

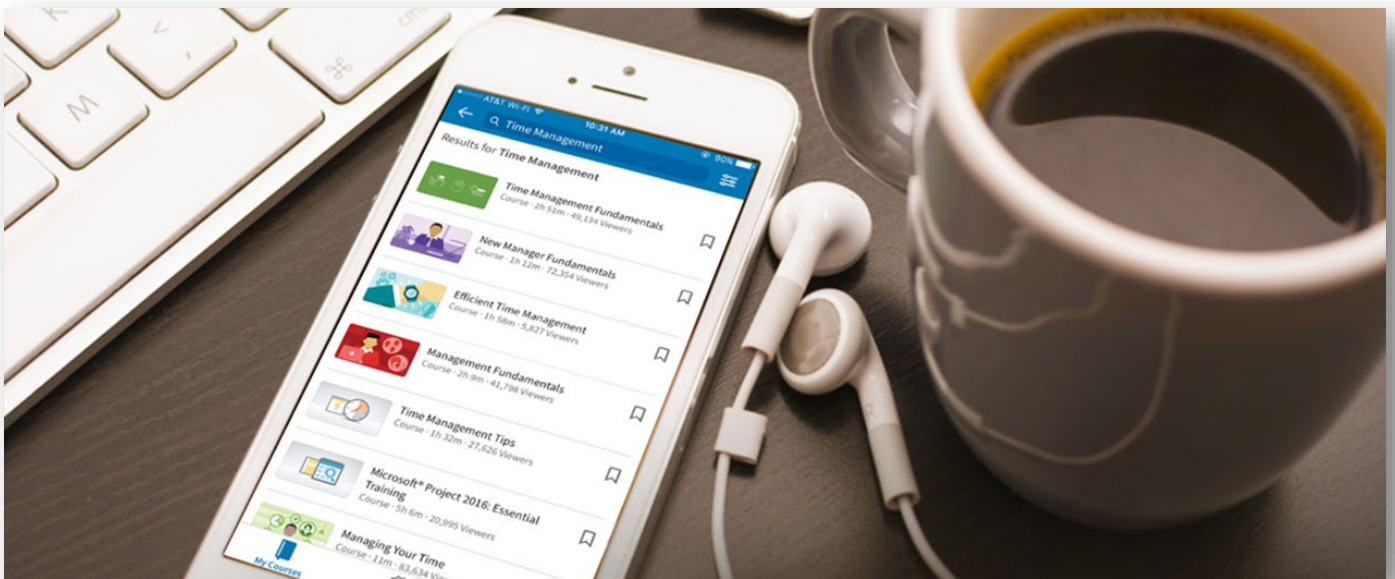
# SuccessFactors Learning Adding LinkedIn Learning History to SuccessFactors



**Indiana State**  
**Personnel Department**



**LEARNING**  
WITH **Lynda.com**® CONTENT



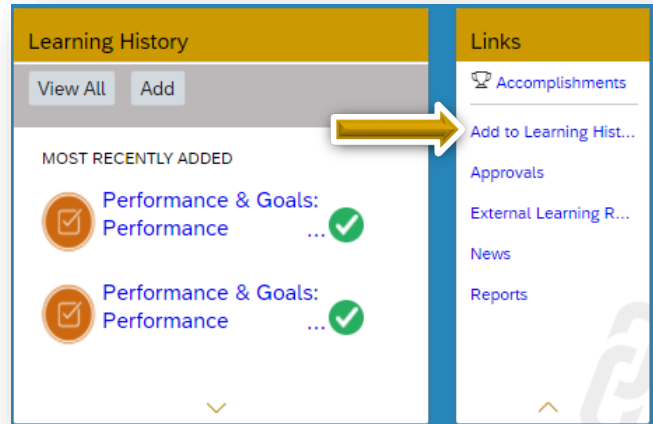


**This material was developed for the SuccessFactors Learning Management System. Please contact [SPDTraining@SPD.in.gov](mailto:SPDTraining@SPD.in.gov) with any questions or comments.**

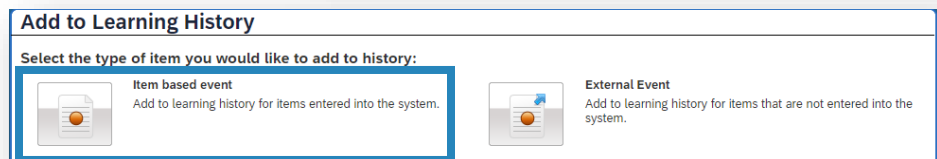
**You can also visit the [INSPD Training website](#) for additional resources.**



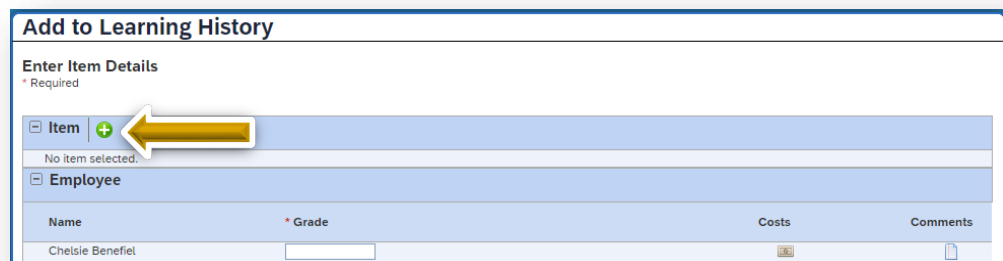
To add a LinkedIn Learning item completed prior to the launch of SuccessFactors learning, select **“Add to Learning History”** link on your My Learning page



Select **“item based event”**

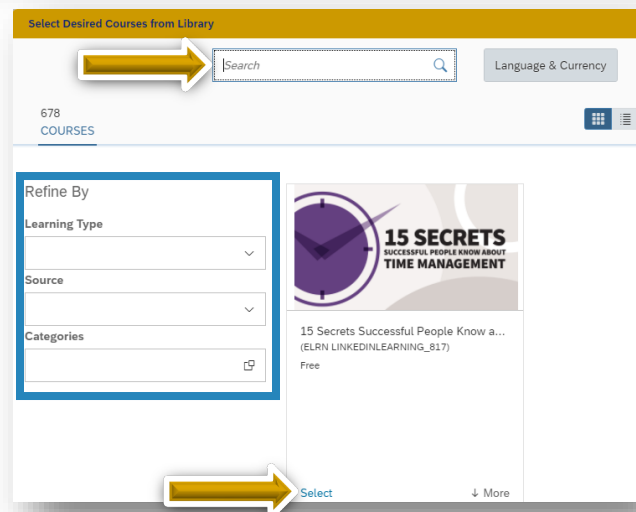


Select the **+** icon to locate the course from the library



Enter the course title into the Search field or use the filters to refine your search.

Once the desired course has been located, choose **“Select”**





Enter the date the course was originally completed in the **“Completion Date”** field

Enter the time (approximate) the course was originally completed in the **“Completion Time”** field

Select a **“Completion Status”** from the dropdown menu

Select **“Continue”** to confirm the Learning Details

Select **“Add to Learning History”** to continue

**Add to Learning History**

**Enter Item Details**  
\* Required

Item : Finding Your Time Management Style (LINKEDINLEARNING\_821) Rev 11/15/2020 03:37 PM UTC [Change Item](#)

\*Completion Date: (MM/DD/YYYY)  Total Hours: (1000)   
\*Completion Time: (hh:mm AM/PM)  Contact Hours: (1000)   
\* Time Zone:  Credit Hours: (1000)   
CPE: (1000)   
Instructor ID:   
Instructor Name:

**Employee** [Assign Defaults](#)

Name	Grade	* Completion Status	Costs	Comments
Chelsie Benefiel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**\* Completion Status**

- ELRN-C (Successfully Completed) - For Credit
- ELRN-SUB (Substitute) - For Credit
- ELRN-C (Successfully Completed) - For Credit
- ELRN-UC (Unsuccessfully Completed) - Not-For-Credit

[Back](#) [Cancel](#) [Continue](#)

**Add to Learning History**

[Add to Learning History](#)

**Confirm Learning Details**

Item: ELRN LINKEDINLEARNING\_821 Rev 1 - 11/15/2020 03:37 PM UTC

Completion Date: 2/5/2021 Total Hours:   
Completion Time: 08:50 PM UTC Contact Hours:   
Primary Instructor: Credit Hours:   
CPE:

**Employee**

Name	Grade	Completion Status	Comments	Costs	Amount
Chelsie Benefiel		ELRN-C			

[Back](#) [Add to Learning History](#) [Cancel](#)



Select an Administrator to complete your request by choosing “**Select User for Approval**”

**Add to Learning History**  
 Add to Learning History  
**Submit for Approval**

This request requires approval using the steps listed below. If any step does not have a user listed as an approver, you must select one before you can submit the request.

**History Record Details**

Title: Finding Your Time Management Style      Completion Date: 2/5/2021  
 Type: Internal Event      Completion Time: 08:50 PM America/Indianapolis

**Approval Steps**

Approval Step	Approvers
Supervisor	Manager Level 1 (Show All)
Admin	Select User for Approval



Locate the admin using one or more of the provided search fields (*not all fields are required*)

**Add Peer Approvers**

Submit for Approval → Search for Users

Search for Users to Add

User ID: Contains [ ]  
 Last Name: Contains [ carrender ]  
 First Name: Contains [ ]  
 Middle Name: Contains [ ]  
 Job Code: Contains [ ]  
 Contact Email Address: Contains [ ]

Search

Once desired admin is located, choose the add checkbox and select “**Add Checked**”

User ID:  
 Last Name: carrender  
 First Name:  
 Middle Name:

Add Checked  
 Select All / Deselect All

Select Users

User Name	Job Code	Division	Add
Carrender, Jeanetta E	Business Systems Cnslt Int	Personnel 00	<input type="checkbox"/>

Select All / Deselect All  
 Add Checked



Select **“Finished”** to continue

User Name	Job Code	Division	Remove
Carrender, Jeanetta E	Business Systems Cnsit Int	Personnel 00070	<input type="checkbox"/>

After reviewing all information, select **“Submit”** to forward the request to your supervisor for approval

Approval Step	Approvers
Supervisor	Manager Level 1 (Show All)
Admin	Admin (Show All) (Clear All)

Before submission is complete, user must attach completion certificate to their supervisor.

Once certificates are uploaded, select the **“x”** close the File Attachment box.

Select **“Close”** to submit and finish the request.

Remove	File Name	Description	Date Added	Size (KB)
	CertificateOfCompletion_Coaching and Developing Employees.pdf		2/8/2021	207

For more information about locating & downloading certificates in LinkedIn Learning, please visit <https://www.linkedin.com/help/learning/answer/82975>