

Creating Oracle Learning Paths

Human Resources



Welcome to Oracle Learning Paths

What Is a Learning Path?

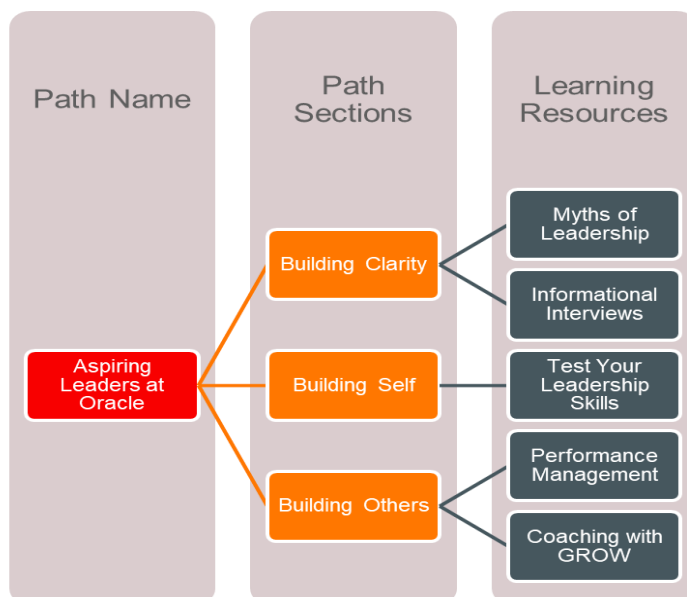
A learning path is a curated collection of content designed to help individuals learn a topic or skill. Anyone in Oracle can create a path:

- To share their expertise on a business or technical skill.
- For their teams on a specific skill related to projects, development plans, or goals.
- For initiatives related to their business.

Oracle Learning Paths is a powerful tool for sharing knowledge, learning from others, and enhancing Oracle's learning culture.

How Is a Path Structured?

A learning path has three levels of organization: the path name, path sections, and learning resources. The graphic below depicts this structure.



Definitions to Know

The following terms are used in this document:

- » **Curator** – the person who creates a learning path
- » **Learning Path** – a set of curated content and narrative aimed at increasing a learner's skill or knowledge
- » **Path Sections** – a group of learning resources
- » **Learning Resource** – a single piece of content used in a learning path
- » **Catalog** – a searchable listing of learning resources in Oracle Learning Paths

Best Practice

Map out your Path, Sections, and Learning Resources before trying to create your learning path. Be sure to identify Section descriptions to help learners organize the content in their minds.

A single path can have multiple sections, and a section can have multiple learning resources. **Sections are used solely for organizing resources and providing a narrative to your path.** The learning resources are the “learnable” aspects of the path and will be tracked as completed or not in Oracle Learning Paths.

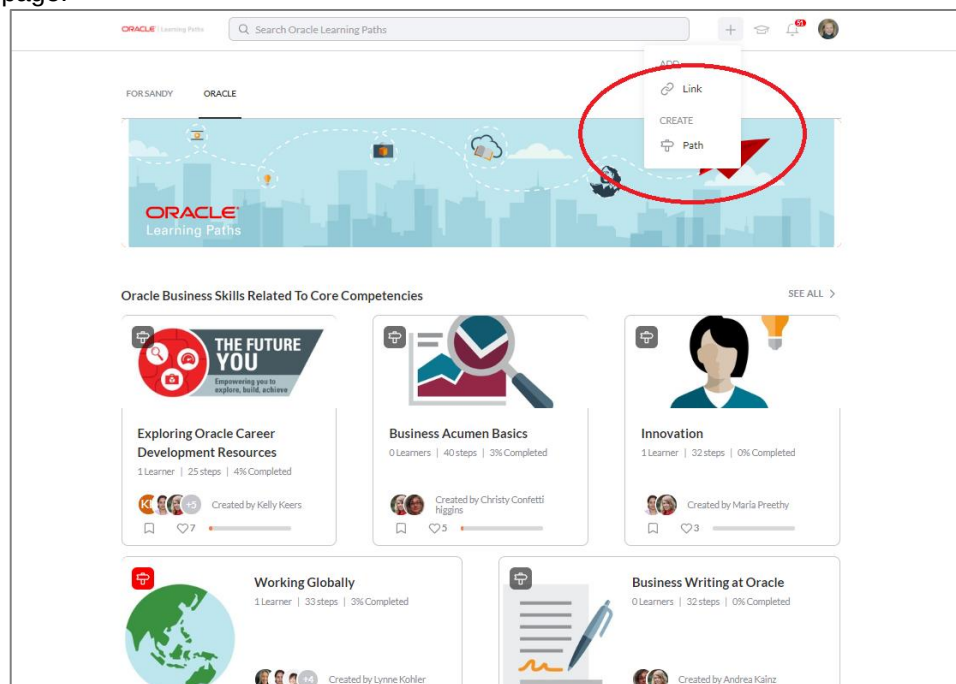
For example, the path above has three sections and five learning resources. All of these learning resources must be completed in order to fully complete the path. However, a path does not have to be completed—as the learner, you can choose the path or parts of the path that are most relevant to meet your needs.

Pro Tip: When creating a path, you might want to place a list of links in the Section description. Do not do this. Invest the time and effort to add links as learning resources so learners can queue the content to learn at a later date, mark it as complete, and share it.

Once you have an idea of the path that you want to create, spend some time planning the content and structure for your path. This will save you time when you start creating the path.

Getting Started – Defining Learning Path Details

To create a learning path, you will need to click the “Create Path” link at the top of the page.



After selecting “Create Path,” you will be asked to configure some basic details about that path, including:

- **Image:** Click the red arrow to add an image for your path. The image needs to be in **jpg** or **png** format. If your image will not load, check the size of the file, save it as a smaller size, and then try loading again.
- **Title:** This is the first thing a learner will see when searching for and viewing your path, so **make it relevant and engaging**. It's a good idea to include keywords relevant to your path in both the title and description—this metadata will be considered during

searches for content.

- If you are creating a path specific to a line of business (LOB), please put the LOB name at the beginning of the path. For example: FSGBU Aspiring Leader Program.
- **Skills:** Skills are the building blocks of Oracle Learning Paths, and these tags identify the knowledge that learners will acquire. The Oracle Learning Paths site also promotes your path to learners who specify those skills in their profile. **Select the 3-4 skills that best fit your path so learners will know what they can learn.**
- **Description:** After entering *Title* and *Skills*, click the **Create** button to enter the description. The description should describe the learning path at a high level and what learners can expect from completing the path.

Once you enter the image, title, skills, and description, you will be ready to add content—sections and learning resources—to your path.

Best Practice

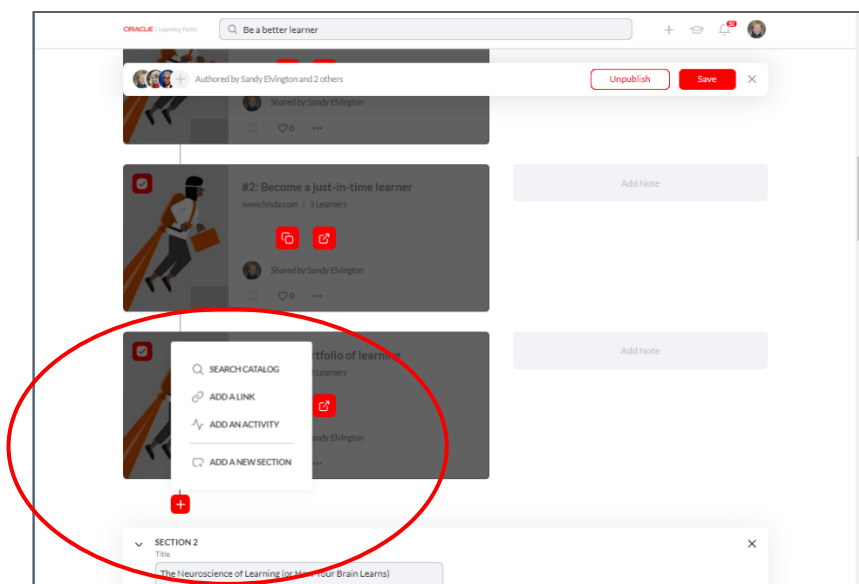
Use the *Skill* field to identify the [Oracle core competency](#) associated with your learning asset or path.

The screenshot shows the Oracle Learning Paths creation interface. At the top, there's a search bar with the text "Be a better learner". Below it, there's a header with "Authored by Sandy Elvington and 2 others" and buttons for "Unpublish" and "Save". The main form has a "Clear image" button next to a placeholder image of a head with gears. Below the image, there's a "Title" field with the text "Be a Better Learner". Underneath the title, there's a "Skills" section with tags: "continuous learning", "learning", "neuroscience of learning", and "learning ability". Below the skills, there's a "Description" field with the text "This path explores the concept of learning agility, the neuroscience of learning, and provides practices that you can use to be a better learner." At the bottom, there's a "SECTION 1" dropdown menu with the text "Understand the New Rules of Learning". A red box highlights the Title, Skills, and Description fields with the text "Title, Skills, and Description identified".

Adding Content to a Learning Path

If you are on your first section, enter a *Title* and *Overview* for that section. Then proceed with the instructions below to add content.

Content can be added to a Learning Path in two ways—adding existing content from the catalog or by creating new content in the catalog. To add content to your path, add the section name and description and then click the  icon.



Search Catalog (Adding Existing Content)

The Oracle Learning Paths site has APIs in place that allow you to search across much of Oracle's subscription content, select internal content, and some external content. This includes resources like EBSCO, Safari Books Online, Harvard ManageMentor, Lynda.com, Udemy, Coursera, TED.com, and more.

To search across these resources, click the **Search Catalog** link. Enter your search criteria in the Search field and select the resource you want to add to your path. **You should always add content from our subscription services using the Catalog link as it will provide the correct URL for employees to access the content.** Additionally, it will pull in the right image, description, and title.

Add a Link (Creating New Learning Resources)

You may have a resource that you want to include in a section, and that resource is not in the catalog. Within the section, simply click **Add A Link** and enter the URL for that resource you want to add to the learning path.

You can add both internal (Oracle) URLs and external URLs. When adding an internal URL, Oracle Learning Paths will not be able to see any of the details, so you will need to add a title, description, and image. Be sure to also add the duration and type of learning resource.

Add an Activity

You may have something you want the learner to do that is not a stored learning resource. In this case, select **Add an Activity** and provide the details of that activity. Some things that might be an activity include:

- Directions to do something outside of the learning path (e.g., interview a senior level person).
- Final Reflection questions at the end of a section.
- Quiz questions at the end of a section. *(Please note that quiz responses are not stored or reported—this simply provides questions for the learner to consider.)*

Best Practice

Make a habit of searching the catalog for content before adding it. If the content already exists, use that existing version as learners may have already completed and collaborated on that content.

Add a New Section

If you have completed a section and want to add another, click the **Add A New Section** link. You will then enter a *Title* and *Overview* for the next section.

Pro Tip: Be sure to click the **Save** button at the top of the learning path as you work on your path.

A Word on Context

As you create a learning path, the context you provide is key for future learners to get as much as possible out of the path. Anyone can pull together a list of resources, but when you provide your thoughts and opinions about those resources, they become relevant to a learner.

As you create your sections, provide a description so learners know what to expect throughout the section. When you add a learning resource, elaborate on that resource by answering questions such as:

- Why should learners watch the video (or other learning resource) you added to the path?
- What should they expect to learn from it?
- What difficulties might they encounter?
- What do you want them to do with the content, or as a result of consuming the content?
- How much time will this learning resource take?

Anticipating these questions and adding details to each learning resource will ensure that your path engages Oracle learners and inspires them to learn more.

Best Practice

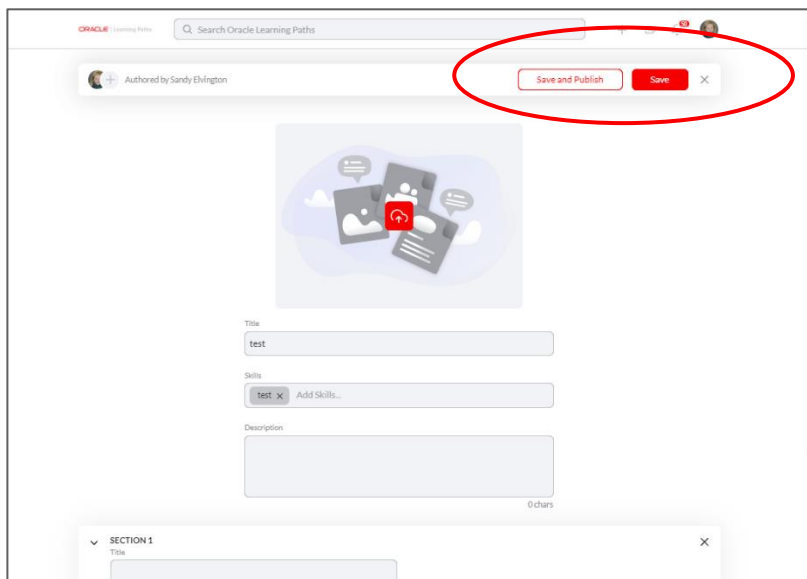
Telling the learner what to do with the content or what to expect from the content helps a potential learner build their own structure and context within the learning path.

Best Practice

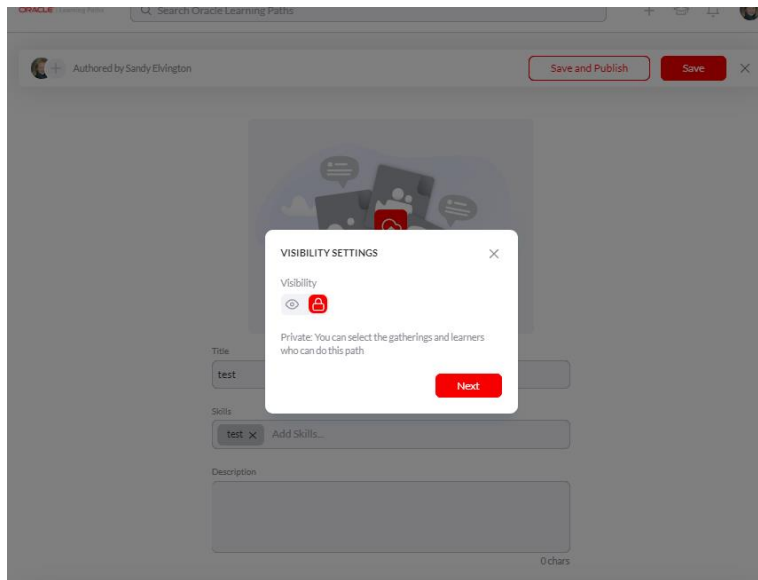
Set appropriate expectations by providing the time it takes to read (or otherwise consume) a piece of content. This helps the learner decide to work through it “now” or queue it for later.

Sharing Your Learning Path

Once you complete a learning path, you will need to publish it so others can view it. Publish a path by clicking the **Save and Publish** button at the top of the path:



Once you publish your path, you are provided with **Visibility Settings** that help you control who can see your path:



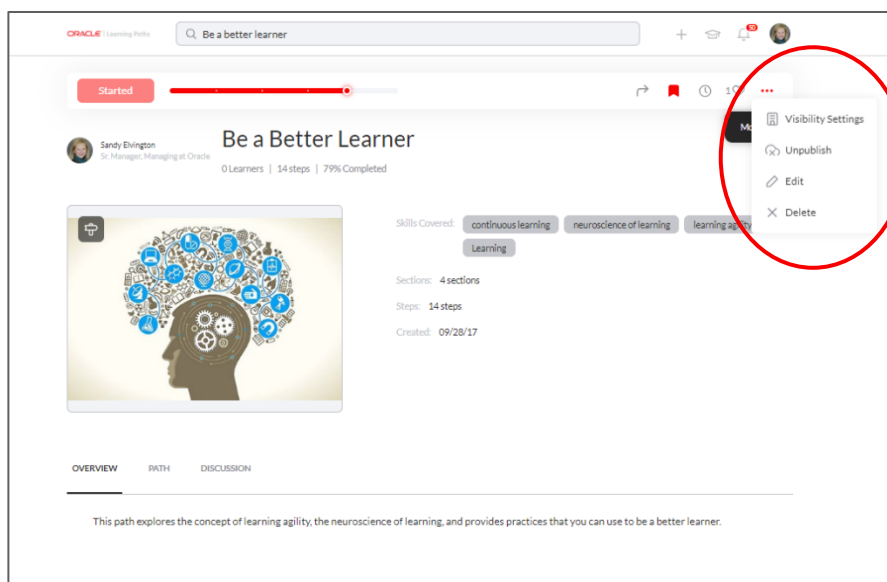
Private. Click **Next** to select the list of people who can view the path. Please note that you will only see those people who have logged into Oracle Learning Paths. Click **Publish** after selecting your individuals. You might use this option when you are creating a path specific to your team (e.g. a path for a new person learning about your team).



Company wide. Everyone at Oracle can see the path and complete it. Click **Publish** to complete the path, make it searchable in the catalog, and enable access to all Oracle employees.

Changing Visibility Settings

You may have instances where you want to change an existing visibility setting. To do this, simply navigate to the path and click the **More Actions** icon:



Visibility Settings. Hover on this to see the current setting. Click to change the setting.

Unpublish. Click this if you want to retain the path but make it unavailable to anyone but the author(s) of the path.

Edit. Click this to make changes to an existing path.

Delete. Delete the path so it is no longer in the system. Please note that if you delete a path, it is completely gone and cannot be undone.

Pro Tip: All paths you own, regardless of visibility, can be found in the **My Learning -> Created** section of your profile.

What Kinds of Paths Can I Create?

Multiple use cases exist for learning paths. Consider the work that you do and how a learning path might make that work easier for yourself and for other Oracle employees. Here are some ideas to get you thinking:

- **Onboarding Path** – allows new team members to find everything they need to get started in one place.
- **Role Based Path** – provides content specific to a job role.
- **LOB Path** – focuses on LOB-specific content so new team members can learn about the organization and its processes.
- **Product History Path** – showcases a product, including its earliest version and evolutions.
- **Systems and Processes Path** – highlights guides for the systems that your teams use, processes for month-end, etc.
- **Skill-Based Path** – outlines how you learned a particular skill so that others can follow in your footsteps.
- **Event-Based Path** – uses a path to provide pre-event content or post-event follow-up.
- **Special Interest Path** – provides resources based upon the interests of a

Best Practice

To search for a Learning Path, search by name or keyword and then filter results by Path. An existing path might be exactly what you need, or it might give you additional ideas for your own Learning Path.

group, such as a book club or volunteer group.

The main thing to remember is that learning paths should make learning easier for Oracle employees.

Note: For training related to sales onboarding, solutions, sales plays, sales methodology, and select sales skills training for BDCs, Sales Reps, and Solution Engineers, please check the [Oracle Sales Academy Network \(OSAN\)](#). For more information, please contact the [Oracle Sales and Partner Academy](#).

Your Learning Path Creation Checklist

Use this checklist to make sure you create a great learning path.

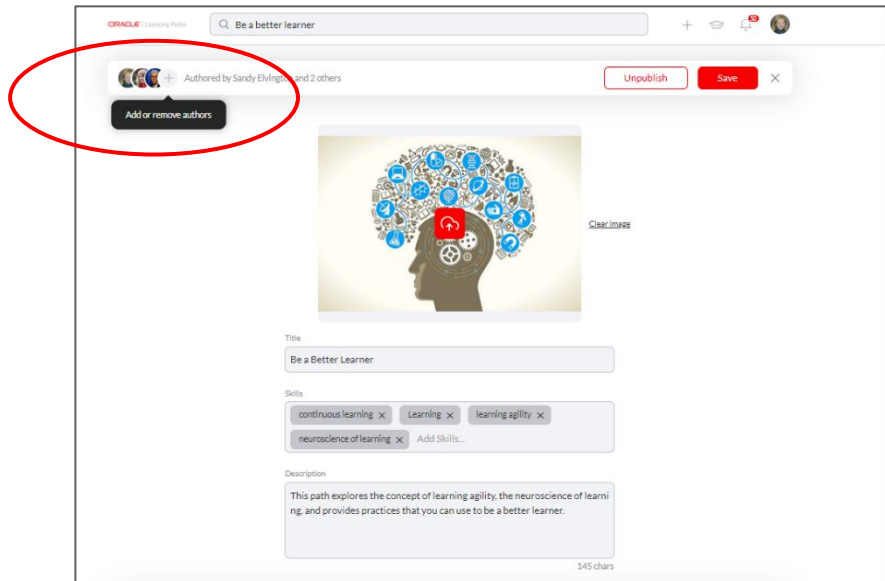
- ☐ I have a topic identified for a learning path.
- ☐ I have searched Oracle Learning Paths to confirm a path does not already exist.
- ☐ I have created an engaging learning path title and description.
- ☐ I have identified skills that my path will improve.
- ☐ I have outlined the sections and learning resources for my learning path.
- ☐ I searched the catalog **before** creating any new learning resources.
- ☐ I have provided context for each learning resource in my path, including why someone should care about this resource.
- ☐ I have provided time estimates for each of my learning resources.
- ☐ I have selected the type of learning resource I am creating.
- ☐ I have **not** placed learning resources in the section descriptions.
- ☐ I have set visibility to **Company Wide** so others can use it.
- ☐ If my path is Private, I have shared the link to my path as appropriate.

Remember that you can always ask questions and share ideas in the [Oracle Learning Paths Q&A OSN Conversation](#).

Frequently Asked Questions

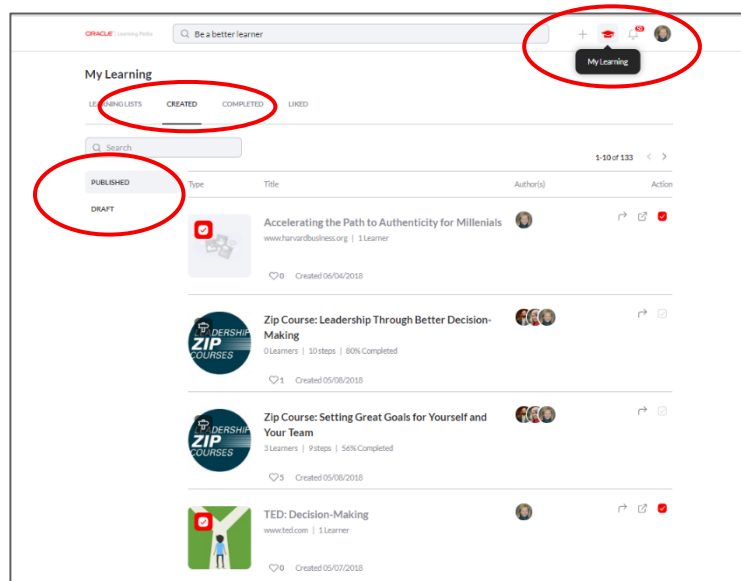
Can I have more than one author on a learning path?

Yes. In a learning path, click **More Actions -> Edit**. In Edit mode, click the + button to add or remove authors. Remember that a person can only be added as an author if he or she has logged into Oracle Learning Paths.



Where can I see the paths that I've created or that I'm working on?

Click the **MyLearning** icon, select **Create**, and then look for *Published* or *Draft* learning paths.



Can I have a generic team name for an author?

No, not at this point, as it requires intervention from the provider. This is being looked at as a future enhancement.

How do people see my information?

For learning paths, people will only see a learning path once you publish and make it available to them through the visibility settings.

To see your profile information, click your picture and **View Profile**. Here you can make your information private, or you can select types of information others can see about you.