

SAP GUI and Repository Explorer
LSO Training

LSO Training Overview

Instructor-Led Training

Version: 1.0

Last Updated: 26-Aug-2016

Course Introduction

This course is an overview of the LSO Publishing process for the *Confidential* team.

After completing this course, you will be able to:

- Republish a **new** version of an existing course to LSO.
- Publish a new language version of an existing course to LSO.
- Recognize and complete the Short Naming Convention Republish process.

This documentation assumes you have installed and configured the SAP LSO Authoring Tool. If you have not done that yet, see this *Confiden
-tial* for installation.

Also note that this job aid covers very specific BT-OCM publishing processes. For more general information about the tool, visit the *Confidential*.

Publishing to LSO – Overview

There are several reasons in which you would publish a course to LSO (Learning Solutions – SAP). In this course, the focus will be on how to:

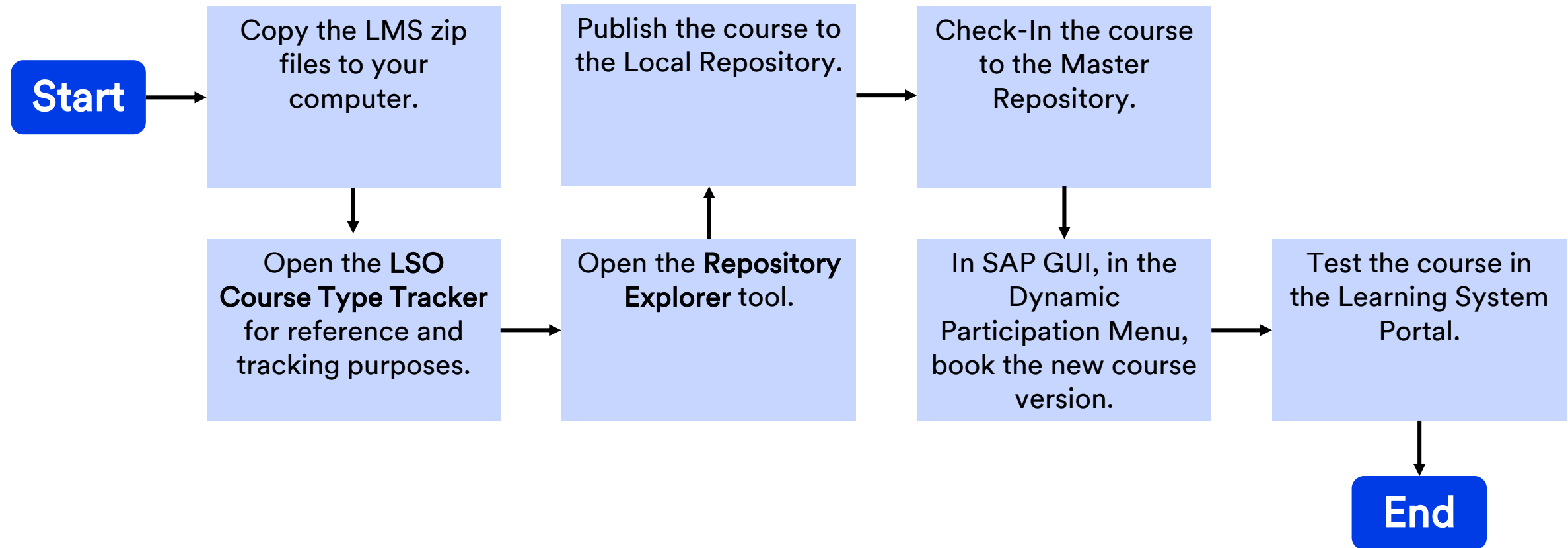
- Republish a new version of an existing course.
- Publish a new language version for an existing course.

Note: Publishing a **brand new course** is much more complex and is covered in a separate lesson/course.

Republishing a Course to LSO

Republishing an Existing Course – Process

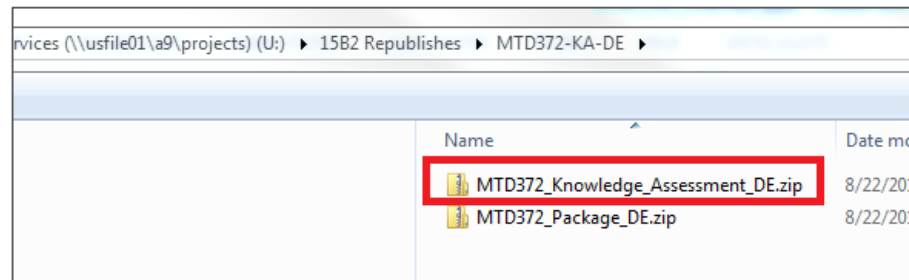
The process for republishing an existing course to LSO is:



Copy the LMS Zip Files Locally

In order to publish or republish anything to LSO, you will need the LMS zip files. Most of the time, these are stored on a shared server/drive. To avoid publishing errors and delays, copy all of the LMS zip files directly to your computer locally.

Here is what the LMS Zip files look like:



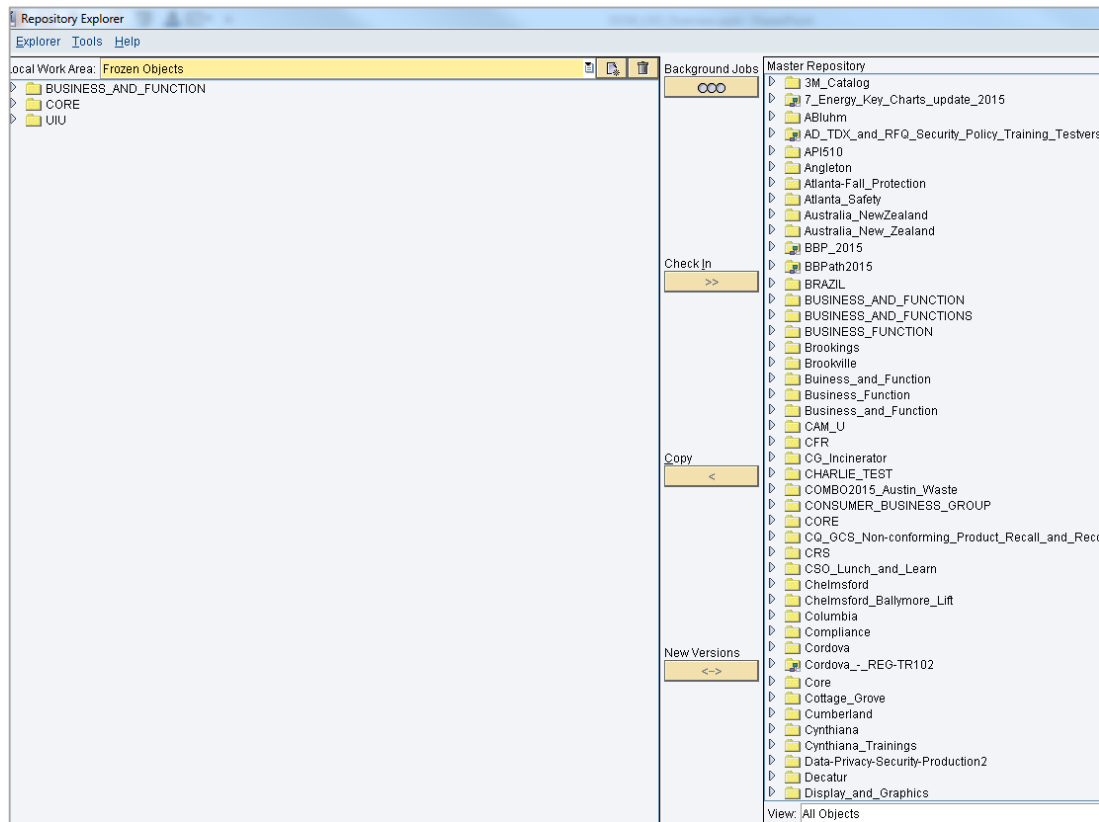
Note: Do not confuse the LMS zip file with the accompanied Package zip file.

LSO Course Type Tracker

The LSO Course Type Tracker is an essential reference and tracking spreadsheet for publishing to LSO. This spreadsheet is located on the Confidential Confidential. Please discuss with your LSO Admin which columns are essential to update and use.

Republishing a Course Using the Repository Explorer

After opening the LSO Course Type Tracker, use the Repository Explorer tool to publish the courses to LSO.

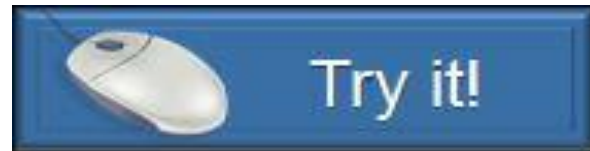


Hands-On Simulation

Practice the steps to **Republish a course to the Local Repository**.

Confidential simulation that I recorded with UPK

Click the **Try it!** button to launch the simulation:



When you have completed the simulation, close it to return to this training course.

Hands-On Simulation

Practice the steps to **Check-In a course to the Master Repository.**

Confidential simulation that I recorded with UPK

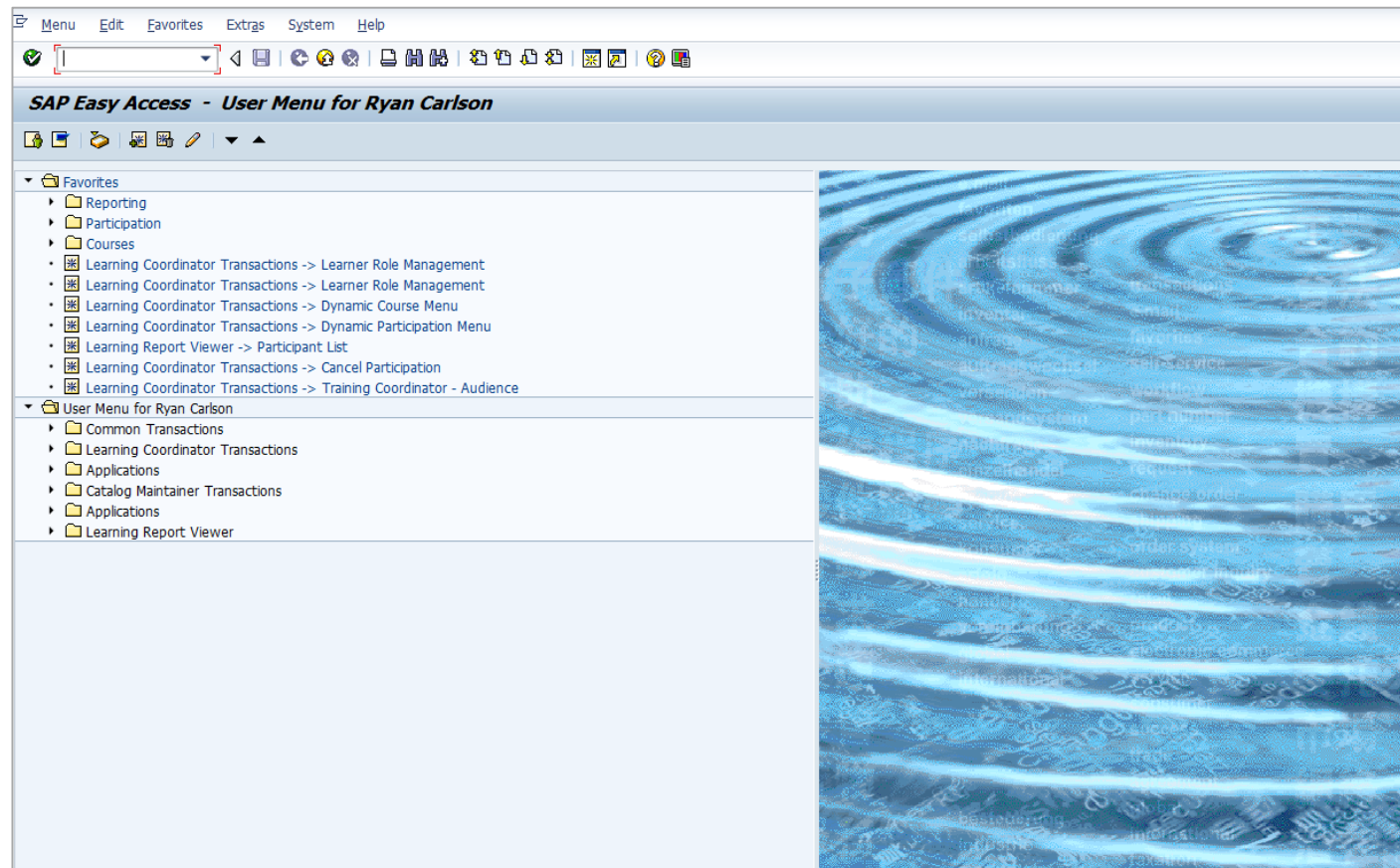
Click the **Try it!** button to launch the simulation:



When you have completed the simulation, close it to return to this training course.

Booking the Course in SAP GUI

After publishing the course with the Repository Explorer, in order to release the new course version, you need to book the course in SAP GUI.

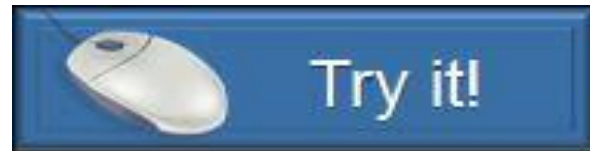


Hands-On Simulation

Practice the steps to **Book the new course version in SAP GUI.**

Confidential simulation that I recorded with UPK

Click the **Try it!** button to launch the simulation:



When you have completed the simulation, close it to return to this training course.

Review the Content in the Learning System Portal

Ensure the content that you just booked was successfully republished. You can review this in the Learning System Portal. To review the course in the Learning System Portal, locate the course's *LSO deeplink* in the Confidential

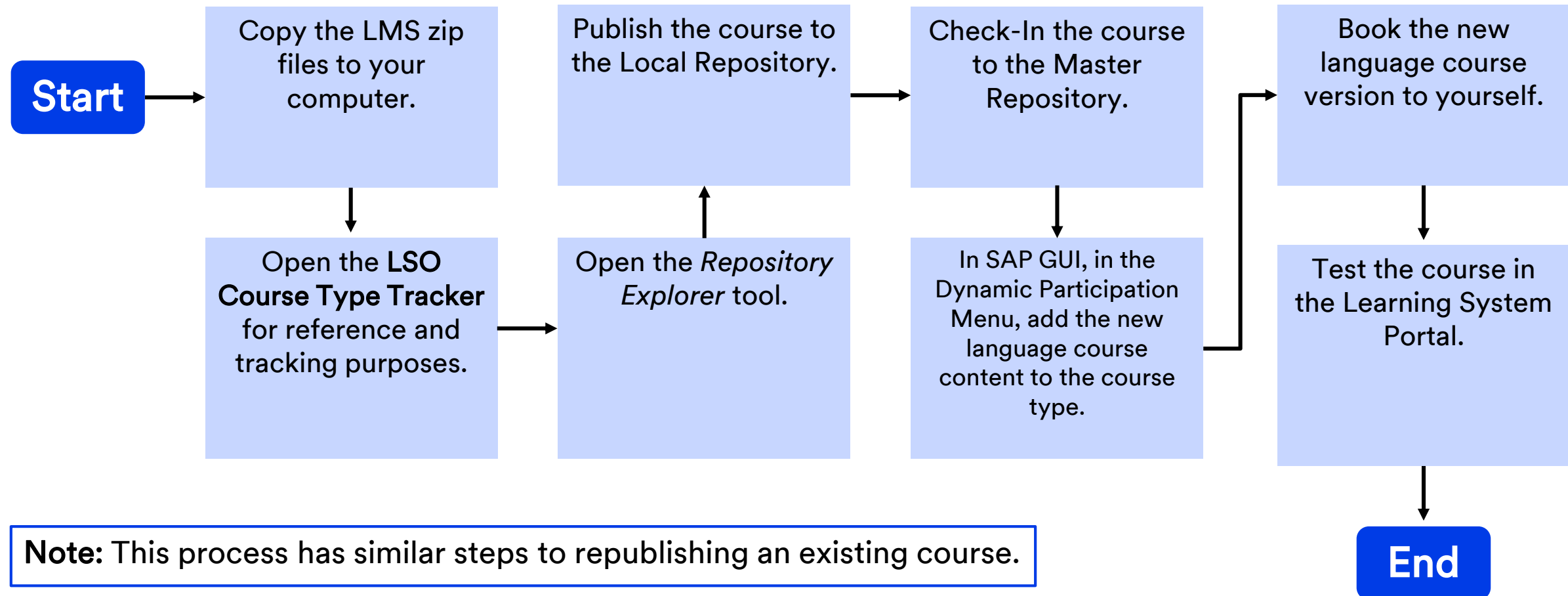
1. LSO Input Data.							3. General Info
Process	Name	LSO 12 ch Name	LSO status	Course Type ID	Corr Control	LSO Deeplink	Course Deliv
MTD	MTD453	MTD453-W	No Course Type		Unverified	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=&otype=D	WBT
MTD	MTD454	MTD454-W	No Course Type		Unverified	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=&otype=D	WBT
MTD	MTD48	MTD48-KA	Active	50199507	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50199507&otype=D	KA
MTD	MTD49	MTD49-KA	Active	50199509	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50199509&otype=D	KA
MTD	MTD53	MTD53-KA	Active	50199510	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50199510&otype=D	KA
MTD	MTD55	MTD55-KA	Active	50199511	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50199511&otype=D	KA
MTD	MTD900	MTD900-W	Active	50364707	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50364707&otype=D	WBT
MTD	MTD910	MTD910-KA	Active	50197701	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197701&otype=D	KA
MTD	MTD911	MTD911-KA	Active	50197702	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197702&otype=D	KA
MTD	MTD912	MTD912-KA	Active	50197677	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197677&otype=D	KA
MTD	MTD913	MTD913-KA	Active	50197704	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197704&otype=D	KA
MTD	MTD914	MTD914-KA	Active	50197678	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197678&otype=D	KA
MTD	MTD915	MTD915-KA	Active	50197679	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197679&otype=D	KA
MTD	MTD916	MTD916-KA	Active	50197680	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197680&otype=D	KA
MTD	MTD917	MTD917-KA	Active	50197681	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197681&otype=D	KA
MTD	MTD918	MTD918-KA	Active	50197682	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197682&otype=D	KA
MTD	MTD919	MTD919-KA	Active	50197683	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197683&otype=D	KA
MTD	MTD920	MTD920-KA	Active	50197684	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197684&otype=D	KA
MTD	MTD921	MTD921-KA	Active	50197684	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197684&otype=D	KA
MTD	MTD923	MTD923-KA	Active	50197685	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50197685&otype=D	KA
MTD	MTD924	MTD924-KA	Active	50198042	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50198042&otype=D	KA
MTD	MTD925	MTD925-KA	Active	50199217	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50199217&otype=D	KA
MTD	MTD926	MTD926-KA	Active	50199229	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50199229&otype=D	KA
MTD	MTD927	MTD927-KA	Active	50199231	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50199231&otype=D	KA
MTD	MTD928	MTD928-KA	Active	50213457	On	http://sapgpp1.mmm.com/irj/portal/mytraining?objid=50213457&otype=D	KA

After completing this step, please update all appropriate training related spreadsheets.

Publish a New Language Version of a Course

Publish a New Language Version of a Course – Process

The process for publishing a new language version of a course is:



Publish a New Language Version of a Course – Overview

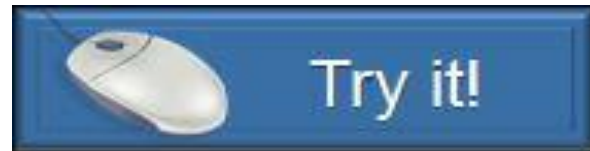
Publishing a new language version of a course is similar to republishing an existing course. However there are key differences. To observe the important differences and steps, please view the subsequent four hands-on simulations.

Hands-On Simulation

Practice the steps to **Publish the new language course version to the Local Repository.**

Confidential simulation that I recorded with UPK

Click the **Try it!** button to launch the simulation:



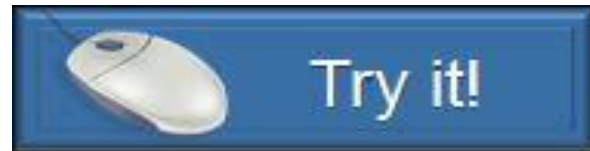
When you have completed the simulation, close it to return to this training course.

Hands-On Simulation

Practice the steps to **Check-In** the new language course version to the **Master Repository**.

Confidential simulation that I recorded with UPK

Click the **Try it!** button to launch the simulation:



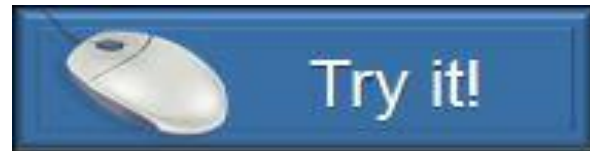
When you have completed the simulation, close it to return to this training course.

Hands-On Simulation

Practice the steps to **Create an Infotype for the new language.**

Confidential simulation that I recorded with UPK

Click the **Try it!** button to launch the simulation:



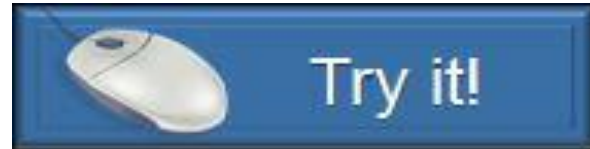
When you have completed the simulation, close it to return to this training course.

Hands-On Simulation

Practice the steps to **Book yourself to the new language course version.**

Confidential simulation that I recorded with UPK

Click the **Try it!** button to launch the simulation:



When you have completed the simulation, close it to return to this training course.

WBT New Naming Convention

WBT Short Naming Convention

In order to help organize and increase efficiency with publishing in the Repository, a new naming convention is now in use.

Examples of WBT courses with this naming convention are:

This course: MTD460, Web Based Training, and English – would have this LMS Zip name:
MTD460_W_EN

This course: STP302, Web Based Training, and French – would have this LMS Zip name:
STP302_W_FR

WBT New Naming Convention LSO Process

If the course already exists and you want to change it to have the short naming convention, this is a very complex and time consuming process.

Why would you do it then? Why not just republish the course with its current name? Well, for future republishing for this course, using the short naming convention increases efficiency and consistency.

WBT New Naming Convention LSO Process (continued)

The LSO publishing process for changing the name of an existing course consists of these seven main steps:

1. Publish the course to the Repository.
2. Turn off the Learner Notifications.
3. Run a Participant List.
4. Link the new content to the course.
5. Remove unconfirmed learners.
6. Use the Audience Selection tool to re-book removed learners.
7. Turn Learner Notifications back on.

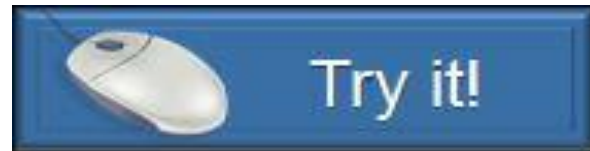
Note: The next 7 WBT New Naming Convention LSO hands-on simulations serve as *supplemental* information. However, going through the UPKs will help you have a better understanding of the SAP GUI LSO environment.

Hands-On Simulation

Practice the steps to **Publish the course to the Repository.**

*Confidential simulation that I
recorded with UPK*

Click the **Try it!** button to launch the simulation:



When you have completed the simulation, close it to return to this training course.

Hands-On Simulation

Practice the steps to **Turn off the Learner Notifications**.

*Confidential simulation that I
recorded with UPK*

Click the **Try it!** button to launch the simulation:



When you have completed the simulation, close it to return to this training course.

Hands-On Simulation

Practice the steps to **Run a Participant List**.

*Confidential simulation that I
recorded with UPK*

Click the **Try it!** button to launch the simulation:



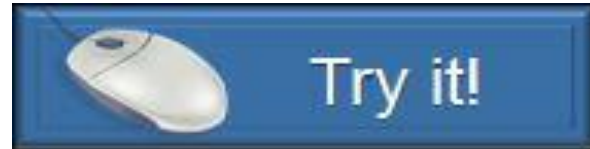
When you have completed the simulation, close it to return to this training course.

Hands-On Simulation

Practice the steps to **Link the new content to the course.**

*Confidential simulation that I
recorded with UPK*

Click the **Try it!** button to launch the simulation:



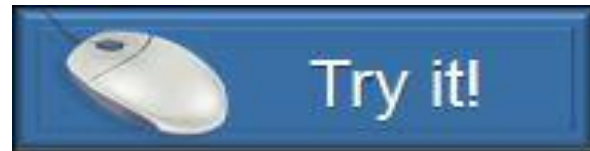
When you have completed the simulation, close it to return to this training course.

Hands-On Simulation

Practice the steps to **Remove unconfirmed learners**.

*Confidential simulation that I
recorded with UPK*

Click the **Try it!** button to launch the simulation:



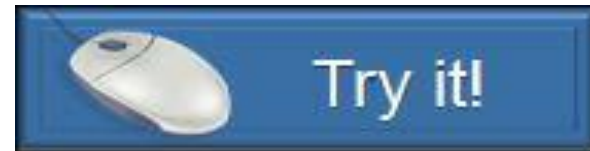
When you have completed the simulation, close it to return to this training course.

Hands-On Simulation

Practice the steps to **Use the Audience Selection tool.**

*Confidential simulation that I
recorded with UPK*

Click the **Try it!** button to launch the simulation:



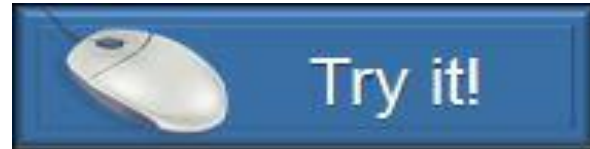
When you have completed the simulation, close it to return to this training course.

Hands-On Simulation

Practice the steps to **Turn Learner Notifications back on.**

*Confidential simulation that I
recorded with UPK*

Click the **Try it!** button to launch the simulation:



When you have completed the simulation, close it to return to this training course.

Conclusion

You should now know how to:

- Republish a new **version** of an existing course to LSO.
- Publish a new language version of an existing course to LSO.
- Recognize and complete the Short Naming Convention Republish process.

However, this is not an independent, introductory course. Please refer to your LSO Admin representative for any questions.