

Recommend learning currently in your My Learning section in SuccessFactors

If the learning you want to recommend to someone is currently in your My Learning section, follow these steps.

1. Go to Learning Home

Find the course or program you want to recommend to another learner in the My Learning section of your Learning page.

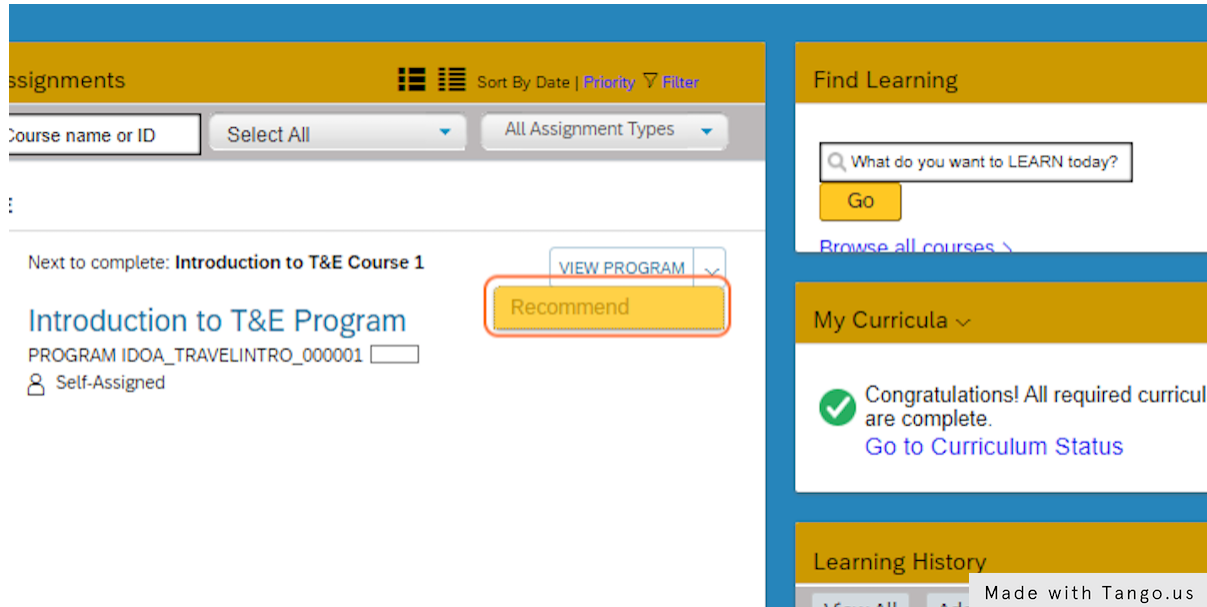
2. Click on dropdown to the right of the course or program name

The options beside the dropdown may be View Program, Start Course, or Continue Course depending on which type of training it is and whether or not you have started the training.

The screenshot displays the SuccessFactors Learning Home interface. At the top, there is a navigation bar with a hamburger menu icon, a list icon, and the text "Sort By Date | Priority Filter". Below this, there are two dropdown menus: "Select All" and "All Assignment Types". The main content area shows a course card for "Introduction to T&E Course 1" with a "VIEW PROGRAM" dropdown menu. A red box highlights the "Recommend" button within this dropdown menu. To the right, there is a "Find Learning" section with a search bar containing the text "What do you want to LEARN today?" and a "Go" button. Below the search bar is a link "Browse all courses". Further down, there is a "My Curricula" section with a green checkmark icon and the text "Congratulations! All required curricula are complete." and a link "Go to Curriculum Status". At the bottom right, there is a small grey box with the text "Made with Tango.us".

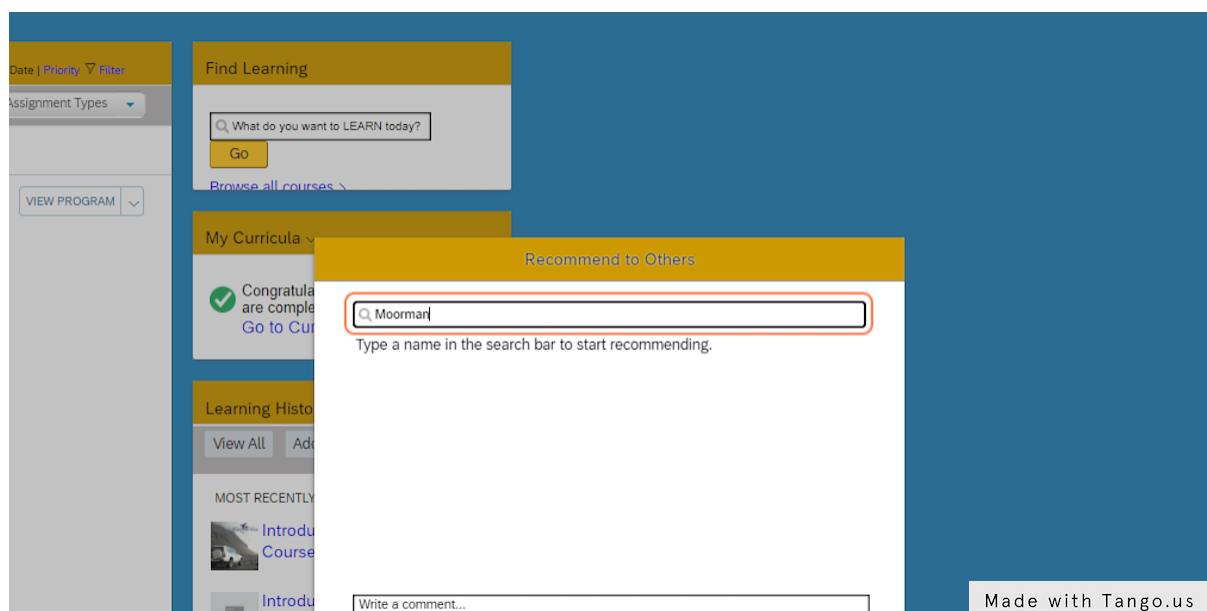
3. Click on Recommend in the dropdown choices

Your options in the dropdown may be different than what's indicated here, so look for Recommend among your choices.



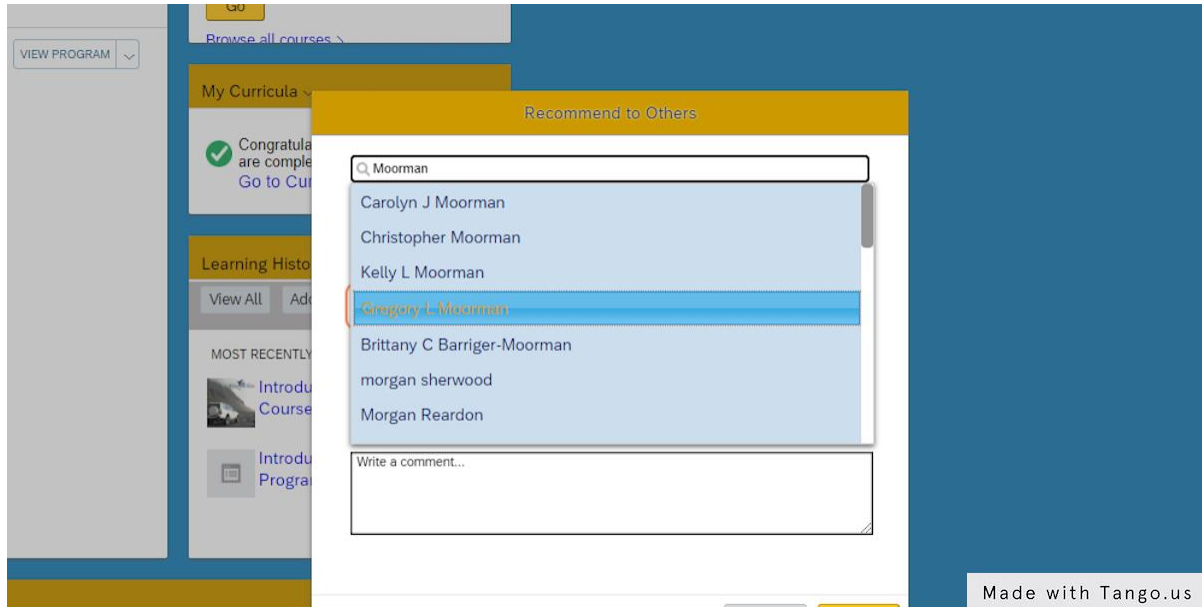
4. Enter the name of the person to recommend

Enter the name or a portion of the name of the learner you are recommending to take this course or program. A list of names will come up that include what you entered in the field.



5. Click on the name of correct person

Find the name of the person you are recommending to in the list of results and click on it to populate the field.



6. Type a comment (optional)

Type a comment if you want to share additional information.

7. Click on Send

Once you click Send, the recommended learner should see the course or program you recommended in the Recommendations section of their Learning page the next time they log in to SuccessFactors. For instructions to view recommended learning, please see the guide titled View learning that has been recommended.

