

Oracle Fusion Talent Management

Set up Oracle Learning



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1 Set up Oracle Learning

Set up Oracle Learning

Specify how Oracle Learning acts, how data is structured, and how workflows and automation operate.

1. The tasks that people can do and the data that they can see depend on their roles, duties, and privileges. For details, see *Securing HCM* and *Security Reference for HCM*.
1. Set WLF and ORA_WLF profile options to control behavior across Oracle Learning. Review values carefully because they affect search results, learner experience, and background processing.
 - a. Go to **Setup and Maintenance > Tasks panel > Search > Manage Administrator Profile Values**.

Reference: *Profile options for Oracle Learning*

2. Configure ORA_WLF lookups used in learning lists and fields.
 - a. Go to **Setup and Maintenance > Tasks panel > Search > Manage Common Lookups**.
 - b. Update lookup codes and meanings.
 - Use clear, concise values for Meaning because they appear in lists and read-only fields
 - Use lookup Descriptions to provide additional context for administrators managing the values

Reference: *Extensible lookups for Oracle Learning*

3. To track changes for compliance, governance, or reporting, configure audit policies for Oracle Learning. You can audit only learning managed through Redwood pages and these APIs: learningSelfPacedItems, learningEvents, learningCourses, and learningPaths.
 - a. Go to **Setup and Maintenance > Tasks panel > Search > Manage Audit Policies**.
 - b. Configure business object attributes to audit for the Work Life product.
4. To include extra attributes on learning objects for search, reporting, or page details, configure WLF descriptive flexfields.
 - a. Go to **Setup and Maintenance > Tasks panel > Search > Manage Descriptive Flexfields**.
 - b. Add attributes to learning objects.
 - c. Enable segments as needed.
 - d. Configure segments with appropriate data types (list, text, date) because this affects search and filtering behavior.

Reference: *Descriptive flexfields for Oracle Learning*

5. To include any flexfield attributes you configured in the previous step in search, enable the corresponding flexfield segments for the fa-hcm-learningitem and fa-hcm-learningrecord search indexes.
 - a. Go to **Setup and Maintenance > Tasks panel > Search > Manage Search Indexes**.
 - b. Enable relevant flexfield segments.
 - For list of values segments, select the **Value[Value]** option.
 - For text entry, date and time, or table validation segments, select the segment's name option, such as tablebaseddff [tablebaseddff].

6. Run ingestion after enabling search indexes. Run ingestion again after you make changes so updates appear in search.
 - a. Go to **Tools > Scheduled Processes**.
 - b. Submit the **ESS job to create index definition and perform initial ingest to OSCS** process with the appropriate learning index as the input parameter.

Reference: [Run Initial Data Ingestion for the Required HCM Indexes](#) and [step 4 for Learning indexes](#)

7. Configure search views to control which fields and filters appear in catalog and assignment search results. Search view fields and filters are separate from attributes available in filtered lists. Filtered list attributes don't need to be included in a search view.
 - a. Go to **My Client Groups > Show More > Data Exchange > Search Views**.
 - b. Update catalog and assignment search views. To find the views, filter by either the Learning Items or Learning Assignments search object.

Add or remove fields based on what users need to filter and search. Include flexfields only if they're configured and indexed.
 - c. Verify fields and filters display correctly for learners and specialists.

8. Connect talent profile types to Oracle Learning to support learning prerequisites and outcomes.

Requires Oracle Fusion Cloud Talent Management.

- a. Go to **My Client Groups > Profiles > Profile Types**.
- b. Configure profile types:
 - **Prerequisite:** Add relevant content sections and specify which fields to show or hide for each. Because these settings control what appears on configuration pages, they affect both search results and what details learners can check while browsing or enrolling.
 - **Person:** Make sure the relevant content sections include the Learning Outcomes subscriber. Then specify the skills and qualifications that are related to learning or gained as learning outcomes, and how they appear. You can sync the display settings with the content section properties or configure separate display settings for learning outcomes. You can also show or hide fields, such as Actual Completion Date for certifications, only for learning outcomes. The display selection affects the pages that learning administrators use, course and specialization search results, and the details pages that learners can see.

If your organization uses Oracle Fusion Cloud Dynamic Skills, you can also configure specific skills and skill levels.

9. To restrict who can manage or view specific catalog content, segment the learning catalog using catalog profiles.
 - a. Go to **My Client Groups > Learning and Development > Learning Catalog Profiles**.

10. Configure approval rules to define workflows for learning actions.

Review default rules before modifying because they affect enrollments, completions, and withdrawals.

- a. Go to **Tools > Transaction Console > Approval Rules**.
- b. Configure parallel approvers and set voting rules, such as what percentage of approver response is required for approval or rejection.

Reference: [Approval rules for Oracle Learning](#)

11. If Microsoft Outlook syncing isn't enabled, configure and enable instructor and learner alerts.
 - a. Go to **Tools > Alerts Composer**.
 - b. Define alert conditions and schedules. All delivered learning alert codes start **WLF**.
 - c. Specify whether alerts run on demand or on a schedule.
 - d. Go to **My Client Groups > Learning and Development > Configure Alerts**.
 - e. Enable alerts. You'll also need to schedule the Process Learning Alerts process (step 13) to send alerts.
 - If you set instructor reminders to 0 days before training starts, they'll get their alert on the same day as the activity.
 - To disable reminders, make sure the field is empty.

Reference: *Integrate Microsoft Outlook Calendar and Teams with Oracle Learning, Instructor alerts for Oracle Learning and Learner alerts for Oracle Learning*.

12. Configure background processing defaults that affect assignment processing, access updates, and performance.
 - a. Go to **My Client Groups > Learning and Development > Configure Background Processing**.

Reference: *Concurrency Defaults and Execution Details for Oracle Learning Scheduled Processes*.

13. Schedule background processes to run regularly so access, assignments, and alerts stay up to date.
 - a. Go to **Tools > Scheduled Processes**.

Reference: *Scheduled background processes for Oracle Learning*.

14. To let learning specialists include completion certificates and learners print them, grant permissions and configure certificate defaults.
 - a. Make sure that the learning specialists configuring completion certificate templates have this role and these privileges so that they can use Oracle Business Intelligence Publisher:

Code	Description
BIAuthor	This role lets you create and change certificate templates
WLF_MANAGE_LEARNING_SETUP	This privilege lets you configure completion certificates in setup
WLF_REST_SERVICE_ACCESS_ LEARNING_ADMINISTRATOR_LOVS_ PRIV	This privilege populates the list of values in the Certificate Title LOV

- b. Go to **My Client Groups > Learning and Development > Configure Catalog Defaults**.
 - c. Edit the Completion Certificate Defaults section and select the appropriate option.
15. To store physical locations where instructors provide on-site training for repeated use, create classroom locations.
 - a. Go to **My Client Groups > Work Structures > Manage Locations**.
 - b. To let everyone access the location, use the Common Location Set location set.
16. To support in-person and virtual instructor-led training provided by external organizations, create training suppliers.
 - a. Go to **My Client Groups > Learning and Development > Training Suppliers**.

17. Create classrooms for in-person instructor-led training.

a. Go to **My Client Groups > Learning and Development > Classrooms**.

- Use the description to augment the classroom location, such as Third-floor conference room, West side or to identify the purpose.
- Capacity helps specialists identify the appropriate classroom when scheduling learning.
- Training suppliers can provide classrooms for external training.

18. Add instructors for in-person and virtual instructor-led training.

a. Go to **My Client Groups > Learning and Development > Instructors**.

For details about linking instructors to integrated virtual classroom providers, see these procedures:

- *Integrate Microsoft Outlook Calendar and Teams with Oracle Learning*
- *Integrate Zoom with Oracle Learning*
- *Integrate Adobe Connect with Oracle Learning*

19. To personalize completion certificates for your organization, configure completion certificate templates.

Open Oracle BI Publisher Enterprise through your organization's `/xmlpserver` URL (for example, `https://hostname.com/xmlpserver`). The delivered templates are in **Shared Folders/Human Capital Management/Learning/Certificates**.

- a. In the appropriate folder, right-click the completion certificate report and select **Customize**. This action creates a similar, custom folder structure: **Shared Folders/Custom/Human Capital Management/Learning/Certificates**.
- b. In the appropriate Custom folder, create a backup copy of the certificate you're going to edit using **right-click > Copy**.
- c. Right-click and download the custom completion certificate. The download creates a .zip file that includes the .rtf template and data models.
- d. On your computer, extract the .zip file contents.
- e. Edit the relevant static elements of the .rtf completion certificate report. For example, add your company logo to the header.
- f. Enable the relevant Publisher options for dynamic elements, such as Field, link the XML data file to the .rtf file.
 - i. In the .rtf file, on the Publisher tab, select Sample XML.
 - ii. In the Please select XML data dialog box, search for and select the extracted completion certificate DM.xml file.
 - iii. Select **Open**.
- g. On the certificate template, add and remove dynamic elements as appropriate.
- h. Save your changes.
- i. In Oracle BI Publisher Enterprise, replace the existing source .rtf file with your edited .rtf file.
 - i. Select the appropriate **Shared Folders/Custom/Human Capital Management/Learning/Certificates** folder.
 - ii. Edit the source custom completion certificate report.
 - iii. On the edit layout page, select **View a list**.
 - iv. Select the source template row.
 - v. Select the **Delete** icon. Remember, you still have your backup version.
 - vi. To upload your edited .rtf file, select the **Create** icon.
 - vii. On the create layout page, select **Upload RTF, PDF, Excel, Flash, XSL Stylesheet, or eText template file**.
 - viii. In the Upload Template File dialog box, search for and select your edited .rtf template file.
 - ix. In the Type field, select **RTF Template**.
 - x. In the Locale field, select the language that the certificate is in.
 - xi. Select **Upload**.
 - xii. On the edit layout page, select **View a list**.
 - xiii. In the Default Format field, select **PDF**.

20. To get suggested learning titles, short descriptions, and descriptions in specified languages, set up Google Translation.

- a. Set up your Cloud Translation API account with Google.
- b. Go to **My Client Groups > Learning and Development > Configure External Providers task**.
- c. Configure the Google Translation service provider as shown here.

Field	Value
Account Name	We recommend your name relates to, but isn't, your secret Google API key.
Description	Provide a description that relates to your Google setup.
Status	Indicates whether the Google translation is active. The default value is Active.
Google API Key	Provide the secret API Key that you got after setting up your Cloud Translation API account with Google.

- d. Validate the configuration.
- e. Save your changes and close the page.
- f. Install the Oracle Visual Builder Add-in for Excel so learning specialists can review and upload translation suggestions using Microsoft Excel.

Profile options for Oracle Learning

They control key behaviors in Oracle Learning, like features, search, experience, playback, notifications, and background activity.

Feature enablement

These profile options might already be set to enable the specific feature in your environment. You can continue to enable or disable them until the options become noneditable.

Profile option code	Description
ORA_WLF_ENABLE_SELF_SERVICE_LEARNING_CALENDAR	Enables the self-service learning calendar
ORA_WLF_ENABLE_ADMIN_LEARNING_CATALOG_CALENDAR	Enables the learning catalog calendar for learning specialists
ORA_WLF_ENABLE_ADVANCED_MEETING_OPTIONS	Enables advanced online meeting options
ORA_WLF_SINGLE_CATALOG_LISTING_REDWOOD	Enables a single learning catalog listing
ORA_WLF_ASSIGNMENTS_REDWOOD_ENABLED	Enables Redwood assignment management for learning specialists
ORA_WLF_ENABLE_REDWOOD_COURSES	Enables Redwood course management

Profile option code	Description
ORA_WLF_ENABLE_REDWOOD_LEARNING_PATHS	Enables Redwood learning path management
ORA_WLF_ENABLE_GROW_RECOMMENDATIONS	Enables recommendations shared by Grow and Learning
ORA_WLF_ENABLE_DL_API	Enables the self-paced learning management
ORA_WLF_LEARN_ADMIN_RESOURCES_VBCS_ENABLED	Enables Redwood learning resource pages
ORA_WLF_CATG_TOP_REDWOOD_ENABLED	Enables Redwood category and topic management

Learning catalog search

Profile option code	Description	When to use
ORA_WLF_SS_CATALOG_SEARCH_MODE	Controls how closely self-service learning catalog searches match the terms learners enter. - Aggressive: Returns the most learning items by matching any one of the search terms. - Neutral: Returns more learning than Relaxed mode but fewer than Aggressive mode. Matches all search terms, including terms found individually and in any order. - Relaxed: Returns the fewest learning by matching the search terms as entered or requiring an exact match.	Adjust when search results are too broad or too restrictive

Learning experience and visibility

Profile option code	Description	When to use
ORA_WLF_ALLOW_RETAKE_REDWOOD_PAGES_ENABLED	Enables learners to take completed self-paced offerings again	Use when learners need to repeat training or refresh knowledge
ORA_WLF_DISABLE_AUTO_SYNC_ILT	Disables the automatic submission of the Sync Instructor-Led Training for Learning process. To sync information, you'll need to schedule the process.	Use to schedule the process to run regularly according to your policies.
ORA_WLF_DISABLE_INCIDENT_REPORTING	Disables the Report Issue on enrollment details	Use when incident reporting isn't required or should be restricted
ORA_WLF_LEARN_ILT_ALLOW_JOIN_CONFERENCE_MINUTES_PRIOR	Specifies when the Join button appears; if not set, it always appears	Adjust when learners can access virtual sessions
ORA_WLF_MARK_ATTENDANCE_REDWOOD_PAGES_ENABLED	Sets the default attendance confirmation method for instructor-led offerings	Standardize attendance tracking behavior

Notifications and alerts

Profile option code	Description	When to use
ORA_WLF_CUSTOMIZE_CALENDAR_TEMPLATES	Enables learning specialists to change the default calendar event templates for learner and instructor calendar invites and downloaded ICS files.	Let learning specialist align calendar invites with organizational policies
ORA_WLF_OBS_CHKCLST_LRNRL_COMPL_NOTIFY	Sends notifications to learners when observer checklists are completed	Keep learners informed of observation progress

Content playback and eLearning behavior

Profile option code	Description	When to use
ORA_WLF_AUTO_LAUNCH_PDF_ACTIVITY	Automatically launches offering PDF activities after enrollment. Doesn't apply to self-paced learning PDF content.	Streamline access to PDF learning
ORA_WLF_AUTO_LAUNCH_WEBLINK_ACTIVITY	Automatically launches offering URL activities after enrollment. Doesn't apply to self-paced learning URL content.	Streamline access to web learning
ORA_WLF_ELEARNING_AICC_ENABLE_EXTERNAL_PLAYER	Uses provider player for AICC/HACP content instead of Oracle player. Doesn't apply to LinkedIn Learning content imported using the external provider support.	Only change when Oracle Support directs you
ORA_WLF_ELEARNING_PLAYER_VERSION	Identifies which Oracle eLearning player version is used.	Only change when Oracle Support directs you
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.	Only change when Oracle Support directs you
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.	Only change when Oracle Support directs you
ORA_WLF_JWPLAYER_VERSION	Ensures use of the latest JWPlayer version	Only change when Oracle Support directs you
ORA_WLF_ROLLUP_ON_COMPLETION	Controls when SCORM and AICC content completion is processed. When enabled, completion is processed when the content reports the applicable completion status. When disabled, completion waits until the learner exits the content.	Keep enabled. If SCORM completion isn't processed correctly, correct the content so it reports lesson status properly rather than disabling this option.
ORA_WLF_UPLOAD_PLAYER_LOGS	Logs SCORM/HACP activity for troubleshooting. Set these profile option values at the learner level.	Diagnose content issues

Profile option code	Description	When to use
	Y: Record the communications for any SCORM or HACP content this learner launches in the eLearning player. N (default): Don't record anything for this learner. - Content number, such as OLC1234567: Record communications for only this content when the learner launches it in the eLearning player. The logs are stored on the Oracle Learning server and learning administrators can retrieve the data using an Oracle Business Intelligence Publishing (BI) report.	
WLF_SCORM_AUTO_COMMIT	Turn on auto-commit after setting Auto Commit to Default on the SCORM Content Details page. Default value is Y.	Only change when Oracle Support directs you
WLF_SCORM_COMMIT_INTERVAL_CNT	Specifies the number of SCORM set value calls before committing the calls. Default value is 50.	Only change when Oracle Support directs you
WLF_SCORM_COMMIT_INTERVAL_SEC	Specifies the number of seconds between commitment of SCORM set value calls. Default value is 60.	Only change when Oracle Support directs you

Processing and background activity

Profile option code	Description	When to use
ORA_WLF_ANALYSIS_FETCH_TIMEOUT_MINS	Specifies how many minutes processing waits for an initial analysis response. Default is 16.	Adjust as needed for long running analyses used for initiatives or access groups
WLF_RBA_BI_FOLDER	Defines BI folder for assignment analysis criteria used as learner selection criteria, such as /shared/Custom/Human Capital Management/Learning Analyses. The folder needs to have Permission set to Open for the BI Consumer Role account. 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 needs to exist in the report.	Configure analysis-based learning assignments

Profile option code	Description	When to use
	CAUTION: Don't change the path if there are any reports in the specified folder because the reports won't work anymore.	

Extensible lookups for Oracle Learning

Lookup types define values used across Oracle Learning. They're used when defining options for learning assignments, completion reasons, content actions, learning formats, pricing, and more during setup and ongoing administration.

You can extend the values of these lookup types. They're grouped here by how they're used so you can find and manage values more quickly.

Catalog

Lookup type	Description
ORA_WLF_BUSINESS_DRIVER	Business drivers for self-paced learning, such as Compliance, Personal development, and Professional development.
ORA_WLF_ELEARNING_TYPE	Learning format options for self-paced learning, events, courses, and learning paths.
ORA_WLF_LEARNING_LEVEL	Learning levels, such as Beginner, Moderate, and Advanced.
ORA_WLF_PRICING_TYPE	Pricing types that learning specialists select from when configuring offering pricing.
ORA_WLF_DL_CONT_DEL_REASON	Reasons that learning specialists select from when deleting content.
ORA_WLF_DL_DELETE_REASON	Reasons that learning specialists select from when deleting learning.
ORA_WLF_DL_INACTIVE_REASON	Reasons that learning specialists select from when inactivating learning or canceling events.
ORA_WLF_DL_REACTIVE_REASON	Reasons that learning specialists select from when reactivating content.
ORA_WLF_LEARN_INCIDENT_TYPE	Values that learners select from when they report learning content that's inaccurate or inappropriate.
ORA_WLF_NOTIF_PATTERN	Controls custom alert templates for focused communications

Assignments

Lookup type	Description
ORA_WLF_ASSIGN_ATTR_LOOKUP	Assigned By options, such as Human Resources Department, Legal Department, Security Team, Self, and Workplace Safety Department used when specialists create learning assignment profiles and learning assignments.
ORA_WLF_ASSN_ALLOCATE_SEAT_RSN	Reasons that learning specialists select from when allocating a seat to learners.

Lookup type	Description
ORA_WLF_ASSN_UPDATE_RSN	Reasons that learning specialists select from when approving or rejecting learning assignment requests.
ORA_WLF_ASSN_WAITLIST_RSN	Reasons that learning specialists select from when waitlisting learning assignments.
ORA_WLF_ASSN_WAIVE_PREREQS_RSN	Reasons that learning specialists select from when waiving prerequisites on learning assignments.
ORA_WLF_ASSN_UNDO_RSN	Reasons that learning specialists select from when undoing bypass completion of learning assignments
ORA_WLF_ASSN_UNDO_COMPLETE_RSN	Reasons that learning specialists select from when undoing completion learning assignments.
ORA_WLF_COMPLT_RSN_EVAL	Reasons that learning specialists select from when marking evaluations as exempted or completed.
ORA_WLF_COMPLT_RSN_EVENT	Reasons that learning specialists select from when marking event activities as exempted, completed, or no show.
ORA_WLF_COMPLT_RSN_OFFLINE_SP	Reasons that learning specialists select from when marking self-paced offline activities as exempted or completed.
ORA_WLF_COMPLT_RSN_ONLINE_IL	Reasons that learning specialists select from when marking virtual instructor-led activities as exempted or completed.
ORA_WLF_COMPLT_RSN_ONLINE_SP	Reasons that learning specialists select from when marking self-paced online activities as completed.
ORA_WLF_COMPLT_RSN_ONSITE_IL	Reasons that learning specialists select from when marking on-site instructor-led activities as exempted, completed, or no show.
ORA_WLF_COMPLT_RSN_SELF_PACED	Reasons that learning specialists select from when marking self-paced activities as exempted or completed.
ORA_WLF_COMPLT_RSN_SPEC	Reasons that learning specialists select from when marking learner assignments as exempted or completed.
ORA_WLF_REC_DELETE_RSN_SPEC	Reasons that learning specialists select from when deleting learning assignments.
ORA_WLF_WITHD_RSN_SS	Reasons that learners select from when they withdraw from learning.
ORA_WLF_WITHD_RSN_SPEC	Reasons that learning specialists select from when withdrawing learning assignments.

Recommendations

Lookup type	Description
ORA_WLF_RECOM_ATTR_LOOKUP	Recommend As options, such as Human Resources Department, Legal Department, Security Team, Self, and Workplace Safety Department used when specialists create learning recommendations.
ORA_WLF_RECOM_CATEGORY	Recommendation categories that learning specialists select when creating learning recommendations. You can extend this lookup by adding more recommendation categories.

Descriptive flexfields for Oracle Learning

Use descriptive flexfields to add custom attributes to learning objects. Depending on how you configure them, the segments can be used in search, filters, reports, and learning details.

Flexfield	Purpose
WLF_LEARNING_ITEM	Extra attributes used during learning creation and shown on details pages. They can also be enabled for catalog searching and filtering.
WLF_LEARNING_REQUEST_DFF	Extra attributes shown in the Request Details section for learners, managers, and learning specialists.
WLF_LI_COURSE	Extra attributes shown on course details pages.
WLF_LI_OFFERING	Extra attributes shown on offering details pages.
WLF_LI_SPECIALIZATION	Extra attributes shown on learning path details pages.
WLF_RESOURCE_DFF	Extra content and instructor-led training resource attributes, such as classrooms, instructors, and training suppliers.

Approval rules for Oracle Learning

The rules define when approval is required for learning actions and who needs to review those actions before they proceed. Each rule process controls a specific learning action.

Some processes support full rule configuration, while others (like observation checklists) don't. Approval flows differ between catalog and assignment contexts, and notifications can include context such as prerequisites for learning requests.

Rule process name	Description
Learning Assignment Completion	Let learners record learning they completed outside the learning catalog so it appears in their transcripts
Learning Assignment Withdrawal	Require approval when learners request to withdraw from learning assignments.
Learning Incident	Require approval when learners report learning as inappropriate or inaccurate.
Learning Item Contribution	Require approval before learner-created contributions become available in the learning catalog.
Learning Observation Checklist	Send observation tasks and checklist questions to observers. Approval actions can't be configured or bypassed.
Learning Request	Require approval before learners can start on requested learning. Can apply to catalog and noncatalog requests. Includes prerequisite details in notifications.

Use these category and subcategory values when configuring transaction security profiles for learning approval workflows.

Category	Subcategory	Approval flow
Learning	Catalog	Learning Incident
		Learning Item Contribution
Learning	Assignment	Learning Assignment Completion
		Learning Assignment Withdrawal
		Learning Observation Checklist
		Learning Request

Approval notifications for Oracle Learning

Approval notifications inform learning specialists, approvers, learners, and managers about actions and decisions during approval processes.

BPM task	Notification type	Description
AdminHumanTask	Approval Action Required	Notifies the configured content administrator when a learner reports inappropriate content
Learner	Notifications sent directly to learners for approval-related events	Covers learner-facing notifications across approval processes
LearningAssignmentApproval	Notifications for assignment approval requests routed to approvers	Used when assignment approval is required
LearningAssignmentCompletionApproval	Approval Action Required	Notifies learners when the approver approves or rejects the completion request
LearningAssignmentCompletionLearner	Informational	Notifies learners when they submit a completion request and when it's approved or rejected
LearningAssignmentWithdrawalApproval	Approval Action Required	Notifies approvers about withdrawal requests and informs learners when decisions are made
LearningAssignmentWithdrawalLearner	Informational	Notifies learners when they submit a withdrawal request and when it's approved or rejected
LearningItemApproval	Approval Action Required	Notifies the configured approver when a learner submits content for the learning catalog
LearningItemOwner	Informational	Notifies learners when they submit content and when it's approved or rejected

BPM task	Notification type	Description
LearningRequestApproval	Approval Action Required	Notifies the configured approver about a learning request
LearningRequestCancel	Informational	Notifies the learner and their manager when a processed learning request is canceled
LearningRequestLearner	Informational	Notifies learners about submitted requests and when they're approved or rejected
RequireLearnerContentDeleteTask	Informational	Notifies learners with active assignments when a reported learning is deleted

Instructor alerts for Oracle Learning

If Microsoft Outlook syncing isn't enabled, these alerts keep instructors informed about changes to their scheduled activities and upcoming sessions. The alerts are sent when activities are updated, removed, or about to start.

To review these alerts, go to **Tools > Composer**.

Alert	Purpose
Upcoming ILT Activity to Instructors Reminder 1 (WLF-00004)	Reminds instructors about upcoming instructor-led activities
Offering Activity Definition Has Changed for an Instructor (WLF-00008)	Notifies instructors when an activity definition changes
Learning Cloud Instructor Booking Event Removal (WLF-00009)	Notifies instructors when an activity is removed

Each alert template can include specific tokens.

WLF-00004	WLF-00008 and WLF-00009
activityName activityDescription activityStartTime activityStartDate activityTimezone activityEndTime activityNumber activityVirtualURL classroomList	learningActivityDate - learningActivityStartTime - learningActivityEndTime - learningActivityTimezone - learningActivityTitle - learningActivityDescription - learningActivityExpectedEffort - learningActivityClassroom - learningActivityVirtualClassroom - learningActivitVirtualClassroomLink - learningActivityInstructors

WLF-00004	WLF-00008 and WLF-00009
instructors resources offeringName learningItemLink Learning Item FlexFields Offering FlexFields	- 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

Learner alerts for Oracle Learning

These alerts keep learners informed about new assignments, changes to instructor-led activities, recommendations, completions, and withdrawals.

To review these alerts, go to **Tools > Composer**.

Alert	Purpose
New learning assignments (WLF-00010)	Notifies learners when new assignments are created. Includes example expressions for filtering assignments, message text with tokens, and communication method expressions that you can change as needed.
Offering definition has changed (WLF-00002)	Notifies learners when details for instructor-led activities change. Sent when learning specialists select Actions > Send Alert to Learners on an offering details page.
Recently withdrawn assignments (WLF-00011)	Notifies learners when they're withdrawn from assignments.

WLF-00002

This template can include these tokens:

- 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

Concurrency Defaults and Execution Details for Oracle Learning Scheduled Processes

Set concurrency and execution defaults to control when Oracle Learning starts background processes and how many jobs can run at the same time. Adjust these settings to balance processing performance with the resources available in your environment.

Task: **My Client Groups > Learning and Development > Configure Background Processing**

Learning Assignments Processing

Reduce the overall time spent expanding and reconciling learning assignment profiles related to parallel processing and when to process profiles.

Option	Description
Maximum Number of Parallel Bulk Scheduled Jobs	Specify how many learning assignment profiles to evaluate in parallel for all assignments that need expansion or reconciliation based on selected execution type. The value also decides how many assignment to reconcile in parallel. 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 Ad Hoc UI Jobs	Specify the maximum threads to use for each learning assignment profile during reconciliation, to create or update assignments. 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.

Option	Description
Process immediately after user saves changes	When selected (default), the process runs automatically when a learning specialist creates a learning assignment profile. When not selected, you need to manually schedule this process as recurring in Expansion mode to expand access. This option lets you schedule expansion during off peak periods. Reference: Scheduled background processes for Oracle Learning
Maximum Number of Parallel Threads per Bulk Scheduled Job	Specify how many analyses to evaluate in parallel for the newly created learning assignment profile. 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 Jos	Specify the maximum number of threads to use to create the learning assignments needed for the expansion process. The supported values are 1 through 20, and the default value is 1. We recommended that you set the value to 2.

Learning Recommendation Processing

Reduce the overall time spent expanding and reconciling learning assignment profiles related to parallel processing and when to process profiles.

Option	Description
Maximum Number of Parallel Bulk Scheduled Jobs	Specify how many learning recommendation profiles to evaluate in parallel for all recommendations that need expansion or reconciliation based on selected execution type. The value also decides how many recommendations to reconcile in parallel. 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 Ad Hoc UI Jobs	Specify the maximum threads to use for each learning recommendation profile during reconciliation, to create or update recommendations. 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.
Process immediately after user saves changes	When selected (default), the process runs automatically when a learning specialist creates a learning recommendation profile. When not selected, you need to manually schedule this process as recurring in Expansion mode to expand access. This option lets you schedule expansion during off peak periods. Reference: Scheduled background processes for Oracle Learning
Maximum Number of Parallel Threads per Bulk Scheduled Job	Specify how many analyses to evaluate in parallel for the newly created learning recommendation profile.

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 Jos	Specify the maximum number of threads to use to create the learning recommendations needed for the expansion process. The supported values are 1 through 20, and the default value is 1. We recommended that you set the value to 2.

Learning Access Processing

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.

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. 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 Ad Hoc UI Jobs	Specify the maximum threads to use per access group during reconciliation, to create or update access records. 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.
Process immediately after user saves changes	When selected (default), the process runs automatically when a learning specialist creates an access group. When not selected, you need to schedule this process as recurring in Expansion mode to expand access. This option lets you schedule expansion during off peak periods.
Maximum Number of Parallel Threads per Bulk Scheduled Job	Specify how many analyses to evaluate in parallel for the newly created access group. 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	Specify the maximum number of threads to use to create the access records needed for the expansion process. The supported values are 1 through 20, and the default value is 1. We recommended that you set the value to 2.

Process Learning Catalog Items

Set separate maximum limits for concurrent processes for video content and other content types.

Option	Description
Maximum Concurrent Processes for Ad Hoc UI Jobs	Video content supports up to 5 processes. Other content types support a maximum of 50 processes.
Maximum Concurrent Processes for Bulk Jobs	Specify the maximum number of catalog item processing processes that can run at the same time during bulk processing. Video content supports 1 through 5 concurrent processes. Other content types support 1 through 50 concurrent processes.
Process Immediately During Bulk Upload	When selected, Oracle Learning starts processing automatically during a bulk upload. When not selected, you need to manually run the Process Learning Catalog Items scheduled process after bulk or API-created self-paced learning is uploaded or updated. Reference: Scheduled background processes for Oracle Learning

Execution Details

Let learning specialists override the default to run as creator.

Option	Description
Override Default Expansion and Reconciliation - Run as User	The delivered run as default for expansion and reconciliation processes is creator, but you can select a specific user. For example, to avoid issues that can result when creators leave, select a generic user account that persists indefinitely. To let learning specialist override the default, select this option.

Scheduled background processes for Oracle Learning

Background processes keep learning data up to date and handle tasks that run behind the scenes. Some run automatically, while others you schedule or run on demand.

Scheduled by Oracle Learning

Process	Frequency	Description
Learn Migration	Daily at 12:45 AM (UTC)	Handles upgrade tasks after quarterly release updates. Run it only when directed by Oracle Support.

Schedule manually

Process	Recommended frequency	Description
Change the Status of Offering Assignments with Any Preactive Status to Delete	Daily	Updates assignment status to Deleted and withdraws learners who don't have an active seat for instructor-led and blended offerings. Applies to offering assignments with statuses such as Waitlisted, Pending seat acceptance, Requested, Pending fulfillment, and Pending prerequisites.
Clear Pending Assignments for Instructor-Led Learning	Daily	Updates assignment status to Deleted and withdraws learners who don't have an active seat for events, instructor-led offerings, and blended offerings. Applies to assignments with statuses such as Waitlisted, Pending seat acceptance, Requested, Pending fulfillment, and Pending prerequisites.
Create Summaries Using Generative AI	Full: Initially or for a broad rebuild Incremental: Daily	Creates and refreshes enriched learning data used by learning semantic search and related suggestions. For learning, set Content Source to Business Object and Object Type to Learning Items. Run in Full mode to create the initial baseline or broadly rebuild it. Then schedule it to run in Incremental mode during off-peak hours for recurring maintenance. Be sure to avoid overlapping runs. Don't use the deprecated Reconcile run mode or Email Account content source.
Delete or Withdraw Learning for Terminated Employment	Daily	Removes assignments and access for employees with terminated employment. Requires Atom feed collections for: - Termination: PrimaryFlag and PersonIdActualTerminationDateupdated - New Hire: PersonId and updated - Empassignment: PersonIdDMLOperationPrimaryAssignmentFlagAssignmentStatusTypeEffectiveEndDate For details about the Termination collection, see the Atom Feeds > Employee Feeds section of the REST API for Oracle Fusion Cloud HCM.
Load and Synchronize External Course Data	Daily and manually, as needed	Imports learning from enabled content providers and processes provider skills when enabled. Manages the lifecycle of imported learning, including new, updated, and retired content. - Creates the corresponding Learning HACP content items, course, offering, and offering activities so learners can access imported learning directly in Oracle Learning - Updates content pending ingestion, including provider-managed and internally managed learning, by invoking the Bulk ingest to OSCS ESS job. Also processes deactivations and deletions for provider-managed and internally managed learning by invoking Process Learning Catalog Item Deactivations and Deletions. For HACP content, any changes you made to provider-managed learning, such as title, description, and branding image, are overwritten during sync. - End dates existing learning that's no longer in the provider's catalog

Process	Recommended frequency	Description
		By default, Force All External Course Data to Reload is No . This is the normal mode and shouldn't be changed to Yes unless directed to by Oracle Support.
Process Learning Alerts	Twice daily	If Microsoft Outlook syncing isn't enabled, the process sends instructor alerts for on-premises and virtual instructor-led training.
Process Learning Catalog Item Deactivations and Deletions	Daily	Handle self-paced learning deactivations and deletions whether the learning was created in Oracle Learning or imported from external content providers. Run after the Load and Synchronize External Course Data process completes.
Process Learning Experience Statements	Daily	Processes xAPI statements from external content providers that weren't processed automatically in real time. Updates learner attempt progressions and completions in Oracle Learning.
Process Learning Recommendations	Daily, 1 hour after Process User Access runs	Expands and reconciles learning recommendations by evaluating audiences and assigning, withdrawing, or reactivating recommendations. Schedule the process with the Reconcile execution type for routine processing. If you disable Process recommendations immediately after user saves changes, also run the process with the Expansion execution type to create recommendations after learning specialists create or update recommendation initiatives.
Process Learning Records	Reconcile: Daily Expansion: As needed	Creates and updates learning assignments based on audience criteria. Supports reconcile and expansion processing. Configure how the process runs based on your requirements: • Reconcile: Evaluates audiences and creates, withdraws, or reactivates assignments. Use to schedule regular processing, such as every 15 minutes or hourly. • Expansion: Creates assignments immediately after changes are made instead of waiting for the next scheduled reconcile run. Run only when immediate assignment creation is required. Processing frequency controls how often learning initiatives are processed. Configure other frequency values using the ORA_WLF_LRN_ASSGN_PROCESS_FREQ lookup if the delivered values don't meet your needs. If assignment creation requests occur while the process is already running, the current run also processes those requests. The user who started the run is recorded as the creator or updater of the assignments.
Process Unfinished Attempts	Daily	Updates activity status to Completed for finished attempts not reflected correctly. Set an appropriate grace period, such as 24 hours, so learners who are still in progress aren't marked as completed.
Process User Access	Daily	Updates access groups and reconciles user access based on criteria. Use this process instead of older reconciliation processes. To reduce the overall time spent reconciling and expanding global and local access groups, change the concurrency defaults and execution details. Specify how it runs based on your needs:

Process	Recommended frequency	Description
		• Reconcile: Evaluates audiences and creates or withdraws access. Use for regular scheduled processing. 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: Creates access when changes are made. Use only when immediate updates are needed instead of waiting for scheduled runs. To reconcile learning initiatives if the Process recommendations immediately after user saves changes option on the Configure Background Processing page is deselected, run this process with Expansion. Leave the initiative number blank for normal runs, or enter a specific access group to process only that group. This process also runs the Process Access Control Lists for Learning Items for OSCS process, to ensure that the Explore page search results enforce changes in access lists.
Purge Learning Assignments	As needed	Permanently removes all remnants of learning assignments and recommendations in a Deleted or Error status from the database. This process serves as an alternative to using the HCM Data Loader purge.
Reconcile Learning Assignment Status	Daily (when using prerequisites)	Updates assignments when prerequisites are used, based on completion or expiration. Use for two operations: • Reconcile Pending Prerequisite Assignments with Talent Profile: Checks if prerequisites exist on a person's talent profile and moves assignments to the next status. Use when prerequisites are completed outside Oracle Learning. • Reconcile Pending Prerequisite Assignment Status Expiration: Withdraws learning assignments that remain in Pending prerequisite status after the configured expiration period.
Sync Instructor-Led Training for Learning	Hourly after setup or Daily if automatic sync is enabled	Before running, make sure the FND_LANGUAGE profile option has a site-level value defined. Syncs sessions, attendees, and recordings with virtual classroom providers. Also sends calendar invites, generates join links, and pulls attendance, and retrieves virtual meeting recordings where supported. By default, this process retrieves recordings. To prevent recording retrieval, reschedule this process with Retrieve Virtual Meeting Recordings set to No. Learners enrolling themselves and learning specialists creating or updating activities aren't affected by this schedule.
Update Assignment Status on Date-Driven Activities	Daily	Updates offering assignments from Not Started to In Progress when the start date passes.

Run as needed

Process	When to run	Description
Reconcile Learning Rich Media	Only when directed by Oracle Support	Identifies inconsistencies between learning content and media storage.
Reconcile Rich Media Post Environment Refresh	After environment refresh	Completes offering content cloning and republishes media so it's available for playback in the refreshed environment. The process ignores any self-paced learning content.

Run automatically

Process	Description
Generate a List of People from Analysis Report	Creates access records and identifies learners based on analysis reports. Runs when access groups are created or updated, or when assignments and recommendations are created or changed.
Learning Assignment Post Processing Job	Updates assignment and activity statuses after enrollment. It runs when learners self-enroll in learning. Also updates the learning status from Requested to Active. It needs to run for learners to see the learning and enroll in it.
Learning Item Assignment Change Processing	Updates assignment progress when learning definitions change. Runs when a learning specialist updates and saves a learning definition.
Learning Item Bulk Processor	Updates comment settings after settings change on the Configure Comment Defaults page.
Process eLearning Package	Processes SCORM and HACP content for playback in Oracle Learning. Runs when learning specialists upload eLearning packages. To reduce the overall time spent processing SCORM and HACP content, change the concurrency default.
Process Learning Access, Assignments, Content, and Notifications	Reconciles access, assignments, and notifications for learning content. Runs when access, content, or assignment changes require reconciliation and notification processing.
Process Learning Catalog Items	Processes catalog items created in the Oracle Learning app. You might need to schedule this process when you create or update learning through REST APIs, depending on your background processing configuration.
Process Learning Cover Art Image	Generates images for learning catalog display. Runs when learning specialists upload cover art. To reduce the overall time spent transcoding video, change the concurrency default
Recalculate Learning Item Rating	Updates average ratings when learners submit or update ratings.
Video Transcoding and Processing	Processes uploaded videos for playback in Oracle Learning.

Process	Description
	To reduce the overall time spent transcoding video, change the concurrency defaults.

