Product Highlights

Saba Cloud Update 40





Saba Cloud Update 40

With Update 40, Saba continues its commitment to creating organizations that work, learn, and grow together with:

ONGOING PERFORMANCE

We believe that the future of performance management will be ongoing, driving a culture of teams working better together, leveraging these 5 core elements:

- 1. A focus on developing great managers
- 2. Setting and tracking goals that drive outcomes
- 3. Feedback and recognition
- 4. Development plans that focus on continuous improvement
- 5. Regular performance conversations that tie the all of these elements together

HIGH-IMPACT LEARNING

Create learning experiences that give employees what they want, and talent leaders what they need, to drive business success and measure the outcome that learning is having on organizational and individual performance. You need to know that the high-impact tools you are investing in is driving success, helping your people learn together and perform better.

REAL-TIME FEEDBACK & ENGAGEMENT

Employee perception and sentiment shifts all the time. Most organizations only run engagement surveys every 1 to 3 years, and that means there is a gap in the information they collect. Why not spend the same energy asking employees for regular feedback with quick, easy-to-answer surveys? After all, you can't solve a problem you don't know about. Armed with meaningful data about employee engagement, you can make better decisions at every level. Saba Pulse gives:

- HR Pros insight into the hot spots that require attention and direction for what action to take to improve organizational outcomes and the evidence needed to prove that your initiatives are working.
- **Managers and Employees** a voice to in what their experience is and should be within your organization and what they need to thrive.
- **C-Level Executives** the opportunity to build a culture of trust with the people who keep your organization going and the confidence that you're making productive, evidence-based decisions.



WHAT'S NEW IN UPDATE 40?

Employees are looking to take control of their learning and development like never before and Saba Cloud Update 40 includes many new and innovative ways, big and small, to help them do that. This document highlights just a few of them, including:

- A refreshed, revamped Check-ins feature that bring employees and managers together for meaningful, ongoing performance conversations that will drive results.
- A new Discover portlet for your home page that brings together new, personalized learning opportunities for users to discover.
- Collections of bookmarked resources that can be organized into do-ityourself curriculum.

Get to know some of this release's most exciting features here. Many of the new features in this release were ideas and suggestions from you! You can find further information on this release as well as customer training sessions on the Saba Cloud U40 page in the Saba Customer Community.

Table of Contents

1) Learning	1
Microlearning	1
2) Performance.	3
Ongoing Performance with One-on-One Meetings	6
3) Collaboration	9
Visual and Sequenced Collections	9
Extended Control of Group Level Notifications * Requested by You!	11
 4) Recruiting Custom Candidate Workflow ★ Requested by You! Increased Configurability of Recruiting ★ Requested by You! 	13
5) Platform	17
Ultipro Connector	17
6) Mobile	18 18
7) Testing and Assessments	19
Strict Time Limit for Tests (* Requested by You!)	19
8) Foundation	20
Discover Portlet	20
Skills Library	22
9) Saba Discovery Tag Resources from the Bookmarklet View User Activity for Tin Can, Social Resources, and Collections	

1) Learning

MICROLEARNING

In Update 39 we introduced microlearning, enabling users to follow topics that interested them and receive weekly digests full of relevant content that they could consume in under 10 minutes. Microlearning makes it easy for users to pack a little bit of learning into their busy schedules, but maintaining a rich, fresh library of engaging content can be a real challenge for administrators.

Saba's approach to microcontent has included user-generated content from the beginning to both tap the expertise in your organization, leverage the informal resources that your proactive learners have added to your Saba Cloud instance, and to ease the burden on administrators to constantly create new material. We have continued to build on this feature in U40 to make it even easier for your users to contribute and find microcontent.

Identify Shared Links as Microcontent

User-contributed links can now be added to your library of microcontent so that you can build out a rich, fresh collection of content for users to access or review in their personalized microdigests. Since it is not possible for Saba Cloud to scan links and determine their length, we have added a Microlearning checkbox for users to select when they share their links, either from the activity stream, or from the Saba Discovery Bookmarklet, marking the content as micro.

				8	
Creating a Culture of F	eedback		http:	s://www.haloge	ensoftware.com/blog/creating-a-culture
Really great tips!					
Type person to share y	vith here	Q			
Everyone ×					
Microlearning					
duanced Cettings > 4					
dvanced Settings V					

Figure 1: By default, the Microlearning flag is enabled when users share a link, but it can be cleared if the content is not micro.



Figure 2: The Microlearning flag is also available from the Saba Discovery bookmarklet.

Identifiable Microlearning

Users can filter social resources (such as files and links) by microlearning to surface only those items that are identified as micro. Additionally, microlearning resources can be identified by a small clock icon in the search results.



Figure 3: The small clock icon on social resources and courses show users what content they can consume quickly.

2) Performance

ONGOING PERFORMANCE WITH ONE-ON-ONE MEETINGS

Ongoing performance management has never been easier! With the fresh perspective from our new colleagues from Halogen, Saba has shaken up our Check-in feature to make one-on-one (1:1) meetings easy for both manager and employee. The new Check-in feature pulls in proven ideas from Halogen, integrating them and building on them in Saba Cloud to truly facilitate meaningful conversations between managers and their teams.

When Check-ins were first introduced they were a collection of notes organized under categories that provided a convenient way to track work-related activities by an individual or a group. While they could serve as a reference for 1:1 meetings between managers and employees, they were more task-oriented than conversation-oriented.

Workboards

The new and improved Check-ins feature required some retrofitting of the existing feature that has resulted in a new name, Workboards, as well as some really great new features that make Notes even more useful for tracking both activity and performance.

Workboards, so named because it is home to the collection of current work activities being tracked by the user, their manager, and their extended team, refers to the collection of Notes. Users can access their Workboard from the My Plan page by clicking on the Workboard button in the upper-right.



Figure 4: Workboards are accessed from the user's plan by selecting the Workboard icon in the upper right.

As before, users can add notes in one of the up to five categories and notes can be associated with skills and goals. Notes can be added on the Workboard or via email and moved from one category to another.

Aaron Good	My Plan CHECKIN 🗸 My Notes Y Filters V 🎒		E Plan	E We	orkboard	III To-Do Lists	🗂 Calendar
in ¥ Y < H	ACTIVE (2) Add Note	COMPLETED (1)	Ade	f Note	PERFOR	MANCE	Add Note
PQ - 0	31-JAN-2018 Review and revamp customer support	Manage hiring process for headcount	r open		Custome	r Webinar on Best Pri	actices
🚦 Plan	policy	2			2		
Activity	22						
2 Profile	Discuss challenges and ideas for cross- functional team						
A Career Planning							
🖢 Expertise	7						
2. Continuing Education							

Figure 5: Notes can be grouped by categories.

Notes are now more fully embedded in the performance flow to make it easier to manage and measure the professional growth that occurs with projects and day-to-day activity. For example, when a note is associated with a goal, users can see their notes from their goal on their plan, as well as from the Workboard.

🎯 Increase Customer Satisfaction 💿 🖶	STATUS	¥
Increase customer satisfaction metrics by implementing new training programs and centers of excellence in each organization you manage.	Aaron Good	
Parent goal: Add parent goal	Due Date: 31-DEC-2017	
Sub-goals: (0% Average Progress for Active Goals) 0%	Status: Active	
+ Add sub goal	GOAL DETAILS	¢
	Assignee: Aaron Good	
NOTES Add Note 1 (Start Date: 01-JAN-2017	
ACTIVE	Assigned by: Aaron Good (On 31-DEC-2014)	
© 31-JAN-2018	Category: Company Goal	
Review and revamp customer support policy	Visible to: Everyone	
	Exclude from Reviews No 7:	
	DELATED ACTIVITIES	

Figure 6: Notes associated with goals or skills the notes can be seen from the skill or goal object, making it clear which work activities are taking place in support of

the goals or skill development.

When a note is moved to the category that administrators have designated as 'Completed', the user is prompted to update the status of the goal associated with the Note, further connecting the actual development activity with the higher-level development plan. Notes in the Completed categories are made unavailable for further editing, creating a fixed record of activity.

0	My Plan	entai II.		10.0	0	toord 📧 To Do Lists	🖽 Calendar
Aaron Good	My Notes		20 % Complete		21-Dec-2017		
in y Y < H	ACTIVE (Exţ	Completed task: Customer Web	binar on Best Practices		PERFORMANCE JOURNAL (1)	
PQ-0	C DIGANO		✓ Progress history	CANCEL	SAVE	Customer Webinar on Best	
22 Plan		(1 1091033 201			<u>8</u>	
Ar. Activity	22						
1 Profile							
A* Career Planning					DONE		
🚽 Experilar				_			

Figure 7: When you complete a note that is associated with a goal, you are prompted to update the Goal progress.

Check-ins

Done well, a single 1:1 meeting can enhance the quality of an employees work for up to two weeks. They are an opportunity for feedback, coaching, and to strengthen the working relationship between employee and manager. But all too often meetings are skipped because "there's nothing to talk about" or, if they are held, important topics are missed because the attendees aren't prepared with a list of topics.

Enter Saba Cloud's new Check-ins feature. The new and improved Check-in feature generates an agenda from the Workboard for the next 1:1 meeting between manager and employee that includes Goals, Impressions, Notes, and Skills, as well as a suggested conversation starter to get the ball rolling. The result is a productive structure that supports managers and employees so that they can engage in ongoing performance conversations about the professional development and work that is happening or needs to happen in an organized and trackable way.



Figure 8: The Agenda shows what topics are scheduled for the next 1:1 meeting so that employee and manager can prepare.

Both employees and managers can review the agenda, add updates and additional details to the items that are pulled in, and choose to add ad-hoc items for discussion. Saba Cloud also provides a selection of conversation starters to prompt the manager to start a conversation so that the exchange is also meaningful and strategic and not just task- or status-oriented. Administrators can add additional topics to keep the selection fresh or to reflect company initiatives.



Figure 9: The Manager view of the agenda includes the conversation starter. Managers can use the provided one or choose something else.

When manager and employee get together, the manager can start the check-in, moving through each topic and taking the opportunity to add notes and status updates, indicate if the item should be revisited, at the next check-in, or in a selected period of time, or not at all.

Check-In with Aaron Good 🛛 🤱 🐱		Check-In ③ Past Check-In ④ Learn More
AGENDA	ASSESS SKILL	CANCEL SAVE
0	reds	
Conversation Starters	 Advanced Piccust on the customer's business neurits, rather thirdenant complete solutions Expert Delivers products and services when and where the crequested product or service, and parsues solutions units. 	tan own. Goes beyond basic service expectations to help customers astomer needs them. Explores options when unable to deliver a cliff the customer is selfated.
anything, would you do differency next error	TITLE C	URRENT PROFICIENCY LEVEL
Charge Topic	Recognizes adverse customer reactions and de_	3 - Average
2 days remaining	Provides to customers status reports and progr	3 - Average
	Seeks ways to improve service delivery. Assess	1 - Asetage
test nate	Delivers products and services when and where.	2 - Average
<u> </u>	Can describe customers' business and expects	3 «Averlage
Contraction 2 days remaining		V Last Assessment
	Check In Comment	
Customer Focus	Aaron has made great progress here.	
Cost Awareness	Do not Revisit Chu	sit Next Revisit In

Figure 10: Managers can update the goals, skills, and notes directly from the agenda and indicate when the topic should next be revisited.

When the 1:1 meeting is over, the manager can stop the meeting, review what was covered, when it will be revisited, and enter a summary.

	END CHECKIN		×
	29-OEC-2017 - 4 minute(s) with Aaron Good		
K Auror Good	biscuss challenges and ideas for cross-functional team will send out an email clarifying expectations of each of the	Revisit Next Charlein	
	Action oriented	Do not revisit	The Second States and
	Expand Customer Support Operations	Reviet In 2 week(s)	A Polymer Linck of Decree
	test cole	Provide sector	
	Enter Summary Comment		
	Asron's making good progress on the various initiatives to address the customy	er satisfaction goal.	
	BETURN TO CHECK IN	BE DECK	~ Lási Arreson

Figure 11: Managers are prompted to summarize the meetings when the meeting is over.

The agenda is saved as a record of the meeting, along with the meeting duration, for the records of both parties. When the agenda is generated for the next 1:1 meeting it will pull in anything new and those items that are scheduled to be revisited.

repare for Check-In with Aaron Good 🛛 🤱 🕚		Check-In 3 Pas	t Check-In ① Learn More
ast Check-In	29-DEC-2017 - 5 minute(s) with Aaron Good		•
29-DEC-2017 with Aaren Good 7 Topic(s), 2 Comment(s) 5 minutes	Discuss challenges and ideas for cross Will send out an ernal carrlying expectations	-functional team of each of the participaling teams	Revisit Next Check-In
	Action oriented No comments available		Do not revisit
	Expand Customer Support Operations to comments evaluate		Revisit in 2 week(s)
	test note No comments evaluate		Do not revisit
	Increase Customer Satisfaction No comments evaluate		Revisit in 4 week(s)
	Cestomer Focus Aaron has made great progress here.		Revisit in 8 week(s)
	Cost Awareness No comments evaluate		Revisit Next Check-In
	Summary Comment		

Figure 12: Managers and employees can review all of their previous agendas and summary statements whenever they need to.

Check-ins will provide valuable structure and support for your managers and encourage them to take the time for these important and valuable feedback sessions.

3) Collaboration

VISUAL AND SEQUENCED COLLECTIONS

Sharing resources such as links, files, and videos outside of formal course offerings is a fantastic way to get information out in front of users and available for them when they need it. Often those resources can collectively be used to educate people about a new policy or skill, or just form a useful bundle of reference material.

Saba has taken the existing bookmark folders feature and made it over into visual Collections boards to make it as easy as can be for anyone in your organization to build a collection of resources, both formal and informal, organize it into a DIY curriculum, and share it with those that they think would benefit from it.

The transformation into collections started in the last release with a name change of bookmark folders to Collections.



Figure 13: My Bookmark folders have been renamed to My Collections

When users choose to bookmark an item, they can add it to their default collection of bookmarks or create a new collection. Prior to this release, these items would be displayed in a list of links but with U40 the Collections now display as visually engaging boards with thumbnail images of the resources. But even better, the collection owner can drag the resources into order, creating a logical flow of resources – in essence, a curriculum.

Collections can consist of:

• Links

- Issues
- Blogs

• Files

Ideas

Pages

Courses

Meetings & recordings

-9-

NDD NEW SAVE			
Workforce Diversity Workshop			
Training to help employees understand the importance of diversity in the workplace.	Be An Opportunity Maker Our job is to lead and grow our teams. Be inspired I UREOCONTENT Added on 22-DEC/2017 1:07 PM	Top 10 ways to maximize your men Top 10 Tips to Maximize Your Men Accel on 22 DEC-20171:07 PM	Inspire Your Workforce: 3 Tips G ² https://www.inc.com/matthew-swye Added on 22 DED-2017 1:00 PM
Details	Details	Details	Details

Figure 14: Collections display the bookmarked items visually and in the order chosen by the collection owner.

Collections can then be shared with individuals and groups and will be returned in the search for those users that have had the collection shared with them, making them just as easy to find as resources and courses.



Figure 15: Users can search for publicly shared collections.

Make it Even Better with Saba Discovery

If you are a Saba Discovery customer, you can:

• Add to Collections (and create new Collections on the fly) directly from the browser using the Bookmarklet.

	HOME ABOUT US CONTACT US	← 🗳 SABA. X
The Business of Talent Insights and leading-edge strategies from our team of HR, talent and learning analysts		Add to Collection Becoming a Better Manager Create Collection Add Tags Mcrolearning Stree
HR Technology 2018: Ten Disruptions For The	Search	
Figure 16. Add links to collections from the bookmarklet.		

- Figure 10. Add links to collections from the bookmarkiet.
- Review user activity on the collections pages to see the top ten resources and the number of times they've been accessed, and who are your top ten users.

See View User Activity for Tin Can, Social Resources, and Collections

EXTENDED CONTROL OF GROUP LEVEL NOTIFICATIONS * Requested by You!

Groups provide a really flexible way to make resources available to users and can serve many purposes, from general information for the entire organization, to specific user-groups that will collaborate and share, to course-based groups that are driven by an instructor.

The group owner can currently select which notifications are active for that particular group from the Manage Notifications page but these settings are applied to the entire group. Because group uses can vary, the notifications for a group may need to vary as well. Group owners can now choose which notifications to enable for a group and, further, can extend control to users so that they can choose which notifications to receive. For example, the owner can set up the default Member role to enable them to opt out of just the group digest notification.

		MANAGE NUTIFICATIONS	×	Car allo
		Group Notifications		
	V.)	Report:Activity summary for group		Carlo A ser
~	Number of Street	Someone joins a group		-L-C-Y-E-SE-MERTURAN
S.	A NUT OF	Someone shares a resource with group		
	() It things to keep in mind when	Someone starts a new group discussion		
		Someone replies to a group discussion I am a part of		NOT INCENT
	de Line of State Of Concept			
	CITE CITE O			
	Contract of the local division of the local		CANCEL SAVE	17990 B

Figure 17: Group Owners can select which notifications are available to members of the group.

	Mentor Community Hiddes Group - *** * * Bookmark Created 24-Fi	28-2016 - Owner: Pat Rose where to share bed reactives and to learn from one another		٩
			ANNOUNCEMENTS	0.0
ституз	STREAM RESOURCES WALL DISCUSSIONS	WORKSPACES IDEAS ISSUES MEMBERS		EDIT
STAR	T CONVERSATION Contribute	eet .	of Mentoring	ion on the Power
What's o	w your mind?			5
		Member	- 1 841 - 3	
ACTIVIT	ΓY	Allow Creation of Discussion Replies.		
		Alow Administration of Discussions Can flag and antigg discussions and comments	THE POWER OF MENTORING	
0	Aaron Good and 2 others were added to the group	Meetings		
100		Can Create and Edit Virtual Events		
		e Can Use Meet New		
0	You contributed a file to this group	Can Submit Idea	BBE TO GROUP DIGEST	
1	24-FEB-2016 11:56 AM	 Can Submit Issue 	OW	
-	Top 10 ways to maximize your mentorship	Resource library	MILES	
	A	Can Submit Link	E ROLES	
		Can Submit Video Content	IE NOTIFICATIONS	
	IN Like < Chare D Comment # Tag	Can Submit Pages and Bogs	ROUP NOTICE	
		Croup Notifications		
-	Yos contributed a file to this group	Someone joins a group	LARM	
100	24-FEB-2016 11:54 AM	Sameone starts a new group discussion	- 0	
	Mertine Workback	 anterne repres to a group o soutision i am a part of Report Activity summary for group 	E	
	Each mentee will be given this workbook, which	CANCEL	AVE	
		Real Control of Contro	The second second	

Figure 18: Group owners can enable roles to opt in or out of select group notifications, so group owners could choose to deactivate all notifications while group

members can only manage one notification.

The grounder here arguing and in a core	MANAGE NOTIFICATIONS		×	
	Group Notifications			
	Peport.Activity summary for group			
		CANCEL	SAVE	

Figure 19: Group members can manage their group notifications, depending on the configurations made by the group owner.

4) Recruiting

CUSTOM CANDIDATE WORKFLOW ***** Requested by Youl

Beta Product – This feature is in its beta release. Please share your feedback with us via the enhancement request process so that we can make it even better!

Until now, the candidate management process (the steps through which recruiters and hiring team move job candidates) has been static. For high-volume hiring scenarios there were too many steps and for specialized industries or jobs, steps were missing. Recognizing that the candidate process is not a one-size-fits-all workflow, we have added an option to create custom workflows that can be associated with job requisition templates so that the right workflow is put in place for the needs of the job being filled.

Recruiting administrators can now create new candidate management workflows, using the system workflow as a template. Some workflows might involve fewer steps due to the volume or nature of the hiring process, while other workflows might have custom steps, such as an assessment or group interview, that uniquely suit that role. Administrators can add, remove, and reorder steps as needed. Additionally, you can choose which system actions occur at which steps, such as generate ab offer or invite for an assessment.

nage Workflows	» Seasonal			
ndidate Wor	kflow			
essonal				
	Interested		Interviewing	Offers
	2. Screened]	
ADD STEP	3. Telephone Interview		4 In-Person Interview	5.Candidate Finalized
		ADD STEP	ADD STEP	6. Verbal Offered Made
				7.Verbal Otter Accepted that bind
				ADD STEP

Figure 20: Create new candidate workflows with as few or as many steps as needed.

Administrators can then associate the workflow with a requisition template or requisition so that the candidates applying to the job postings will be managed using the selected workflow.

Requisition Template		
_	Requisition D	Description
Job Details	This page is in admin	mode. Click on 🔕 💋 💋 to citange the datas of an element.
	S Job Description:	B J U S E S TE E PARAGRA FONTFA FONTSIDES . E
Hiring Team & Approvers		
Pre-Assessments		p Words: 0
Summary	Internal Job Description	B / U S F T T E PARAGRA - FONTRA - FONTSONS - I
		p Words: 0
	Requires Travel:	
	Qualification:	B I V 6 F 5 2 F PARAGRA FONTFA FONTBOOD
		p Words: 0
	✓ Add Skills and E	Experience details
	 Type of Employme 	ent. V

Figure 21: Associate the appropriate workflows with requisition templates or requisitions to ensure that the candidates are managed using the correct flow.

As candidates start to apply for the role, the hiring manager and recruiter will be able to manage the candidates and move them through the process using the new, relevant workflow. Members of the hiring team can also filter candidates based on which step they are at using the new Workflow Step filter.

	Seasonal Cur	stomer Service Suppo	rt					
N	PPROVED ON: 23-DEC- AST UPDATED: 23-DEC	2017 LOCATION: Chica 2017 HIRING MANAGER	Pol Rose			CANDIDATE SOURCE	S	
ST	TATUS: Active UMBER OF HIRES 2	JOB POSTED: Inte	mail and External			Employee Referral	66.67%	
/	Vew/Editjob 🛓 Add Co	ndidate 🔕 Publish/Uspublish	🐴 Tare TIM 🛛 🤰 Compare Candi	dates	More actions ~	Other	20.33%	
	CANDIDATES CAN	NOATE SUGGESTIONS	ACTIVITY STREAM HIRING TE	АМ		internal JobBoard (1%) (Published)		
6	<back candida<="" find="" td=""><td>ate by name, locations and m</td><td>tore Q Tilters A</td><td>Y Saved Searches 🗸</td><td></td><td>(Published)</td><td></td><td></td></back>	ate by name, locations and m	tore Q Tilters A	Y Saved Searches 🗸		(Published)		
						HIRING RECOMMEN	DATIONS	
•	Search Applied Candid	lates 🕜 Search Applica	nt Database					
K2	eyword		Candidate Name			0		
A	pplication Status	v	Workflow Step	Telephone Intervi 🗶	~	Recommended for Hiring	Not Recommended for Hiring	
5	olla		Previous Employer	Offer Sent				
E	ducation		% Match >=	Check		UPCOMING INTERVI	EWS	
A	ssessment Score >=		Assessment Score <=	Screened		No upco	ming interviews	
Ň	pplied On >=		Applied On <=	Screening Pending	•			
L	ocation		Source	Z Telephone	~	PAST INTERVIEWS		
E	igibility	~		Interview		No pa	st interviews	
			Clear filters	s < 6-10 >	SEARCH	INTERNAL PEOPLE V	VITH SIMILAR SKILLS	
			50	off by - SELECT 🛩	ACTIONS 🗸	. TO 100 MM	have the talent unit are problem fort	
	CANDIDATE	STATUS	JOBS APPLIED	SUBMITTED ON AC	TIONS	at least, these people cantidates)	should be able to help you interview	W.
]	Raj Dhaliwal	Interested-Telephone Interview	Seasonal Customer Service Support	23-DEC-2017	ACTIONS V	No internal candicates meet to	s requirement.	
1		Interested-Telephone	Seasonal Customer Service Support	23-060-2017	ACTIONS ~			
	Connie Wa	and a second second						

Figure 22: Filter candidates by which step they are at in the process.

Hiring teams can manage candidates individually or in bulk, making it easy to manage high volume requisitions. Users with permission to do so can even choose to skip steps in the workflow, moving a candidate ahead as needed.

	Albheir		-		
	CHANGE	CANDIDATE STATUS	×		
	Charge	If the selected candidate	er eutata		
	In Per	san interview	×	THE You may pleasing some the larger plan are bolice of used, there pergraphically and to be used to be considered.	
		CANCEL	CHANGE		
	JOIL APPLIES	EVENTTED IN	ACTIONS		

Figure 23: Manage multiple candidates at once to save time and simplify the process.

Create the candidate management processes that works for you and your hiring teams and reflects your workplace reality.

5) Platform

ULTIPRO CONNECTOR

Ultipro is a best of breed HRIS used by many Saba customers to manage their employee and contractor information and Saba is thrilled to add an Ultipro connector to the Saba Marketplace.

The new Ultipro connector enables you to set up regular data imports for the foundation tables Location, Job Type, Organization, and Person. The connector then enables you to map the Ultipro data fields to the corresponding Saba Cloud fields and schedule the imports as needed.

	EM ANAL				
		UltiPro		1	
		Service Account Username:*	prose		
		Service Account Password:*			
Make About Running	-	Client Key:*		Ų	
	Recutor	integration url:*		1000	
		Activation Key		0	
	Cisc	← Import			
	Watan Li	ADDITIONAL CONFIGURATION	TEXT		
A		In order to set up and use this connector,	you must have an Uttpro license. If you do not, please first contact an Uttpro	· ·	

Figure 24: Set up the Ultipro connector from the Marketplace.

Schedule the import to run as needed to keep your foundation data up to date. Try the Ultipro connector for free for 30 days. No activation key is required for the trial period.

6) Mobile

VISUAL INDICATORS FOR MOBILE-COMPATIBLE CONTENT

More and more users are choosing to consume learning content on their mobile device. The Mobile-device Compatibility flag ensured that only mobile-compatible content was available to users on the mobile app but there was nothing to distinguish for to web-client users which content was mobile compatible and which wasn't.

We have now added visual indicators to class content that will display on the web-client to indicate if it is mobilecompatible and, if it is, with which devices (for example, iPhone and iPad or just iPhone.)

Managing Different Generation (b): Hindoon) Course description: There's no "one size fits of" lifties. A vit of that comes from how and WHEN upon the generation of the perion you're trying to so have registered for the following class Class (C): COORESSY Web Raued Language: English Duration: Coli 15 Attachments >	approach to management. People have different ex hey were raised. In this program, we task about how manage.	velences, different needs, and different to adjust your management style based	0 1	IN STATUS Pat Roce VP Operations Repistened on: 07440V-2015 NVPROMESE LASSMATES
★★★★ く Dhare -≛ Drop				0 1 Completions as far Total registrations
ACTIVITIES				
NAME	STATUS	ACTION		
Managing Different Generations	Not evaluated	LAUNCH		

Figure 25: Users can see from the web client which content items are mobile compatible.

Now users can tell from their desktop which content needs to be completed at their desk and which can be taken on the road with them.

7) Testing and Assessments

STRICT TIME LIMIT FOR TESTS (* Requested by You!)

For certain tests, you are allowed to take your time to get the passing grade, starting and restarting as needed, but other tests require a strict time limit. Previously, it was possible to pause the test timer when a test was exited and restart it when it was relaunched, which did not provide enough rigor for some tests.

Saba has added a new property to Tests called **Strict Time Limit** that, when selected, starts the clock and doesn't stop it until the test is submitted by the test-taker. The button can be found on the Test Properties page and you can set both the time limit and the Timeout Warning point so that users are not surprised when their test time comes to an end.



Figure 26: Set strict time limits on tests to start the clock and force users to finish within the set window of time.

8) Foundation

DISCOVER PORTLET

With so much great content getting added to your Saba Cloud instance, it can be overwhelming for users to find things that are relevant to them. While the search feature is comprehensive and easy to use, you still need to have a sense of what you are looking for. It is much easier get a list of personalized, curated list of suggestions in front of users for them to choose from.

The Discover portlet is a consumer-grade portlet that will feel very familiar to your users, presenting them with new items to discover that are relevant to them and their interests.

The portlet displays content in five bands:

- Bite-sized content (social microcontent)
- Saved for Later (content that the user saved from the bookmarklet to their Saved for Later collection. This band will only display for Saba Discovery customers.)
- Share With You (social content that has been shared with the user directly or with groups that the user belongs to)
- Topics You Are Following (social content and courses that have been tagged with tags that the user is following)
- Top-Rated (top rated courses)



Figure 27: When users have new items to explore, Saba will display them in the discover portlet.



The bands only show when there are four or more items that have not yet been accessed by the user.

Figure 28: This user has been very active and only has a few items left to discover.

The Discover portlet gives users a personalized way to explore the valuable resources that are being made available to them, either by learning administrators or by their peers and thought leaders in a way that feels familiar and modern.

SKILLS LIBRARY

Building a skills (or competency) library can be daunting for even the most experienced HR professional. It can be hard to know where to start and what to include. With a lot of experienced insight from our new colleagues from Halogen, we have created a comprehensive Skills library.

When you enable the system-defined skills library (this setting is found under the Foundation > Skills service), you will gain access to the Saba Skills library. To enable the HR administrators to distinguish between the delivered Saba skills and your existing skills (and any that you create in the future) we have created Skills libraries. Saba Cloud's delivered skills will go in the Saba Skills library while your skills will be added to the Company Skills library. The Saba Skills can be enabled or disabled, but not edited.

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Manage Positions		Function	Account	account activities in order to res This is in contrast to those who	pond to new development are unaware of custom	ints and change in needs; are	Saba Skills	Disable				
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Manage Feedback				insuccessful at expanding sales frequently unaware of account a	s within existing account activity that could trigge	ts; and/or are a customer						
Congue Case P	arring.	Function Sols	a Budgeting	contract and, consequently, miss Creates and adheres to realistic, the organizations objectives. The frequently enough to make adjus Communicates budget concerns statkeholders so that they can ad contracts with the penaetion of in budgets or fail to stick to there;	opportunities for the b budgets in a manner th active expenses against stments at the optimum and adjustments to all begt their plans and exp dividuals who ether fail who let too much time (active expensions) and	stress at helps actieve helpudget time, appropriate eclations. This to create p by before existencestant	saba Siile	Disable				
		Function Skills	al Candidate Selection	notify important stakeholders at Such individuals frequently allow Exects job candidates who pos- abilities and reflect diversity in th background, gender, age and div consistently add to the organiza oversity. This compares curies to candidates into are a poor fit in fail to bring diversity to the feam and the and they of memoria	bout budget concerns o wappenies to spin out o sets in appropriate lev arms of experiences, st ter factors. New memo- tion in terms of their and worably to mose who to terms of job skills or we in terms of education.	r adjustments if control. If of skits and As, cultural ris of the team is, experience a not to select perience or who work experience	ng Saba Sills) H.	Dicable				
		Function Skills	al Cost Avvanences	Demonstriates an cripping aware amifications of acceeding them budget projections to ensure the recessary. Cost-contacious and contrasts with individuals who is expenses to ecceed projected as on cost-containment or os givin states.	eness of budget levels a . Regularly tracks even is spending levels can b tends to stay within bud ose sight of origoing co- mounts and place far to g others timely warning	nd the see against e odjusted os get. This its, allow o little emphasis about budget	Saba Skills B	Disable				
		Function Skills	al Equipment Skills	Demonstrates the essential skill connected to job responsibilities concers for various safety facto- with individuals who are clearly of job-essential equipment or wi that increase the risk of injury or	s related to the use of a clisplays an appropria rs when using equipme unternillar with how to r ho take shortcuts and/o damage to equipment.	I equipment te level of it. This contrast sake the best w make decision	N Saba Shills 19	Disable				
		Function Skills	I Distusting New Technologies	identifies the need for new techn risks and benefits of alternatives existing organizational skills are those who fail to see technology products without properly arises how well they fit existing skills a	nology, thoroughly asse s, and matches new teo opractices. This is in di i needsor who recommi- sing features, risks and nd business practices.	titles features, inclogies to tinct contrast to not approaches benefits and/or	0 or Saba Skills 1	Disable				
		Function Skills	al implementing New Technologies	Tends to identify and apply the or implement and integrate new to acceptance from stateholders w work requirements. This is in dis anticipate and foster the level of communication that is needed to technology are relatively teamle	these and approaches n chnology in a menner th while minimizing disrupt alloct contrast to those in planning, coordination o ensure that transition to and widely accepted	eeded to at gains quick ons to day-to-d who fail to and i to nevi by stakeholder	ey Saba Skilts S	Disable				
		Function Skills	^{al} Joo Skills	Possesses sufficient job skills a competent manner. Is able to de to day situations. This is distinct lack sufficient job skills or knowle hare the skills and knowledge, y situations on the job.	nd knowledge to perfor monstrate skills and in by different from those ledge to meet job require straggle to apply the	n the job in a oviledge in day individuals who ements or who in to day-to-day	Saba Skills	Cisable				
		Function	al Munaging	Runs efficient meetings that help efficiency by only holding meetin appropriate people, creating and and effectively leading participa contrasts with those who sched	p achieve organizational rigs that are clearly neck communicating object rts through the items of the strength of the strengt of the strengt	Igoars. Plans to ssary, inviting to ves and agenda the agenda. Th	ne No No Saba Suite	Disable				

Figure 29: The Saba Skills Library adds over ninety new skills to your site, but they can be managed separately from your custom-created skills.

The ninety-two Saba Skills are broken out into seven skill groups:

• Operating Skills

Personal Development

Functional Skills

- Relationship Skills
- People Management
- Strategic Skills

• Personal Attribute

9) Saba Discovery

TAG RESOURCES FROM THE BOOKMARKLET

Saba Discovery introduced the Bookmarklet widget that enables users to share links back to their Saba Cloud instance with a quick click from their toolbar. Users could also choose to save to a Collection folder for themselves but further curating of the content with tags needed to be done from the resource entry.

Users can now add tags to a resources from the bookmarklet so that the saved resource is fully curated and ready for other users to find and leverage.

		ADVERTIGEMENT		MI Versen P
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			ADVERTISENENT	Add Tegs Ø learning culture, transformation
Inside	e L&D: Driving (Culture	4 Difficult Topics. 1 Engaging Film.	Microlearning Save

Figure 30: Tag resources as you add them using the bookmarklet so that they're immediately added to the microlearning flow

With the ability to tag links right when they're shared (and flag them as microcontent), users can easily contribute to your organization's microlibrary, bringing in fresh, relevant content that their peers will find useful.

VIEW USER ACTIVITY FOR TIN CAN, SOCIAL RESOURCES, AND COLLECTIONS

Saba Discovery tracks user activity on social resources and Tin Can content but these records are currently visible by the user on their Activity Stream or via an analytics report.

You can now view user activity for resources directly from the resource (File, Link, Video), content item in the content library, (for Tin Can content) or Collection (collection of resources, see Visual and Sequenced Collections.) With informal content increasingly being used to drive learning and development, being able to see who has experienced the resource and how, and who has marked it complete, provides meaningful insight into the learning activity that is happening at your organization..



Figure 31: Review which users have experienced a resource, and how (completed, previewed, etc.) they have experienced it

This ability is especially helpful when accessed from the Collections view as it shows who the most active users are and which the most popular resource of the collection is. The summary images can be expanded to show the individual users



Figure 32: The User Activity summary report from a collection will show you which resources have been most accessed and who are your top users.

When you couple user activity reporting with informal resources and collections, it makes informal learning trackable and users accountable for leveraging the great material that you put out there for them. And it makes it easy for you to see who's using what so that you can choose to promote it or build on it.



Saba offers a radically different approach to talent management. Instead of starting with technology, we focus first on an organization's vision and culture. Once we understand their needs, we provide people-centric solutions around performance, learning and engagement that help them work, learn and grow together to build a thriving future for the organization. Saba. United We Thrive.

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