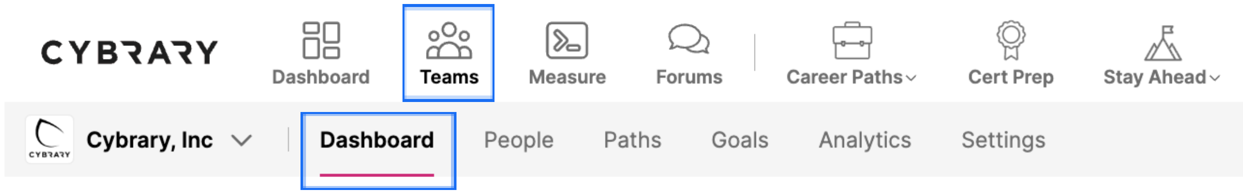
CYBRARY For Teams

Welcome to Cybrary

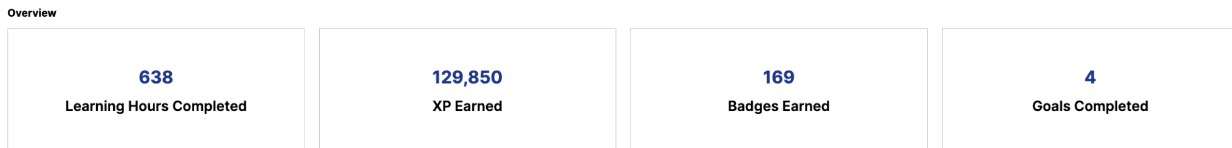
We're so glad you're here! This guide provides Teams-specific information to get your team set-up and provides resources to make sure your team is successful.

Table of Contents

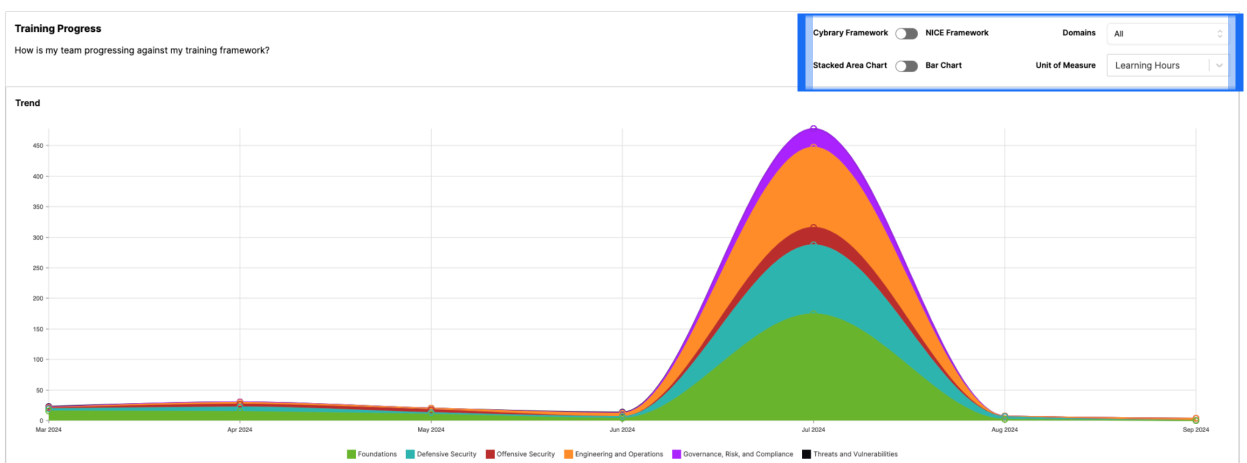
TEAMS DASHBOARD



The Teams Dashboard provides an overview of your team's engagement in the platform. You can filter the results by group and time period to focus your view.



Next, you'll find the Training Progress graph. There are toggles to see how your team is progressing using the Cybrary domains or the NICE framework and to view the graph as a stacked area chart or bar chart. Additional filters allow you to sort by domain or category and learning hours or XP.



The lower portion of the Teams Dashboard gives a quick look at the top enrollments for several key engagement areas: courses, virtual labs, assessments, and members. This allows you to see who on your team is active on the platform and what content they are engaging with. Use the Sort dropdown to filter your view based on enrollments, learning hours, average score, and total XP.

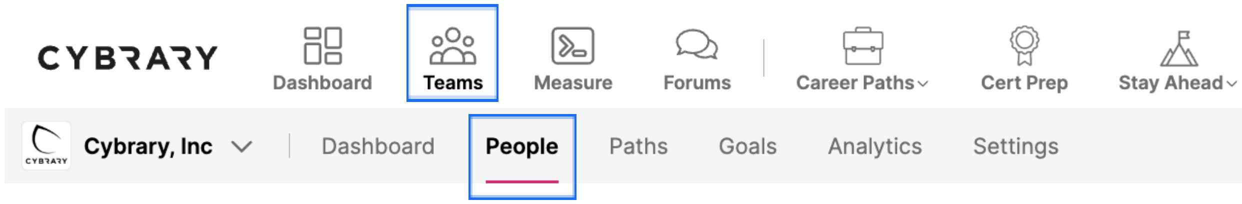
Top Courses

Sort: Learning Hours

		Title	Learning Hours	Enrollments
1	CompTIA Linux+ XKO-005	23.11	8	
2	Certified Information Systems Security Professional (CISSP)	16.72	30	
3	Mondo Tester	12.67	3	
4	CompTIA Security+ (SY0-701)	11.90	3	
4	Linux+: System Management	11.69	2	
5	Certified Information Systems Auditor (CISA)	10.39	3	
6	CompTIA CySA+ (CS0-003)	8.35	5	
6	AZ-305 Designing Microsoft Azure Infrastructure Solutions	8.26	8	
6	Cybersec First Responder: Computing and Network Attacks	7.95	1	
7	Linux+: Security	7.12	1	

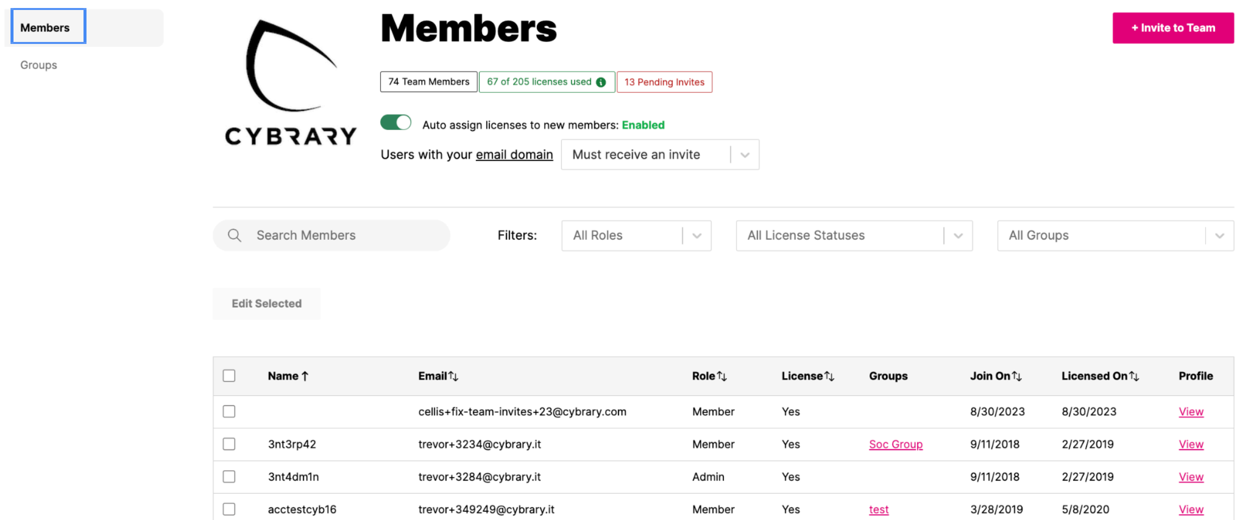
> **Pro Tip: Sort Top Courses by Learning Hours to see which courses your team is actively engaged in.**

PEOPLE



Members

This is where you will see a full list of who is on your team.



You can search for individual members, or you can filter team members by role, license status, or group. In addition to filtering the list of members, you can also sort the columns by:

- Name (A to Z or Z to A)
- Email (A to Z or Z to A)
- Role (Member, Admin, Org Owner or Org Owner, Admin, Member)
- License (Yes to No or No to Yes)
- Join On (Newest to Oldest or Oldest to Newest)
- Licensed On (Newest to Oldest or Oldest to Newest)

The Group and Profile columns provide a link to view data for the respective group or member.

Roles & Permissions

Before you invite learners to your team, you'll want to consider what role each member should have.

Owner/Org Owner: with the highest level of access, this role has complete control over the team. They can:

- Invite members to the team
- **Remove existing members**
- **Assign roles**
- **Manage user licensing**
- Create and manage groups
- Create and manage paths
- Assign goals
- View team reporting
- May or may not use a license
- Recommend 1-2 owners per team

Admin: has the ability to manage members across the team. They can:

- Invite members to the team
- Create and manage groups
- Create and manage paths
- Assign goals
- View team reporting
- May or may not use a license
- Recommend 1-2 admins per team

Member: the role for "standard" users. When a license is assigned, this role has access to the entire Cybrary catalog. Regardless of license status, a Member does not have any member management, path management, or goal management privileges and cannot access any reports.

Reporting Admin: has the ability to report on all members of the team. This includes assignment reporting, "Reports by User," and "Reports by Content." This role is ideal for those who need access to team data but will not be managing paths, groups, or goals.

- View all members on the team
- View team reporting
- May or may not use a license
- Recommend 1-2 admins per team

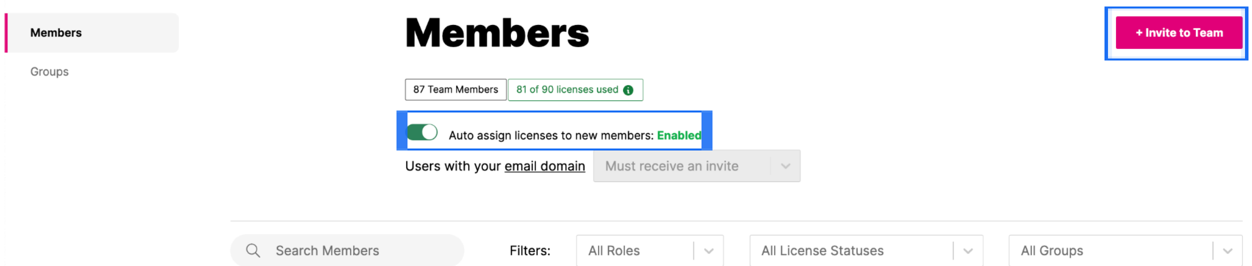
For a complete breakdown of permissions, please reference the chart below:

Permission	Owner	Admin	Member	Reporting Admin
Grant/Revoke License	✔			
Modify Member Roles	✔			
Invite Members	✔	✔		
Create and manage Groups	✔	✔		
Create and manage Paths	✔	✔		
Assign Goals	✔	✔		
Access Analytics	✔	✔		✔
Access full catalog	✔*	✔*	✔*	✔*

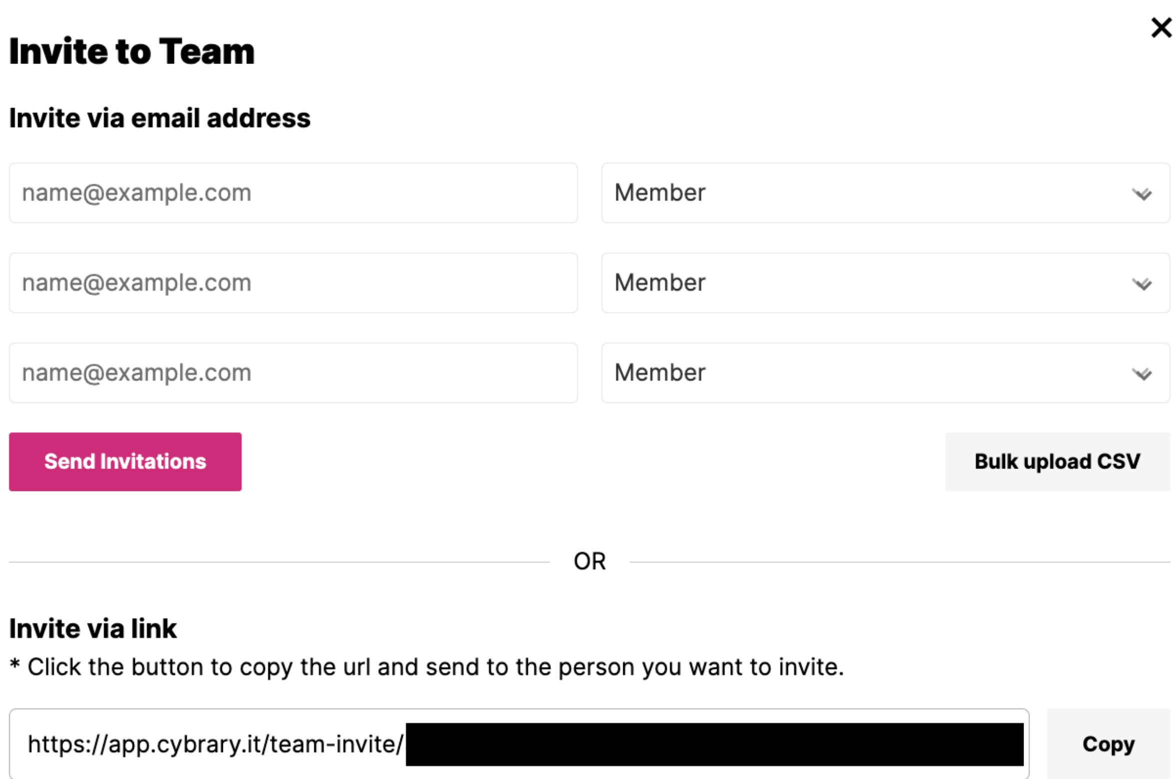
*with a licensed account

Inviting Members

To invite members to your team, click the +Invite to Team button. Remember, only owners and admins can do this.



A pop-up window will appear, and you will have two options to add members: via email address or via link.

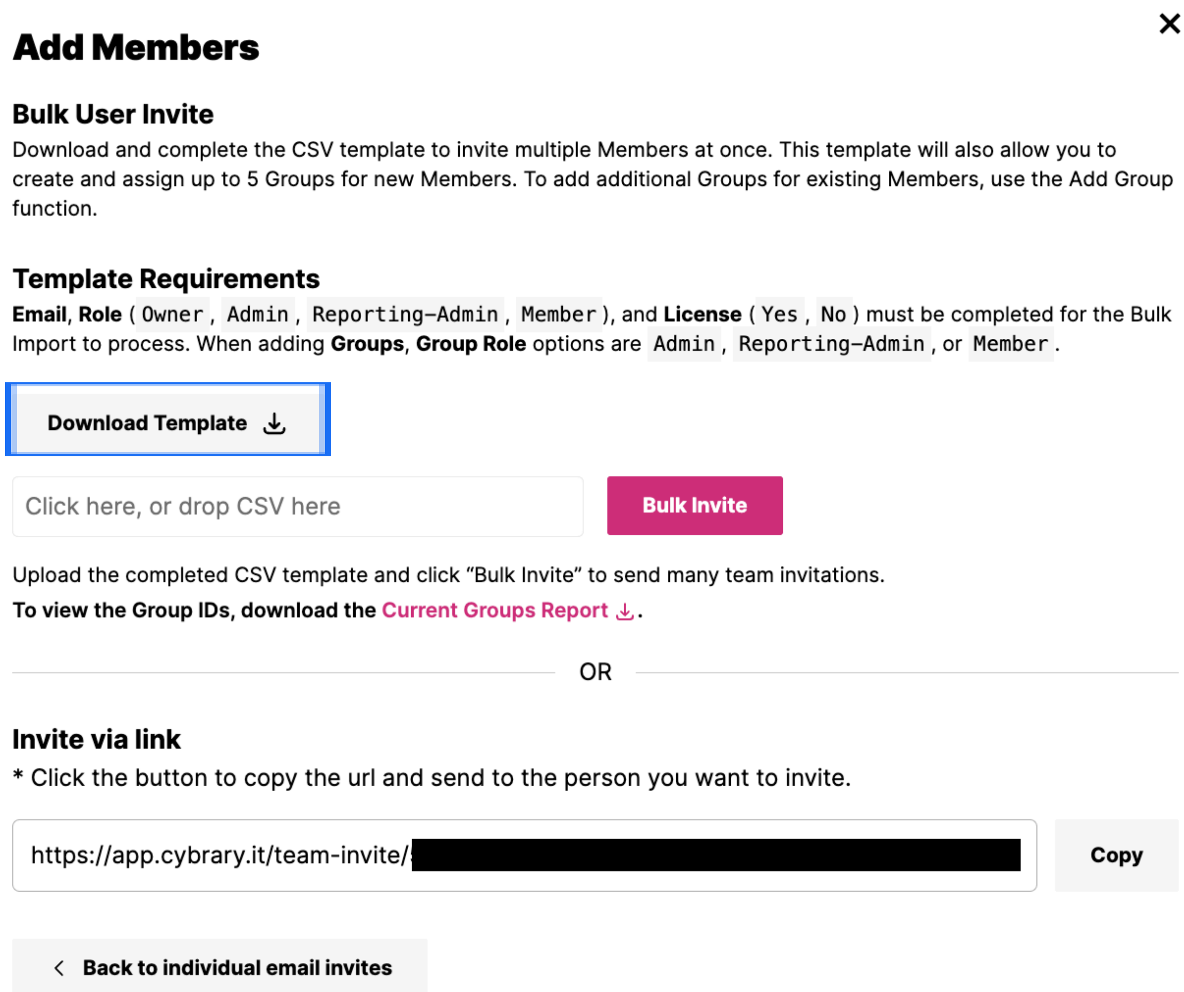


Invite via email address

To invite members via email address, add each person's email address, select their role [Member, Admin, Reporting Admin], and choose a license status [Licensed, Unlicensed] before clicking Send Invitations.

Bulk Invite

To invite a group of more than three members to the team via email address, click the "Bulk upload CSV" button, and a new window will open.



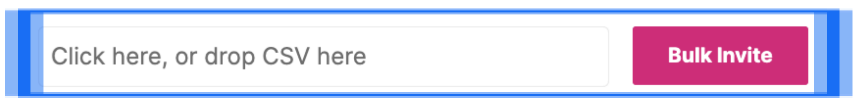
Next, click the "Download Template" button. To complete the template add the following information:

- Column A: Add the Member's Email
- Column B:Add the Member's Role [Owner, Admin, Reporting-Admin, Member]
- Column C: Decide if the Member will get a License [Yes, No]
- Column D: Fill in the Member's Job Title
- Column E: Indicate if the Member is a Supervisor [Yes, No]

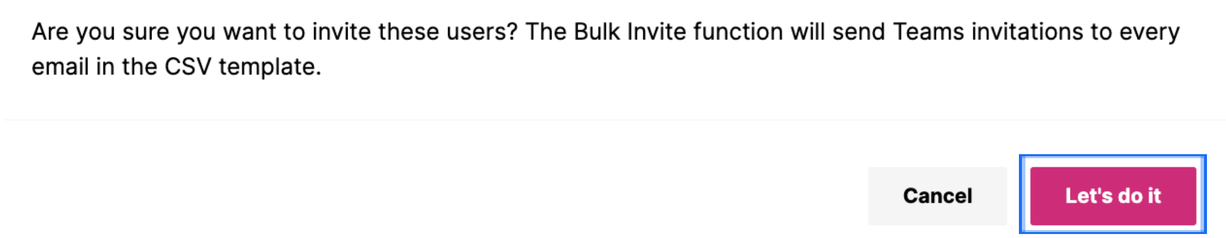
If you want to create Groups, add the Group Name to Column F for any Member who should be added. In Column G, you'll add their Group Role [Admin, Reporting-Admin, or Member]. Repeat this process for any other Groups you want to create. If a Member will be added to multiple groups, add the Group Name and Group Role to Columns H and I or J and K respectively.

	A	B	C	D	E	F	G
1	Email	Role	License (Yes/No)	Job Title	Supervisor (Yes/No)	Group 1 Name	Group 1 Role
2	example@cybrary.it	Member	Yes	Software Engineer	No	Engineering	Member
3							

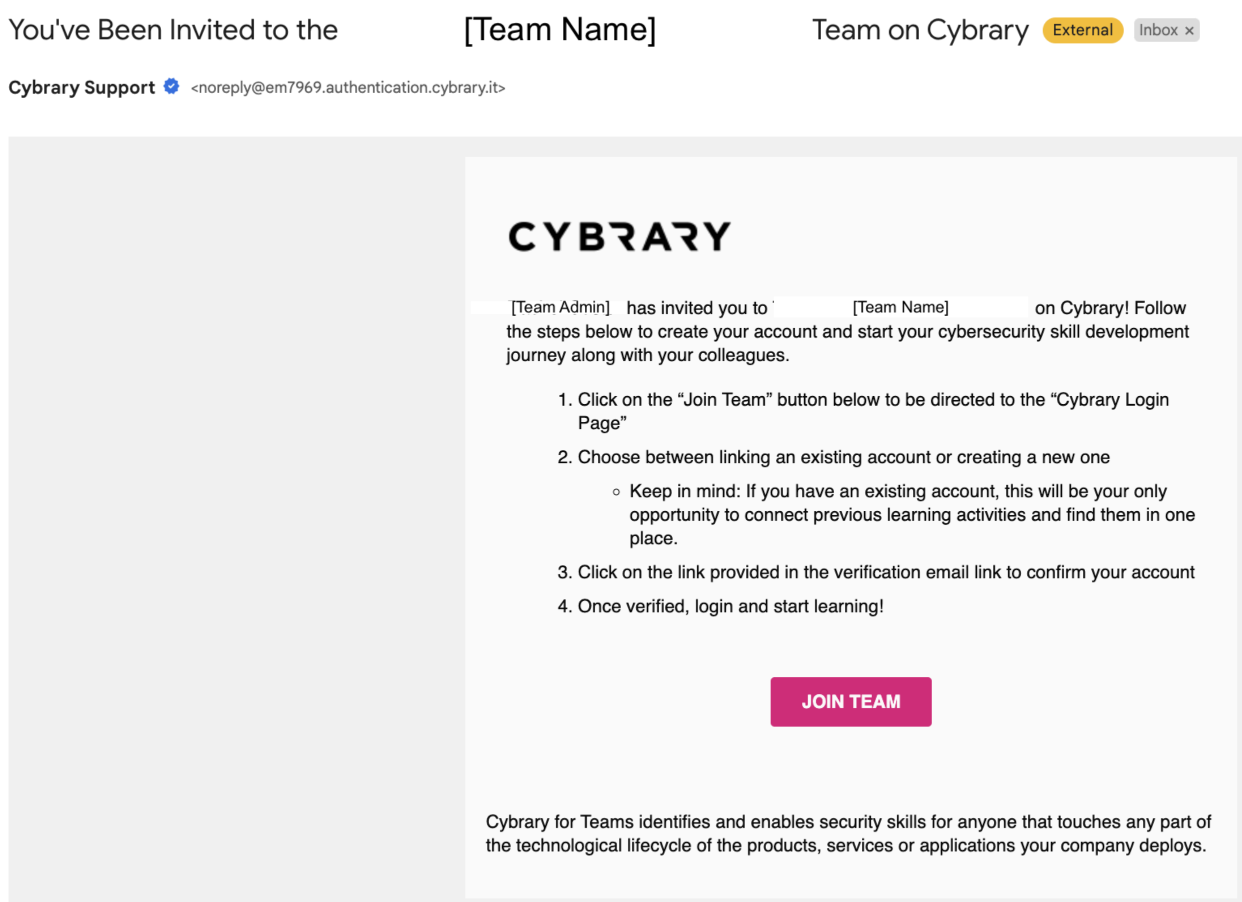
Once you have added all the Members you want to invite and all the Groups you want to create, save the file as a CSV. Upload the file in the “Click here, or drop CSV here” box and click the “Bulk Invite” button to send the invitations.



Confirm your upload by clicking "Let's do this".



New members will receive an email from Cybrary Support with directions on how to create their account. They may need to check their spam folder to find the message.


You've Been Invited to the [Team Name] Team on Cybrary External Inbox ×

Cybrary Support <noreply@em7969.authentication.cybrary.it>

CYBRARY

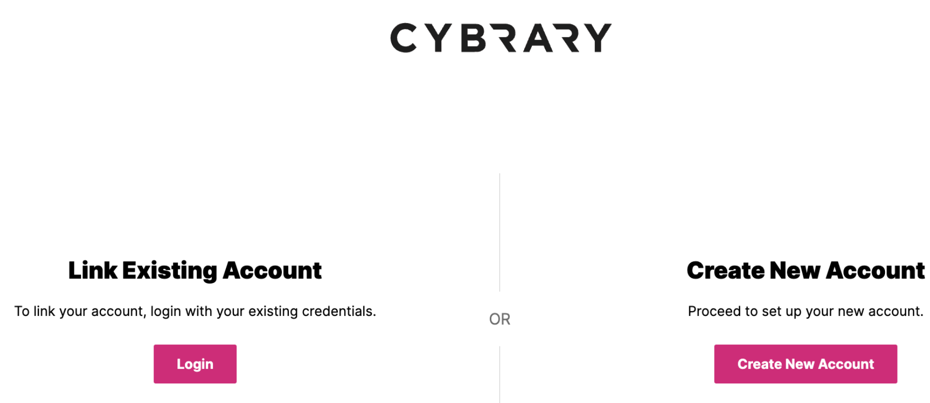
[Team Admin] has invited you to [Team Name] on Cybrary! Follow the steps below to create your account and start your cybersecurity skill development journey along with your colleagues.

1. Click on the "Join Team" button below to be directed to the "Cybrary Login Page"
2. Choose between linking an existing account or creating a new one
   - Keep in mind: If you have an existing account, this will be your only opportunity to connect previous learning activities and find them in one place.
3. Click on the link provided in the verification email link to confirm your account
4. Once verified, login and start learning!

JOIN TEAM

Cybrary for Teams identifies and enables security skills for anyone that touches any part of the technological lifecycle of the products, services or applications your company deploys.

Note: Members will have the opportunity to link an existing Cybrary account when they join your Team. If you would like them to create a new account so their only activity is what has been done with your company, you'll want to let your team know before you send out invites.



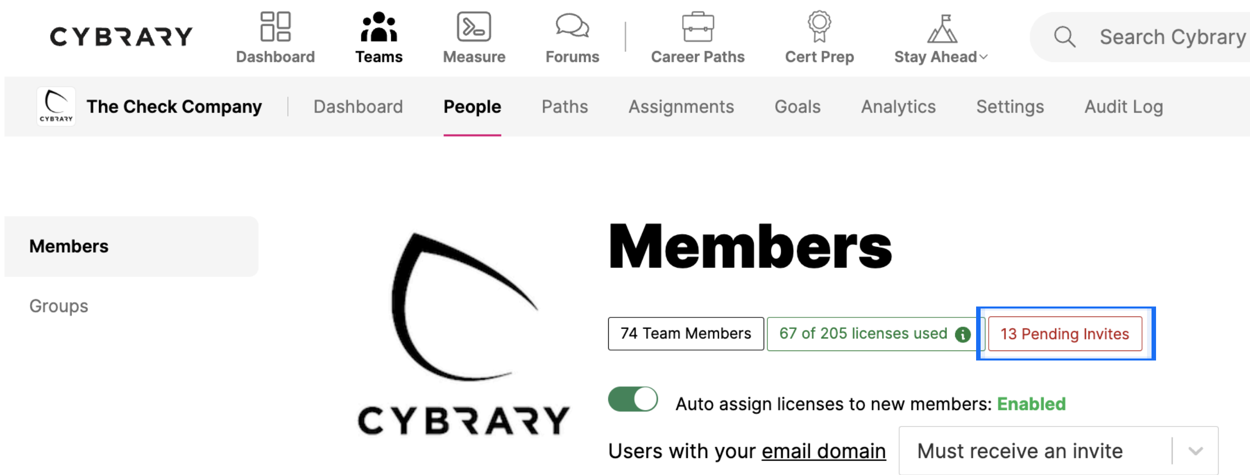
Invite via link

You can invite members to your team by sending them your unique team link. Copy the link found in the Invite to Team pop-up window.

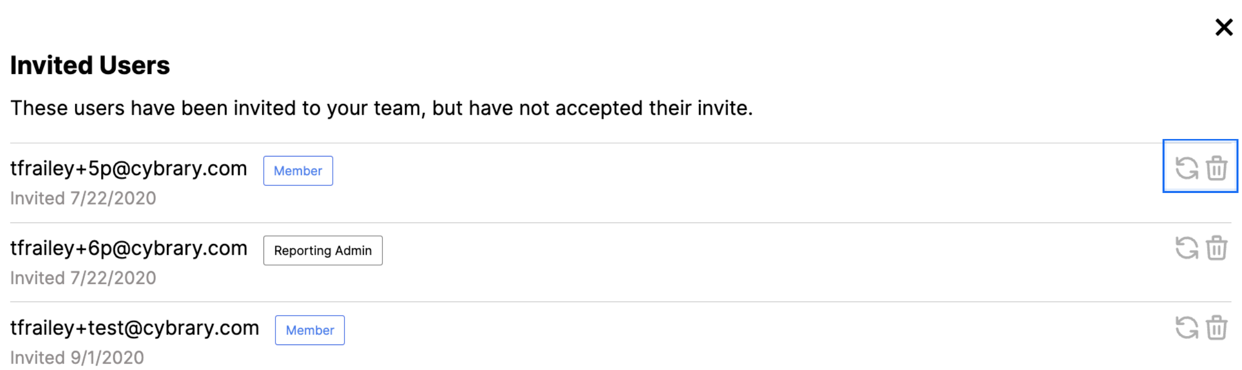
Note: with this option, individuals will automatically be added with the Member role. If the Auto assign licenses to new members toggle is enabled, Members will automatically be granted a license; otherwise you will have to go back to the People tab and individually grant licenses to new Members once they have accepted their invite.

Pending Invites

To view pending invites, click on Pending Invites.

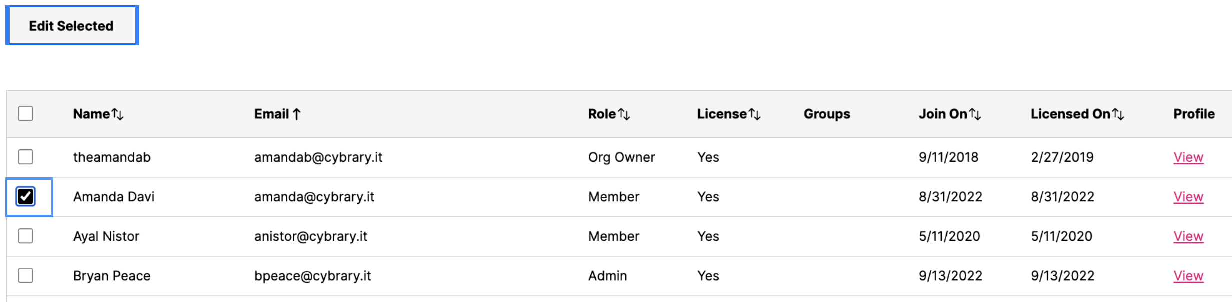


This will allow you to view a list of any invites that have not been acted upon. You can resend an invitation by clicking on the gray refresh icon to the right of the member's email address, or you can delete an invitation by clicking on the gray trash can icon.



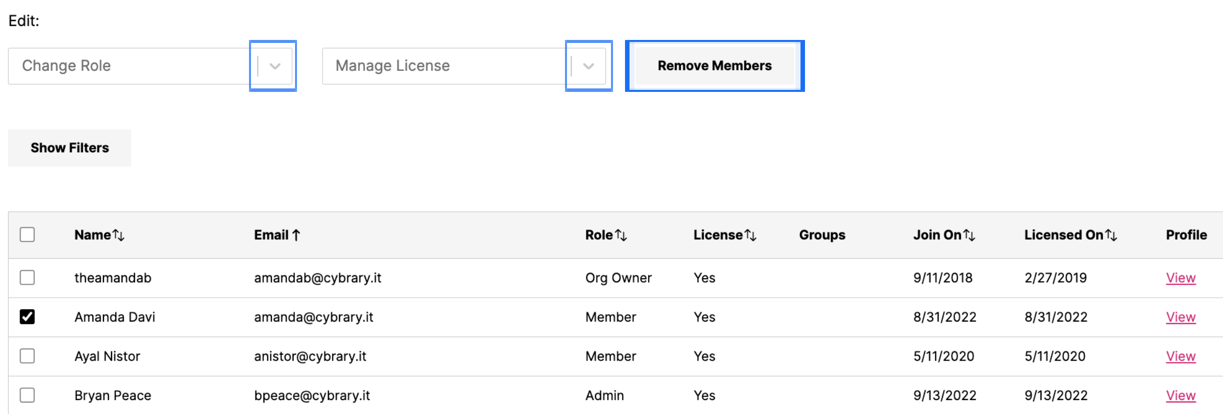
Editing Members

To change a Member's role, grant or revoke their license, or remove Members from the team completely, you will need to select the checkbox to the left of their name in the Member list.



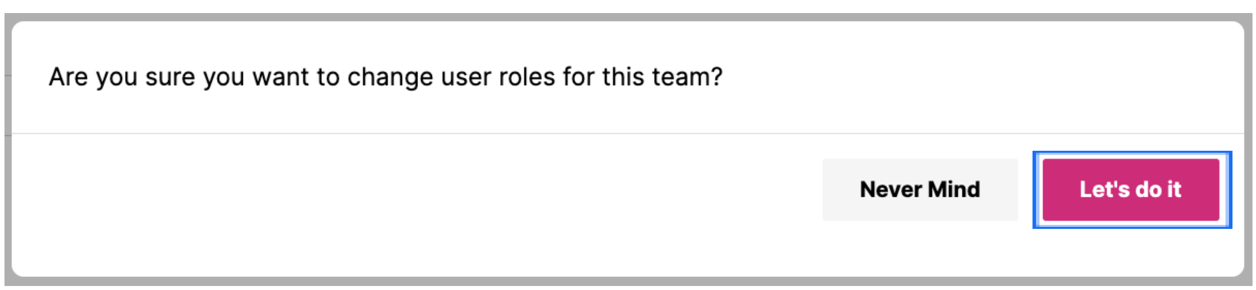
	Name	Email	Role	License	Groups	Join On	Licensed On	Profile
☐	theamandab	amandab@cybrary.it	Org Owner	Yes		9/11/2018	2/27/2019	View
☑	Amanda Davi	amanda@cybrary.it	Member	Yes		8/31/2022	8/31/2022	View
☐	Ayal Nistor	anistor@cybrary.it	Member	Yes		5/11/2020	5/11/2020	View
☐	Bryan Peace	bpeace@cybrary.it	Admin	Yes		9/13/2022	9/13/2022	View

Once you have selected the Member you would like to edit, click Edit Selected to view the edit functions.



	Name	Email	Role	License	Groups	Join On	Licensed On	Profile
☐	theamandab	amandab@cybrary.it	Org Owner	Yes		9/11/2018	2/27/2019	View
☑	Amanda Davi	amanda@cybrary.it	Member	Yes		8/31/2022	8/31/2022	View
☐	Ayal Nistor	anistor@cybrary.it	Member	Yes		5/11/2020	5/11/2020	View
☐	Bryan Peace	bpeace@cybrary.it	Admin	Yes		9/13/2022	9/13/2022	View

Use the drop-down menu or button to make your change. A pop-up will appear to confirm the selection you are making.



Click “Let’s do it” to proceed with the change or “Never Mind” to return to the editing options.

Bulk Editing: Need to perform the same edit for multiple members of your team? Use the filter and sort features to find the members you want to edit and select the check box in the header row to select all. Click Edit Selected and proceed as you would to edit an individual member.

Groups

It may be useful to organize your team into groups. This feature allows for additional roles, the ability to assign the same goal(s) to multiple members, and the option to view data by group.

Group Roles & Permissions

Group Admin: A Group Admin has many of the same permissions as a Team Admin, but only for the group(s) where they are an Admin. They can:

- View all members in the group
- Invite members to the group
- Remove existing group members
- Create and manage group goals
- Create and manage group paths
- View group reporting

Group Reporting Admin: has the ability to report on all members of the group.

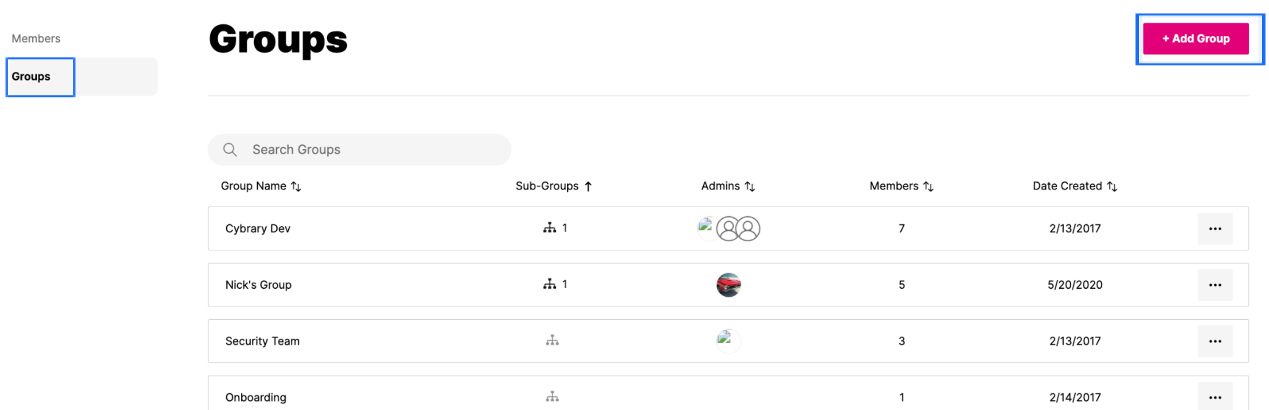
- View all members in the group
- View group reporting

Group Member: Member of the group, but cannot make changes or view reports

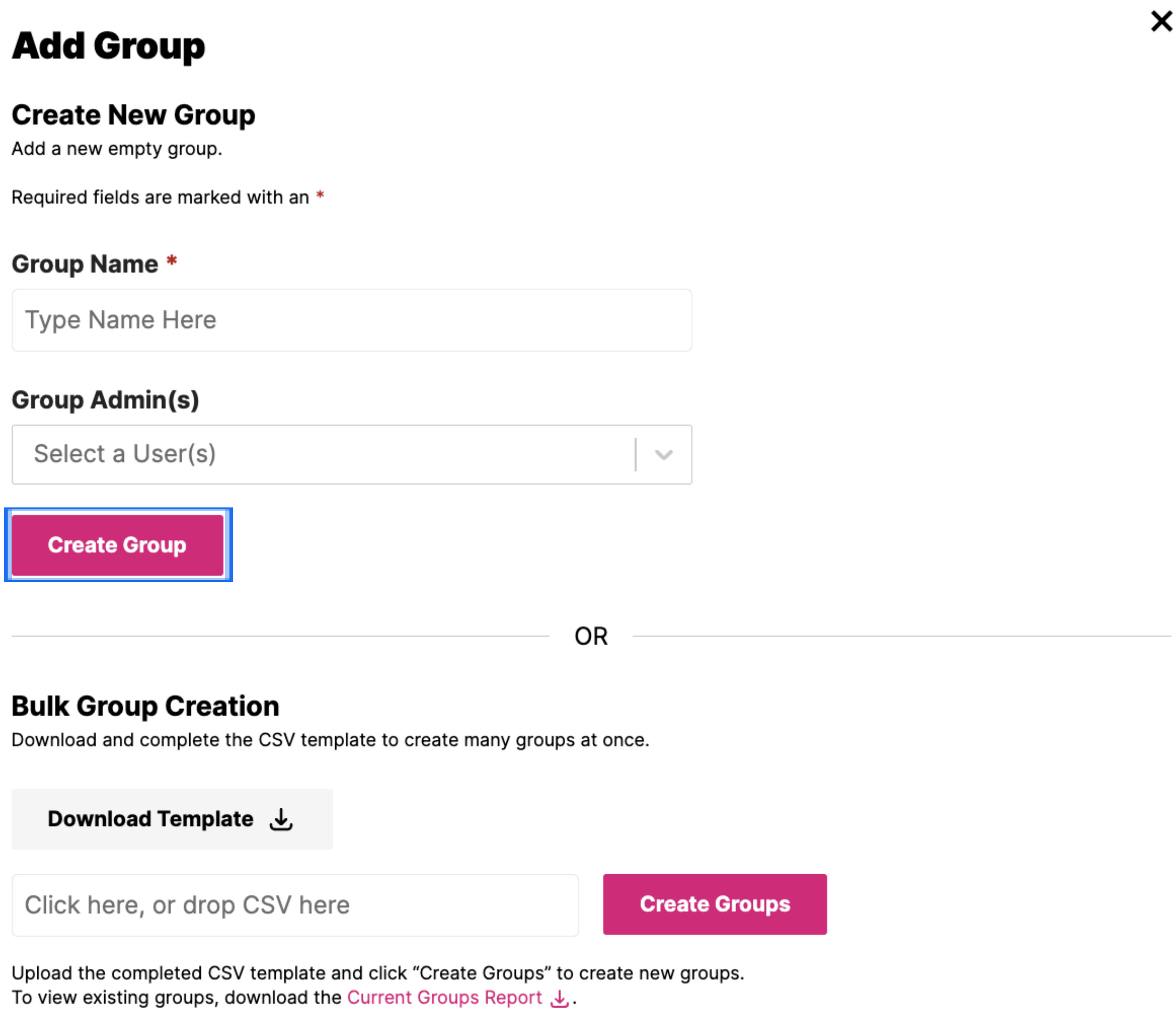
Roles and permissions in Groups cascade down. For example, if a user is a Group Admin in one group, they are also a Group Admin in any sub-groups of that group.

Creating Groups

To create a group, click on Groups in the left-side navigation, then Add Group.



A new window will appear.



Add the group name, select a group admin, and click Create Group.

Bulk Group Creation

To create multiple groups at once, download the Bulk Group Creation template from the Add Group window.

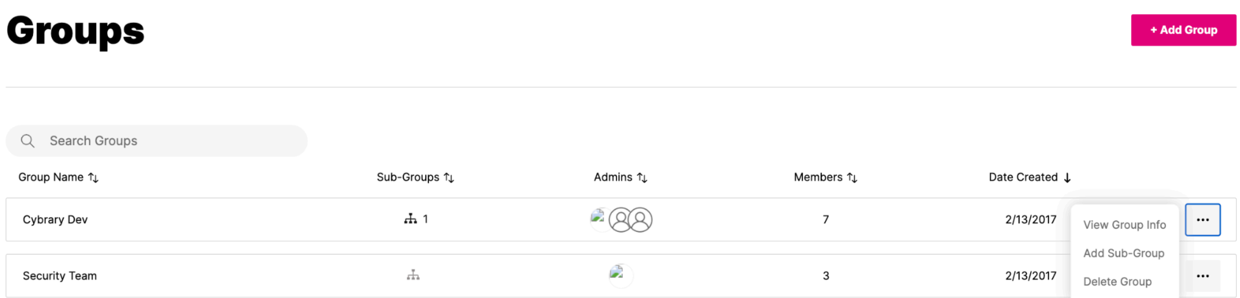
cybrary_group_import

Name	Parent Row
Group 1	
Group 1-a	2
Group 1-b	2
Group 2	
Group 2-a	5
Group 2-a-i	6

In the Name column, enter the names of the groups you want to create. Leave the Parent Row column blank for groups; enter 2 in the Parent Row if you want to create a sub-group.

Editing Groups

If you want to make changes to a group, click the three dots icon at the end of the row to view group info, add a sub-group, or delete the group.



View Group Info

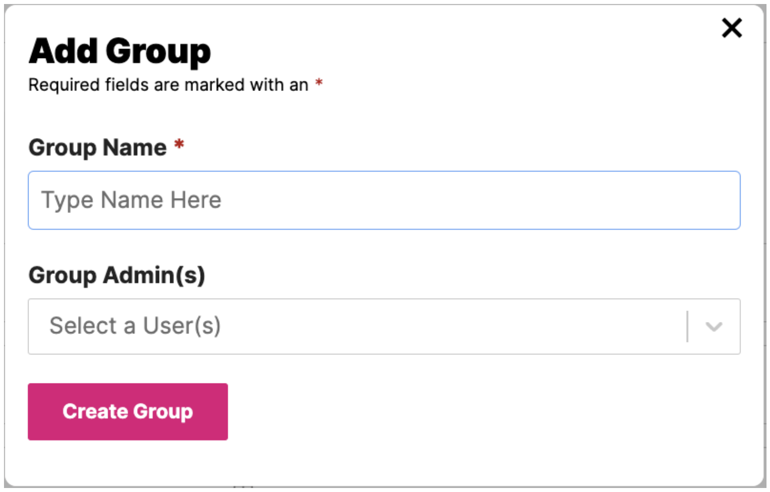
This is where you will see a full list of who is on your team. You have the option to search for individual members, or you can filter group members by role or license status. In addition to filtering the list of members, you can also sort the columns by:

- Name (A to Z or Z to A)
- Email (A to Z or Z to A)
- Role (Group Admin, Group Member, Group Reporting Admin)
- License (Yes to No or No to Yes)
- Join On (Newest to Oldest or Oldest to Newest)
- Licensed On (Newest to Oldest or Oldest to Newest)

The Profile column provides a link to view data for the individual group member.

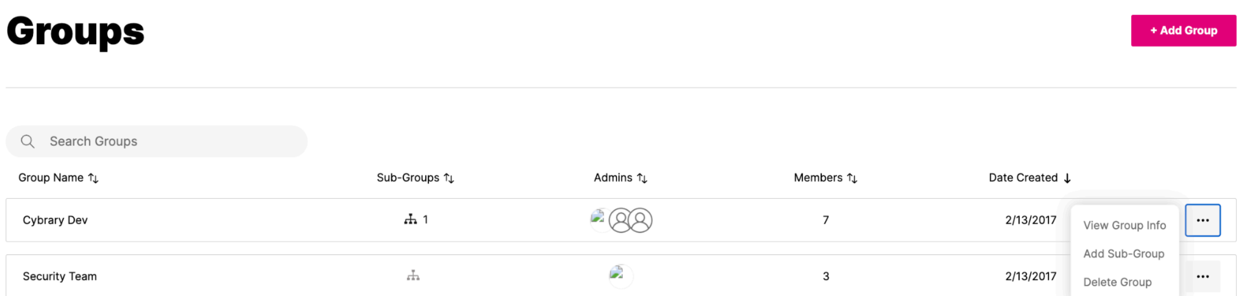
Add Sub-Group

For some teams, it may be helpful to add another level of hierarchy by creating sub-groups. From the Groups page (People > Groups), click the three dots icon at the end of the row for the group you want to add a sub-group to. A new window will open.

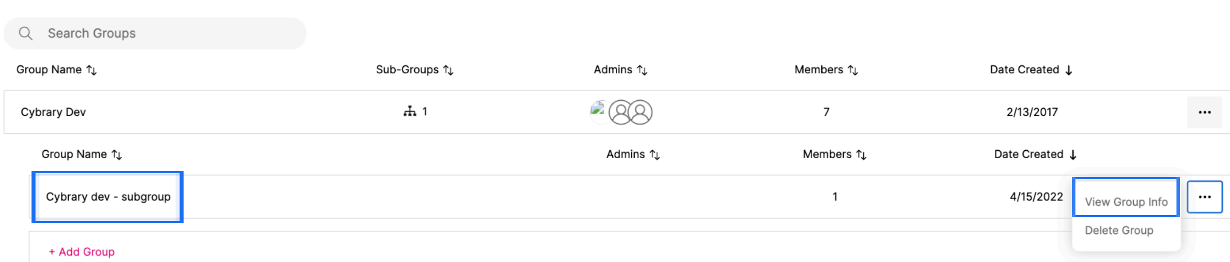


Add a name for the sub-group and select a group admin from the drop-down list. Then click Create Group.

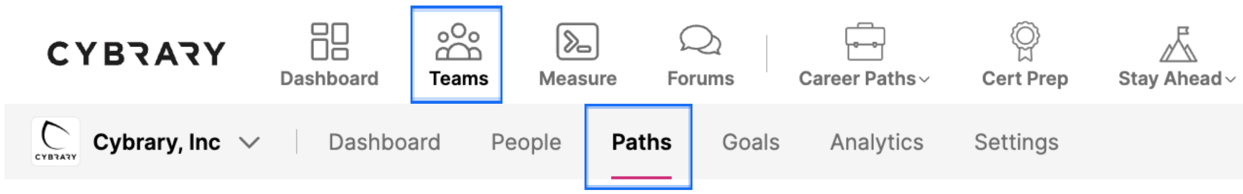
To view sub-groups, click on the hierarchy icon in the sub-group column of the Groups list.



To add members to the sub-group, click on the sub-group name or click the three dots icon at the end of the row for the sub-group you want to edit.



PATHS



Paths are curated sets of content. You can create a custom path or choose from one of our Assessment Paths or our Cybrary Paths, many of which are aligned to the NICE/NIST Framework and DoD 8140/8570 standards.

My Paths

This is where you will see any Paths that you have created. To create a path, click +Add Path.

Give your path a title and brief description. Next, click Add Item to search the catalog and select the courses, labs, practice tests, or assessments you want to include.

Once you have selected all of the learning activities, click Save Path. Your Path will appear in both the My Paths and Team Paths area and can be added to Goals.

Alternatively, you can discuss custom Paths with your Customer Success Manager (CSM). They can work with the Content team to build a Path that meets your team's needs.

Assessment Paths

- **IT and Cybersecurity Foundations**
    - This path is designed to assess your knowledge and skills for entry-level IT and Cybersecurity job roles.
- **SOC Analyst**
    - Assess your knowledge and skills for the SOC Analyst job role to identify areas for improvement and measure your growth.
- **Penetration Tester**
    - This path is designed to assess your knowledge and skills for an entry-level Penetration Tester.

Team Paths

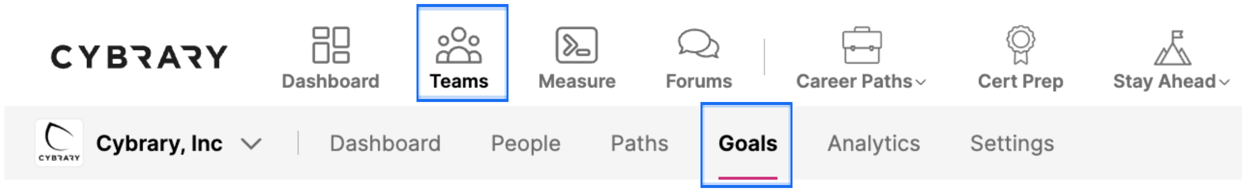
Any paths created by members of your team will show up here. You will be able to view the path, use the path in a goal, or copy the path and create a new version.

Cybrary Paths

Cybrary has created additional paths that you may find useful for your Team. You can can always use these as a starting point and add or remove courses to best fit your teams needs.

> **Pro Tip: Search "NICE" to see that paths that have already been created to align with these work roles.**

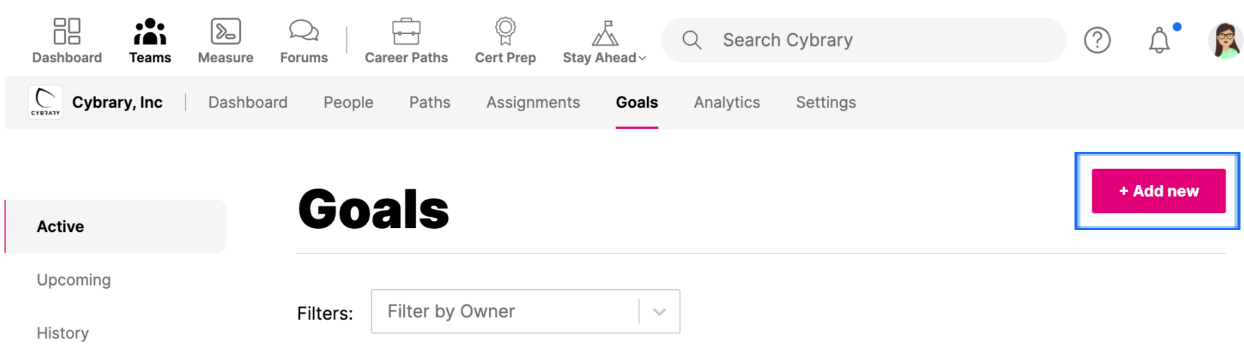
GOALS



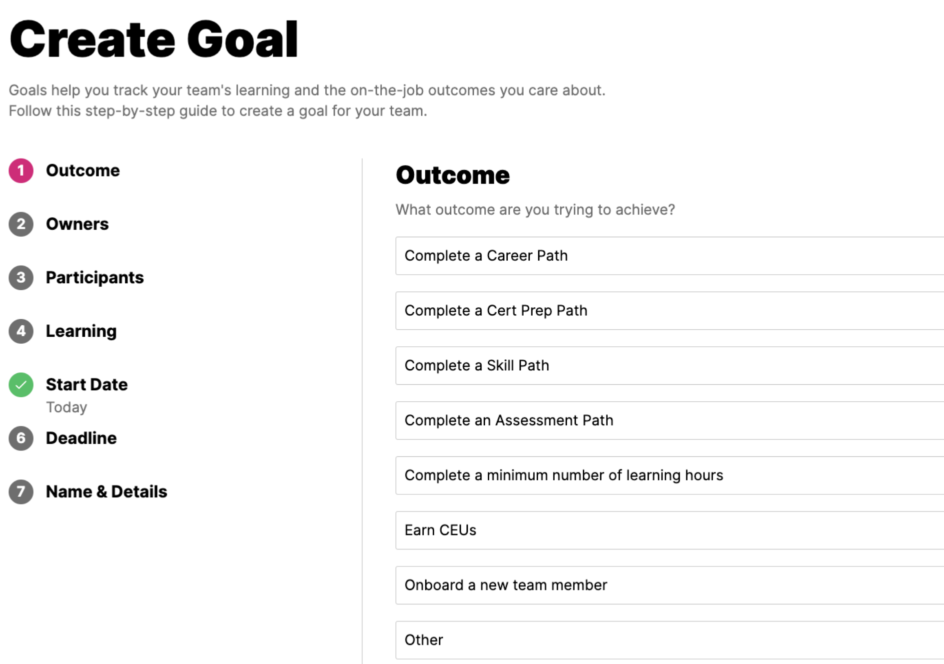
The Goals feature helps you to keep your team focused on specific outcomes, allows you to measure their progress, and keeps members motivated by giving them timely and realistic tasks to complete.

Creating Goals

To create a Goal, click the +Add new button in the top right corner of the Goals page.



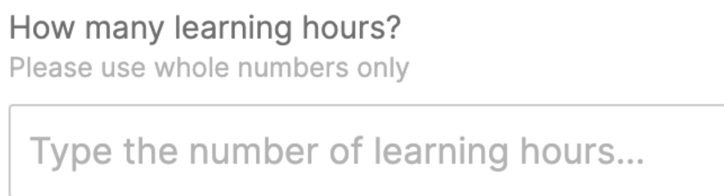
A new window will open where you can select the outcome, owners, participants, learning, start date, deadline, and give the goal a name with details.



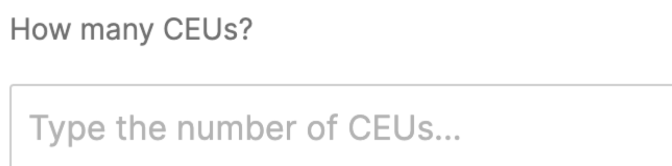
1) Outcome: What outcome are you trying to achieve?

    a) Complete a Career Path
    b) Complete a Cert Prep Path
    c) Complete a Skill Path
    d) Complete an Assessment Path
        i) Assessment Path or Assessment
    e) Complete a minimum number of learning hours
        i) Path, Course or learning activity, Learner Decides
        ii) If you select Complete a minimum number of learning hours, the window will expand, allowing you to enter the number of hours you want members to complete.

    Note: This is the best option to use if you want Members to pass the asesssment with 85% or higher.



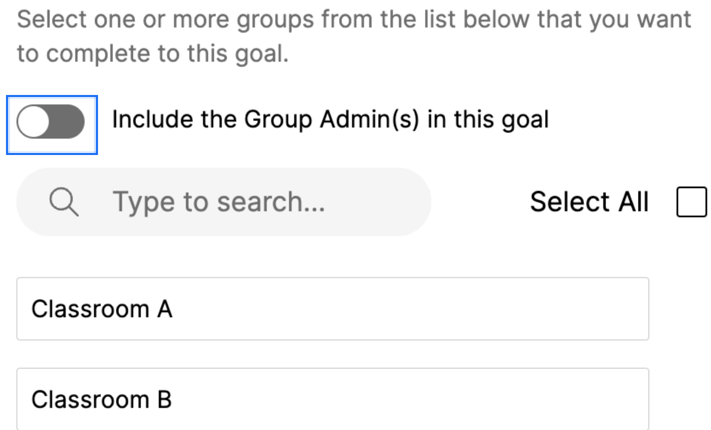
    f) Earn CEUs
        i) Path, Course or learning activity, Learner Decides
        ii) If you select Earn CEUs, the window will expand, allowing you to enter the number of CEUs you want members to complete.



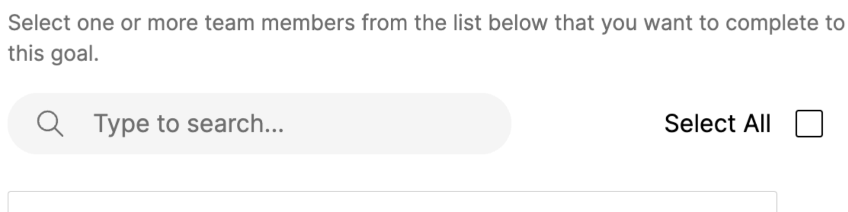
    g) Onboard a new team member
        i) Path, Course or learning activity
    h) Other
        i) Path, Course or learning activity

2) Owners: Who owns this goal? Owners can view the participant's progress and receive notifications. Select one or more team admins.

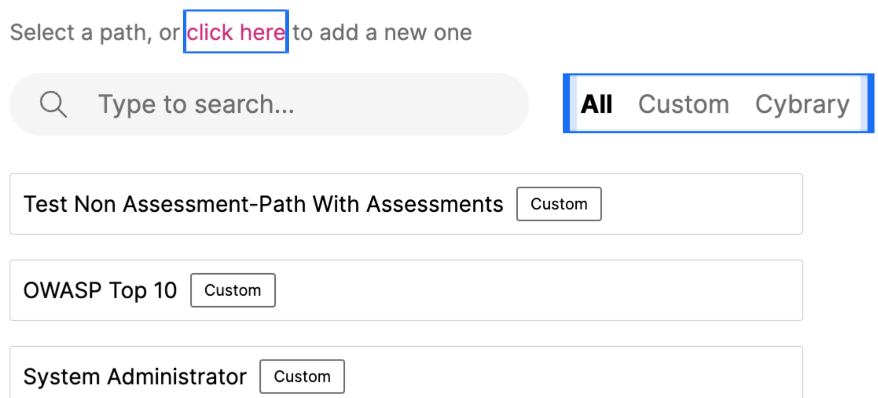
3) Participants: Who needs to complete this goal? Note: you can only select one option below. If you want to assign a goal to a team and individual members who are not on that team, you must create two separate goals.
    a) My entire team
    b) Group(s)
        i) If you select Group(s), the window will expand, allowing you to search for and select the group(s) to which you want to assign the goal. You can also toggle the button at the top to include the group admin in the goal.



c) Individual team member(s)
   i) If you select Individual team member(s), the window will expand allowing you to search for and select the members you want to assign the goal to.

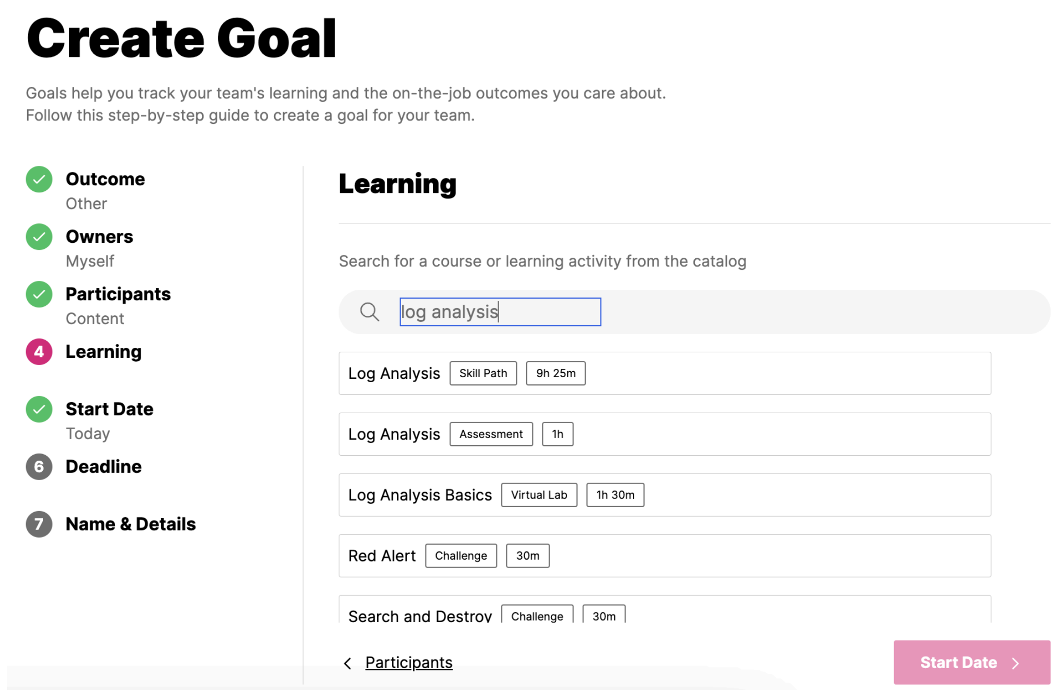


4) Learning: What learning do you want the participants to complete to achieve this goal? You can choose a path or search for a specific course or hands-on learning activity from the catalog.
   a) Path
      i) If you select Path, the window will expand allowing you to search for and select the path you want to assign for the goal. You can use the filter options to the right of the search bar to make it easier to find the path you are looking for. Alternatively, you can create a new path for the goal.

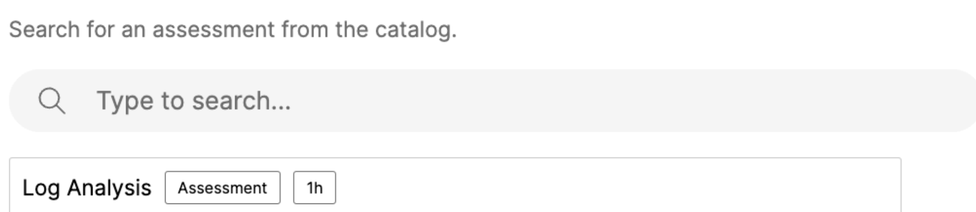


   b) Course or learning activity

i) If you select Course or learning activity, the window will expand allowing you to search for and select the course or learning activity you want to assign for the goal.



c) Assessment or Assessment Path
   i) If you select Assessment or Assessment Path, the window will expand allowing you to search for and select the Assessment or Assessment Path you want to assign for the goal.



5) Start Date: When should participants start working on this goal?
   a) Today
   b) On a specific date
      i) Goals set for a future date will appear in the Upcoming tab of your team's Goals page. Members will receive an email informing them of their new goal on its scheduled start date. Once they've started, they will receive periodic reminders encouraging them to continue making progress.

      ii) This feature lets you quickly set goals across your entire team or organization, plan training around significant projects or initiatives, and drive engagement by ensuring there's always something in the queue.

6) Deadline: When does this goal need to be completed?
    a) 30 days
    b) 60 days
    c) 90 days
    d) By a specific date
    e) No deadline

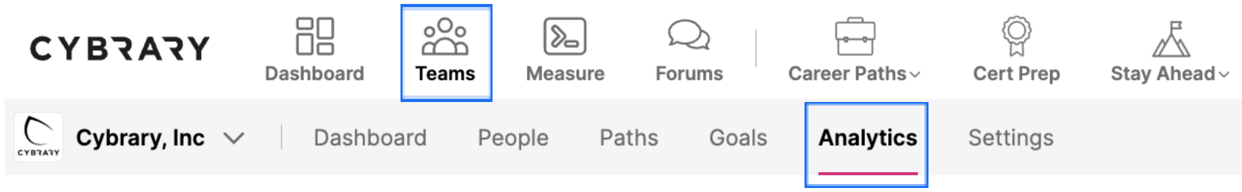
    We highly recommend setting a deadline for any goals you assign. This will help the members of your team make time to complete their learning goals.

7) Name & Details: Give your goal a name. Be specific so your team remembers what they are trying to accomplish. Here are some examples:
    a) Complete 5 Learning Hours/Month
    b) Prepare for the CISSP Certification
    c) Complete New Hire Training
    d) Complete Team Baseline Assessment

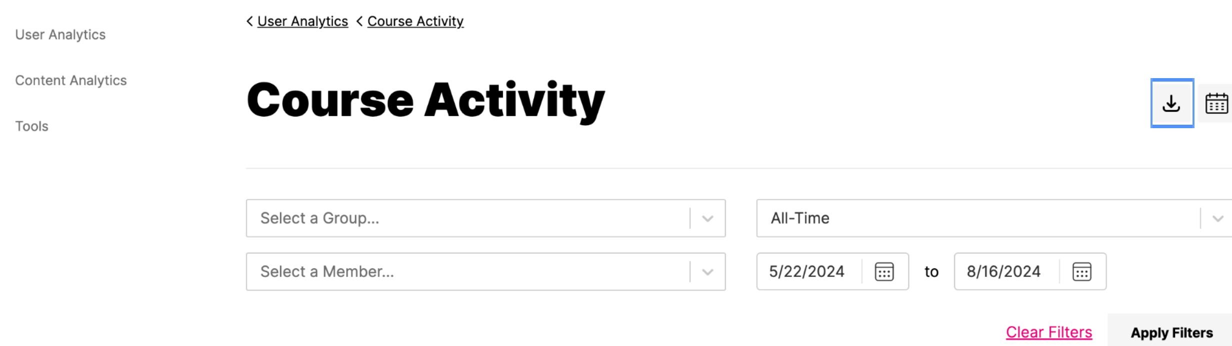
    Add any additional details about this goal that you would like your team to know (optional). This is a great opportunity to inform your team **why** this goal is important. Does this goal support a specific company value or key performance indicator (KPI)? Has this goal been successful for other members looking to prepare for a certification? Is this goal part of the member's professional development plan or considered during performance reviews?

Once a goal has been identified, each team member will receive an email notifying them of their goal on its scheduled start date. Once they've started, they will receive periodic reminders encouraging them to continue making progress. Goal owners will receive a weekly progress report for all active goals that they own, allowing them to visualize member or group learning progress on Cybrary. Alternatively, you can monitor goal progress from the Team Dashboard.

ANALYTICS



There are a number of reports available to Owners, Admins, and Reporting Admins. All reports can be filtered by groups, members, or time period. To download the report in a CSV file, click on the download icon in the top right corner.



User Analytics

- Courses
- Course Completion
  - Admins find this helpful if documentation is needed to show what learning a member or group has completed. A CSV file containing a list of all courses or PDF files of individual course certificates of completion can be dowloaded using this report.
- Learning Hours
- Learning Activities
- Member Activity
- CEU
- Master Performance Report

Content Analytics

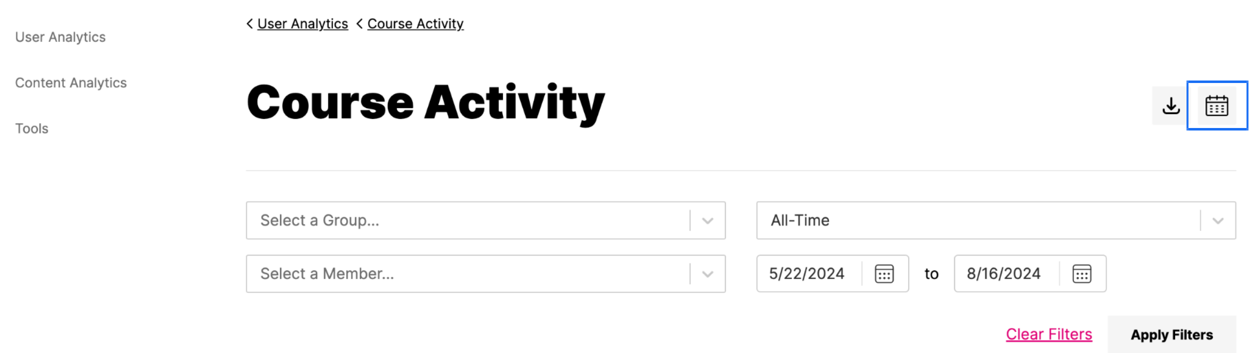
- Paths Report
- Courses
- Virtual Labs
- Challenges
- Assessments
- CyberVista Practice Tests

- iMocha Assessments
- Skillable Virtual Labs
- Skillable Assessments
- Infosec Learning Virtual Labs

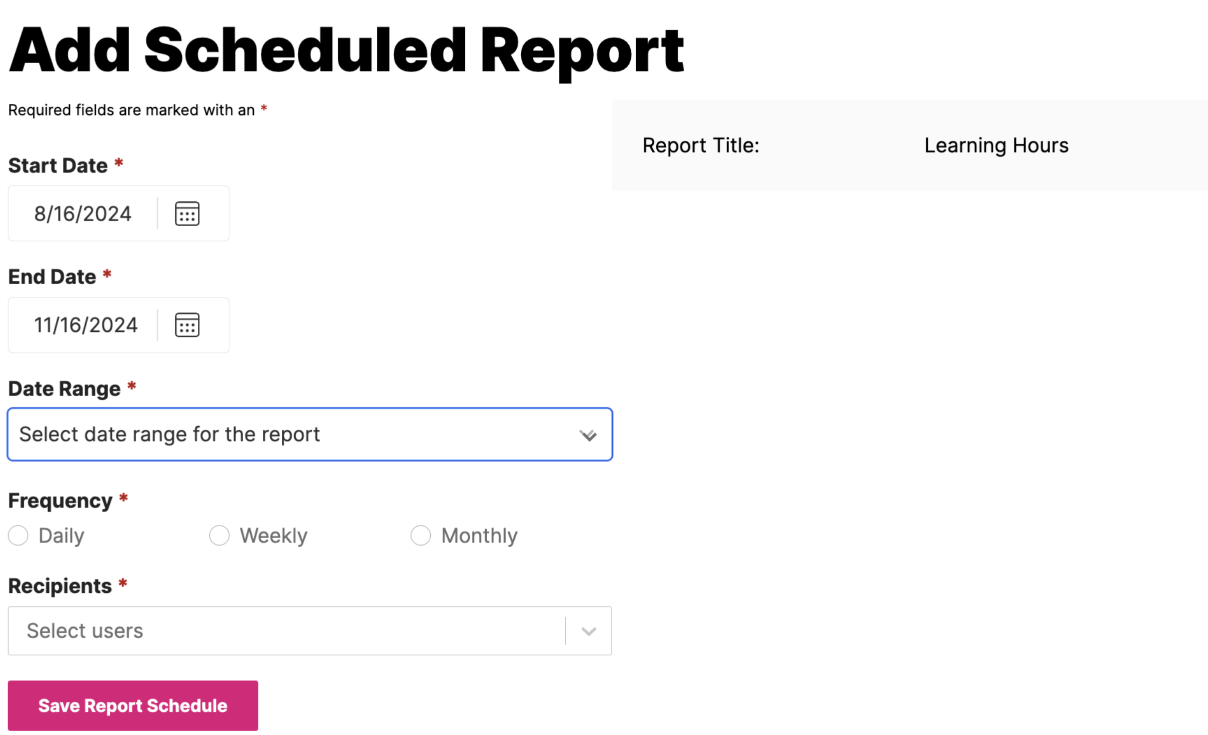
Tools

- Scheduled Reports

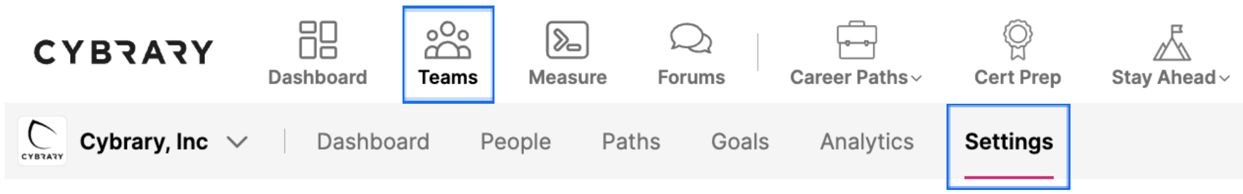
To schedule a report to run automatically, click the calendar icon at the top of the report you want to schedule.



A new page will appear where you can customize the timing, frequency, and recipients for the scheduled report.



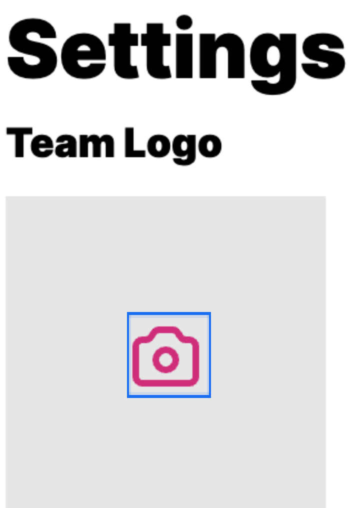
SETTINGS



Team Logo

Make your Cybrary team look and feel like home!

On the Settings tab, under Team Logo, click on the pink camera icon. A new window will open where you can drag and drop an image or click inside the dotted-line square to access the file picker and select an image to upload. Click Save Logo to finish. Accepted image types include jpeg, png, gif, or bmp. Max width and height is restricted to 300px.



Team Email Domains [Only available to Teams of 10+ Members]

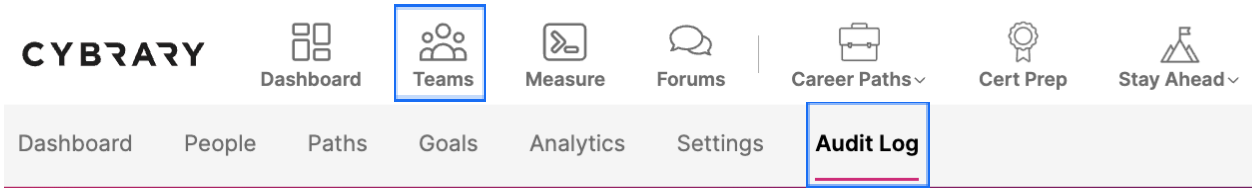
If you would like new members to be able join your team based on their email domain, ex: @cybrary.it, please contact your Customer Success Manager to have that feature enabled. You will have the option to decide whether people with your email domain can automatically join or if they must receive an invite.

Team SSO [Only available to Teams of 10+ Members]

Cybrary provides a seamless one-click sign-in experience using your existing SSO provider (Okta, Onelogin, Azure). This self-service integration can be easily configured using the industry standard SAML 2.0. Use the directions below for your respective SSO provide. If you don't know where to get started with Single-Sign On, talk to your company's IT staff.

- Configure SAML 2.0 SSO for Okta
- Configure SAML 2.0 SSO for OneLogin
- Configure SAML 2.0 SSO for Azure

AUDIT LOG



The audit log allows you to see what admin events are happening on your team. You can use the search bar to see what events an individual admin is responsible for, filter by date range, or type of event.

Event types include:

- Goal Created
- Goal Deleted
- Goal Updated
- Group Created
- Group Member Added
- Group Member Role Updated
- Team Invite Created
- Team Invite Resent
- Team License Seat Granted
- Team License Seat Revoked
- Team Member Revoked
- Team Member Role Updated
- Team Path Created
- Team Path Deleted
- Team Path Updated
- Team Updated

ONBOARDING CHECKLIST

Week 1

- ▢ Invite Members
- ▢ Connect SSO [if applicable]
- ▢ Upload Team Logo
- ▢ Remind Members to accept their invitation to Cybrary
- ▢ Create Groups if needed
- ▢ Create a Goal for each member

Week 2

- ▢ Review the Teams Dashboard; this is a something you'll want to do on a weekly basis (if not more frequently) to ensure your Team is making progress
- ▢ Continue reminding members to accept their invitation to Cybrary until everyone is onboarded
- ▢ Connect with your Customer Success Manager (CSM) or reach out to Customer Support Team at support@cybrary.it if you have questions or need assistance with setting up your Team

Week 3

- ▢ Take some time to explore the catalog and try out a course for yourself!
- ▢ Check in with your Team. How has their experience been with the platform?
    - ☐ Connect with your Customer Success Manager (CSM) or reach out to Customer Support Team at support@cybrary.it for support
- ▢ Review our Best Practices for Engagement to ensure your Team maximizes their Cybrary experience

Quarterly

- ▢ Review Goals; assign new Goals as needed
- ▢ Review Member list; update as needed
- ▢ Review Groups; update as needed
- ▢ Celebrate your Team's achievements!

RESOURCES

Best Practices for Engagement

- **Required Learning Hours:** Learners must complete at least 5 learning hours per month on the platform to maintain their license. While this requirement may sound harsh, it helps ensure that your team engages with the content regularly, keeping their skills up to date and your organization protected.

- **Monthly Lunch & Learn:** Set aside one hour each month and choose a lab that everyone on the team will complete. Hang out in the conference room over lunch and see who can finish first. If you are able, offer a small incentive for the winner.

- **Key Performance Indicators (KPIs):** Does your team use KPIs to measure their progress and hold each other accountable for completing initiatives? Add learning to your KPIs! This helps the team prioritize learning just like any other project they are assigned. Managers can review learning progress in one-on-one meetings and during your evaluation/feedback process so that dedication to learning is considered when promotions are discussed.

- **Create a Learning Plan:** Ask your team to create a learning plan *before* they are assigned a Cybrary license. This allows them to review the available content and be intentional about how they will use Cybrary to further their learning.

- **Learning Hours Contest:** At the end of each month or quarter, head to the Teams Dashboard and see who clocked the most learning hours. If you are able, offer a small incentive for the winner or do a public shoutout that recognizes those who are making time for learning.

How to Build a Future-Proof Cybersecurity Skills Development Program - a Guide