



GLOSSARY OF SAP SUCCESSFACTORS LEARNING MANAGEMENT SYSTEM (LMS)

**A Quick Reference Guide to
SAP Terminologies**

Concept/Term	Definition
SAP SuccessFactors LMS	A cloud-based learning management system for delivering, tracking, and managing employee learning and compliance.
Learning Item	A training course that can be online, instructor-led, or blended. Forms the foundation of learning assignments.
Curriculum	A group of learning items structured for sequential or grouped completion. Often used for certifications or onboarding.
Program	A structured set of learning activities scheduled over time. Supports phased or cohort-based learning.
Assignment Profile	Automatically assigns learning items based on rules like job role, location, or hire date.

Concept/Term	Definition
Learning Plan	A personalized list of assigned or self-registered learning items for a user. Acts as their training dashboard.
Instructor-Led Training (ILT)	Classroom or virtual sessions led by an instructor. Includes session management and registration.
Online Content	Self-paced digital learning, often SCORM or AICC-compliant. Hosted within the LMS platform.
Scheduled Offering	A scheduled instance of an instructor-led course. Users enroll to attend on specific dates and times.
Item Type	Categorizes learning items such as eLearning, ILT, or other. Helps in filtering and reporting.

Concept/Term	Definition
Content Object	The actual eLearning module file (e.g., SCORM). Linked to learning items for delivery.
SCORM	Sharable Content Object Reference Model. A standard format for eLearning content used in LMS.
AICC	Aviation Industry CBT Committee standard. Another format for delivering online training.
Registration	The process by which users enroll themselves or are enrolled into learning items.
Learning Event	A record of course completion. Includes completion date, score, and status.

Concept/Term	Definition
Completion Status	Indicates whether a user has completed, not started, or is in progress with a learning item.
Approval Workflow	Process where training requests are routed to managers or admins for approval.
Learning History	A user's record of completed courses. Used for reporting and compliance tracking.
Certificate of Completion	A document provided after finishing a course or curriculum. Can be customized in LMS.
Learning Assignment	Assigning a training item or curriculum to a user or group. Can be manual or automated.

Concept/Term	Definition
Admin Console	Interface for LMS administrators to manage courses, users, and reports.
Learning Needs Management	Process to assess and identify training gaps. Used for development planning.
Learning Expiration	Date when a completed course becomes invalid and needs renewal. Common in compliance training.
Retraining	Reassignment of courses due to expiration or policy updates. Tracked via curricula.
Catalog	A collection of learning items grouped by subject or audience. Users browse catalogs to register for courses.

Concept/Term	Definition
Learning Calendar	Shows upcoming scheduled offerings and sessions. Users and instructors can plan accordingly.
Blended Learning	A mix of instructor-led and online training in a single program. Supports diverse learning needs.
Waitlist	A queue for full sessions. Users are auto-enrolled if a slot becomes available.
Substitute	Replaces one scheduled offering or item with another. Helps in managing learning flexibility.
Assignment History	Tracks how and when users were assigned training. Helps in auditing and reviews.

Concept/Term	Definition
Learning Event Editor	Tool for editing or manually adding learning events. Used for backdated completions.
Assessment	Tests or quizzes to evaluate knowledge. Can be attached to learning items or programs.
Surveys	Collect learner feedback post-training. Helps improve course quality and delivery.
Learning Notifications	Automated emails triggered by actions like enrollment, completion, or expiration.
Learning Expiry Notification	Alerts users about upcoming expirations. Helps maintain certifications and compliance.

Concept/Term	Definition
Content Integration	Connects LMS with third-party content providers like LinkedIn Learning, Coursera, etc.
OData API	Enables data exchange between LMS and other systems. Useful for integrations and reporting.
Connector	SAP tool to automate data imports (e.g., user data, item data) into LMS. Scheduled regularly.
Report Center	A dashboard to access standard and custom learning reports. Used by admins and managers.
Ad Hoc Report Builder	Tool to build custom reports using LMS data. Supports scheduling and sharing.

Concept/Term	Definition
Item Evaluation	A survey completed by learners after course completion. Measures training effectiveness.
Domain Restriction	Limits access to LMS features or data based on organizational structure. Ensures secure usage.
Learning Groups	User groups created based on shared attributes. Used in assignment profiles and reporting.
Learning Compliance	Ensures learners meet required training standards. Critical in regulated industries.
Curriculum Requirements	Learning items marked as mandatory within a curriculum. Tracked for completion and compliance.

Concept/Term	Definition
Learning Strategy	The organizational approach to training and development. Aligns learning goals with business priorities.
Job Role Mapping	Links learning paths to job roles. Supports skill-based development and career progression.
Learning Admin Role	A permission-based role to manage learning objects. Can be full or restricted access.
Learning Audit	Review of LMS usage, completions, and compliance. Often part of external or internal audits.
Mobile Learning	Accessing LMS content on mobile devices. Supports learning anytime, anywhere.