CityLearner eLearning
(SAP LSO Content Player)

Overview:

This program, available in CityLearner, will allow the user to complete Electronic Learning (eLearning) online.
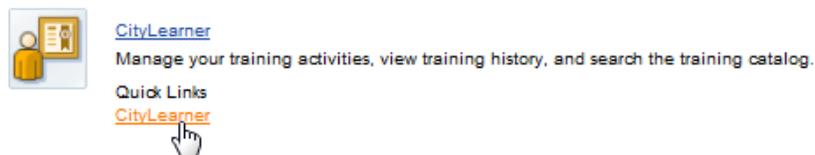
Transaction:

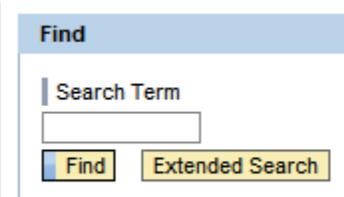None – Available through SAP CityLink Portal / CityLearner

Hints / Tips:

After booking a course, choose Launch Course Now in order to start the eLearning.
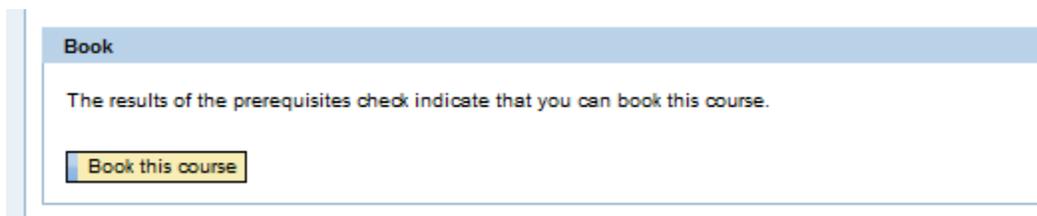
Procedure:

STEP 1: Access CityLearner through the SAP CityLink Portal:

CityLearner
Manage your training activities, view training history, and search the training catalog.
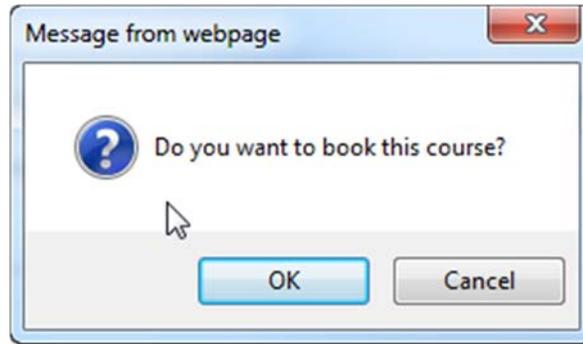
Quick Links
CityLearner

STEP 2: Use the Find section on the left of the page to search for the class.

STEP 3: Click on the name of the course in the catalog. This will open the course details page. Once you find the course, in the Book section, click **Book this course** to register for the eLearning and click **OK** on the confirmation popup.

Find

Search Term

[Find] [Extended Search]

Book

The results of the prerequisites check indicate that you can book this course.

[Book this course]

STEP 4: The page will display the Learning Progress section. This is where you can view the date you booked the course, when it was accessed, your progress and if you passed. To begin the course, select the **Start Course Now** button. You will see three new sections: Learning Progress, Start Course, and Cancel

Learning Progress

Booking Date	08/12/2014
Course is licensed as of	08/12/2014
First Accessed on	Not Yet Started
Last Accessed on	Not Yet Started
Total Completion Time to Date	0 Minutes
Completed Learning Objects	0.00%
Completion Progress	0.00%
Current Status	0.00%
Completion Status	The course has not yet been passed.

Start Course

Start Course Now

Cancel

Cancel booking for this course.

NOTE: If you want to cancel the course, select the link "Cancel booking for this course."
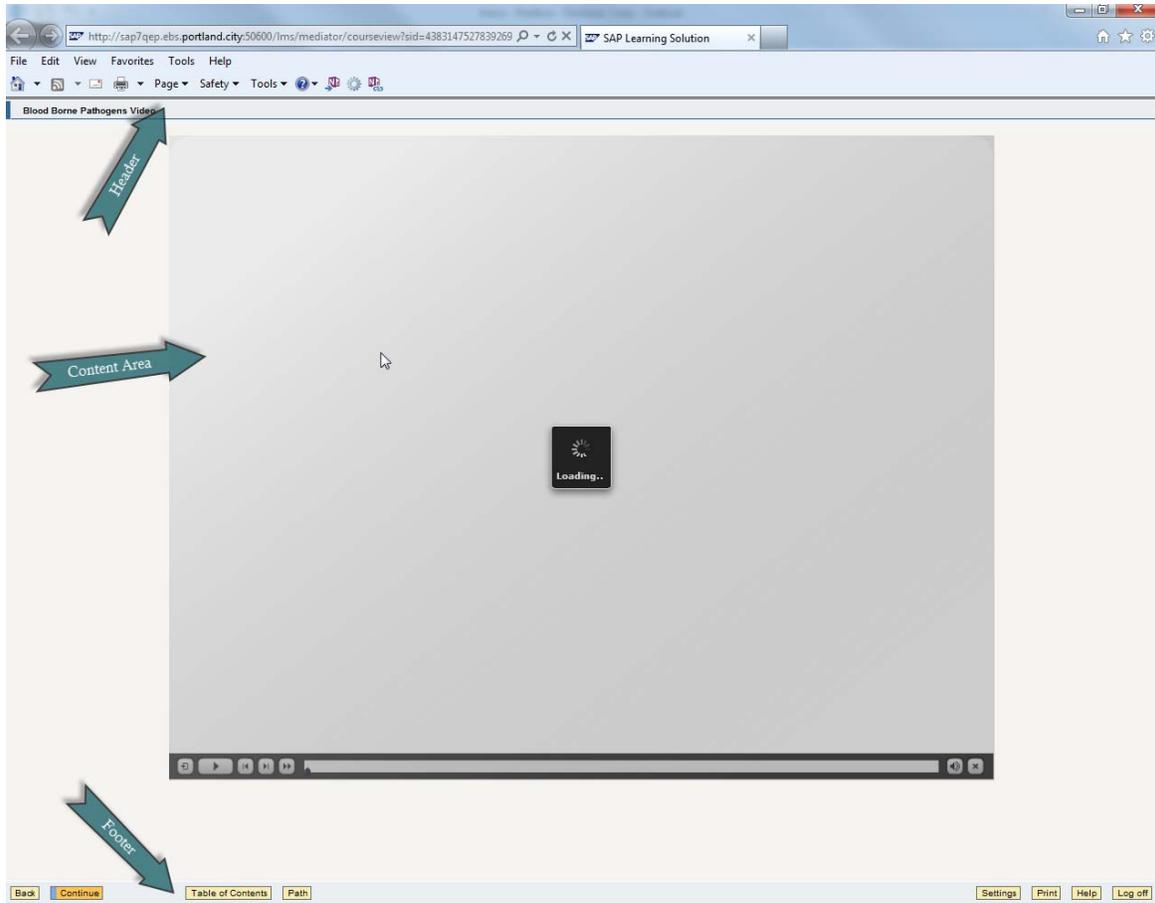
STEP 5: Navigate through and complete the course.

The course will open in a new window called the Content Player. Below is the information you will need about working with the content player.

Content Player

There are three sections within the content player: Header, Footer, and Content Area.

The content player is set up similar to a book. The **Content Area** is where the pages of the book are kept and navigation from page to page can be accomplished (usually automatically). The **Footer**: is where navigation from chapter to chapter can be accomplished (usually manually).
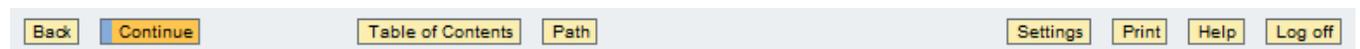

Section 1: Header

The header contains the current course name.

Section 2: Footer

The footer allows a Learner to navigate from chapter to chapter (skipping chapters is possible, but may not satisfy all learning requirements).

NOTE: Not all buttons will be available for all trainings.

Back: This allows navigation to where a Learner left off in the previous chapter.

Continue: This navigates forward to the next chapter.

Table of Contents: This button allows Learners to navigate to a particular chapter within the eLearning.

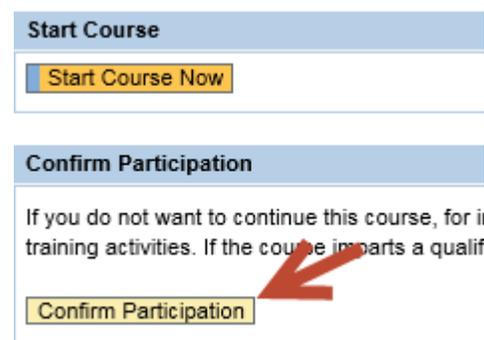**Path**: Displays currently selected learning path (COP currently only supports linear learning strategies).

Settings: Allows Learners to reset their learning progress (supported) and change learning strategy (not currently supported).

Print: Prints current slide.

Help: Provides additional help documentation.

Log off: Logs the Learner off the Content Player with their progress saved in the so that they can resume the training at a later time.

NOTE: Selecting the Log Off option will send Learners to a new window confirming the session/training has ended. The Learner can then select Close at the bottom left of the screen to return to CityLearner and confirm participation. (Learner may also select [X] at the top right to close the training window and return to confirm participation).

Section 3: Content Area

This section allows you to navigate through the Chapter.

NOTE: Not all buttons may be visible and themes may vary among different eLearnings. Two different examples are provided below.

Rewind: Rewinds the training to a previous page /slide

Play: Plays the training forward and pages / slides are automatically navigated through

Back / Forward: These will navigate the training one page / slide forward or one page / slide backward

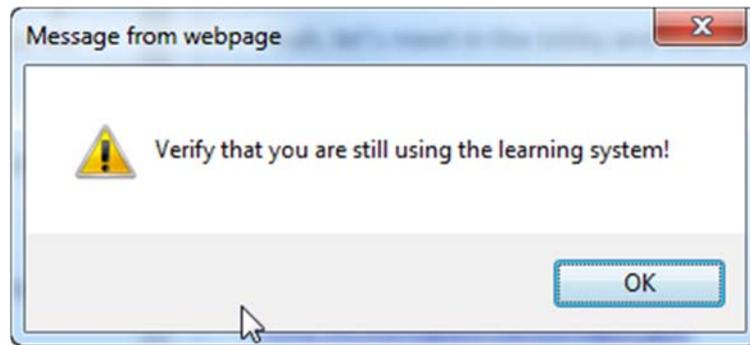**2x Fast Forward Speed**: Fast Forwards through the content at twice the normal speed

Audio On / Audio Off: Switches audio on or off

Closed Captioning: Switches Closed Caption text on or off

Exit: Logs the learner out of the content player and updates SAP with the learner's progress

Useful Tips:

1. Some eLearnings will require the learner to view all pages / slides – fast forwarding or skipping will not satisfy this requirement and the learner may be unable to pass the course.
2. After a certain amount of idle time, the content player will display a notification requesting verification of continued use.

3. eLearnings may contain quizzes consisting of True/False or Multiple Choice questions to gauge the Learner's understanding of the content. Depending on the design of the eLearning, these quizzes may determine whether or not a Learner may pass the course.