


Type	Description	Examples
Category	High-level groupings used to classify and filter learning.	Technical, Compliance, and W
Topic	More specific subject areas used to classify and group related learning. Typically used within categories but can be reused when needed.	Under Technical and Complian

Organize learning to match how people look for content. Use topics alone for simpler structures or add categories when you need more grouping.

Access

Access controls who manages catalog learning and who can access it. These controls ensure the right people manage learning and learners can access what they need.



Type	Description	How it's configured
What specialists manage	Defines which part of the catalog a specialist manages.	Catalog administration p
What specialists can do	Defines actions a specialist can take on learning.	Security roles
What learners can access	Defines which learners can access specific learning.	Access groups
When learning is visible	Controls when learning appears in self-service.	Visibility settings

Create learning for your Oracle Learning catalog

Classify your catalog learning using categories and topics, and create self-paced learning, events, courses, and learning paths. During creation, define how learners discover and complete learning, and how learning connects to skills, qualifications, and existing assignments.

Go to **My Client Groups > Learning and Development > Learning Catalog**.

- Open Categories and topics to create your catalog structure. Add existing learning to categories and topics while you create it.
- Open Learning Catalog to create learning. You can include existing categories and topics while creating the learning. To accelerate event and course creation, duplicate an existing event or course using the row-level Duplicate action.

Use the information in these sections while creating learning.

Learning type and discovery

Select the learning type based on how learners complete the learning. The learning type affects which configuration options, activities, and behaviors are available while creating and managing the learning.

- Self-paced learning supports a single digital learning experience, such as an online course, assessment, observation checklist, file, web URL, agentic learning, or task-based learning.

Agentic learning uses curated learning materials to adapt instruction to each learner's pace and needs. When creating self-paced learning, select published AI agents tagged with Learning Content as the content type. Learners are guided through the material using an AI chat experience launched from the Enrollment Details page.

SCORM, AICC, cmi5, and video uploads, including trailers, are processed before they're available. Processing time is typically similar to the video's duration.

For task-based learning, enter instructions describing what the learner needs to complete instead of adding learning content. Learners review the instructions on their enrollment details and complete the task according to the configured completion rule.

- Events support scheduled instructor-led learning with one or more activities. They include locations or online meetings, schedules, and enrollment details.
- Courses group equivalent learning options where learners complete one option to satisfy the learning requirement.
- Learning paths guide learners through a required sequence of learning.

After you add self-paced learning or an event to a course or learning path, learners can't find it as standalone learning. And you can't add it to another course or learning path.

Use clear, descriptive titles, summaries, learning objectives, descriptions, and ideal learner details because they improve learner discovery and help Learning Skills Enrichment agents suggest relevant skills. Provide a descriptive title or keywords in some or all fields, then generate richer AI suggestions.

Catalog visibility and enrollment periods

Configure catalog visibility on the definition tab and enrollment periods on the rules tab to control when learners can discover and enroll in learning.

If you set the enrollment period to start before or after catalog visibility, only people you share the direct enrollment link with can enroll. Depending on the learning, you can copy the links from the About tab or the More Actions menu.

Access and enrollment

Configure access and enrollment based on how you want learners to interact with the self-paced learning, events, and learning paths that make up the course options. Generally configure whether enrollment requires approval on the child learning rather than the course. Require course-level enrollment approval when you want to gauge learner demand before creating learning to include as an option. In this mode, learners see **Request** instead of **Enroll** on the course details page.

Access group rules override the course-level or learning-level rules for learners in the access group audience.

Activity instruction details and online meeting options

For in-person events, you control whether learners can confirm attendance and how, including self-confirmation using enrollment details, an attendance form, or both.

For online activities, you can either provide a meeting URL or use a supported online meeting provider integration, such as Microsoft Teams, Zoom, or Adobe Connect. When you use an integrated meeting provider by setting Online Meeting to **Instructor Account**, other options become available for automatic completion, completion handling, and attendance completion.

For Microsoft Teams event activities, you can configure the meeting end for attendance calculations. Microsoft Teams event activities can also support multiple instructors and breakout rooms. When you use breakout rooms, activities aren't automatically marked Completed based on attendance. Use the attendance log to process attendance manually instead.

Reference:

- [Use Microsoft Teams with Oracle Learning](#)
- [Use Zoom with Oracle Learning](#)
- [Use Adobe Connect with Oracle Learning](#)

Skills and qualifications

Help learners discover learning and support talent development.

- Related skills and qualifications describe the skills and qualifications covered by the learning. They improve catalog browsing, search, and recommendations, but they aren't added to learner talent profiles.
- Outcome skills and qualifications update learner talent profiles after successful completion. Identify a skill or qualification as an outcome by selecting **Write to person profile on completion**.
- Prerequisites define the skills and qualifications learners need before enrollment.

Some skills and qualifications support issue and expiration dates based on the learning assignment date. If a learner completes refresher learning before expiration, the expiration date remains unchanged.

Completion and activity behavior

Configure rules for how learners complete learning and validate learning outcomes.

- Learning administrator confirmation requires an administrator to mark the learning assignment as completed.
- Assessments support knowledge validation before or after learning completion.
- Evaluations collect learner feedback about completed learning experiences.

- Observation checklists support applied skill validation in real-world scenarios.
- Attempts, try again settings, and wait periods control how learners reattempt assessments and online content, such as SCORM, AICC, and cmi5.
- Certificates provide proof of learning completion.
- Self-paced learning, courses, and learning paths can require renewal and define completion validity periods to help learners maintain required knowledge and certifications. When a learning path renews, learners get a new assignment based on the current learning path structure. Only valid activity completions earned on or after the renewal assignment start date satisfy the renewed learning path.
- Task-based self-paced learning doesn't use launch-related options such as automatic launch, embed, or attempts.

Actual effort tracking

Track based on the associated video, PDF, web link, assessment, observation checklist, SCORM, or AICC content.

- SCORM, HACP, and cmi5 content use reported session time when the content sends session time to Oracle Learning. Otherwise, actual effort uses the time the learner is in the player.
- For learning content types with no attempts, actual effort is the time the learner spent completing their final attempt, whether they passed or failed it.
- Assessment actual effort is the time spent in the player.
- Video actual effort reflects the total time the learner spends watching the video, including replaying sections before completing the video.
- PDF and URL content use the expected effort defined on the activity.

Learner experience

Configure privacy and self-service experiences that affect how learners discover and interact with learning.

- Manager visibility settings control whether managers can view learner enrollments. For sensitive topics, such as mental health, hiding enrollments can help protect learner privacy while still supporting employee wellbeing initiatives.
- Learner notifications affect how assignment details appear to learners.

Create learning using Learning Catalog Management Assistant

Use this AI agent to create self-paced learning, events, courses, and learning paths from your instructions. For questionnaire-based self-paced learning, provide a questionnaire code or title to create an assessment or observation checklist.

1. Use Learning Catalog Management Assistant in either of these ways:
 - Email: Send an email with instructions and supported .txt or .pdf attachments to the appropriate internal email address.
 - Create learning with Ask Oracle: Go to My Client Groups > Learning and Development > Learning Catalog.

Here are some example instructions:

- Create self-paced learning called Oracle AI using the URL <https://www.oracle.com/artificial-intelligence/>
- Create a private learning called What's agentic RAG? using https://www.youtube.com/watch?v=0z9_MhcYvcY with cover art https://i.ytimg.com/vi/0z9_MhcYvcY/hq720.jpg?sqp=-oaymwEnCNAFEJQDSFryq4qpAxkIARUAAIhCGAHYAQHiAQoIGBACGAY4AUAB&rs=AOOn4CLCbyNvytbeHn73b222Z0 and learning item number ORCL_123
- Create learning with additional attributes by specifying the attribute and value as delimited text, such as:
 Name | Data Privacy and Compliance Fundamentals
 Catalog Code | ORCL-PRIV-2024-11
 Category | Data Security & Compliance
 Summary | Self-paced course for understanding regulatory data privacy requirements and Oracle compliance solutions.
 Description | Covers GDPR, CCPA, and other global regulations, with interactive Oracle Cloud compliance scenarios and data protection best practices.
 Locale | English
 URL | <https://www.oracle.com/learning/data-privacy-compliance.pdf>
- Create an assessment called Compliance Knowledge Check using questionnaire code CMP-2026 with mastery score 50, only learners can view, and 3 attempts.

2. Review and refine the generated draft learning before activation because it's a starting point, not the finished learning.
 - - Verify that generated titles and descriptions accurately describe the learning. These values and suggested skills affect learner discovery, search behavior, and related learning recommendations.
 - Review generated learning for duplicated or conflicting content and remove inaccurate or unnecessary content.
 - Review suggested skills, qualifications, and related learning.
 - Add organization-specific terminology, compliance details, and learner guidance as needed.
3. Complete any remaining configuration that the generated learning doesn't include.
 - - Configure visibility and enrollment settings.
 - Configure completion behavior, retries, certificates, and learner experience settings.
4. When the learning is ready, activate it.

Generate learning details for multiple learning

Generate summaries, descriptions, learning objectives, and ideal learner details across multiple learning using Learning Description Enrichment. Review the suggestions in Microsoft Excel and upload the values you want to use in Oracle Learning.

1. *Install Oracle Visual Builder for Excel* on your device, if you haven't already.
2. Create filtered lists to identify the learning that the agent processes.
 - a. Go to **My Client Groups > Learning and Development > Filtered Lists**.
 - b. Use the Learning Items object and Learning Description Enrichment subscriber.
3. Go to **My Client Groups > Learning and Development > Learning Description Enrichment**.
4. Add a Learning Description Enrichment agent and complete the relevant fields.
 The agent can generate summaries, learning objectives, descriptions, and ideal learner details.
5. Run the agent to process the identified learning.

6. Download the generated Microsoft Excel workbook
7. Review suggestions and accept or reject them. Then upload your changes.
 - Proposed description can have up to 4000 characters.
 - Proposed short description can have up to 255 characters.

Generate and curate suggested skills for Oracle Learning

Use Learning Skills Enrichment agents to suggest skills and qualifications based on the saved learning title, description, and short description. You can also use filtered lists to target all learning in your catalog or learning that matches specific criteria.

Skills suggestions

1. Use filtered lists to identify specific sets of learning for skill suggestions. For example, create separate agents to get skill suggestions for all learning from LinkedIn and Coursera.
1. Go to **My Client Groups > Learning and Development > Filtered Lists**.
2. Create filtered lists using criteria like these:
 - Learning item type, such as only courses or only specializations
 - Featured items, so you can focus just on priority learning
 - Default view mode, which limits suggestions to learning currently visible in the catalog
 - City, to refine suggestions for a specific delivery location
 - Delivery mode, such as self-paced, instructor-led, or blended options
 - Learning outcomes, to identify learning with or without mapped outcome skills and qualifications
 - Skill and skill level, to identify learning with or without assigned skills and skill levels
 - Publish start and end dates, narrowing to learning in certain time frames
 - Created by, to identify learning created by specific learning specialists
3. Go to **My Client Groups > Learning and Development > Learning Skills Enrichment**.
4. Add agents that use your filtered lists to identify learning for skill suggestions.

Suggestion curation in app

1. Suggestions that you approve in the app become related or outcome skills and qualifications.
1. Go to **My Client Groups > Learning and Development > Learning Catalog**.
2. Open or create learning.
3. Complete and save the general information.
4. On the Skills and Qualifications tab, add the relevant suggestions. To add a suggestion as a learning outcome, select **Write to person profile on completion**.

Suggestion curation in workbook

1. Suggestions that you accept in the integrated Microsoft Excel workbook become related or outcome skills and qualifications.

1. Go to **My Client Groups > Learning and Development > Learning Skills Enrichment**.
2. In the appropriate process row, select **Download and Update**.
3. Set the applicable skill level.
4. Accept or reject suggestions:
 - o To accept a suggestion as a related skill or qualification, set Include Suggested Skill to **Y**.
 - o To accept a suggestion as a learning outcome, set both Include Suggested Skill and Write to person profile on completion to **Y**.
 - o To reject a suggestion, mark the Deleted field.

Only suggestions that you or another learning specialist accept become related and outcome skills and qualifications. When you accept a suggestion, you can set the skill level and specify whether to write it to the learner's profile on completion. You can also run a Learning Skills Enrichment agent again, after curating skills.

5. Upload or delete the workbook changes.

Curation results

Here's what to do

- Learning with related or outcome skills appears on the relevant Skills Center skill page as a learning resource.
- Suggestions with Include Suggested Skill set to Y appear as related skills or qualifications on the learning skills and qualifications page.
- Suggestions with Include Suggested Skill and Write to person profile on completion set to Y appear as learning outcomes with the selected skill levels. These are the only skills and skill levels that transfer to learner talent profiles after learning completion.
- Suggestions with Include Suggested Skill set to N remain visible in the skills and qualifications page, but they aren't applied as related or outcome skills and qualifications. They also don't update learner talent profiles after learning completion.
- Any suggestion deleted from the skills and qualifications page or workbook is removed everywhere. Future agent runs can suggest the skill again if the learning still matches the filtered-list criteria.

Manage learning

Manage self-paced learning, events, courses, and learning paths to keep learning current while preserving learner progress, completion history, reporting, and assignment continuity. Content replacement and reconciliation, deactivation, deletion, and translations can affect learner experience and reporting.

Task: **My Client Groups > Learning and Development > Learning Catalog**

Actual effort updates

Changes to the actual effort calculation method take effect immediately for learners with existing assignments. When a child learning's actual effort changes, the parent learning's actual effort is also updated. Actual effort is recorded and retained regardless of whether the learner passes all attempts.

Content replacement and updates

You can make changes only to self-paced learning, courses, and learning paths created in Oracle Learning. You can manage provider-managed learning, but you can't deactivate it.

To correct minor content changes, such as text, images, narration, or launch settings, replace the existing content. For major content changes affecting reporting, structure, duration, or learner expectations, create another self-paced learning.

Content replacement updates all associated learning activities, including completed assignments. Existing learners see the most recent version of replaced content. Replacement also preserves existing learning and assignments.

Creating another self-paced learning preserves historical completion behavior for earlier versions.

Significant learning changes can affect learner continuity and reporting. Some content changes require reconciliation before assignment updates appear for existing learners. Reconciliation updates existing learner assignments after applicable learning changes, including assignments with Not Started, In Progress, and Completed statuses.

Deactivate or delete learning

Deactivate learning when you want to remove it from learner access but preserve the learning for future use. Delete Oracle or provider-managed learning only when you want to permanently remove it from Oracle Learning.

Deactivated learning no longer appears in the self-service learning catalog, but it remains available to learning specialists in the Learning Catalog task. You can reactivate the learning later if needed. After reactivation, manually restore any previous associations that aren't automatically restored.

Delete learning only after deactivating it. Deletion permanently removes the learning from Oracle Learning and is useful when content is deprecated, no longer needed, or must be removed for auditing or compliance purposes.

When the deletion process completes:

- Learners can no longer access the learning.
- Learners can no longer review past attempts associated with the learning.
- Associations with learning paths, communities, goals, and journeys are removed.
- Recurring assignments are canceled.
- Recommendations for the learning are withdrawn.

If you decide to preserve completions during deletion, Oracle Learning migrates completion records to a legacy learning so learner history remains available. The legacy item retains only the learning name and completion record. All other learning details are removed.

Translate self-paced learning

Translate titles, summaries, and descriptions when supporting multilingual learners.

1. Open the self-paced learning.

2. Select **More Actions > Translate**.
3. Enter and edit translated values for titles, summaries, learning objectives, descriptions, and ideal learner details.

Review translated content carefully because regional terminology and phrasing can affect learner understanding, search behavior, and engagement.

Translate learning events and activities

Translations let learners view titles, descriptions, and other information in their preferred language.

1. Go to **My Client Groups > Learning and Development > Learning Catalog**.
2. Open the event to translate.
3. To translate the event or any of the first three activities, use the appropriate page-level More Actions menu. You can also translate individual activities using the row-level Translate action.
4. Select one or more languages to start entering translations. If you select multiple languages, enter the translations for one language, then continue to the next language by selecting **Update > Update and Next**.

Translate learning details using Google Translation

Generate suggestions for learning titles, short descriptions, and descriptions. Review the suggestions in Microsoft Excel and upload the translations you want to use in Oracle Learning.

Here's what to do

- Go to **My Client Groups > Learning and Development > Learning Catalog Translation**.
- Add a learning catalog translation and complete the relevant fields.
- Apply your changes.
- Go to **My Client Groups > Learning and Development > Learning and Development Agents**.
- Search for, select, and run the appropriate Learning Catalog Translation agent.
- After the agent completes, in the appropriate row, select **Download and Update**.
- Sign in to the Microsoft Excel workbook using your Oracle Fusion app user name and password.
- Accept or reject translations for each learning in the workbook. In the Curated column, enter **Y** to accept the suggestion or **N** to reject it. Review your decisions using the Reviewed and Accepted and Reviewed and Rejected tabs.
- To upload the accepted translations to Oracle Learning, in the workbook select **Upload Changes**.

How reporting inappropriate content works

Learners can report learning they believe is inaccurate, inappropriate, outdated, or otherwise unsuitable for the learning catalog.

Learning uses approval rules and notifications to manage reported learning workflows. By default:

1. The learner who created the learning or the responsible learning specialists are notified about the report. The workflow approver gets a notification where they can approve or dismiss the report. If they dismiss the report, the workflow stops here.
2. If the learning incident report is approved for self-service learning, Oracle Learning deletes the learning automatically and notifies the learning creator.

If the reported learning is organization-managed catalog content, the approver contacts the responsible learning specialist. The specialist can remove assignments, update the learning, remove the learning from the catalog, or republish revised learning, as appropriate.

Example: organization-managed content

Your organization created an online self-paced learning that describes your most successful sales cycles in detail. All new sales employees are automatically enrolled in the learning so they can start work with a strong understanding of successful sales practices. A new account manager enrolled in the learning after just completing customer data protection training. While working through the learning, they see that it includes confidential customer information, and report the course.

The approver gets the actionable learning incident notification and confirms that the self-paced material does contain confidential customer information. The approver asks the appropriate learning specialist to remove the sensitive information from the learning.

Cmi5 features supported for self-paced learning

Review the cmi5 features Oracle Learning supports for self-paced learning, including content structure, launch and completion behavior, xAPI statements, translations, and reporting.

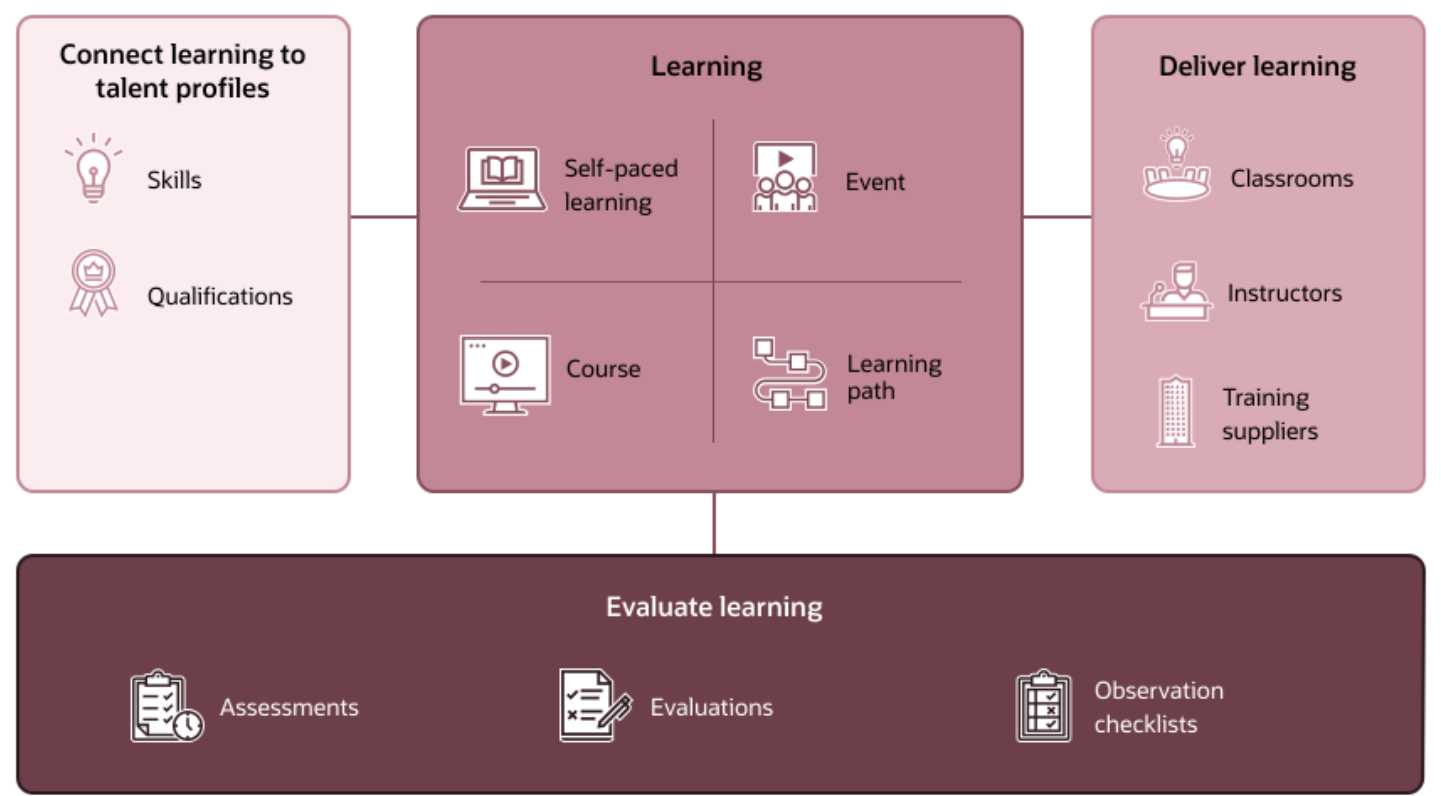
Cmi5 feature	Oracle Learning support
.zip archive package files	Imports only for self-paced learning.
Content structure	Single-chapter and multichapter content. For multichapter content, the player toolbar or header bar show Table of contents and Next and Previous navigation actions.
Blocks	Block-based AU grouping and structure.
Mastery score	Passed status identification using masteryscore defined in the AU metadata.
Launch method	Fully AnyWindow and OwnWindow . Null and no value treated the same as AnyWindow .
MoveOn criteria	Passed, Completed, CompletedAndPassed, CompletedOrPassed, and NotApplicable.
AU URLs	Relative and external URLs. Relative URLs are part of the imported package. For external AU URLs, the player automatically uses the OwnWindow launch method to avoid cross-origin issues. For relative, internal URLs, the player uses the configured launch method.
LMS.LaunchData	Launch data provided for an assignable unit (AU).
LMS.SessionId	Session IDs for cmi5 launches.
Registration	Registration information for cmi5 sessions.
xAPI Statements	Cmi5-defined xAPI statements used to communicate learner activity and completion.
xAPI verbs	Cmi5 verbs documented for learner activity and completion.
Translations	Course and AU translations provided in manifest file and Oracle-Fusion-supported languages for cmi5.

Cmi5 feature	Oracle Learning support
Interactions	Storing of interactions and question and answers reported by the content.
Completion rollups	When ORA_WLF_ROLLUP_ON_COMPLETION is enabled and MoveOn is satisfied, completion rolls up. when ORA_WLF_ROLLUP_ON_COMPLETION is disabled, roll ups wait for Terminated statement from AU.
xAPI State API	Gets and updates for state information
Content review	Learners can review completed cmi5 content
Reporting	Cmi5 learning in Oracle Transactional Business Intelligence (OTBI).

3 Learning components and resources

How learning connects and is delivered

Learning can connect to skills, qualifications, resources, and evaluation tools using components. These are separate from learning types and support how learning is delivered and evaluated.



Name	Type	Description	When to use it
Skills	Component	Capabilities or skills learners develop	Link learning to s
Qualifications	Component	Defined requirements learners can achieve	Group learning in
Assessments	Component	Tests that measure knowledge or skills	Validate understa
Evaluations	Component	Feedback collected from learners	Measure learning
Observation checklists	Component	Tools to assess performance in real scenarios	Evaluate applied
Classrooms	Resource	Locations where learning events occur	Schedule training

Name	Type	Description	When to use it
Instructors	Resource	Individuals who deliver learning	Assign facilitator
Training suppliers	Resource	External providers that deliver learning	Use third-party v

Use components and resources to connect learning, support delivery, and evaluate outcomes across your catalog.

Create learning questionnaires

Use questionnaires as assessments, evaluations, enrollment questionnaires, and observation checklists to support learner validation, feedback, enrollment decisions, and applied skill reviews.



1. Create questions to use in learning questionnaires.

- Go to **Setup and Maintenance > Tasks panel > Search > Question Library**.
- Select the appropriate Learning subscriber. The subscriber identifies how Oracle Learning uses the questionnaire and where specialists can add it.
- To calculate questionnaire scores from single-choice and multiple-choice response scores, select **Score Question**.

Observation checklists ignore questionnaire scores for both learner self-assessments and observer assessments.

To show single-choice and multiple-choice answer choices in random response order, see the Put Your Answers in Random Order (Position Randomization) section in *How You Create Questions*.

2. Create the learning questionnaire template.

Templates define questionnaire structure, scoring behavior, instructions, section presentation, and question randomization. Templates help ensure consistency across learning questionnaires.

- Go to **Setup and Maintenance > Tasks panel > Search > Questionnaire Templates**.
- To let learners see their scores, select **Score Questionnaire**.
- To let assessment requesters provide extra instructions to learners, select **Allow changes to instructions**.
- To show questions in a single section or separate sections, use the Section Presentation field.
- To show separate sections sequentially or randomly, use the Section Order field. If you use a single section, set Section Order to Sequential.

To learn more about randomizing sections and questions, see the Put Your Sections, Questions, and Answers in Random Order (Position Randomization) section in *How You Create Questions*.

- Activate the template when it's ready to use.

3. Create the learning questionnaire.

- Go to **Setup and Maintenance > Tasks panel > Search > Questionnaires**.
- Select the appropriate Learning subscriber to filter the available questionnaire templates.
- Use Preview to review how the questionnaire appears to learners.
- Activate the questionnaire when it's ready to use.

Workflow for observer checklists

This information has moved to [Workflow for observer checklists](#).

