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What's New

Saba Cloud | Update 52 | Apr 2022

cornerstone

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Contents

Notice

Limitations on Warranties and Liability

Change log

The below table summarizes the list of changes introduced in a particular version of this document.

Table 1: Summary of changes

Version	Date	Change description	Functional area	Feature
1.0	21-02-2022	Initial version	N/A	N/A

Version	Date	Change description	Functional area	Feature
2.0	04-03-2022	Topics added	Assessment	Enhanced Assessment Player
			Global features	Show or hide the learning summary chart on users' plans
				Enhanced Discover portlet
			Marketplace (Beta)	Improvements to Microsoft Teams Meetings connector
		Topics removed	Content	Content player now handles content completion on closure of browser window or tab
			Global features	System Admin can now control the display of the learning summary chart on users' plans
			Social	Associate a workspace as a Related workspace
		Topics updated	Learning	Setting to control the visibility of Add to Plan action for certifications and curricula now covers all end user workflows
				New auto-completion criteria for Saba Meeting Virtual Class recordings
			Analytics	Easy Report - Launching Analytics reports directly from different areas of Saba Cloud
				New visual experience for Analytics charts
				New Insight - How are employees engaging on Social?
				Save a 'Data on Demand' query and use it later
				New warning message while editing a scheduled report
				Interactive mode is now the default mode for Dashboards and Insights

Version	Date	Change description	Functional area	Feature
3.0	18-03-2022	Topics added	Global features	Existing header replaced with a new header
		Topics updated	Learning	Ability to mark learning items for compliance
			Learning	Optimized SCORM interaction with LMS
4.0	25-03-2022	Topics added	Global features	Changes to Learner Plan Visibility configuration
			Social	Associate a Workspace as a Related Workspace
		Topics updated	People	Manage skills from the User Profile page

New features at a glance by functional area

The following table summarizes the list of features introduced in the April 2022 release and their potential impact on your environment.

- **On by default** does not necessarily imply that the feature is immediately available to your users. It may require a user with an appropriate administrator role to turn on applicable functionality, business rules, and so on.
- NEW indicates a new feature introduced in this update. Others are enhancements or changes to the existing functionality.

Global features

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
New Cornerstone Xplor for Saba available NEW		✓		All
New context-sensitive help links NEW	✓			All
New global search NEW		System Admin		All
Enhancements to the new browse feature		System Admin		All
Existing header replaced with a new header	✓			All
Show or hide the learning summary chart on users' plans			✓	End User Manager
New guest catalog page NEW		System Admin		End user
Enhanced Discover portlet NEW		System Admin		End User
Changes to Learner Plan Visibility configuration		System Admin		End User

Analytics

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
Easy Report - Launching Analytics reports directly from different areas of Saba Cloud NEW	✓			Analytics Admin Analytics user
New visual experience for Analytics charts NEW			✓	Analytics Admin Analytics user
New Insight - How are employees engaging on Social? NEW	✓			Analytics Admin Analytics user
Save a 'Data on Demand' query and use it later NEW	✓			
'Data on Demand' supports additional attribute categories	✓			Analytics Admin
New warning message while editing a scheduled report NEW	✓			Analytics Admin Analytics user
Manager data now included in scheduled reports			✓	Analytics Admin
Remove the blank line from downloaded Data Extract reports NEW			✓	Analytics Admin
New option to show each summary section on a new page for Grouped reports	✓			Analytics Admin Analytics user
Interactive mode is now the default mode for Dashboards and Insights	✓			Analytics Admin Analytics user
New Attributes NEW	✓			Analytics Admin Analytics user
New Reports NEW	✓			Analytics Admin Analytics user

Ecommerce

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
Checkout Beta service renamed to Enhanced Checkout		System Admin		End User

Foundation

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
Timeline in skill details now shows more details	✓			Manager, End User
Label change in the Assign Skills workflow	✓			Manager, End User

HR

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
New option to link an existing skill to one in Skills Graph NEW		✓		All Cornerstone Xplor for Saba users

Learning

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
Display folder hierarchy for test and survey questions NEW	✓			Assessment Admin
Ability to add security roles to a question pool folder through the new async job		System Admin		Assessment Admin
Bulk import survey questions into a question pool		System Admin		Assessment Admin
Enhanced Assessment Player NEW		System Admin		Assessment Admin
Deployed Tin Can support for secured RCS	✓			End User
Optimized SCORM interaction with LMS		System Admin		End User
Managers can now reset team member's content attempts from the enhanced pages	✓			Manager
Print and export certificate from the Progress History section	✓			End User Manager
Evaluators can now access the enhanced task details page from the Message Center	✓			Manager
Enhanced course and class detail pages now respond to handheld device screen sizes	✓			End User Manager
Ability to associate categories to a simplified course	✓			Catalog Admin Local Catalog Admin
Show size recommendations for images in certifications, curricula, and packages	✓			Learning Admin

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
Changes to the default value of Display for Call Center and Display for Learner	✓	System Admin		Learning Admin
New auto-completion criteria for Saba Meeting Virtual Class recordings NEW	✓			Learning Admin
Canceling a Virtual Class now deletes the event in corresponding VC provider	✓			Meeting Admin End User
Ability to mark learning items for compliance NEW				Learning Admin
New privilege to show or hide system-default course template NEW	✓	System Admin		Local Catalog Admin Learning Admin Super User
Setting to control the visibility of Add to Plan action for certifications and curricula now covers all end user workflows	✓	System Admin		End User
Enhancements to the task evaluation workflow	✓	System Admin		End User Manager Learning Admin
Redesigned certification and curriculum detail pages now respond to different screen sizes	✓			End User Manager
Enhancements to the redesigned certification registration page	✓			End User Manager

Marketplace

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
Connectors no longer available in Marketplace Classic	✓			Marketplace Admin
Moving connectors from Classic to Beta		✓		Marketplace Admin
Enhancements to Marketplace (Beta)				Marketplace Admin
Improvements to Microsoft Teams Meetings connector				Marketplace Admin

Meeting

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
Meeting admin can now modify Saba Meeting events from Saba Cloud NEW	✓			Meeting Admin
Additional fields in meeting create and edit screen	✓			End User

People

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
Profile page now displays person type field NEW		✓		Admin, Manager, End User
The list of alternate managers, direct, and alternate reports are now sorted on the profile page				Admin, Manager, End User
Label change on the Profile page	✓			Admin, End User
The new category feature for prescriptive rules improves usability for administrators NEW		✓		People Admin
Person number field is now available on search results on all pages under People Admin section	✓			People Admin, End User
New, Manage Your Skills, section on the Profile page NEW		✓		Ender User, Manager, People Admin
Employees can now add skills from the profile page NEW				End User, Manager

Performance

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
New option to view multirater by audience NEW	✓			Manager, End User
New option to automatically delete check-ins after a set time period NEW		✓		Manager, End User

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
New option to sort check-ins NEW	✓			Manager, End User
New rich text editor functions for Essay type questions in review forms	✓			Manager, End User
New option to view the details of a cancelled or revoked review	✓			Performance Admin
Performance features now enabled by default	✓			Manager, End User

Pulse 360 and Custom Surveys

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
New setting for custom surveys		✓		End User

REST APIs

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
Web Services (APIs) now show Request Body NEW	✓			Developer

Saba Video

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
New quiz support for Saba Videos NEW			✓	System Admin Content Admin End User

Social

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
Flagged comments are no longer visible to end users on social resources	✓			Social Admin, End User
Additions to the enhanced Workspace				Social Admin
New option to move pages from one workspace to another NEW				Social Admin
Associate a Workspace as a Related Workspace on page 177 NEW				Social Admin, End User

System

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
Person data import does not reassign the deleted default privileges during updates		✓		System Admin

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
Audit capability is now available for Person profile data import		✓		System Admin
Delete-specific association supported on additional data import objects		✓		System Admin
New data import for custom survey launch		✓		System Admin
New privilege to control visibility of Profile ACL menu		System Admin, Super User		System Admin
Updated Profile ACL configuration page		✓		System Admin
Simplified acceptance and reminders for iCal Outlook invites	✓	System Admin		System Admin
Manage external integrations with Saba Cloud NEW	✓			System Admin
Preview the mobile app branding changes before publishing them to the app	✓			System Admin
New notification to scan employees for job role changes to update suggested skills		✓		System Admin, All users

Deprecated features

Feature	On by default?	Admin setup required	Support ticket required	Affected audience
'Login with Facebook' and 'Continue with Facebook' buttons now deprecated	✓			All

Chapter 1

Global features

Topics:

This section includes topics to guide you through the global new features and enhancements.

New Cornerstone Xplor for Saba available

Cornerstone Xplor for Saba is now available as a module. It is a one-stop destination for curated, personalized content that helps employees design their own pathway to success.

With Cornerstone Xplor, you can:

- Deepen purpose with meaningful career development
- Provide personalized development pathways for skill building
- Enable fluid team learning and collaboration
- Drive growth outcomes with insights into what is and isn’t working
- Weave continual growth into everyday productivity tools
- Understand the full range of capabilities for each employee
- Improve development efficiency with modern content

Cornerstone Xplor helps users identify a realistic pathway for advancement and provides the content they need to reach their career goals through self-directed learning intertwined with the context of their job.

For more information, see the Cornerstone Xplor for Saba Adoption Kit in the Saba online community.

Contact your Account Manager to learn more about licensing this module.

New context-sensitive help links

Context-sensitive help links are now available in Saba Cloud in some areas. These links open the appropriate online documentation for the feature. In this update, we've setup several links that display the information you need for the current page. We will keep adding more of these help links in upcoming updates.

For any page that does not have context-sensitive help defined, the Help center's welcome page is displayed, allowing you to enter search criteria for the information you want to find.

For the context-sensitive help to function correctly, you need to ensure that the **Admin Help URL** and **Help URL** properties under the ***<Microsite>* > Site Properties > Web Variables** point to the Saba Cloud Help center's URL:

```
https://help.sabacloud.com/sabacloud/index.html
```

After you configure these properties correctly using the above Help URL, now when you navigate to a particular page for example, **Analytics > Settings** and click the Help link, the Analytics settings page from the Help portal shows up instead of the default help home page.

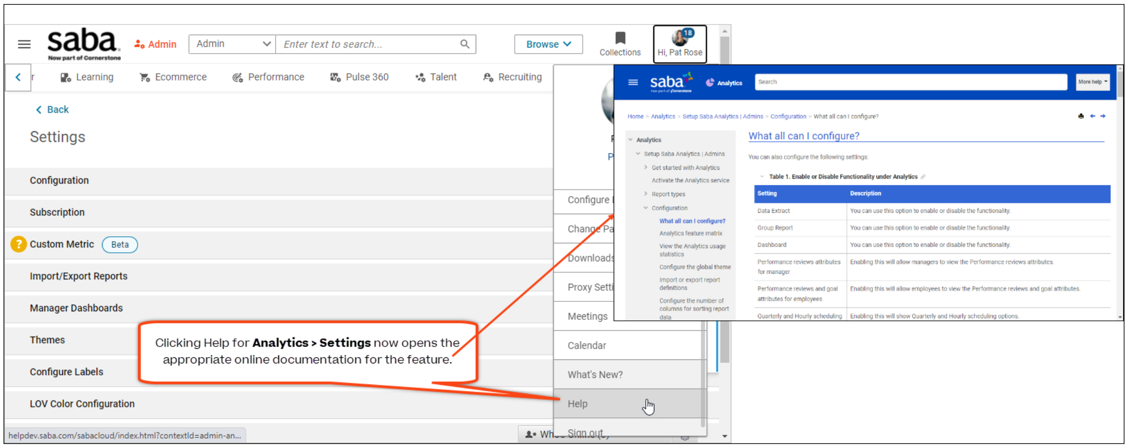


Figure 1: An example showing context-sensitive help

New global search

This update introduces the new global search results page.

The new search results page is not available by default. System Administrators must configure the following new setting to enable it:

- **Enable the new Search functionality**

  If enabled, then the new global search results page is displayed.

  By default, this setting is set to 'Off'.

To configure this setting, navigate to **Admin > System > Configure System > Services > Foundation > System**.

To view the new global search results page, enter any keyword in the global search text box and press Enter. Saba Cloud displays all results matching your search criteria under the **All** tab on the new search results page. A more prominent search box also appears on this page with the last searched terms.

To navigate to the classic search results page, you can click the **Classic View** link besides the prominent search box.

Currently, resource types, other than **Learning Catalog** are not supported. When you search using a resource type context that is not yet supported by the new search page, Saba Cloud automatically displays the results in the classic search results page.

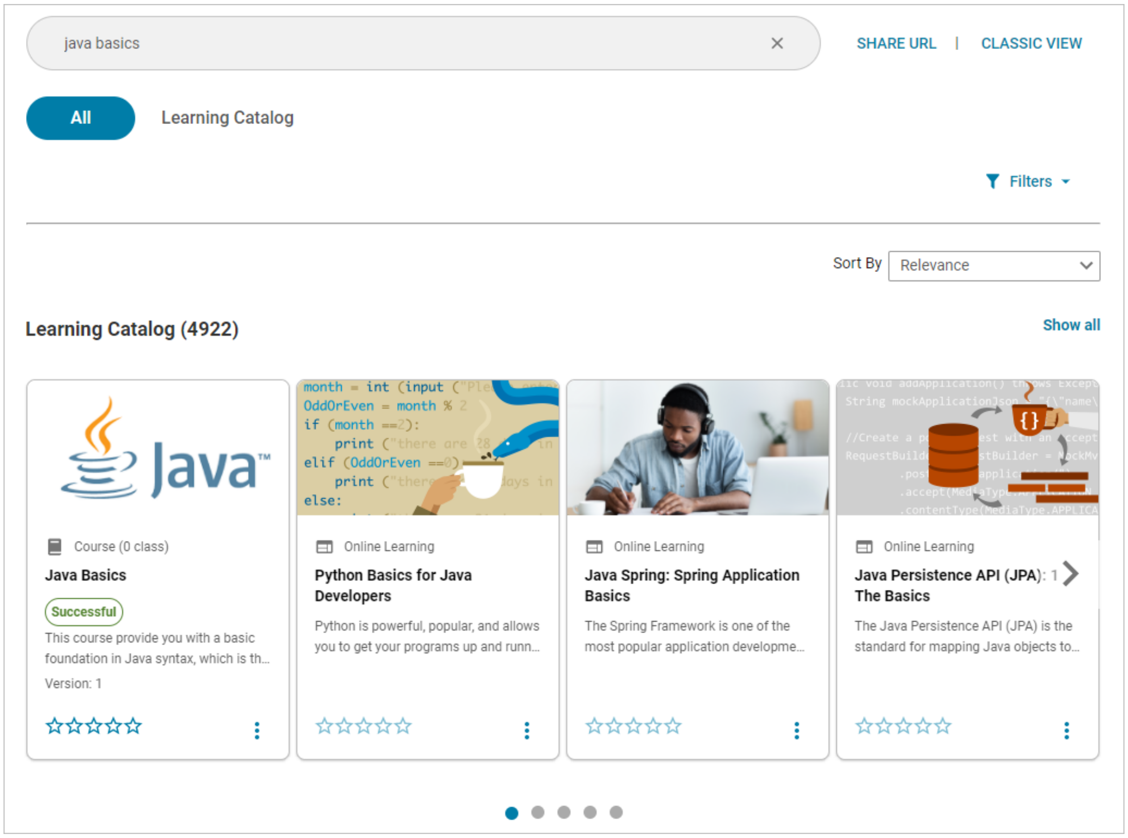


Figure 2: New global search results page

Under the **All** tab, the results are further categorized into different ribbons such as 'Learning Catalog'. A ribbon is displayed only if the ribbon contains any elements to show in it. Each ribbon can display a maximum of 20 elements. To scroll through them, either click the left and right arrow icons or use the dot navigation.

The results are also sorted by tabs. You can click a resource tab to view all items in it. The same view is displayed when you click the **Show all** link for a ribbon in the **All** tab. The **Show all** link is displayed only when there are more than 20 elements in the ribbon.

For example, to see only learning items in your search results, click either the **Show all** link for the 'Learning Catalog' ribbon in the **All** tab or click the **Learning Catalog** tab.

An approximate count of learning items returned by the search is displayed for each tab or ribbon.

Notes:

- The resource type filtering facet needs to be enabled to see the count for number of results. This filter is enabled by default. It can be disabled by your System Admin from **System > Configure System > Microsites >** *<sitename>* **> Site Properties > Global Search > Deactivated filtering facets**.
- For the **Learning Catalog** tab, the result count includes the number of classes as well. However, no separate cards are displayed for classes. The number of classes returned for a course is displayed on the course card itself. So, the result count does not exactly match the number cards displayed on the search results page.

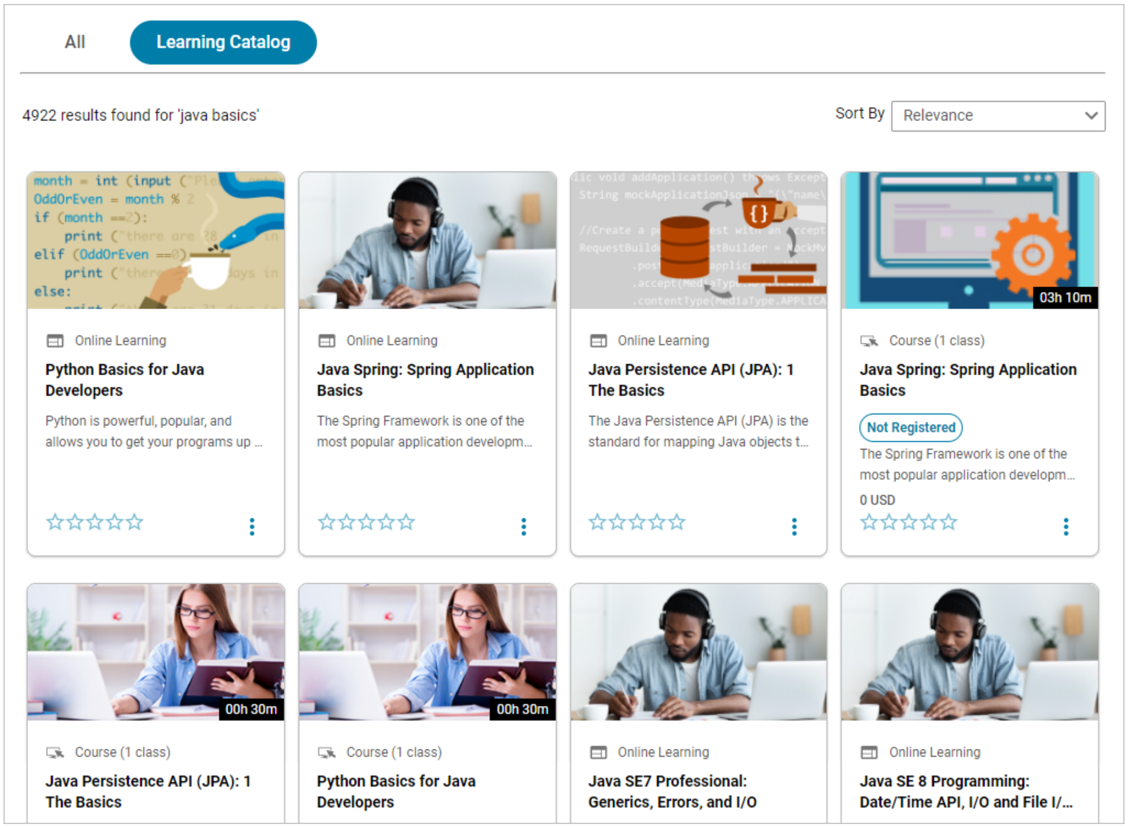


Figure 3: Learning Catalog tab

You can further narrow down your search results using the various filters on the search results page. The filters vary depending on the type of resource. For example, you can apply filters such as Category, Tag, and Owner to further filter your learning results.

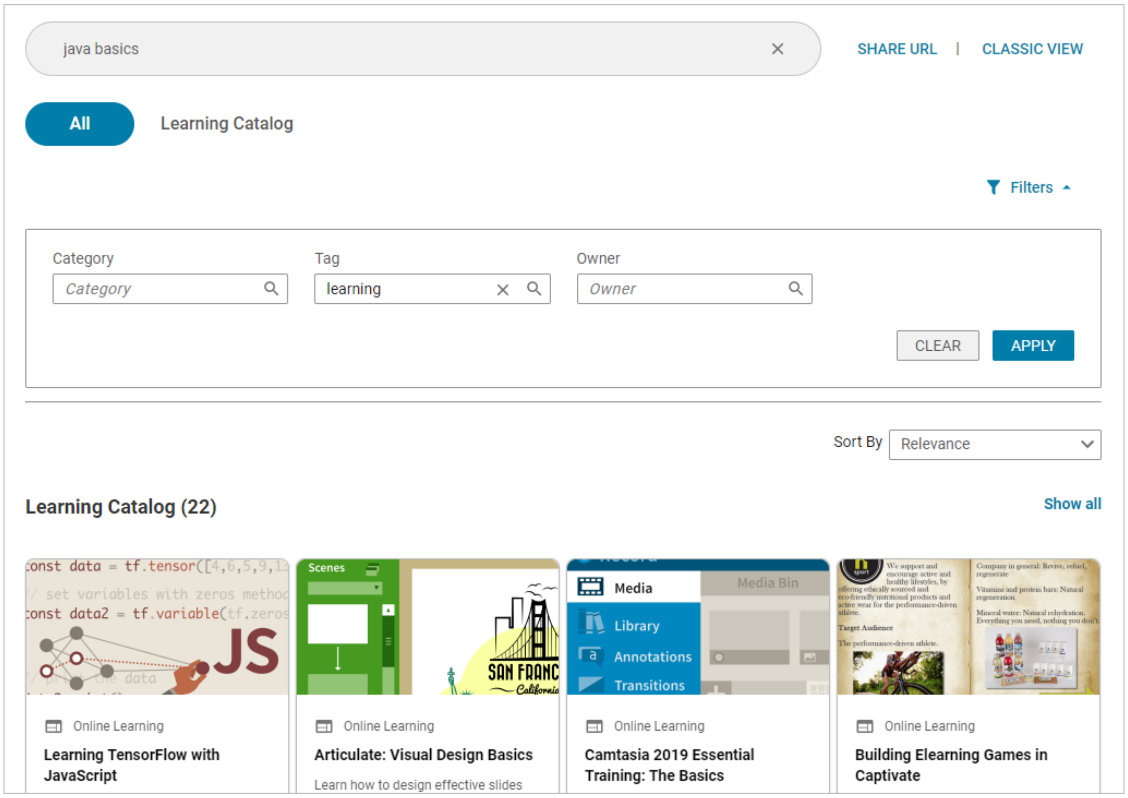


Figure 4: Search filters

If you need to share your search results with others, click the **Share URL** link besides the prominent search box. Click the copy icon besides the URL and click **Done**. If another user enters this URL in a browser window, then Saba Cloud displays similar results and same filter settings. Other users can see more or less items in the results depending on their access privileges.

Note: Currently, only the search filters that you apply are considered while generating the URL. The sorting order is not considered.

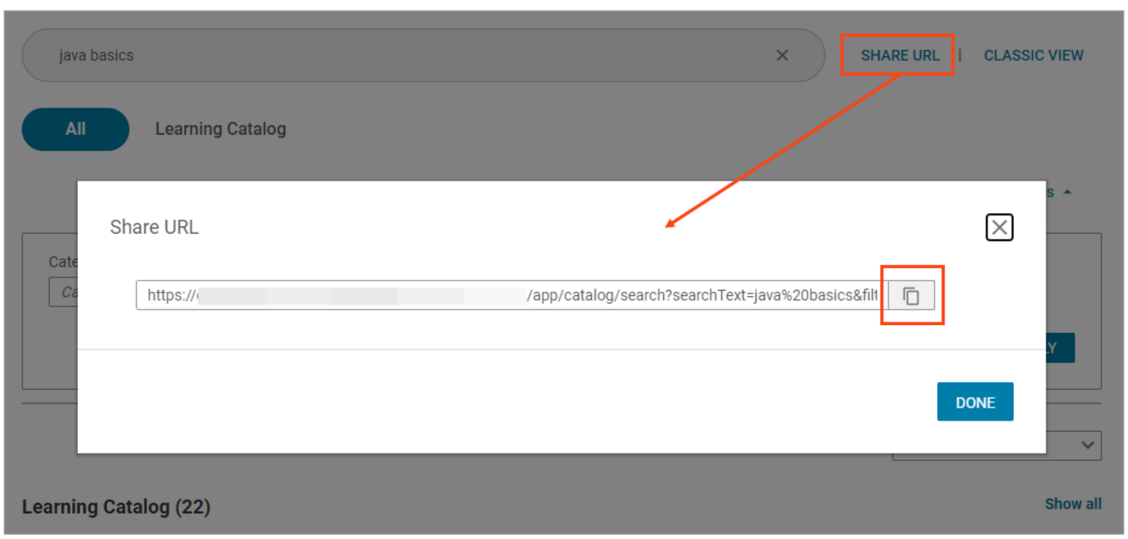


Figure 5: Share URL of search results

Click a card in a ribbon to view the details page for that elements. To see the available actions for an item, click the vertical ellipses (3 dots) icon on the card. Currently, only **View** action is supported. Clicking **View** displays the details page for the learning item.

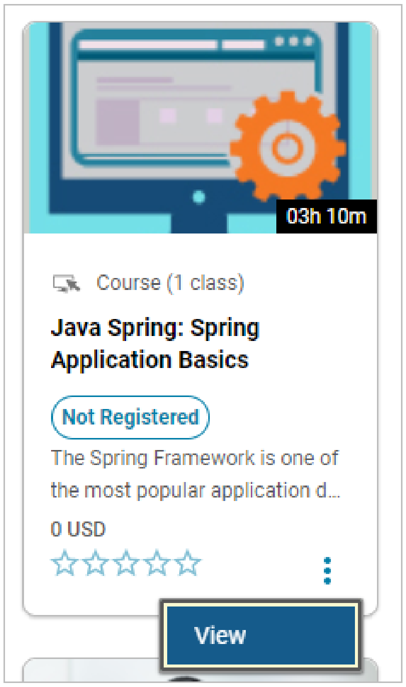


Figure 6: Card with actions

Supported resources

The new global search supports the following resource types:

- **Learning Catalog** – Course, Class, Certification, Curriculum, Package, Online Learning, and Learning Path

Limitations

Currently, the new global search has the following limitations:

- The 'Rating' option in the **Sort By** drop-down list is not supported for interest-based content and learning paths.
- The **Rating** filter under the **Learning Catalog** tab is not supported for interest-based content and learning paths.
- Any custom fields configured in the Advanced Search are not supported.

Enhancements to the new browse feature

This update introduces the following enhancements to the new Browse feature.

New browse supports additional social objects

Prior to this update, the new browse and category pages supported the following social objects only:

- Blogs – Blog, Blog Post
- Links
- Files
- Videos – Video, Video Content, Video Channel

In this update, the new browse and category pages now support the following additional social objects:

- Workspaces
- Pages
- Issues
- Ideas

The browse and category pages now displays tabs for all the newly-supported social objects, with respective content cards displayed under them.

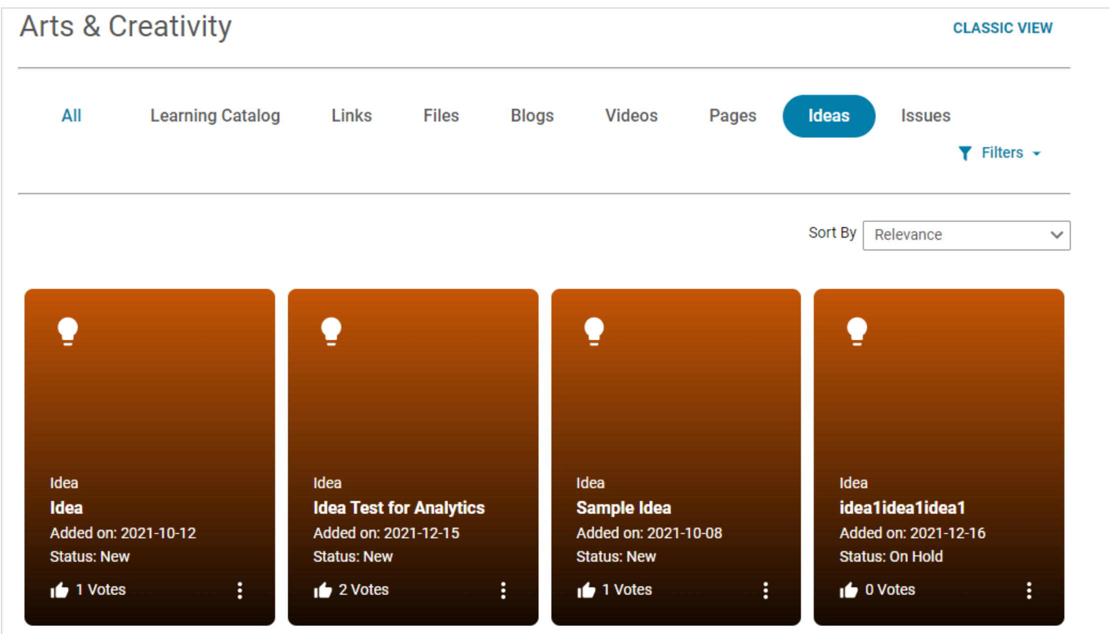


Figure 7: Support for additional social objects

Note: Currently, the cards for these social objects do not support images (both system-default and object-level images) in the new browse and category pages. Instead, they appear as colored cards.

Ability to expand category description

Prior to this update, the category description on the new browse category details page was displayed in a collapsed form, where a lengthy description or a large image was not completely displayed. Users had to click **Show more** to see the complete description.

This update provides System Administrators the ability to configure how the category description on the new browse category details page is displayed using the following new setting:

- **Expand category description on the browse category details page**

  If this setting is enabled, then the category description is displayed as expanded by default on the new browse category details page.

  The default value is 'Off'.

To configure this setting, navigate to **Admin > System > Configure System > Services > Foundation > System**.

Course cards now display prices in all available currencies

In this update, the course cards on the enhanced browse results page now display prices in multiple currencies if they are available for a course. Users can select the price in another currency by clicking the drop-down arrow icon next to the price in the preferred currency.

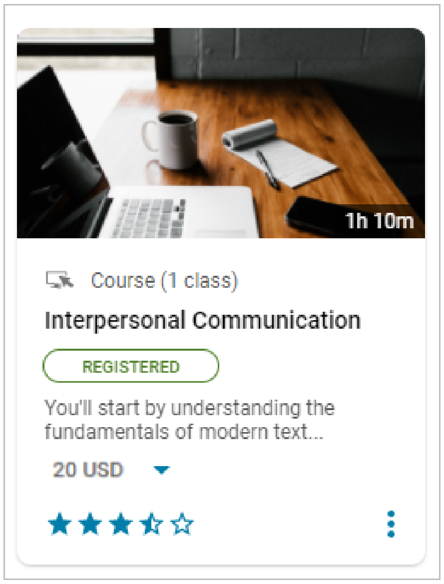


Figure 8: Select price in a different currency

If a course in the results has multiple classes in the user's selected currency only, then the course card displays the price as **Starts from** *<value> <currency>*. For example, **Starts from 100 USD**. This text is not displayed when a course has only one class.

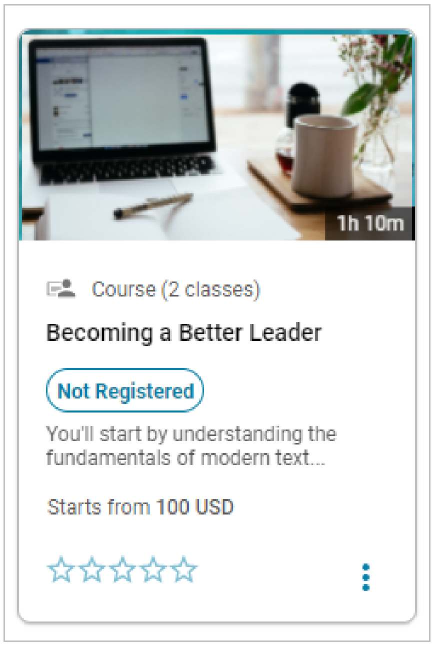


Figure 9: Price of a course with multiple classes

If a user has multiple preferred currencies in a particular order, and when a course in the results is not available in the first preferred currency in the shopping cart, then the course card displays the price in the next preferred currency for this user.

Existing header replaced with a new header

Prior to this update, the header with the Tile and the Classic navigation was as follows:

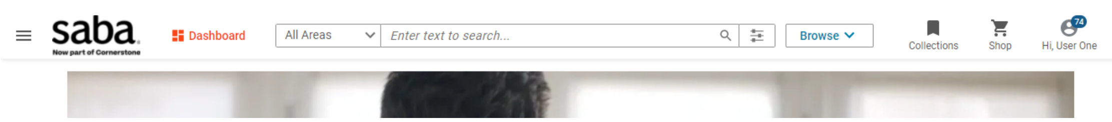


Figure 10: Old header with the tile navigation

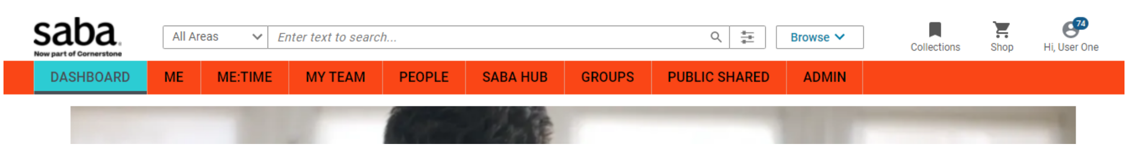


Figure 11: Old header with the classic navigation

Note: With this update, this old header is now deprecated.

This update introduces the following enhancements to the header:

- Some visual enhancements such as increased height, two section layout, some spacing.
- Placement of Browse
- Removal of labels
- A re-designed search bar
- Changes to the drop-down styling to bring in consistency

In this update, the new header with the Tile and the Classic navigation are now as follows:

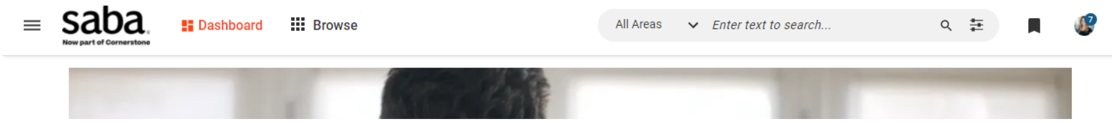


Figure 12: New header with the tile navigation

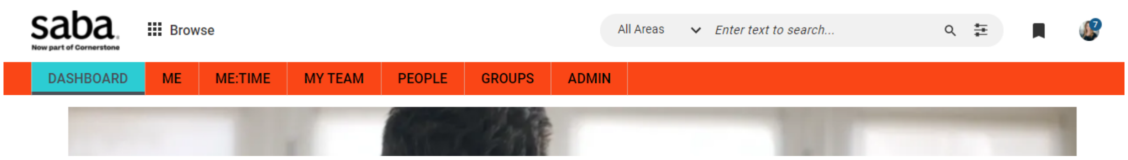


Figure 13: New header with the classic navigation

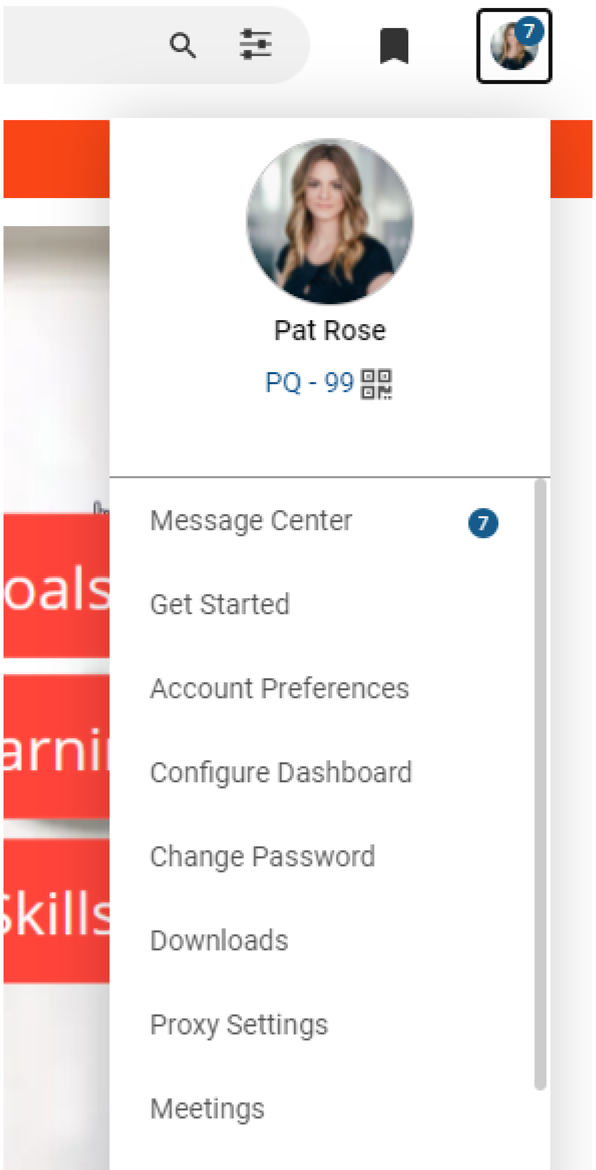


Figure 14: Styling changes to the drop-downs

Show or hide the learning summary chart on users' plans

Prior to this update, there was no option to hide the learning summary chart on the plan page of all users simultaneously.

In this update, Saba Cloud provides the ability to control the display of the learning summary graphical chart and count on the plan page for all users using an internal setting.

If this setting is enabled, then the summary chart and the counts on the **Learning & Certifications** portlet of the **My Plan** page are hidden for all users, their managers, and their proxies. This is usually helpful to load the **My Plan** page quickly.

By default, this setting is disabled, and so the learning summary graphical chart and count are displayed on the **My Plan** page of users.

Note: Only Saba Cloud 'admin' users can configure this setting. To enable this setting, submit a request. For more details, contact support.

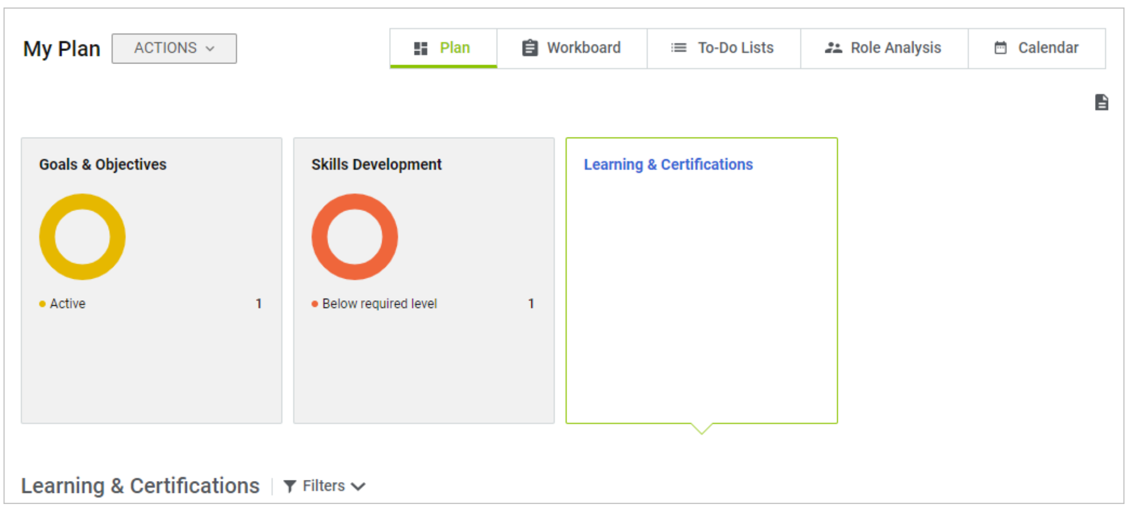


Figure 15: Learning & Certifications portlet without summary chart and count

If the setting is enabled, then the chart and counts are hidden irrespective of a user's individual profile preference.

New guest catalog page

This updates introduces the new and improved Guest Catalog page. This page delivers a completely new user experience with a refreshed header, new icons, new global search, and new browse category pages. The new Guest Catalog provides guest users with a modern and intuitive way to search and browse various resources in the guest catalog.

The new Guest Catalog page is not available by default. System Administrators need to configure the following new site property to enable it.

Table 2: New property for the new guest catalog

Name	Description	Default Value
Enable New User Experience in Guest mode	If this property is set to 'true', then Saba Cloud enables the New User Experience in the guest catalog. The default value is 'false'.	false

To configure this property, navigate to **Admin > System > Configure System > Microsites > Saba Cloud > Site Properties > Saba Cloud**.

The new Guest Catalog page displays a refreshed header, which contains new menu icons that replace the earlier text menus for Sign-in, Redeem, Locales, and catalog Currency.

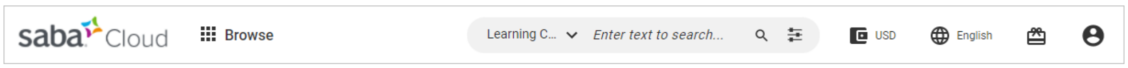


Figure 16: Refreshed header in new Guest Catalog

The new Guest Catalog page header also displays the new global search bar and the new browse menu, where they can search and browse different learning items using the various categories and sub-categories.

Notes:

- The new guest catalog page always displays the new search and browse pages even if their settings are turned Off.
- Clicking a learning item from the new guest catalog always opens the enhanced page for that learning item.
- If a default locale is selected at the microsite level, then it appears as the first locale in the Locale drop-down menu of the new guest catalog page; otherwise, the site-level locale is displayed.

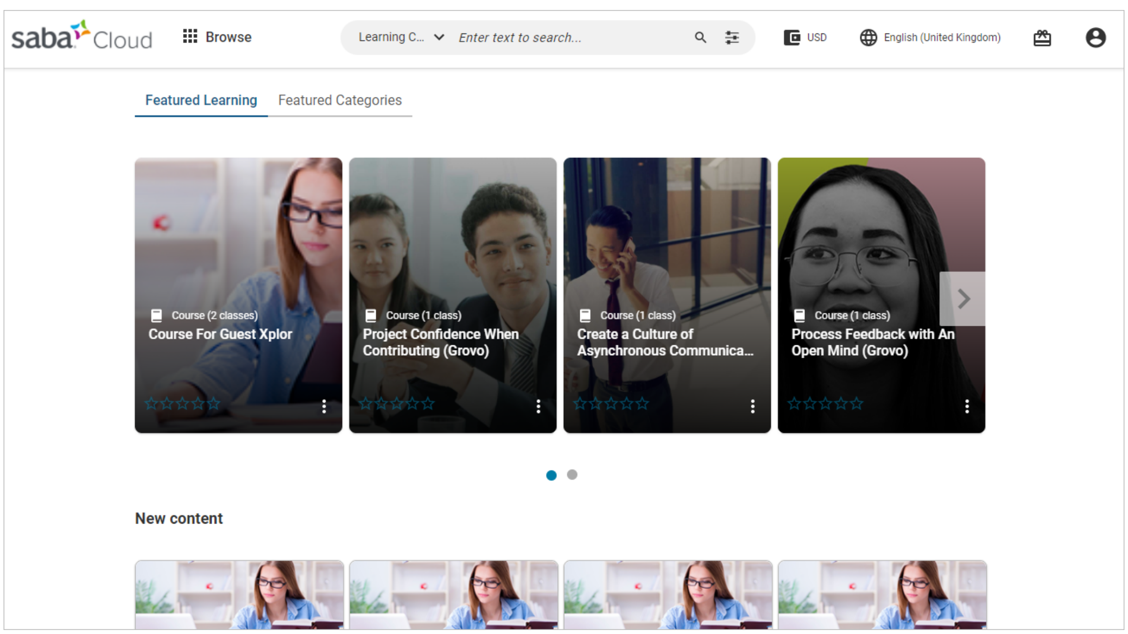


Figure 17: New Guest Catalog

Enhanced Discover portlet

This update introduces an enhanced Discover portlet with a new card design. The new design provides a fresh look-and-feel to the cards, improves usability, and expresses the improved design language in Saba Cloud.

For example, the cards display a taller profile, better spacing and fonts, and vertical ellipse to select actions instead of action button with caret.

To enable the enhanced Discover portlet, System Administrators need to configure the following new setting:

- **Enable enhanced Discover portlet**

  By default, this setting is Off. That is, the classic view of Discover portlet is displayed.

To enable this setting, navigate to **Admin > System > Configure System > Services > Foundation > Discover Portlet**.

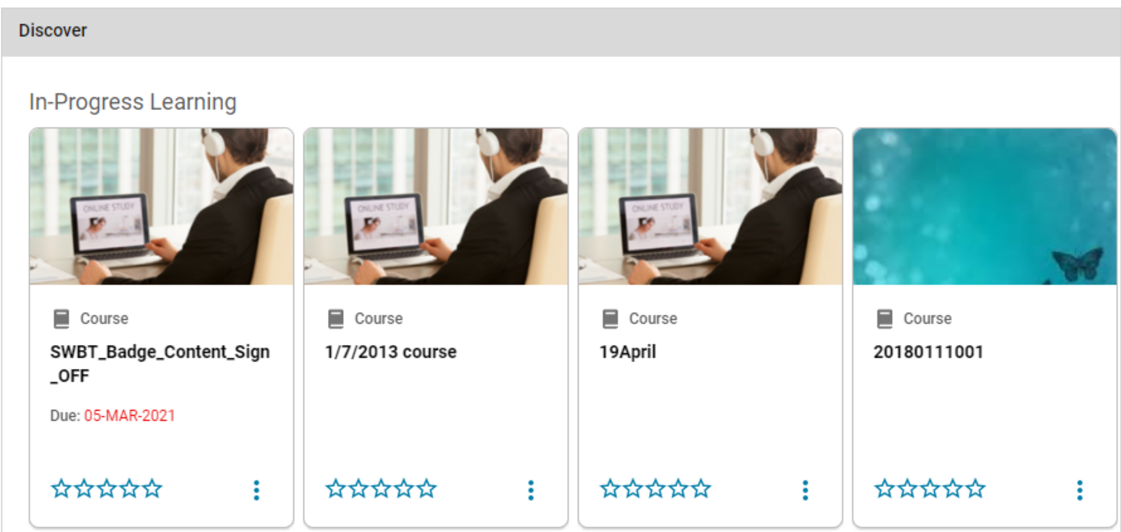


Figure 18: Enhanced Discover portlet

Note: The enhanced Discover portlet is still in an early preview stage and has limited features.

Changes to Learner Plan Visibility configuration

Prior to this update, the **Learner Plan Visibility** microsite property supported the following 3 values:

- 0 - Displays only the **Plan** page and menu
- 1 - Displays only the enhanced **Plan (Card View)** page and menu
- 2 - Displays both, the **Plan** and enhanced **Plan (Card View)** pages and menus

In this update, the **Learner Plan Visibility** microsite property has been updated to support the following 2 values only:

- 1 - Displays only the **Plan** page and menu
- 2 - Displays both, the **Plan** and enhanced **Plan (Card View)** pages and menus

By default, this property is set to '1'; that is, only **Plan** page and menu are displayed.

To configure this property, navigate to **Admin > System > Configure System > Microsites > *<Saba Cloud>* > Site Properties > Learner Plan**.

Chapter 2

Analytics

Topics:

This section includes topics to guide you through new features and enhancements under Analytics.

Easy Report - Launching Analytics reports directly from different areas of Saba Cloud

In this update, you can now launch a report from different areas of Saba Cloud. To do so, while saving or sharing a report in Analytics you get an option to associate a report to an application page. You can then launch the associated reports from Saba Cloud's application page (a page in Saba Cloud).

You can associate a report to an application page by opening a report and then clicking **Save** to open the **Save Report** dialog box. Alternatively, you can also associate a report to an application page using the **Security Settings** dialog box while sharing a report. From one of these dialog boxes, select an appropriate application page from the **Application Page** drop-down.

Note: You cannot share more than 10 reports on the application pages. To increase this limit, submit a request. For assistance, contact support.

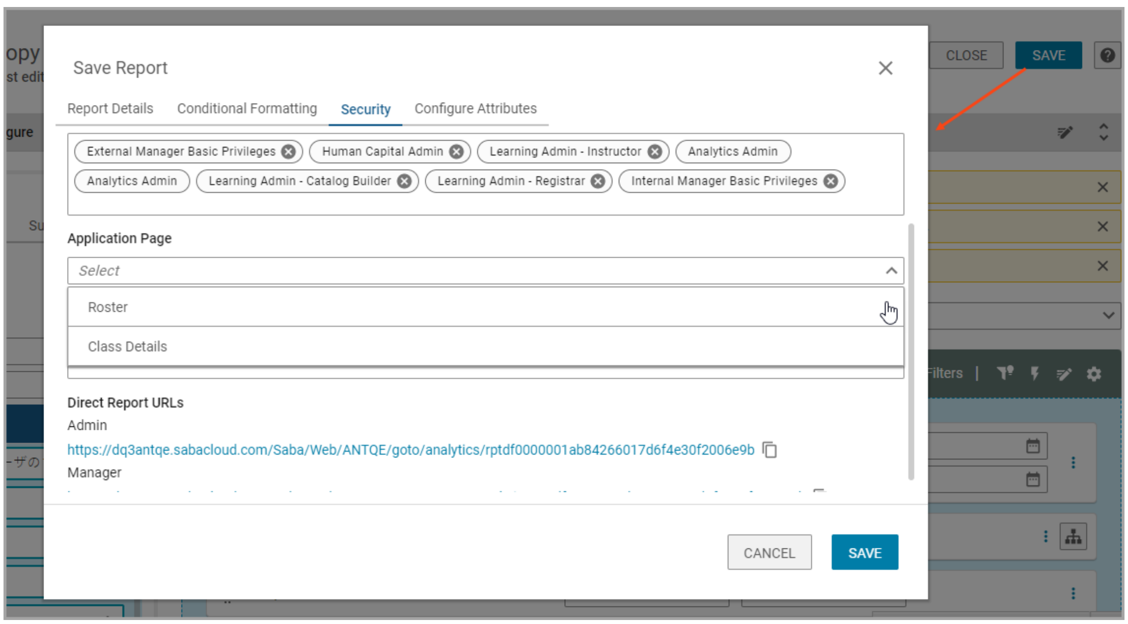


Figure 19: Select associated application page

Based on the entity group that you use to create the report, a drop-down shows the lists of Saba Cloud application pages from which a report can be launched. For example:

- If you create a report using the Courses entity group, then the report shows Course Details, Roster, and so on as the pages in the drop-down.
- If you create a report using the Review Details entity group, then the report shows Review Cycle Details as the page in the drop-down.

Note: Dashboards, Fixed format, and Merge reports are not supported.

If you do not see the pages in the drop-down to associate the report, the report that you are trying to associate is possibly created with attributes which do not qualify it to be shared with any of 3 pages: Roster, Class Details, Monitor Reviews.

You can select multiple application pages using this drop-down.

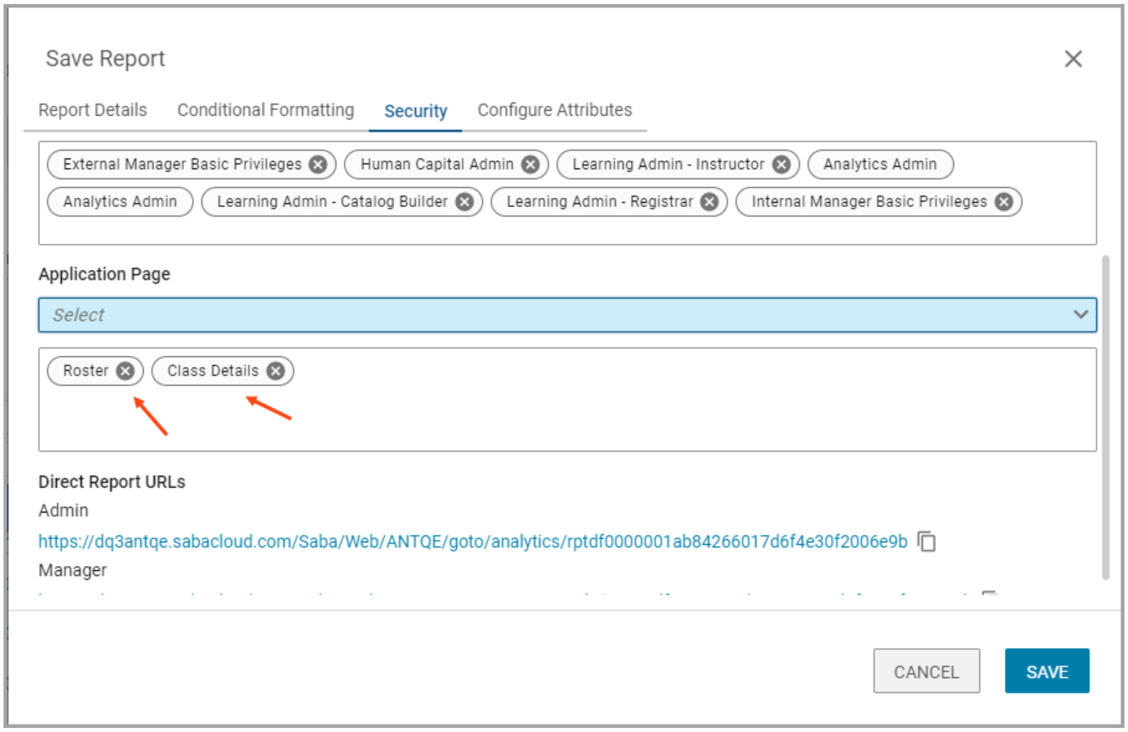


Figure 20: Select multiple associated application pages

After you've selected and set the application pages for a report, you can execute these reports from the associated application pages by clicking the **Analytics** icon.

Note: Object filters such as Class Name and Review Name are automatically applied. You cannot select a different Class or Review Cycle, post launching the report from the application page

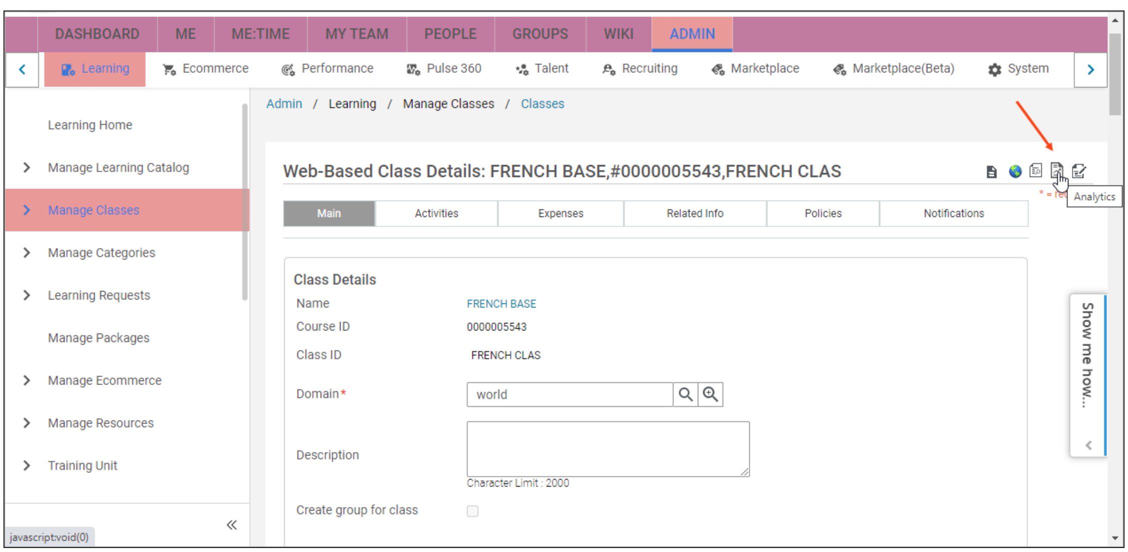


Figure 21: Analytics icon on the application page

Clicking this icon shows a list of reports available for execution.

Note: This icon is only visible to users who have been granted the **Can Access Analytics Menu** or **Is Analytics Admin** privilege on the **System** component.

Figure 22: Analytics icon clicked

As of now, this icon is available on the following pages:

- **Instructor** > **Instructor's desk** > **Roster** page
- **Leaning > Manage Classes > Classes > Class Details** page
- **Performance > Manage Reviews > Monitor Reviews** page

From the associated application pages, you can only perform the following actions:

- Execute or download the report

  Note: Reports will run in admin context.

- Revert to defaults
- Search for a specific report from this list

New visual experience for Analytics charts

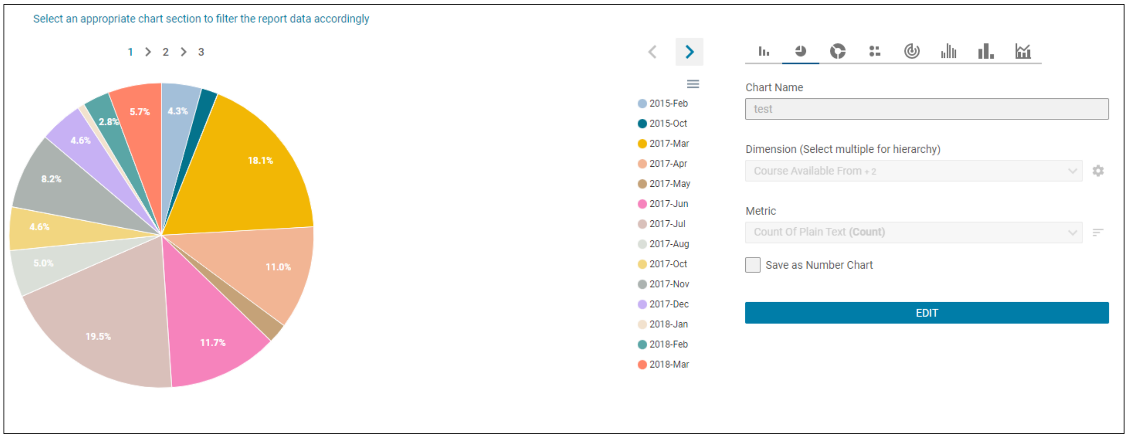
In this update, you now have a better and an interactive visual experience for Analytics charts. The new experience provides smooth animations when changing the datasets, loading dynamic data, and interacting with the charts.

Note: By default, this feature is disabled. To enable the feature, submit a support request. For assistance, contact support.

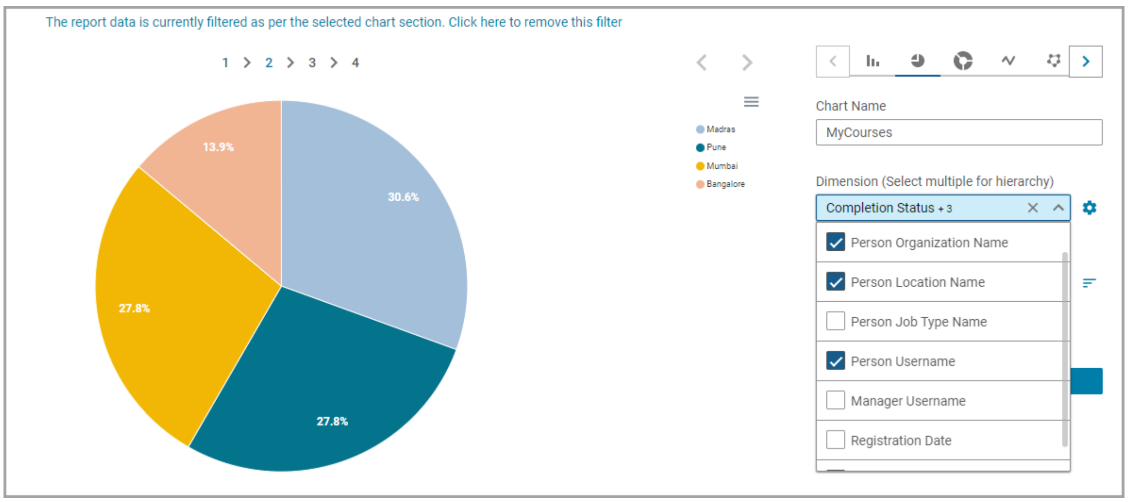
After you've enabled the new visual experience for the charts, these new charts will be visible when you execute reports, dashboards and Insights.

You can enable the new visual experience for the following charts:

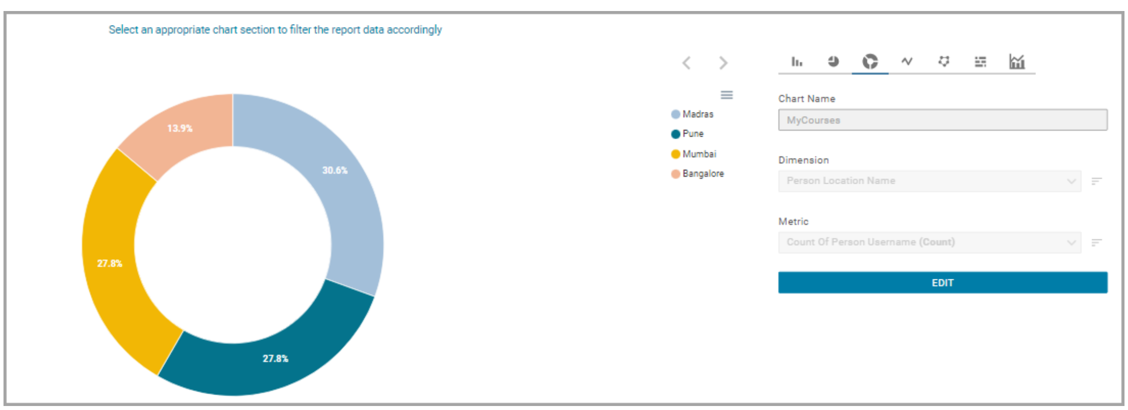
- Pie Chart



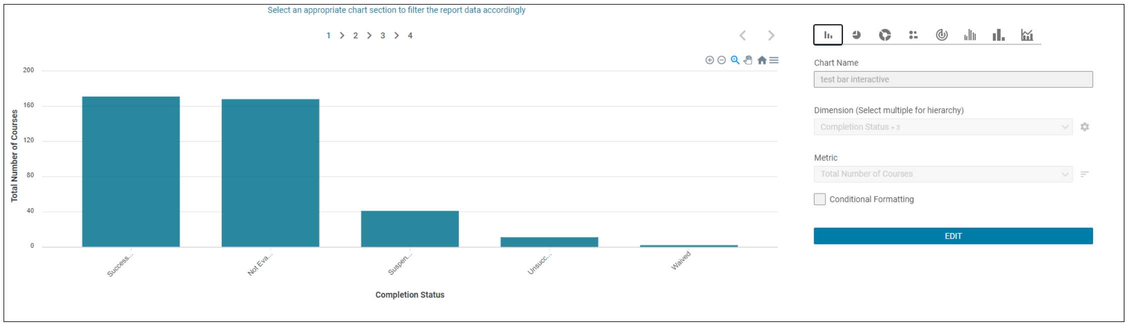
- Interactive Pie Chart with Multilevel/Hierarchy support



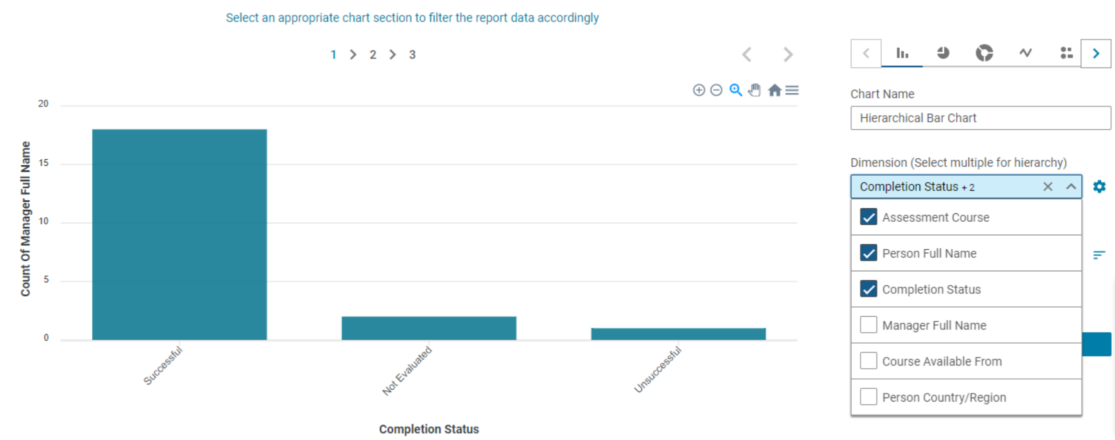
- Donut Chart



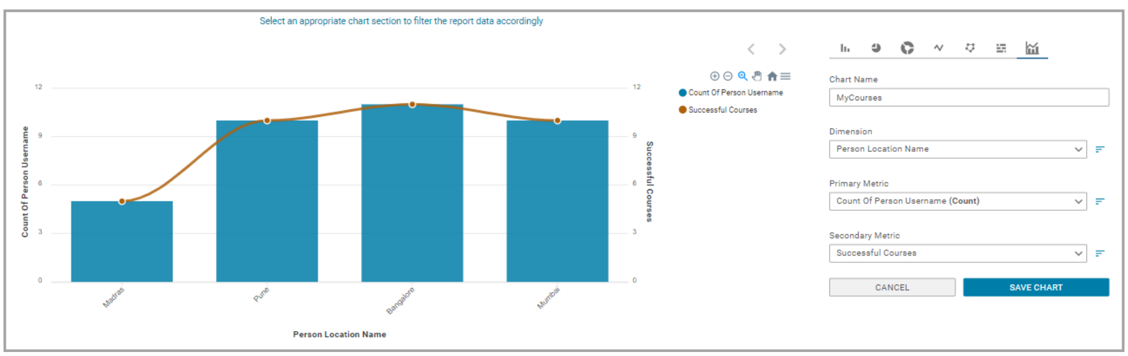
- Bar Chart



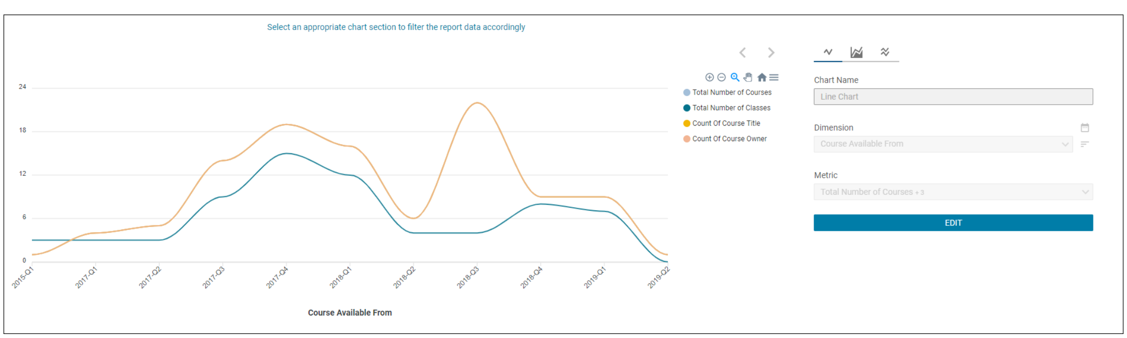
- Interactive Bar Chart with Multilevel/Hierarchy support



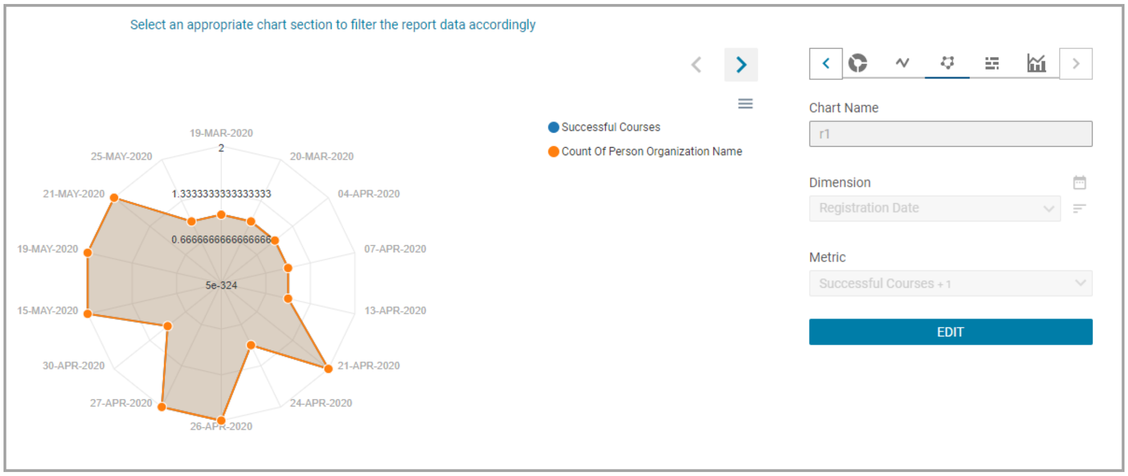
- Bar Line Chart



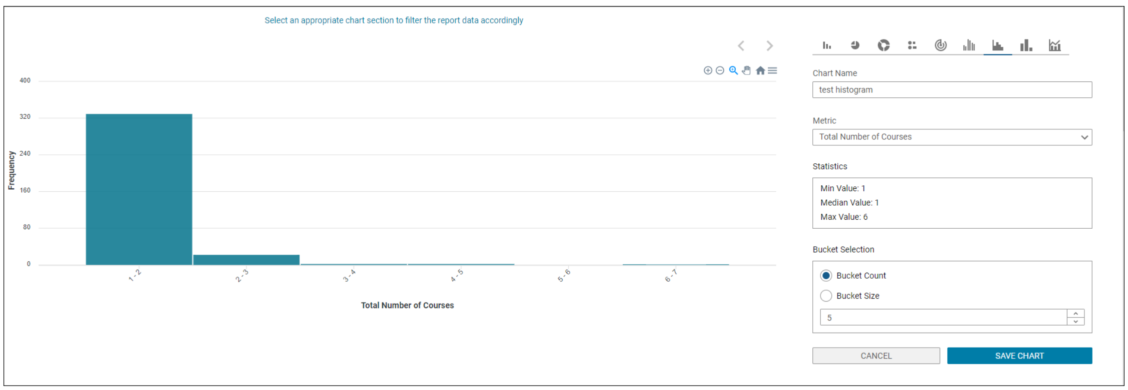
- Line Chart



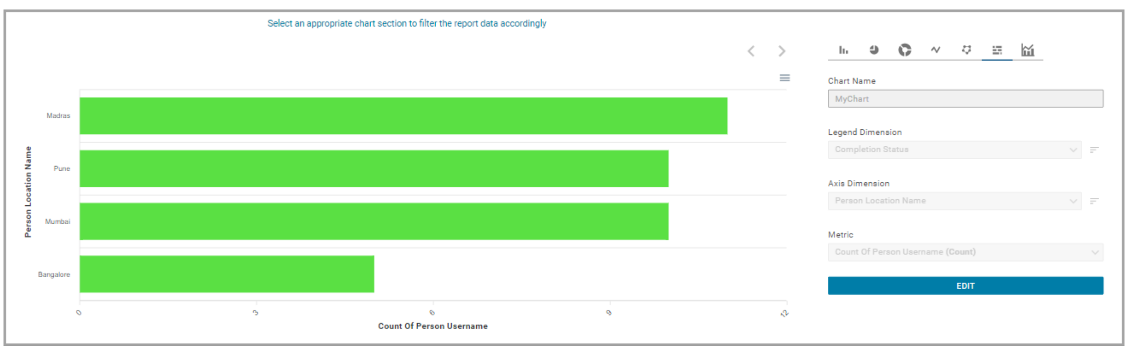
- Radar Chart



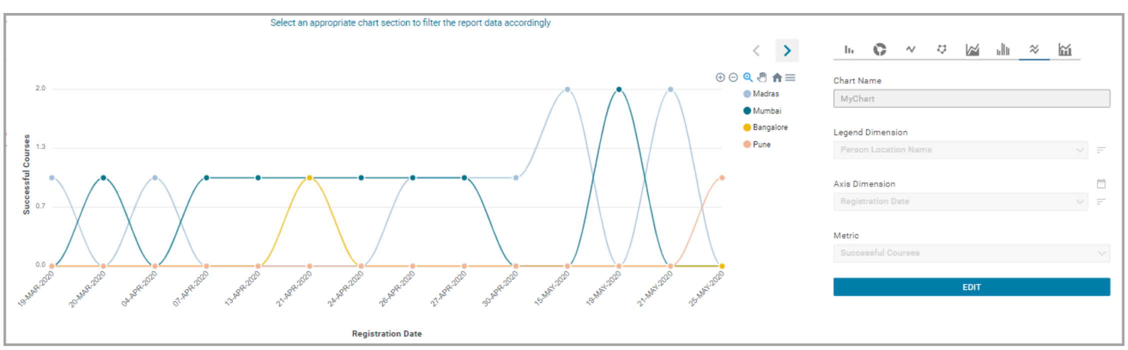
- Histogram Chart



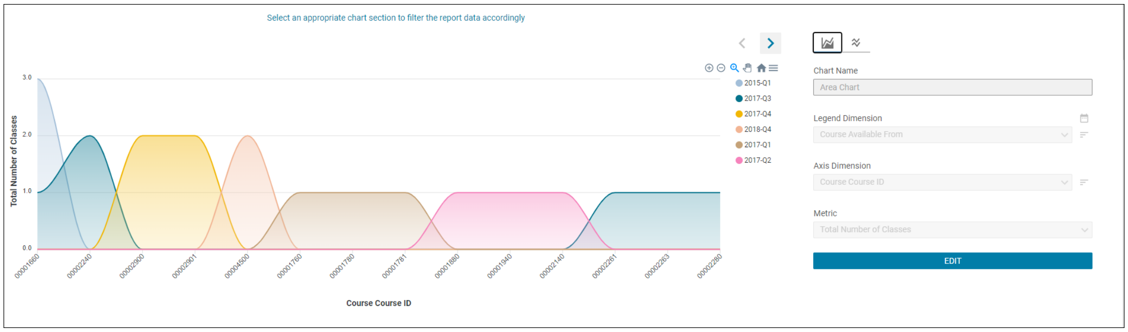
- Stacked Bar Chart



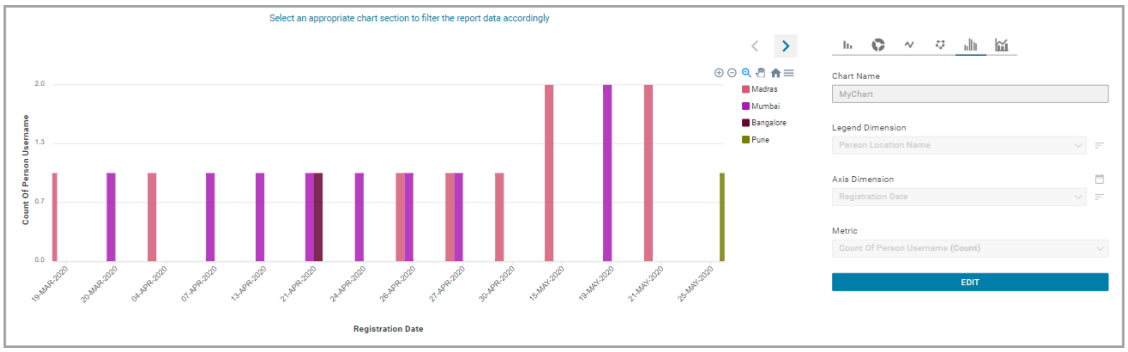
- Multiline Chart



- Area Chart



- Group Bar Chart



Download charts

You can download these new charts using one of the following options:

- Download SVG
- Download PNG
- Download CSV

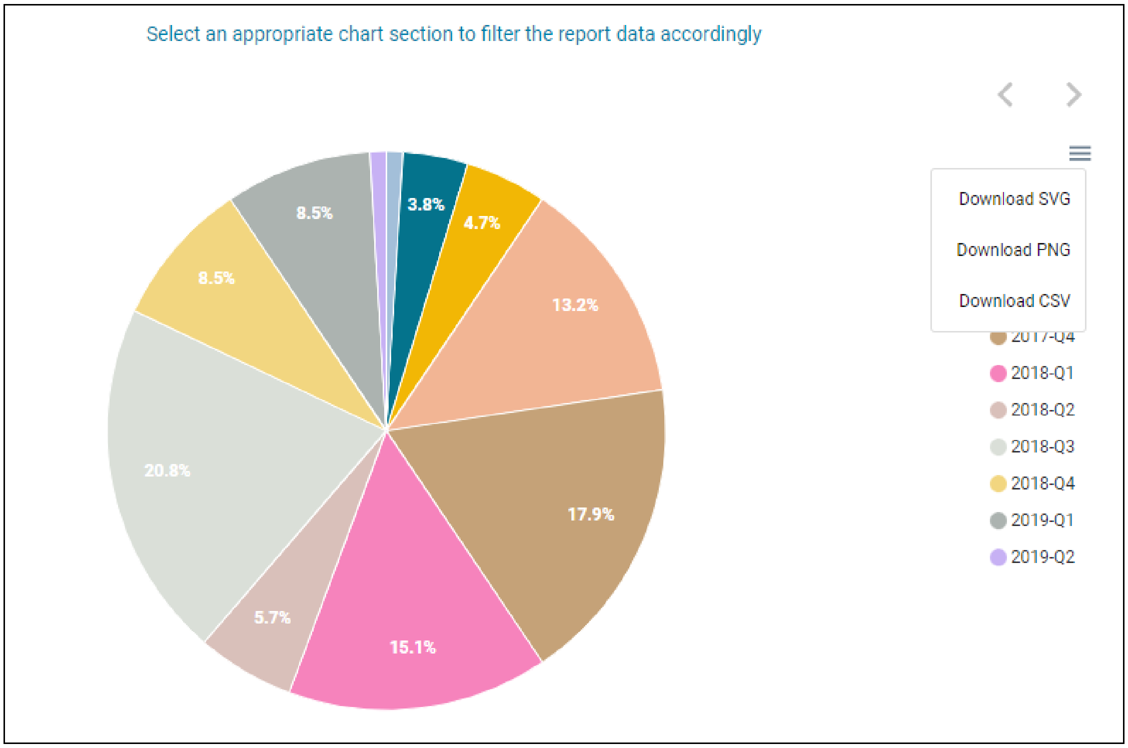


Figure 23: Download charts

Zooming in, Zooming out, and Panning charts

The following charts support zooming in, zooming out, and panning.

- Bar Line Chart
- Scatter Chart
- Area Chart
- Multiline Chart
- Line Chart
- Histogram Chart
- Bar Chart
- Group Bar Chart

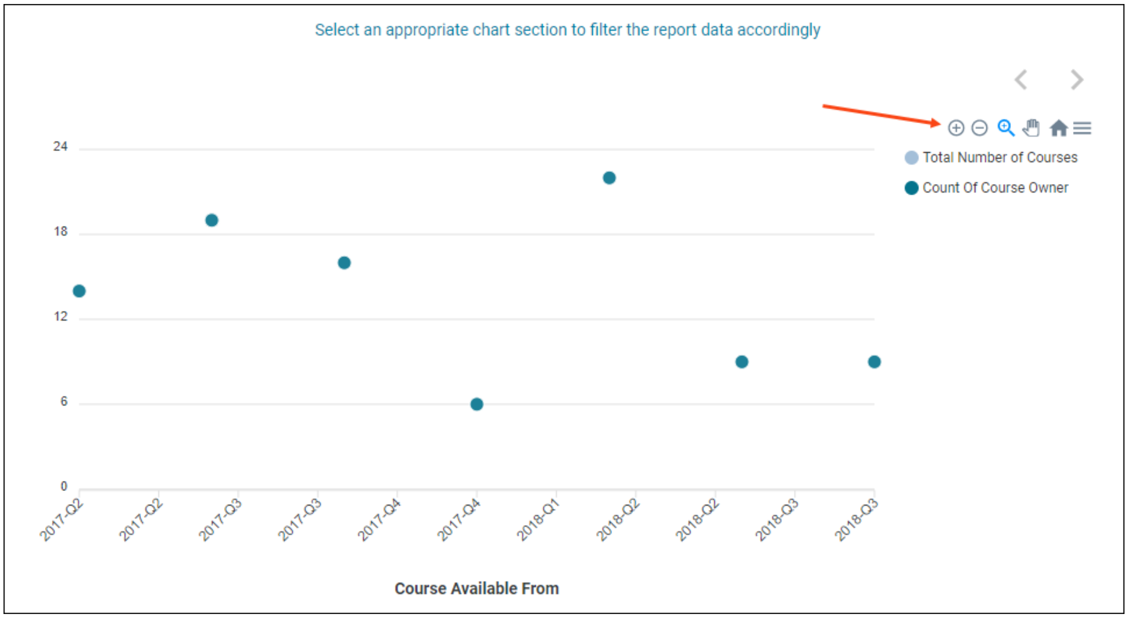


Figure 24: Zooming in, Zooming out and Panning charts

Legend-based chart section highlight

You can click an item in the Legend to add or remove it from the following charts:

- Line Chart
- Multiline Chart
- Area Chart
- Scatter Chart
- Stacked Bar Chart
- Bar Line Chart

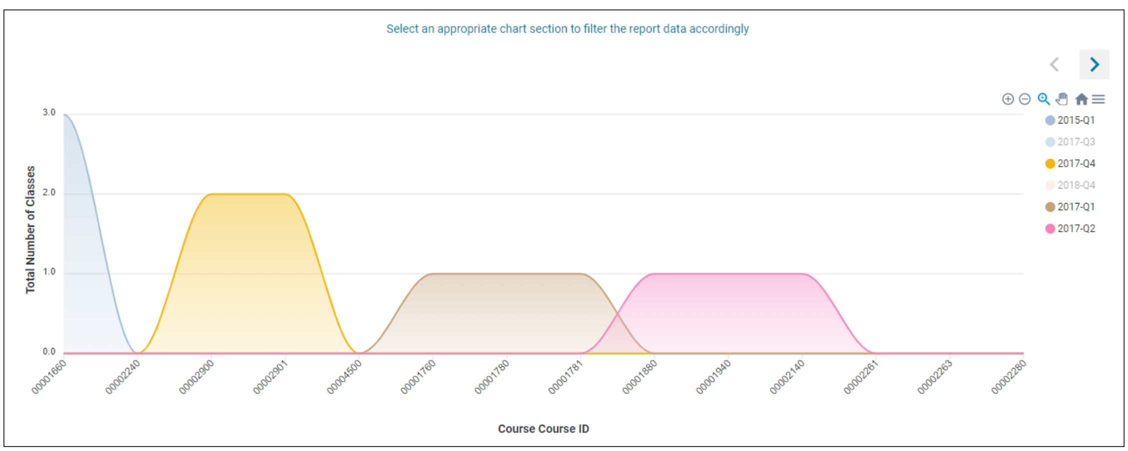


Figure 25: Click an item in the Legend to add or remove it

New charts for PDF exports

PDF exports of reports or dashboards can now show charts with the new visual experience. This brings uniformity in chart representations across the UI and PDF downloads.

Note: By default, the new charts for PDF exports are disabled. To enable new charts, submit a support request. For assistance, contact Saba support.

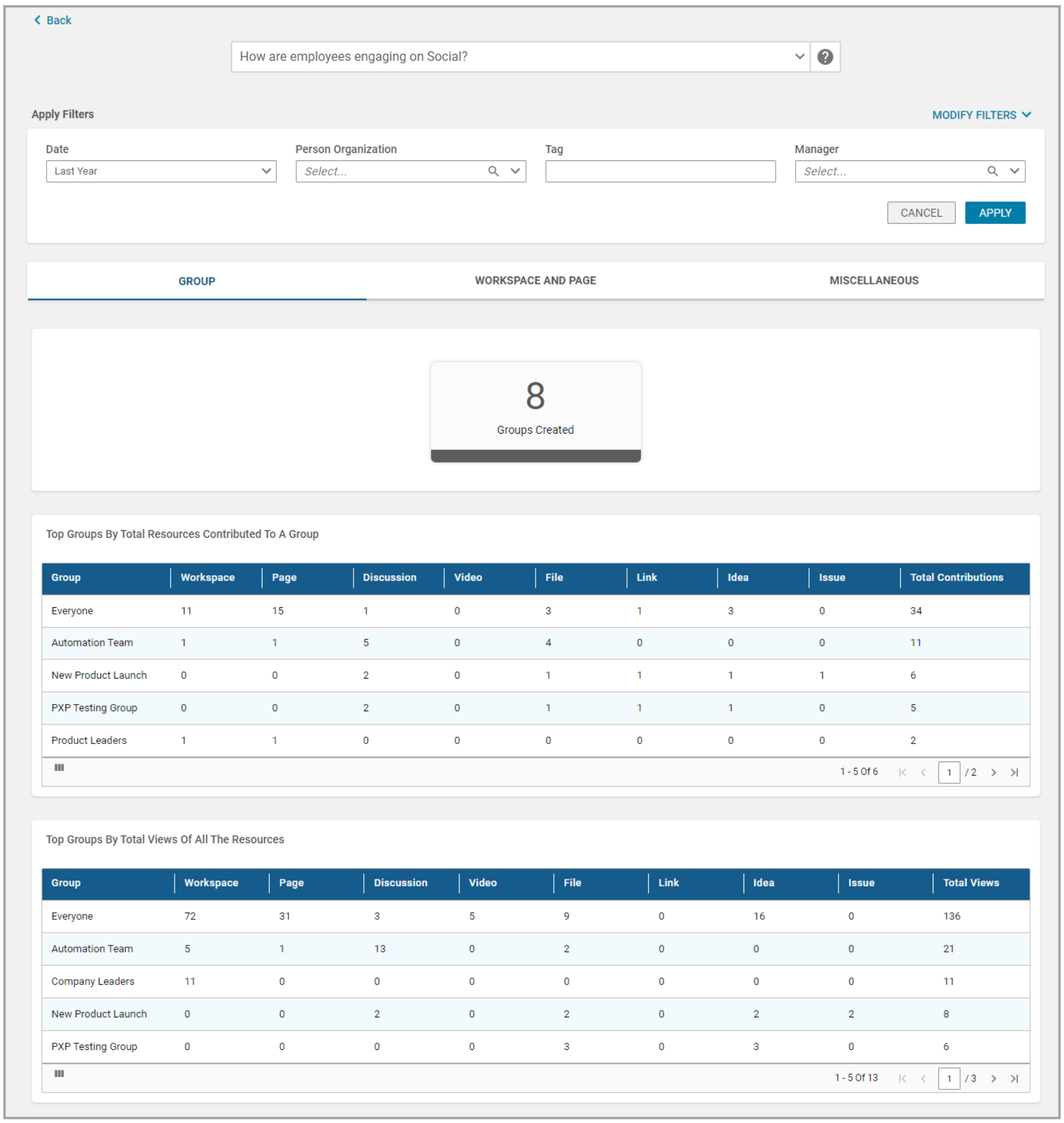
The **New charts for PDF exports** feature only works when you have the **New visual experience for Analytics charts** feature enabled.

Note: Only those charts which been updated using the new visual experience will have their respective new PDF exports.

New Insight - How are employees engaging on Social?

In this update, a new Insight called **How are employees engaging on Social?** is available for Social Admins. Social Admins can view this Insight under **Admin** > **Social**.

How are employees engaging on Social?



Group	Workspace	Page	Discussion	Video	File	Link	Idea	Issue	Total Contributions
Everyone	11	15	1	0	3	1	3	0	34
Automation Team	1	1	5	0	4	0	0	0	11
New Product Launch	0	0	2	0	1	1	1	1	6
PXP Testing Group	0	0	2	0	1	1	1	0	5
Product Leaders	1	1	0	0	0	0	0	0	2

Group	Workspace	Page	Discussion	Video	File	Link	Idea	Issue	Total Views
Everyone	72	31	3	5	9	0	16	0	136
Automation Team	5	1	13	0	2	0	0	0	21
Company Leaders	11	0	0	0	0	0	0	0	11
New Product Launch	0	0	2	0	2	0	2	2	8
PXP Testing Group	0	0	0	0	3	0	3	0	6

Note: Enable the **Social (Collaboration)** service to see this Insight.

This Insight helps analyze the engagement of employees with the Social section of Saba Cloud. It provides information under the Group, Workspace and Page, and Miscellaneous tabs.

Note: On-click drill-down is not available for this Insight.

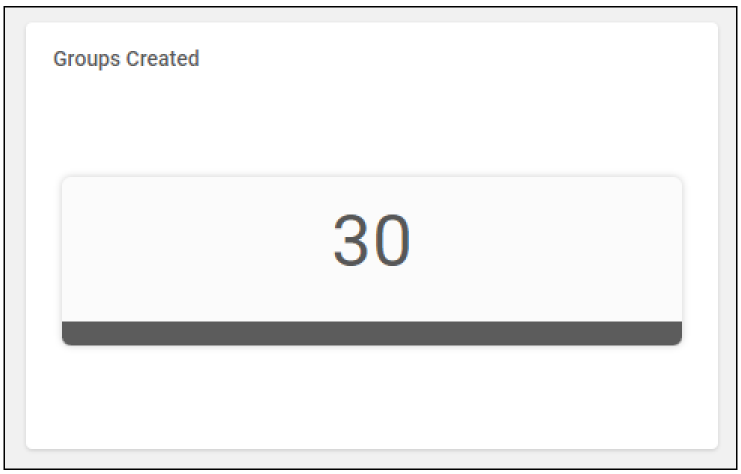
You can filter the data using the following options:

- Date: This Week, Last Week, This Month, Last Month, This Quarter, Last Quarter, This Year, Last Year
- Person Organization
- Tag
- Manager
- Person Location

Group

The Group tab provides the following details:

- **Groups Created**: A number chart indicating the total number of groups created.



- **Top Groups By Total Resources Contributed To A Group**: This table lists top Groups based on the total count of resources (Workspace, Page, Discussion, Video and so on) added to the Group:
    - Group Name
    - Workspace
    - Page
    - Discussion
    - Video
    - File
    - Link
    - Idea
    - Issue
    - Total Contributions

Top Groups By Total Resources Contributed To A Group

Group	Workspace	Page	Discussion	Video	File	Link	Idea	Issue	Total Contributions
Everyone	0	0	1	0	0	1	0	0	2
Everyone Group	0	0	1	0	0	0	0	0	1

1 - 2 Of 2

- **Top Groups By Total Views Of All The Resources**: This table lists top Groups based on the total count of views (Workspace, Page, Discussion, Video and so on) that all the resources added to a group had:
  - Group Name
  - Workspace
  - Page
  - Discussion
  - Video
  - File
  - Link
  - Idea
  - Issue
  - Total Views

Top Groups By Total Views Of All The Resources

Group	Workspace	Page	Discussion	Video	File	Link	Idea	Issue	Total Views
Everyone	132	7	1	0	4	6	8	0	158

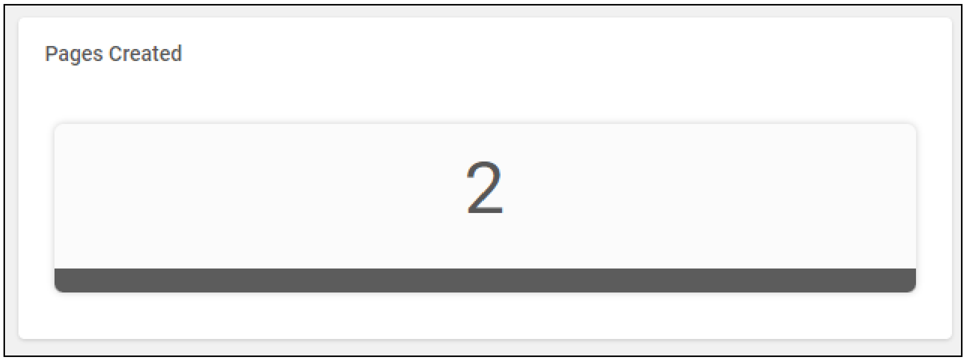
1 - 1 Of 1

Workspace and Page

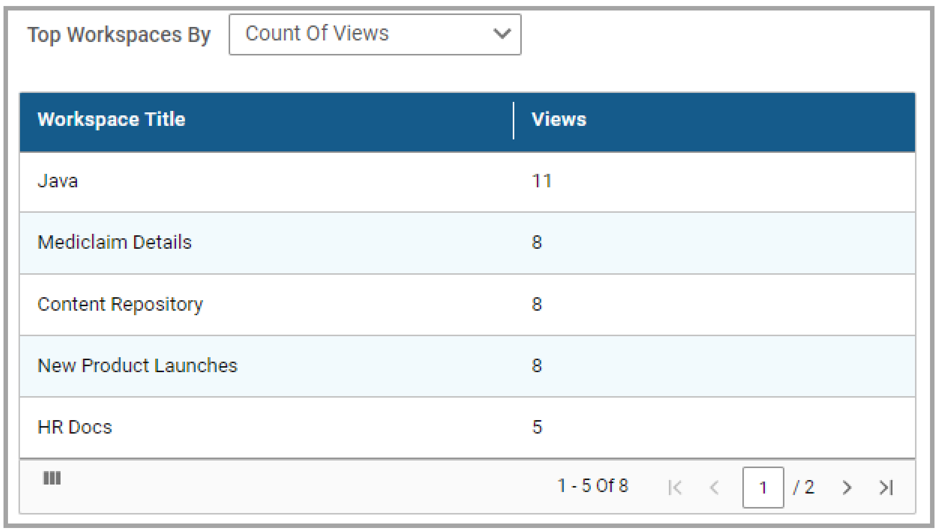
The Workspace and Page tab provides the following details:

- **Workspaces Created**: A number chart indicating the total workspaces created.

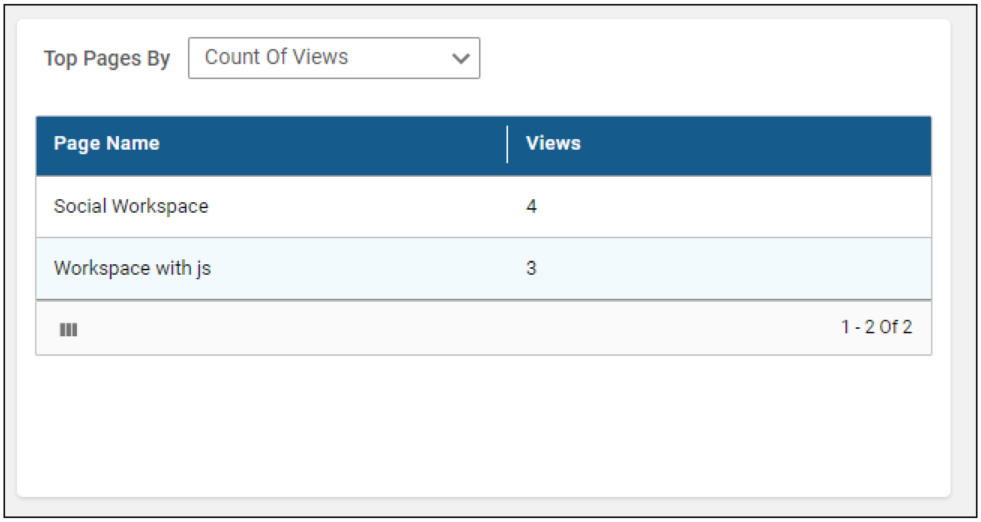
- **Pages Created**: A number chart indicating the total pages created.



- **Top Workspaces By**: Indicates the Top Workspaces, based on the selected metric from the drop down. It displays the Workspace title and the number of views. You can select one of the following metrics that you want to see the Social objects ranked from the drop-down.
  - Count Of Views (default)
  - Count Of Ratings
  - Count Of Pages



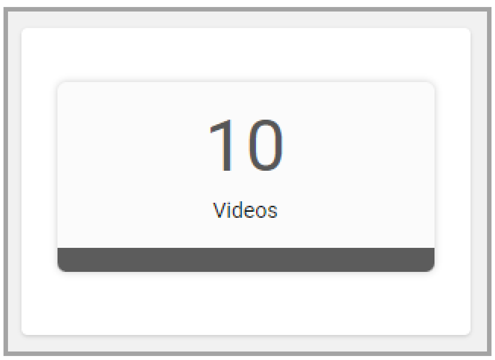
- **Top Page By**: Indicates the Top Pages, based on the selected metric from drop down. It displays the Page name and the number of views. You can select one of the following metrics that you want to see the Social objects ranked from the drop-down.
  - Count Of Views (default)
  - Count Of Ratings given
  - Count Of Votes



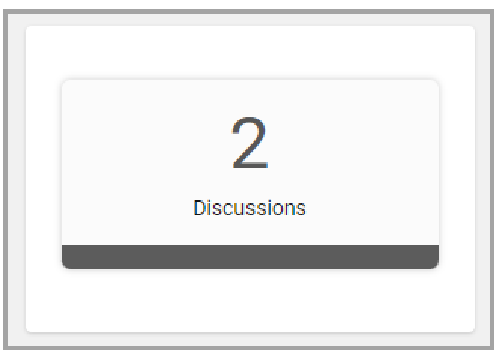
Miscellaneous

The Miscellaneous tab provides the following details:

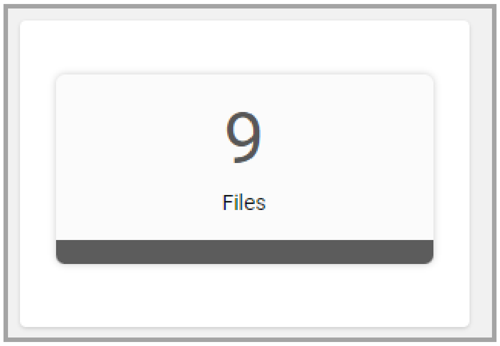
- A number chart showing the total number of videos created.



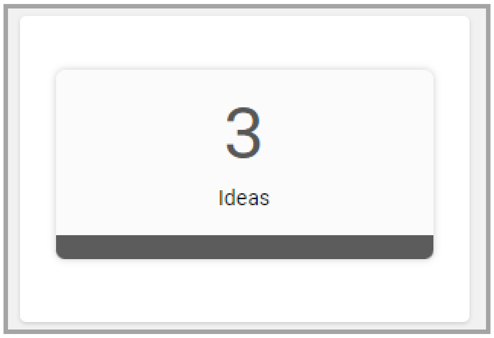
- A number chart showing the total number of discussions created.



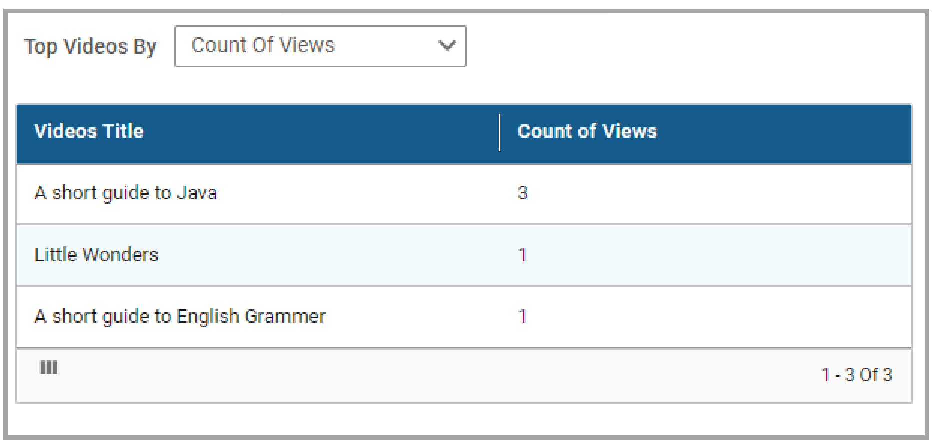
- A number chart showing the total number of files created.



- A number chart showing the total number of ideas created.



- Top Videos By: Indicates the Top Videos, based on the selected metric from drop down. It displays the video name and the number of views. You can select one of the following metrics that you want to see the Social objects ranked from the drop-down.
  - Count Of Views (default)
  - Count Of Ratings given
  - Count Of Votes

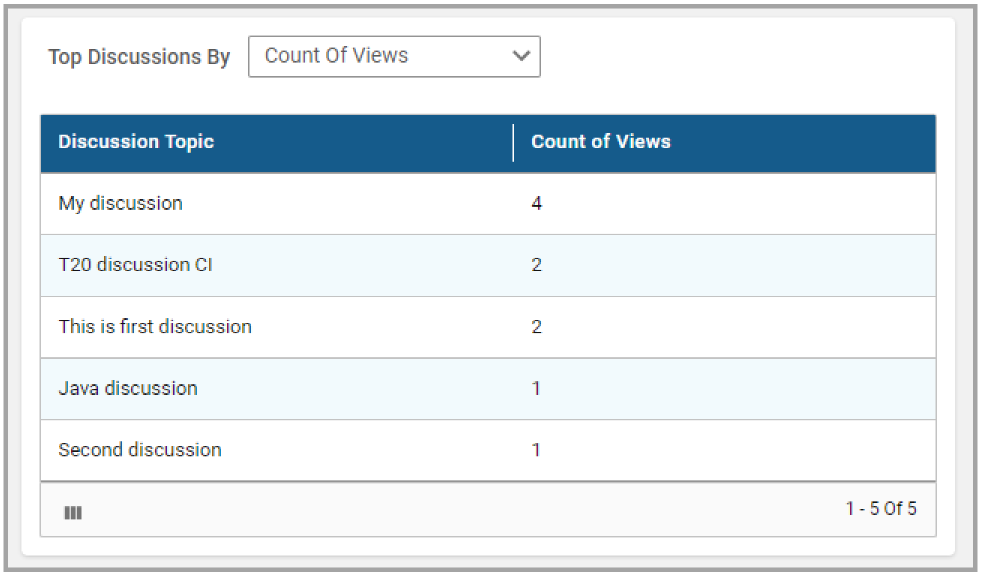


Top Videos By: Count Of Views

Videos Title	Count of Views
A short guide to Java	3
Little Wonders	1
A short guide to English Grammer	1

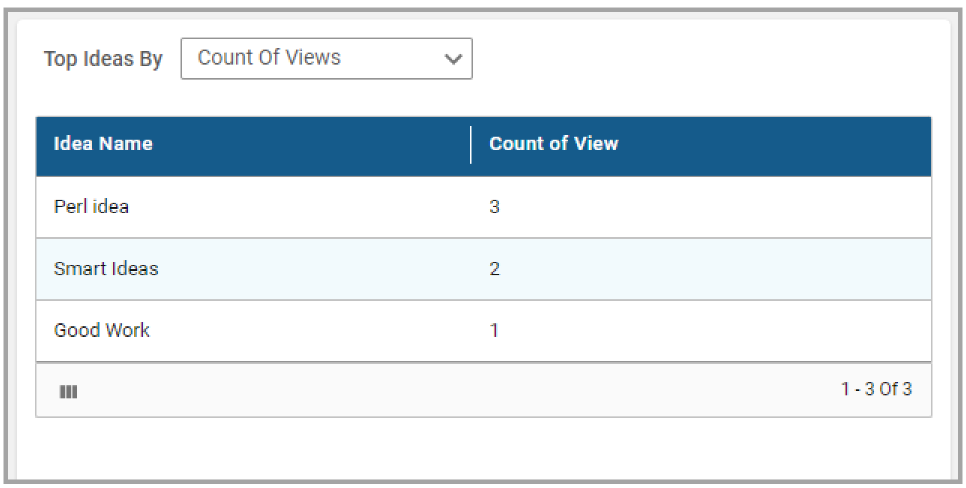
1 - 3 Of 3

- Top Discussions By: Indicates the Top Discussions, based on the selected metric from drop down. It displays the discussion name and the number of views. You can select one of the following metrics that you want to see the Social objects ranked from the drop-down.
  - Count Of Comment/Replies (default)
  - Count Of Votes
  - Count of Bookmarks



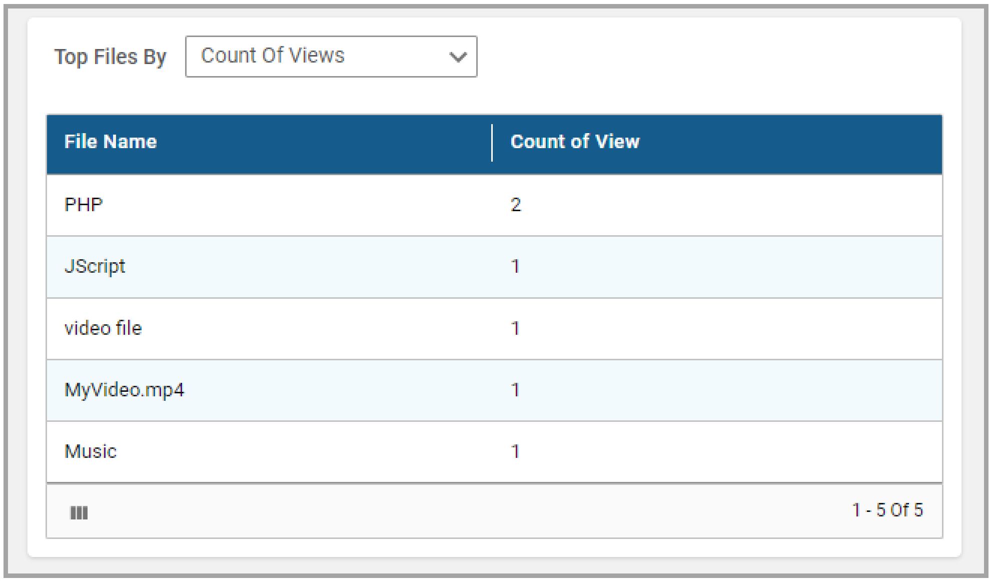
Discussion Topic	Count of Views
My discussion	4
T20 discussion CI	2
This is first discussion	2
Java discussion	1
Second discussion	1

- Top Ideas By: Indicates the Top Ideas, based on the selected metric from drop down. It displays the idea name and the number of views. You can select one of the following metrics that you want to see the Social objects ranked from the drop-down.
  - Count Of Votes (default)
  - Count Of Views
  - Count of Comments



Idea Name	Count of View
Perl idea	3
Smart Ideas	2
Good Work	1

- Top Files By: Indicates the Top Files, based on the selected metric from drop down. It displays the file name and the number of views. You can select one of the following metrics that you want to see the Social objects ranked from the drop-down.
  - Count Of Views (default)
  - Count Of Votes
  - Count of Ratings Given


Top Files By: Count Of Views

File Name	Count of View
PHP	2
JScript	1
video file	1
MyVideo.mp4	1
Music	1

1 - 5 Of 5

Save a 'Data on Demand' query and use it later

In this update, you can save the 'Data on Demand' query that you create so that you can refer to it later.

To save the query, click the **Save Query** icon.

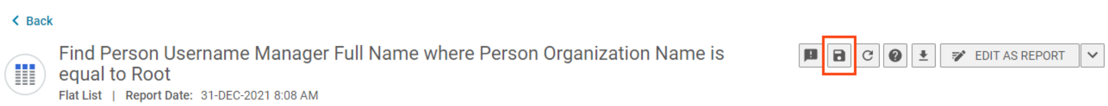


Figure 26: Save Query

Enter a name for the query and click **Save**.

Note: The query can only be saved after a successful execution.

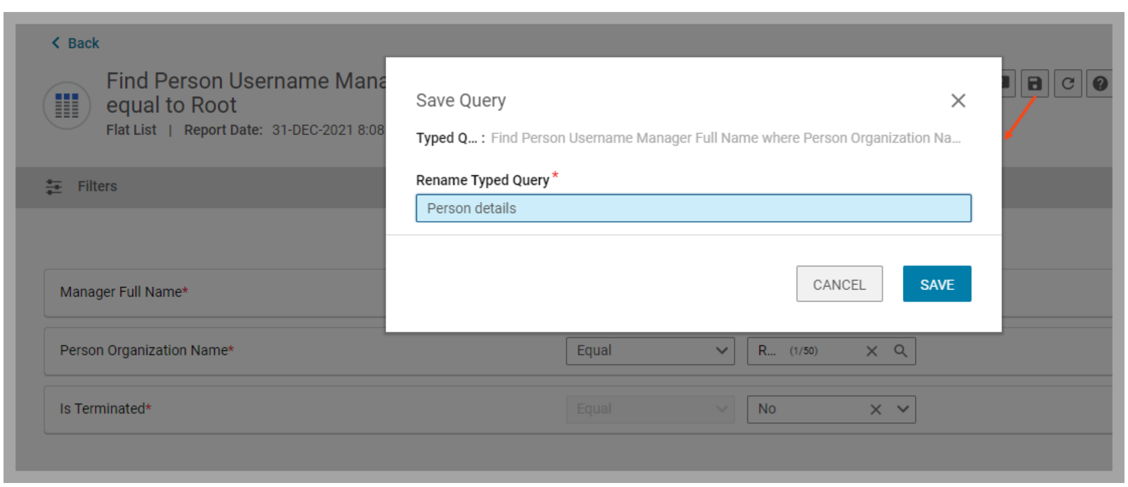


Figure 27: Name the Query

Once the query is saved, you can refer to it by clicking the **Saved Queries** link.

Note: If you save a query as a report (using the **EDIT AS REPORT** button > **Save**), that query will no longer be available under the **Typed Query** or the **Saved Queries** sections.

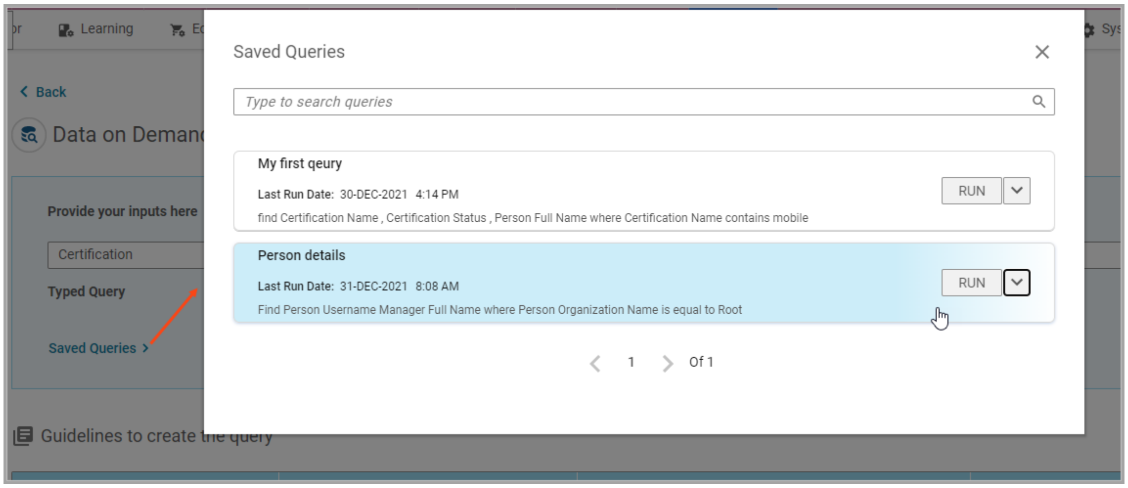


Figure 28: Referring to the saved queries

You can run or delete the saved queries using the action menu items.

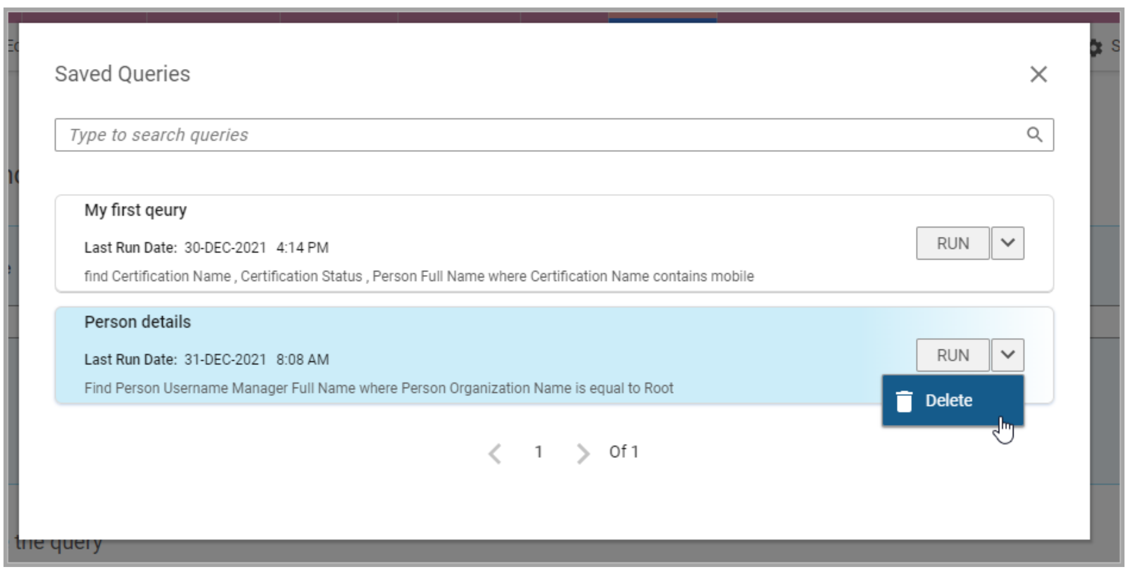


Figure 29: Running or deleting the saved queries

'Data on Demand' supports additional attribute categories

Prior to this update, the following attribute categories were supported for the Data on Demand feature:

- Certifications
- Curricula

- Learning Record Store (LRS)
- Profile Details
- Review Details

In this update, the following additional attribute categories are supported for the Data on Demand feature that the user can now select and query for the data:

- Courses

  Note: The Courses category currently supports the attributes from the following entities:

  - Course
  - Classes
  - Registration
  - Transcript

- Goal Details

New warning message while editing a scheduled report

Prior to this update, when a scheduled report was edited, there was no indication about any existing schedules on that report. The person editing a report would not know if that report was scheduled. Owing to this, some unwanted data could get accidentally exposed. For example, someone could edit a scheduled report to remove a filter. In such a case, since that report was scheduled, the report would now go out unfiltered and contain information that should not have gone out.

In this update, a warning message now indicates, if a report that you are editing has existing schedules. The warning message provides a list of schedule names, their frequency and the owners of those schedules. That way, the person editing such reports is notified about the existing schedules on that report. The person can then choose to continue with the edit or cancel the edit.

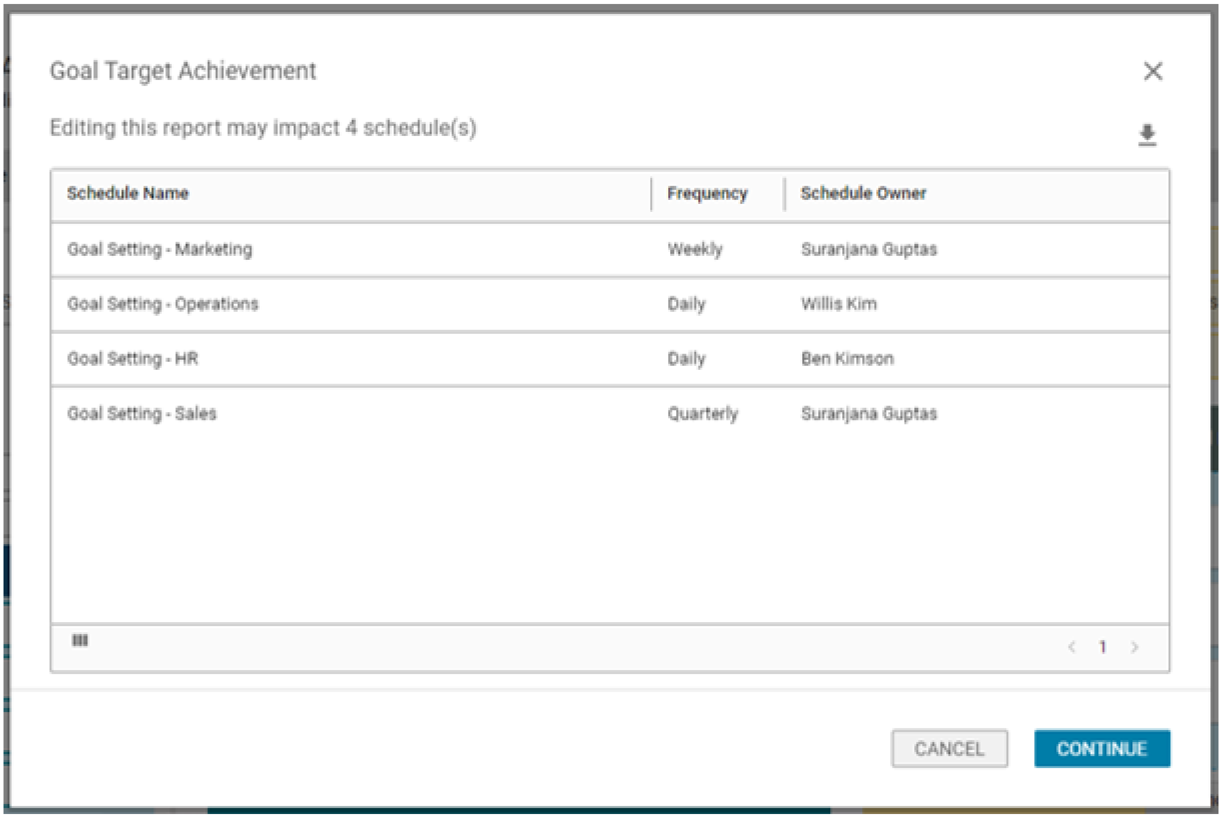


Figure 30: Warning message while editing a scheduled report

The Analytics Admin can control the display of this warning message using the **Show Warning message when editing a scheduled** setting under **Analytics > Settings > Configuration > Others**.

Manager data now included in scheduled reports

Prior to this update, when reports (Flat list, Cross tab, and Data extract) were scheduled in the manager context, there was no option to include manager's data.

In this update, while scheduling Flat list, Cross tab, and Data extract reports, the Analytics Admin (in the manager context) or the Manager can now choose if a report can show manager's data along with the team's data. This is only applicable for those reports which are shared with Managers with the **Include Manager's Own Data** option enabled.

Note: By default, this feature is disabled. To enable this feature, submit a request. For assistance, contact support. Enabling this feature may impact the report performance and may also increase the report execution time depending on the report attributes and the amount of data.

After this feature is enabled, as an Analytics Admin select **Manager** from the **Recipient Context** drop-down list and then set the value of the **Show Manager's Data** report filter to Yes or No to include or filter manager data for that report.

As a Manager (if a report is shared with you with the **Include Manager's Own Data** option enabled), set the value of the **Show Manager's Data** report filter to Yes or No to include or filter manager data for that report.

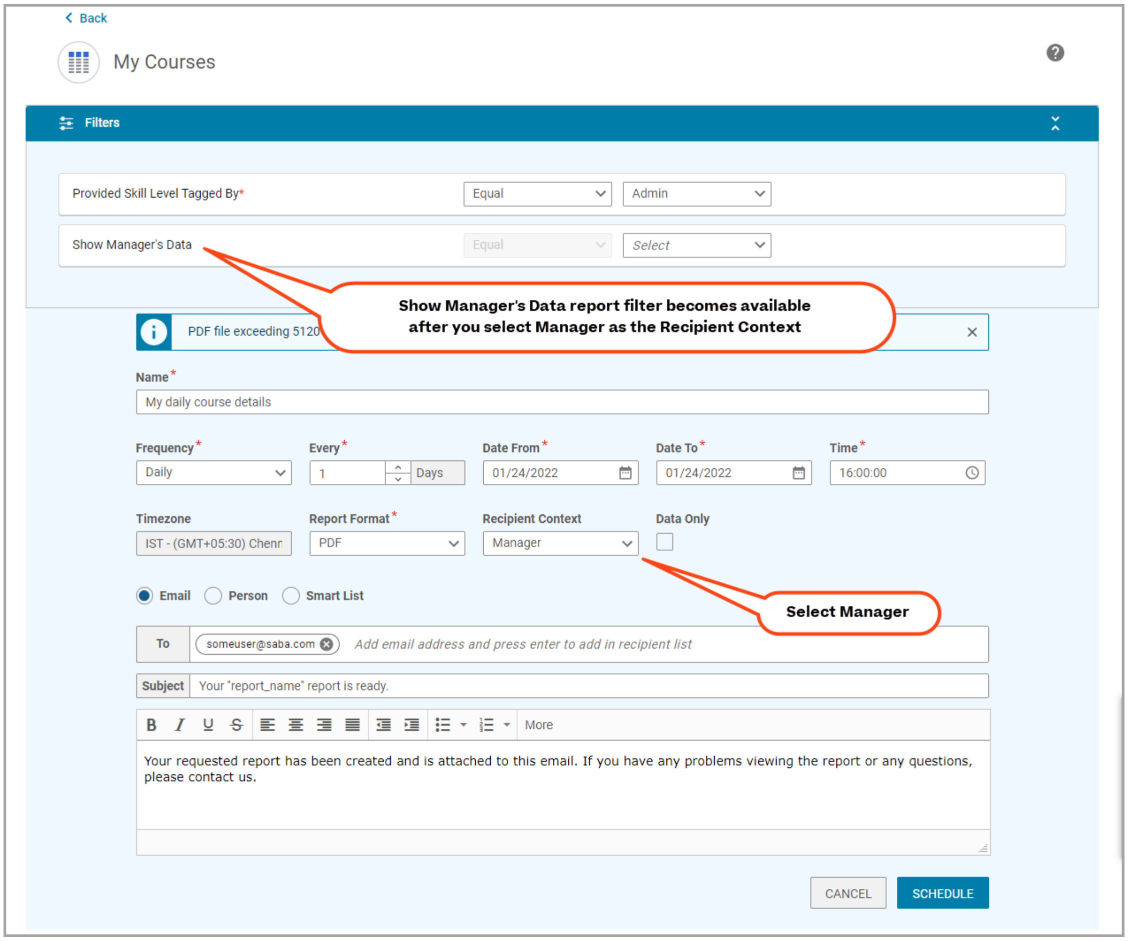


Figure 31: Scheduling a report in the manager context

Remove the blank line from downloaded Data Extract reports

Prior to this update, when exporting or scheduling a Data Extract report as a .CSV file, you could choose to not include charts, filters, report execution, and grouping details in a report by selecting the **Data only** option.

Such reports have a blank line at the top of the report, just before the column headers. At times you may want to remove this line before Excel or other third-party applications recognize the column headers automatically.

A new setting is now available that when enabled removes the blank line at the top of these reports.

Note: By default, this setting is disabled. To enable it, submit a request. For more details, contact support.

New option to show each summary section on a new page for Grouped reports

Prior to this update, for PDF exports of Grouped Reports with Summary Sections, it was possible to show each new summary on a new page by enabling the **Analytics > Settings > Grouped Report settings > Summary Section on new page** setting. This configuration applied to all the Grouped report PDF downloads.

In this update, you now have the flexibility to choose and see new section in a new or the same page, for a specific download (at individual report level). For grouped reports, there is an additional option called **Summary Sections on new page**. You can enable this option while scheduling or downloading a Grouped Report PDF.

When scheduling a grouped report, you can select the **Summary Sections** and then select the **Summary Sections on new page** option.

Note: All the existing schedules will run as per the **Analytics > Settings > Grouped Report settings > Summary Section on new page** setting.

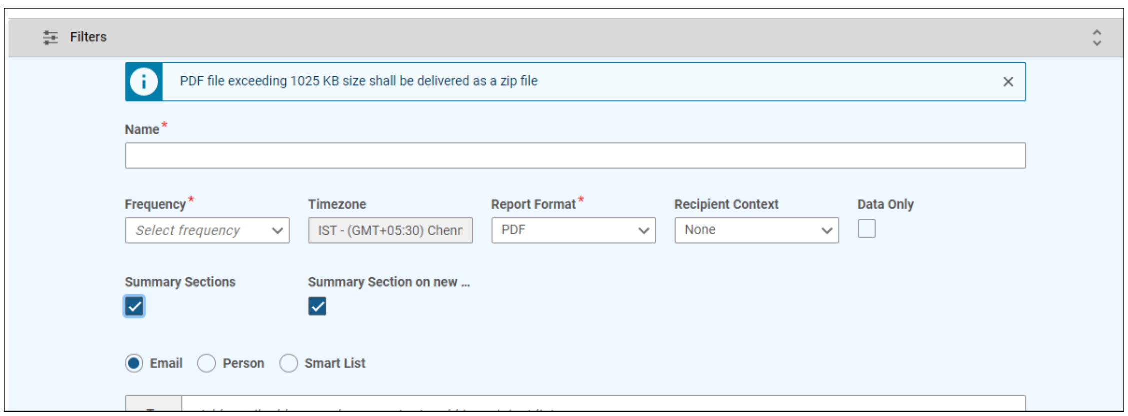


Figure 32: Summary Sections on new page while scheduling a Grouped report

Similarly, when downloading a grouped report, you can select the **Summary Sections** option and then select the **Summary Section on new page** option.

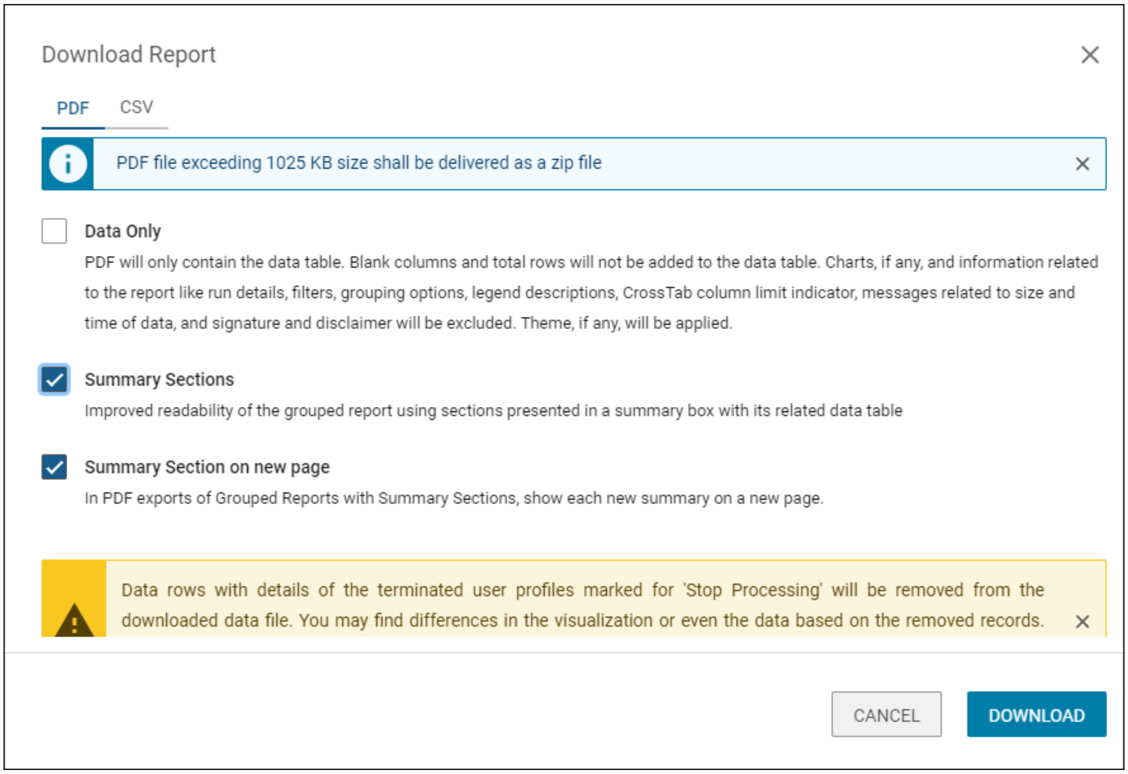


Figure 33: Summary Sections on new page while downloading a Grouped report

Interactive mode is now the default mode for Dashboards and Insights

Prior to this update, for Dashboards and Insights, the **Interactive Mode** option was not enabled by default.

In this update, the **Interactive Mode** option is enabled by default. This mode allows you to drill down on the chart data without having to execute the report.

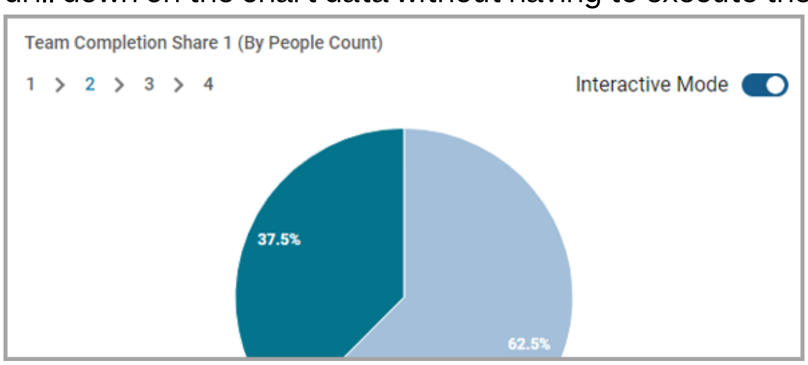


Figure 34: Interactive Mode option is enabled by default

New Attributes

Learning

This section describes the attributes that have been added under the Learning reports model in the Saba application.

Table 3: Learning Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Certification Details	Certification Mark for compliance	Dimension	No	Whether certification is marked for compliance
Curricula Details	Curriculum Mark for compliance	Dimension	No	Whether curriculum is marked for compliance
Courses	Course Mark for compliance	Dimension	No	Whether course is marked for compliance
Classes Catalog	Associated Checklist	Dimension	No	Checklist associated with class
Held Checklist Details	Held Checklist Class Version	Dimension	No	Version of class associated with checklist
Held Checklist Details	Held Checklist Course Title	Dimension	No	Course associated with checklist
Held Checklist Details	Held Checklist Course ID	Dimension	No	Course ID associated with checklist
Held Checklist Details	Held Checklist Course Version	Dimension	No	Course Version of associated checklist

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Held Checklist Details	Held Checklist Attachment	Dimension	No	Name of Attachment with checklist
Held Checklist Details	Held Checklist Attachment Uploaded On	Dimension	No	Held Checklist Attachment Uploaded On
Held Checklist Details	Held Checklist Attachment Uploaded Username	Dimension	No	Held Checklist Attachment Uploaded By Username
Held Checklist Details	Held Checklist Attachment Uploaded By	Dimension	No	Held Checklist Attachment Uploaded By
Learner Curricula Details	Curricula Assigned By Person Username	Dimension	No	Username of person who assigned Curricula to a learner
Module Details	Attempted On Date Time	Dimension	No	Content attempt date time
Orders and OrderItems	Order Subscription Assignee First Name	Dimension	No	First name of assignee of order subscription
Orders and OrderItems	Order Subscription Assignee Last Name	Dimension	No	Last name of assignee of order subscription
Orders and OrderItems	Order Subscription Assignee Organization	Dimension	No	Organization of assignee of order subscription

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Orders and OrderItems	Order Subscription Assignee Location	Dimension	No	Location of assignee of order subscription
Orders and OrderItems	Order Subscription Assignee Domain	Dimension	No	Domain of assignee of order subscription
Orders and OrderItems	Order Subscription Assignee Email	Dimension	No	Email of assignee of order subscription
Package Catalog	Package Name	Dimension	No	Name of Package
Package Catalog	Package Number	Dimension	No	Package Number
Package Catalog	Package Available From Date	Dimension	No	Date since package is available
Package Catalog	Package Discontinued From Date	Dimension	No	Date after which package will be discontinued
Package Catalog	Package Administrator	Dimension	No	Package Administrator
Package Catalog	Package Display for Call Center	Dimension	No	Whether package will be displayed for call center
Package Catalog	Package Display for Web	Dimension	No	Whether package will be displayed for web

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Package Catalog	Package Pricing Type	Dimension	No	Pricing type for package
Package Catalog	Package Training Units	Dimension	No	Training Units of Package
Package Catalog	Package Item Name	Dimension	No	Item name from package
Package Catalog	Package Description	Dimension	No	Package Description
Package Catalog	Package Choice Learning Item	Dimension	No	Course/Class that are part of the package
Package Catalog	Package Price	Dimension	No	Price of package

Users can now pull these new attributes (Dimensions or Metrics) while creating or updating the Analytics reports.

Profile

This section describes the attributes that have been added under the Profile reports model in the Saba application.

Table 4: Profile Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Person Details	Suggested Skill Name	Dimension	No	Skill Name in case the same skill is already available in Saba Cloud or mapped to a Skill Graph Skill
Person Details	Skills Graph Skill Title	Dimension	No	Title of Suggested Skill

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Person Details	Skills Graph ID	Dimension	No	Skills Graph ID of Suggested Skill
Person Job-type	Person Job Type Domain	Dimension	No	Domain of Job type
Person Profile	Section Name	Dimension	No	Section Name
Person Profile	Skill Name	Dimension	No	Name of the skill
Person Profile	Skill Description	Dimension	No	Description of the skill
Person Profile	Skill Approval Status	Dimension	No	Approval status of the skill
Person Profile	Skill Report Category	Dimension	No	Can be one of the following values: Whether has, want to develop or don't want to develop the Skill
Skill Audit Details	Skill Audit Component	Dimension	No	Audit component of Skill
Skill Audit Details	Skill Audit Description	Dimension	No	Description of Skill audit log
Skill Audit Details	Skill Audit Attribute	Dimension	No	Name of skill attribute for which audit is logged
Skill Audit Details	Skill Audit Old Value	Dimension	No	Old value of skill attribute for which audit is logged
Skill Audit Details	Skill Audit New Value	Dimension	No	New value of skill attribute for which audit is logged
Skill Audit Details	Skill Audit Created By (Full Name)	Dimension	No	Full Name of the person who changed Skill attribute value

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Skill Audit Details	Skill Audit Created By (User Name)	Dimension	No	Username of the person who changed Skill attribute value
Skill Audit Details	Skill Audit Created Date	Dimension	No	Date on which value of Skill attribute was changed
Skill Audit Details	Skill Audit Reason	Dimension	No	Reason for changing value of Skill attribute
Skill Audit Details	Skill Audit Proxy Full Name	Dimension	No	Full name of Proxy user who modified Skill attribute value
Skill Audit Details	Skill Audit Proxy User Name	Dimension	No	Username of Proxy user who modified Skill attribute value
Skill Audit Details	Skill Audited On (MM/DD/YYYY HH:MI:SS)	Dimension	No	Date and time on which value of Skill attribute was changed
Skills	Skill Extended Custom Attributes	Dimension	No	Skill Extended Custom Attributes
Skills	SkillGroup Extended Custom Attributes	Dimension	No	SkillGroup Extended Custom Attributes

Users can now pull these new attributes (Dimensions or Metrics) while creating or updating the Analytics reports.

Performance

This section describes the attributes that have been added under the Performance reports model in the Saba application.

Table 5: Performance Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Check-Ins	Check-In Owner Relationship	Dimension	No	Relationship between Check-In Owner and subject
Review Section	Review Future Goal Visibility	Dimension	No	Visibility of Future Goal
Review Section	Review Future Goal Action	Dimension	No	Action for Future Goal
Review Section	Review Future Goal Metric	Dimension	No	Metric for Future Goal
Review Section	Review Future Goal Unit	Dimension	No	Future Goal Measuring Unit
Review Section	Review Future Goal Category Description	Dimension	No	Category Description of Future Goal
Review Section	Review Future Goal Duration	Dimension	No	Future Goal Duration
Review Section	Review Future Goal Starting Amount	Dimension	No	Starting Amount of Future Goal
Review Section	Review Future Goal Target Amount	Dimension	No	Target Amount of Future Goal
Review Section	Review Future Goals Custom0	Dimension	No	Goals Custom0

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Review Section	Review Future Goals Custom1	Dimension	No	Goals Custom1
Review Section	Review Future Goals Custom2	Dimension	No	Goals Custom2
Review Section	Review Future Goals Custom3	Dimension	No	Goals Custom3
Review Section	Review Future Goals Custom4	Dimension	No	Goals Custom4
Review Section	Review Future Goals Custom5	Dimension	No	Goals Custom5
Review Section	Review Future Goals Custom6	Dimension	No	Goals Custom6
Review Section	Review Future Goals Custom7	Dimension	No	Goals Custom7
Review Section	Review Future Goals Custom8	Dimension	No	Goals Custom8
Review Section	Review Future Goals Custom9	Dimension	No	Goals Custom9
Review Section	Review Future Goal Created On	Dimension	No	Future Goal Created On

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Review Section	Review Future Goal Approval Status	Dimension	No	Approval Status of Future Goal
Review Section	Review Future Goal Weight	Dimension	No	Future Goal Weight
Review Section	Review Future Goal External ID	Dimension	No	External ID for Future Goal
Reviewer	Reviewer Level Status	Dimension	No	Level status for a reviewer

Users can now pull these new attributes (Dimensions or Metrics) while creating or updating the Analytics reports.

Social

This section describes the attributes that have been added under the Social reports model in the Saba application.

Table 6: Social Details

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Blogs/Workspace/ChannelVideo	Related Workspace Title	Dimension	No	Title of related workspace
Blogs/Workspace/ChannelVideo	Blog/Workspace/ChannelVideo Domain	Dimension	No	Domain Name of Blog/Workspace/Video Channel
Blogs/Workspace/ChannelVideo	Blogpost/Page/Video Domain	Dimension	No	Domain name of Blogpost/Page/Video

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Blogs/Workspace/ChannelVideo	Blog/Workspace Viewed On	Dimension	No	Date on which Blog/Workspace was Viewed
Blogs/Workspace/ChannelVideo	Blog/Workspace View Count	Dimension	No	Number of times Blog/Workspace was viewed
Blogs/Workspace/ChannelVideo	Blog/Workspace View Count	Metric	No	Number of times Blog/Workspace was viewed
Blogs/Workspace/ChannelVideo	Blog/Workspace Action Value	Metric	No	Numeric value related to action taken on Blog/Workspace
Blogs/Workspace/ChannelVideo	Blogpost/Page/Video Action Value	Metric	No	Numeric value related to action taken on Blogpost/Page/Video
Bookmark	Bookmarks Action By	Dimension	No	Person name taking action on Bookmarks
Bookmark	Bookmarks Action On	Dimension	No	Date of which action was taken on Bookmarks
Bookmark	Bookmarks Action Type	Dimension	No	Type of action taken on Bookmarks
Bookmark	Bookmarks Action Value	Metric	No	Numeric value related to action taken on Bookmarks
Discussions	Discussion Action By	Dimension	No	Person name taking action on Discussion
Discussions	Discussion Action On	Dimension	No	Date of which action was taken on Discussion
Discussions	Discussion Action Type	Dimension	No	Type of action taken on Discussion

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Discussions	Discussion Action Value	Metric	No	Numeric value related to action taken on Discussion
File/URL/Video	File/URL/Video Action Value	Metric	No	Numeric value related to action taken on File/URL/Video
File/URL/Video	File/URL/Video Viewed On	Dimension	No	Date on which File/URL/Video was Viewed
File/URL/Video	File/URL/Video View Count	Dimension	No	Number of times File/URL/Video was Viewed
File/URL/Video	File/URL/Video View Count	Metric	No	Number of times File/URL/Video was Viewed
Groups	Group Domain	Dimension	No	Domain name of Group Domain
Groups	Group Action By	Dimension	No	Person name taking action on Group
Groups	Group Action On	Dimension	No	Date of which action was taken on Group
Groups	Group Action Type	Dimension	No	Type of action taken on Group
Groups	Group Action Value	Metric	No	Numeric value related to action taken on Group
Ideas	Idea Domain	Dimension	No	Domain name of Idea Domain
Ideas	Idea Viewed On	Dimension	No	Date on which Idea was Viewed
Ideas	Idea View Count	Dimension	No	Number of times Idea View Count

Entity Name	Attribute Name	Attribute Type	Available in Dashboard	Description
Ideas	Idea View Count	Metric	No	Number of times Idea View Count
Ideas	Idea Action By	Dimension	No	Person name taking action on Idea
Ideas	Idea Action On	Dimension	No	Date of which action was taken on Idea
Ideas	Idea Action Type	Dimension	No	Type of action taken on Idea
Ideas	Idea Action Value	Metric	No	Numeric value related to action taken on Idea
Issues	Issue Domain	Dimension	No	Domain name of Issue Domain
Issues	Issue Viewed On	Dimension	No	Number of times Issue was Viewed
Issues	Issue View Count	Dimension	No	Number of times Issue was Viewed
Issues	Issue View Count	Metric	No	Number of times Issue was Viewed
Issues	Issue Action By	Dimension	No	Person name taking action on Issue
Issues	Issue Action On	Dimension	No	Date of which action was taken on Issue
Issues	Issue Action Type	Dimension	No	Type of action taken on Issue
Issues	Issue Action Value	Metric	No	Numeric value related to action taken on Issue

Users can now pull these new attributes (Dimensions or Metrics) while creating or updating the Analytics reports.

New Reports

Xplor Adoption - Course Skills and Course Engagements

This report shows the skills associated with courses, along with number of views, completions, starts, shares and engagements done on the related learning items in Cornerstone Xplor.

This report is shared with the following security roles:

- Learning Admin – Registrar
- Learning Admin – Instructor
- Learning Admin – Catalog Builder
- Human Capital Admin
- Analytics Admin

This report requires the following services:

- Xplor
- Learning
- Skills

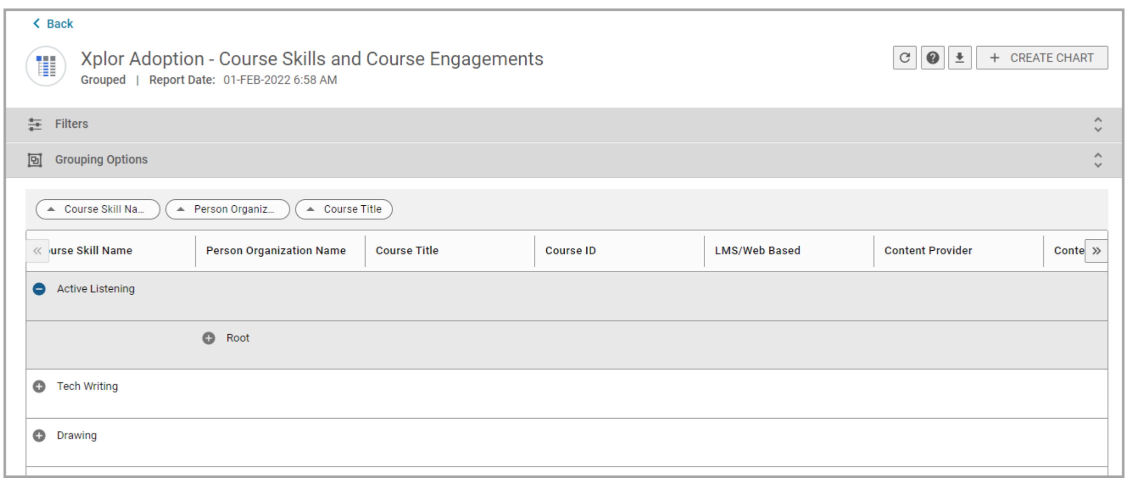


Figure 35: Xplor Adoption - Course Skills and Course Engagements Example

Report Details

This section provides high-level details of the **Xplor Adoption - Course Skills and Course Engagements** report.

Filters

This report uses the following mandatory filters:

- Activity Date
- Person Organization Name
- Person Location Name

- Person Job Type Name
- LMS/Web Based
- Is Terminated
- Course Skill Name
- Person Domain

Grouped By

This report can be grouped by:

- Course Skill Name
- Person Organization Name

Dimensions

This report uses the following dimensions:

- Course Title
- Course ID
- LMS/Web Based
- Content Provider
- Content Format
- Person Full Name
- Person Username
- Manager Full Name

Metrics

This report uses the following metrics:

- Views
- Completions
- Starts
- Shares
- Engagements

Xplor Adoption - User Adoption Trend

This report shows the user adoption details based on the number of engagements, which include activities such as views, completions, starts, shares, and saves on the learning items in Cornerstone Xplor.

This report is shared with the following security roles:

- Learning Admin – Registrar
- Learning Admin – Instructor
- Learning Admin – Catalog Builder
- Human Capital Admin
- Analytics Admin

This report requires the following services:

- Xplor
- Learning
- Skills

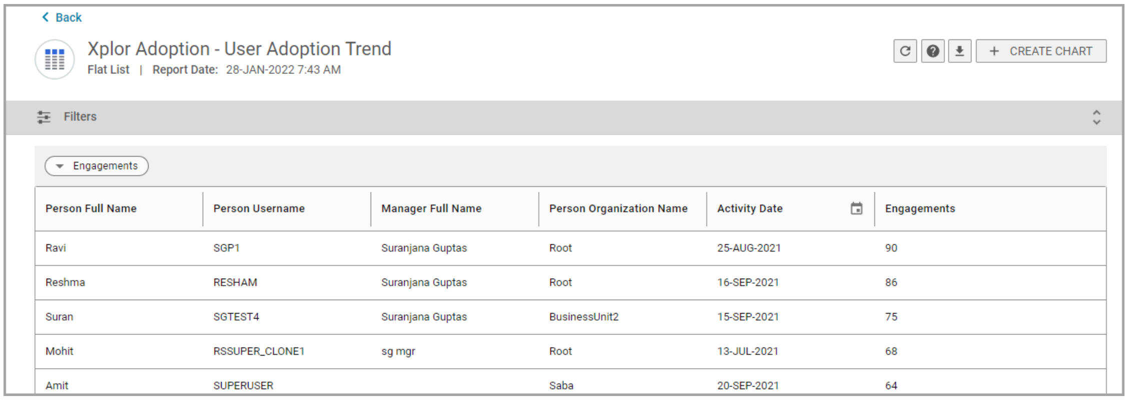


Figure 36: Xplor Adoption - User Adoption Trend Example

Report Details

This section provides high-level details of the **Xplor Adoption - User Adoption Trend** report.

Filters

This report uses the following mandatory filters:

- Activity Date
- Person Organization Name
- Person Location Name
- Person Job Type Name
- LMS/Web Based
- Is Terminated
- Course Skill Name
- Person Domain

Dimensions

This report uses the following dimensions:

- Person Full Name
- Person Username
- Manager Full Name
- Person Organization Name
- Activity Date

Metrics

This report uses the following metrics:

- Engagements

Xplor Adoption - Learning Engagement Trend

This report shows the learning engagement trend based on the number of engagements such as views, completions, starts, shares, etc. on the learning items in Cornerstone Xplor.

This report is shared with the following security roles:

- Learning Admin – Registrar
- Learning Admin – Instructor
- Learning Admin – Catalog Builder
- Human Capital Admin

- Analytics Admin

This report requires the following services:

- Xplor
- Learning
- Skills

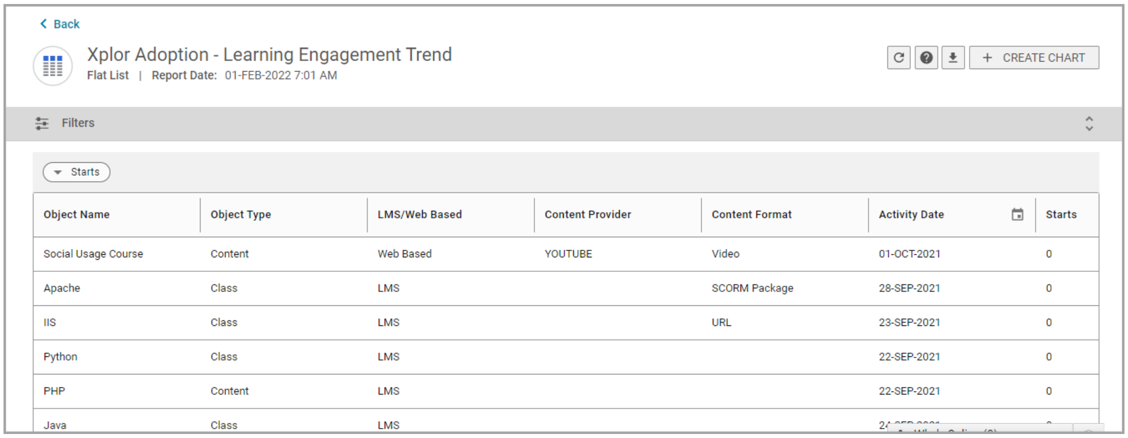


Figure 37: Xplor Adoption – Learning Engagement Trend Example

Report Details

This section provides high-level details of the **Xplor Adoption – Learning Engagement Trend** report.

Filters

This report uses the following mandatory filters:

- Activity Date
- Person Organization Name
- Person Location Name
- Person Job Type Name
- LMS/Web Based
- Is Terminated
- Course Skill Name
- Person Domain

Dimensions

This report uses the following dimensions:

- Object Name
- Object Type
- LMS/Web Based
- Content Provider
- Content Format
- Activity Date

Metrics

This report uses the following metrics:

- Starts
- Completions
- Shares

- Views
- Saves
- Follows
- Comments
- Reactions
- Subscribes
- Engagements

Xplor Adoption - View details of content types

This report shows the number of views, completions, starts, shares and overall engagements for the content types happening in Cornerstone Xplor.

This report is shared with the following security roles:

- Learning Admin – Registrar
- Learning Admin – Instructor
- Learning Admin – Catalog Builder
- Human Capital Admin
- Analytics Admin

This report requires the following services:

- Xplor
- Learning
- Skills

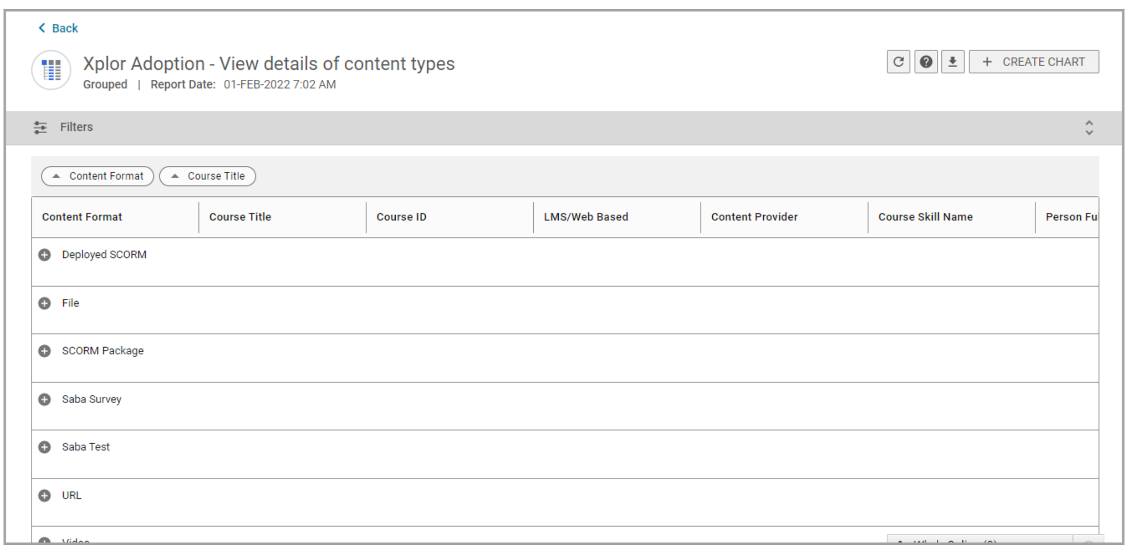


Figure 38: Xplor Adoption - View details of content types Example

Report Details

This section provides high-level details of the **Xplor Adoption - View details of content types** report.

Filters

This report uses the following mandatory filters:

- Activity Date
- Person Organization Name

- Person Location Name
- Person Job Type Name
- LMS/Web Based
- Is Terminated
- Course Skill Name
- Person Domain

Grouped By

This report can be grouped by:

- Content Format

Dimensions

This report uses the following dimensions:

- Course Title
- Course ID
- LMS/Web Based
- Content Provider
- Course Skill Name (Collate Applied)
- Person Full Name
- Person Username
- Manager Full Name
- Person Organization Name

Metrics

This report uses the following metrics:

- Views
- Completions
- Starts
- Shares
- Engagements

Xplor Adoption - Content Providers And Content Engagement

This report shows the content providers, along with the number of views, completions, starts, shares and engagements done on the subscribed learning items in Cornerstone Xplor.

This report is shared with the following security roles:

- Learning Admin – Registrar
- Learning Admin – Instructor
- Learning Admin – Catalog Builder
- Human Capital Admin
- Analytics Admin

This report requires the following services:

- Xplor
- Learning
- Skills

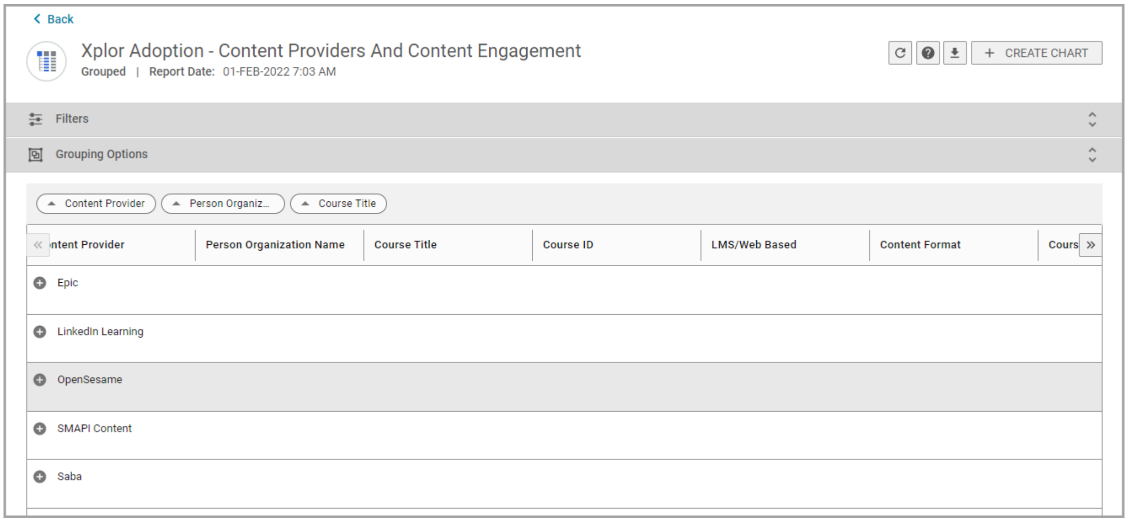


Figure 39: Xplor Adoption - Content Providers And Content Engagement Example

Report Details

This section provides high-level details of the **Xplor Adoption - Content Providers And Content Engagement** report.

Filters

This report uses the following mandatory filters:

- Activity Date
- Person Organization Name
- Person Location Name
- Person Job Type Name
- LMS/Web Based
- Is Terminated
- Course Skill Name
- Person Domain

Grouped By

This report can be grouped by:

- Content Provider
- Person Organization Name

Dimensions

This report uses the following dimensions:

- Course Title
- Course ID
- LMS/Web Based
- Content Format
- Course Skill Name (Collate Applied)
- Person Full Name
- Person Username
- Manager Full Name

Metrics

This report uses the following metrics:

- Views
- Completions
- Starts
- Shares
- Engagements

Xplor Adoption - Content Types And Content Engagements

This report shows the content types along with the number of views, completions, starts, shares and engagements done in Cornerstone Xplor.

This report is shared with the following security roles:

- Learning Admin – Registrar
- Learning Admin – Instructor
- Learning Admin – Catalog Builder
- Human Capital Admin
- Analytics Admin

This report requires the following services:

- Xplor
- Learning
- Skills

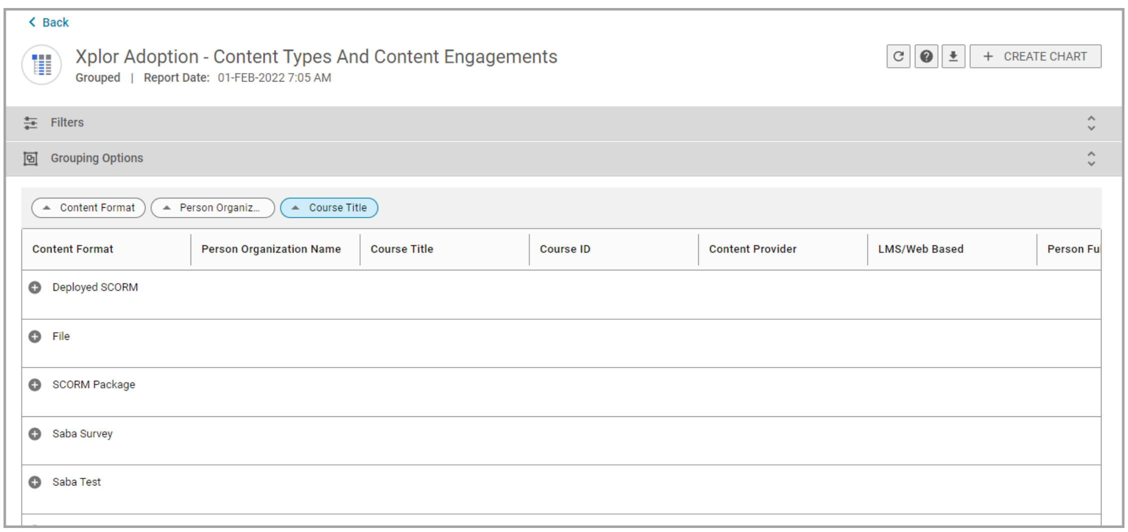


Figure 40: Xplor Adoption - Content Types And Content Engagements Example

Report Details

This section provides high-level details of the **Xplor Adoption - Content Types And Content Engagements** report.

Filters

This report uses the following mandatory filters:

- Activity Date
- Person Organization Name
- Person Location Name
- Person Job Type Name

- LMS/Web Based
- Is Terminated
- Course Skill Name
- Person Domain

Grouped By

This report can be grouped by:

- Content Format
- Person Organization Name

Dimensions

This report uses the following dimensions:

- Course Title
- Course ID
- Content Provider
- LMS/Web Based
- Person Full Name
- Person Username
- Manager Full Name

Metrics

This report uses the following metrics:

- Views
- Completions
- Starts
- Shares
- Engagements

Xplor Adoption - Courses And Engagements

This report contains the name of courses along with the number of saves, completions, starts, shares, engagements done in Cornerstone Xplor.

This report is shared with the following security roles:

- Learning Admin – Registrar
- Learning Admin – Instructor
- Learning Admin – Catalog Builder
- Human Capital Admin
- Analytics Admin

This report requires the following services:

- Xplor
- Learning
- Skills

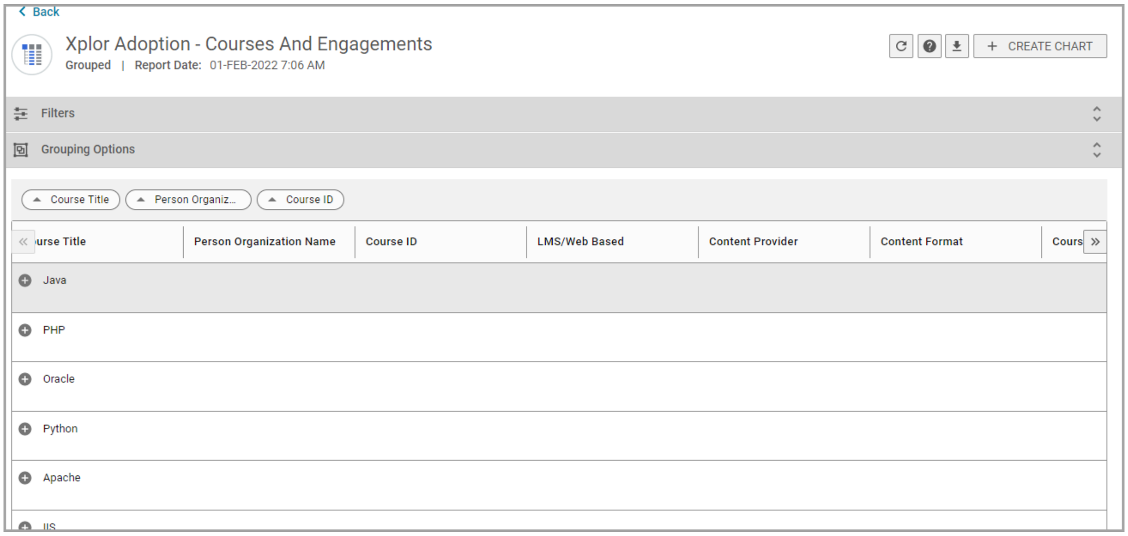


Figure 41: Xplor Adoption - Courses And Engagements Example

Report Details

This section provides high-level details of the **Xplor Adoption - Courses And Engagements** report.

Filters

This report uses the following mandatory filters:

- Activity Date
- Person Organization Name
- Person Location Name
- Person Job Type Name
- LMS/Web Based
- Is Terminated
- Course Skill Name
- Person Domain

Grouped By

This report can be grouped by:

- Course Title
- Person Organization Name

Dimensions

This report uses the following dimensions:

- Course ID
- LMS/Web Based
- Content Provider
- Content Format
- Course Skill Name (Collate Applied)
- Person Full Name
- Person Username
- Manager Full Name

Metrics

This report uses the following metrics:

- Saves
- Completions
- Starts
- Shares
- Engagements

Xplor Adoption - Engagements With Learning Items By Employees

This report shows the organizations, managers and employees along with the engagements done on the learning items in Cornerstone Xplor.

This report is shared with the following security roles:

- Learning Admin – Registrar
- Learning Admin – Instructor
- Learning Admin – Catalog Builder
- Human Capital Admin
- Analytics Admin

This report requires the following services:

- Xplor
- Learning
- Skills

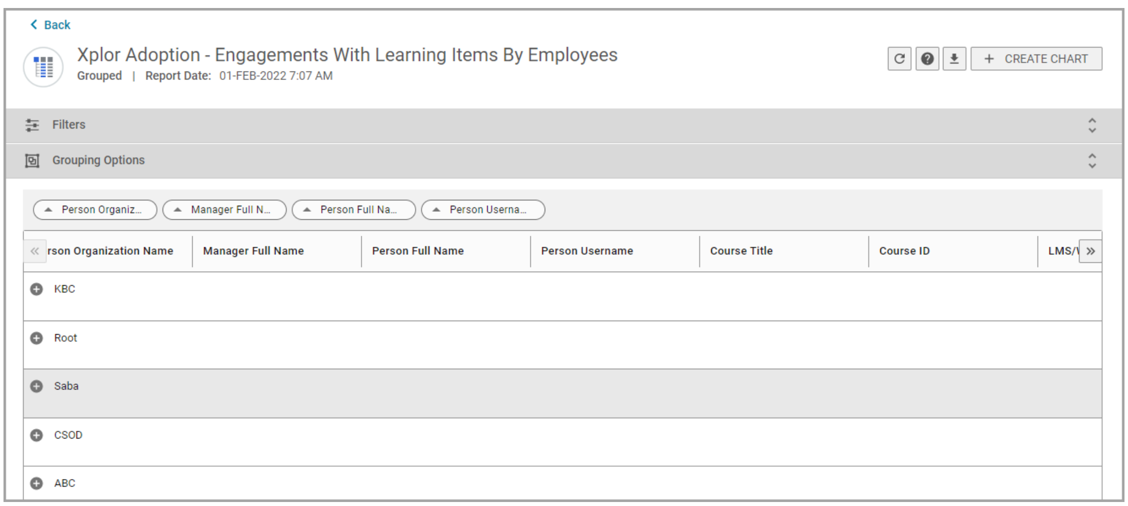


Figure 42: Xplor Adoption - Engagements With Learning Items By Employees Example

Report Details

This section provides high-level details of the **Xplor Adoption - Engagements With Learning Items By Employees** report.

Filters

This report uses the following mandatory filters:

- Activity Date
- Person Organization Name
- Person Location Name
- Person Job Type Name

- LMS/Web Based
- Is Terminated
- Course Skill Name
- Person Domain

Grouped By

This report can be grouped by:

- Person Organization Name
- Manager Full Name
- Person Full Name

Dimensions

This report uses the following dimensions:

- Person Username
- Course Title
- Course ID
- LMS/Web Based
- Content Provider
- Content Format
- Course Skill Name (Collate Applied)

Metrics

This report uses the following metrics:

- Views
- Completions
- Starts
- Shares
- Engagements

Chapter 3

Ecommerce

Topics:

- Checkout Beta service renamed to Enhanced Checkout

This section includes the following topics that will guide you through the new features and improvements under Ecommerce.

Checkout Beta service renamed to Enhanced Checkout

This update renames the existing **Checkout Beta** service to **Enhanced Checkout**.

The functionality remains unaffected.

Figure 43: Enhanced Checkout service

To configure this service, System Administrators can navigate to **Admin > System > Configure System > Services > Ecommerce > Enhanced Checkout**.

Chapter 4

Foundation

Topics:

This section includes the following topics that will guide you through the new features and improvements under Foundation.

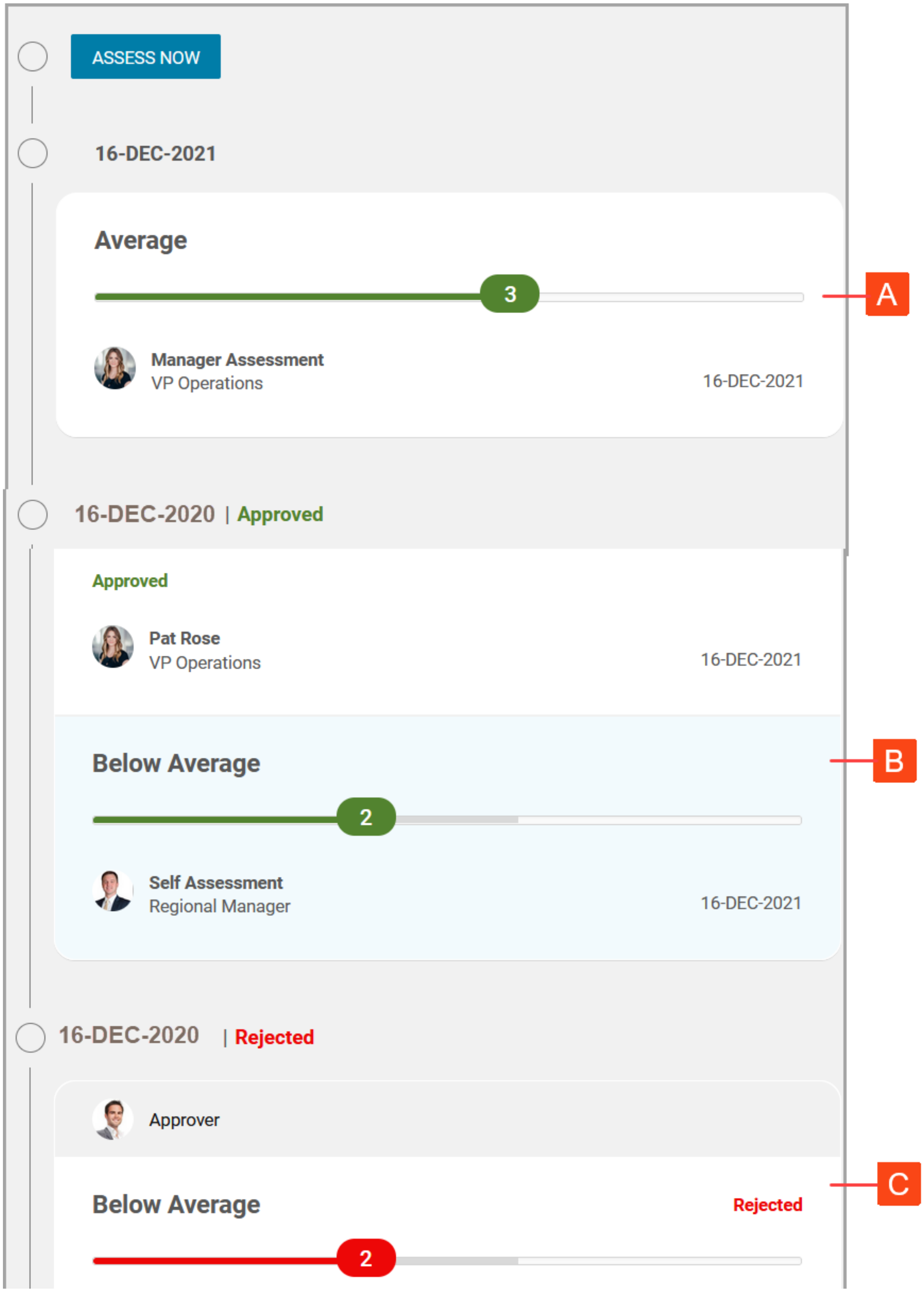
Timeline in skill details now shows more details

In this update, the timeline in the skills details now shows more details, including:

- all self and manager assessments
- completed reviews (if the review had the **Synchronize held skill level with review rating** check box selected when it was configured)
- completed learning

For example, if last year you added a skill to your profile and performed a self-assessment, and then it went through an approval process, that information is now in the timeline.

Navigate to **Me > Plan > My Skills** and click the title of the skill. The details display from newest to oldest.


ASSESS NOW
16-DEC-2021
Average
3
A
Manager Assessment
VP Operations
16-DEC-2021
16-DEC-2020 | Approved
Approved
Pat Rose
VP Operations
16-DEC-2021
Below Average
B
2
Self Assessment
Regional Manager
16-DEC-2021
16-DEC-2020 | Rejected
Approver
Below Average
Rejected
C
2

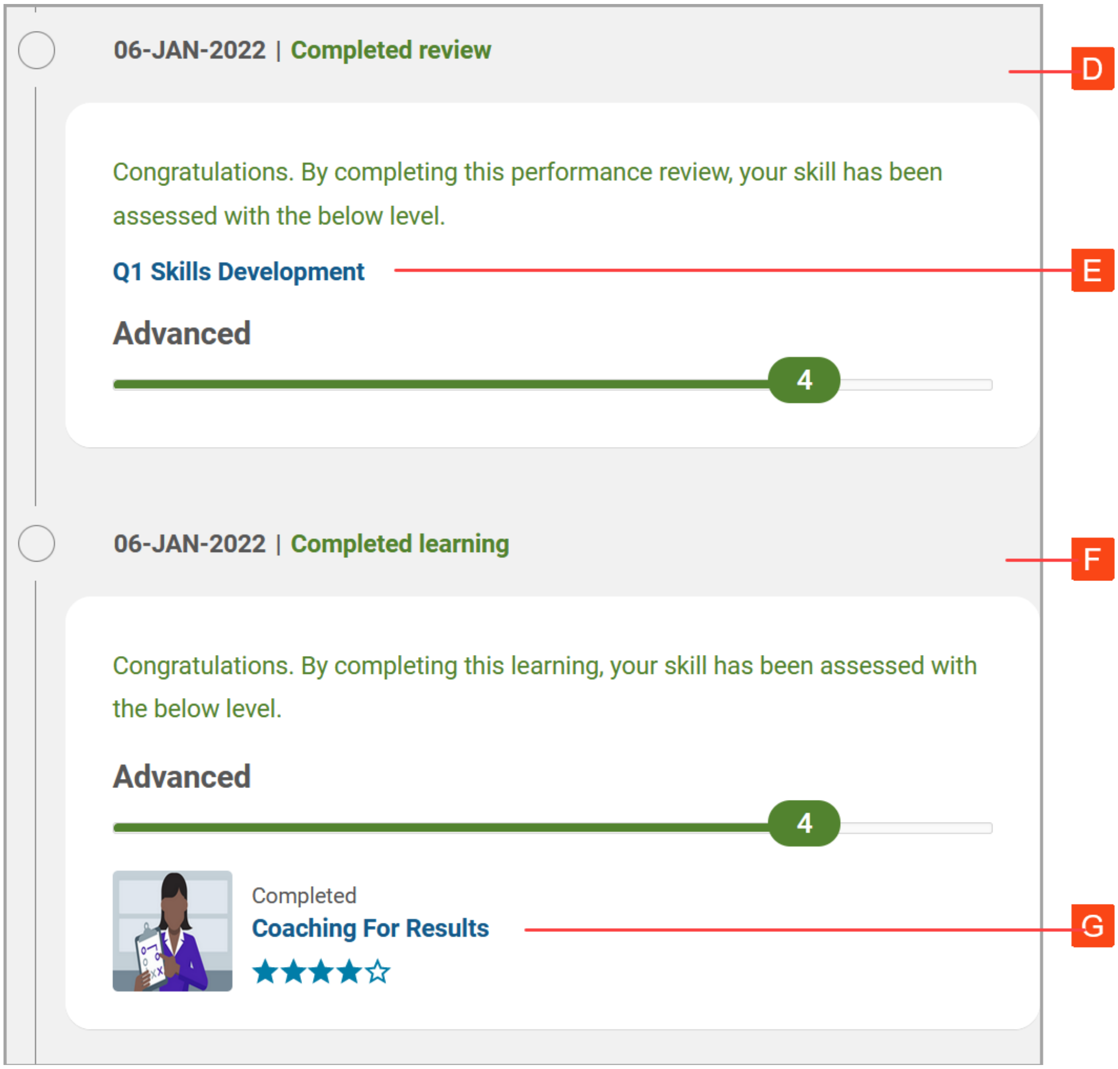


Figure 44: Timeline of skill assessments

A Shows the most recent assessment, which was done by this employee's manager.

B Shows the assessment from last year, which was a self-assessment.

C Shows the self-assessment being rejected by an approver.

D Shows the assessment based on a review.

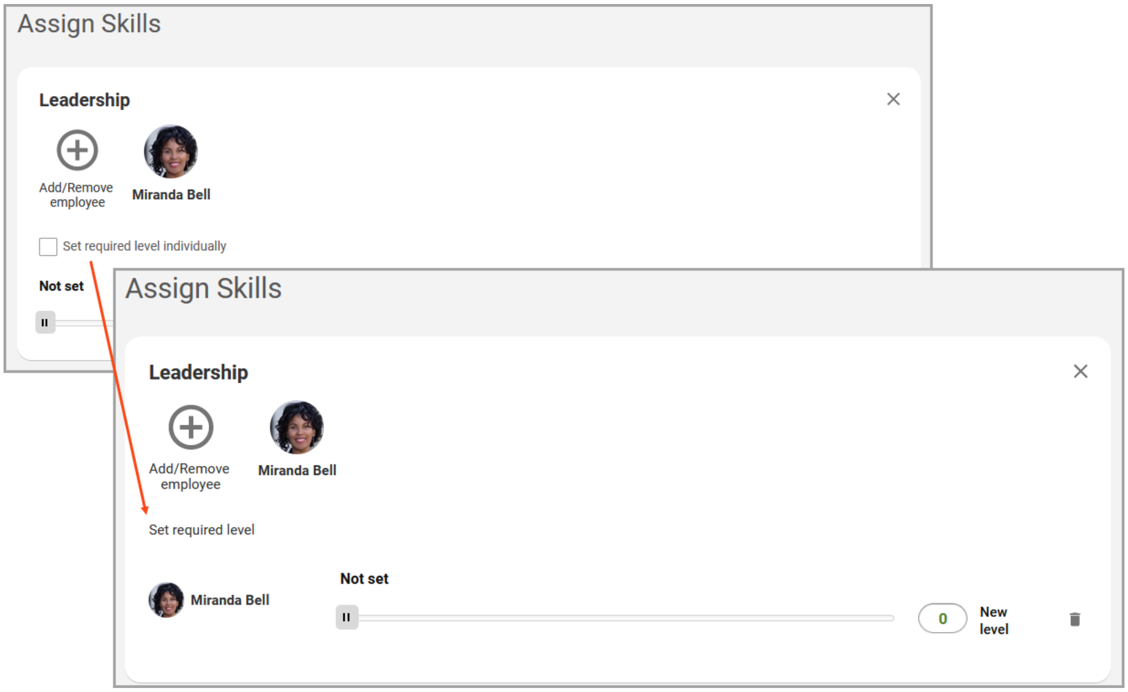
E Click to view the review details.

F Shows the assessment based on completing learning.

G Click to view the learning details.

Label change in the Assign Skills workflow

In this update, a label has been adjusted when assigning a skill to only one employee from the **My Team > Assign Skills** page. The **Set required level individually** check box has been replaced with the label **Set required level**. If you assign a skill to more than one employee, the **Set required level individually** check box reappears.



If the employee already has the skill, you can assign a new level and you can now see the current level:

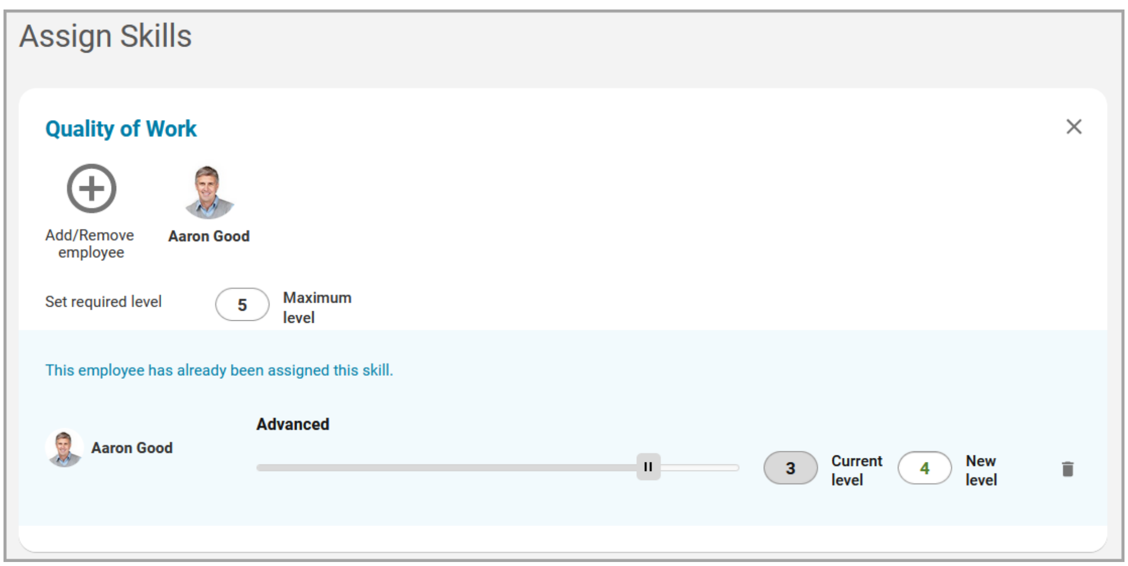


Figure 46: Assign a new level

Figure 45: Assign Skills label change

Chapter 5

HR

Topics:

- New option to link an existing skill to one in Skills Graph

This section includes the following topics that will guide you through the new features and improvements under HR.

New option to link an existing skill to one in Skills Graph

In this update, you can now link an existing skill to one in Skills Graph to improve the recommendations in Cornerstone Xplor for Saba.

Note: Newly created skills are automatically linked to a Skills Graph equivalent.

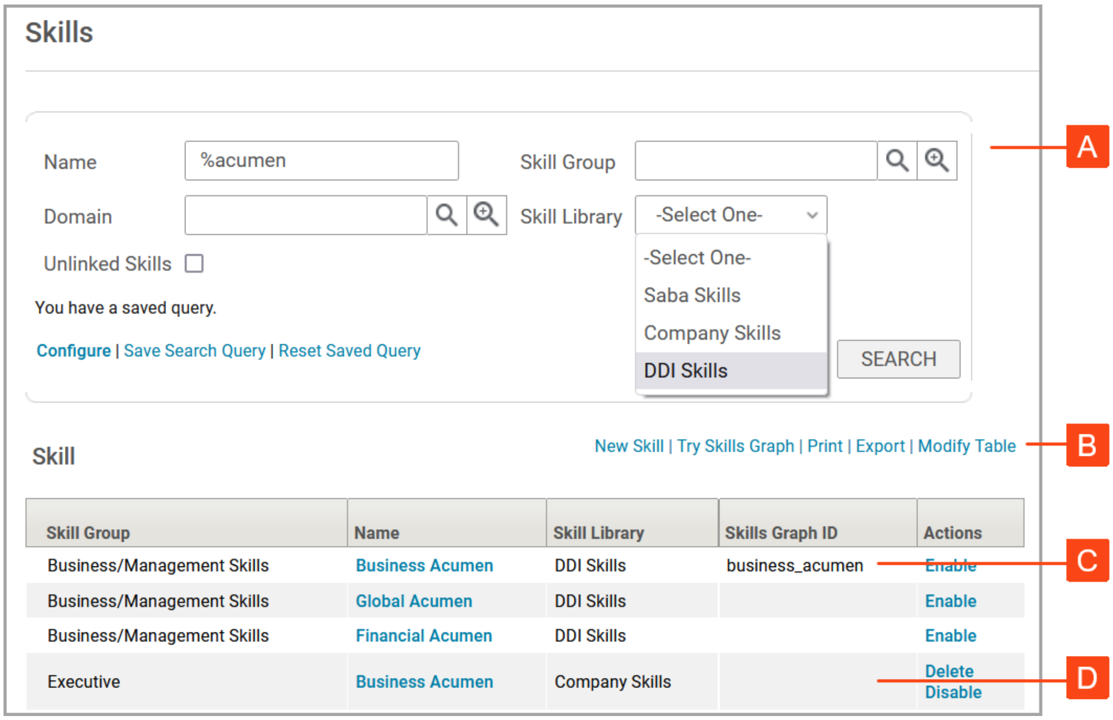


Figure 47: Skills that are linked and unlinked

A Use the filters to locate the skill you want to work with.

B Click Modify Table to change the columns you see. You may need to add the **Skills Graph ID** column.

C Shows that this DDI Skill is linked to the Skills Graph 'business acumen' skill. Note that all Skills Graph skills are lowercase.

D Shows that this Company Skill is unlinked.

Notes:

- To link skills to ones in Skills Graph, the Skills Graph service must be enabled. Navigate to **Admin > System > Configure System > Foundation > Skills Graph**. By default, it is not enabled.
- You can only link skills one at a time.
- You can only link one Skills Graph skill to one other skill. It is a 1:1 mapping.

To link an existing skill to one in Skills Graph:

1. Navigate to **Admin > HR > Manage Skills > Skills**.
2. Search for the existing skill you want to link to Skills Graph.

Tip: To search for all existing skills that are unlinked, select the **Unlinked Skills** check box.

3. Click the skill title.
4. Click the Link icon beside the **Skills Graph ID** field.
5. Search for the skill in Skills Graph that you want to link.
6. Click **Link**.

   You can remove the link using the Trash icon.

7. Click **Save**.

Chapter 6

Learning

Topics:

- Assessment
- Content
- Enhanced Course and Class Details Pages
- Learning Activity
- Redesigned Certification and Curriculum Detail Pages

This section includes topics to guide you through new features and improvements under Learning.

Assessment

Display folder hierarchy for test and survey questions

This update enables Assessment Administrators to view the complete folder hierarchy of test and survey questions. This improves the usability and makes it easy to locate questions when there are multiple question folders with the same name or when the questions are located under multiple layers of folders and sub-folders.

You can view the folder hierarchy of a question from different navigation paths in assessments.

To view the folder hierarchy of a question from a test or survey question pool, navigate to **Admin > Learning > Manage Assessment > Test Question Pool or Survey Question Pool**, select a folder and click **Actions > View Folder Hierarchy** for the required question.

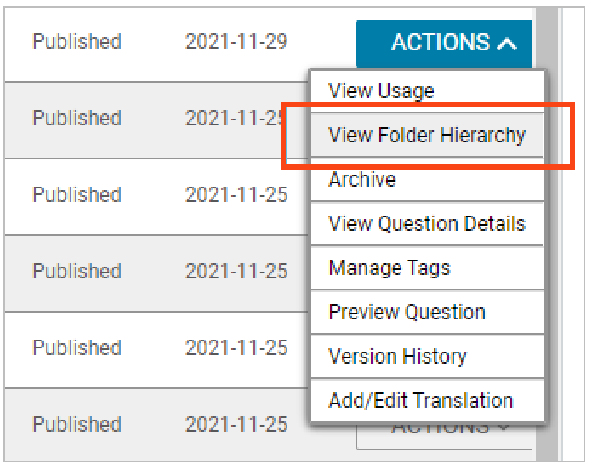


Figure 48: View Folder Hierarchy action for a question inside test/survey question pool

To view the folder hierarchy of a question from within a test or survey, navigate to **Admin > Learning > Manage Assessment > Manage Test & Survey**, select a folder, edit a test or survey, click **Manage Questions**, and then click **Actions > View Folder Hierarchy** for the required question.

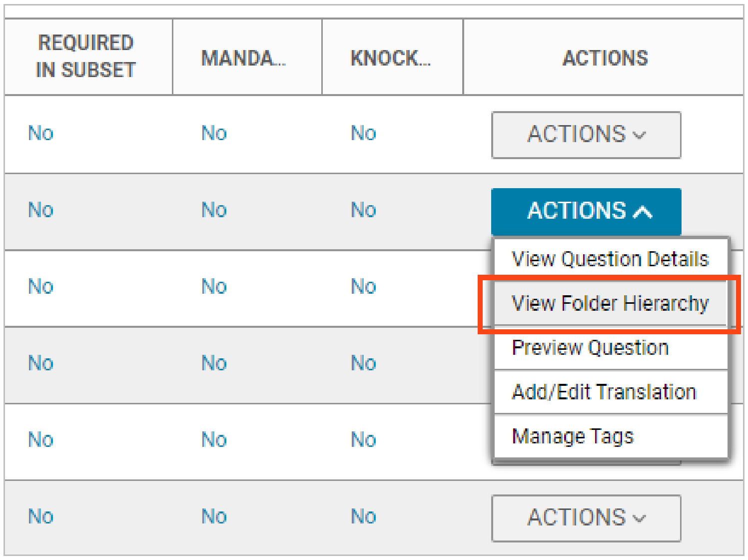


Figure 49: View Folder Hierarchy action for a question inside a test or survey

Similarly, you can access the **Actions > View Folder Hierarchy** menu while searching for questions from within a test or survey.

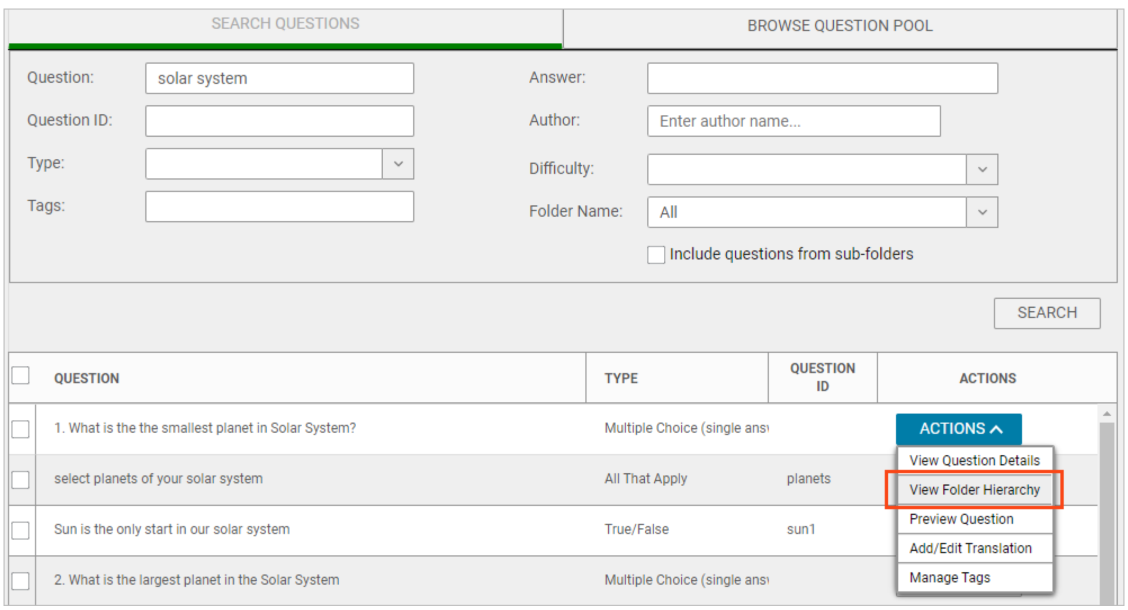
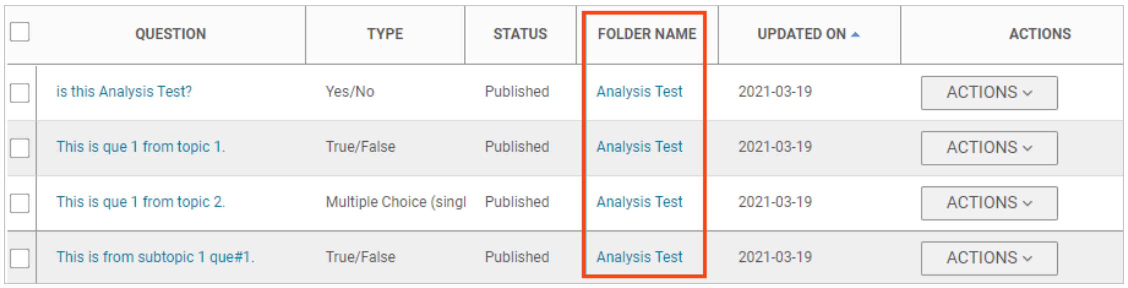


Figure 50: View Folder Hierarchy action for a question during search

Clicking **View Folder Hierarchy** from any of these navigation paths displays the **Folder Hierarchy** popup that shows the complete folder path for the selected question.

Figure 51: Folder Hierarchy popup

Additionally, when you search for question in a test or survey question pool (**Admin > Learning > Manage Assessment > Test Question Pool or Survey Question Pool > Search Questions**), the search results now display the folder name link for a question. You can click this link to directly navigate to the folder containing the question.



	QUESTION	TYPE	STATUS	FOLDER NAME	UPDATED ON	ACTIONS
	is this Analysis Test?	Yes/No	Published	Analysis Test	2021-03-19	ACTIONS
	This is que 1 from topic 1.	True/False	Published	Analysis Test	2021-03-19	ACTIONS
	This is que 1 from topic 2.	Multiple Choice (singl	Published	Analysis Test	2021-03-19	ACTIONS
	This is from subtopic 1 que#1.	True/False	Published	Analysis Test	2021-03-19	ACTIONS

Figure 52: Folder name link in question search

Note: As per the existing behavior, when you create a test or survey with questions, Saba Cloud creates a question pool folder with the same name as the test or survey and stores the questions in that folder. If you update the name of the test or survey later, then the folder name does not change, and so any question that you add to this test or survey after the name change continue to be stored in the same folder. So, when you view the folder hierarchy for such questions, the folder name displayed is the same as the initial folder name and not the updated name of the test or survey.

Ability to add security roles to a question pool folder through the new async job

This update improves the way in which large number of security roles can be added to a question pool folder to manage the folder's access control without affecting system performance.

System Administrators can configure the following new **Assessment** microsite property:

Table 7: New Assessment property

Name	Description	Default Value
Question Pool Manage Security Async Load	If set to 'true', then the Manage Security view for question pools can save data in an asynchronous manner. This enables adding a large number of security roles to the question pool folder.	false

To configure this property, navigate to **Admin > System > Configure System > Microsites > Saba Cloud > Site Properties > Assessment**.

Bulk import survey questions into a question pool

Prior to this update, Assessment Administrators could bulk import only test questions into a question pool.

In this update, Assessment Administrators can now bulk import survey questions into a question pool as well.

Currently, you can import only new survey questions into a survey question pool from an Excel file. Saba Cloud does not support updates to existing survey questions via bulk import.

To bulk import survey questions into a question pool, you must:

1. Download the import template.
2. Fill in the template with questions in a valid format.
3. Upload the file.

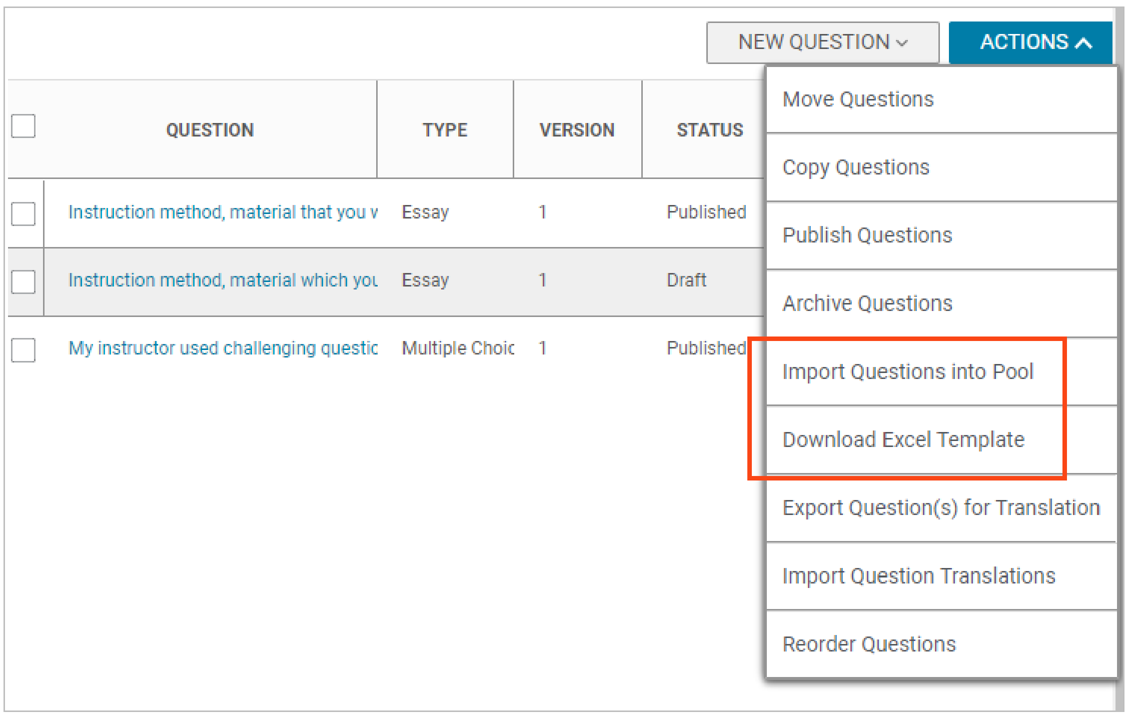


Figure 53: Bulk impost survey questions

Download the Excel template

Before you import questions into the survey question pool, you need to download the standard Excel template file. You must use this template to prepare your file for import.

To download the standard Excel template file:

1. Navigate to **Learning** > **Manage Assessment** > **Survey Question Pool**.
2. Select the question pool folder where you want to import the questions.
3. Click **Actions** > **Download Excel Template**.
4. Save the file to your desired location. The file is saved as a Microsoft Excel file.

Import questions into a survey question pool

Once you download the template, fill in the questions in the valid format, and then upload the Microsoft Excel file.

To import questions from a Microsoft Excel file into a survey question pool:

1. Navigate to **Learning** > **Manage Assessment** > **Survey Question Pool**.
2. Select the question pool folder where you want to import the questions.
3. Click **Actions** > **Import Questions into Pool**.

   Note: Be careful if you are importing questions to a dynamically linked question pool. The questions are dynamically referenced in linked surveys and importing any new questions will affect all linked surveys.

4. Browse and select the file to import. The file must be a Microsoft Excel (XLS, XLSX) file and the file size is limited to 15 MB.
5. Select the status of the questions being imported. The default is **Published** status. Change it to **Draft** status if you want to review or update the questions after importing the questions to the question pool.

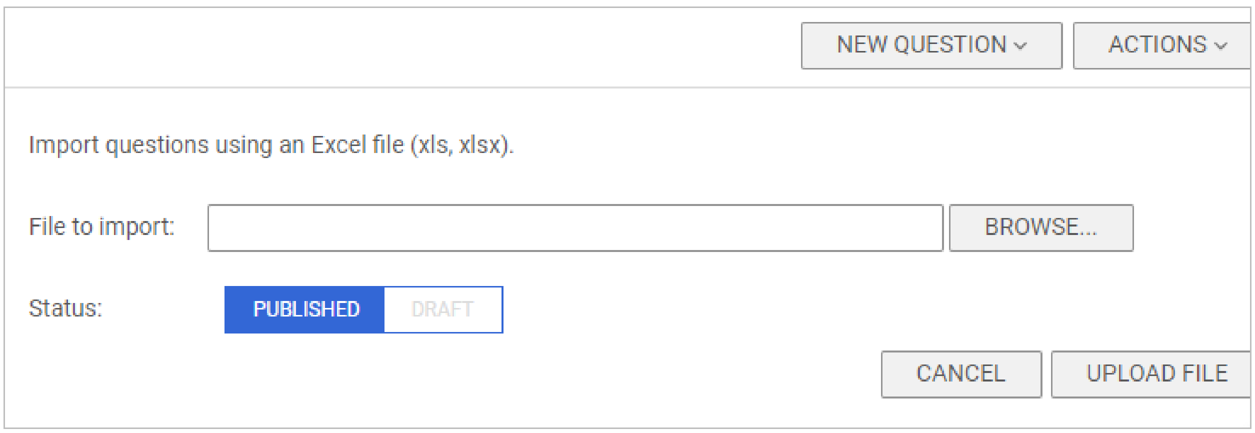


Figure 54: Select file for importing

6. Click **Upload File**. Saba Cloud performs various validations during the import. If the file passes all validations, then the questions are successfully added to the question pool. When a field's character limit is exceeded during import, Saba Cloud displays an error message for that field just above the field input area.

Character limit validations during import

Saba Cloud validates the character limits of various question fields during question import. The character limit validations are performed in both the Microsoft Excel spreadsheet used for import and Saba Cloud.

The character limits for different question fields are as follows:

- Question = 2000 plain text
- General Feedback = 1000 plain text (4000 bytes)
- Hint = 1000 plain text (4000 bytes)
- Note = 250 plain text (1000 bytes)
- Custom Comment = 80 plain text
- Choice = 1000 plain text
- Answer = 80 plain text

Questions supported for bulk import

Saba Cloud supports bulk import of following types of survey questions into the survey question pool:

- Yes/No
- Multiple Choice (Single Answer)
- True/False
- All that apply
- Essay
- Scale
- Pulldown Menu
- Smiley
- Star
- Ranking
- Numeric

Question fields not supported in bulk import

Saba Cloud does not support the following question fields during bulk import of survey questions from the Microsoft Excel file:

- Allow N/A Response
- Demographic Yes/No
- Allow Learner Comment
- Values for Choices

Enhanced Assessment Player

This update introduces the enhanced Assessment Player. The enhanced player is responsive, has a refreshed and intuitive design, and provides a user-friendly and interactive experience.

Enable the enhanced Assessment Player

System Administrators must configure the following new setting to enable the enhanced Assessment Player:

- **Enable Enhanced Assessment Player Experience**

  If enabled, then the enhanced Assessment Player is used for launching assessments. The player launches the assessments inline.

  By default, this setting is set to 'Off'.

  Important: Currently, the enhanced Assessment Player is only available to Assessment Administrators during assessment preview. It is not available in end user and manager work flows.

To configure this setting, navigate to **Admin > System > Configure System > Services > Foundation > Saba Assessment**.

View the enhanced Assessment Player

Once the player is enabled, Assessment Administrators can navigate to **Admin > Learning > Manage Assessment > Manage Test & Survey**, and then click **Actions > Preview** for the selected test or survey. Saba Cloud displays the assessment in the enhanced Assessment Player.

The following screens illustrate a sample test launched in the enhanced Assessment Player.

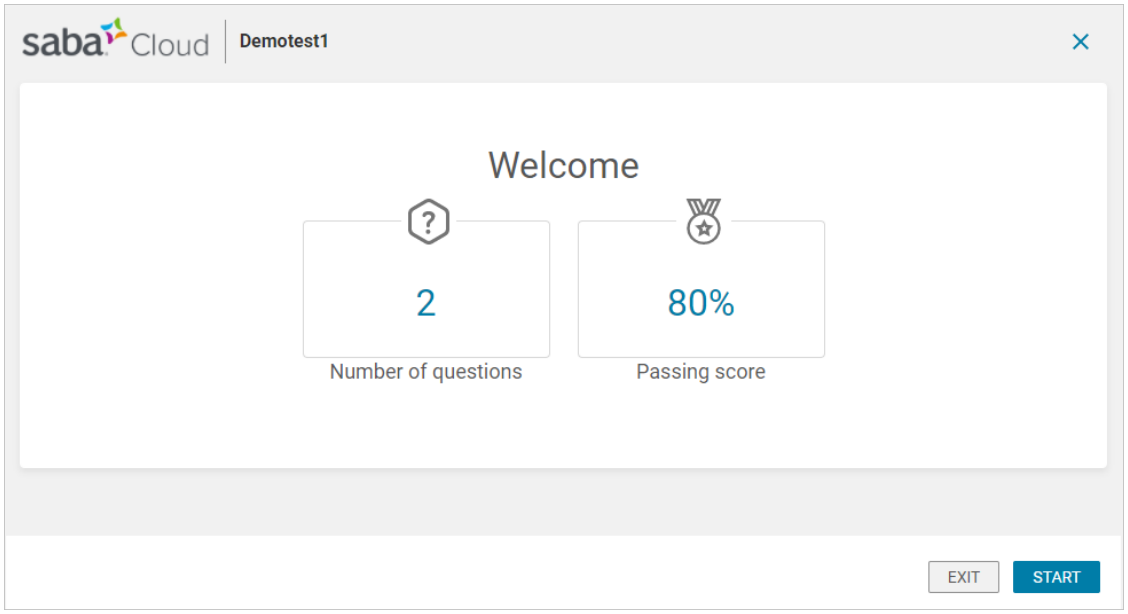


Figure 55: Welcome page in the enhanced Assessment Player

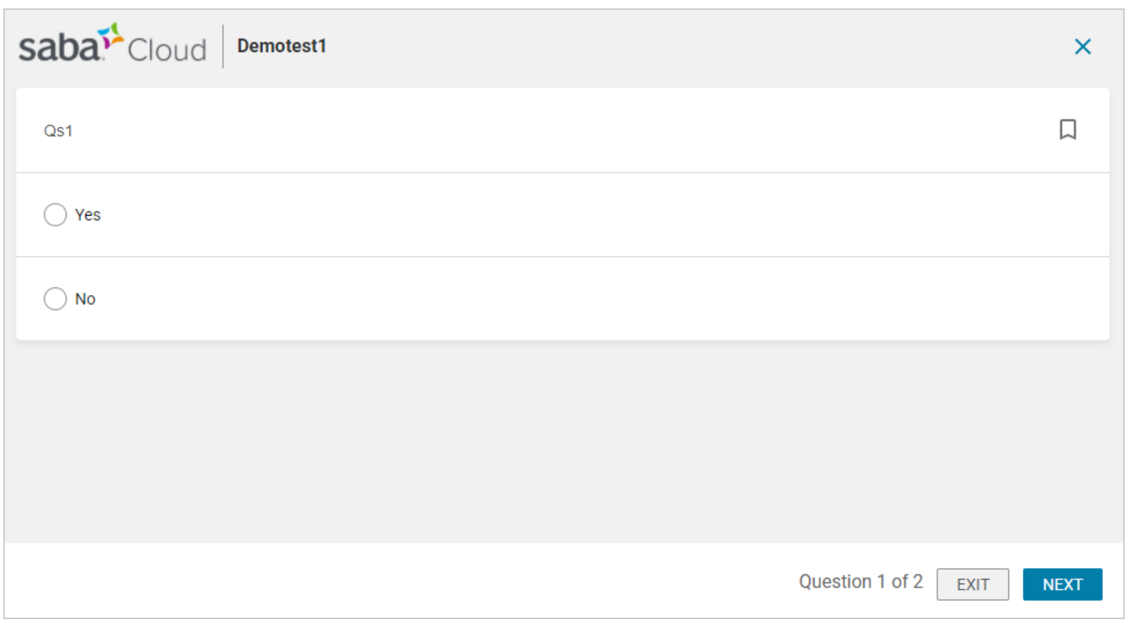


Figure 56: Sample question

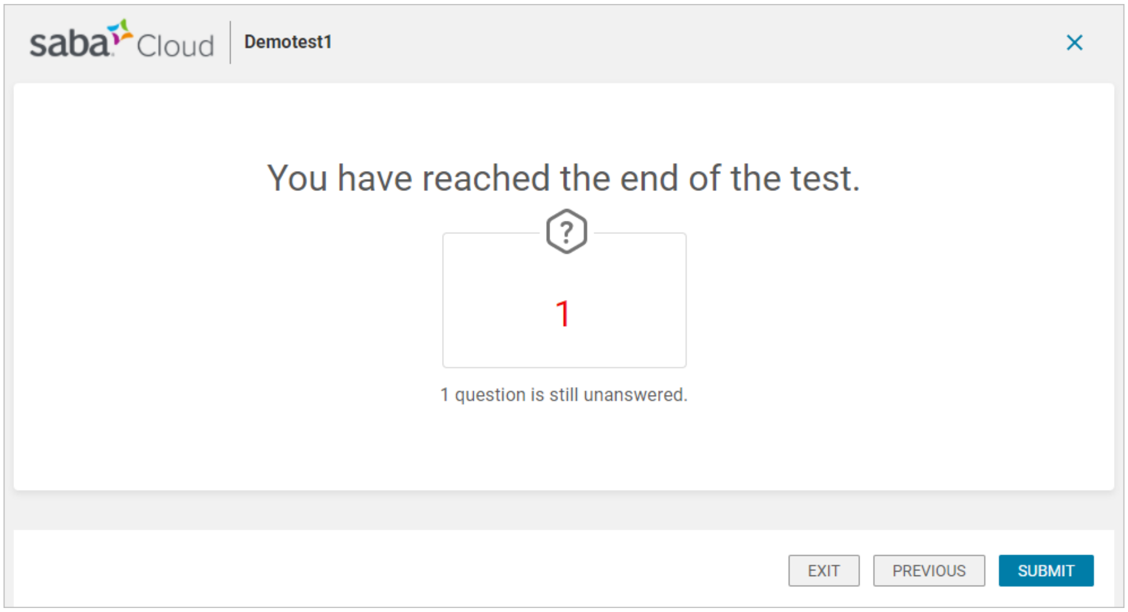


Figure 57: Results page in the enhanced Assessment Player

Features and limitations

Currently, the enhanced Assessment Player is in an early preview stage and has the following limited features:

- Supports only Basic Assessments.
- Supports the following question types only:
  - Yes/No
  - True/False
  - Multiple choice
  - All that Apply
- Supports only 'Saba Cloud Impact Theme'.
- Supports only Learning test and survey assessments.
- Is available only to Assessment Administrators during assessment preview.

Even if the enhanced Assessment Player is enabled in your system, Saba Cloud launches the classic Assessment Player if:

- The Modern content player is disabled.
- A theme other than the 'Saba Cloud Impact Theme' is selected for the assessment.
- The test or survey assessment is in an area other than Learning.

Content

Deployed Tin Can support for secured RCS

Prior to this update, Saba Cloud supported import and launch of deployed Tin Can from a non-secured Remote Content Server (RCS).

In this update, Saba Cloud now supports import and launch of deployed Tin Can content from a secured Remote Content Server (RCS) as well.

Optimized SCORM interaction with LMS

Prior to this update, Saba Cloud used to send a large amount of interaction data to the LMS during SCORM content exit. However, since the amount of data transfer was restricted to 64Kb on the Chrome browser, it would cause roll-up and bookmark issues for the content.

In this update, Saba Cloud provides the ability to optimize the interaction data sent during SCORM content exit so that no redundant interaction data is sent to the LMS in multiple launches. This limits the data transfer to 64Kb on the Chrome browser and prevents roll-up and bookmark issues.

System Administrators need to configure the following new **Content** microsite property:
Table 8: New Content property

Name	Description	Default Value
Optimize interaction data for SCORM content	If set to 'true', then the content interaction data sent to the LMS is optimized for SCORM content. This property is useful for SCORM content with multiple launches. If set to 'true', then Saba Cloud now does not send redundant interaction data for all previous launches in the subsequent launches. This reduces the interaction data size per launch and avoids roll-up and bookmark issues in Chrome. However, if the content interaction data sent to the LMS in a single call is greater than 64Kb, then the Chrome data size limitation applies, and the roll-up and bookmark issues may still persist.	false

To configure this property, navigate to **Admin > System > Configure System > Microsites > Saba Cloud > Site Properties > Content**.

Note: As the 64Kb SCORM content interaction data transfer limit applies to the Chrome browser only, it is recommended to enable this setting only for users who use the Chrome browser.

Enhanced Course and Class Details Pages

Managers can now reset team member's content attempts from the enhanced pages

Prior to this update, managers could reset content attempts of their team members from the legacy class details page only.

In this update, Saba Cloud now allows managers to reset content attempts of their team members from the enhanced class details pages.

To reset attempts for content from the enhanced class details page, click **Reset Attempts** from the drop-down arrow beside the required content.

Note: The **Reset Attempts** action is not displayed if content has unlimited attempts or if the team member has not exhausted all their content attempts.

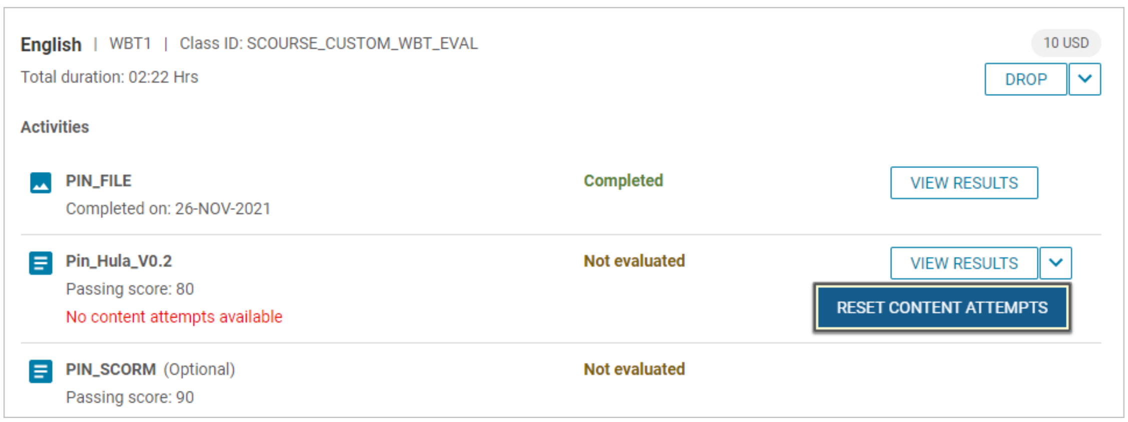


Figure 58: Reset Attempts for team members

Saba Cloud displays the **Reset Attempts** popup page. Specify the additional number of attempts and the reason, and then click **Submit**.

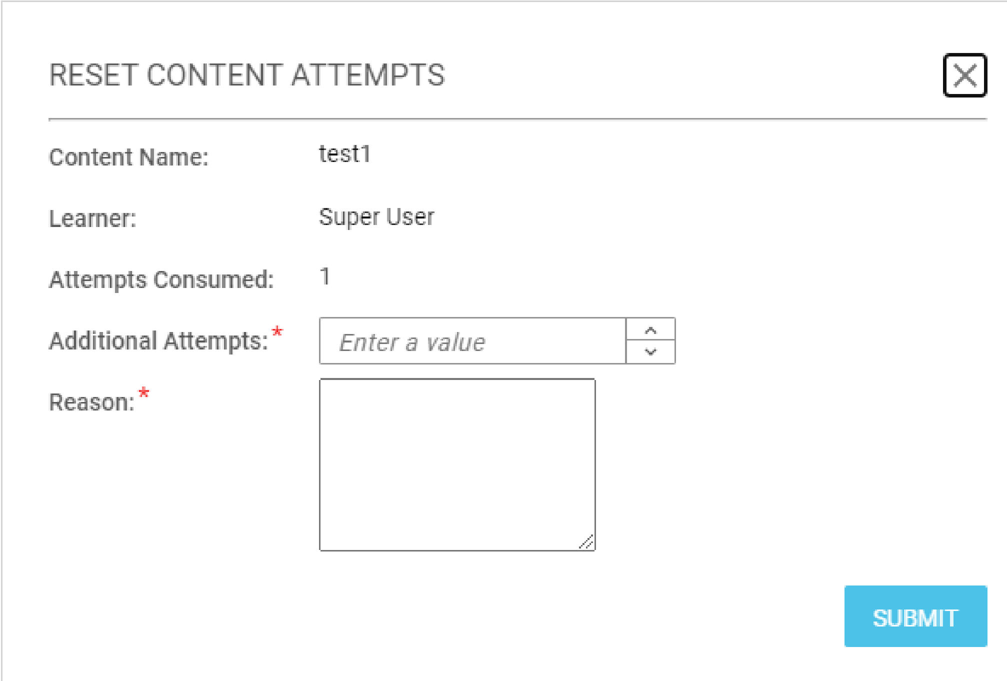


Figure 59: Reset Attempts popup

Print and export a certificate from the Progress History section

In this update, Saba Cloud provides the following new actions in the **Progress History** section of the enhanced pages for recurring courses, certifications, and curricula:

- **Print Certificate** - Opens the certificate of completion and the 'Print' page in a new window.
- **Export Certificate** - Downloads the certificate of completion as a PDF in your default 'Downloads' folder.

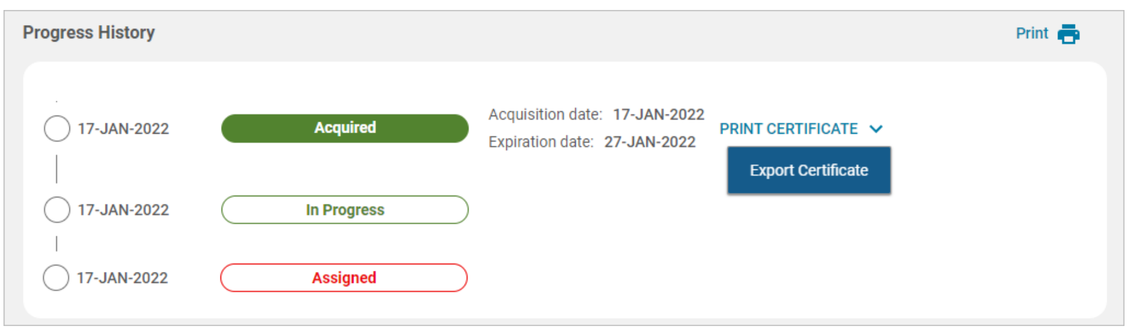


Figure 60: Print Certificate and Export Certificate actions for a recurring course

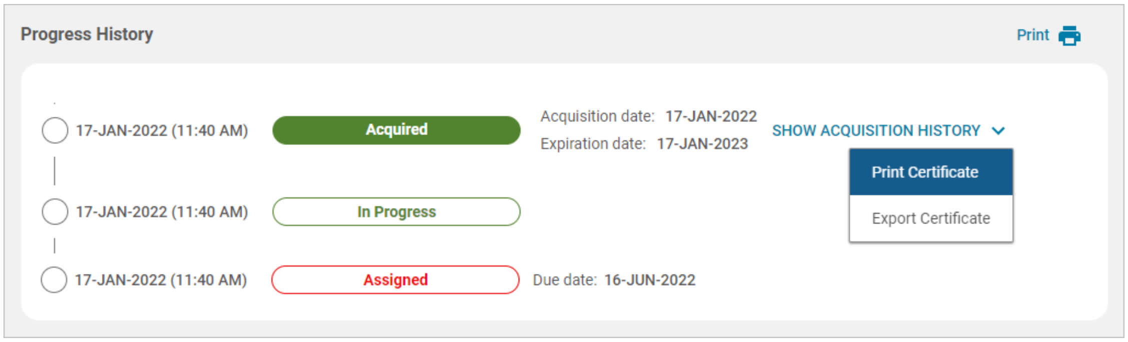


Figure 61: Print Certificate and Export Certificate actions for a certification or curriculum

The printed and exported certificates pull information for each lifecycle of the learning item. If a new cycle is created and if you print a certificate for a previous cycle, then dates displayed on the certificate are of the previous cycle.

In case of recertification or reacquisition status, a new cycle is not created. So, the certificate displays the same information on different certificates. For example, when a user acquires a certification, it moves to the recertification status and the user acquires it again. Now, the progress history section displays 2 acquired statuses and the **Print Certificate** and **Export Certificate** actions are displayed for both the acquired statuses. However, the printed or exported certificates for both displays the same information like Acquired on, Expiration on dates that are the latest ones.

In case of expiration and revoke statuses, a new cycle is created. So, the certificate displays the information cycle-wise. For example, a user acquires a recurring course and then acquires it again after course expiry. Now, the progress history section displays 2 Acquired statuses with **Print Certificate** and **Export Certificate** actions for both the statuses. Here, the printed or exported certificates for both display different information.

Evaluators can now access the enhanced task details page from the Message Center

Prior to this update, Saba Cloud did not support the launch of the enhanced task details page from the Message Center of task evaluators.

In this update, Saba Cloud now allows task evaluators to launch the enhanced task details page from their Message Center.

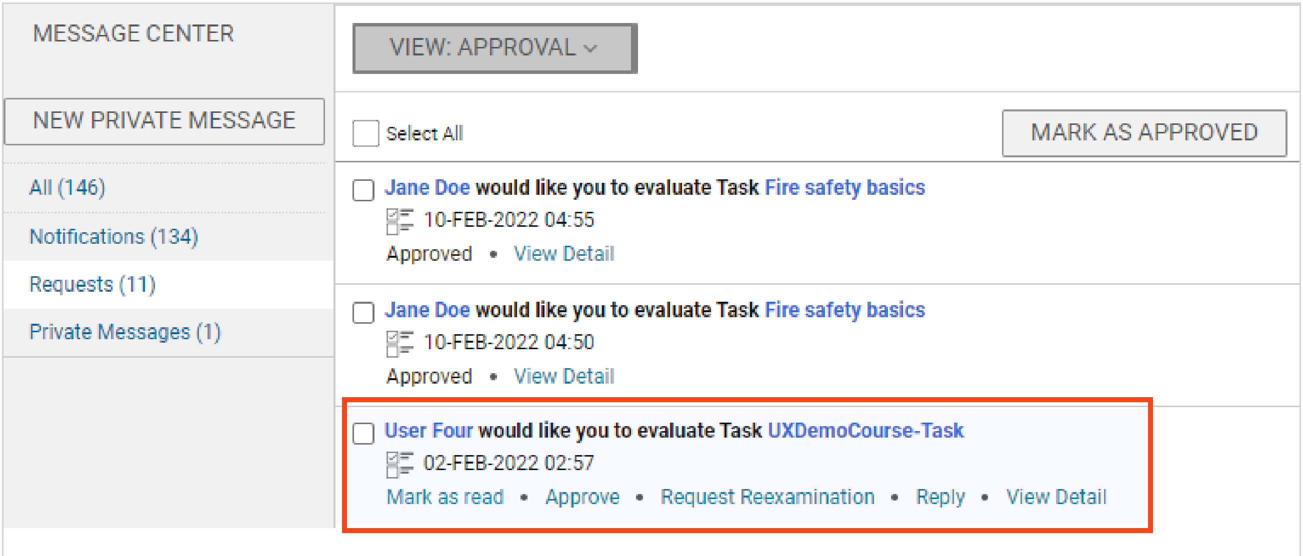


Figure 62: Launch enhanced task details page from Message Center

Evaluators can simply go to their Message Center, check for the evaluation request, and click **Approve** or **Request Reexamination** to open the enhanced task details page.

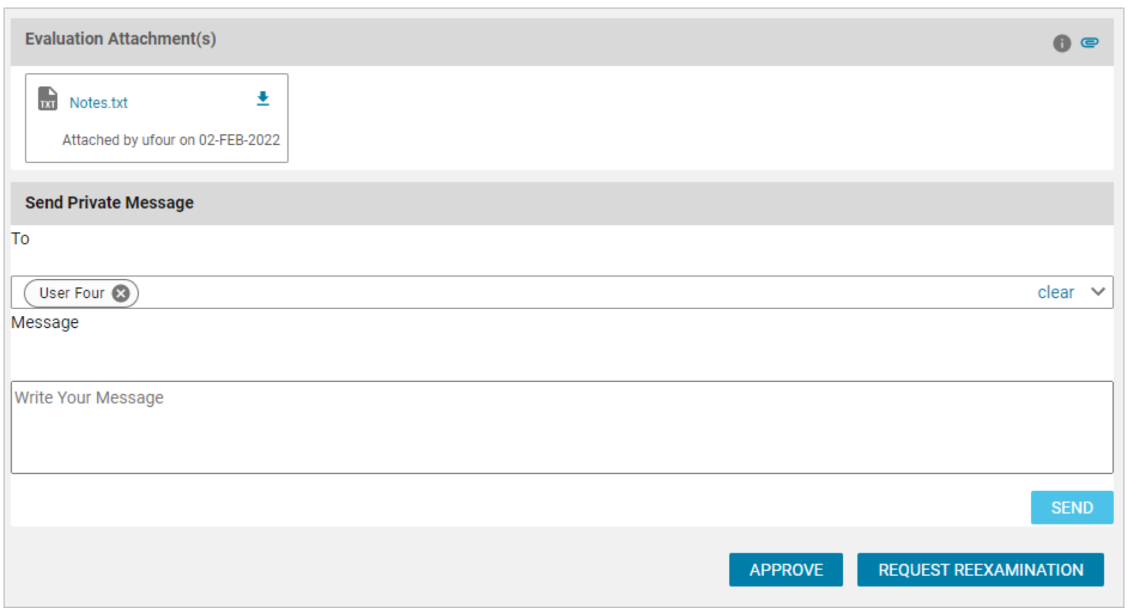


Figure 63: Approve or Request Reexamination actions for an evaluation request

Enhanced course and class detail pages now respond to handheld screen sizes

Prior to this update, the enhanced course and class detail pages were not responsive to handheld devices; that is, they did not provide the same experience when you switched to handheld screen sizes.

In this update, the enhanced course and class detail pages are now responsive to handheld devices and support screen resolutions of up to 768 pixels. This responsive behavior ensures the pages provide the same experience when users switch between different screen sizes.

Limitations

Currently, these pages have the following limitations on handheld devices:

- Bookmark action is not available in handheld screen resolutions.
- The enhanced checklist and task details pages are not completely responsive to handheld screens resolutions.
- Some popup windows and sections that open from these pages are not completely responsive to handheld screen resolutions. For example, modal popup windows for Share, Approval workflow, and Scorecard.

Learning Activity

Ability to associate categories to a simplified course

Prior to this update, categories could be associated with courses only from the advanced course edit workflow.

This update introduces the ability for Catalog Administrators and Local Catalog Administrators to associate categories to courses from the simplified course creation workflow.

A new **Category** section is added to the simplified course creation page. To add a category to a simplified course, navigate to **Me > Courses I Manage**, create or edit a simplified course, and click the **Add Category** button.

Figure 64: New Category section

Type your search string and click **Search**. The matching categories are displayed.

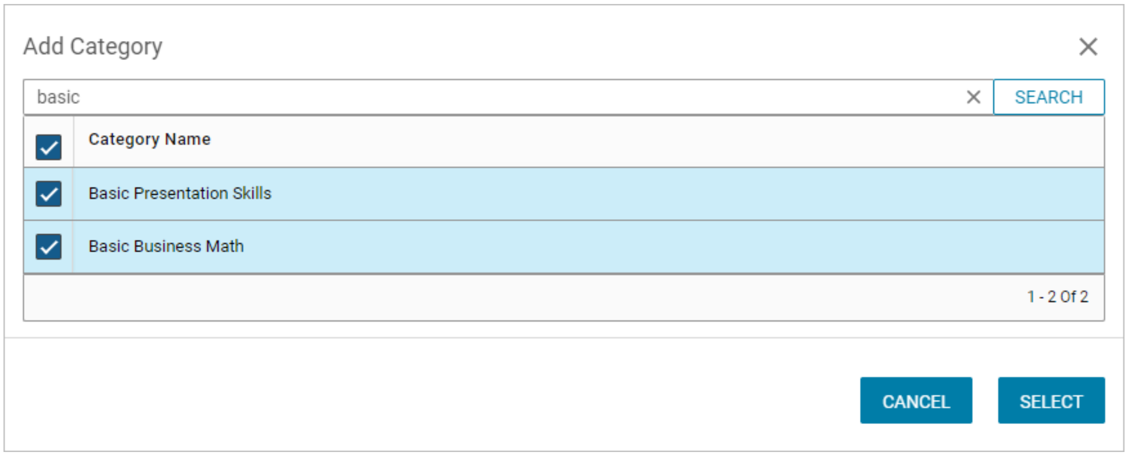


Figure 65: Search for categories

Select the required categories and click **Select**.

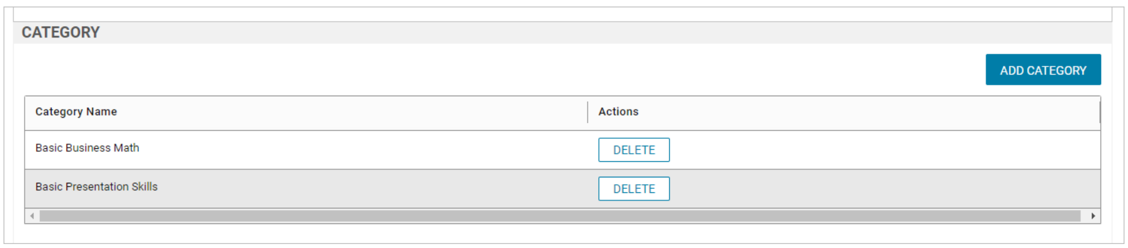


Figure 66: Selected categories

Saba Cloud also allows you to add one or more new categories to the simplified course based on the system-default template.

You can remove any existing category from the course. To remove a category, click the **Delete** button besides the category.

You can also mark one of the categories as the 'Primary' category for the course while editing the simplified course.

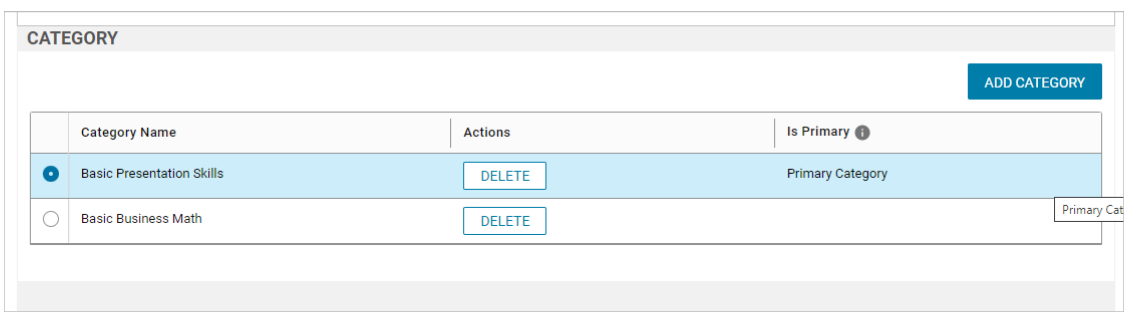


Figure 67: Primary Category

Show size recommendation for images in certifications, curricula, and packages

This update enhances the image upload process for certifications, curricula, and packages by providing recommendations for the image size and aspect ratio so that Learning Administrators can upload images that ensure optimal viewing.

While editing a certification, curriculum, or package, Saba Cloud now displays the following tip while uploading an image.

The recommended image size for optimal viewing of images is 400x200 pixels.

If the uploaded image size does not meet the size recommendation, then the following warning message is displayed:

The image does not meet the size recommendation. Although the image is saved, it is recommended to use an image size of 400x200 pixels for optimal viewing.

Changes to the default value of Display for Call Center and Display for Learner

Prior to this update, the 'Default Value' field for the attributes **Display for Call Center** and **Display for Learner** for specific components was configurable. System Administrators could select or clear the field to set its value.

In this update, the 'Default Value' field for the attributes **Display for Call Center** and **Display for Learner** for the following components is now set to 'Yes' and it is no longer editable at the component level:

- WBT Offering
- ILT Offering
- Blended Offering
- Virtual Class Offering

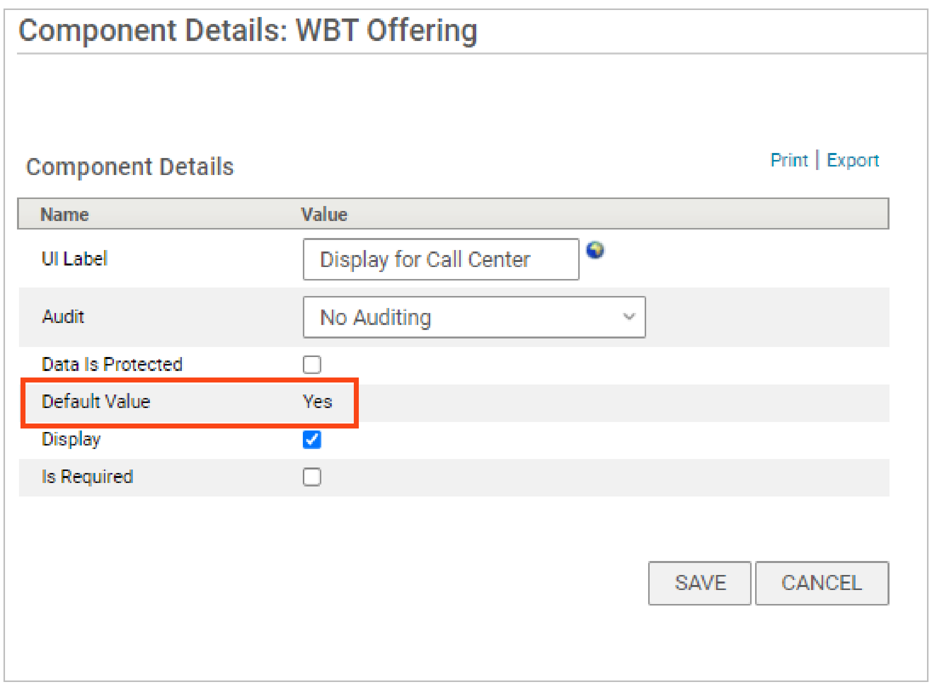


Figure 68: Default Value set to Yes

To view these components and their attributes, navigate to **Admin > System > Configure System > Services > Learning > Catalog > Classes**.

New auto-completion criteria for Saba Meeting Virtual Class recordings

Prior to this update, Saba Cloud supported auto-completion policies for live participation in Saba Meeting virtual classroom events. However, there was no support to configure auto-completion if a user viewed a virtual classroom recording as part of a class.

This update provides the option to configure the content completion criteria for Saba Meeting Virtual Class recordings. Users, who consume the Virtual Class recording at a later date via a class, need to fulfill these completion criteria to successfully complete the class.

For example, if the completion criteria for a recording is set to 75, then it means that users need to watch at least 75% of the recording to achieve class completion.

Define completion criteria at the activity level

Learning Administrators can define the following criteria to determine the completion of the Virtual Class recording, when they attach the recording as a content item to a class:

Table 9: Content completion criteria for VC recordings

Field	Description
Is Scoring	If this check box is selected, then only the evaluation score defines the completion for this recording. This field is used only when scoring evaluations are part of the Virtual Class recording. If there are no scoring evaluations, then completion does not happen automatically even if the **Is Scoring** check box is selected.
Completion Criteria	Minimum playback time in percentage that a user must watch the Saba video or recording to achieve content completion. Valid values range from 1 to 100. This field is mandatory.
Minimum number of evaluations required to be completed	Minimum number of evaluations in the recording that a user must complete to achieve content completion. The specified value must be less than or equal to the total number evaluations in the Virtual Class recording.

Note: These completion criteria are applied at the content object level and not at the learning activity level. Content Administrators can view and update these criteria for the content object from the Content Library. For more details, see Edit completion criteria at the content level.

To set the completion criteria for a Virtual Class recording content in a class, edit a class and click **Activities > Add Activities > Attach Content**, then select **Virtual Class Recording**, find and select the required recording and click **Add Content Completion Criteria**.

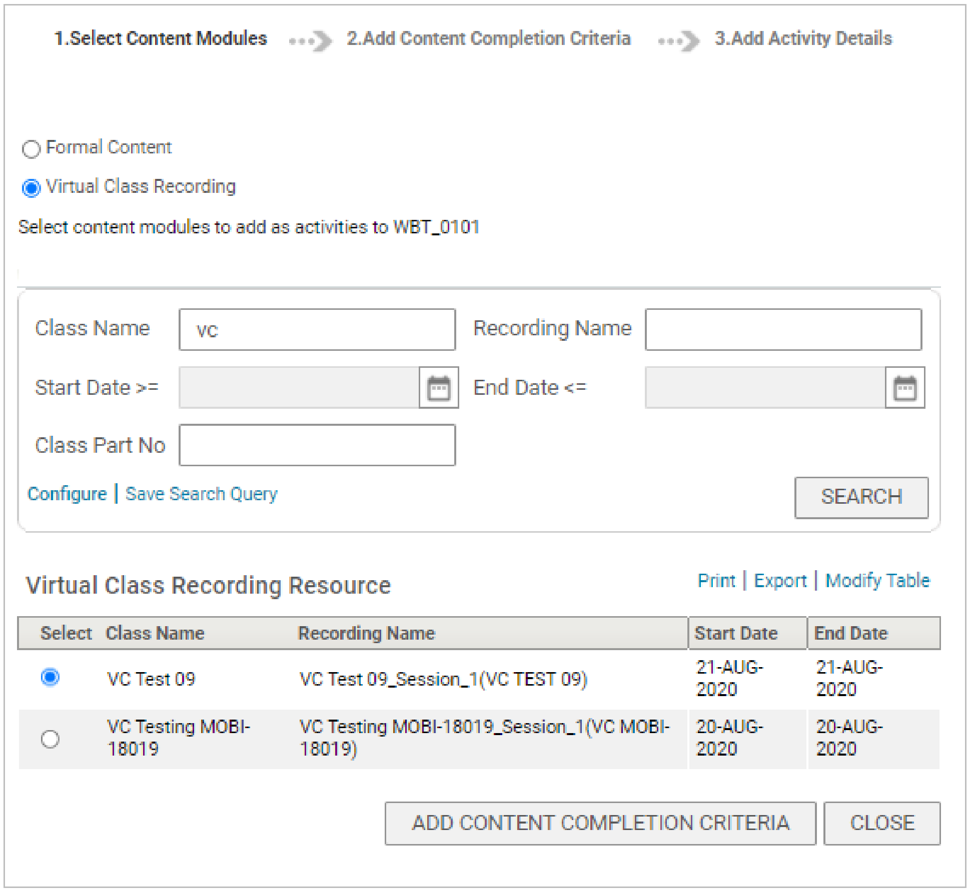


Figure 69: Select a VC recording

Specify the content completion criteria.

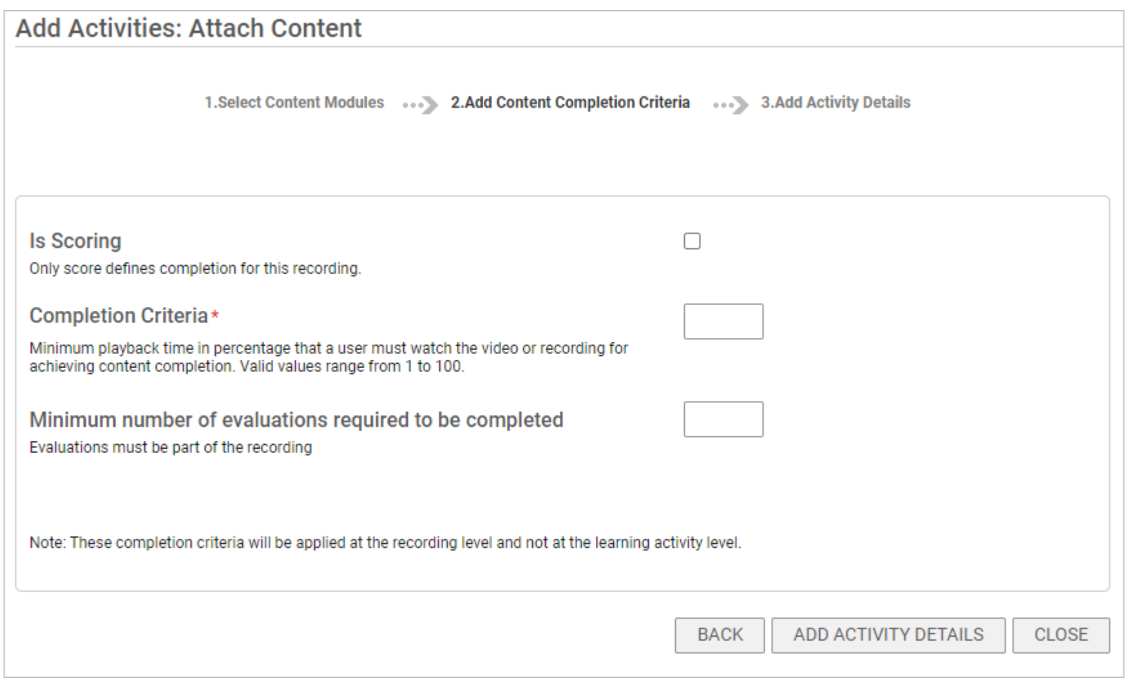


Figure 70: Content completion criteria for VC recordings

Click **Next** to proceed. This creates the corresponding content object in the Content Library and the content completion criteria are saved for that content object.

Note: If you try to add a recording that already exists in the content library and has these criteria defined, then the fields on **2.Add Content Completion Criteria** step are displayed as read-only.

Edit completion criteria at the content level

Content Administrators can edit the content completion criteria for a Virtual Class recording object from the Content Library. As noted above, Learning Administrators can define the criteria for the recording content object when they attach it as a learning activity in a class.

To edit the new content completion criteria, navigate to **Admin > Learning > Manage Content > Content Library >**, search and edit the virtual class recording.

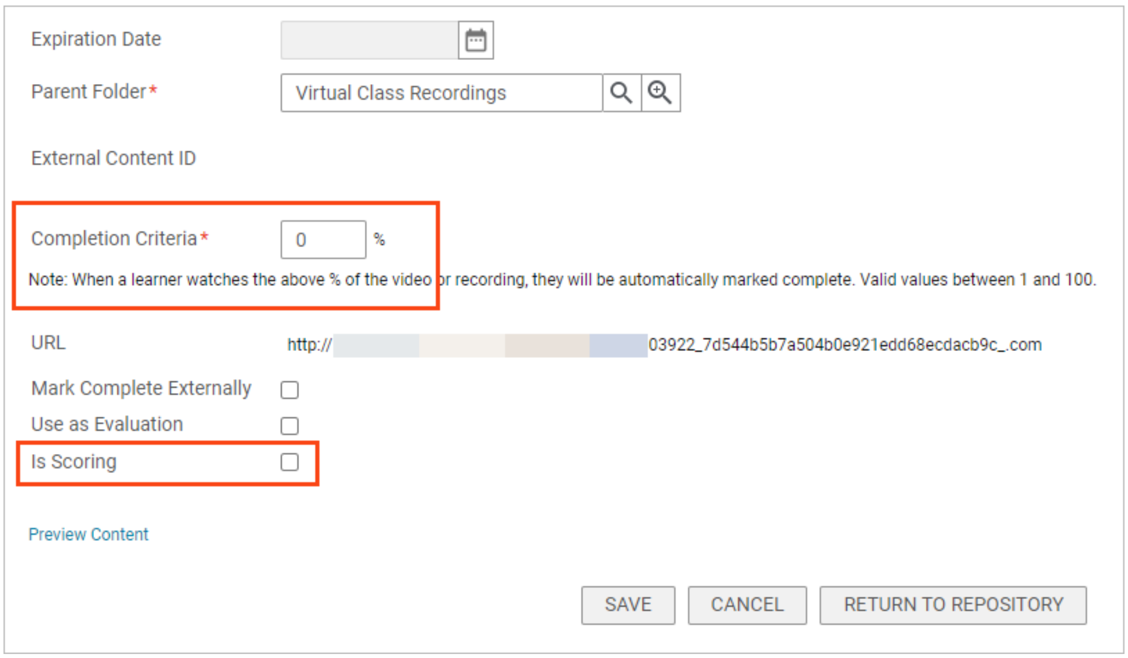


Figure 71: Content completion criteria under Content Details tab

The **Is Scoring** check box for a recording is selected or cleared depending on the value of **Is Scoring** criteria set when the recording was added as an activity to a class.

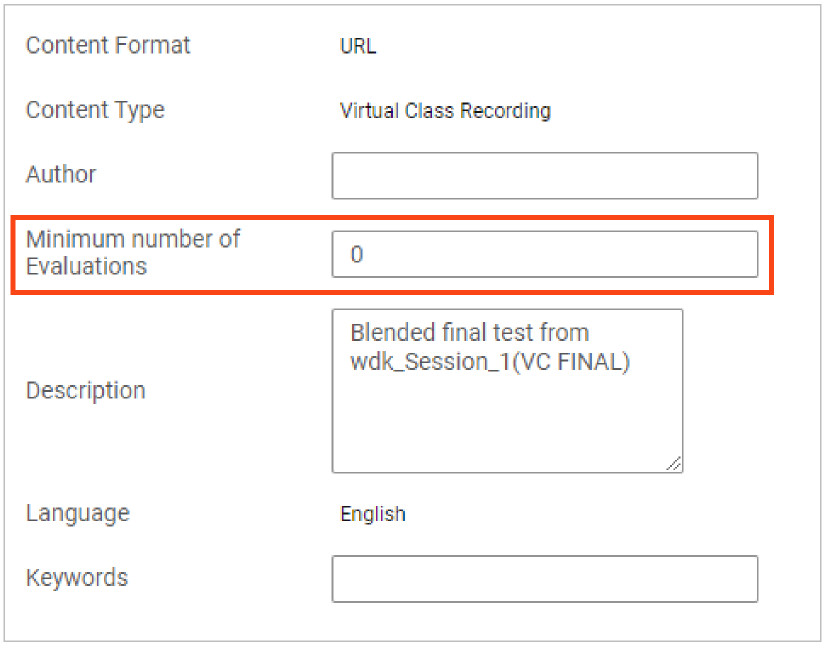


Figure 72: Content completion criteria under Content Metadata tab

Tip: The new 'content completion criteria' for Virtual Class recordings are not available while adding the recording at the course or delivery mode level. Therefore, to use the new completion criteria, it is recommended that Learning Administrators add the Virtual Class recording at the class level, instead of course or delivery mode level.

Canceling a Virtual Class now deletes the event in the corresponding VLE provider

In this update, when a Virtual Class is canceled in Saba Cloud, the corresponding event entry on the VLE provider side is deleted for the following providers:

- Saba Meeting
- WebEx Trainings
- Webex Meetings
- Adobe Connect
- Zoom Meeting
- Zoom Webinar
- Microsoft Teams

All user enrollments, including the leader, presenters, and participants for the deleted event are removed from the provider.

For Saba Meeting events, the event entries for the deleted Virtual Classes are no longer displayed on the following pages:

- **Admin > Meetings > Manage Events**
- **Me > Meetings**
- **Home > Meetings** portlet
- User name > **Meetings > Actions**
- **Me > My Plan**
- Browse results page

Ability to mark learning items for compliance

This update provides Learning Administrators the ability to mark learning items for compliance purpose. Based on the compliance tag, these learning items can be excluded by the recommendation engine to improve the quality of recommendations in Cornerstone Xplor.

The following new field is introduced at the component and the object level:

- **Mark for compliance**

  Select this checkbox to mark the learning item as a compliance item.

  The default value is 'false'.

  Important: Currently, if this checkbox is enabled, then this field is used only for excluding the learning item from recommendations displayed in Cornerstone Xplor. It does not affect course recommendations in Saba Cloud.

To mark a learning item for compliance, Learning Administrators can navigate to **Admin > Learning > Manage Learning Catalog**, find and edit the learning item. In the **Main** tab, click the **Mark for compliance** check box.

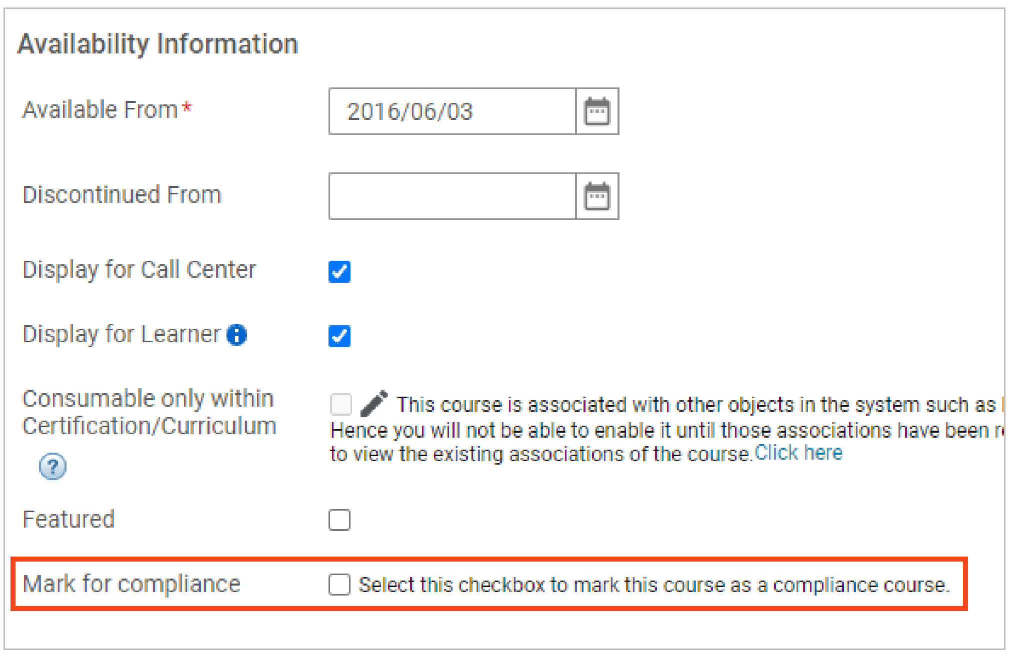


Figure 73: Mark for compliance field in a course

Currently, the following learning items support this new field:

- Courses
- Recurring courses
- Certifications
- Curricula

Note: This field is available for regular and recurring courses only in the Advanced Edit workflow, but not in the Quick Course wizard and simplified course creation workflow. Therefore, for courses, the **Mark for compliance** field is set as 'read-only' at the Course component level and is not configurable by the System Administrator. The default value is set to 'false'. Learning Administrators can configure the value of this field for a course from the Advanced Edit workflow only.

New privilege to show or hide the system-default course template

Prior to this update, Saba Cloud displayed the system-default template in the simplified course creation workflow while creating a new course. System Administrators did not have the option to hide the system-default template.

This update provides System Administrators the ability to show or hide the system-default template while creating a new course using the simplified course creation workflow. By hiding the system-default template and providing custom templates, administrators can promote the usage of custom templates for their organization over the system-default template.

Saba Cloud introduces the following new security privilege on the **System** component:

- **Can Use System Default Course Template**

  If this privilege is enabled for a role, then the users with that role can see the system-default template while creating a new course using the simplified course creation workflow.

  By default, this privilege is enabled for the following pre-defined security roles:

  - Learning Admin - Local Catalog Admin
  - Learning Admin - Catalog Builder
  - Super User

To configure this privilege, navigate to **Admin > System > Manage Security > Security Roles**, search and edit a role, and search for the **System** component.

The following figures show the popup page during course creation when the privilege is enabled and disabled respectively.

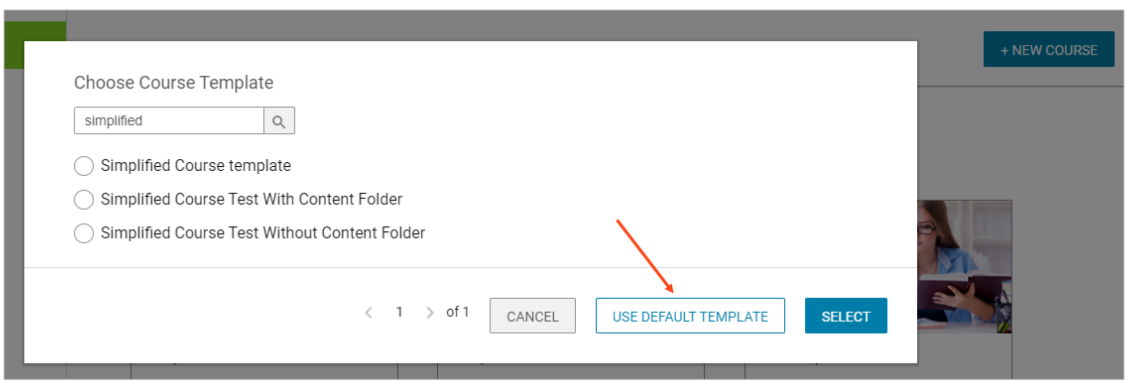


Figure 74: When privilege is enabled

Figure 75: When privilege is disabled

Note: If a user does not have this privilege and if there are no custom templates available in the user's domain, then Saba Cloud does not display the **New Course** button to the user from the **Courses I Manage** page.

Deprecated Privilege

The following existing security privilege for the Local Catalog Admin role has been deprecated:

- Can Local Catalog Admin use Course Template

Therefore, now, a custom template is available to the Local Catalog Admin only if the domain of the custom template matches the domain of the Local Catalog Admin.

Setting to control the visibility of Add to Plan action for certifications and curricula now covers all end user workflows

Prior to this update, the setting **Allow Learner to add certification and curriculum to plan from their enhanced detail pages** under the **Learning Beta** service controlled the visibility of the **Add to Plan** action for end users on the redesigned certification and curriculum details page only. The default value of this setting was set to 'Off'.

This update makes the following changes to the **Allow Learner to add certification and curriculum to plan from their enhanced detail pages** setting:

- The setting name is changed to **Allow learner to add certification or curriculum to plan**.
- This setting now controls the visibility of the **Add to Plan** action for certifications and curricula in all end user workflows.
- The default value of this setting is now set to 'On'.
- When the setting is 'Off', users cannot assign a certification or curriculum to self from anywhere in the application.
- When the setting is 'Off', users cannot bulk assign certifications or curricula to self from the **Me > Plan > Actions > Add Learning** from the enhanced Assign Learning flow.

To configure the setting, System Administrators can navigate to **Admin > System > Configure System > Services > Learning > Learning Beta**.

Enhancements to the task evaluation workflow

Prior to this update, the task evaluation workflow allowed only a single evaluation request and approval process, where learners could submit a task for evaluation and evaluators could approve the request. However, the workflow did not have the ability to track a task evaluation back and forth between a learner and an evaluator to support multiple interactions.

This update enhances the task evaluation workflow so that it now supports multiple interactions between a learner and a task evaluator for task evaluation. If evaluators feel that the task is not performed up to their expectations, then they can now send a task back for reexamination to learners. Learners can then reexamine the task and re-submit the task back for re-evaluation. This process can be iterated as many times as required till the task evaluator is satisfied by the learner's task and approves it.

To support the enhanced task evaluation workflow, the following new actions and corresponding statuses are introduced:

Table 10: New task evaluation actions and statuses

Action	Description	Actor	Status
Request Reexamination	Click to send a task back to a learner for reexamination.	Task Evaluator	*Reexamination requested*
Re-request Evaluation	Click to submit a task evaluation request again after reexamination.	Learner	*Pending evaluation (Re-submitted)*

Configure evaluation attachments

This enhanced task evaluation workflow makes comments mandatory for learners and evaluators and also provides the ability to make attachments mandatory for learners while requesting or re-requesting evaluation of a task.

Once you add comments and attachments to a task, they cannot be edited or deleted.

To make attachments mandatory for learners, Learning Administrators can select the following new check box while creating a task:

- **Enforce Evaluation Attachment for Learner**

  If this check box is selected, then it is mandatory for learners to add attachments while submitting a task for evaluation.

  By default, the check box is not selected.

  To configure the check box, Learning Administrators can navigate to **Admin > Learning > Manage Learning Catalog > Tasks**, and find and edit a task.

  Note: This check box is displayed on the task creation page only if the following microsite property is enabled by your System Administrator:

  - **Allow task evaluation attachment**

    If this property is set to 'true', Learning Administrators can make it mandatory for learners to add attachment to the task while requesting or re-requesting evaluation.

    The default value is 'true'.

    To configure this property, System Administrators can navigate to **Admin > System > Configure System > Microsites >** *<Saba cloud>* **> Site Properties> Learning**.

Request reexamination

To request reexamination of a task:

1. As an evaluator, navigate to the Message Center or to the enhanced class details page.
2. Click **Request Reexamination** action for the task pending evaluation.

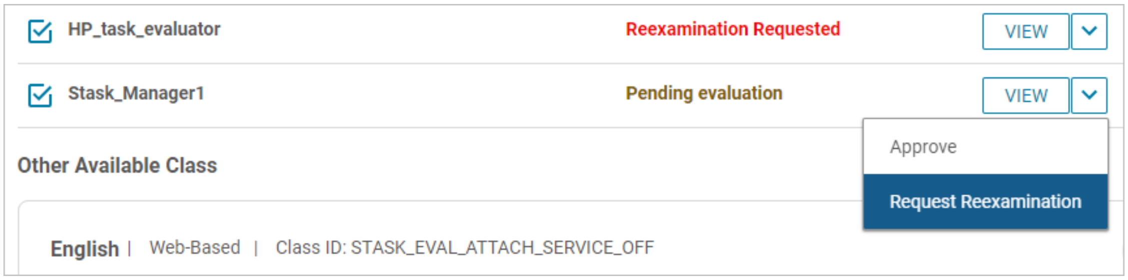


Figure 76: Request Reexamination

The **Request Reexamination** popup page opens.

3. Add your comments and attachments.

Note: Only comments are mandatory. The attachment size cannot exceed 5MB.

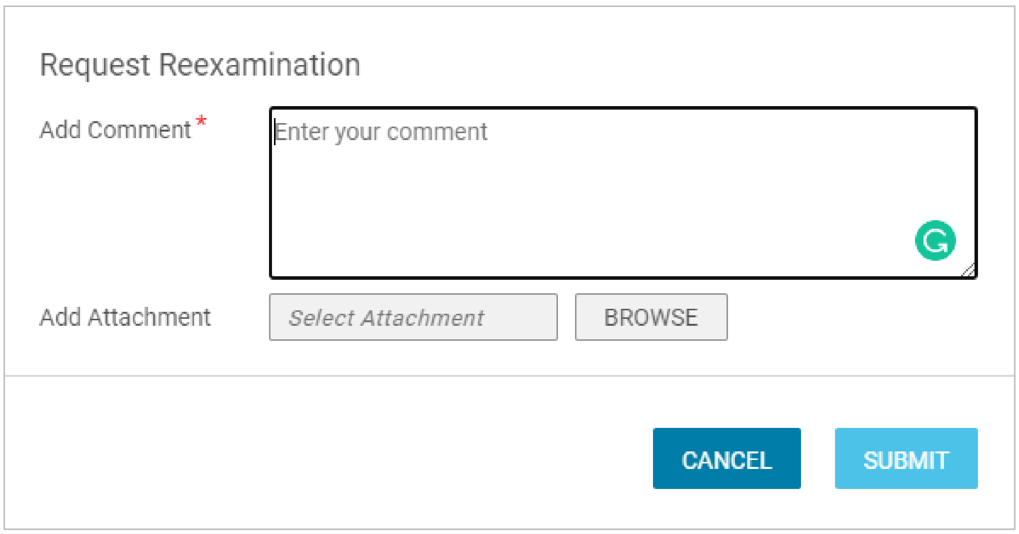


Figure 77: Request Reexamination popup page

4. Click **Submit**.

Re-request evaluation

To request an evaluation of a task again:

1. As a learner, navigate to the enhanced class details page.
2. Click **Re-Request Evaluation** action for a task.

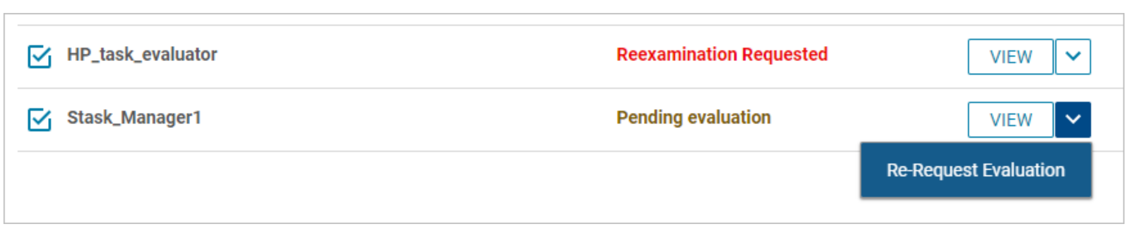


Figure 78: Re-request Evaluation

3. Select an evaluator and click **Submit**.

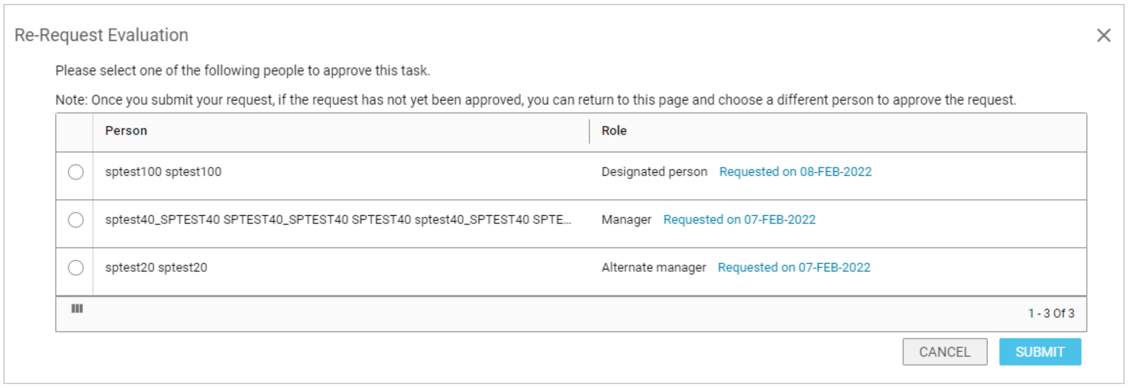


Figure 79: Select an evaluator

The **Re-Request Evaluation** popup page opens.

4. Add your comments and attachments.

   Note: Comments are mandatory. Attachments can be mandatory or optional depending on your system configuration. For more details, see Configure evaluation attachments. The attachment size cannot exceed 5MB.

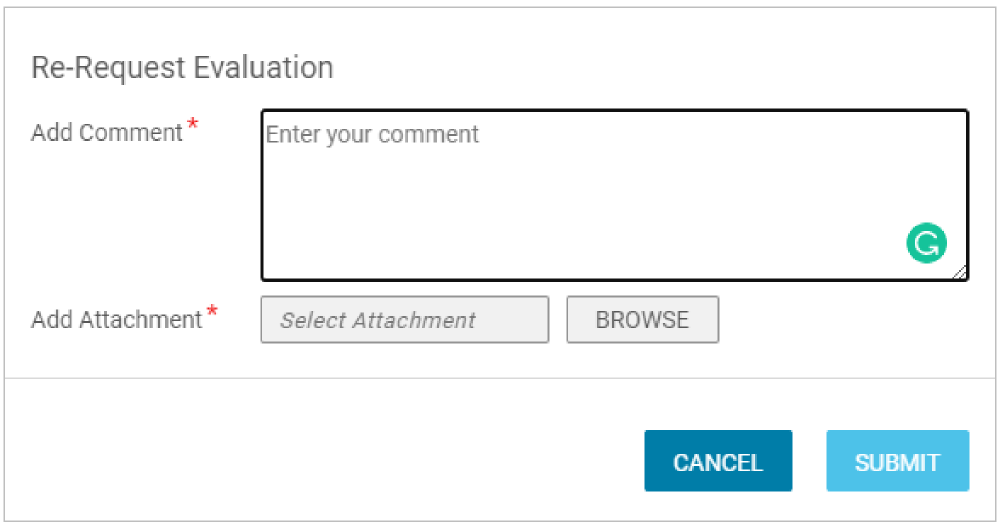


Figure 80: Re-Request Evaluation popup page

5. Click **Submit**.

View task history

Learners and evaluators can view the evaluation history of a task. The history displays details of interactions performed on a task during the complete evaluation and reevaluation lifecycle. It displays details such as usernames of learners and evaluators involved in the process, task statuses and transitions, dates, and action notes.

Note: The task history displays details of all evaluation-related interactions performed on a task only after this update. Any evaluation-related interactions performed on a task before this update are not displayed.

To view task history:

1. Navigate to the enhanced class details page.
2. Click the **View** for a task. The enhanced task details page opens.

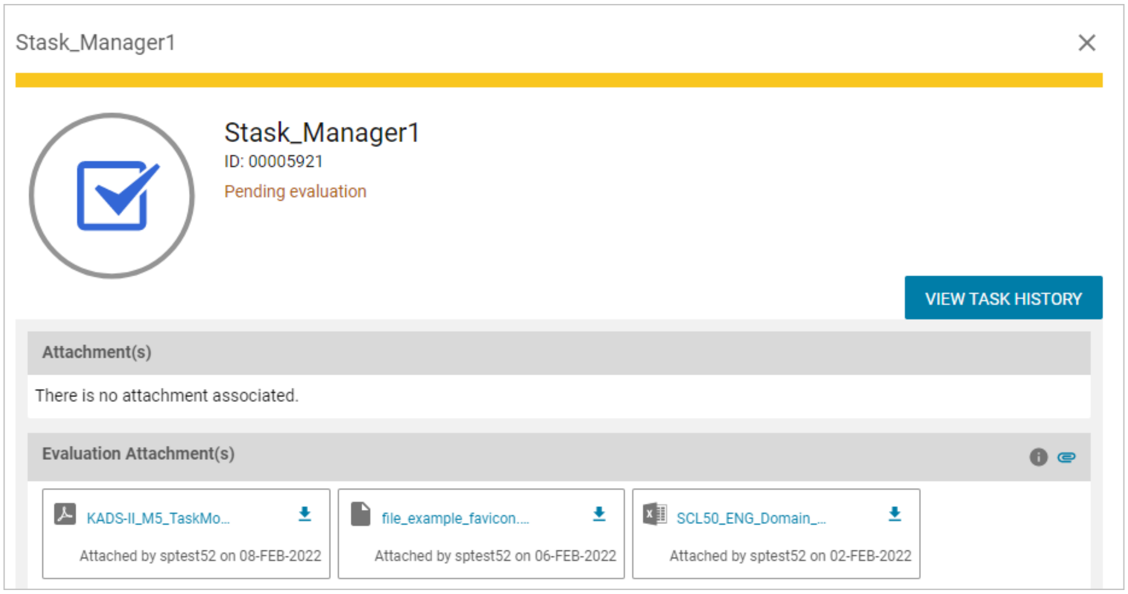
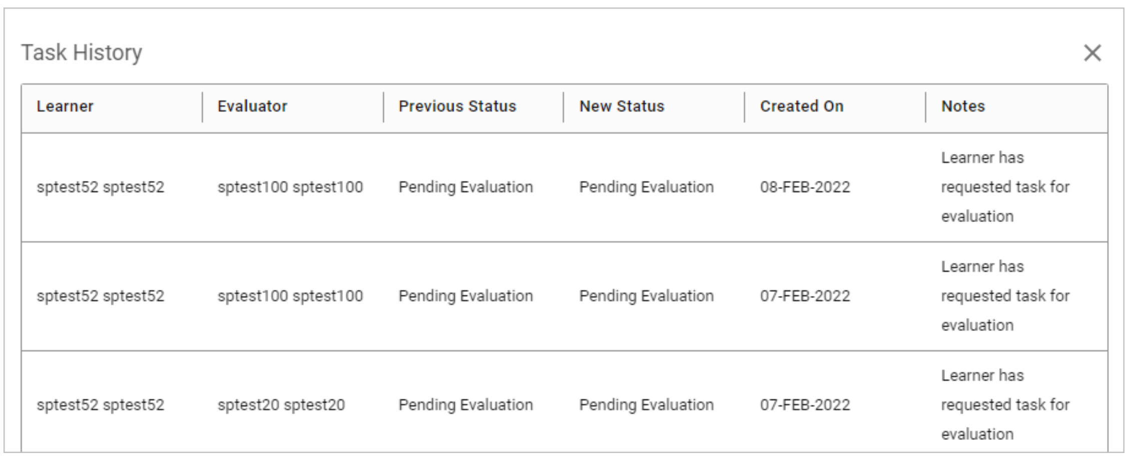


Figure 81: View enhanced task details page

3. Click **View Task History**. The **Task History** popup page opens.


Task History

Learner	Evaluator	Previous Status	New Status	Created On	Notes
sptest52 sptest52	sptest100 sptest100	Pending Evaluation	Pending Evaluation	08-FEB-2022	Learner has requested task for evaluation
sptest52 sptest52	sptest100 sptest100	Pending Evaluation	Pending Evaluation	07-FEB-2022	Learner has requested task for evaluation
sptest52 sptest52	sptest20 sptest20	Pending Evaluation	Pending Evaluation	07-FEB-2022	Learner has requested task for evaluation

Figure 82: View Task History

New notifications

To support the enhanced task evaluation workflow, Saba Cloud provides the following new notifications:

Table 11: New notifications

Notification	Description	Type
Feedback sent to learner for re-examination	Triggered when an evaluator sends a task back to a learner for re-examination.	Triggered
Submit/Completion of Task	Triggered when a learner's task is marked as Completed.	Triggered

Saba Cloud also provides the following new named query:

- List of all evaluators of task

To configure these notifications and named queries, System Administrators can navigate to **Admin > System > Configure System > Services > Foundation > Tasks > Notifications**.

Redesigned Certification and Curriculum Detail Pages

Redesigned certification and curriculum detail pages now respond to different screen sizes

Prior to this update, the redesigned certification and curriculum detail pages were not completely responsive; that is, they did not provide the same experience when you switched to different screen sizes.

In this update, the redesigned certification and curriculum detail pages are enhanced to be responsive to different devices with screen sizes ranging from 320 pixels to 1920 pixels. This responsive behavior ensures the pages provide the same experience when users switch between different screen sizes.

Enhancements to the redesigned certification registration page

Enhanced sorting order of session-based classes

Prior to this update, if the **Prefer Learner Location-Based Class Suggestion** setting was disabled, then the session-based classes were sorted based on their start date on the registration page of the redesigned certification and curriculum workflow. However, the session start time was not considered to decide the sorting order of such classes.

This update enhances the sorting logic of classes displayed on the registration page of the redesigned certification and curriculum workflow. Now, if the **Prefer Learner Location-Based Class Suggestion** setting is disabled, then the session-based classes are sorted and displayed based on their start date as well as the session start time.

System Administrators can configure this setting by navigating to **Admin > System > Configure System > Services > Learning > Catalog > Classes**.

Session-based classes are now sorted as follows:

1. Start date
2. Session start time
3. Location (A-Z)
4. Delivery name (A-Z)
5. Class part number (A-Z)

The sorting order for self-paced (WBT) classes remains unaffected by this change.

Note: Currently, the sorting order for start date and session start time works as per class location time zone only. Learner location time zone sorting is not supported yet.

Registration page now displays a new look

In this update, the registration page in the redesigned certification and curriculum workflow has a new look. This ensures that the registration experience is inline with the improved design language of the redesigned certification and curriculum pages.

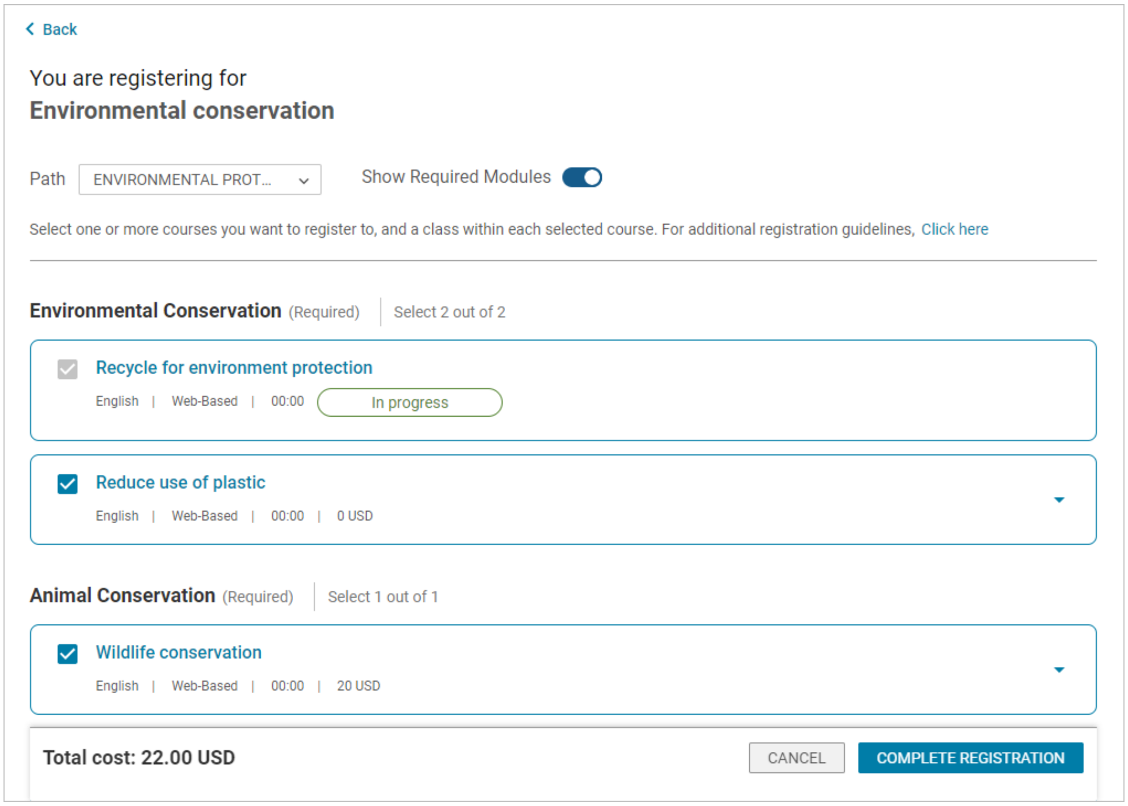


Figure 83: Enhanced registration page for redesigned certifications and curricula

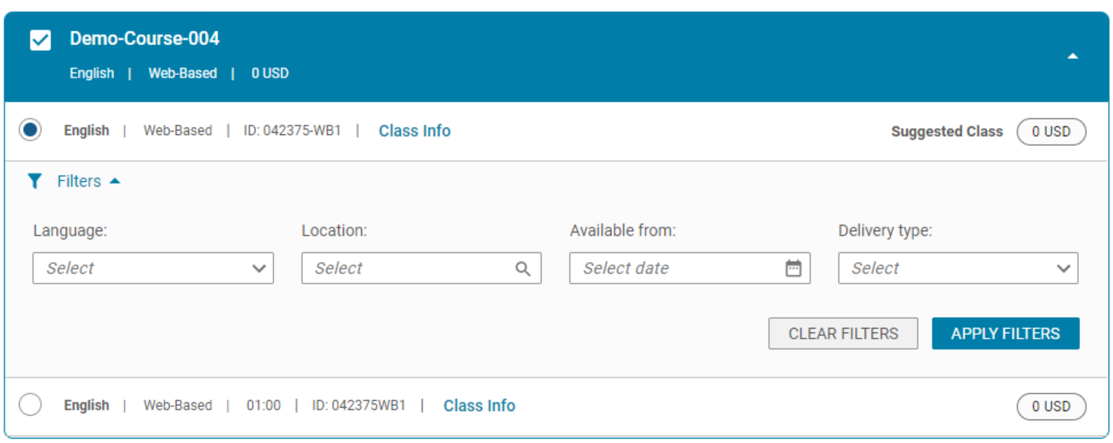


Figure 84: Course with suggested class

Chapter 7

Marketplace

Topics:

- Marketplace Classic
- Marketplace (Beta)

This section includes the following topics that will guide you through the new features and improvements under Marketplace.

Marketplace Classic

Connectors no longer available in Marketplace Classic

Starting with this update, the following connectors section is no longer available on Saba Cloud Marketplace Classic.

- Create Tool
- Microsoft Teams Bots

Connectors moved to Beta can only be configured in Beta if you have not already configured them. If you have, you can continue to use them in Classic.

Marketplace (Beta)

Moving connectors from Classic to Beta

In this update, the following connectors are moved to Marketplace (Beta).

- Create Tool
- Microsoft Teams Bots

New and existing users for these connectors must use **Marketplace (Beta) only**.

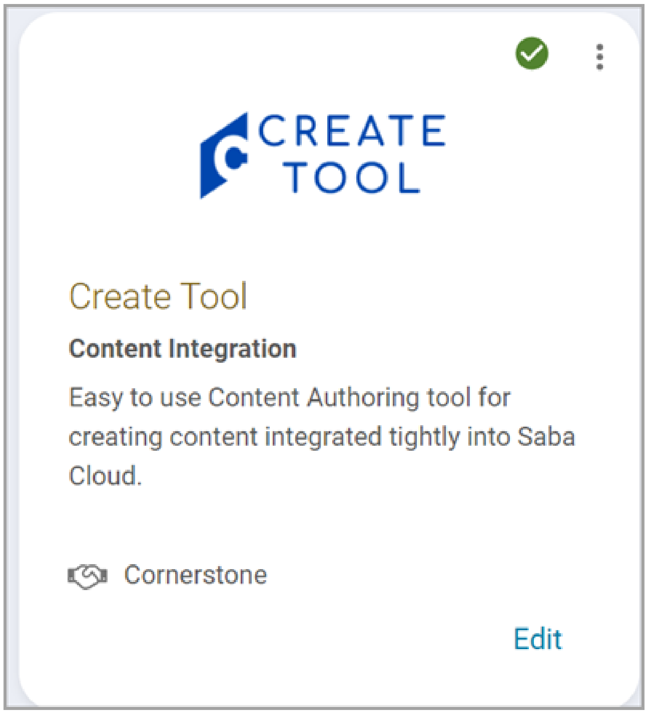


Figure 85: Create Tool

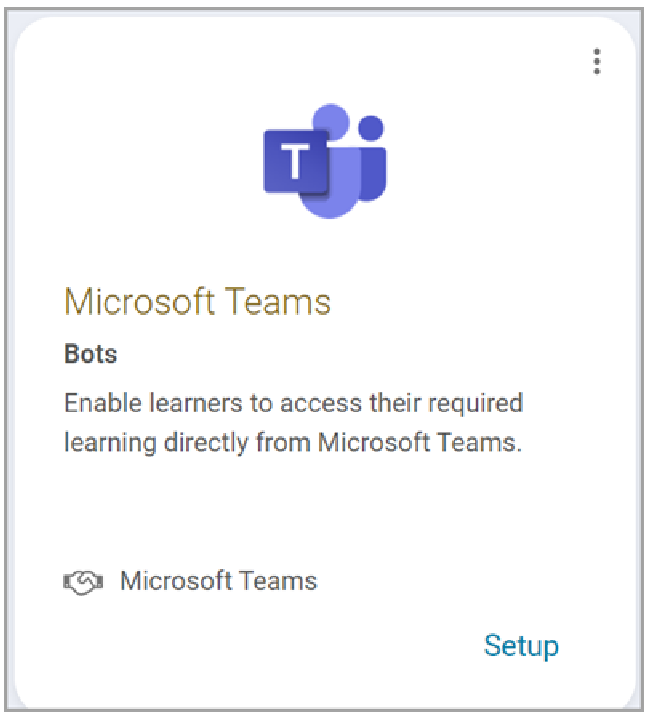


Figure 86: Microsoft Teams Bots

In this update, the following connectors are added to Marketplace (Beta).

- Adobe Connect
- Udemy Business

For existing users of these connectors - if you have already configured on Marketplace Classic, you can continue using there. New customers must use it from Marketplace (Beta) only.

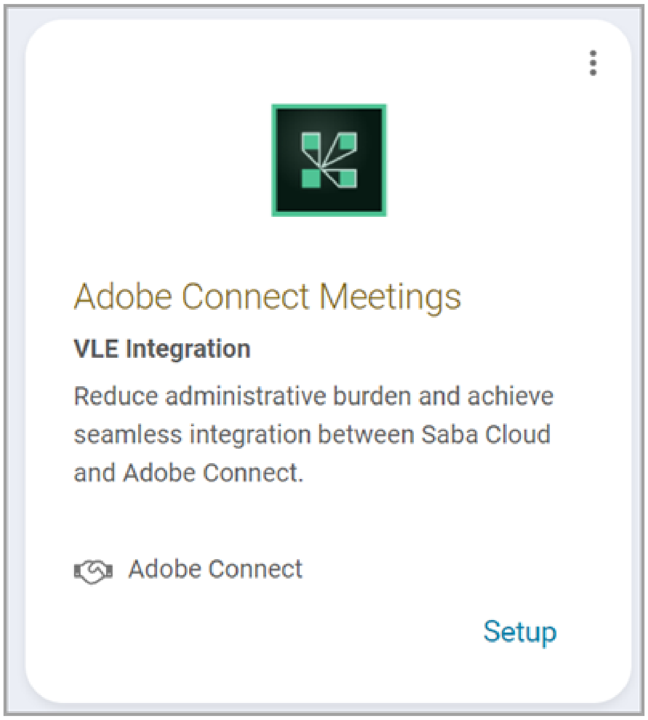


Figure 87: Adobe Connect Meetings

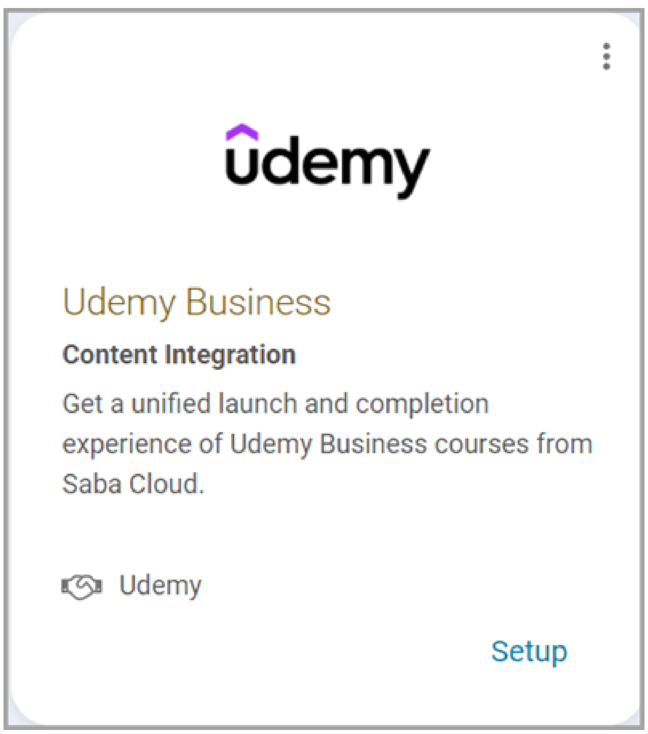


Figure 88: Udemy

Enhancements to Marketplace (Beta)

Client secret encryption

Client Secret fields in Marketplace Beta connectors are now encrypted.

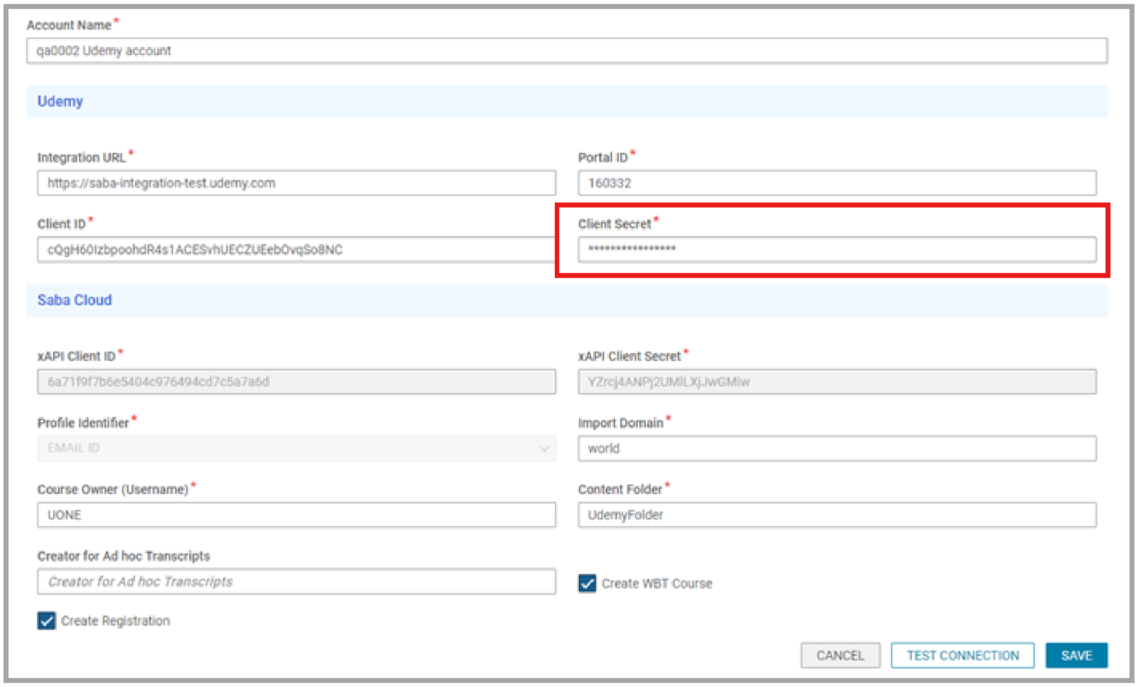


Figure 89: Client secret field encrypted

Note: Encryption is not available for the following connectors: Workday, LinkedIn Learning, Ultipro, and WebEx training connectors.

Integration status on the connector tile

Integration of an external connector to Saba Cloud involves certain business procedures and technical configurations and so it is important for a user to see in real-time where they are in the process. The Connector tiles in Marketplace (Beta) now show the exact status of integration of the connector with Saba Cloud.

The following status indicators are available on the connector tiles:

- View - If integration does not have a license and it requires the license then 'VIEW link will display. You can only view the description details of the connector but cannot configure it. You need to contact your Account Manager to get the license key.
- Setup - The required license is purchased or the integration does not require a license. In this case, you can click on Setup to configure the connector.
- Edit - If at least one account is setup and configured, you can click on Edit to make changes to your account, or any of the other configuration steps. The connector tile at this stage will show a green check mark to indicate that it is configured. The green check mark does not mean the connector is fully configured. You must complete all the required configurations on the connector by following the steps provided in Saba Cloud online help.

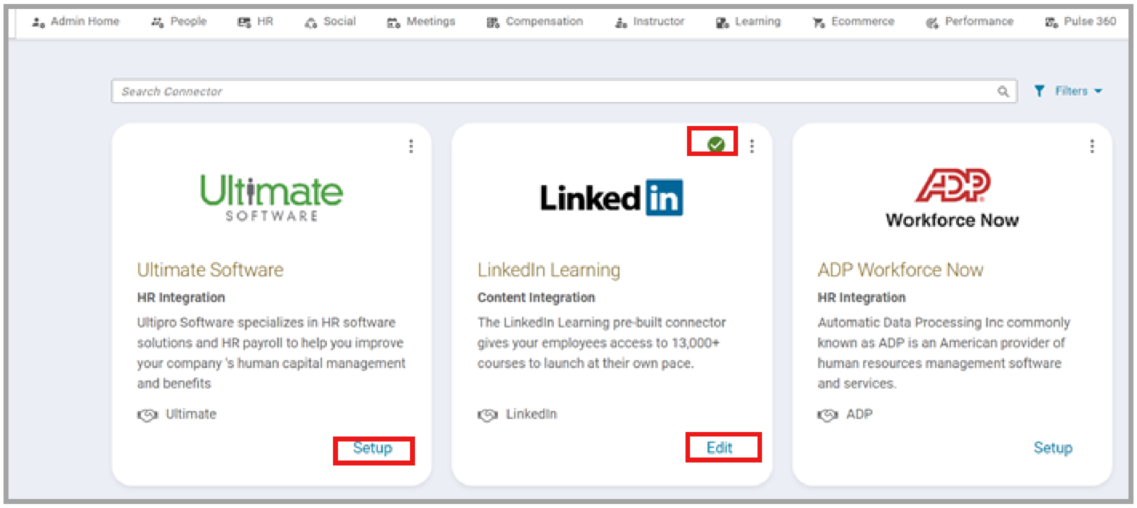


Figure 90: Connectors showing status

Improvements to Microsoft Teams Meetings connector

In this update, the following improvements have been made to Microsoft Teams Meetings connector.

- Previously, the connector required that learners' Saba emails be populated with the Microsoft UPN. If you had different values for Email and UPN in Microsoft Azure AD, this could be a problem. For example, in some organizations the Microsoft Email would be first.last@acme.com and Microsoft UPN would be something like flast@acme.com The connector now allows you to use either the Microsoft UPN or Microsoft Email as the Saba email.

  Note: This change has been available since December 2021

- Previously, external users could not be added as attendees to virtual classes or virtual sessions created using Microsoft Teams Meetings connector. It is now possible to include external users as well as internal users.

  Note:

  - External users here refers to users that are not part of your Azure Active Directory.
  - While you can add external users as attendees, you can only add internal users as instructors. If you must add an external user as an instructor, then first add them to your Azure Active Directory so they become internal.
  - The connector will also automatically capture completion for external users. However, you must add an extra permission (as explained below) for capturing completions.

- Previously, completion was captured using Microsoft's CallRecords API. This API provided broader security permissions as well as led to slower performance when marking complete. Starting Update 52, completion will be captured using **OnlineMeetings API**. This API limits permissions only to meetings created by Saba and leads to better performance.

  Important: Update 52 automatically uses the newer API. Since the newer API requires a new permission to be added, you must add the permission (**OnlineMeetingsArtifact.Read.All**) for the Saba app in Azure for completion to continue working after Update 52. If the new permission is not added, completions will not be automatically captured.

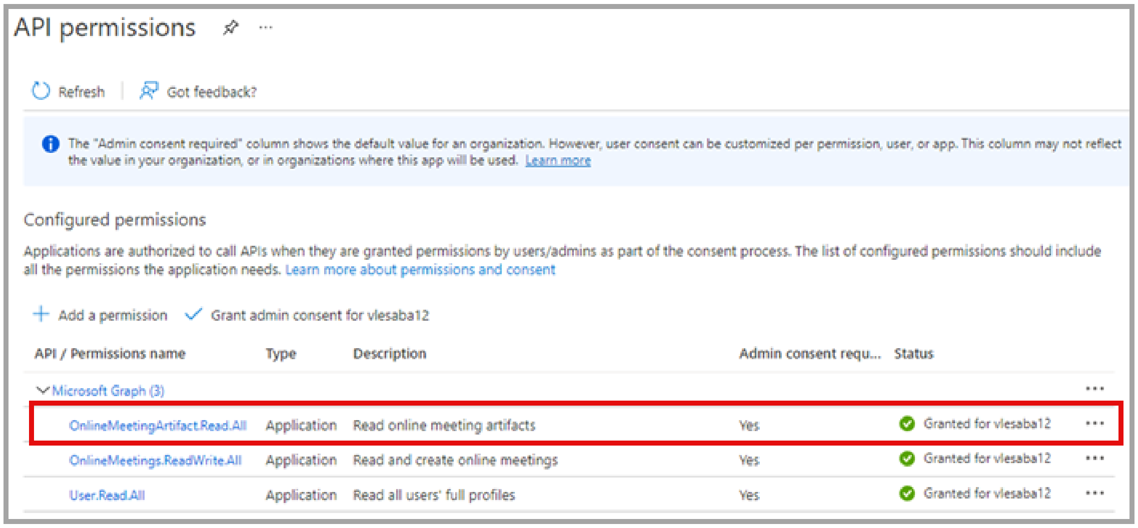


Figure 91: API Permissions

Chapter 8

Meeting

Topics:

- Meeting admin can now modify Saba Meeting events from Saba Cloud
- Additional fields in meeting create and edit screen

This section includes topics to guide you through new features and improvements under the **Meeting** administrator tab in Saba Cloud.

Saba Meeting also includes additional new features and enhancements. For details, refer to the Saba Meeting What's new in online community.

Meeting admin can now modify Saba Meeting events from Saba Cloud

In this update, users with the Virtual Event Admin role in Saba Cloud can now modify all Saba Meeting events that took place in an integrated Saba Cloud-Saba Meeting environment, directly from within Saba Cloud. This eliminates the need to access pages in the Saba Meeting Management server to modify such events.

To manage such events, navigate to the **Manage Events** menu under **Admin > Meetings** in Saba Cloud.

Note: Events that are created on the Saba Meeting server but not in Saba Cloud, are not displayed here.

To modify an event, click the **Modify** button for the event.

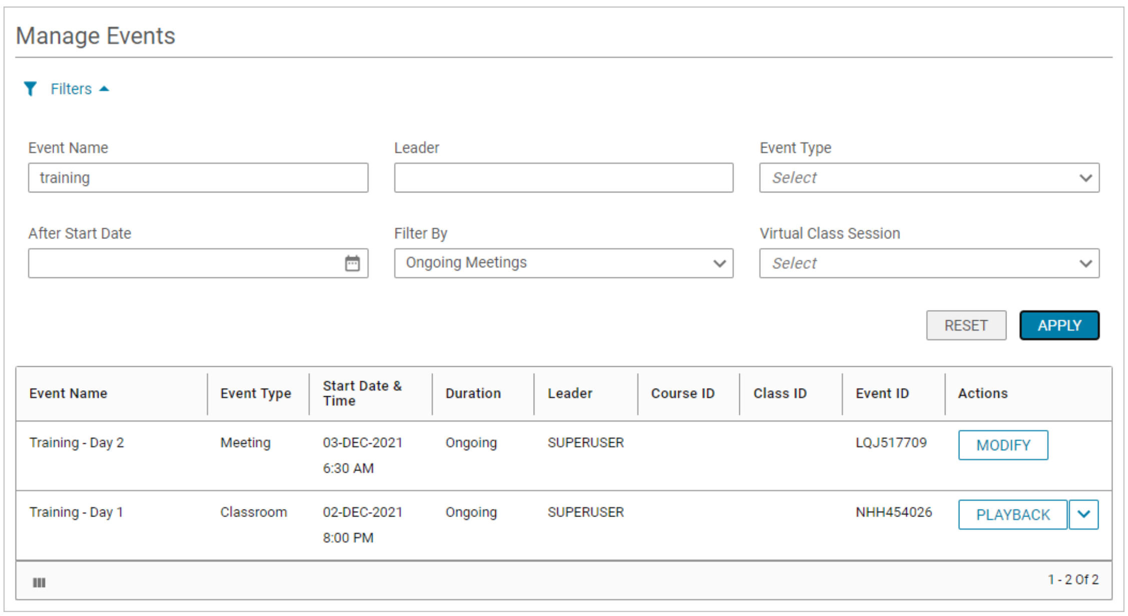


Figure 92: Modify event

The **Modify Event > Event Details** page appears.

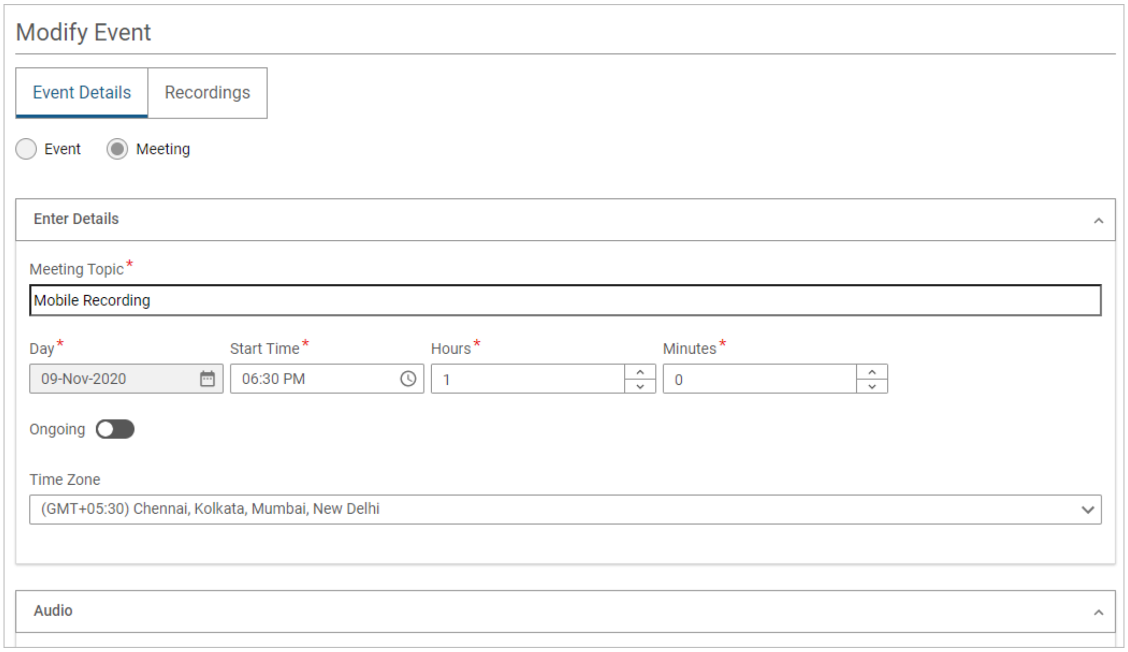


Figure 93: Event Details page

This page allows you to edit meeting or event details. Once you have made the necessary changes, click **Save**. The changes are saved to the event on the Saba Meeting Management server.

Note: You cannot change the event type from Meeting to Event or vice-versa while modifying the event details.

Additional fields in meeting create and edit screen

This update adds the following new fields to the meeting create or edit screen.

Table 12: New meeting fields

Field Name	Description	Event Type
Conference Call Profile	Select a pre-defined conference call profile from this drop-down list under the **Audio** section. This field is available only if you select the **Audio Type** as 'Telephone Only' or 'Both Telephone and VoIP'.	• Event • Meeting

Field Name	Description	Event Type
Prevent skipping in playback	Select this check box to prevent users from skipping portions of an event recording. This option is available under **Advanced Options > Meeting Options**.	Event
Welcome URL	Specify the URL for the content that appears in the Media window when participants enter an event. This option is available under **Advanced Options > Meeting Options**.	
Logout URL	Specify the URL for the content that appears in a Web browser when participants exit an event. This option is available under **Advanced Options > Meeting Options**.	

Currently, these new fields are available only in the following workflows:

- **Home > Meetings** portlet > **Create New Meeting**
- **Admin > Meetings > Manage Events**, search for an event, **Modify > Event Details**

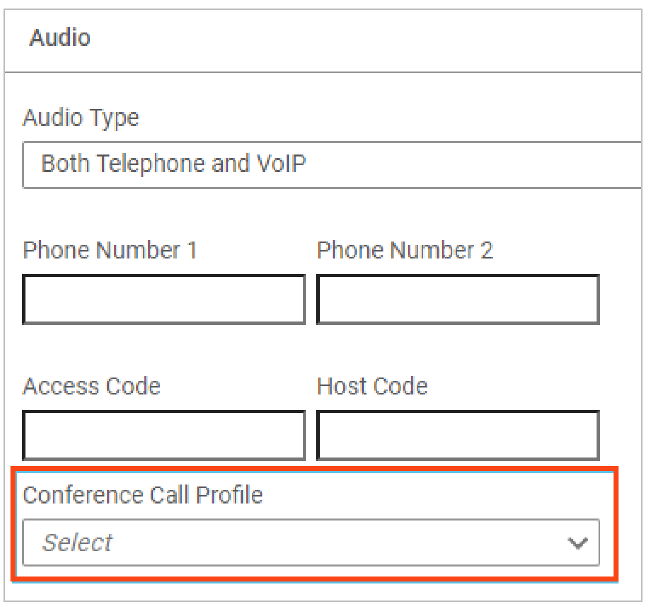


Figure 94: New Audio options

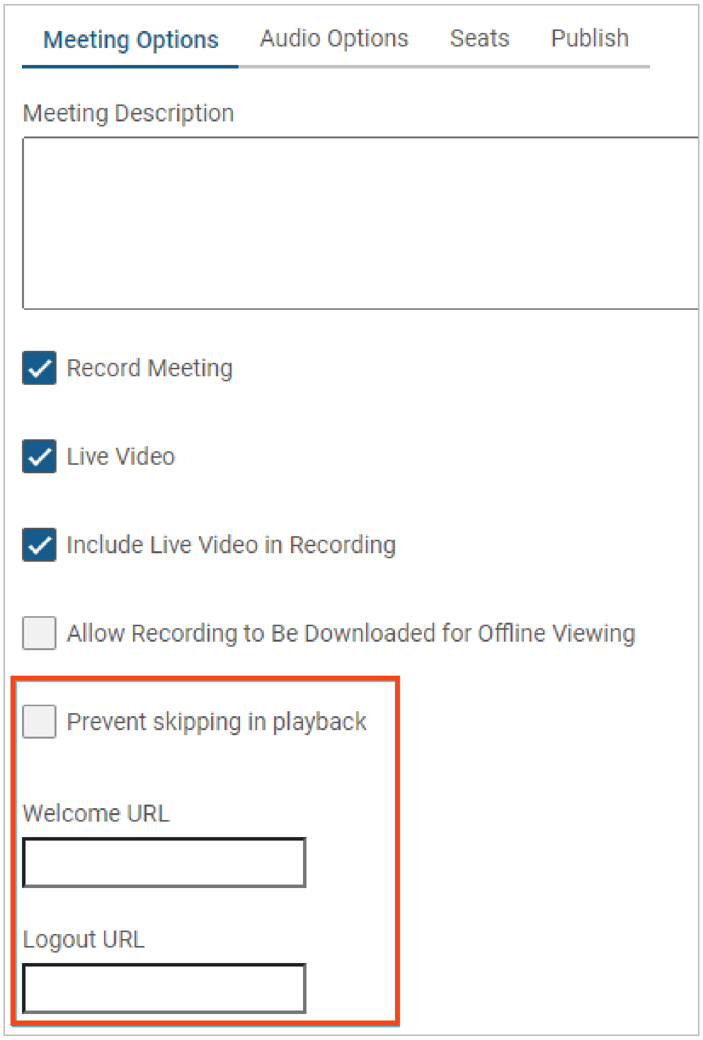


Figure 95: New Meeting options

Chapter 9

People

Topics:

This section includes the following topics that will guide you through the new features and improvements under People.

Profile page now displays person type field

In this update, a new field named **Type** is added to the **More Info** section on the **Profile page**. This addition allows you to identify whether a person is a full-time employee, a contractor, and so on.

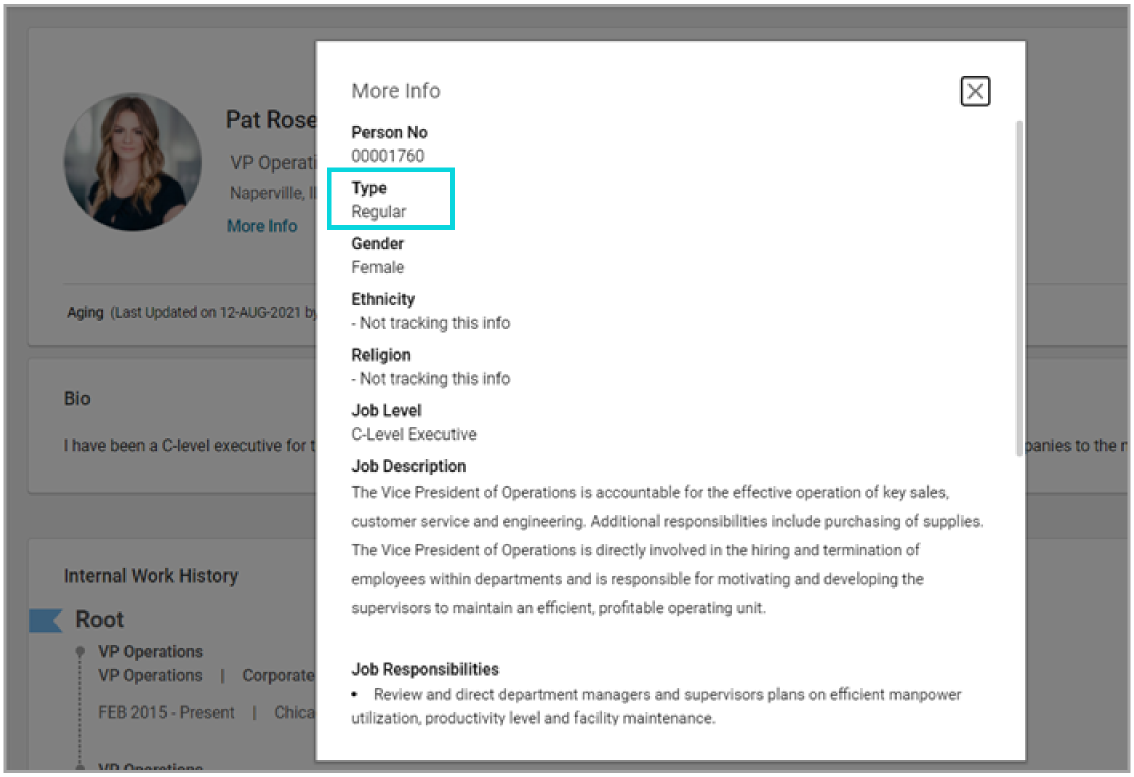


Figure 96: More info page with person type field

The visibility of the **Type** field is controlled by the corresponding ACL setting. By default, ACL settings are set to **All Can View and Edit**. If you don't want the **Type** field to appear on the profile, then switch the ACL setting.

To access the ACL setting:

1. Navigate to **Profile Page** >**Additional Attributes** > **Type**.
2. Select the required ACL setting.

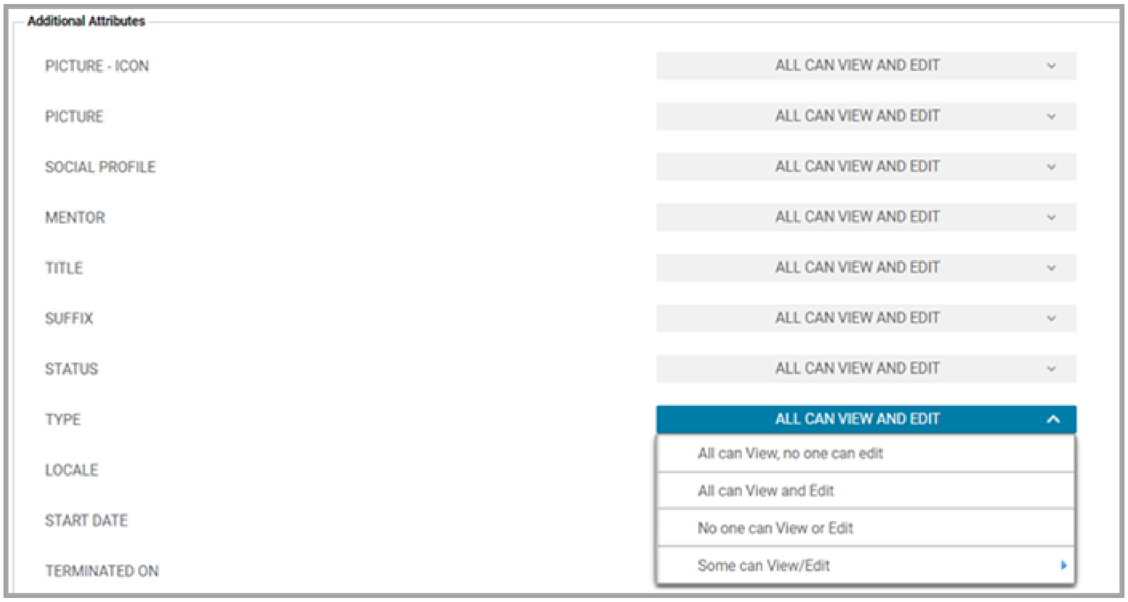


Figure 97: Profile ACL setting for Type field

Only a People Administrator can edit or update the **Type** field from: **People** > **Manage People** > **Internal People** > **Internal Person** page.

List of alternate managers, direct, and alternate reports are now sorted on the profile page

Prior to this update, certain sections on profile pages such as the list of alternate managers and direct reports were not listed in alphabetic order. It was therefore difficult for users to search through a huge list of names to get to the needed information.

This update provides the following options:

- The alternate managers and alternate reports are listed in alphabetic order by First name, Last name on the Admin Profile page, Edit Profile Info, and the new Me Profile page.
- Direct reports are listed in alphabetic order by First name, Last name on the new Me Profile and Admin Profile page.

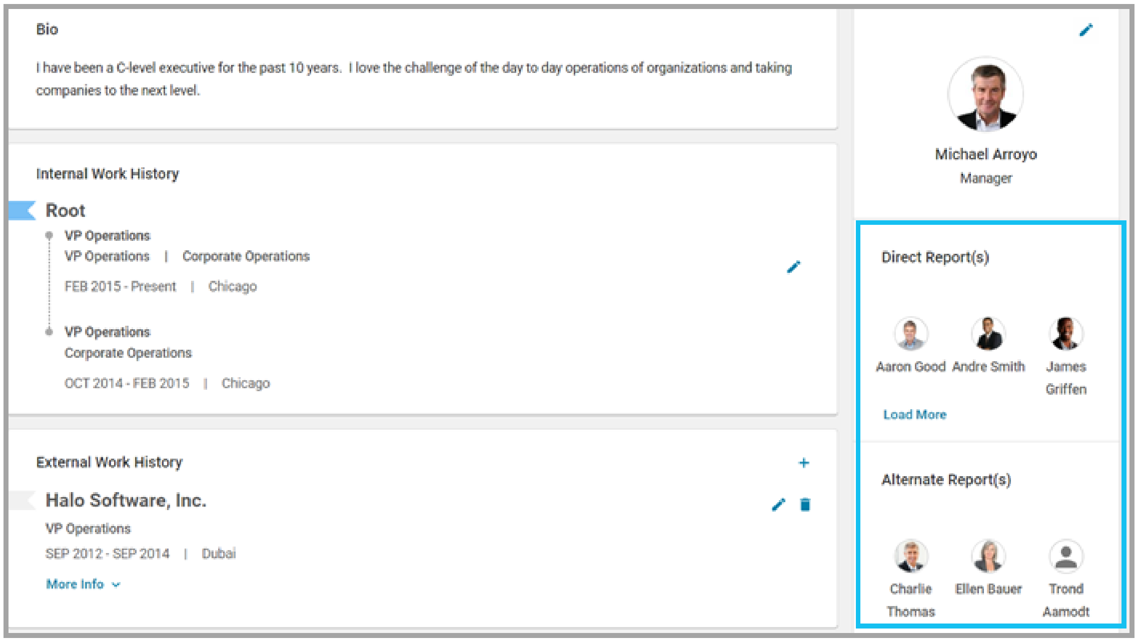


Figure 98: Profile page with sorted lists of names

Label change on the Profile page

The label called Objective under the Bio section of the Profile page has now been changed to **About Me**. The term 'About Me' more accurately reflects the intended purpose of the Bio section.

You can access the About Me section from: **Me** > **Profile** > **Bio** > **Edit Bio** > **About Me**

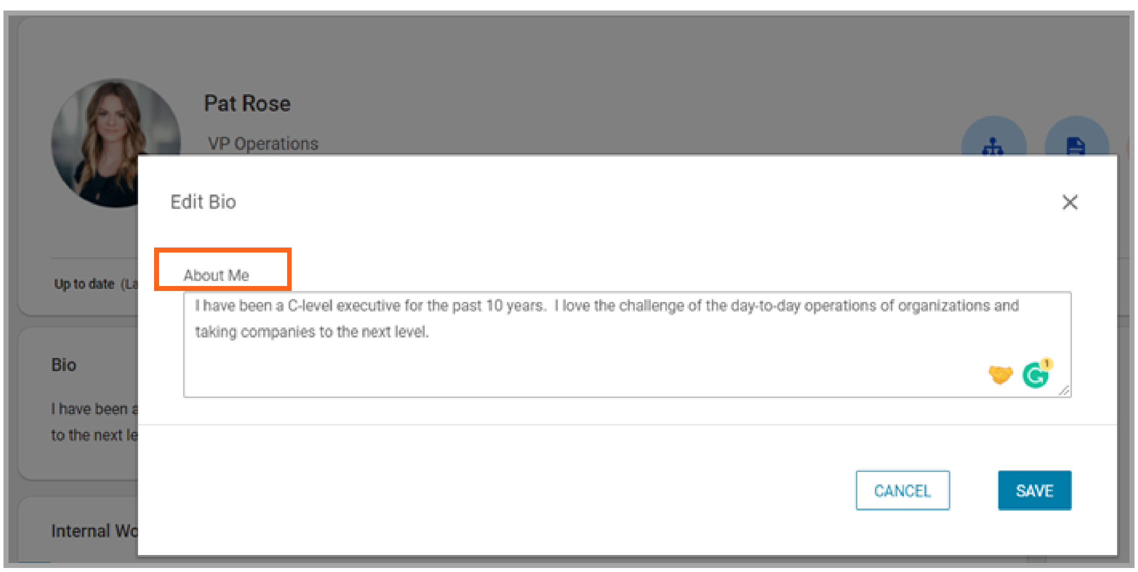


Figure 99: About Me label on the New Profile page

New prescriptive rule categories

Prior to this release, Prescriptive Rules feature did not provide any form of grouping of the rules. In situations where multiple rules were created and used, it was very difficult for Administrators to sort through and work with the rules.

In this update, a new category option has been added to the Prescriptive Rules section. This addition provides Admins the capability to arrange the rules in groups and retrieve them easily when in need.

The Rule Categories section has been added under Rules Engine.

Admin > **People** > **Rules Engine** > **Rule Categories**

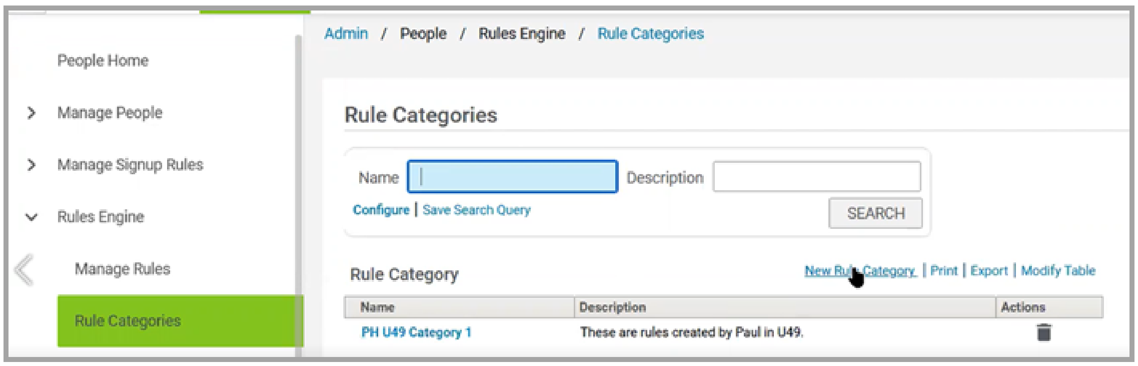


Figure 100: Rule Categories

From this page, you can search for existing categories, or create a new rule category. A category consists of a name, a description, and a list of all the rules that belong to that category.

Note: Categories are not provided by default. It is up to the administrator to create any categories that are desired.

You can search for any rule in the system to add to a category and you can add a Prescriptive Rule to more than one category.

Using the **Configure** link on the **Manage Rules** page, you can add the **Rule Category** as a search field to improve your search results.

The Rule Category feature also provides audit capability under the new **RuleCategory** component.

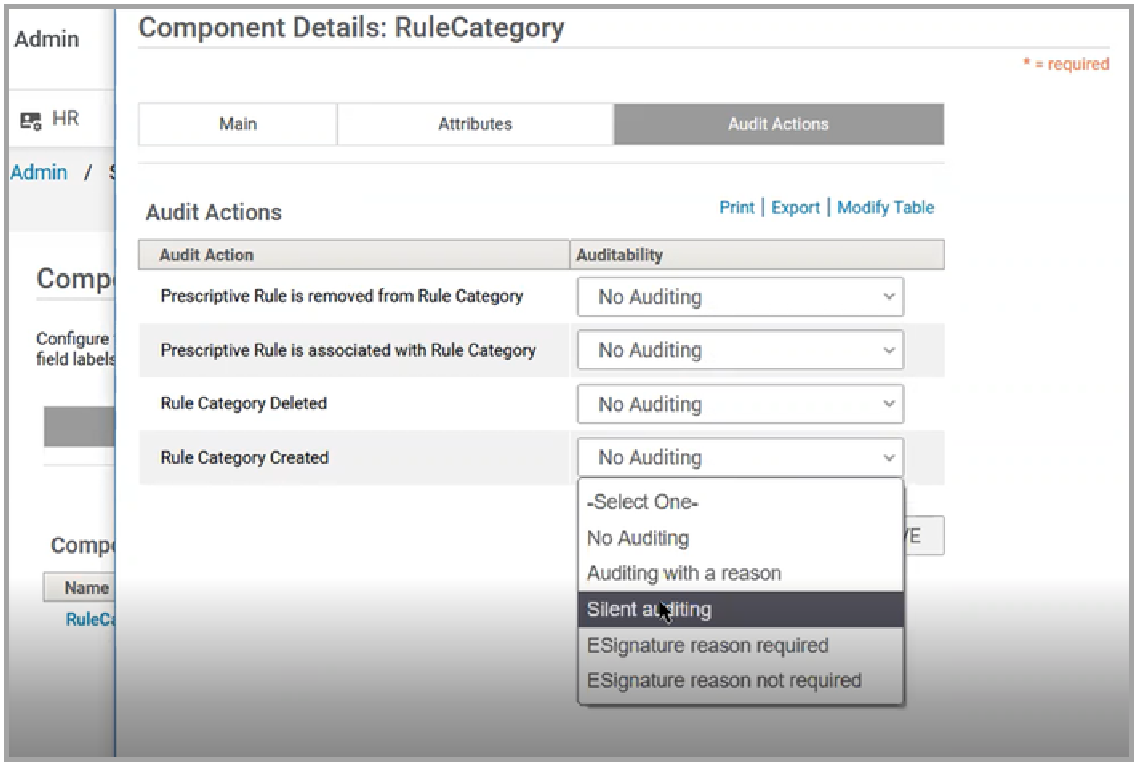


Figure 101: Rule Category Audit action

To work with Rule Categories, the administrator must have the privileges on the new Rule Category component. By default, the Human Capital Admin and the Super User security roles are provided with the privileges to handle all actions (create, edit, add rules, and so on) of the Rule Categories feature. If you need to create a custom security role, you need to enable the security privileges for that specific role.

New Person number search field for all People Admin pages

Prior to this update, the **Person Number** field was available on the search results table only under **Manage People** > **Internal People** and **Manage People** > **External People** screens.

In this update, **Person Number** field has been added to the search results table from the following sections under People Admin:

- Manage People > Enrollments
- Manage People > Completed Courses
- Manage People > Certifications
- Manage People > Curricula
- Manage People > Recurring Courses
- Manage People > Skills
- Manage People > Continuing Education

New 'Manage Your Skills' section on the Profile page

In this update, a new section called **Manage Your Skills** has been added to the **Profile** page, which provides you the capability to work on your skills, view assigned skills, and view available skills for developing your career goals.

The skills section shows only if the **Display skills section on user profile** setting is on.

Navigate to **Admin** > **System** > **Settings** > **User Profile**. By default, the setting is off.

Access the Skills section by navigating to:

Me > **Profile** > **Manage Your skills**

It is also necessary to set **Launch Skills in New User Interface** to 'true', in order to see the new Skills section on the **Profile Page**. If this is set to 'false', then the **Manage Your Skills** section does not appear on the new profile page even if **Display skills section on user profile** setting is 'On'.

Your Admin can access the setting by navigating to:

Admin > **Configure System** > **Microsites**> <**your site**> **Site Properties** > **Performance-related Configurations** > **Launch Skills in New User Interface**

Note: The Skills ACL setting is not applied to the new skills section on the new **Profile** page.

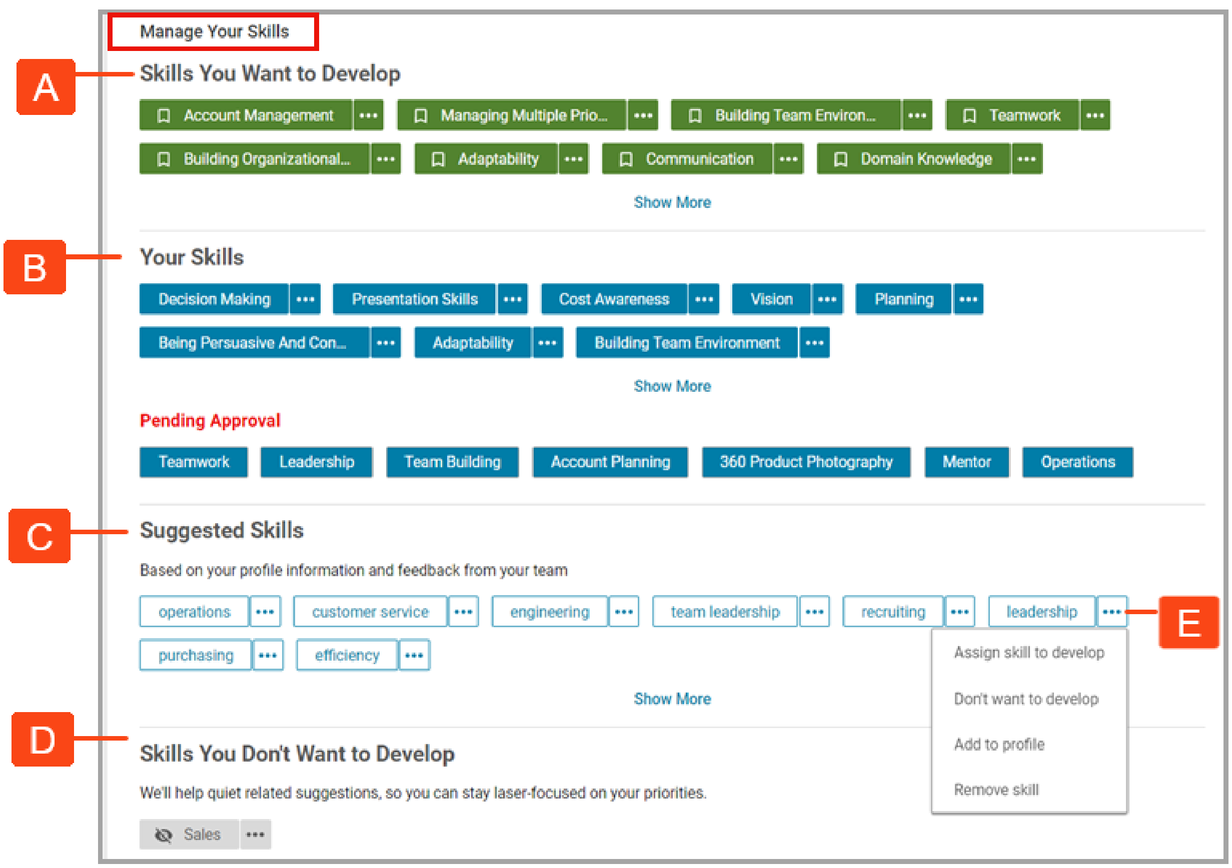


Figure 102: Manage Your Skills

From all the displayed skill sections, clicking on the skill name opens a pop-up to show details such as the description and proficiency level of the skill and so on.

A - **Skills You Want to Develop** - Skills you have shown interest in developing.

B - **Your Skills** - Skills you have.

C - **Suggested skills** - Skills you may want to develop

D - **Skills You Don't Want to Develop** - Skills you may already have or don't want

E - **Action** menu options

Employees can now add skills from the profile page

This update, enables employees to add skills to their profile page from the **Manage Skills** section. Prior to this release, it was possible to only add skills from the My Plan page and the Expertise page.

You can Add Skills from **Me** > **Profile** > **Manage Skills** and by clicking the **Add** icon.

Only you can add skills to your profile.

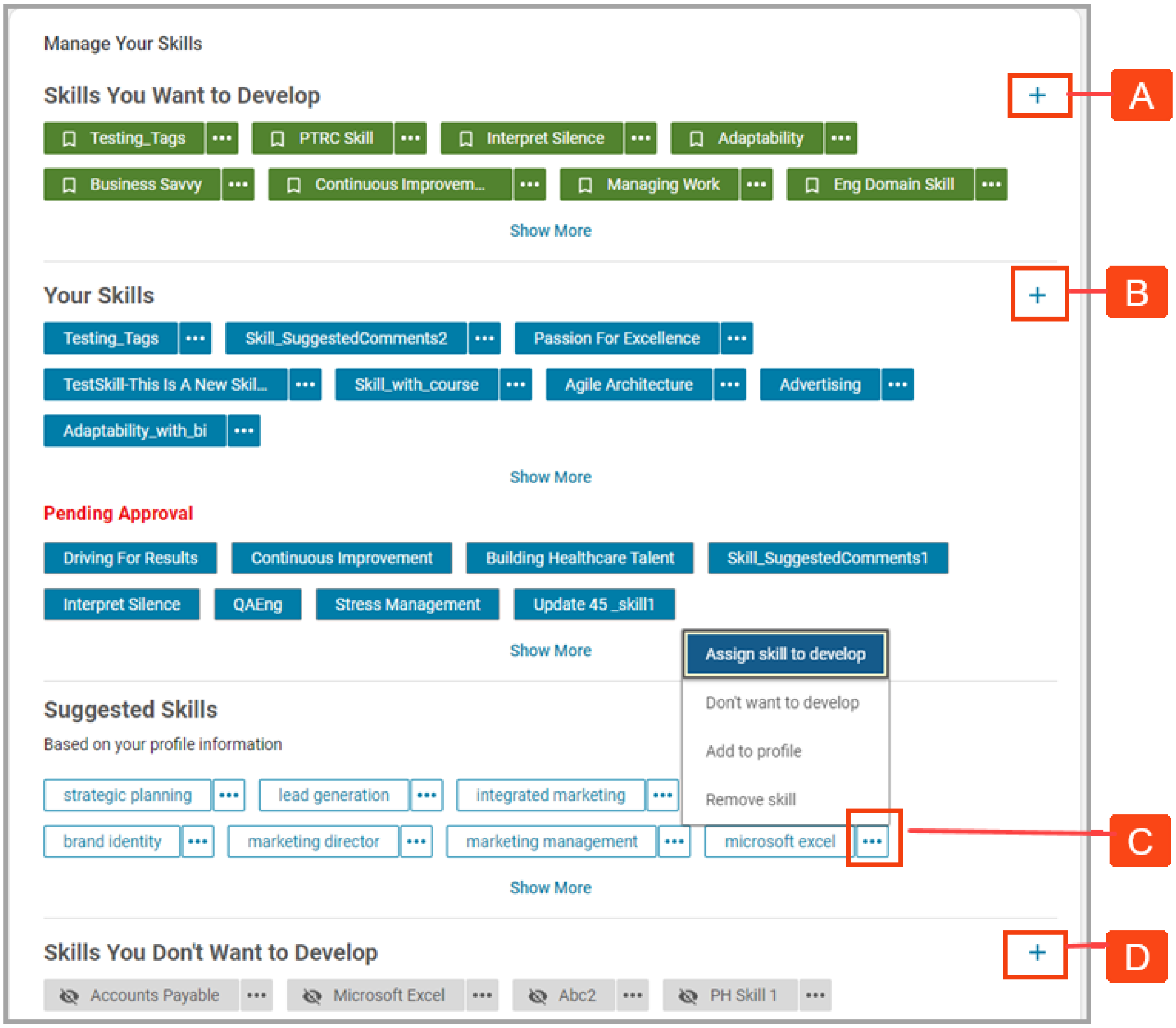


Figure 103: Add skills from Manage Skills section

A - Click on **Add** icon to launch the **Add Skills** page. Select the Skill to add to the **Skills You Want to Develop** category. Select the proficiency level you want to develop and then click **Assign** to see the skill added.

B - Click on **Add** icon from**Your Skills** section to select, add, and submit for approval.

C - Under **Suggested skills** - you cannot add a skill, but you can select an option from the **Action** menu to place a suggested skill to your preferred category.

D - Click on **Add** icon to place a skill under **Skills You Don't Want to Develop**.

Note: You cannot add the same skill to **Skills You Want to Develop** and to **Skills You Don’t want to Develop**.

Chapter 10

Performance

Topics:

This section includes the following topics that will guide you through the new features and improvements under Performance.

New option to view multirater by audience

In this update, you can now view multirater reviews by audience. One way to view a multirater review is to go to **Me > Reviews** and locate the completed multirater review.

Audiences may include the following:

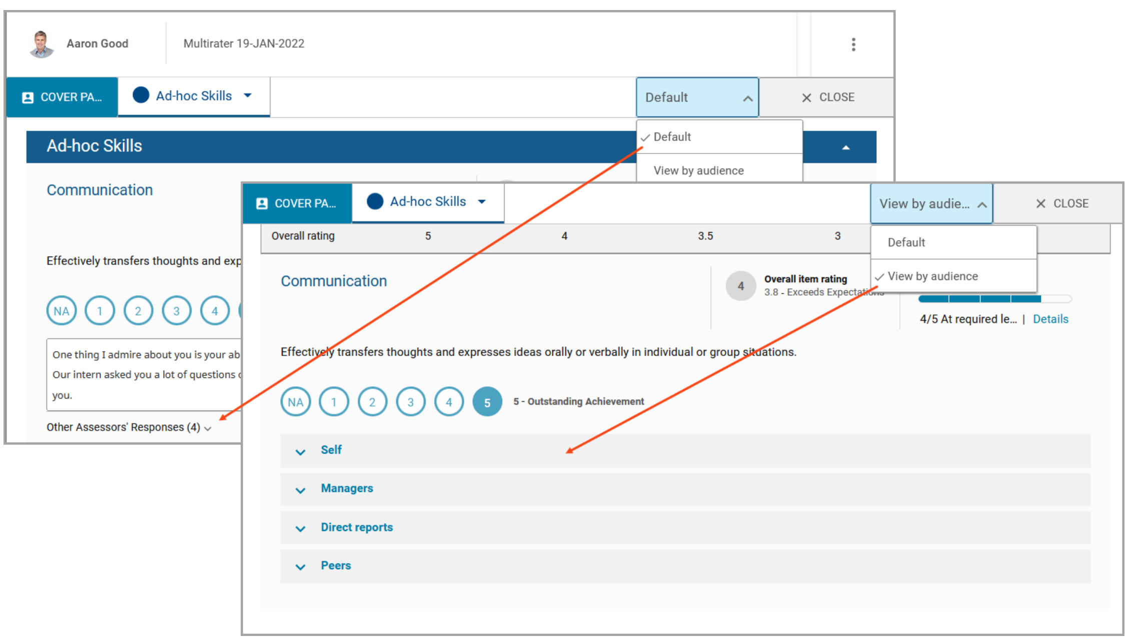
- Self
- Manager
- 2nd level manager
- Direct reports
- Alternate manager
- Peers
- Stakeholders

Note: Reviewer types that have been configured with **Hide reviewer info** in the multirater cycle configuration are shown as **Anonymous**. Manager, 2nd level manager and Alternate manager are grouped under one heading called **Managers**.

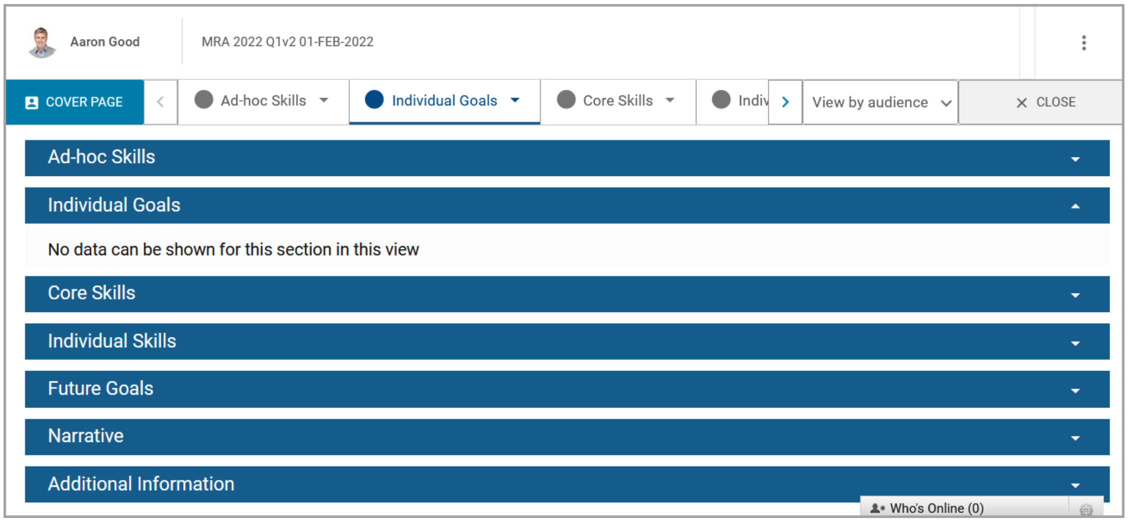
These views are available when the multirater review is complete. (Note that multirater reviews auto-close once all reviewers finish their review or once the due date of the multirater review is passed.)

View by audience only works for Skills sections, such as Ad-hoc Skills, Core Skills, and Individual Skills. To view the other sections, you must use the Default view.

Here is how it looks:



If you try to view a non-skill section using **View by audience**, you'll see an error message. Switch back to the **Default** view.



When you **View by audience**, you can see an overall summary table by audience:

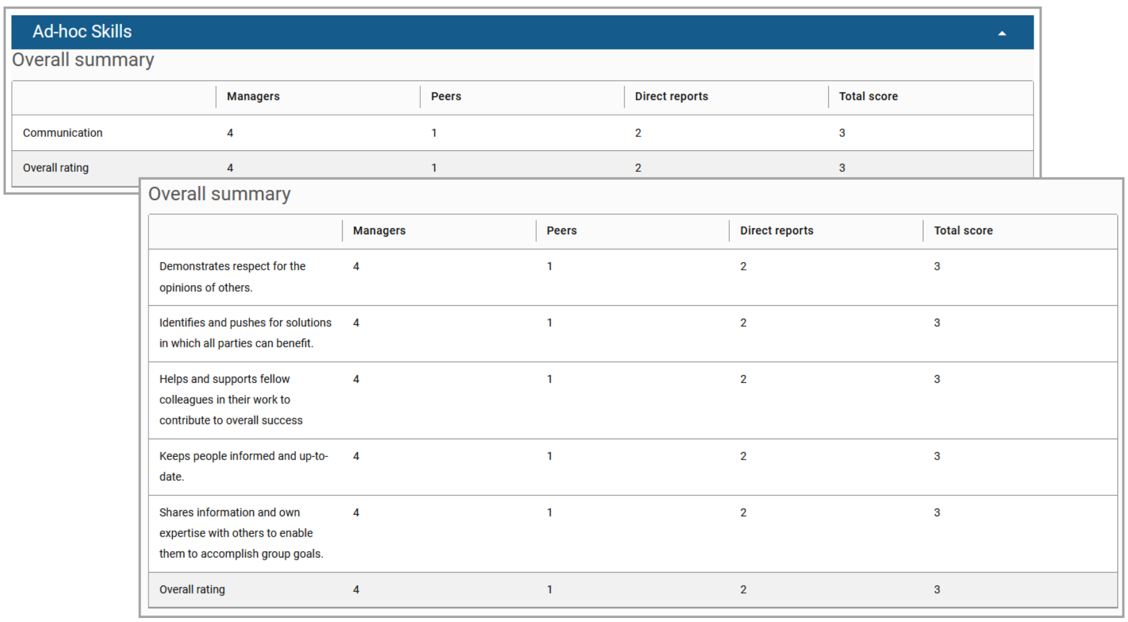


Figure 104: Overall summary by audience

New option to automatically delete check-ins after a set time period

In this update, there is a new configuration called **Auto-delete past check-ins** that lets you automatically delete check-ins after a set number of days.

Navigate to **Admin > System > Configure System > Performance > Check-ins**.

By default, it is set to '0', which means to never delete check-ins. If the field is empty, that means to never delete check-ins.

For example, if you set it to "180" days, and you complete a check-in on 1 July at 16:00 EST, then it is deleted 16:00 EST 180 days later.

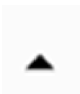
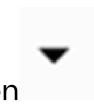
Important: If there are already many past check-ins, any past check-ins that are dated earlier are also deleted.

Notes:

- This feature does not affect check-ins that are in progress or in draft state.
- This feature deletes past check-ins for all people no matter what status they are (for example, people with a status of terminated or active).

New option to sort check-ins

In this update, there is a new option to sort check-ins. Navigate to **Me > Check-ins**. Click the column header to sort ascending or descending. You can sort on any column.

 Ascending icon  Descending icon

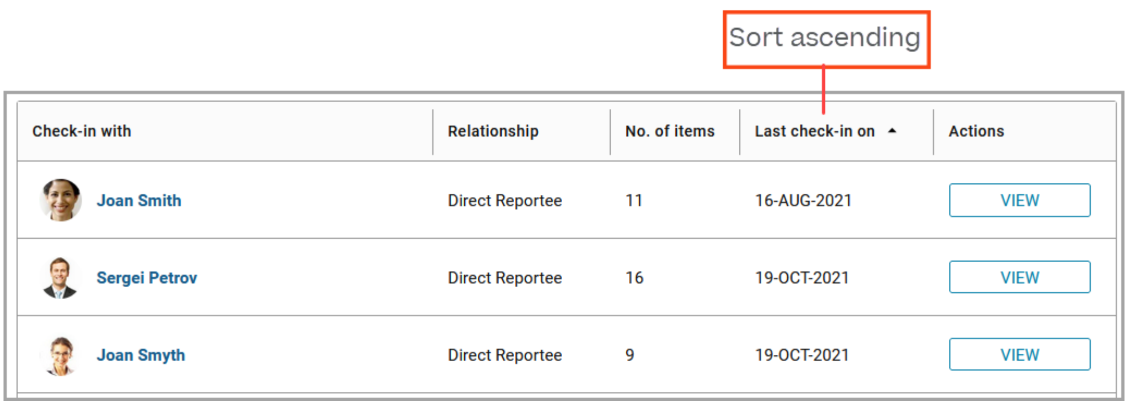


Figure 105: Sort ascending or descending

New rich text editor functions for Essay type questions in review forms

In this update, the Essay type question in the **Additional info** section in forms now allows users to work with the rich text editor when adding comments in the review form.

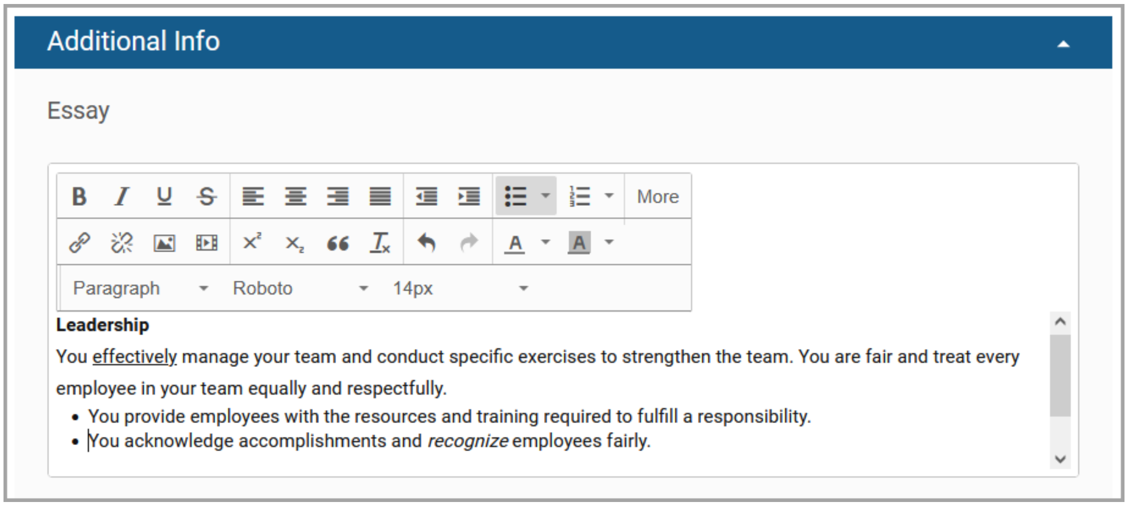


Figure 106: New rich text editor for Essay type questions

New option to view the details of a cancelled or revoked review

Prior to this update, if a review was cancelled or revoked, no one could see the comments and ratings in the details of the review.

In this update, as a Performance Admin, you can now view the details, including the comments and ratings, of a cancelled or revoked review.

Navigate to **Admin > Performance > Manage Reviews** and locate the review. Click the **Monitor Reviews** link beside the review. Locate the cancelled or revoked review and click review name. Click **View Details**. Open the review and view the comments and ratings.

Note: You can only see the ratings and comments if the rater has submitted their review. Draft ratings and comments are not retained.

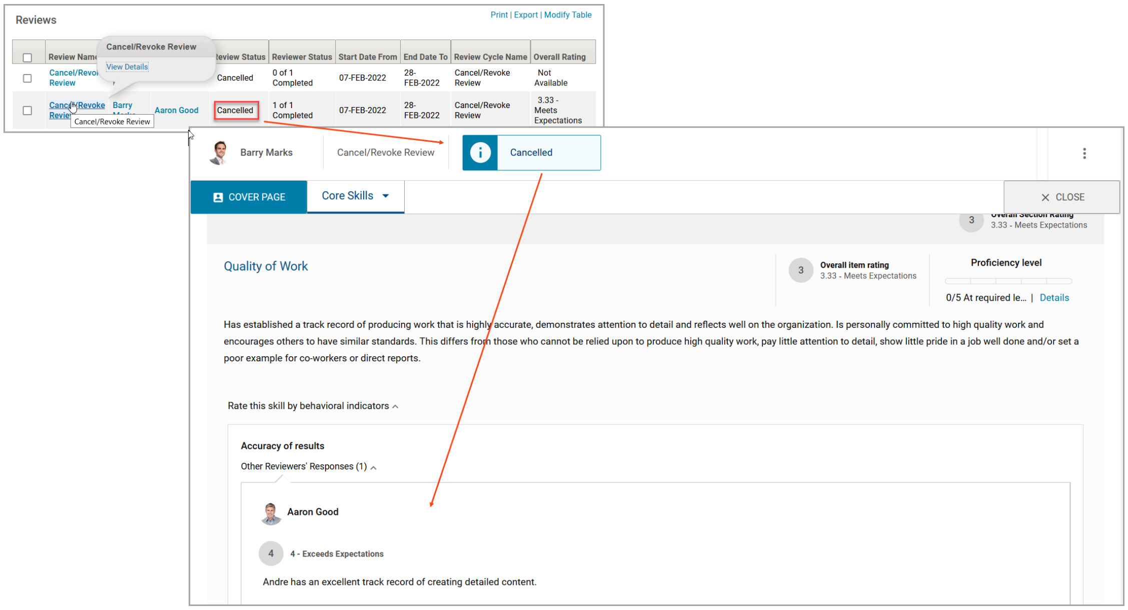


Figure 107: View the details of a cancelled or revoked review

Performance features now enabled by default

The following features are now enabled by default:

- Launch Impressions & Endorsement flow in New User Interface (note that this option is no longer available in U52)
- Snapshot Goals and Business Card Title in Reviews (note that this option can be set to 'false' in this release, but we recommend keeping it set to 'true')

To see the performance-related configurations, navigate to **Admin > System > Microsites > Saba Cloud > Site properties > Performance configurations**.

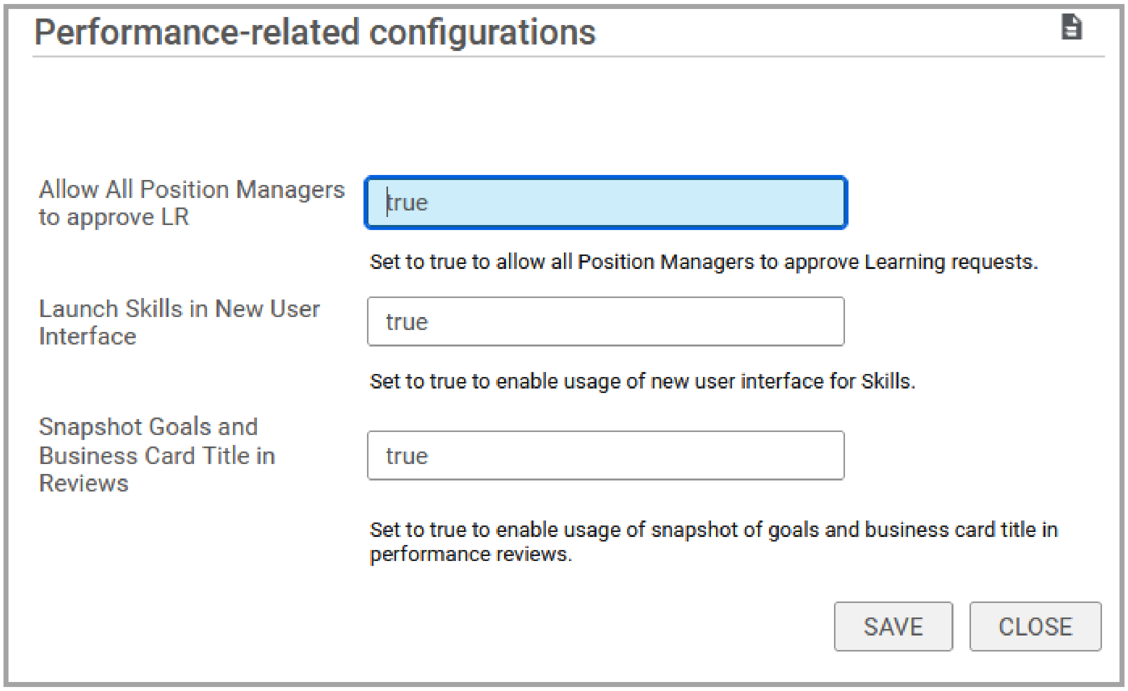


Figure 108: Performance-related configurations

Chapter 11

Pulse 360 and Custom Surveys

Topics:

This section includes topics to guide you through new features and improvements under Pulse and Custom Surveys.

New setting for custom surveys

This update includes a new configuration for custom surveys so that the start and end dates of a custom survey can either be configured to use the server timezone or the user's timezone. Navigate to **Admin > System > Configure System > Microsites > Saba Cloud > Site Properties > Assessment**.

To use the server timezone for activating custom surveys, set it to 'true'. To use the user's timezone, set it to 'false'.

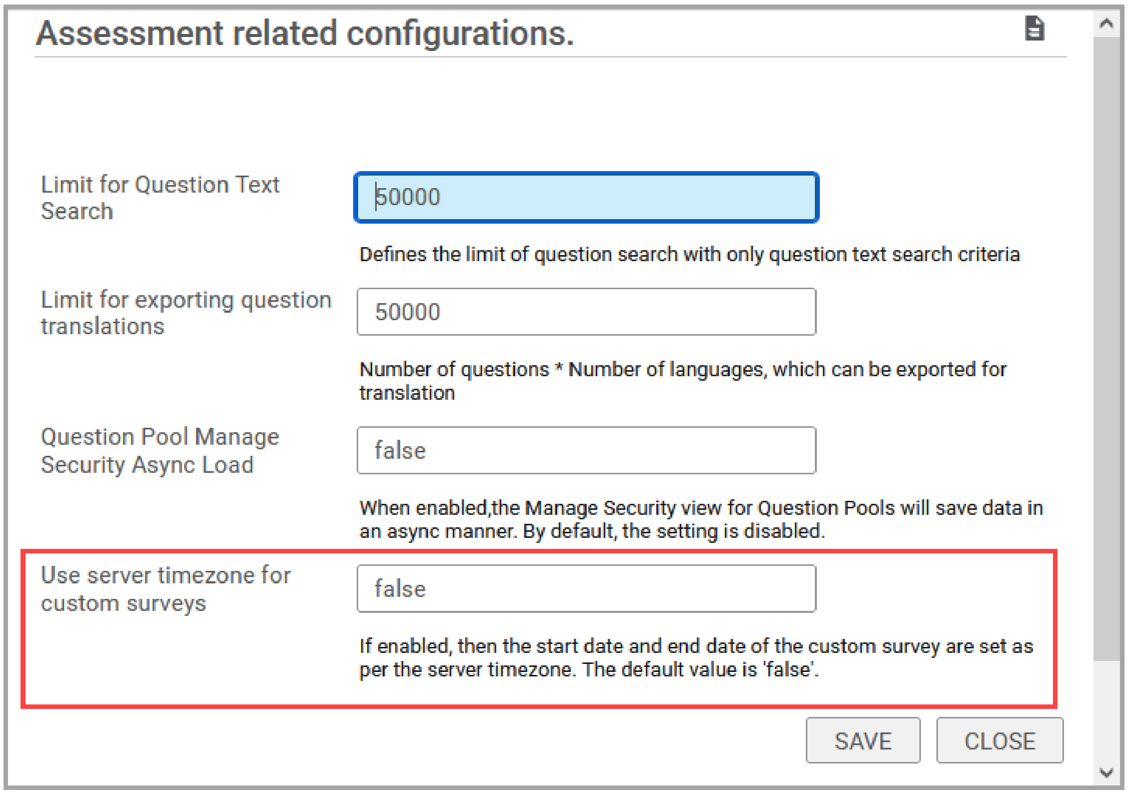


Figure 109: Configuration for custom surveys

Chapter 12

REST API

Topics:

This section includes the following topics that will guide you through the new features and improvements under REST API.

Web Services (APIs) now show Request Body

Prior to this update, the REST APIs under **System > Manage Integrations > Web Services (APIs)** didn't show a **Request Body**.

In this update, for every REST API (POST and PUT methods) that you try out, you now see the **Request Body** section that shows a complete JSON.

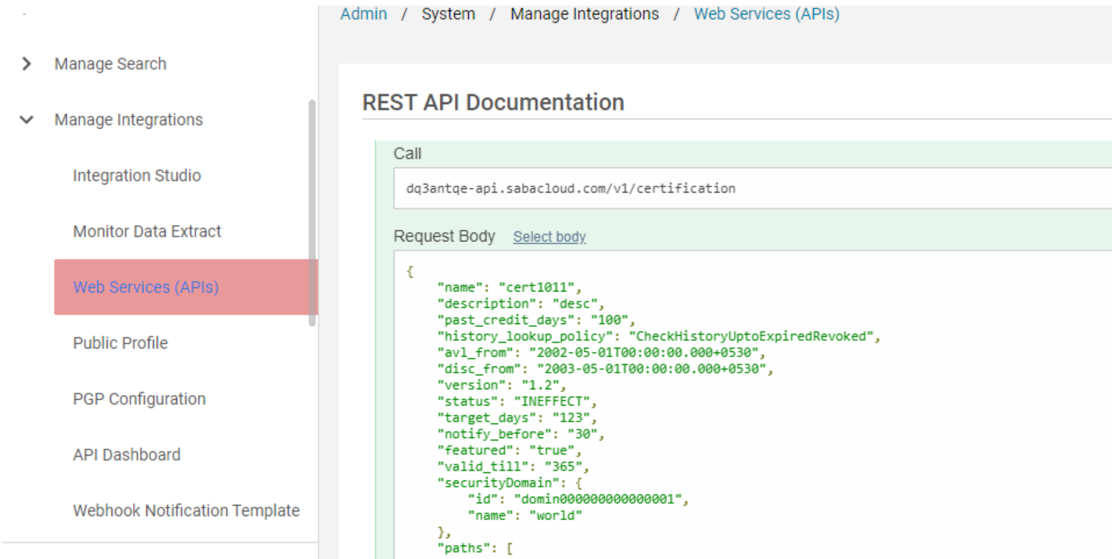


Figure 110: Request Body

This makes it easier for the developer community to use and try out the REST APIs.

Chapter 13

Saba Video

Topics:

- New quiz support for Saba Videos

This section includes topics to guide you through new features and improvements under Saba Video.

New quiz support for Saba Videos

This update provides support to add a quiz to Saba Videos. This makes Saba Videos more interactive and ensures an engaging video experience for users. When a Saba Video contains a quiz, the video pauses and asks a question to the user at a pre-determined point. The user can choose the answer and proceed either to the next question if there are more or watch the remaining video.

Notes: By default, this feature is disabled. To enable this feature, contact your Account Manager.

Add a quiz to a video

Content Administrators and System Administrators can add a quiz to Saba Videos.

To add a quiz to a Saba Video:

- Content Administrators can navigate to **Admin > Learning > Manage Content > Manage Videos >** find a video **> Actions > Edit Video**.
- System Administrators can navigate to **Admin > System > Saba Videos > Manage Videos >** find a video **> Actions > Edit Video**.

The Saba Video editor displays a new **Quiz** menu in the left panel. Click the **Quiz** menu and then click **Start**. The Quiz panel is displayed.

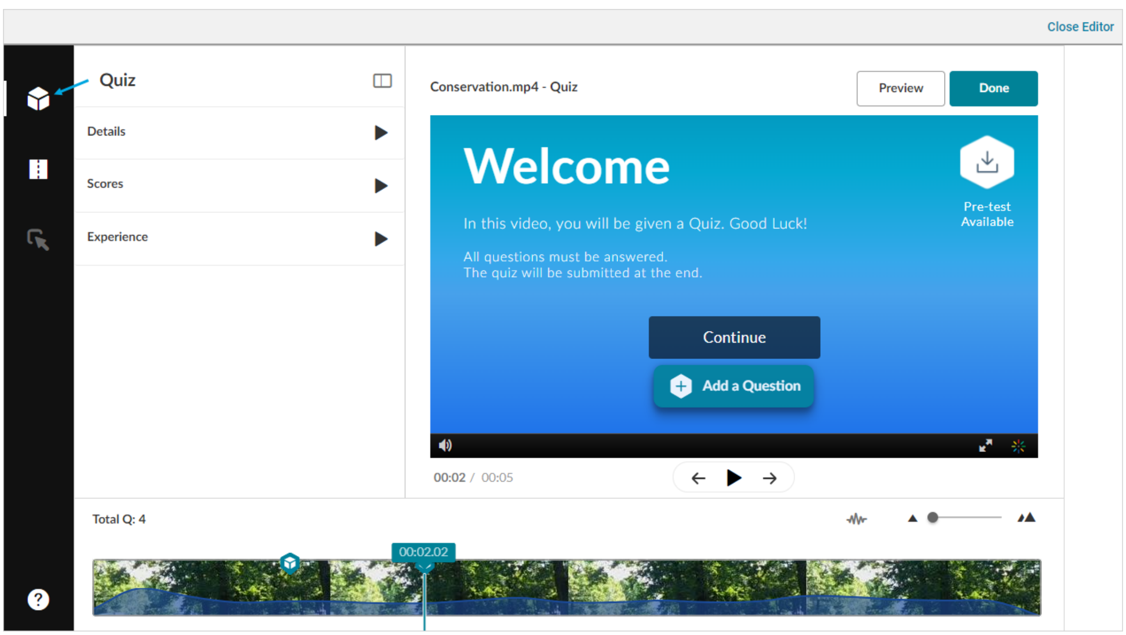


Figure 111: Quiz editor

The Quiz panel displays the following sections, which allow you to set the general properties of a quiz.

- **Details** - Specify basic details such as the quiz name, welcome message, instructions, and so on.
- **Scores** - Control the display of scores and answers to users.

- **Experience** - Enhance the user interaction by giving them more control with options such as ability to skip questions and change answers before submitting the quiz.

Add questions to a quiz

You can add multiple questions at different time spots in the video's timeline.

Important: It is recommended to put the last question of the quiz at the end of the video to keep the user engaged through the entire subject. This ensures that learners do not quit the video after the last question before the end of the video.

To add a question to the quiz:

1. Click on a specific time spot in the video's timeline editor.

Figure 112: Select a time spot

2. Click the **Add a Question** button in the Video panel.

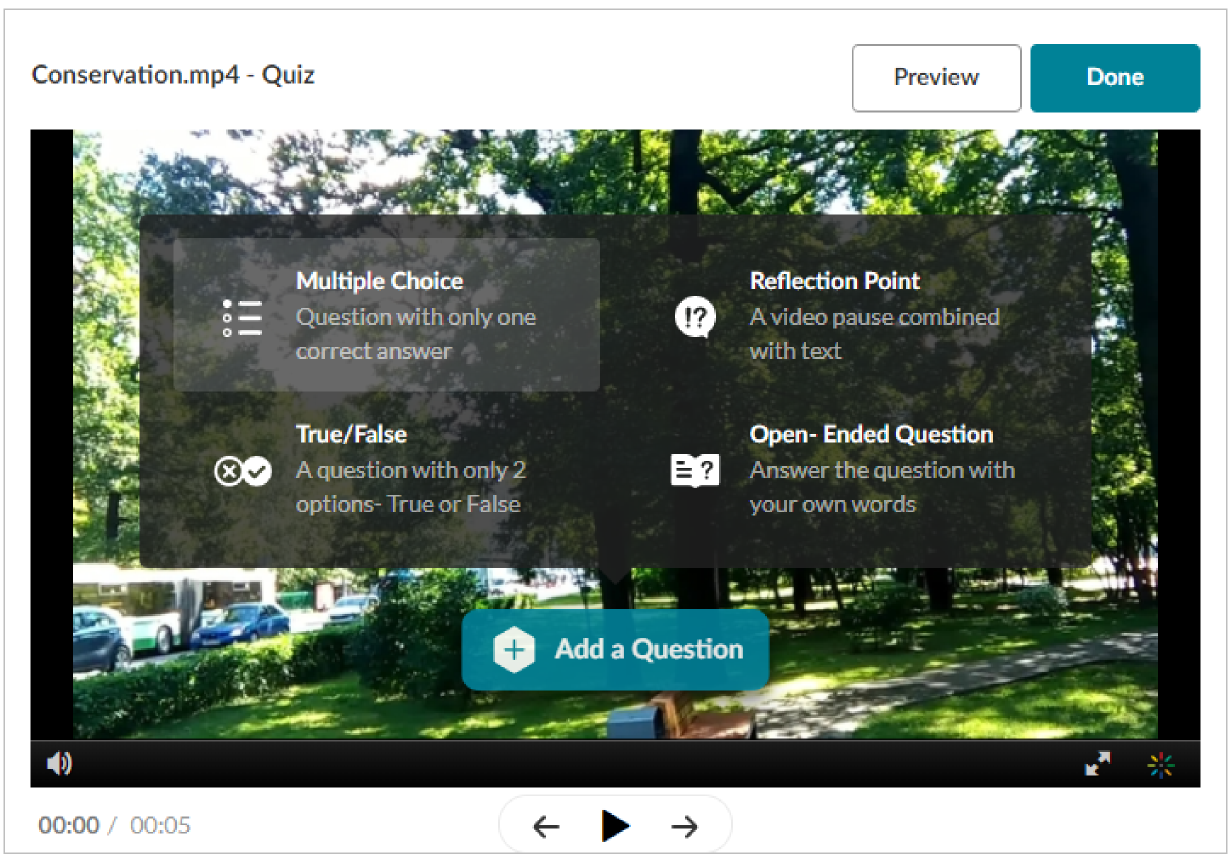


Figure 113: Add a question

3. Select the question type and fill in the required details.

4. Click **Save**. The question is saved at the select time spot in the video.

 Note: A single quiz supports a maximum of 50 quiz questions only.

You can update a video quiz any time later. The quiz editor allows you to update the quiz properties as well as update, move, or delete questions in the quiz.

To move a question, simple drag-and-drop the question from one point to another on the video timeline. To delete a question in the quiz, select the question in the timeline editor and click the **Delete** button for the question.

Note: Adding a quiz to a video updates the existing video.

Supported question types

Currently, Saba Video quiz supports the following question types:

Table 13: Supported question types in a quiz

Question Type	Description
Multiple choice	A question with multiple choices but only one correct answer. **Note:** Each question may have up to 4 answer choices.
True/False	A question with only two options, True or False.
Reflection Point	A question that is simply used to pause the video with text that requires you to reflect on what was already shown in the video till that point.
Open-Ended Question	A question that needs you to answer in your own words.

Sample quiz questions

A few sample quiz questions are illustrated below.

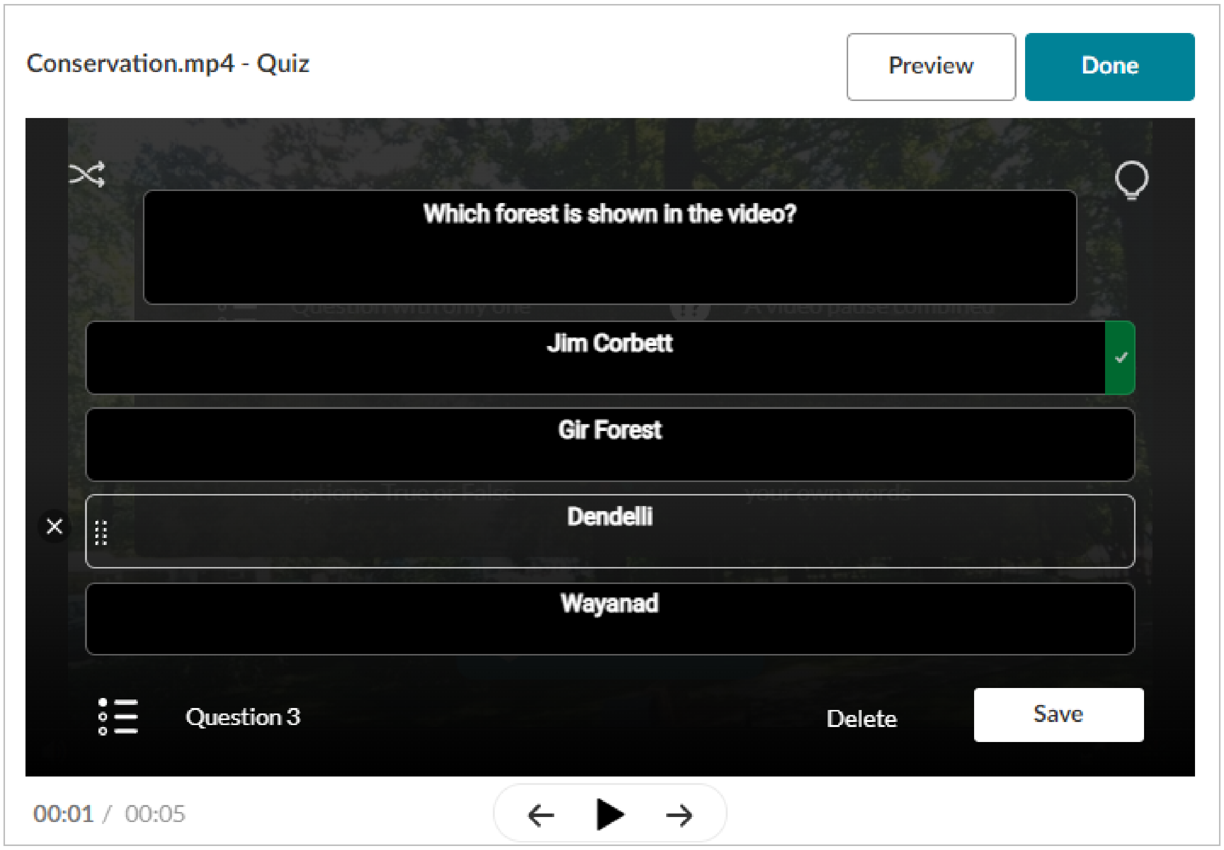


Figure 114: Multiple Choice Question

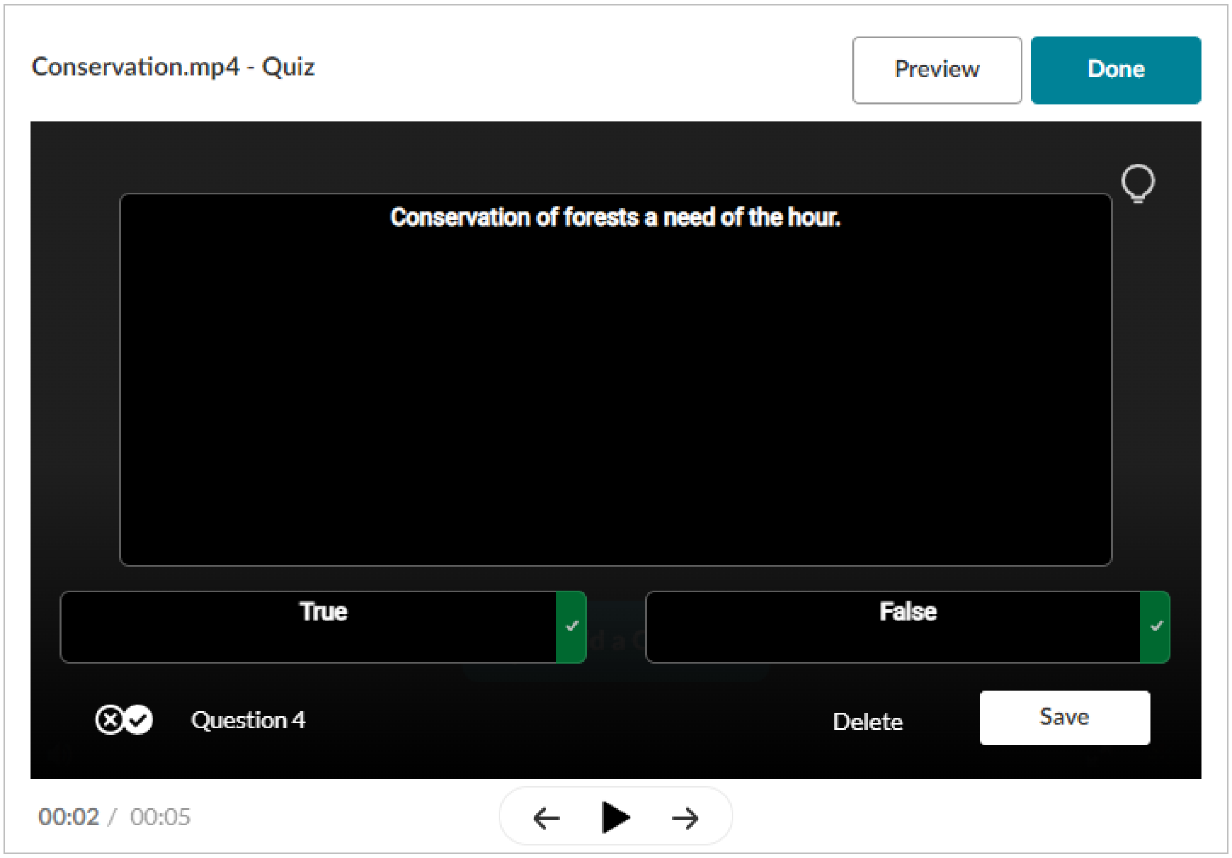


Figure 115: True/False Question

Attempt a video quiz

Users can launch a Saba Video with a quiz as part of a class they have registered for. When users watch a video with a quiz, the video pauses at the welcome screen of the quiz and at each question in the quiz, and waits for users to take action before proceeding.

A sample video quiz is illustrated below.

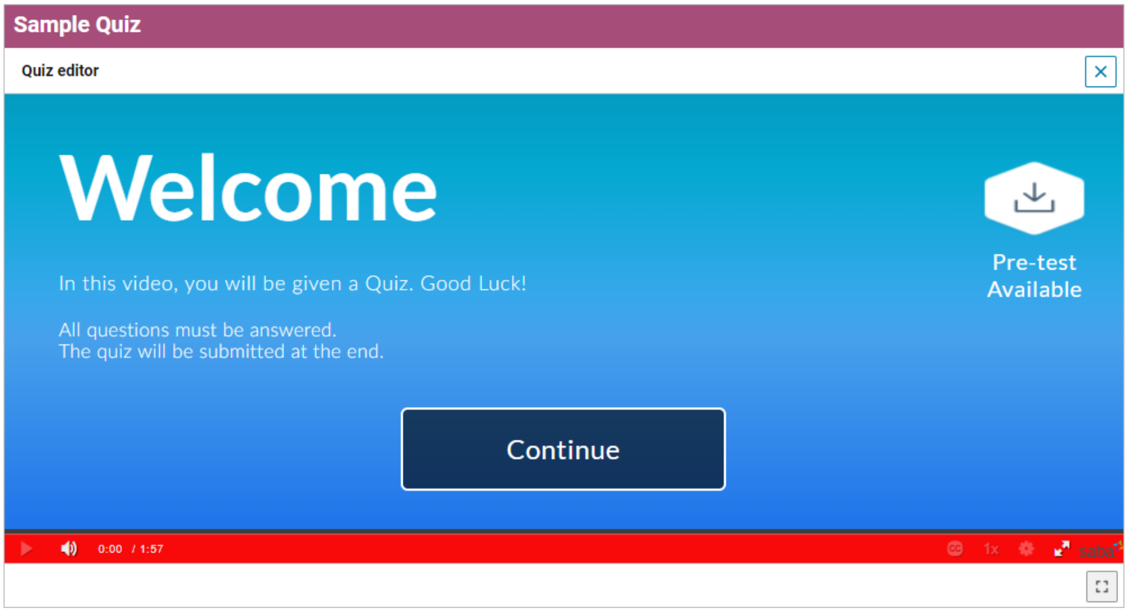


Figure 116: Welcome screen in quiz

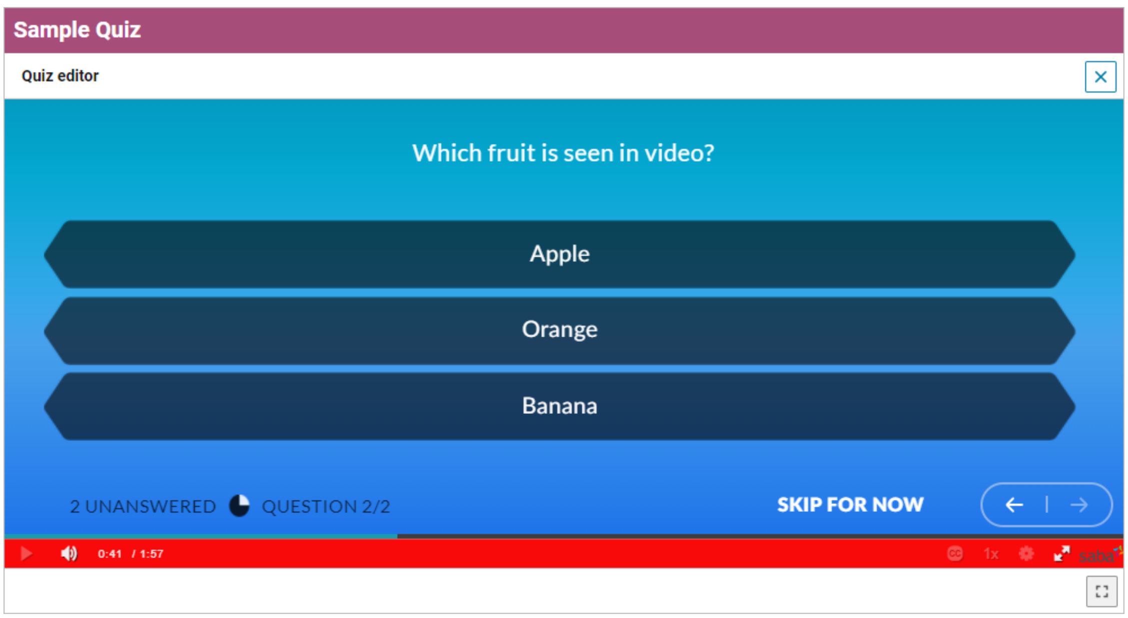


Figure 117: Sample question in quiz

Depending on the quiz configuration, users can either select an answer choice or skip the question to proceed with the video. They can see correct answers only if the Administrator has enabled the display of scores and answers for the quiz.

At the end of the quiz, they can review their answers again or proceed to submit the quiz.

The completion of a video content with a quiz depends only on the percentage video watched as defined in the content completion criteria by your administrator, regardless of the number of questions answered correctly.

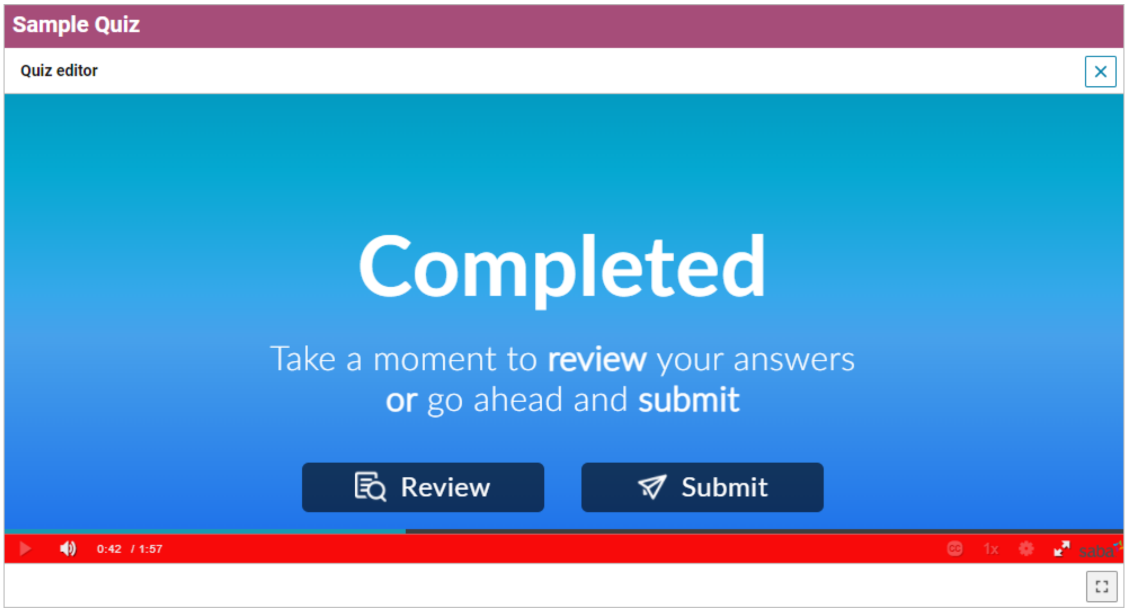


Figure 118: Review or submit a quiz

Limitations

Currently, Saba video quiz has the following limitations:

- Quiz support is available only to Saba Videos in the 'Learning' category.
- Quiz and hotspots are not supported in the same video.
- Questions and answers in the quiz are only for user engagement. Correct or wrong answers do not affect completion or scoring.
- Responses to questions are not stored in Saba Cloud. So, there is no support to view quiz results for a video or generate Analytics reports to view results.
- The Quiz editor is available in English locale only. Questions and answers are available in a single locale only.

Chapter 14

Social

Topics:

This section includes the following topics that will guide you through the new features and improvements under Social:

Flagged comments are no longer visible to end users on social resources

Prior to this update, when comments for social resources were flagged, a message stating, 'This comment is removed by Comment Moderator' was displayed to the user. A long list of such comments cluttered the pages and was not very effective for the users.

In this update, the flagged comments are visible only to the moderators who can unflag the comment.

Additions to the enhanced Workspace

In this update, the enhanced Workspace page has the following additions:

1. Updated **Add Workspace** pop-up page.

   The interface to add a workspace has been updated. When you click on **Add Workspace**, a pop-up opens to show the **Navigation Tab**. Here, you can search for an existing one or use the **New Workspace** option to add a new one.

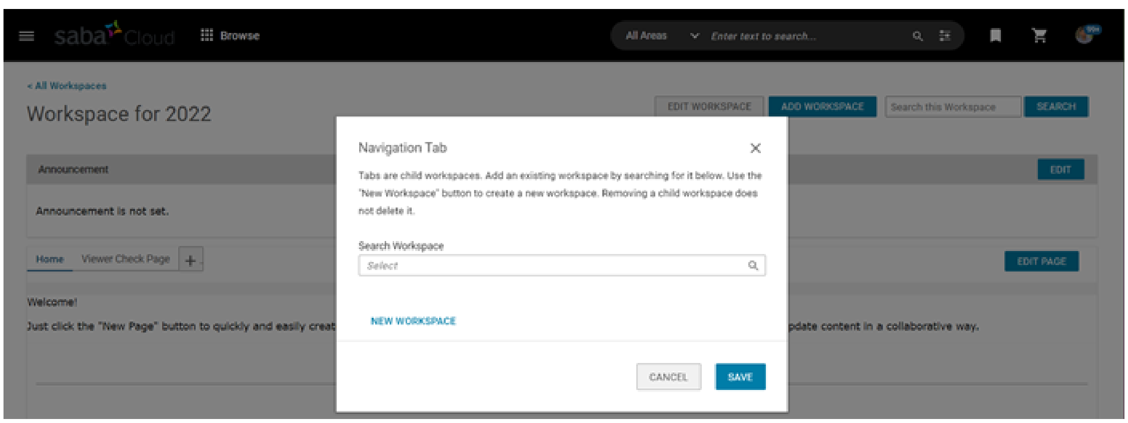
   

   Figure 119: Add Workspace page

2. Capability to upload Saba Video to Workspace pages.

   You can now upload Saba Video to your Workspace pages.

   From Edit Page, select **Insert** or **Edit Video**. Select **Upload Saba Video** and in the next screen, select the video to upload and save.

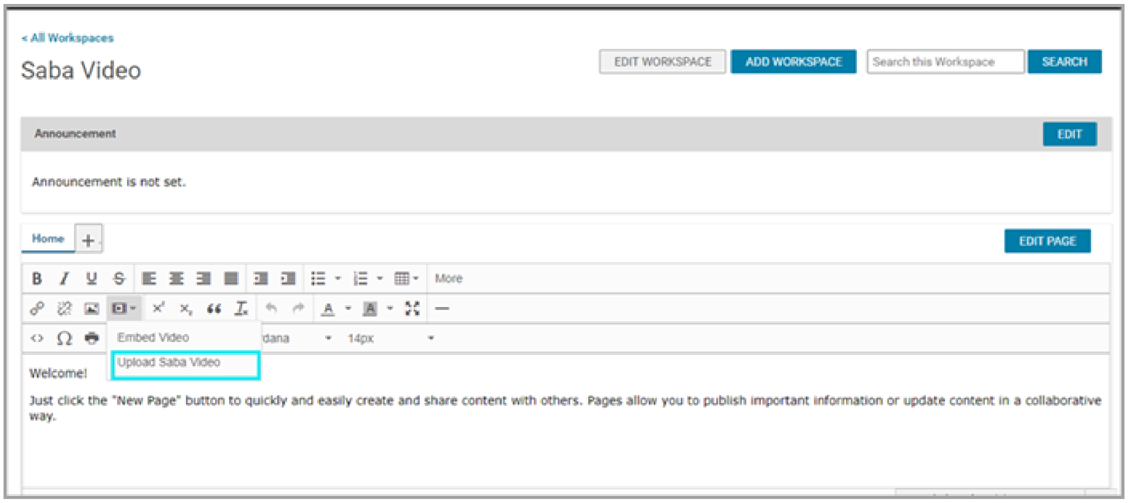


Figure 120: Upload video

3. Edit option for Comments on Pages within the enhanced Workspace.

   Now, under a Workspace Page, you can edit and delete comments added to the page.

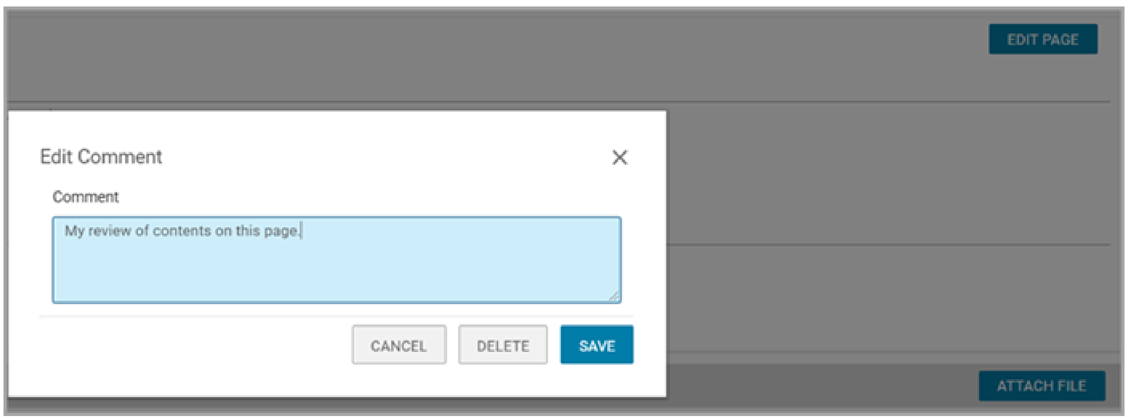


Figure 121: Edit Comments

New option to move pages from one workspace to another

In this update, workspace admins and page authors have the option to move pages from one workspace to another. This feature is useful when a page created in a workspace needs to be part of another workspace or over a period of time needs to be moved to another workspace where it fits better.

You can move a specific page by selecting **Move Page** from the menu option of that page and selecting the new workspace name from the pop-up selection window that displays. You can move pages only to the workspaces that you have the privilege to contribute.

Navigate to **Workspace** > **Page** >**Menu** > **Move Page** from the pop-up, select the new workspace name and click **Move**.

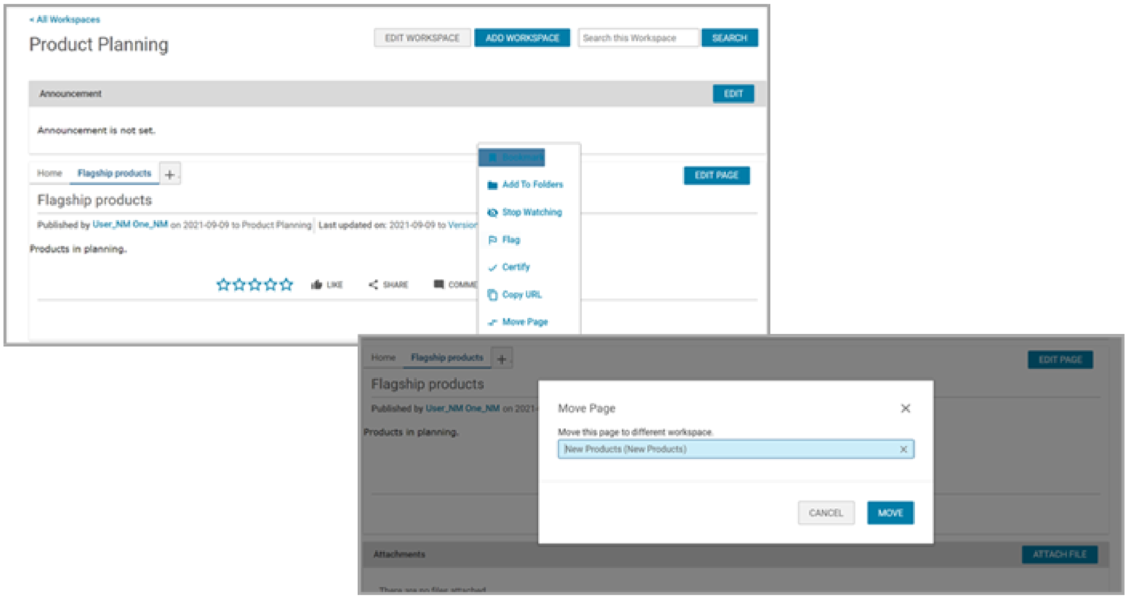


Figure 122: Move Page

The Move Page action is available only to the following people:

- Page owner
- Page Co-owners
- Admins and super users having the 'Can view and edit any workspace/page' privileges.

Associate a Workspace as a Related Workspace

Workspace users and authors often create multiple Workspaces in different regions referencing back to the primary or the master Workspace.

Prior to this update, there were no options to track, identify, or report on these Workspaces. Social Admins had to send reminders or follow up individually with the authors to keep track of these Workspaces.

In this update, the Edit Workspace page is updated to include a new field labeled 'Related Workspace'. This field allows Workspace authors and Social Admins to select and associate Workspaces as a 'Related Workspace' to a master Workspace.

Note: Only Workspace Authors and Social Admins can select a Workspace as a 'Related Workspace'.

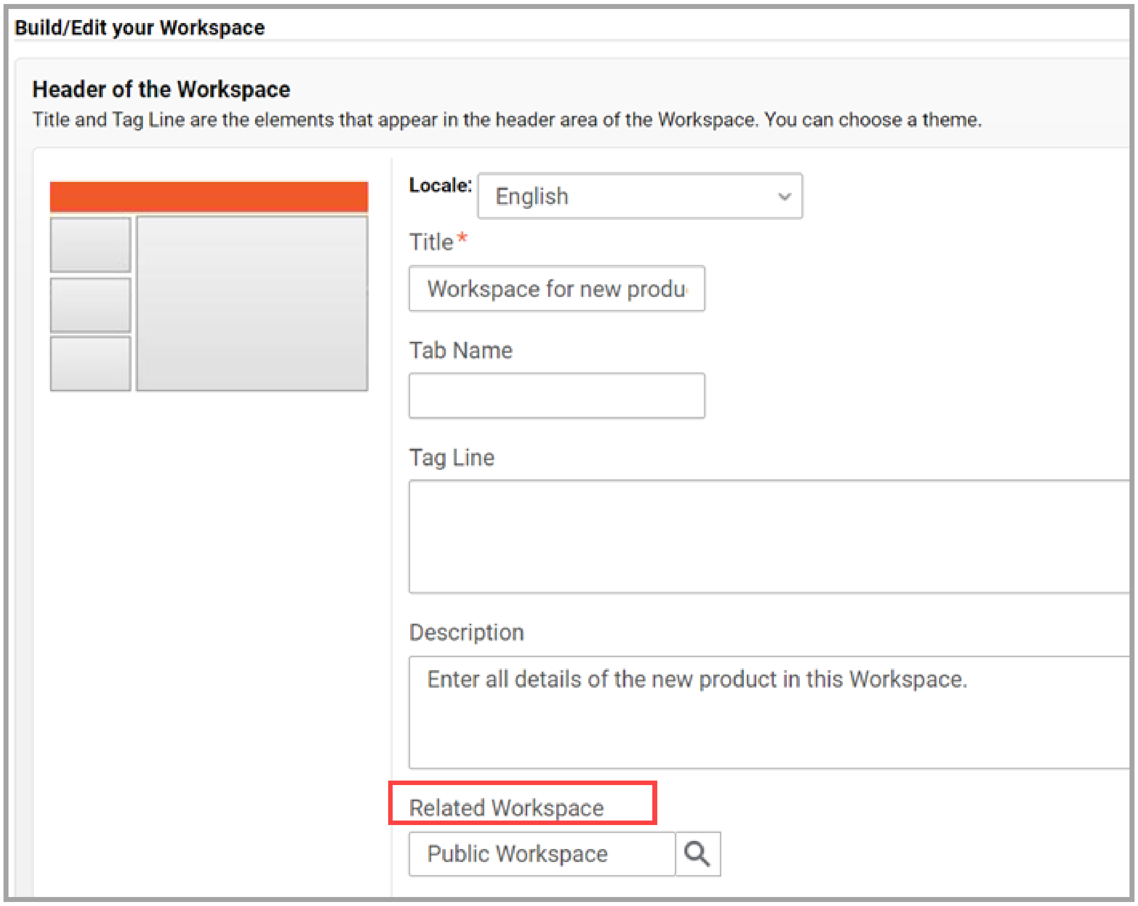


Figure 123: Select Related Workspace

This field is available only if the setting **Enable Related Workspace** is enabled under Microsite configuration.

To enable this setting, navigate to:

Admin > **System** > **Configure System** > **Microsites** > **Saba Cloud Site properties** > **Social**.

By default, it is disabled.

When you add a Related Workspace, you cannot see the addition on your Workspace. You can see it on the Analytics page as a selection entry for creating reports.

Analytics has a new dimension called 'Related Workspace Title' that lists the associated or related Workspace.

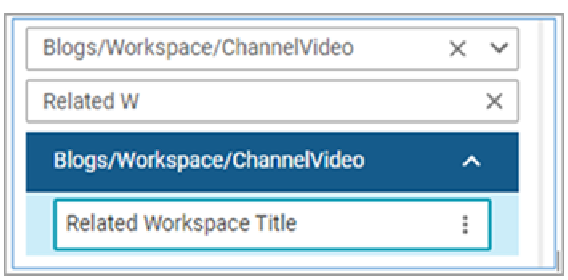


Figure 124: 'Related Workspace' new dimension added in Analytics

If you launch the Analytics report using the 'Related Workspace Title' dimension, you can view the report showing the 'Related Workspace' and other Workspaces created. This allows a Social Admin to track the progress about Workspaces created in reference to the master Workspace.

Workspace Title	Related Workspace Title	Blog/Workspace Created On Date
R-Workspace EU	Primary or Master Workspace	2021-09-29
R-Workspace IND	Primary or Master Workspace	2022-03-15
R-Workspace NA	Primary or Master Workspace	2022-01-03

Figure 125: Report generated on Related Workspace

Chapter 15

System

Topics:

This section includes the following topics that will guide you through the new features and improvements under System.

Data Integration

Person data import no longer reassigns the deleted default privileges during updates

Prior to this update, Person data import was reassigning the deleted default privileges when a Person's record was updated. This was not so, if, the default privileges were deleted using the application UI.

In this update, a new property named **Assign back deleted default privileges upon person update via person imports** is added under: **Admin** > **System** > **Configure System** > **Microsites** > **Site properties** > **Data Integration Configuration**.

If you set it to false, the person data import will not reassign the deleted default privileges when the person's record is updated.

By default, this setting is set to false (Disabled).

Audit capability is now available for Person profile data import

In this update, audit capability is available for Custom Sections and other base fields in Person Profile data import.

The following fields are updated with audit capability:

Table 14: Audit capability

Field Name
All Custom Section fields
Custom fields for Succession Details
FLIGHT_RISK
RETIREMENT_RISK
POTENTIAL_RATING
IS_CRITICAL_PERSON
GENERAL_READINESS
NBOX_PLOTTING_FIELD

Your System Admin has to enable auditing at the component action level and at data import settings under configuration.

Navigate to: **Admin** > **System** > **Configure System** > **Manage integration** > **Integration Studio** > **Configure** > **Person Profile** > **Enable Auditing**

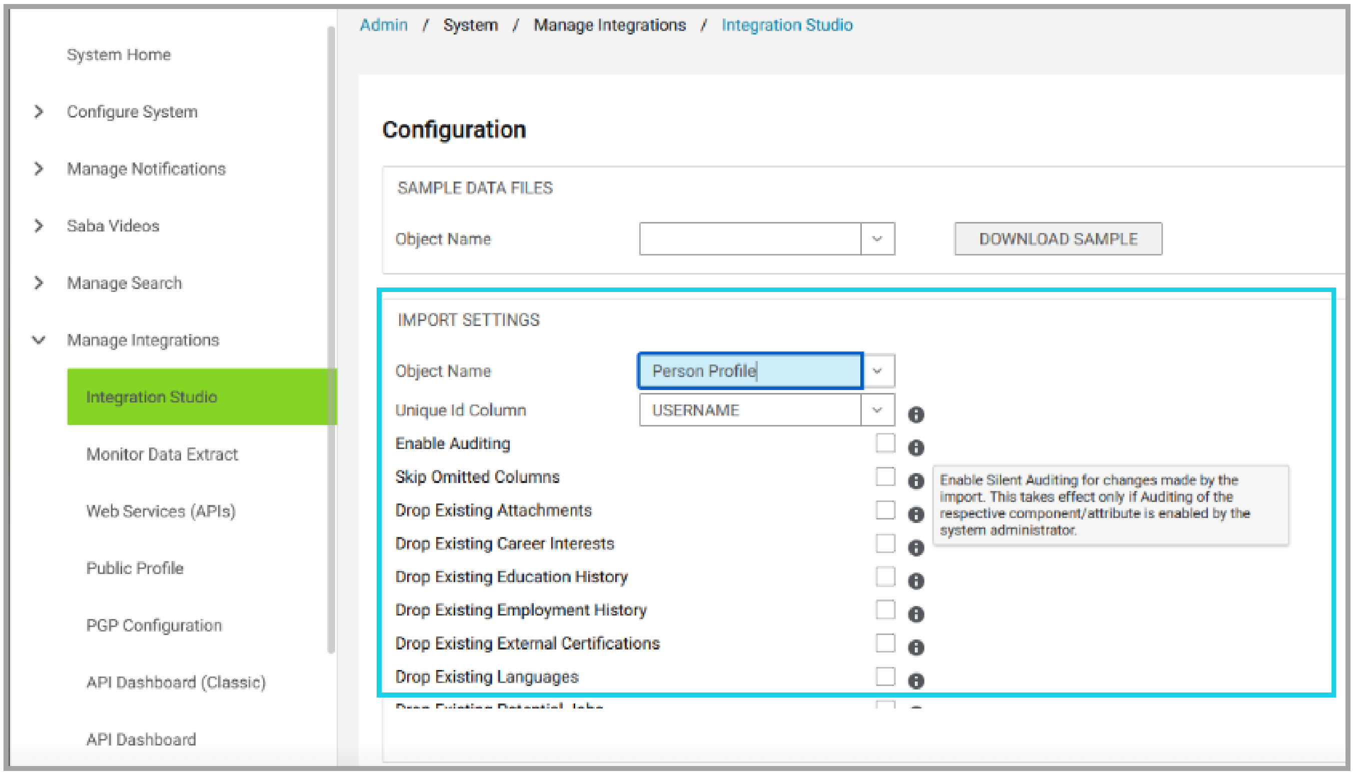


Figure 126: Enable audit for person profile

Delete-specific association supported on additional data import objects

In this update, data import provides support for delete - specific association for the following objects:

- VC Offering
- Blended Offering

To configure the setting for VC Offering, navigate to **Admin** > **System** > **Manage Integration** > **Integration Studio** > **Configure** and select **VC Offering** under **Object Name**.

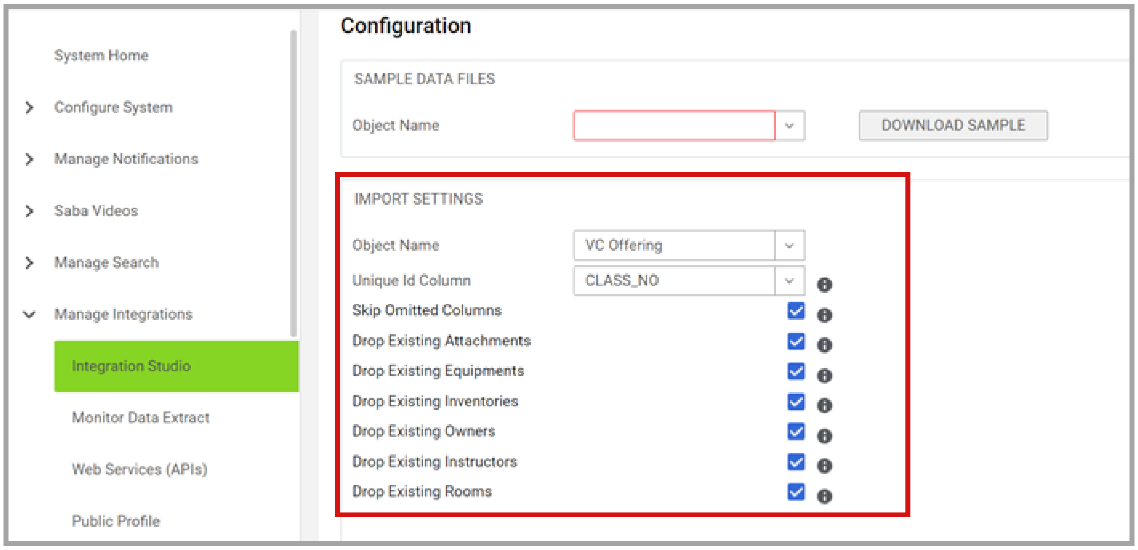


Figure 127: VC offering data import configuration

Similarly, select **Blended Offering** under object name and select the appropriate settings.

This addition provides the option to use the **Delete** and **Delete All** actions on the import objects.

New data import for custom survey launch

In this update, a new data import has been added for Custom Survey Launch. This allows you to create survey launches in bulk. If you are creating and launching surveys for many organization and want to mass-launch the survey to many users of those organizations, rather than manually Launch each survey for each organization, you can use this new import option.

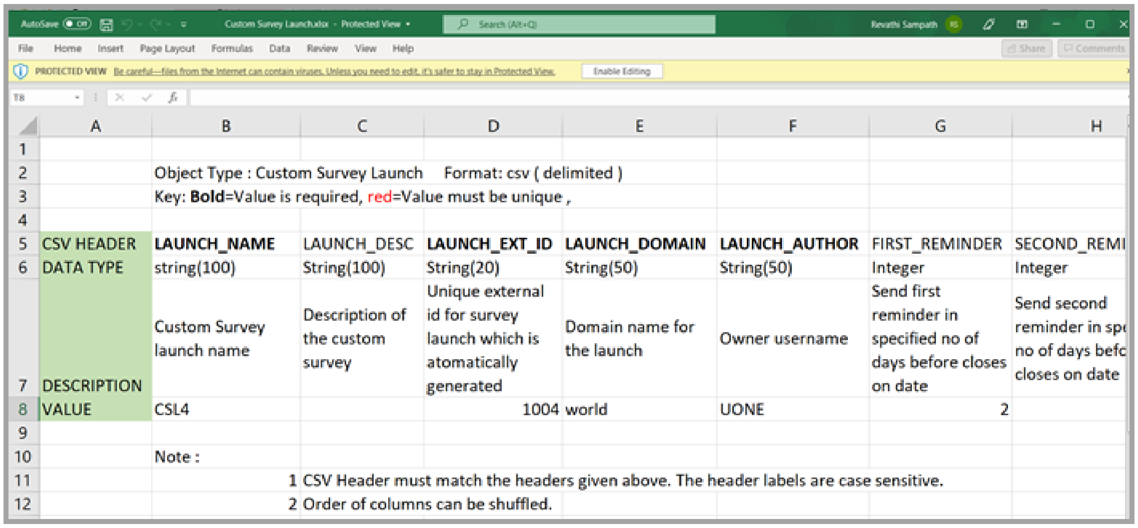
To import the new Custom Survey Launch object, navigate to:

Admin > **System** > **Manage Integrations** > **Configure** > **Object Name** > **Custom Survey Name**

The following fields are supported for the **Custom Survey Launch** data import:

- Survey Name
- Launch Name
- Launch Description
- Launch External ID
- Launch Domain
- Launch Author (username)
- First Reminder (days)
- Second Reminder (days)
- Third Reminder (days)
- Start Date
- Close Date
- Without Login
- Restrict to Assign
- Viewer 1
- Smart List Name
- Survey Version
- Survey ID

- Internal Organization Number
- External Organization Number
- Activate Immediately



	A	B	C	D	E	F	G	H
1								
2		Object Type : Custom Survey Launch	Format: csv (delimited)					
3		Key: **Bold**=Value is required, red=Value must be unique ,						
4								
5	CSV HEADER	**LAUNCH_NAME**	LAUNCH_DESC	**LAUNCH_EXT_ID**	**LAUNCH_DOMAIN**	**LAUNCH_AUTHOR**	FIRST_REMINDER	SECOND_REMI
6	DATA TYPE	string(100)	String(100)	String(20)	String(50)	String(50)	Integer	Integer
7	DESCRIPTION	Custom Survey launch name	Description of the custom survey	Unique external id for survey launch which is atomatically generated	Domain name for the launch	Owner username	Send first reminder in specified no of days before closes on date	Send second reminder in spe no of days befo closes on date
8	VALUE	CSL4		1004	world	UONE	2	
9								
10		Note :						
11		1	CSV Header must match the headers given above. The header labels are case sensitive.					
12		2	Order of columns can be shuffled.					

Figure 128: Custom Survey Launch template

Data import now supports adding updates to social content files

Prior to this update, data import allowed only bulk creation of Social Content objects. It did not allow bulk updates of user generated content.

When Social Admins needed to update huge number of data in multiple records, they had to manually add each entry in a record.

In this update, data import now allows the bulk update of Social Content using the Social Content import.

To update Social Content via data import, navigate to: **Admin** > **System** > **Manage Integrations** > **Integration Studio** and select **Social Content Import** as the object name under import settings.

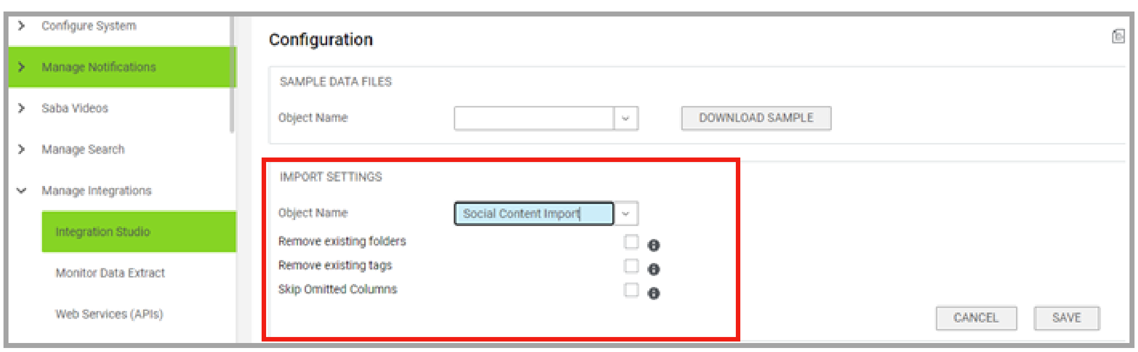


Figure 129: Social Content Import

Enhanced data import framework to reflect the application behavior

In this update, ILT (Instructor Led Training) and WBT (Web Based Training) data imports have been enhanced to inherit the default values of **Display for Learner** and **Display for Call Center** from the values defined at the course level. The data import process now reflects the application behavior eliminating any discrepancies.

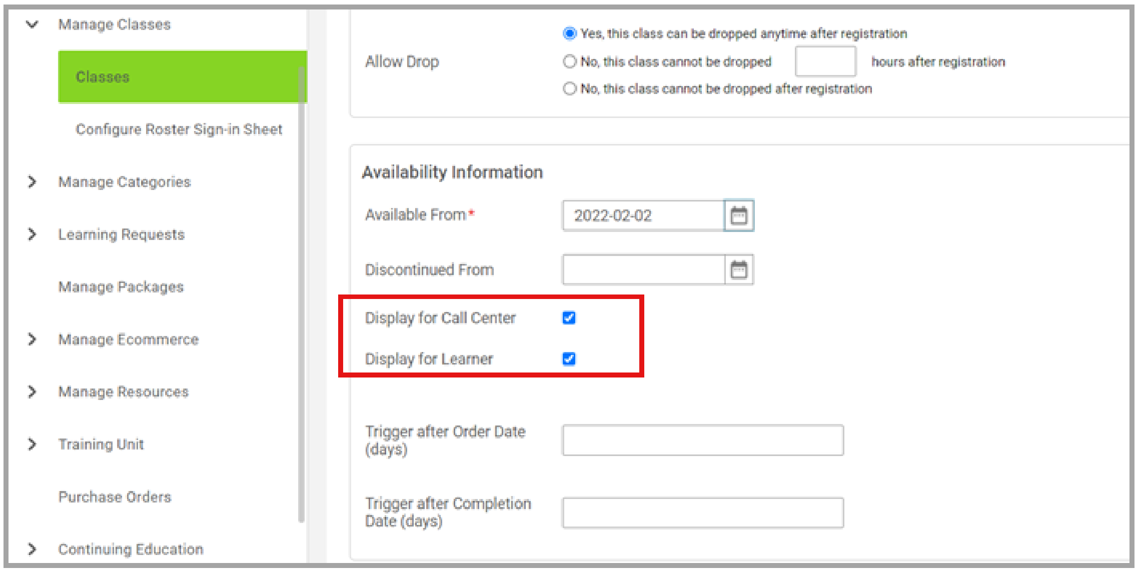


Figure 130: Inherited default values added to the class

This feature is controlled by the following setting:

Property Name: **Inherit Availability Information for ILT and WBT Classes from Course**

Property Description: If set to 'true', data import will inherit the values for **Display for Call Center** and **Display for Learner** fields from the course while creating a new ILT or WBT class. If it is not specified in the import file. If set to 'false', the values are inherited from their read-only configuration set at their respective component level. The default value is 'false'.

Your System Administrator can enable the setting by navigating to:

Admin > **System** > **Configure System** > **Microsites** > <**Default Microsite** > **Data Integration Configuration**.

New privilege to control visibility of Profile ACL menu

Prior to this update, there was no specific privilege that allowed the administrator to control access to the **Profile ACL** menu under **System Admin.**

In this update, a new security privilege called **Can access** > **System** > **Manage Security** > **Profile ACL configuration** is added for the **MenuVisibility-SystemAdmin** component. This privilege controls who can view the Profile ACL configuration menu under System Administration area.

To access and enable this privilege:

1. Navigate to **Admin** > **System** > **Manage Security** > **Security Roles**.
2. Search for a security role, such as System Admin, and click the security role.
3. In the Component field, select **Menu Visibility-SystemAdmin**.
4. Select the **Can access** > **System** > **Manage Security** > **Profile ACL Configuration** privilege.

Note: By default, this privilege is granted to System Admin and Super User roles.

Updated Profile ACL configuration page

In this update, the Profile ACL configuration page has been updated and organized to correspond with the new profile page. While updating, some new sections have been added to the page and some existing fields were organized into more logical groups.

The **Display More Info Section** setting has been added. This setting in the Profile ACL configuration has to be checked to show the **More Info** section link on the **Profile** page. If the setting is not selected, even if there is more information associated with a person's profile, the link will not display on the profile page.

Only System Administrators can configure these settings by navigating to **Admin > System > Manage security > Profile ACL Configuration**.

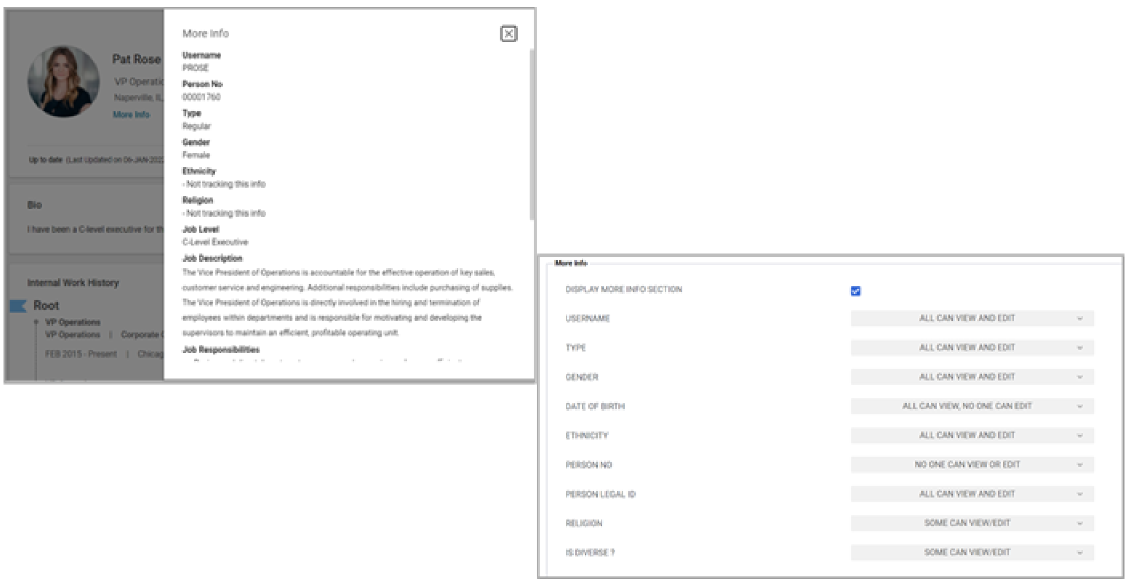


Figure 131: More info setting on Profile ACL configuration

Similarly, the **Reporting Structure** section has been added. Under this section, you can choose to display the sections that correspond to the reporting hierarchy such as the Alternate Manager, Direct Reports, and so on as seen on the image below:

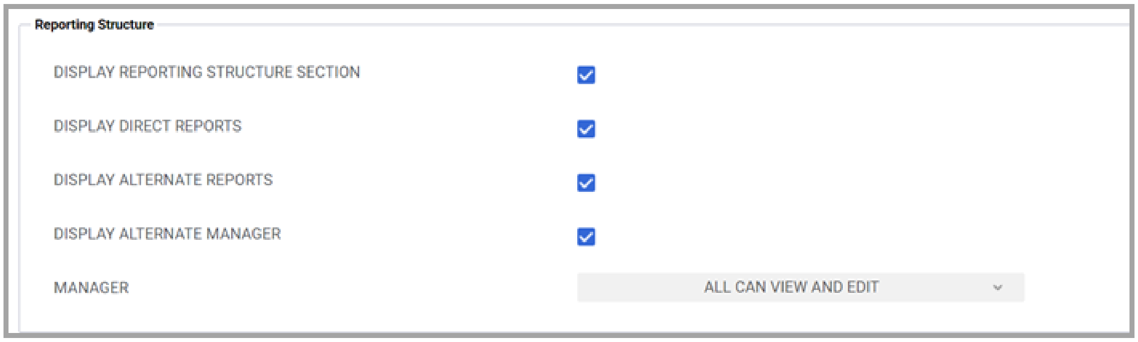


Figure 132: Display Reporting Structure

The **Job/Work History** section is updated to include the **Display Position History** check box. If you uncheck the box for **Display Work History Section**, it also hides position history.

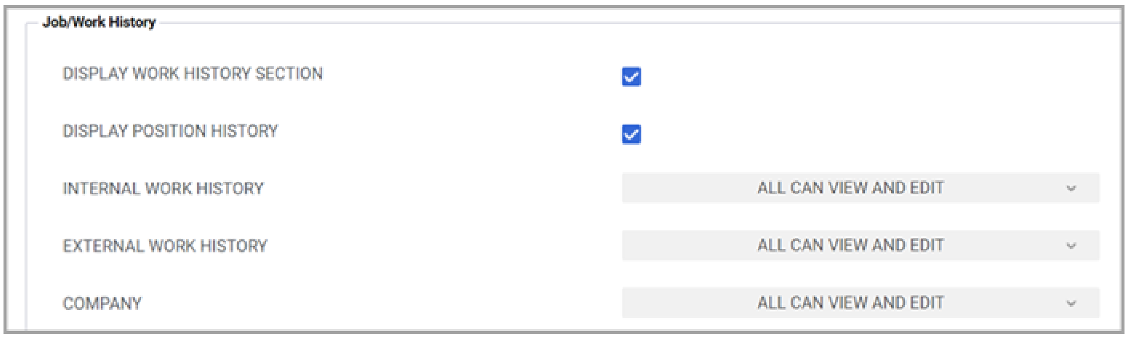


Figure 133: Display Position History

Simplified acceptance and reminders for iCal Microsoft Outlook invites

Prior to this update, when learners clicked the **Accept, Tentative and Decline** buttons in Microsoft Outlook for Saba Cloud related notifications, they could see these 3 options:

- Edit the Response before Sending
- Send the Response Now
- Do Not Send a Response

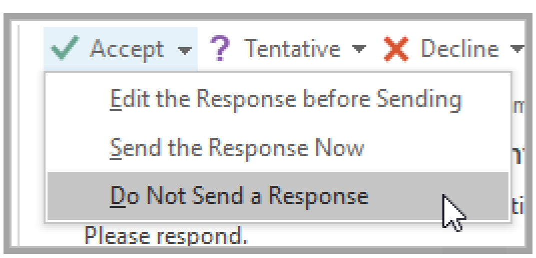


Figure 134: Accept, Tentative and Decline buttons in Microsoft Outlook with 3 options

In this update, Saba Cloud allows simplifying the Accept, Tentative and Decline buttons to directly accept or decline the invite, "Do Not Send a Response" is the default option. This way, learners now see simple **Accept, Tentative and Decline** buttons that immediately performs the actions using a single click and no email needs to be sent to anyone. Similarly, the **Delete** button also provides a simplified behavior which means when it is clicked, an immediate action is performed instead of a prompt that asks the user to send a response to the sender.

To disable this simplified behavior (only supported on Microsoft Outlook), the System Admin needs to set the **Send iCal Notification invites with simplified RSVP options** microsite property under **System > Configure System > Microsites > Saba Cloud > Web Variables** to 'false'.

Note: By default, the property is set to 'true'. This means the **Accept, Tentative and Decline** buttons will not show the 3 options and the **Delete** button will also work in a simplified manner without any prompts.

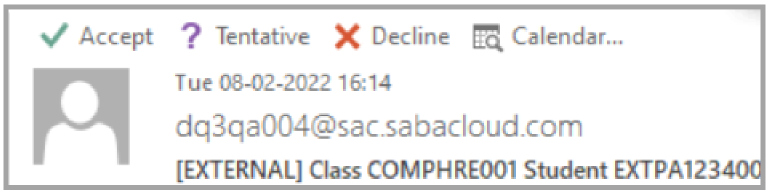


Figure 135: Simplified Accept, Tentative and Decline buttons in Microsoft Outlook

The System Admin can now also set a reminder for iCal notifications (only supported on Microsoft Outlook) by setting the **Default reminder time in iCal Notifications invites** microsite property under **System > Configure System > Microsites > Saba Cloud > Web Variables** to one of the following options:

- No reminder (default)
- 15 mins
- 30 mins
- 1 hour
- 2 hours
- 12 hours

Note: If the **Default reminder time in iCal Notifications invites** property is set to any value other than **No reminder** and the user tries to use the Export to Calendar feature from Saba Cloud, this property value is also be reflected in the exported iCal invite.

Manage external integrations with Saba Cloud

In this update, Saba Cloud now allows building your own integrations by making external API calls using OAuth 2.0 authentication. These integrations can then be used in Webhook actions, which are called when an event occurs.

A new page called **External Integrations** is available under **System > Manage Integrations**. From this page, you can manage all your external Saba Cloud integrations and configure the outgoing API connections of type OAuth 2.0.

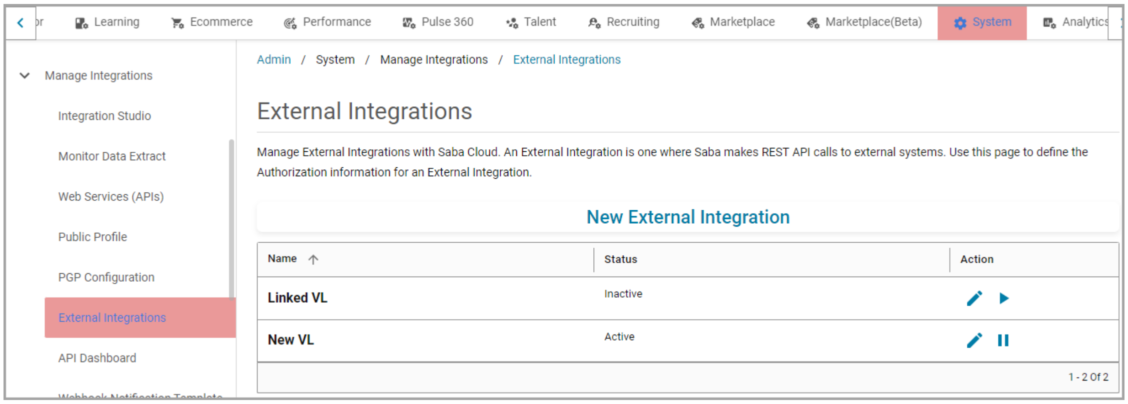


Figure 136: External Integrations

This page lists the existing integrations that you've configured.

To add a new external integration:

1. As a System Administrator, navigate to **System > Manage Integrations > External Integrations**.
2. Click **New External Integration**. The **Create new External Integration** page opens.

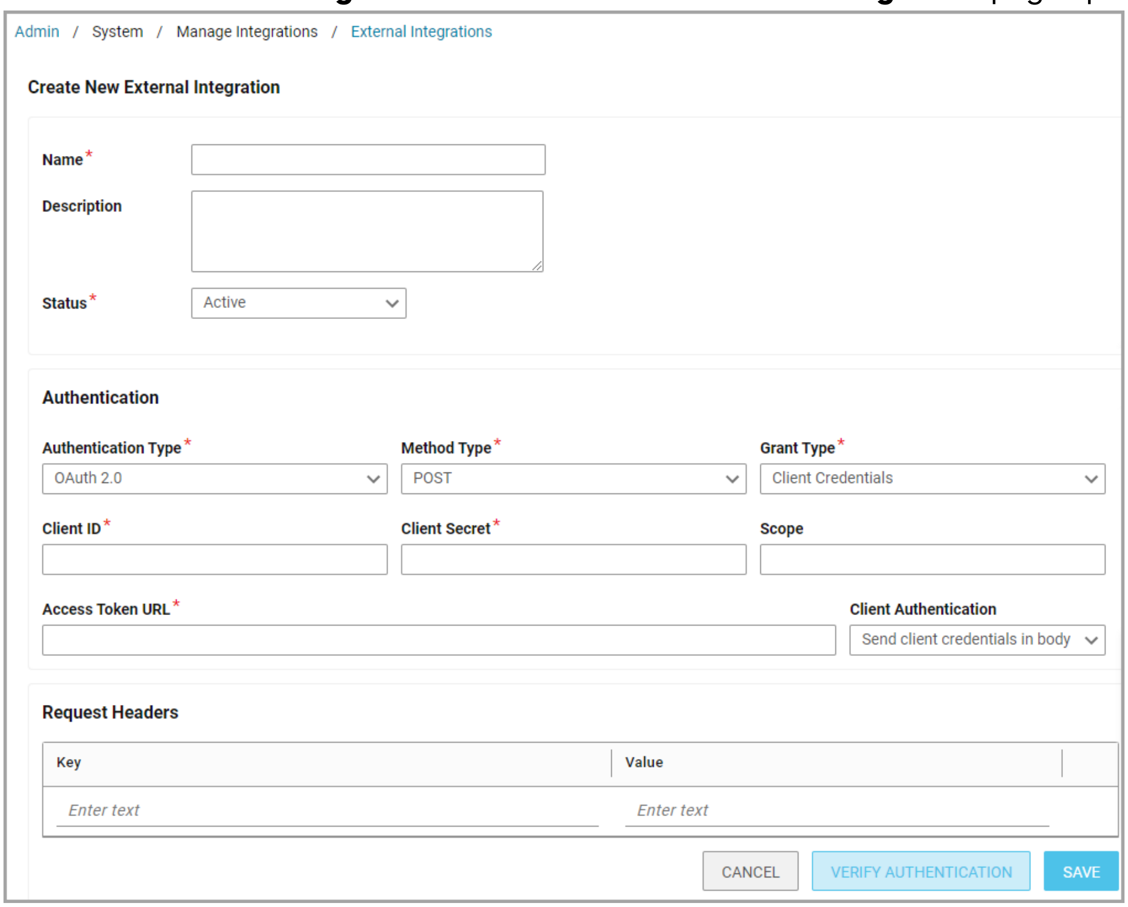


Figure 137: Adding a new External Integration

3. In the **Create new External Integration** page, enter the following details:
   - **Name**: Provide a name to identify the integration implemented. This can be any name you choose.
   - **Description**: Provide a useful description for the integration that you're adding.

- **Status**: You can mark an integration as Active or Inactive.
- **Authentication**: Enter the authentication details in this section. These are the details provided by your vendor or the development partner in order to authenticate the request from Saba Cloud. Under this section, provide the API details such as the method type (GET, POST or PUT), the Client ID, Client Secret, Scope, Access Token URL and also indicate whether the credentials should be sent as part of the Body or the basic authentication header under the Client Authentication field.
- **Request Headers**: You can enter a maximum of 5 request headers.

4. After you've added the integration, click **Verify Authentication** to validate the authentication details you've entered.
5. Click **Save**.

To update an already existing external integration:

1. As a system administrator, navigate to **System > Manage Integrations > External Integrations**.
2. Click the Edit action icon for the appropriate external integration.

To mark an External Integration active or inactive:

1. As a System Administrator, navigate to **System > Manage Integrations > External Integrations**.
2. Click the Mark Active or Mark Inactive action icons for the appropriate external integration.

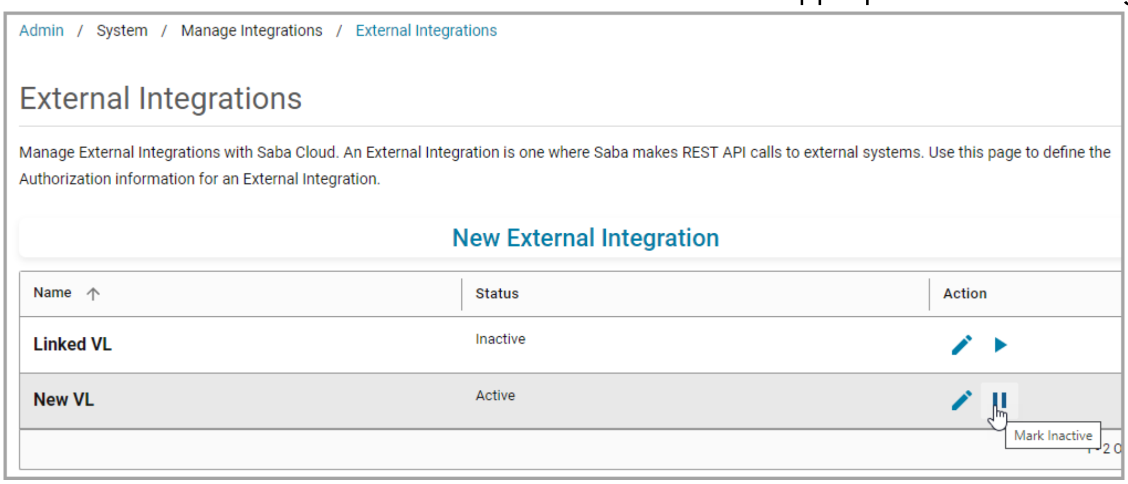


Figure 138: Mark an External Integration active or inactive

To associate a Webhook template with an External Integration:

1. As a system administrator, click **System** > **Manage Integrations** > **Webhook Notification Template**.
2. Click **Add Template** to add a new template or edit an already existing template. The **Webhook Template** page appears.
3. Provide the appropriate information in the fields.
4. Select an existing External Integration to associate with this Webhook template using the **External Integration for Authorization** drop-down. After you select an External Integration, a header called "Authorization" is automatically added which you cannot delete.

   Note: If the Webhook template already has a header called "Authorization", you will need to remove it, prior to associating an External Integration.

   If you select an inactive External Integration, the actual API calls will fail.

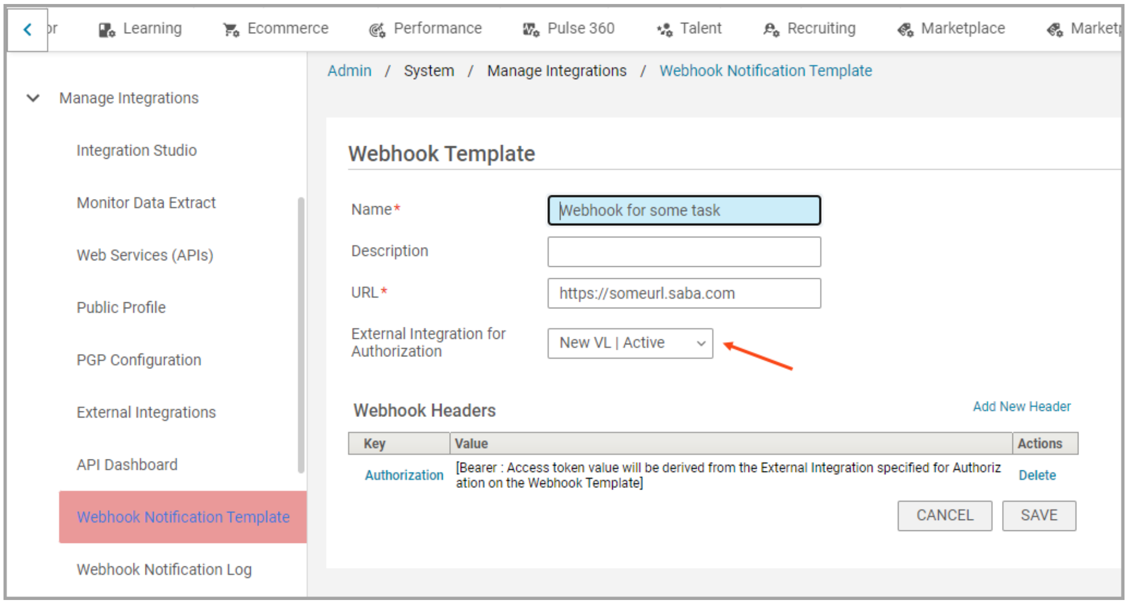


Figure 139: Associate an External Integration for Authorization

You cannot add a header with the key name "Authorization" for any Webhook template having an External Integration associated with it.

Note: Currently, the related details of an External Integration cannot be exported or imported using Import/Export feature.

5. After you've associated the Webhook template with an External Integration, you can then use that template from the **Manage Notifications > Events > Notification Event Details > Event Action Details** page for **Webhook** type event actions or alternatively from the **System** > **Configure System** > **Services > <Service Name> > Notifications tab > <Event Name> > <Event Action Name> > Event Action Details** page.

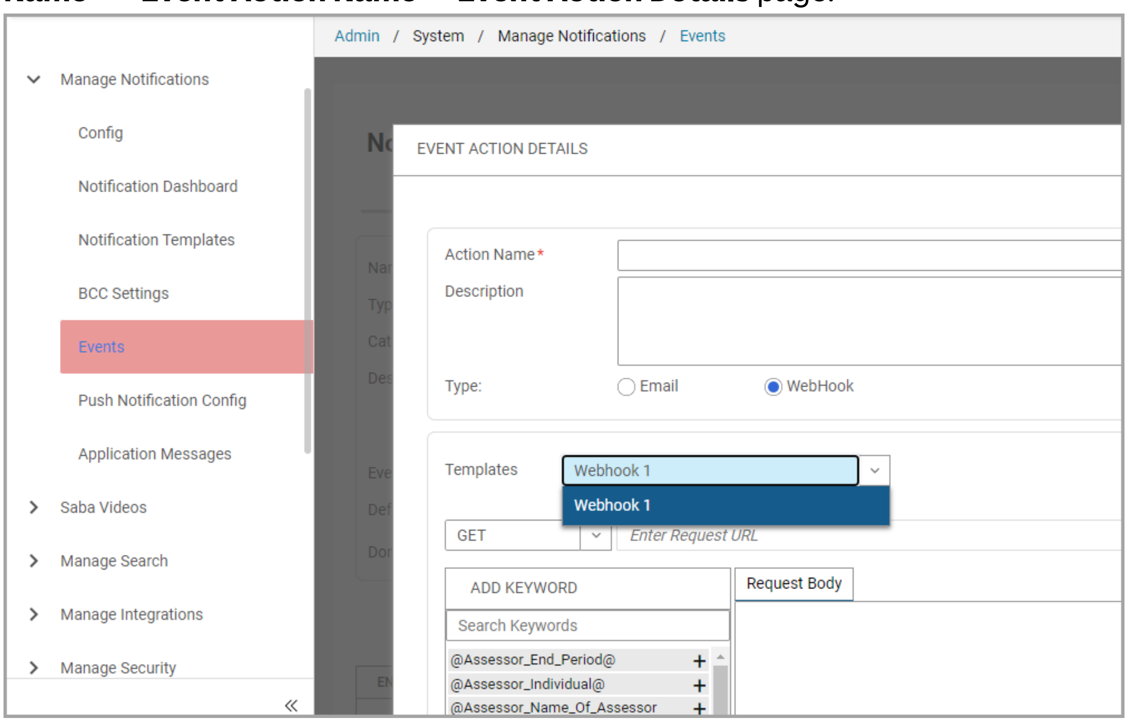


Figure 140: Using the Webhook template associated with an External Integration

Preview the mobile app branding changes before publishing them to the app

Prior to this update, the System Admin could customize the look and feel of the Saba Mobile App using the **Mobile App Branding** menu under **Admin > System > Manage Branding**. However, there was no way to see a preview of the changes.

In this update, Saba Cloud now allows you to preview the changes made before publishing them to the mobile app. After you update or configure the branding, click the **Preview** button to preview the changes for the supported devices before publishing them to the app.

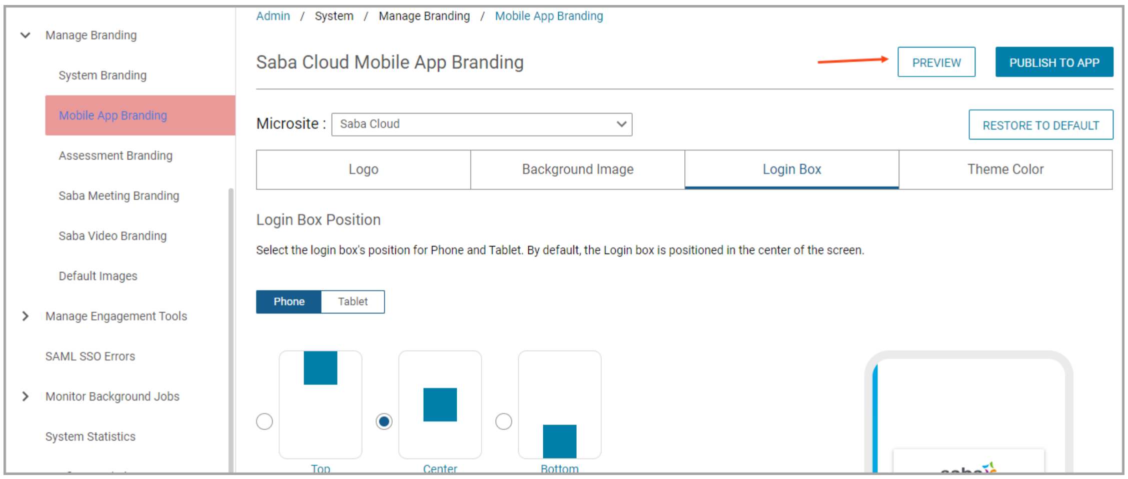


Figure 141: Mobile App Branding - Preview Button

Select the operating system (Android or iOS) and the supported device to preview the changes accordingly.

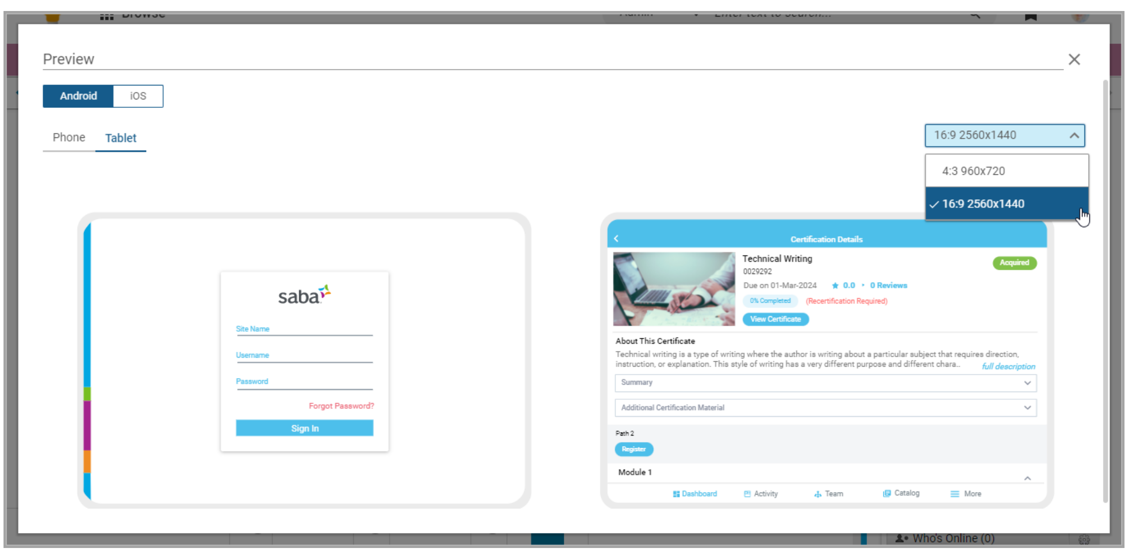


Figure 142: Mobile App Branding - Preview

New notification to scan employees for job role changes to update suggested skills

The employee profile has a section to manage skills, including skills employees want to develop, current skills, and a list of suggested skills. (See New 'Manage Your Skills' section on the Profile page on page 150 for more information.) Suggested skills are based on an employee's current job, work history, and other profile data. If you're licensed with Cornerstone Xplor for Saba, one of the key elements used to show content recommendations is based on the skills selected on the profile.

If you're a System Admin, you can report on suggested skills and ensure they will always report on the latest suggested skills. By enabling the notification, Saba looks for any employees who have changed job roles and updates employees' suggested skills based on the new job role.

As a System Admin, navigate to **Admin > System > Manage Notifications > Events**. Search for the **Generate Suggested Skills** event. Click the title and ensure the **Event Enabled** check box is selected. (By default, this scan is not enabled.) Beside the **Schedule** field, click **Edit** to set whether you want the scan run daily or weekly. (By default, the scan is set to run daily.)

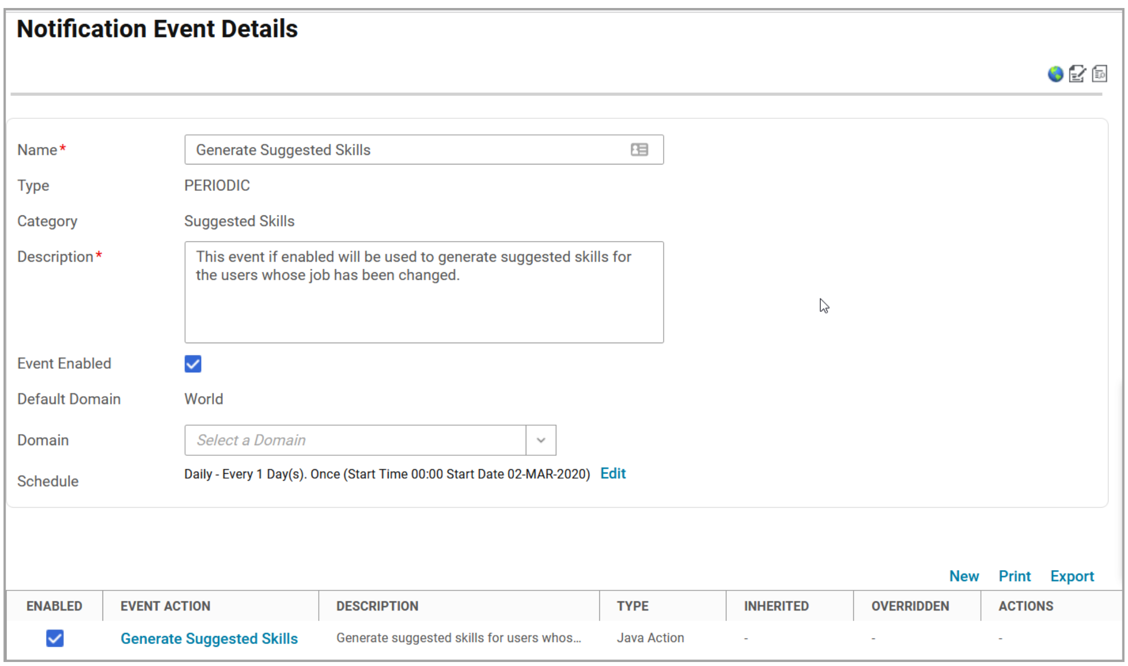


Figure 143: Generate Suggested Skills

Chapter 16

Deprecated features

Topics:

- 'Login with Facebook' and 'Continue with Facebook' buttons now deprecated

This section includes topics to guide you through the deprecated features.

'Login with Facebook' and 'Continue with Facebook' buttons now deprecated

As of this update, the **Login with Facebook** button and the **Continue with Facebook** button have been deprecated. You will no longer see those buttons on the following pages:

- Career Site > Sign In > Login with Facebook
- Career Site > Job Detail Page > Apply For This Job > Continue with Facebook
- Career Site > Submit Your Resume > Continue with Facebook
- Internal Site > Job Detail Page > Apply For This Job > Continue with Facebook

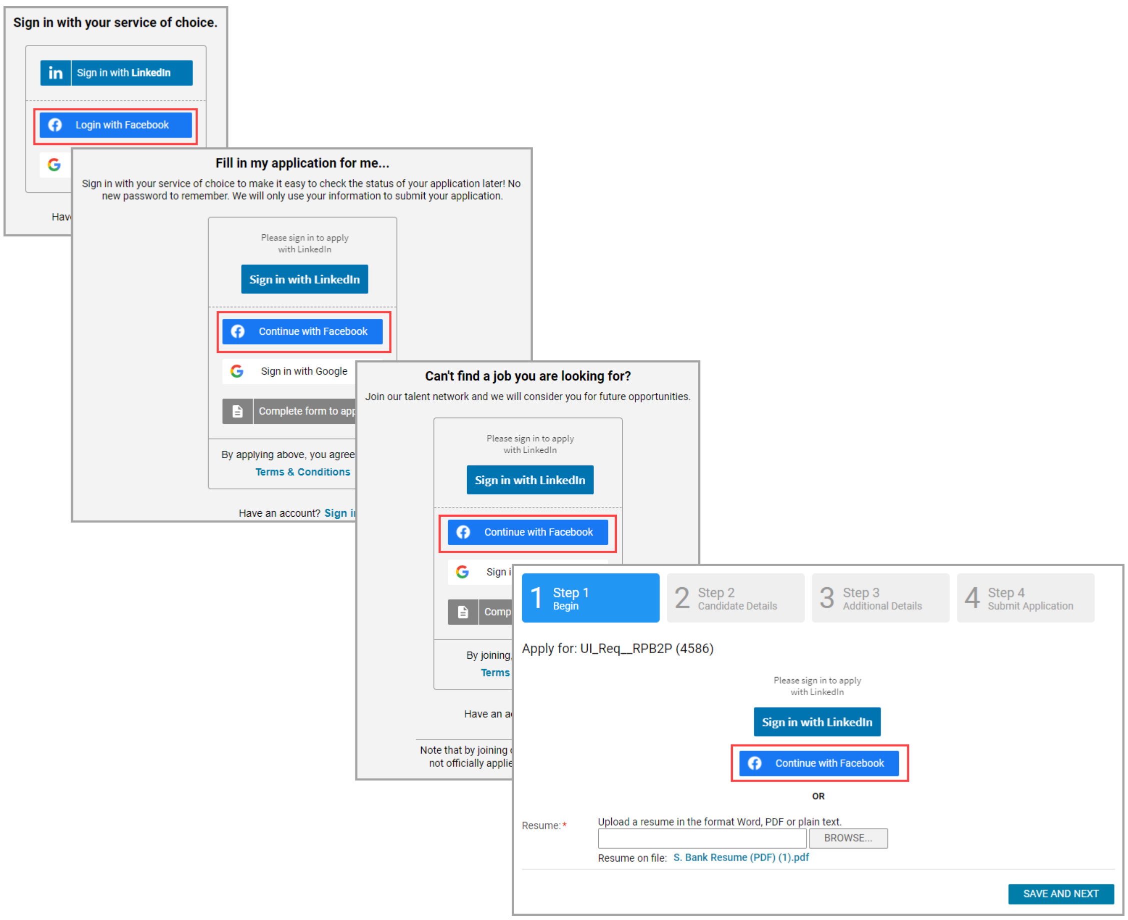


Figure 144: Buttons no longer available