

# Saba Integration Guide



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## Overview


This document is intended for a NovoEd Org Admin who is also a Saba System Admin and serves as a guide for the setup and configuration of NovoEd's Saba integration.

## Setup

### Prerequisites

1. An administrator with the Org. Admin role in NovoEd
2. The integration must first be enabled by your NovoEd customer success manager for the NovoEd instance.
3. Single Sign On (SSO) must be configured for your NovoEd instance.
  - Consult our help desk ([hello@novoed.com](mailto:hello@novoed.com)) for enabling SSO for your institution if it is not enabled. The NovoEd technical solutions team can enable testing Saba integration without SSO; however, using the integration at scale requires SSO.
4. The integration requires API information specific to your Saba instance. Ensure you are able to locate your Saba Client ID, Secret, and API endpoint.
  - API information can be obtained via the API Dashboard in Saba.
  - A service ticket to Saba may be required to enable Saba's REST APIs.
5. In NovoEd, configure your organization level profile settings and ensure that a field for the Saba Username is introduced and integrated with SSO.

### Configuration Steps

1. Create an admin user (or identify an existing admin user) in Saba dedicated for the integration.
  - This admin account must have the "Learning Admin - Catalog Builder" and "Human Capital Admin" security roles in the domain where NovoEd learning objects will be created.
2. Log in to NovoEd using your Org Admin credentials and navigate to the "Configure LMS Integration" section of "Advanced Settings".
  - After logging in, click the gear icon  in the left-hand navigation.
  - Scroll down to the "Configure LMS Integration" section.
  - Click "Configure" to open the "Configure LMS Integration" modal.

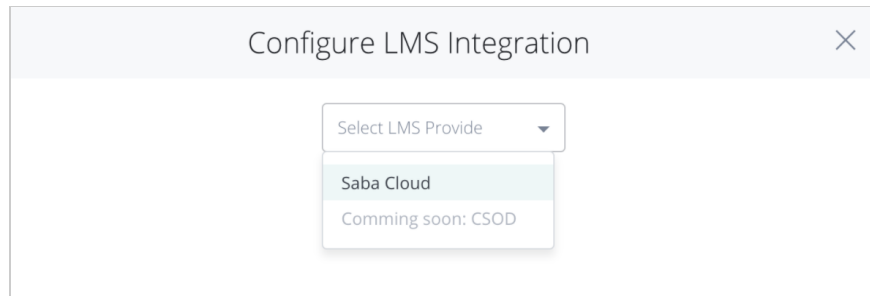


## Configure LMS Integration

You can enable a programmatic integration with your LMS to sync your NovoEd courses and learner completions into the LMS automatically.

[Configure](#)

3. Select your LMS provider.
  - Choose “Saba Cloud” from the “Select LMS Provider” dropdown.
  - **Note:** If this option is unavailable, the integration has not yet been enabled.



4. Enter your Saba authentication details.
  - Saba API Endpoint
    - Should start with https://
  - Saba Client ID and Client Secret
  - Saba username and password (as configured in step 1)
  - Click “Authorize” to initiate authorization.
5. Choose your integration settings::
  - Domain
    - The domain under which the integration will list NovoEd courses.
  - Course/Class ID
    - Select “Saba will assign course/class numbers” if your Saba instance is configured to auto-assign these values. Otherwise, select “NovoEd will set a unique course number for each course.”
  - NovoEd organization profile attribute which identifies each user’s Saba username

Once configured, the “Configure LMS Integration” section within “Advanced Settings” will be populated with details on the integration configuration. An option to disable the integration will be visible and existing courses that meet the synchronization criteria will begin to sync in the



background.

### Configure LMS Integration

You have configured integration with Saba.

**API endpoint:** <https://api-endpoint.sabacloud.com>

**Domain used for NovoEd courses:** NovoEd

**Course Number configuration option:** NovoEd will set a unique course number for each course

[Disable SABA Integration](#)

## Integration Details

### Course synchronization

When enabled, the integration will sync courses created in NovoEd to Saba's learning catalog.

#### Course sync criteria

NovoEd will sync all production courses that are not in a closed state. Specifically, the course must meet the following criteria:

1. The course must be a production offering.
  - o **Note:** Neither demo courses nor programs will be synced.
2. The course must be active.
  - o A course is considered active if:
    - i. For open enrollment courses: the registration close date is not in the past.
    - ii. For closed enrollment courses: the course close date is not in the past.
  - o **Note:** Future offerings (i.e., production courses with a release date in the future) will be synced.

#### Expected Results

Once a course has been synced to Saba, LMS metadata will appear at the bottom of the "edit basics" screen in NovoEd and the course will be available to learning catalog administrators in Saba's learning catalog.



LMS	Course Number	SABA-COURSE-ID
	Course ID	NOVOED-COURSE-ID
	Class Number	SABA-CLASS-ID
	Class ID	NOVOED-CLASS-ID

## Enrollment synchronization

The integration synchronizes NovoEd learner enrollments with Saba class registrations and supports a number of enrollment workflows depending on the desired learner enrollment experience.

### **Enrollments initiated in NovoEd**

Course enrollments may be initiated in NovoEd through a number of administrative functions (e.g., manual enrollment, bulk enrollment via CSV), API, or learner self-enrollment (for open enrollment courses). Enrollments initiated in NovoEd will be synced to Saba once the course release date has been met. Enrollments added thereafter will sync provided the course is eligible to be synced (see *course synchronization* above).

### **Enrollments initiated in Saba**

The process for managing enrollments for NovoEd courses synced to Saba should align with the existing workflow for managing Saba class registrations.

### **Unenrollment**

If a learner is unenrolled in the course in NovoEd, the Saba enrollment record will be updated.

### **Expected Results**

Enrollments may be verified using the Saba class results page available from the class details. Learners enrolled in NovoEd and synced to Saba will appear in the learner list.

Learners will be able to access NovoEd courses via the “My Plan” screen.

## Learner course progress synchronization

The integration will update Saba as learners progress through their NovoEd courses.



- For NovoEd courses with points enabled, intermediate progress is sent to Saba as the learner's class score (in this context, class score represents a percentage completion based on course points).
- Upon completing a course in NovoEd, the learner's class completion status will be set to "Successful" in Saba.
- If a learner does not complete a course, the learner's class completion status will be updated in Saba accordingly.
- Revoking a completion in NovoEd will set the learner's class enrollment status back to "In Progress".

## Data Mapping & Flow

### Data Flow

For each NovoEd course, the integration establishes a course and an associated Web-based class in Saba.

In NovoEd, courses are represented by a single entity (the "course"). The Saba learning catalog data model is hierarchical with three objects:

1. Course
  - o The highest level of the hierarchy. Contains a number of attributes that will be set by the NovoEd integration (see "Data Mapping" section for more).
2. Delivery type
  - o Represents a mechanism for delivering a course to a learner.
  - o Courses synced from NovoEd via the Saba LMS integration will be set to the predefined "Web-Based" delivery type.
3. Class
  - o An instance of a course with a particular delivery type. One class is created for each NovoEd course.

When cloning a course in NovoEd, a new course will be created in Saba.

### Synchronization Timing

- Courses
  - Existing courses will be synced in the background after the integration is configured.
  - New courses and updates to courses will be sent upon saving in NovoEd (assuming the sync criteria is met).
  - Some course assets (e.g., large course cover images) may take a few minutes to sync.
- Enrollments



- Enrollments for active courses will sync shortly after they are committed in either NovoEd or Saba.
- If the NovoEd course release date and enrollments are initiated in NovoEd, enrollments will be synchronized with Saba once the course release date is reached.
- Some objects (e.g., enrollments) may take a few minutes to propagate.

## Attribute Mapping

### Saba Courses & NovoEd Courses

Saba Course ↔ NovoEd Course		
Saba Course attribute	NovoEd Course attribute	Note
Title	Title	
Course ID	N/A	Auto-generated by either NovoEd or Saba depending on the admin's integration configuration in NovoEd.
Domain	N/A	Corresponds to the value selected by the admin during integration setup in NovoEd.
Course Image	Cover Picture	
Description	Flyer Page: Course Description	
Course Dates		
Available From	Release Date	
N/A	Start Date	Not sent to Saba.
N/A	Registration Close Date	Not sent to Saba. (Only applicable for open enrollment NovoEd courses.)
N/A	End Date	Not sent to Saba.
Discontinued From	Closure Date	
Other Attributes		
Display for Learner	N/A	This drives whether or not the course appears in learner search results. It does not directly impact access to the course. The integration sets this to True for courses that are open enrollment; otherwise, the value is False.



Target Days	Time Limit	Only sent for NovoEd courses which are self-paced with no deadlines.
Price	N/A	NovoEd will set the Saba course price value to 0.00

#### Saba Classes & NovoEd Courses

Saba Class ↔ NovoEd Course		
Saba Class attribute	NovoEd Course attribute	Note
Delivery type	N/A	The integration will set this to "Web-Based".
Language	Course Language	Set to "English" by default.
Duration	N/A	Set to 00:00 by default.
Class ID	N/A	The class will inherit the course ID.