



Viva Glint: Ask the Expert series

June 25, 2024

Agenda

- Welcome & Introductions
- Data File Preparation and Troubleshooting
- Q&A

Today's hosts:



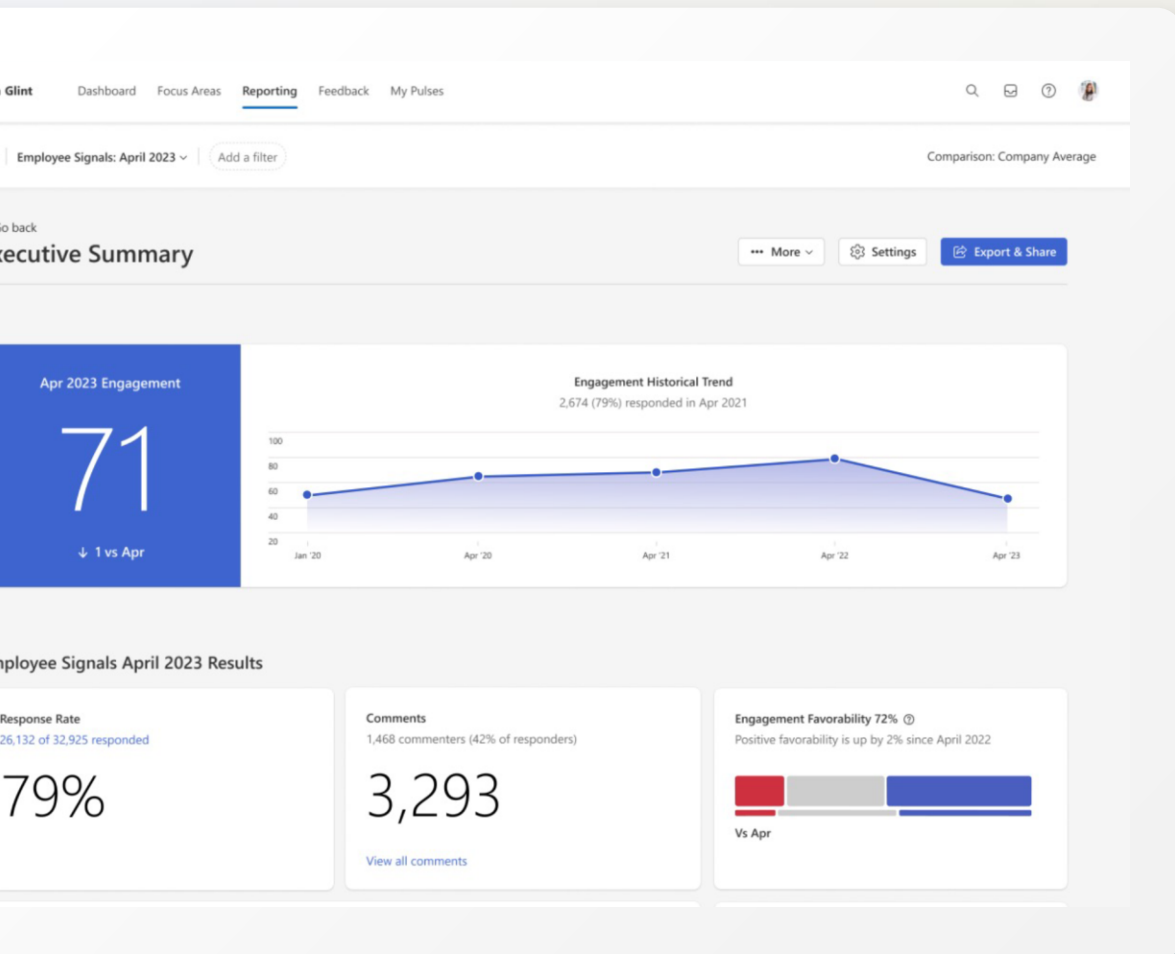
Alicia Weixelman
Customer Empowerment
Program Manager
Nebraska, USA



Stephanie Smith
Principal Customer Experience
Program Manager
Nebraska, USA

and meeting moderators Kathryn Bowen and Meg Roberts

Employee data in Viva Glint:



Lay the **foundation** for employee sentiment insights



Are instrumental in surveying the **right employees at the right time**



Allow leaders to precisely **filter data and take action**

Average data preparation and upload timeline

Week 1

- Review [requirements](#) and best practices
- Set a meeting with internal [stakeholders](#)
- Contact IT for:
 - [SFTP connection items](#)
 - [Allowed list](#) updates

Week 2

- Meet with [stakeholders](#)
- Decide on [final file layout](#) and format with the [Attribute Template](#)
- Select an [upload method](#)
 - In platform
 - Secure file transfer protocol (SFTP)

Week 3

- Prepare an HRIS file
- [Review data](#) file for alignment with requirements
- Set up [attributes](#)
- [Load data](#) to Viva Glint
- [Troubleshoot](#) issues

Ongoing

- [Quality checks](#) for data accuracy/consistency
- [Regular file uploads](#) to keep employee data current
- [Update attributes](#) in Glint for new data

Potential stakeholders: HR information system vendor, IT, security, HR business analysts, employee engagement team

Attributes

Attributes are specific information you provide to Viva Glint about employees

Restrictions:

- Up to **100** Custom Attributes
- Attribute labels & values are truncated at **64 characters**

Usage:

- Some Attributes are **required** to create an employee profile
- Used for **filtering** in Reports
- Can be **constrained by Role** and **Permissions**
- Attributes can be used for **specific purposes** – Distribution Lists, Role Assignment, Time Zone, Language, Lifecycle surveying

Keep in mind:

- The **confidentiality threshold** is always enforced. If it isn't met data, will not display
- Think about **consistency** as data trends over time

The image displays three overlapping 'Filter By' dialog boxes from a software interface. Each dialog has a title bar and a list of filter options with checkboxes. The top-left dialog is titled 'Filter By' and shows 'Age Grouping' with a back arrow and a list of age ranges: <25, 25-29, 30-34, 35-39, 40-44, 45-49, and 50-54. The top-right dialog is also titled 'Filter By' and shows 'Gender' with a back arrow and two options: Female and Male. The bottom dialog is titled 'Filter By' and shows 'Cost Centre' with a back arrow and a list of cost center codes: 10010, 10414, 11140, 11149, 12960, 16862, and 17123. Each dialog has 'Cancel' and 'Done' buttons at the bottom right.

Data preparation & review

Build your employee data file

- Meet with **stakeholders** to decide on:
 - Required/recommended/derived attributes
 - Hierarchy attributes
 - Optional system attributes
 - Custom attributes
- Be thoughtful about **attribute values'**:
 - Consistency
 - Unique value count and confidentiality thresholds
 - Appearance in and value as report filters

File Format (.csv or .xlsx): .csv						
Example Attribute Header Row						
Attribute Label	Data Type	Hierarchy (Yes/No)	Hierarchy Level	Hierarchy Label	Date Format	Contains leading zeros? (Y/N)
Status	String	No	N/A	N/A	N/A	N/A
Email	String	No	N/A	N/A	N/A	N/A
Employee ID	String	No	N/A	N/A	N/A	Y
First Name	String	No	N/A	N/A	N/A	N/A
Last Name	String	No	N/A	N/A	N/A	N/A
Manager ID	String	System calculated	N/A	N/A	N/A	Y
Region	String	Yes	1	Location	N/A	N/A
Country	String	Yes	2	Location	N/A	N/A
State	String	Yes	3	Location	N/A	N/A
City	String	Yes	4	Location	N/A	N/A
Hire Date	Date	No	N/A	N/A	N/A	N/A
Language Code	String	No	N/A	N/A	N/A	N/A
Time Zone	String	No	N/A	N/A	N/A	N/A

Use the example above as a guide to complete the items in the section below. Before setting up your attributes in Viva Glint, use this document to confirm your:

- file format.
- a list of attributes that you will send in your employee data file (Column A).
- additional information about each attribute (Columns B-G).

File Format (.csv or .xlsx):						
Attribute Header Row						
Attribute Label	Data Type	Hierarchy (Yes/No)	Hierarchy Level	Hierarchy Label	Date Format	Contains leading zeros? (Y/N)



Build your employee data file: requirements and recommendations

Required

Strongly recommended

Strongly Recommended

First Name	Last Name	Employee ID	Email Address	Status	Manager ID	Hire Date	Birth Year	Term Date	Voluntary
User	One	11111	userone@contoso.com	ACTIVE		2021/03/16	1980		
User	Two	22222	usertwo@contoso.com	ACTIVE	55555	2020/02/01	1991		
User	Three	33333	userthree@contoso.com	ACTIVE	22222	2010/05/30	1975		
User	Four	44444	userfour@contoso.com	ACTIVE	22222	2015/06/01	1956		
User	Five	55555	userfive@contoso.com	ACTIVE	88888	2016/07/27	1985		

Tips

- Use the [Employee Attribute Template](#) for date format guidance in .xlsx files to avoid upload errors.
- Use Viva Glint derivations to create Manager Hierarchy (based on Employee ID + Manager ID), Tenure (based on Hire Date), and Age Group (based on Birth Year).

Build your employee data file: hierarchy attributes

Required

First Name	Last Name	Employee ID	Email Address	Status
User	One	11111	userone@contoso.com	ACTIVE
User	Two	22222	usertwo@contoso.com	ACTIVE
User	Three	33333	userthree@contoso.com	ACTIVE
User	Four	44444	userfour@contoso.com	ACTIVE
User	Five	55555	userfive@contoso.com	ACTIVE

Location hierarchy levels

Region	Country	Office
NAMER	US	Chicago
NAMER	US	New York
NAMER	Canada	Toronto
EMEA	Spain	Madrid
APAC	Japan	Tokyo

Team hierarchy levels

Division	Team
Executive	CEO
Customer Success	Customer Experience
Customer Success	Customer Experience
Customer Success	Customer Experience
Customer Success	Customer Experience

Build your employee data file: optional system attributes

Required

First Name	Last Name	Employee ID	Email Address	Status
User	One	11111	userone@contoso.com	ACTIVE
User	Two	22222	usertwo@contoso.com	ACTIVE
User	Three	33333	userthree@contoso.com	ACTIVE
User	Four	44444	userfour@contoso.com	ACTIVE
User	Five	55555	userfive@contoso.com	ACTIVE

Optional system attributes

Dashboard Language	Survey Language	Time Zone	Personal Email
en_US	en_US	America/Chicago	
en_US	en_US	America/New_York	
en_US	en_US	America/Toronto	
es_ES	es_ES	Europe/Madrid	
ja_JP	ja_JP	Asia/Tokyo	u5@gmail.com

Tip

Use Personal Email to reach out to exiting employees who may no longer have access to work email accounts.

Build your employee data file: custom attributes

Required

First Name	Last Name	Employee ID	Email Address	Status
User	One	11111	userone@contoso.com	ACTIVE
User	Two	22222	usertwo@contoso.com	ACTIVE
User	Three	33333	userthree@contoso.com	ACTIVE
User	Four	44444	userfour@contoso.com	ACTIVE
User	Five	55555	userfive@contoso.com	ACTIVE

Custom attributes

Performance Rating	Gender	Job Title
EE	F	CEO
ME	M	Mgr., Customer Success
EE	F	Customer Success Manager
EE	M	Customer Success Manager
ME	F	Dir., Customer Success

Data review

Data file

File name	No special characters (@, %, #, etc.)
File format	<ul style="list-style-type: none">• .xlsx with 1 sheet, no password or formulas• .csv with a comma separator and UTF-8 encoding
File encryption	Included in extension (ex: filename.csv.pgp)

! Caution

Use UTF-8 encoding for .csv files, **not** UTF-8 with BOM encoding. UTF-8 with BOM encoding results in upload errors.

Attributes

Required	First, Last, ID, Email, Status
Truncation	Labels < 64 characters
Labels	No typos & user friendly
Hidden data	No hidden columns/rows
Empty cells	No empty columns/rows
Manager hierarchy	Manager ID field exists
Hierarchies	Fields for all levels
Derivations	No derived fields included
Time zone	Optional: attribute included
Languages	Optional: attribute(s) included

Attribute values

Required: First	All records populated
Required: Last	All records populated
Required: Email	Populated with unique values
Required: ID	Populated with unique values
Required: Status	Populated with ACTIVE or INACTIVE only
Truncation	Values < 64 characters
Dates	Consistent format
Inactive	Only for termed, on leave, or needed manager users
Manager ID	All populated except CEO
Manager ID	No invalid reporting loops
Time zone	Populated with valid values
Languages	Populated with valid values
Consistency	Consistent spelling/labels



Attribute setup

Key tasks:

- Create **attribute mapping** to accept files
 - Required, derived, optional, and hierarchy attributes
- Enable **automated upload** via SFTP

Important:

- Finalize file *layout and format* **before** selecting Get Started
- Manager & other **hierarchies can't be edited** after first setup
- Note **file format and date field format**

Import Employee Data into Viva Glint

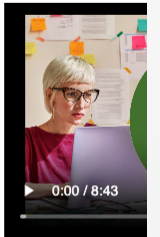
1 Prepare and upload your employee dataset. Make sure it includes all the required employee attributes, and additional ones needed for your future surveys.

[Employee Attribute Template Guide](#)

2 Set up your employee attributes. Tell us which of your field names from the import corresponds to the Viva Glint required and custom attributes.

3 Decide how you want to import your employee data. You can manually upload your employee file or import later via SFTP.

Get Started



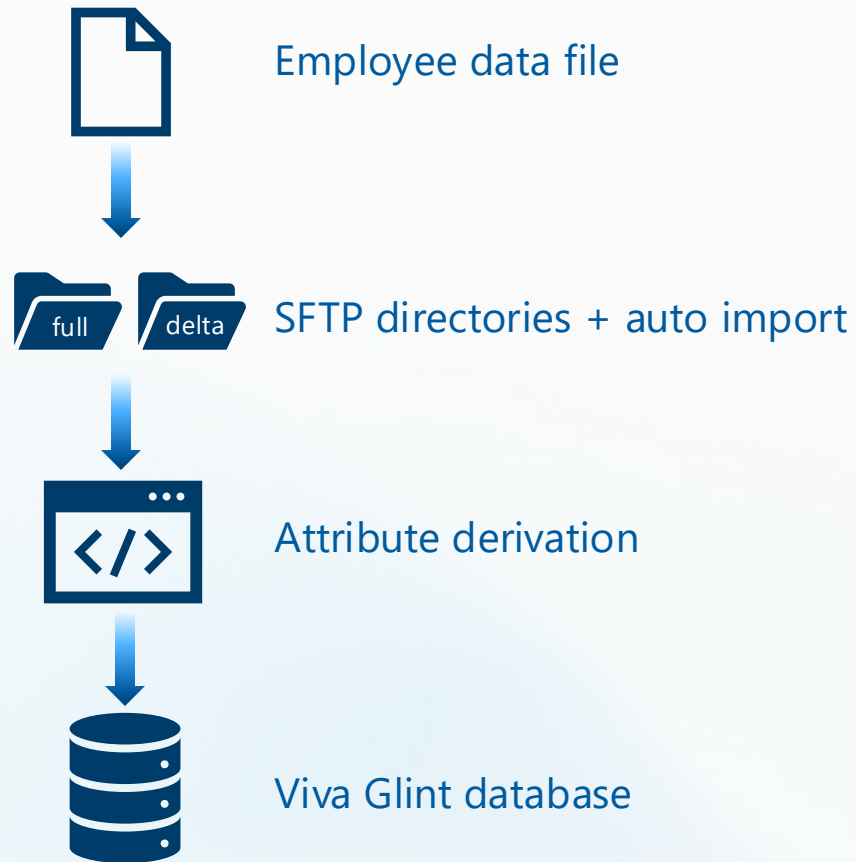
Prepare for you



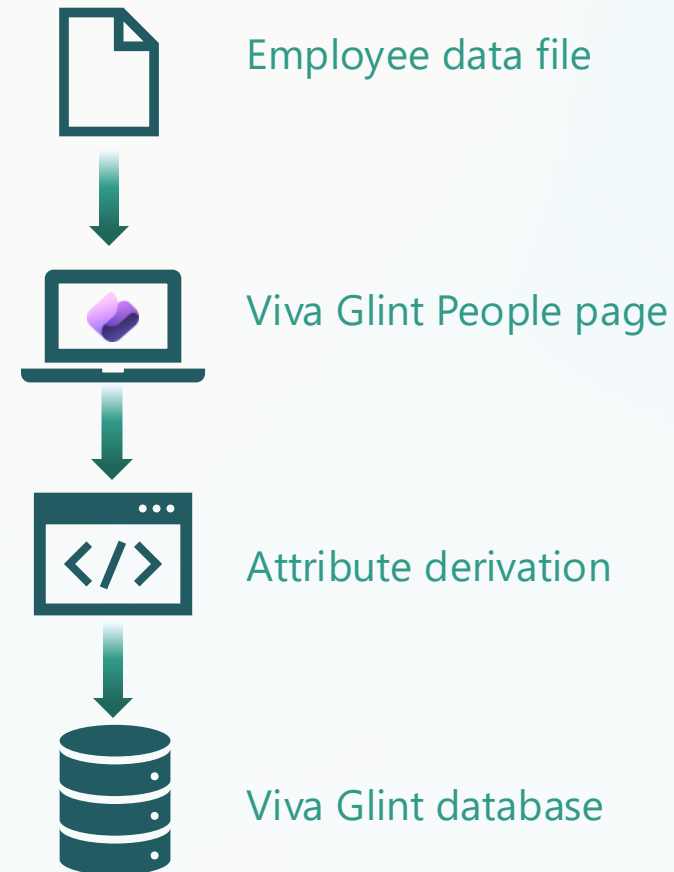
Data upload & troubleshooting

Data file upload methods

Secure File Transfer Protocol (SFTP)



Viva Glint People page



Secure File Transfer Protocol (SFTP) setup

SFTP setup item:

SSH Public keys

Add a max of 3 keys

Users/HRIS vendors connect with private keys

SFTP IP addresses (optional)

Add public IP address(es) to limit accounts that can connect

Add single IP values or ranges

Notify people

Select users to receive file upload emails

PGP encryption (optional)

Opt-in to file encryption with PGP public key

SFTP credentials

Use selected port, host, and username to connect

Common pitfalls:

Attempting to add more than 3 keys

Public key not **RSA type** or **OpenSSH format**

Attempting to add **private IP addresses**

Attempting to add **inactive/nonexistent users**

Encrypting with a **different key or password**

Using **incorrect host, port, username**



[Set up SFTP in Viva Glint to import employee data | Microsoft Learn](#)

SFTP Configuration

Save

Configure the Secure File Transfer Protocol (SFTP) to automatically transfer company data into Viva Glint. When configured, an automated data feed will keep your HRIS data synchronized with Viva Glint. [Learn more](#)

SSH Public Keys

+ Add SSH public key

SFTP IP Addresses

+ Add SFTP IP address

As an added security measure, Viva Glint will verify all public IP addresses that connect to your SFTP account (valid addresses fall between 0.0.0.1 and 255.255.255.254). [Learn more](#)

Notify People

Search for an employee to add

PGP Encryption

Off

Turn this on to enable PGP data file encryption for your file transfers. Viva Glint will provide a public key, which you can use to encrypt your user files.

SFTP Credentials

After entering your public SSH key(s) and public IP address(es) above, allow at least 1 hour before testing your SFTP connection with the credentials below.

File Protocol SFTP

Port

22 (Preferred) v

Host Name

sftp2.us1.glint.cloud.microsoft

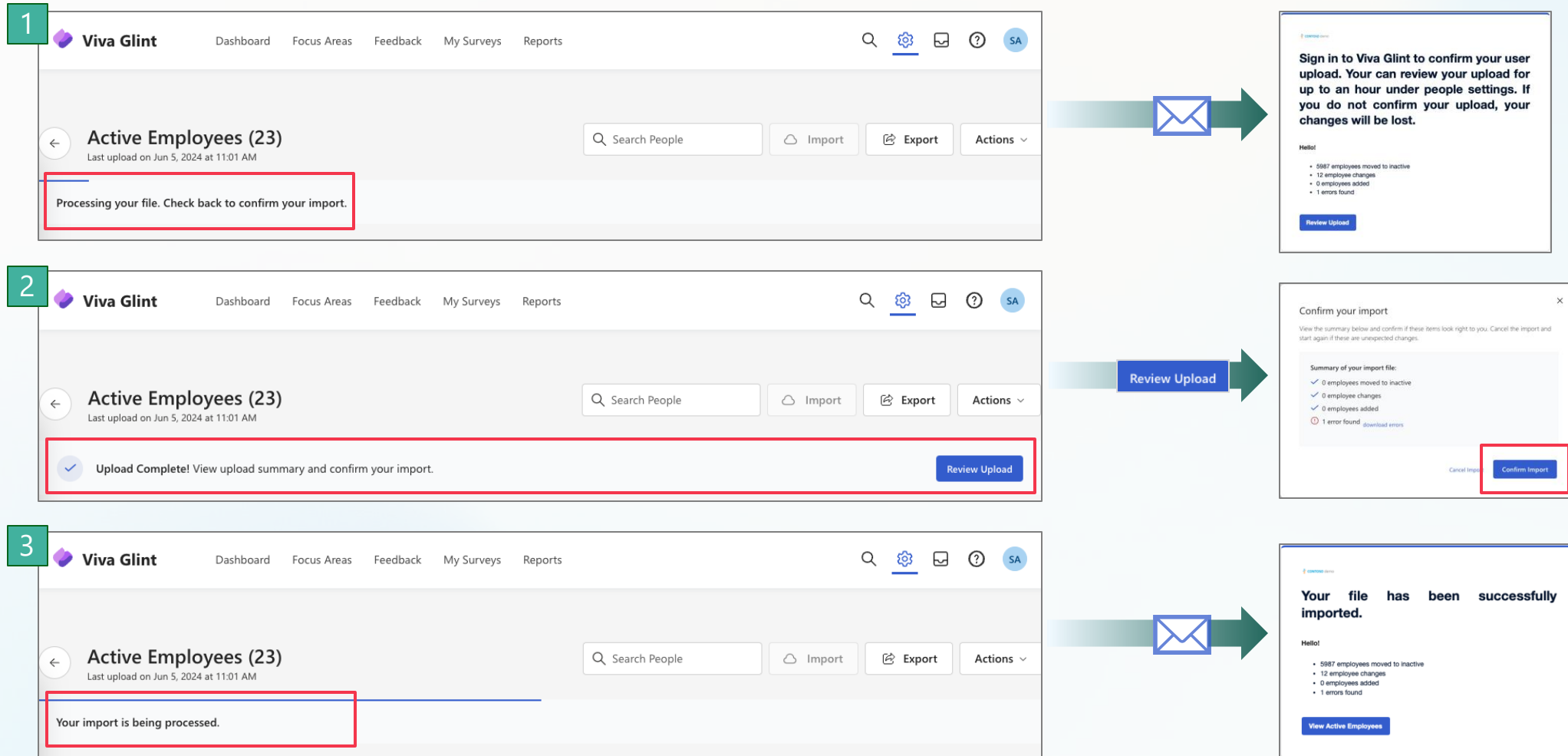
Username

contoso

Password

Use your private SSH key file

Viva Glint People page import



File errors versus warnings

Errors...

...completely fail a file.

- **Derivation errors**
 - Incorrect file encoding (UTF-8)
 - Unexpected date format
- **Manager hierarchy errors**
 - CEO has a manager ID
 - Managers report to themselves/each other
- **Duplicated or missing columns**
 - Including a Glint-derived attribute (ex: Tenure)
 - Missing required attribute (ex: Email)

Warnings...

...skip specific rows or columns.

- **Duplicated emails or employee IDs**
 - Emails and/or IDs are duplicated in the file or between the file and Glint
- **Invalid attribute values/ > 64 characters**
 - Status other than 'ACTIVE' or 'INACTIVE'
- **Unexpected columns**
 - New fields not added to attribute setup
- **Missing manager IDs/manager records**
 - Users (non-CEO) with blank manager IDs
 - Users assigned manager IDs with no matching employee record

Activity Audit Log

As an admin:

- Filter to **Event = 'Data import'** to see employee data activity
- Review file **upload history** for the past year
- Download **employee files** from the **past 28 days**
- Download **error files** from the **past 28 days**

The screenshot shows the Viva Glint Activity Audit Log interface. At the top, there's a navigation bar with 'Viva Glint' logo and links for 'Dashboard', 'Focus Areas', 'Feedback', 'My Surveys', and 'Reports'. A search icon, settings gear, and a user profile icon labeled 'SA' are on the right. Below the navigation, the page title is 'Activity Audit Log'. A note states: 'Audit log activity is kept for 1 year on a rolling basis. User files and error files are kept for 28 days and not downloadable beyond that time period.' There are three filter buttons: 'Data import', 'All Types', and 'All Statuses', with a 'Clear All Filters' link on the right. The main content is a table with columns: 'Date ↓', 'Event', 'Type', 'Sta...', 'User', and 'Details'. The table contains six rows of data, each representing a data import event with its date, time, status, user, and details.

Date ↓	Event	Type	Sta...	User	Details
2024-06-13 16:28:30 CDT	Data import	People	Failed	admin@m365x43104192.onmicrosoft.com	Incremental Import: download imported file download errors file
2024-06-05 12:09:56 CDT	Data import	People	Success	aweixelman@microsoft.com	Incremental Import: download imported file
2024-06-05 11:56:22 CDT	Data import	People	Success	admin@m365x43104192.onmicrosoft.com	Incremental Import: download imported file
2024-06-05 11:16:27 CDT	Data import	People	Success	admin@m365x43104192.onmicrosoft.com	Incremental Import: download imported file
2024-06-05 10:55:53 CDT	Data import	SFTP	Success	SFTP	Incremental Import: download imported file

The screenshot shows an Excel error log table with columns A, B, C, and D. The table contains information about a file upload, including the file name, upload time, and a detailed error message regarding date format configuration.

A	B	C	D
File name: users-20240613.xlsx			
Upload on: 06/13/24 14:28:30			
Type	Code	Line Number(s)	Description
ERROR	DERIVATION_ERROR		The date format is incorrectly configured for the following columns: Hire Date. We are expecting yyyy/mm/dd. Ensure the date format values are in Text format and that it matches the expected configuration.

Q&A

Thanks for joining!

What topic would you like to see in a future Ask the Experts session?

Scan this code to share your feedback about today's session.

Viva Glint: Ask the Experts
feedback



For recordings, decks, and future registrations, bookmark our official Ask the Experts page.
<https://adoption.microsoft.com/viva/glint/ask-the-experts-resources/>

Appendix

Glossary

HRIS: Human resources information system

SSH: Secure shell, cryptographic network protocol that allows secure communication between two devices over an unsecured network

SFTP: Secure file transfer protocol

IP address: Internet protocol address, numerical value assigned to devices that connect to internet protocol networks

PGP: Pretty Good Privacy, an encryption program that can be used to encrypt data files

Derivation: Glint-calculated fields, including manager hierarchy levels, Tenure, and Age Group

UTF-8 encoding: Unicode transformation format, 8-bit. Most commonly used encoding for the web and supports global language special characters

Key data preparation resources

- [Prepare and upload your employee data to Viva Glint | Microsoft Learn](#)
- [Viva Glint employee attribute fundamentals | Microsoft Learn](#)
- [Viva Glint organizational hierarchy fundamentals | Microsoft Learn](#)
- [Create your Viva Glint Employee Attribute Template | Microsoft Learn](#)
- [Review employee data with Viva Glint checklists | Microsoft Learn](#)
- [Set up attributes in Viva Glint | Microsoft Learn](#)
- [Update attributes in Viva Glint | Microsoft Learn](#)
- [Choose a data upload method | Microsoft Learn](#)

Key troubleshooting resources

- [Resolve file upload errors related to attributes - Viva | Microsoft Learn](#)
- [Resolve file upload errors related to derived attributes - Viva | Microsoft Learn](#)
- [Resolve file upload warnings related to duplicate data - Viva | Microsoft Learn](#)
- [Resolve file upload warnings related to invalid or unexpected values - Viva | Microsoft Learn](#)
- [Resolve file upload warnings related to manager hierarchy - Viva | Microsoft Learn](#)

Resources for Learning and Connection

- [Learning Paths & Modules](#) - Online, self-paced training courses
- [Badging](#) - Become a Viva Glint expert! Earn learning credentials and post to your social media
- [Documentation](#) - Find technical documentation and guidance to help you through your Viva Glint journey
- [Viva Glint Community](#) - A space to ask questions and share ideas with experts and peers
- [Newsletter](#) - Sign up for this monthly email full of info to help you get the most from your Viva Glint programs
- [Viva Glint Blog](#) - Blogs specific to Viva Glint research and platform updates
- [Live Events](#) - Think like a People Scientist, Ask the Experts
- **Customer Groups**
 - [Product Council](#) - Be part of a community that provides Viva Glint teams with feedback on how we can improve our products and services
 - [Learning Circles](#) - Participate in collaborative time to share knowledge, experiences, and challenges with your peers and to grow your understanding and use of Viva Glint products and services.
 - [Cohorts](#) – We have created an online space for you to collaborate with fellow customers in your industry, and once a quarter, the Viva Glint cohort team will be hosting a virtual session dedicated to things like relevant topics, Q&As, open discussions.

Resources for Deployment and Support

FastTrack

Audience: New Viva Glint customers

FastTrack can provide [deployment help](#) with Microsoft Viva foundational products and capabilities - at no extra cost for the life of your eligible subscription. See [eligibility information](#).

If you've registered for FastTrack and need support: [FastTrack for Microsoft Viva](#)

CxPM/Hotline Team

Audience: Migrating Glint customers

Your Glint Customer Experience Program Manager (CxPM) or a dedicated member of the Hotline Support team will guide you through your [technical migration to Microsoft Viva Glint](#). Contact your CxPM or reach out to Hotline Support: VivaGlintMigration@microsoft.com

Support

Audience: All Viva Glint customers

Viva Glint admins:

- [Microsoft Admin Center](#)
- [Support participants during a live Viva Glint survey](#)

Viva Glint managers:

- [Viva Glint Manager Quick Guides](#)
- [Address Viva Glint access issues as a manager](#)

Viva Glint survey participants:

- [How to take a Viva Glint survey](#)
- [Viva Glint FAQs for survey participants](#)

For a list of our training courses, see our [Viva Glint Learning Paths and modules](#) page.

For a list of our available badges, see our [Viva Glint Badging](#) page.

The screenshot shows the Microsoft Viva Glint Learning Paths and modules page. The page has a navigation bar with the Microsoft logo and 'Learn' followed by dropdown menus for 'Discover', 'Product documentation', 'Development languages', and 'Topics'. Below the navigation bar is a secondary menu with 'Microsoft Viva' and various Viva Glint categories like 'Viva Amplify', 'Viva Connections', 'Viva Engage', 'Viva Glint', 'Viva Goals', 'Viva Insights', 'Viva Learning', 'Viva Pulse', and 'Topics'. A search box labeled 'Filter by title' is on the left. The main content area features the title 'Viva Glint learning paths and modules' and a sub-header 'Learn / Microsoft Viva / Viva Glint /'. Below the title is the text 'Article • 02/12/2024 • 1 contributor' and a 'Feedback' link. The 'In this article' section lists three links: 'Earn badges', 'Courses for admins', and 'Courses for managers'. The main body of text begins with 'Discover the power of Microsoft Viva Glint with step-by-step guidance. Recommended trainings for admins and managers using Viva Glint are hosted within Microsoft Learn.' and continues with 'Viva Glint learning paths and the modules contained within them have been carefully created by our Subject Matter Experts to provide a thorough self-paced and self-teachable learning experience. Learning paths are comprised of building blocks, referred to as modules. All trainings are recommended prior to setting up and launching your first Viva Glint program.' The text concludes with 'As an HR and/or an IT professional, you may find both the admin and manager trainings useful in using Viva Glint.'

The screenshot shows the Microsoft Viva Glint Badging page. The page has a navigation bar with the Microsoft logo and 'Learn' followed by dropdown menus for 'Discover', 'Product documentation', 'Development languages', and 'Topics'. Below the navigation bar is a secondary menu with 'Microsoft Viva' and various Viva Glint categories like 'Viva Amplify', 'Viva Connections', 'Viva Engage', 'Viva Glint', 'Viva Goals', 'Viva Insights', 'Viva Learning', 'Viva Pulse', and 'Topics'. A search box labeled 'Filter by title' is on the left. The main content area features the title 'Viva Glint badging' and a sub-header 'Learn / Microsoft Viva / Viva Glint /'. Below the title is the text 'Article • 02/12/2024 • 1 contributor' and a 'Feedback' link. The 'In this article' section lists two links: 'Microsoft Viva Glint Foundations badge' and 'Microsoft Viva Glint Manager badge'. The main body of text begins with 'Microsoft Viva Glint badging is an exciting opportunity for Viva Glint customers to share their knowledge and expertise of Viva Glint engagement programming with their social network. Through recommended learning paths and modules, customers increase their confidence and drive efficiency using self-paced learning experiences. Upon completion of the recommended online learning courses, customers are eligible to earn a Viva Glint/Credly certification badge, to post on your LinkedIn profile.' The text concludes with 'Credly - a Microsoft third-party vendor - empowers organizations to officially recognize individuals for demonstrated competencies and skills.'

To access our full documentation library,
see [Introduction to Microsoft Viva Glint | Microsoft Learn](#).

The screenshot shows the Microsoft Learn documentation page for 'Introduction to Microsoft Viva Glint'. The page layout includes a top navigation bar with the Microsoft logo and 'Learn' text, followed by dropdown menus for 'Discover', 'Product documentation', 'Development languages', and 'Topics'. Below this is a secondary navigation bar for 'Microsoft Viva' with links to various Viva products. The main content area features a breadcrumb trail 'Learn / Microsoft Viva /', the article title 'Introduction to Microsoft Viva Glint', and a 'Feedback' button. A 'Filter by title' search box is located on the left. The left sidebar contains a tree view of the article's contents. The main text includes an 'In this article' section with a link to 'Get started with Viva Glint' and a paragraph explaining the article's purpose. A video player is embedded, showing a video titled 'An introduction to Microsoft Viva Glint and people success' with a play button overlay. The video content shows a Viva Glint dashboard with an 'Executive Summary' card displaying 'Apr 2023 Engagement' at 71. The right sidebar contains 'Additional resources' with sections for 'Training' (a module titled 'Get to Know Viva Glint's Approach Training') and 'Documentation' (a link to 'Four stages of Viva Glint program').

Learn | Discover ▾ Product documentation ▾ Development languages ▾ Topics ▾

Microsoft Viva Viva Amplify Viva Connections Viva Engage Viva Glint Viva Goals Viva Insights Viva Learning Viva Pulse Topics

Filter by title

Introduction to Microsoft Viva Glint

- Get started with Viva Glint
 - Four stages of a Viva Glint program
 - Viva Glint program types and associated templates
 - How People Science works with Viva Glint
 - Learning path and modules
 - Microsoft Viva Glint privacy
 - Privacy policies in Microsoft Viva Glint
- Plan and administer your Viva Glint platform
 - Deploy Microsoft Viva Glint as an M365 Global Admin
 - Deploy Microsoft Viva Glint as a Viva Glint Admin
 - Prepare and upload employee data
 - Manage features and settings
 - Share Manager Quick Guides
 - Use Viva Glint Best Practices and program guidance
- Set up and customize Viva Glint programs
 - Set up Program Summary for Viva Glint Engagement-type surveys
 - Set up and customize Viva Glint survey item templates
 - Setting up Employee Lifecycle surveys
 - Tailor users' survey experience with Viva Glint Display Logic
 - Deleting survey data from Viva Glint

Learn / Microsoft Viva /

Introduction to Microsoft Viva Glint

Article • 09/29/2023 • 3 contributors

[Feedback](#)

In this article

- [Get started with Viva Glint](#)
- [How does Viva Glint improve the overall health of your organization?](#)

This article helps you to understand how Microsoft Viva Glint makes people in your organization happier and more successful at work.

First, watch this 4:30 video for an easy-to-understand introduction of Viva Glint and its people success methodology:

An introduction to Microsoft Viva Glint and people success

Viva Glint Dashboard: Reporting

Employee Signals: April 2023

Executive Summary

Apr 2023 Engagement: 71

↓ 1 vs Apr

Additional resources

Training

Module

[Get to Know Viva Glint's Approach Training](#)

This module will explain how Viva Glint provides visibility into the total employee experience through wide surveys and recommended actions.

Documentation

[Four stages of Viva Glint program](#)

A strong feedback program incorporates a variety of survey types and frequency.

[Viva Glint program types and associated templates](#)

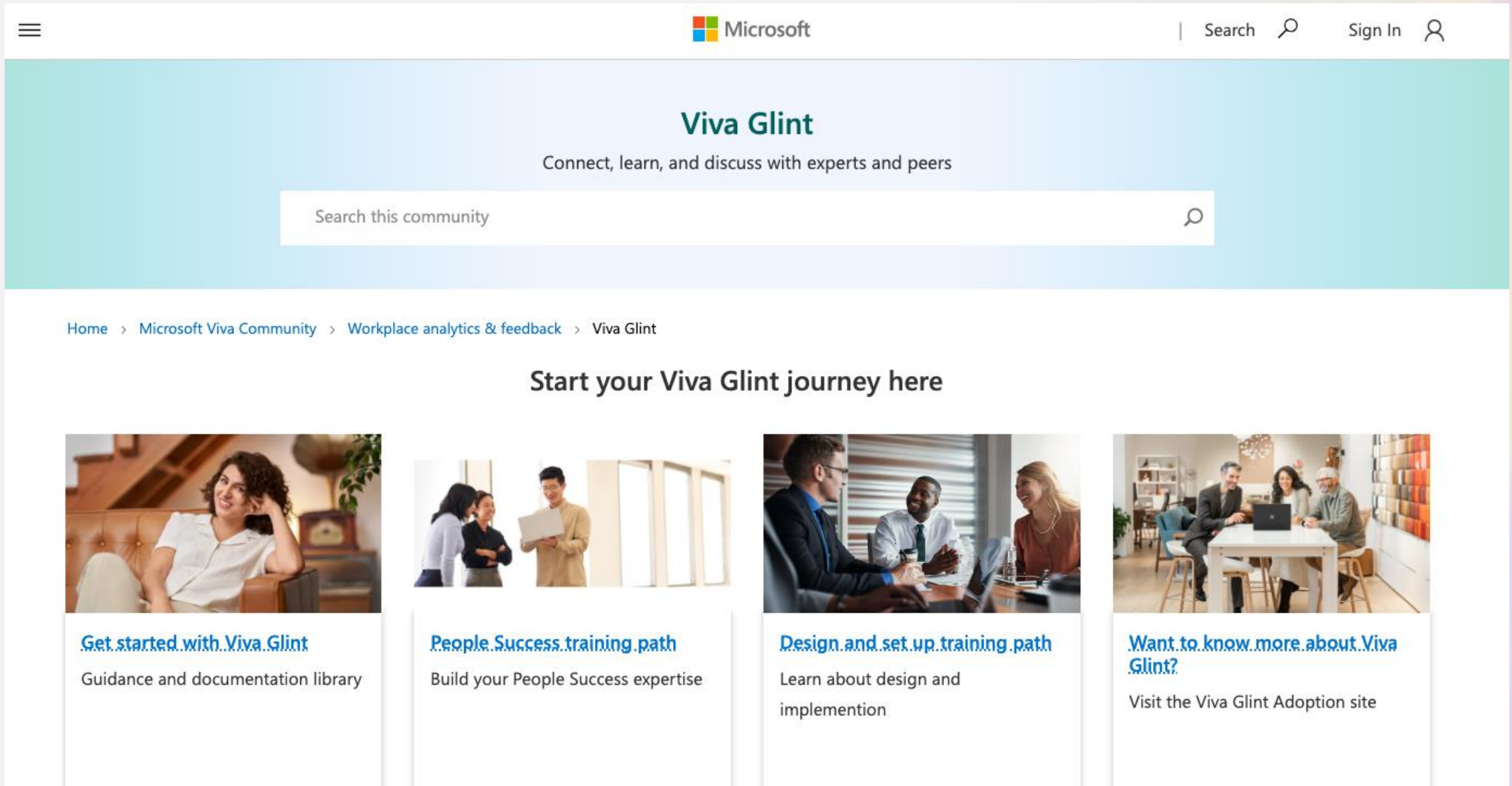
Viva Glint offers Engagement, specialty, and 360 feedback programs to support and improve businesses.

[Set up a Microsoft Viva Glint tenancy](#)

When a new customer purchases Viva Glint, they are entitled to the Viva Glint product within a set number of days.

[Show 5 more](#)

Talk to fellow customers, Glint and other Viva app users within the [Viva Community](#). We also have a specific [Viva Glint Community](#) just for us where we also post updates and announcements.



The screenshot shows the Microsoft Viva Glint community page. At the top, there is a navigation bar with the Microsoft logo, a search icon, and a sign-in icon. Below the navigation bar is a teal header with the text "Viva Glint" and "Connect, learn, and discuss with experts and peers". A search bar is positioned below the header. The main content area features a breadcrumb trail: "Home > Microsoft Viva Community > Workplace analytics & feedback > Viva Glint". The central heading is "Start your Viva Glint journey here". Below this heading are four cards, each with an image and a link:

- Get started with Viva Glint**: Guidance and documentation library. Image: A woman sitting on a couch.
- People Success training path**: Build your People Success expertise. Image: Three people in a meeting.
- Design and set up training path**: Learn about design and implementation. Image: Three people in a meeting.
- Want to know more about Viva Glint?**: Visit the Viva Glint Adoption site. Image: Four people in a meeting.

Bookmark our [live events](#) page to stay updated on our events schedule.

The screenshot shows the Microsoft Tech Community website's Viva Glint Events page. The navigation bar includes Microsoft, Tech Community, Community Hubs, Blogs, Events, Microsoft Learn, and Lounge. The page title is "Viva Glint Events". Below the title, there are filters for "View as:" (List View and Calendar View), "Status" (Select Status), "Labels" (Select Label), and "Date Range". The "Upcoming Events" section features a card for the event "Think like a People Scientist: Understanding and interpreting your survey data" on Feb 20 2024, 08:00 AM - 09:00 AM (PST) via Microsoft Teams. The card includes a registration link and a description: "Join us for this series of webinars on how to 'think like a People Scientist.' Based on your feedback, we have introduced this series to help dive deeper into key topics where a People Science per".

Microsoft | Tech Community | Community Hubs | Blogs | Events | Microsoft Learn | Lounge | Search | Sign In

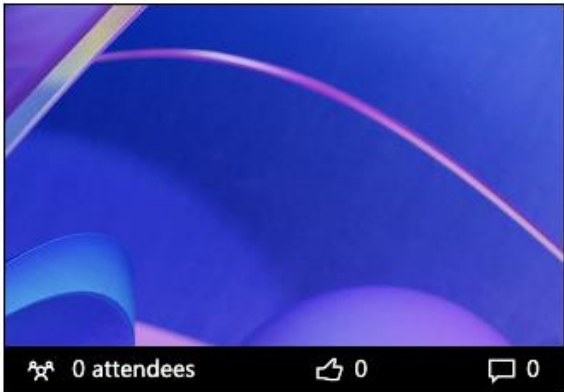
Home > Viva Glint > Viva Glint

Viva Glint Events

View as: **List View** | Calendar View

Status: Select Status | Labels: Select Label | Date Range: [] []

Upcoming Events



Think like a People Scientist: Understanding and interpreting your survey data
Feb 20 2024, 08:00 AM - 09:00 AM (PST)
Microsoft Teams
Register here: [Microsoft Virtual Events Powered by Teams](#)

0 attendees | 0 likes | 0 comments

Join us for this series of webinars on how to 'think like a People Scientist.' Based on your feedback, we have introduced this series to help dive deeper into key topics where a People Science per

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[Register for our newsletter](#) to stay up-to-date on releases, events, and anything new at Viva Glint!



Hi Kathryn,

Welcome to the March edition of our Viva Glint newsletter. Our recurring communications will help you get the most out of the Viva Glint product. You can always access the current edition and past editions of the newsletter on our [Viva Glint blog](#).

Our next features release date

Viva Glint's next feature release is scheduled for March 9, 2024*. Your dashboard will provide date and timing details two or three days before the release.

In your Viva Glint programs

The Microsoft Copilot Impact Survey template has premiered in the Viva Glint platform. AI tools are increasingly integrated into the workplace to enhance workforce productivity and the employee experience. This transformational shift in work means leaders need to understand their early investments in Microsoft Copilot and how it is being adopted. Deploying the Copilot Impact Survey template in Viva Glint organizations can

Check out our [Viva Glint blog](#) for our monthly newsletters and other updates.

The screenshot shows the Viva Glint Blog page on the Microsoft Tech Community website. The page features a blue header with the Microsoft logo and navigation links for Tech Community, Community Hubs, Blogs, Events, Microsoft Learn, and Lounge. A search bar and a Sign In link are also present. The main heading is "Viva Glint Blog". Below the heading, there are filters for "Filter by label", "Follow", and "RSS". The breadcrumb trail is "Home > Viva Glint > Viva Glint Blog". The page displays three blog posts:

- Late January 2024 Viva Glint newsletter** by [JudyWeiner1](#) on Jan 26 2024 07:51 AM. The post has 596 views. The image shows three people in a meeting, with the text "Viva Glint Monthly Newsletter" overlaid.
- Introducing Viva Glint: Ask the Experts series** by [KathrynBowen](#) on Jan 23 2024 10:36 AM. The post has 549 views. The image shows a woman presenting to a group of people in a meeting room.
- January 2024 Viva Glint newsletter** by [JudyWeiner1](#) on Jan 08 2024 09:39 AM. The post has 610 views. The image shows two women sitting at a table, engaged in a conversation.

Join our customer groups to stay connected with fellow customers, our thought leadership experts, and our Product team

Learning Circles

The Learning Circles program offers the opportunity to join a diverse customer group where you can share knowledge, experiences, and challenges with other employee experience professionals and grow your understanding and utilization of Viva Glint. Managed entirely by customers, this is a flexible program to use in the way that works for you.

Product Council

Be part of a community that provides the Viva Glint team with feedback to help shape our product and influence the development of new products through our user experience. Join our Product Council today!

Cohorts

The purpose of our customer cohorts are to facilitate connections between customers grouped by shared background (e.g., industry), shared purpose (e.g., culture transformation) or shared interest (e.g., AI). Through cohorts, customers will have additional access to relevant content and events, discussion, and sharing and networking opportunities. Keep an eye out for its launch in our blog and newsletter.

...and more to come!