



Managing SAP SuccessFactors Learning for Administrators

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Recording Learning from the Class View

Record user completion of the class after it has ended so that learners get credit for completion.

Context

i Note

You can only record user completion for classes that have already ended. If a class has not yet ended, the [Add to Learning History](#) option is disabled in the [Actions](#) menu.

Procedure

1. Go to SAP SuccessFactors Learning Administration and then go to [Learning Activities > Classes](#).
2. From the [Actions](#) menu, click [Add to Learning History](#).

Results

The Add to Learning History with Finance wizard launches. The system identifies the class because you launched the wizard from the class record. Follow the steps in the wizard.