



Organize an effective onboarding process in Confluence

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- Developing apps for Atlassian products **since 2010**
- **4,000+** customers
- **15+** apps on the Marketplace
- **Platinum Top Vendor** and **Silver Solution Partner**

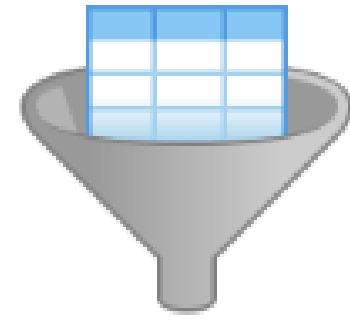


Table Filter and Charts for Confluence

Filter complex Confluence tables, aggregate data in pivot table reports, transform tables and build dynamic charts



Awesome Graphs for Bitbucket

Track and monitor projects and repositories with visualized statistics.



Smart Attachments for Jira

Build attachment and document management system in Jira and categorize files for quick lookup

Onboarding – cooperation of multiple teams



Onboarding Framework

90-DAY PLAN

<https://www.atlassian.com/blog/productivity/how-to-write-a-90-day-plan-template>



What is a 90-day plan?

It's a framework for planning out how to onboard, acclimate, and educate new team members. Its purpose is to make sure newbies start off on the right foot, feel welcomed, and get familiar with how the team and the company work. In creating the plan, the most important goal is to make sure that each new team member has a clear understanding of what they'll be expected to learn and deliver in their first 90 days.

- **Note:** We view someone's first 90 days as a period of learning, discovery, and relationship building. The idea is to make someone feel comfortable, informed, and confident about their ability to contribute. We do not view it as a "probationary period" during which someone must prove themselves or risk reprimand.

At Atlassian, 90-day plans are the main way new hires learn about the company. Each plan is unique to the individual, and it provides a single reference point for resources, support, and

<https://www.atlassian.com/blog/productivity/how-to-write-a-90-day-plan-template>



90-day plan template

Welcome to the team, @mention employee

Congratulations and welcome to <company name>! We're really excited to have you on-board. This 90-day plan is designed to get you up and running in your new role as <role> in the <functional division> family.

On this page

- [Meet your team](#)
- [Guiding thoughts](#)
- [Your first day](#)
- [90-day milestones](#)
- [Resources](#)

Quick links

- [Technical Help Desk](#)
- [Experience Help Desk](#)
- [People and Team Directory](#)
- [add more links here](#)

Meet your team

| Your team | Extended team |
|---|---|
|  Teammate's name name@atlassian.com |  Teammate's name name@atlassian.com |

<https://www.atlassian.com/blog/productivity/how-to-write-a-90-day-plan-template>



as a central place for onboarding



Onboarding and collaboration in one place



**Native Confluence
interface**



**Use knowledge base
assets**

First steps

Set up your Onboarding space

- Evaluate and organize
- Create templates with checklists
- Create dashboards
- Create a landing page

EVALUATE AND ORGANIZE

The screenshot displays a Confluence page titled "Onboarding Home" within a space named "Onboarding". The page features a navigation sidebar on the left and a main content area. The sidebar includes sections for "SPACE SHORTCUTS" (FAQ, Need Help, IT Dashboard, HR Dashboard), "PAGE TREE" (listing various roles like Business Analyst, Computer Network Architect, etc.), and "Space tools". The main content area has a top navigation bar with "Dashboard", "Edit", "Save for later", "Watching", "Talk", and "Share" options. Below this is a green notification box with a checkmark icon that reads: "Welcome to our company! Ready to dive in and explore how things work around here? Select your position below to start your onboarding." Underneath the notification is a grid of six circular avatars, each representing a different job role: Senior Java Developer, Junior Java Developer, Computer Network Architect, UX Designer, Customer Support Agent, and System Architect. A mouse cursor is hovering over the "Customer Support Agent" avatar.

Confluence Spaces People Learning Create Search

Onboarding

Dashboard Edit Save for later Watching Talk Share

Onboarding Home

Created by Kate Peterson, last modified on Feb 02, 2019

✔ **Welcome to our company!**
Ready to dive in and explore how things work around here? Select your position below to start your onboarding.

- Senior Java Developer
- Junior Java Developer
- Computer Network Architect
- UX Designer
- Customer Support Agent
- System Architect

SPACE SHORTCUTS

- FAQ
- Need Help
- Onboarding - IT Dashboard
- Onboarding - HR Dashboard

PAGE TREE

- > Business Analyst
- > Computer Network Architect
- > Customer Support Agent
- > Junior Java Developer
- > UX Designer
- > Scrum Master
- > Senior Java Developer
- > System Architect
- > Team Lead
- Need Help
- FAQ

Space tools

EVALUATE AND ORGANIZE

The screenshot shows a Confluence page editor interface. At the top, there is a navigation bar with 'Spaces', 'People', 'Learning', 'Calendars', and a 'Create' button. A search bar is also present. Below the navigation bar is a rich text editor toolbar with various formatting options like bold, italic, underline, and link. The main content area displays a profile page for 'Katerina Kolina'. The profile information is organized into a table with the following rows:

| | |
|-------------------------------------|--|
| My name | Katerina Kolina |
| My job role | Product Owner |
| My team | Courses and Quizzes LMS app Talk - Advanced Inline Comment Plain Tasks for Jira |
| What I do | <ul style="list-style-type: none">• marketing• data analysis• support• promotion |
| Where to find me | <ul style="list-style-type: none">• room 2-18• drop me an email• connect in Zoom |
| Ask me if you need help with | <ul style="list-style-type: none">• Calendly• Tilda |

Below the table, there is an 'About me' section with a text area containing the text 'Include Page | GH:Интервью с сотрудниками ...'. A yellow arrow points to this text area. At the bottom of the page, there is a footer with the text 'Changes saved', a text input field with the placeholder 'What did you change?', a 'Notify watchers' checkbox, and buttons for 'Update', 'Close', and a menu icon.

CREATE TEMPLATES WITH CHECKLISTS, DASHBOARDS







Confluence Spaces ▾ People Learning **Create** ⋮ Search 🔍 ? ⚙️ 🗨️ 👤

Dashboard 🔒 📄 Edit ⌘ Save for later ⌘ Watching 👁️ Talk 🗣️ Share 🔗 ⋮

Onboarding Home

Created by Kate Peterson, last modified on Feb 02, 2019

✔ **Welcome to our company!**
Ready to dive in and explore how things work around here? Select your position below to start your onboarding.

| | | |
|--|--|---|
|  Senior Java Developer |  Junior Java Developer |  Computer Network Architect |
|  UX Designer |  Customer Support Agent |  System Architect |

SPACE SHORTCUTS

- FAQ
- Need Help
- Onboarding - IT Dashboard
- Onboarding - HR Dashboard







PAGE TREE

- Business Analyst
- Computer Network Architect
- Customer Support Agent
- Junior Java Developer
- UX Designer
- Scrum Master
- Senior Java Developer
- System Architect
- Team Lead
- Need Help
- FAQ

Space tools ⚙️ ⏪

CREATE TEMPLATES WITH CHECKLISTS, DASHBOARDS

Confluence Spaces People Learning Create ... Search ? ⚙️ 🔔 👤

Dashboard / Onboarding Home   Edit  Save for later  Watching  Talk  Share ...

Onboarding - HR Dashboard

Created by Kate Peterson, last modified about 2 hours ago

+ Create - Onboarding HR checklist +

| Title | Laptop | New Employee - First Name | New Employee - Last Name | Other hardware | Responsible in IT department | Scheduled Start Date | Software - Install | Software - Training | Status |
|--|---------------------------------|---------------------------|--------------------------|----------------|------------------------------|----------------------|---|--|-------------|
| Onboarding - HR Checklist - Mike Hopes | | | | | | | | | NOT STARTED |
| Onboarding - HR checklist - Nils Firewoods | 13" Macbook Pro - 16GB, 256 SSD | Nils | Firewoods | | @ Mike Bing | 18 May 2020 | Office 365 Snagit Kaspersky Internet Security IntelliJ IDEA Dropbox Pro | Confluence - Content Creator Confluence - Space Administrator | DONE |
| Onboarding - | 13" | Jacob | Johnson | | @ Mike Bing | 01 Jun 2020 | Office 365 | Confluence - | IN PROGRESS |

CREATE TEMPLATES WITH CHECKLISTS, DASHBOARDS

The screenshot shows the Confluence editor interface for a page titled "Onboarding - HR Dashboard". The top navigation bar includes "Confluence", "Spaces", "People", "Learning", "Create", and a search bar. Below the navigation bar is a rich text editor toolbar with various formatting options. The page content area shows a breadcrumb trail: "Onboarding / Dashboard / Onboarding Home / Onboarding - HR Dashboard". The main content area contains a "Panel" widget with a "Create from template" button and a "Page properties report" widget. A yellow arrow points to the "Page properties report" widget. The bottom status bar shows "Ready to go", a text input field "What did you change?", "Notify watchers", "Update", and "Close" buttons.

Confluence Spaces People Learning Create ... Search ? ? ? ? ?

Paragraph B I U A A | : : : : : : : : : : : : : : ? ?

Onboarding / Dashboard / Onboarding Home / Onboarding - HR Dashboard ? ?

Onboarding - HR Dashboard

|

Panel

+ Create from template | buttonLabel = Create - Onbo... +

Page properties report | cql = label = "onboarding-h..."

Ready to go What did you change? Notify watchers Update Close ...

CREATE TEMPLATES WITH CHECKLISTS, DASHBOARDS

The screenshot shows the Confluence page editor interface. At the top, there is a navigation bar with 'Confluence', 'Spaces', 'People', 'Learning', and 'Create' buttons. A search bar and user profile are also visible. Below the navigation bar is a rich text editor toolbar with various formatting options. The main content area shows a breadcrumb trail: 'Onboarding / Dashboard / Onboarding Home / Onboarding - HR Dashboard'. A 'Page title' field is present, followed by a 'Page properties' section. A yellow arrow points to the 'Page properties' section header. The 'Page properties' section contains a table with the following fields:

| | |
|-------------------------------------|---------------|
| New Employee - First Name | |
| New Employee - Last Name | |
| Scheduled Start Date | |
| Responsible in IT department | |
| Laptop | |
| Other hardware | |
| Software - Install | |
| Software - Training | |
| Status | NOT STARTE... |

At the bottom of the page, there is a status bar with 'Changes saved', a 'Publish' button, a 'Close' button, and a menu icon.

CREATE TEMPLATES WITH CHECKLISTS, DASHBOARDS

The screenshot shows the Confluence editor interface. At the top, there is a navigation bar with 'Confluence', 'Spaces', 'People', 'Learning', 'Create', and a search bar. Below this is a rich text editor toolbar with various formatting options. The main content area is titled 'Steps' and contains a table with 5 columns: 'Check when done', 'Date when done', 'What to do', 'Actions', and 'Assets'. The table lists seven onboarding tasks. An orange arrow points to a 'Create from template' button within the 'Actions' column of the second row.

| Check when done | Date when done | What to do | Actions | Assets |
|--------------------------|----------------|--|--|--|
| <input type="checkbox"/> | | Collect newcomer info | Have a new hire fill in the Google form - New Employee Form | Spreadsheet with answers |
| <input type="checkbox"/> | | Have IT give access to all the needed systems and deliver hardware | Submit a form with IT department create Create from template buttonLabel = Create - Onbo... | Dashboard - Onboarding IT checklists |
| <input type="checkbox"/> | | Sign contract and other paperwork | | Templates of Documents to sign |
| <input type="checkbox"/> | | Schedule a welcome meeting with the manager/supervisor | | Calendly links of managers |
| <input type="checkbox"/> | | Schedule a welcome meeting with a buddy | | Calendly links of employees |
| <input type="checkbox"/> | | Send welcome email | | Template of Welcome Email |
| <input type="checkbox"/> | | Send 'We have a new hire' email to all | | Template of 'We have a new hire' email |

At the bottom of the editor, there is a status bar with 'Changes saved', a 'Publish' button, a 'Close' button, and a menu icon.

CREATE LANDING PAGE

The screenshot shows a Confluence page titled "Onboarding Home" within a space named "Onboarding". The page features a navigation bar at the top with "Confluence", "Spaces", "People", "Learning", "Create", and a search bar. The main content area includes a "Dashboard" link, a "Welcome to our company!" message, and six job role selection buttons: "Senior Java Developer", "Junior Java Developer", "Computer Network Architect", "Team Lead", "UX Designer", and "Customer Support Agent". A sidebar on the left lists "SPACE SHORTCUTS" (FAQ, Need Help) and a "PAGE TREE" with various roles.

Confluence Spaces People Learning Create Search

Onboarding

Dashboard

Onboarding Home

Created by Kate Peterson, last modified on Feb 01, 2019

Welcome to our company!
Ready to dive in and explore how things work around here? Select your position below to start your onboarding.

Senior Java Developer

Junior Java Developer

Computer Network Architect

Team Lead

UX Designer

Customer Support Agent

Need Help

FAQ

Business Analyst

Computer Network Architect

Customer Support Agent

Junior Java Developer

UX Designer

Scrum Master

Senior Java Developer

System Architect

Team Lead

CHECKLISTS FOR MARKING STEP COMPLETION

Confluence administration

CONFIGURATION

General Configuration

Further Configuration

Backup Administration

Manage Referrers

Languages

Shortcut Links

External Gadgets

Global Templates and Blueprints

Import Templates

Recommended Updates Email






Mail Servers

User Macros

Global Templates and Blueprints

Global page templates

Add global page template


| Name | Description | Last Updated By | Updated | Operations |
|---|--|-----------------|--------------|---|
| Computer Network Architect Onboarding Checklist | No description  | Kate Peterson | Feb 25, 2019 | Edit · Delete |
| Customer Support Agent Onboarding Checklist | No description  | Kate Peterson | Feb 25, 2019 | Edit · Delete |
| Junior Java Developer Onboarding Checklist | No description  | Kate Peterson | Feb 25, 2019 | Edit · Delete |
| Scrum Master Onboarding Checklist | No description  | Kate Peterson | Feb 25, 2019 | Edit · Delete |
| Senior Java Developer Onboarding Checklist | No description  | Kate Peterson | Feb 25, 2019 | Edit · Delete |

Help Tips

Templates are pre-defined pages that can be used as prototypes across the site. This screen displays the templates currently defined for the site. You can add a new template or edit existing ones.

[More about Global Templates](#)

CHECKLISTS FOR MARKING STEP COMPLETION

 You have temporary access to administrative functions. [Drop access](#) if you no longer require it. For more information, refer to the documentation.

Confluence Spaces

Education

Pages

Blog

SPACE SHORTCUTS








- Courses
- Quizzes
- Quiz questions

PAGE TREE

- > Courses
- Quiz questions
- Quizzes

Create [Help](#)

Select space: Education Parent: Education

| | |
|---|---|
|  Computer Network Architect Onboarding C... |  Customer Support Agent Onboarding Check... |
|  Junior Java Developer Onboarding Checklist |  Scrum Master Onboarding Checklist |
|  Senior Java Developer Onboarding Checklist |  System Architect Onboarding Checklist |
|  UX Designer Onboarding Checklist | |

[Add or customize templates for the selected space](#) [Create](#) [Close](#)

CHECKLISTS FOR MARKING STEP COMPLETION

The screenshot shows a Confluence page with a blue header bar containing navigation links for 'Confluence', 'Spaces', 'People', 'Learning', 'Create', and a search bar. The page title is 'Scrum Master Onboarding Checklist - Jake Willson', created by Kate Peterson. The content includes a welcome message, instructions on how to use the checklist, and a table for tracking progress. The table has columns for 'Status', 'Date Started', and 'Date Completed'. Below the table is a list of three checklist items, each with an unchecked checkbox.

Confluence Spaces People Learning Create ... Search ? ⚙️

Scrum Master Onboarding Checklist - Jake Willson

Created by Kate Peterson, last modified 11 minutes ago

Welcome to our team. Great to have you! 😊

To help you settle into your new job, we made this onboarding plan for you.

What to do

Below is a checklist with links. **Follow each link**, go through what is outlined on a page. **Mark a checkbox** when done with a step.

Please also **update the Progress table** as you go through your onboarding.

If you have any questions, contact [@ Kate Peterson](#) (kpeterson@stiltsoft.com)

Progress

| Status | NOT STARTED |
|----------------|-------------|
| Date Started | |
| Date Completed | |

- Scrum Master - First Steps
- Scrum Master Job Descriptions and Responsibilities
- Scrum Master How-Tos

PAGE PROPERTIES REPORT FOR TRACKING PROGRESS

The screenshot shows a Confluence page with a blue header. The main content area features a table with the following data:

| Title | Date Completed | Date Started | Status |
|---|----------------|--------------|-------------|
| UX Designer Onboarding Checklist - Mollie Myers | | 11 Feb 2019 | IN PROGRESS |
| System Architect Onboarding Checklist - Will Vince | | 04 Feb 2019 | IN PROGRESS |
| System Architect Onboarding Checklist - Nona Nu | | | NOT STARTED |
| Computer Network Architect Onboarding Checklist - Bob Riley | 21 Feb 2019 | 02 Jan 2019 | COMPLETED |
| Computer Network Architect Onboarding Checklist - Lucy Nilson | | 15 Jan 2019 | IN PROGRESS |
| Scrum Master Onboarding Checklist - Mike Lorence | | 10 Jan 2019 | IN PROGRESS |
| Scrum Master Onboarding Checklist - Mary Millers | 08 Feb 2019 | 21 Nov 2018 | COMPLETED |
| Scrum Master Onboarding Checklist - Jake Willson | | | NOT STARTED |

At the bottom of the page, there is a 'Like' button and the text 'Be the first to like this'. On the right side, it says 'No labels'.

ONBOARDING FOR A NEW EMPLOYEE - GOOD STRUCTURE

The screenshot shows a Confluence page for a new employee onboarding. The page is titled "Scrum Master" and was created by Kate Peterson. It includes a welcome message, a list of first steps, and a section for reviewing job responsibilities and best practices. The left sidebar shows a navigation menu with various roles and a "Scrum Master" section containing links to "First Steps", "Job Descriptions", "How-Tos", and "Policies and Regulations".

Confluence Spaces ▾ People Learning Create ⋮

Search 🔍 ? ⚙

Dashboard / Onboarding Home 🔒

Edit ⏏ Save for later ☆ Watching 👁 Share 🔗

Onboarding

☆

SPACE SHORTCUTS

- FAQ
- Need Help

PAGE TREE

- Business Analyst
- Computer Network Architect
- Customer Support Agent
- Junior Java Developer
- UX Designer
- Scrum Master
 - Scrum Master - First Steps
 - Scrum Master Job Descriptio...
 - Scrum Master How-Tos
 - Policies and Regulations
- Senior Java Developer
- System Architect

Scrum Master

Created by Kate Peterson, last modified on Feb 01, 2019

Welcome to our team. Great to have you! 😊

i To help you settle into your new job, we made this onboarding plan for you. Browse the pages below one-by-one in the order they are displayed.

You will begin with **First Steps**, where you will be prompted to:

- register in all the systems you are going to use
- review the product documentation
- try the product on a demo site
- create your team space and calendar in Confluence and a Scrum Board in Jira

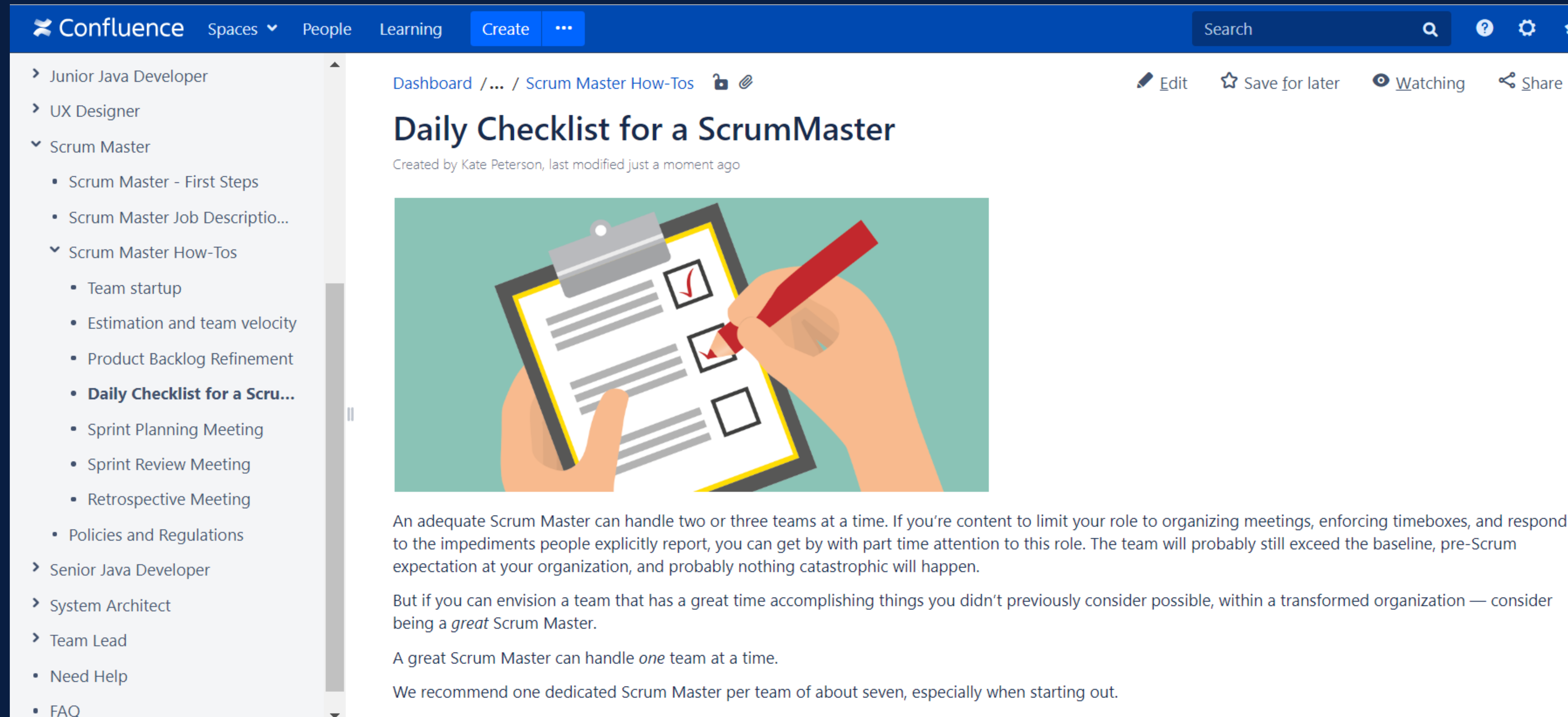
Then you will review your **job responsibilities** and get familiar with our best practices and workflows in **How-Tos**. In **Policies and Regulations** you will study all the documents that regulate your work and work of your team.

When you are done with onboarding, let **@Kate Peterson** know.

Onboarding Plan

- Scrum Master - First Steps
- Scrum Master Job Descriptions and Responsibilities
- Scrum Master How-Tos

ONBOARDING FOR A NEW EMPLOYEE - ONE CHUCK OF INFORMATION PER PAGE



The image shows a screenshot of a Confluence page. The top navigation bar includes the Confluence logo, 'Spaces', 'People', 'Learning', 'Create', and a search bar. The left sidebar shows a navigation tree with categories like 'Junior Java Developer', 'UX Designer', and 'Scrum Master'. The main content area displays the page title 'Daily Checklist for a ScrumMaster' and an illustration of hands holding a checklist. The text below the illustration discusses the role of a Scrum Master, mentioning that an adequate Scrum Master can handle two or three teams at a time, and that a great Scrum Master can handle one team at a time.


Confluence Spaces People Learning Create ... Search ? ⚙️

Dashboard / ... / Scrum Master How-Tos 🔒 📝

Edit Save for later Watching Share

Daily Checklist for a ScrumMaster

Created by Kate Peterson, last modified just a moment ago



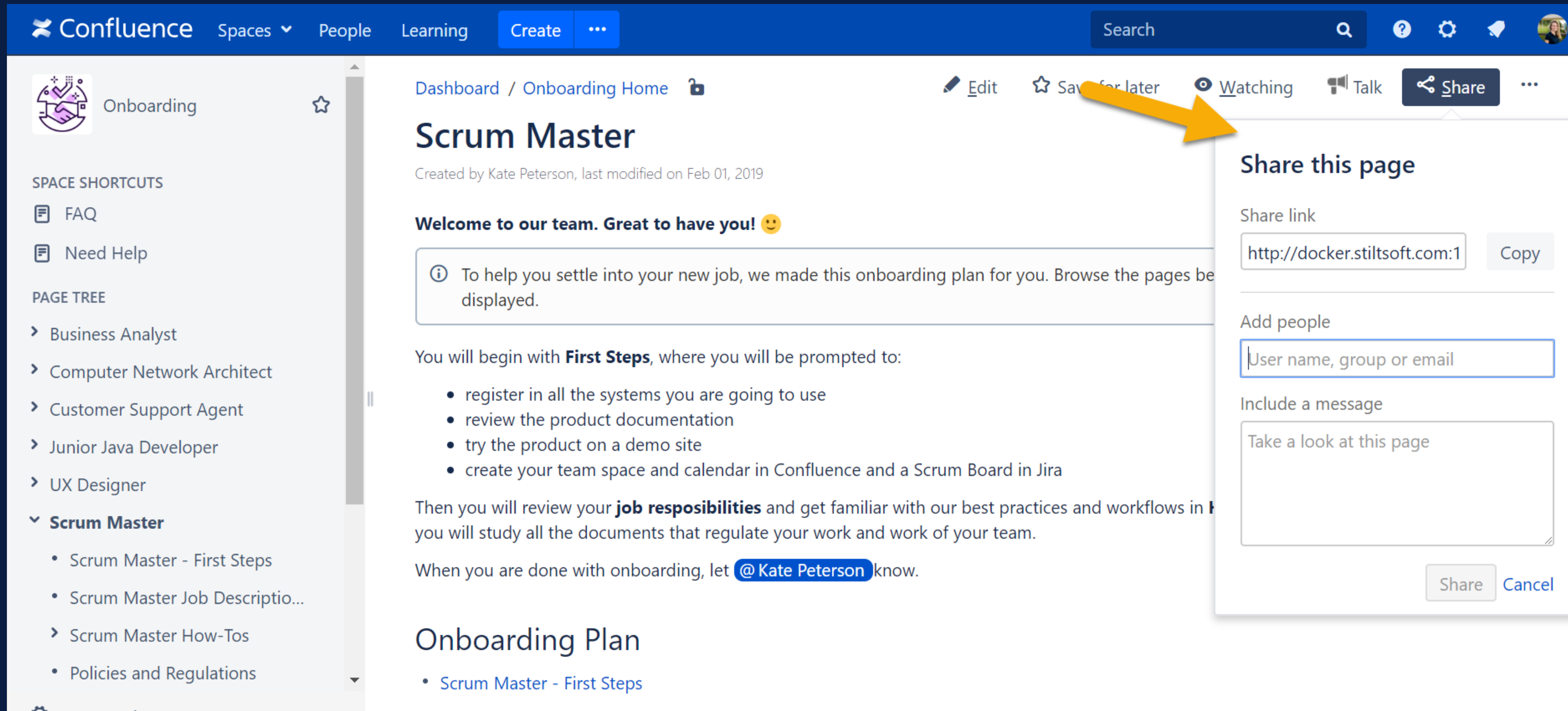
An adequate Scrum Master can handle two or three teams at a time. If you're content to limit your role to organizing meetings, enforcing timeboxes, and responding to the impediments people explicitly report, you can get by with part time attention to this role. The team will probably still exceed the baseline, pre-Scrum expectation at your organization, and probably nothing catastrophic will happen.

But if you can envision a team that has a great time accomplishing things you didn't previously consider possible, within a transformed organization — consider being a *great* Scrum Master.

A great Scrum Master can handle *one* team at a time.

We recommend one dedicated Scrum Master per team of about seven, especially when starting out.

ONBOARDING FOR A NEW EMPLOYEE - ENROLL BY SHARING A LANDING PAGE



The screenshot shows a Confluence page for 'Onboarding Home' with the title 'Scrum Master'. The page content includes a welcome message, a list of tasks for the first steps, and an onboarding plan. A 'Share this page' dialog box is open on the right, showing a share link and options to add people and include a message. A yellow arrow points to the 'Share' button in the page header.

Confluence Spaces People Learning Create ... Search ? ⚙️ 🔔

Dashboard / Onboarding Home Edit Save for later Watching Talk Share ...

Scrum Master

Created by Kate Peterson, last modified on Feb 01, 2019

Welcome to our team. Great to have you! 😊

To help you settle into your new job, we made this onboarding plan for you. Browse the pages below to get started.

You will begin with **First Steps**, where you will be prompted to:

- register in all the systems you are going to use
- review the product documentation
- try the product on a demo site
- create your team space and calendar in Confluence and a Scrum Board in Jira

Then you will review your **job responsibilities** and get familiar with our best practices and workflows in Confluence. After that, you will study all the documents that regulate your work and work of your team.

When you are done with onboarding, let [@ Kate Peterson](#) know.

Onboarding Plan

- [Scrum Master - First Steps](#)

Share this page

Share link

Add people

Include a message

BENEFITS

- Rather easy to set up
- Allows reusing existing content
- Onboarding assets can be used again and again

DRAWBACKS

- No progress tracking for managers
- No reports
- Hard for employees to keep track of where they left off




Jira Service Desk

to automate some tasks

JIRA SERVICE DESK – CREATE ONBOARDING REQUEST

The screenshot shows the 'Onboarding' page in the Jira Service Desk Help Center. The page has a blue header with 'Help Center' on the left, a search icon, a '1 Requests' notification badge, and a user profile icon on the right. A 'Customize' button is also visible on the right side. The main content area is white and contains the following elements:

- Help Center / Onboarding** (breadcrumb)
- Onboarding** (main heading)
- Welcome! You can raise a Onboarding request from the options provided.
- What can we help you with?** (section heading)
- Employee onboarding** (with person icon): Submit an onboarding request for a new hire.
- Employee offboarding** (with person icon): Submit an offboarding request for an employee leaving the company.
- Change request** (with two people icon): Send a request to make changes to your information.
- Questions for HR** (with speech bubble icon): Send us a question or make a general request.

Powered by  Jira Service Desk

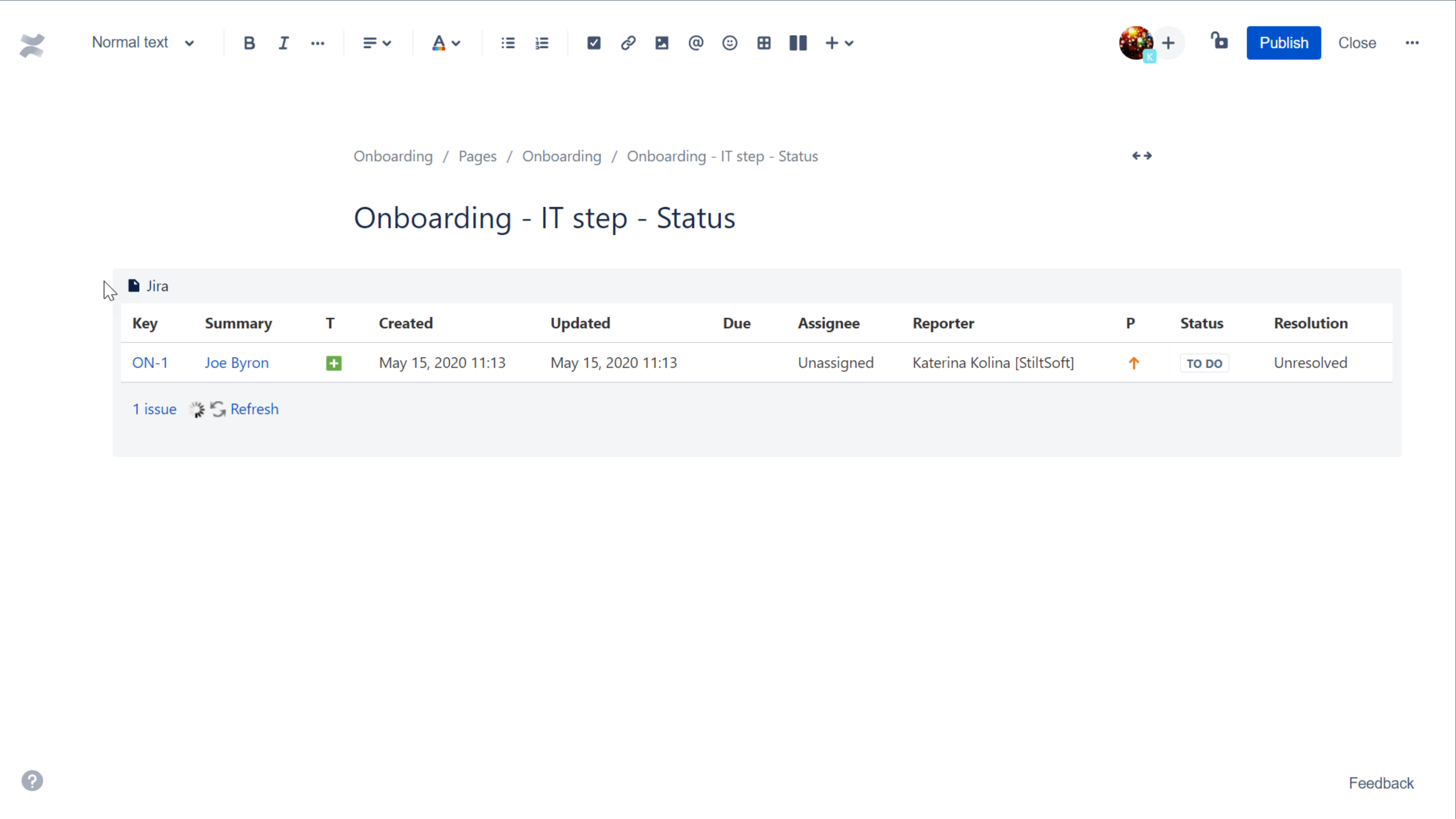
JIRA SERVICE DESK – CREATE ONBOARDING REQUEST

The screenshot displays the Jira Service Desk interface. At the top, there is a navigation bar with 'Jira', 'Your work', 'Projects', 'Filters', 'Dashboards', 'People', and 'Apps' menus, along with a 'Create' button and a search bar. The left sidebar shows the 'Onboarding' project with a 'Back to project' button and a list of queues: 'All open' (1), 'Assigned to me' (0), 'Employee onboarding...' (1), 'Employee offboarding...' (0), 'Change requests' (0), and 'Questions for HR' (0). The main content area features a notification about an update to the issue view, a 'Back' button, and a '+ ON-1' status. The request is titled 'Joe Byron' and includes action buttons for 'Create subtask', 'Link issue', and a dropdown menu. The request details are as follows:

- Created by:** Katerina Kolina raised this request via Portal. [View request in portal](#) [Hide details](#)
- Start date:** 2020/05/28
- Employee location:** Gomel
- Employment type:** Full Time
- Job title:** Product Analyst
- Manager:** Katerina Kolina

On the right side, there is a 'To Do' dropdown menu, 'SLAs' section showing '74h 13m' and 'Time to resolution within 80h', 'Assignee' set to 'Unassigned', 'Reporter' as 'Katerina Kolina', 'Request Type' as 'Employee onboarding', and a 'Knowledge base' section with a 'Search or create an article' button. The 'Due date' is listed as 'None'. A 'Give feedback' button is also present in the top right corner.

JIRA SERVICE DESK – CREATE ONBOARDING REQUEST



The screenshot shows a Jira Service Desk page for an onboarding request. At the top, there is a rich text editor toolbar with options like 'Normal text', bold, italic, and various icons. Below the toolbar is a breadcrumb trail: 'Onboarding / Pages / Onboarding / Onboarding - IT step - Status'. The main heading is 'Onboarding - IT step - Status'. A table displays a single issue with the following details:

| Key | Summary | T | Created | Updated | Due | Assignee | Reporter | P | Status | Resolution |
|------|-----------|---|--------------------|--------------------|-----|------------|-----------------------------|---|--------|------------|
| ON-1 | Joe Byron | + | May 15, 2020 11:13 | May 15, 2020 11:13 | | Unassigned | Katerina Kolina [StiltSoft] | ↑ | TO DO | Unresolved |

Below the table, it indicates '1 issue' and provides a 'Refresh' button. At the bottom left, there is a help icon, and at the bottom right, there is a 'Feedback' link.

Courses and Quizzes – LMS app

to create onboarding courses



Manage app • Short link

Courses and Quizzes - LMS for Confluence

Try it free

by StiltSoft ★ Top Vendor

for Confluence Cloud, Confluence Server 5.9.1 - 7.4.0, Confluence Data Center 5.9.1 - 7.4.0 and more versions

Buy it now



562

SUPPORTED

- Overview
- Reviews
- Pricing
- Support
- Versions
- Installation

Server

Create quizzes, tests and training courses for employees and customers. Use Confluence as a learning management system - LMS

App for Confluence

Courses and Quizzes LMS

StiltSoft

LEARNING

ASSESSMENT

ONBOARDING

Need help?

Courses and Quizzes – LMS App



Employee education

Boost employees' motivation and productivity with internal training courses.



Onboarding

Set new employees up for success with an effective onboarding program.



Certification

Check the level of skills, experience and expertise of your employees.



Screen job candidates

Find the people who are the best match for your team.

Courses and Quizzes – LMS App



Skill and knowledge tests

Evaluate the level of skills for a job transfer, regular screening, etc.



Product knowledge tests

Make sure your people are experts of products they sell, promote or use.



Managers

CONTENT OVERVIEW AND MANAGEMENT

The screenshot displays the Confluence user interface. At the top, the navigation bar includes the Confluence logo, 'Spaces', 'People', 'Learning', and a 'Create' button. A search bar is located on the right side of the top bar. The left sidebar shows the 'Education' space with a star icon, and a list of content types: Pages, Blog, Courses, Quizzes, and Quiz questions. Under 'PAGE TREE', the 'Scrum Master Onboarding' course is expanded, showing a sub-item 'Scrum Master Onboarding Q...'. The main content area is titled 'Scrum Master Onboarding' and features an 'Enroll participants' button. The course content is organized into three sections: 'Introduction', 'How-Tos', and 'Quiz'. The 'Introduction' section includes 'Scrum Master - First Steps', 'Scrum Master Job Descriptions and Responsibilities', and 'Policies and Regulations'. The 'How-Tos' section includes 'Team startup', 'Estimation and team velocity', 'Product Backlog Refinement', 'Daily Checklist for a ScrumMaster', 'Sprint Planning Meeting', 'Sprint Review Meeting', and 'Retrospective Meeting'. The 'Quiz' section includes 'Scrum Master Onboarding Quiz' with a '1 ATTEMPT' badge.

Confluence Spaces People Learning Create ... Search ? ? ?

Education ☆

Pages

Blog

SPACE SHORTCUTS

Courses

Quizzes

Quiz questions

PAGE TREE

▼ Courses

- ▶ Business Analyst Onboarding
- ▶ Computer Network Architect
- ▶ Customer Support Agent
- ▼ **Scrum Master Onboarding**
 - ▶ Scrum Master Onboarding Q...

- Quiz questions
- Quizzes

Scrum Master Onboarding

Enroll participants

+ Introduction

- Scrum Master - First Steps
- Scrum Master Job Descriptions and Responsibilities
- Policies and Regulations

+ Add module

How-Tos

- Team startup
- Estimation and team velocity
- Product Backlog Refinement
- Daily Checklist for a ScrumMaster
- Sprint Planning Meeting
- Sprint Review Meeting
- Retrospective Meeting

+ Add module

Quiz

- Scrum Master Onboarding Quiz 1 ATTEMPT

REUSE CONFLUENCE CONTENT

The screenshot shows the Confluence interface for editing a page titled "Scrum Master Onboarding". The top navigation bar includes "Confluence", "Spaces", "People", "Learning", "Create", and a search bar. The left sidebar shows the "Education" space with a "Pages" section containing "Scrum Master Onboarding". The main content area displays a list of modules under the heading "Introduction":

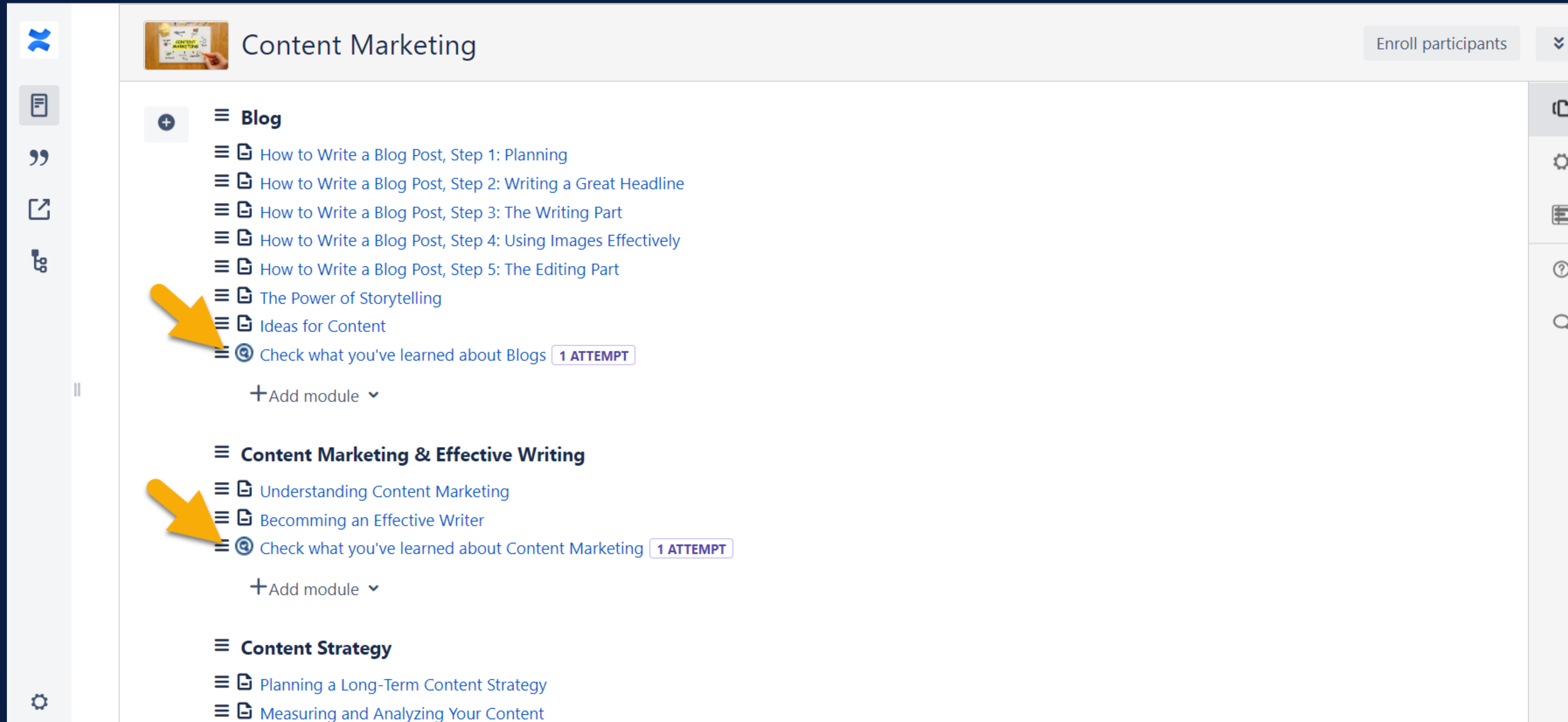
- Scrum Master - First Steps
- Scrum Master Job Description and Responsibilities
- Policies and Regulations

Below the list is a form to add a new module, consisting of a "Page" dropdown menu, a text input field with the placeholder "Type a page name to use as module", and a "Create a new page" button. A yellow arrow points to the text input field. Below the "Introduction" section is a "How-Tos" section with a list of tasks:

- Team startup
- Estimation and team velocity
- Product Backlog Refinement
- Daily Checklist for a ScrumMaster
- Sprint Planning Meeting
- Sprint Review Meeting
- Retrospective Meeting

At the bottom of the "How-Tos" section is a "+ Add module" button. Below that is a "Quiz" section with a "Scrum Master Onboarding Quiz" item.

USE TESTS TO CHECK UNDERSTANDING



The screenshot shows a course interface for "Content Marketing". The course title is at the top left, and there is an "Enroll participants" button at the top right. The course content is organized into three main sections:

- Blog**
 - How to Write a Blog Post, Step 1: Planning
 - How to Write a Blog Post, Step 2: Writing a Great Headline
 - How to Write a Blog Post, Step 3: The Writing Part
 - How to Write a Blog Post, Step 4: Using Images Effectively
 - How to Write a Blog Post, Step 5: The Editing Part
 - The Power of Storytelling
 - Ideas for Content
 - Check what you've learned about Blogs **1 ATTEMPT**
 - + Add module
- Content Marketing & Effective Writing**
 - Understanding Content Marketing
 - Becoming an Effective Writer
 - Check what you've learned about Content Marketing **1 ATTEMPT**
 - + Add module
- Content Strategy**
 - Planning a Long-Term Content Strategy
 - Measuring and Analyzing Your Content

Two orange arrows point to the test modules: "Check what you've learned about Blogs" and "Check what you've learned about Content Marketing".

PROGRESS TRACKING AND REPORTS

The screenshot displays a user interface for tracking progress in a course titled "Scrum Master Onboarding". The interface includes a sidebar with navigation icons, a top navigation bar with a user profile and an "Enroll participants" button, and a main content area with a table of participants and a detailed view of the "Introduction" module for Erin Lee.

Scrum Master Onboarding Enroll participants

Participants Modules

| <input type="checkbox"/> | Participant | Progress | Enrolled | Time Spent |
|--------------------------|-------------|--|--------------------|----------------------------------|
| <input type="checkbox"/> | Larry Blake | <div style="width: 6.6%;"><div style="width: 6.6%;"></div></div> Show details | Nov 29, 2018 12:25 | 1707 hours 18 minutes 28 seconds |
| <input type="checkbox"/> | Mike Bing | <div style="width: 18.1%;"><div style="width: 18.1%;"></div></div> Show details | Nov 28, 2018 15:50 | 1727 hours 52 minutes 54 seconds |
| <input type="checkbox"/> | Erin Lee | <div style="width: 54.5%;"><div style="width: 54.5%;"></div></div> Hide details | Nov 28, 2018 15:47 | 1727 hours 56 minutes 23 seconds |

Introduction

- Understanding Content Marketing
- Becomming an Effective Writer
- Check what you've learned about Content Marketing
[View answers](#) **COMPLETED** **PASSED** 100%

Blog

- Ideas for Content
- How to Write a Blog Post, Step 1: Planning
- The Power of Storytelling
- Check what you've learned about Blogs
[View answers](#) **WAITING FOR REVIEW** 50%

ASSIGN ONBOARDING BY ENROLLING TO A COURSE

The screenshot shows the Confluence interface with a course titled "Scrum Master Onboarding" in the background. The course content is organized into sections: "Introduction" (with sub-items: "Scrum Master - First Steps", "Scrum Master Job Descriptions", "Policies and Regulations"), "How-Tos" (with sub-items: "Team startup", "Estimation and team velocity", "Product Backlog Refinement", "Daily Checklist for a ScrumMaster", "Sprint Planning Meeting", "Sprint Review Meeting", "Retrospective Meeting"), and "Quiz".

An "Enroll Participants" dialog box is open in the foreground. It contains the following fields:

- Participants:** A text input field with the placeholder text "Type email, user or group name".
- Description:** A text area containing the text: "Welcome to StiltSoft!" followed by "'Scrum Master Onboarding' course will help you settle into your new job."

At the bottom right of the dialog box, there are two buttons: "Enroll" and "Cancel".

LET NEW EMPLOYEES SELF-ENROLL

The screenshot shows the Confluence interface for configuring a course titled "Scrum Master Onboarding". The top navigation bar includes "Confluence", "Spaces", "People", "Learning", "Create", and a search bar. The course configuration form includes the following fields:

- Course image:** A placeholder image with a "Upload image" button.
- Description:** A text area containing "This course will help new scrum masters settle into their job."
- Categories:** A dropdown menu with "Onboarding" selected.
- Self-enrollment:** A section with a checked checkbox for "Show in global catalog". A yellow arrow points to this checkbox. Below it, a note states: "If checked, users will see this course in [Confluence header > Learning](#) and will be able to self-enroll to it."

Additional UI elements include a left sidebar with navigation icons, a right sidebar with "Enroll participants" and other options, and a bottom gear icon for settings.

LET NEW EMPLOYEES SELF-ENROLL

The screenshot shows the Confluence Learning interface. At the top, the navigation bar includes 'Confluence', 'Spaces', 'People', 'Learning', 'Create', and a search bar. The 'Learning' tab is selected, and a yellow arrow points to it. Below the navigation bar, the 'Learning' section is displayed. On the left, a sidebar lists categories under 'COURSES' and 'ADMINISTRATION'. The 'Onboarding' category is highlighted with a yellow arrow. The main content area shows four course cards, each with a profile picture, a title, and an 'Enroll' button. A yellow arrow points to the 'Enroll' button on the 'Scrum Master Onboarding' card.

Navigation Bar: Confluence Spaces People Learning Create ... Search ?

Learning Section:

- COURSES**
 - All courses
 - Marketing
 - Sales
 - HR
 - Finance Certifications Programs
 - Onboarding**
 - Uncategorized
- ADMINISTRATION**
 - Manage categories

Course Cards:

- Business Analyst Onboarding** [Enroll]
- Computer Network Architect** [Enroll]
- Customer Support Agent** [Enroll]
- Scrum Master Onboarding** [Enroll]



New employees

EASY TO START

The screenshot displays the Gmail web interface. At the top left, the Gmail logo and a search bar labeled "Search mail" are visible. The left sidebar contains navigation options: "Compose", "Inbox" (with a red notification bubble showing "2"), "Starred", "Snoozed", "Sent", and "Drafts". Below the sidebar, the user's name "Katerina" is shown with a dropdown arrow and a plus sign. The main content area shows an email from "Kate Peterson (Confluence) <demo@robots.stiltsoft.company>" dated "Jan 15, 2019, 5:29 PM". The email body contains a message from Kate Peterson inviting the user to take the course "Scrum Master Onboarding". Below the text is a blue button labeled "Go to course". At the bottom of the email, a footer states "This message was sent by Atlassian Confluence 6.1.1, Team Collaboration Software". At the bottom of the screen, there are "Reply" and "Forward" buttons. A chat window at the bottom left shows "No recent chats" and a link to "Start a new one".

EASY TO START

Learning

COURSES

All courses

Marketing

Sales

HR


Finance Certification Programs

Onboarding



Uncategorized

ADMINISTRATION


Manage categories





Business Analyst Onboarding



Computer Network Architect



Customer Support Agent



Scrum Master Onboarding



EASY TO USE

Content Marketing

Theory

- ✓ Understanding Content Ma...
- ✓ The Power of Storytelling
- ✓ Ideas for Content
- ✓ Planning a Long-Term Cont...
- ✓ Becomming an Effective Wr...

How to Write a Blog Post, ...

- 🔒 Measuring and Analyzing Y...

Practice

- 🔒 Content Marketing Certifica...



Unless there's something you absolutely MUST include (say, a section that your sales or managerial team is expecting in a post that you agreed to deliver), your outline is not carved in stone. Remember – an outline is a guide, not an immutable series of commandments. If something doesn't work, whether it be a sentence, a paragraph, or even a whole section, don't hesitate to make the cut. Be ruthless with your work.

That's All She Wrote...

Blogging is one of those jobs that seems easy until you have to do it. Fortunately, it does get easier, and with time and practice, you'll be blogging like a pro in no time.

If there's an aspect of writing a blog post that I didn't cover, or you have specific questions about my process or anything generally blog-related, let me know in the comments – I'll answer them as best I can.

Now take up thy pen, go forth, and blog like a badass.

Mark as completed

SIMPLE TO RESUME

The screenshot shows the Confluence Learning interface. At the top, there is a navigation bar with the Confluence logo, 'Spaces', 'People', 'Learning', and 'Create' buttons. A search bar is on the right. Below the navigation bar, the 'Learning' section is displayed. On the left, a sidebar lists categories: COURSES (All courses, Marketing, Sales, HR, Finance Certifications Programs, Onboarding, Uncategorized) and ADMINISTRATION (Manage categories). The 'Onboarding' category is selected. The main content area shows four course cards, each with a profile picture, a title, a tag icon, and an action button. A yellow arrow points to the 'Continue' button of the 'Business Analyst Onboarding' course.

| Course Title | Action |
|-----------------------------|----------|
| Business Analyst Onboarding | Continue |
| Computer Network Architect | Enroll |
| Customer Support Agent | Enroll |
| Scrum Master Onboarding | Enroll |

SIMPLE TO RESUME



Content Marketing

Continue

Description

Content marketing is a strategic marketing and business process focused on creating and distributing valuable, relevant, and consistent content to attract and retain a clearly defined audience, and ultimately, to drive profitable customer action. This lesson will introduce you to the world of content marketing and provide you a big picture view of everything you need for a successful content marketing strategy.

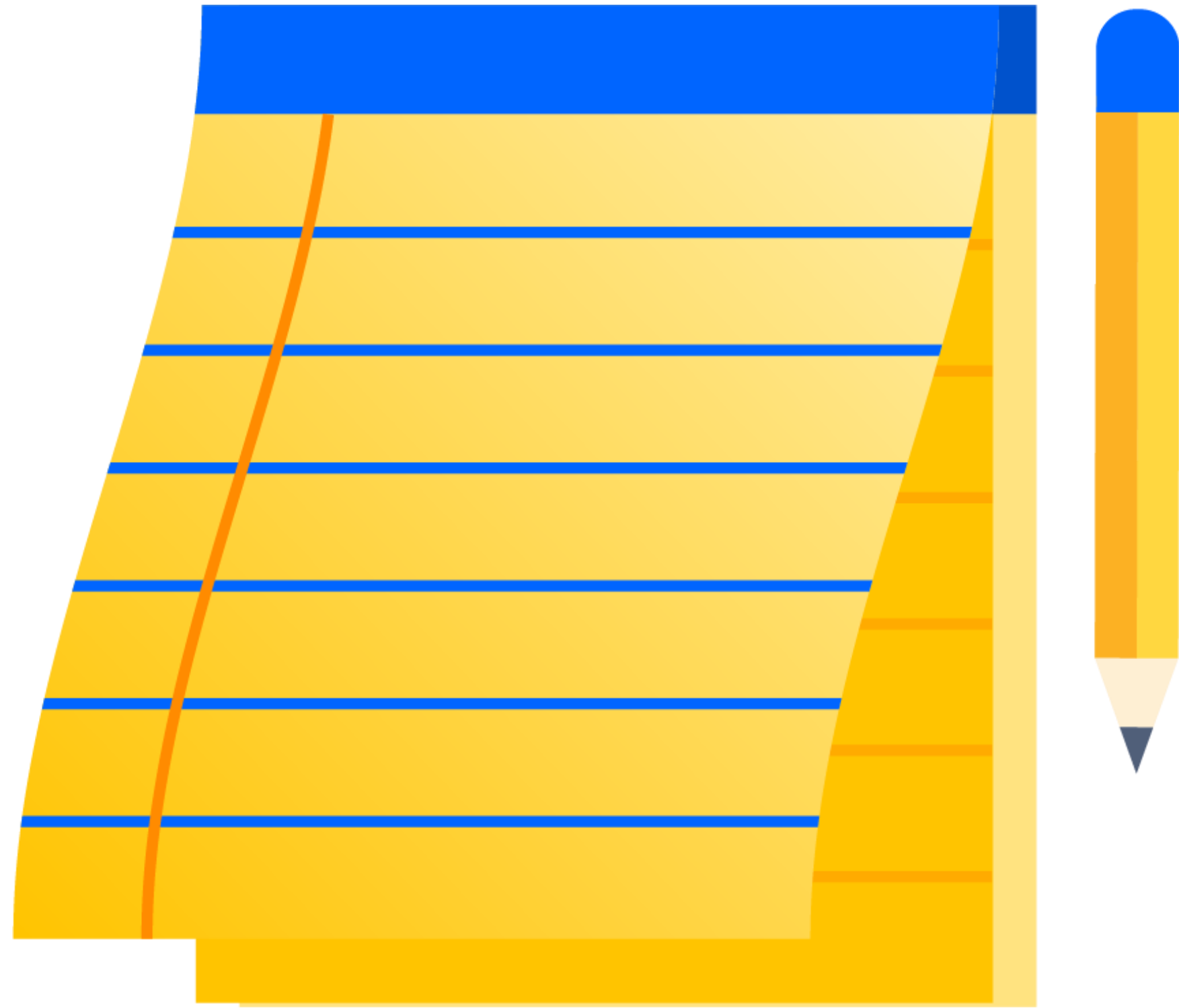
Content

Theory

- ✓ Understanding Content Marketing
- ✓ The Power of Storytelling
- ✓ Ideas for Content
- ✓ Planning a Long-Term Content Strategy
- ✓ Becoming an Effective Writer
- ▶ How to Write a Blog Post, Step 1: Planning
- 🔒 Measuring and Analyzing Your Content

Practice

- 🔒 Content Marketing Certification



Quizzes (tests)

QUIZZES FOR TESTS AND ASSESSMENTS

Learning

[Create course](#) [Create quiz](#) [Give feedback](#)

- COURSES
 - All courses
 - My courses
- QUIZZES
 - My quizzes
- ADMINISTRATION
 - Manage categories

Welcome to Learning!



Learning administrators

Start creating educational or knowledge assessment content to:

- Train and educate employees and customers
- Organize onboarding
- Assess knowledge, competences and skills of your job applicants and new hires
- Create tests for employee training, compliance, certification

Make your first **course** or **quiz**.

Participants

Have a little patience while your learning administrators are working on courses and quizzes for you. 😊

Once they enroll you to a course or quiz, or open some courses for self-enrollment, this page will show you learning information.



Courses and Quizzes – LMS app

Free trial

<http://bit.ly/2L7jyBe>



Courses and Quizzes – LMS app

Try on Demo Site

<http://bit.ly/2Zqr2Z7>



Remote Onboarding

Challenges

- Harder to build relationships
- Harder to ask questions
- Harder to learn and teach

COURSE ABOUT WORKLIFE

SKMB Курс молодого бойца Enroll participants

- Бюрократия**
 - Отпуска и отсутствие
 - Бюрократия - Как ходить в отпуска
 - Бюрократия - Поездки в командировки
 - Бюрократия - Железо
 - Бюрократия - Лицензии на софт
 - +Add module
- Жизнь в офисе**
 - Офис - Библиотека
 - Офис - Заказ воды
 - Офис - Аптечка
 - Офис - Уроки английского
 - Волейбол
 - Настольный теннис
 - Бюрократия - Бронирование переговорки
 - Соцпакет StiltSoft
 - +Add module
- Коллеги**

COURSE ABOUT WHO IS WHO

The screenshot displays the Microsoft Teams interface for a team named "StiltSoft Team". The top navigation bar includes "Spaces", "People", "Learning", "Calendars", "Create", and "Search". The team name "StiltSoft Team" is prominently displayed at the top of the main content area, accompanied by an "Enroll participants" button. The team members are organized into three distinct categories, each with a plus icon for adding more members:

- Founders**
 - Maksim Kuzmich - Co-founder
 - Alex Kuznetsov - Co-founder
 - +Add module
- Product Owners and Product Analysts**
 - Andrey Khaneev - Product Owner + Developer
 - Natalie Paramonova - Product Analyst
 - Katerina Rudkovskaya - Product Analyst
 - Katerina Kovriga - Product Analyst
 - Katerina Kolina - Product Owner
 - Vadim Rutkevich - Product Owner
 - Anastasia Voronova - Product Analyst
 - Dmitry Trofimov - Product Analyst
 - Kseniya Lysenko - Product Analyst
 - +Add module
- Developers**
 - Leonid Busel - Developer
 - Yuri Odlov - Developer

The interface also features a left-hand navigation pane with various icons for communication and collaboration, and a right-hand sidebar with additional settings and options.

SHARE FUN STUFF – NERD RUSH

Dashboard / Katerina Kolina's Home 🔒 🔗 Edit Save for later Watching Talk Share ⋮

Nerd Rush

Created by Katerina Kolina, last modified just a moment ago

Nerd Rush 2019

И вновь продолжается бой И. Кобзон

Nerd Rush 2018

Рассудок ? Уж извините, но что-то я не могу припомнить за собой подобной фигни Зараки Кенпачи Поскольку у нас схватка (хоть и маленькая), то для прохождения уровней можно применять любые способы в рамках административного, уголовного и прочих кодексов

Windows taskbar: 4:58 PM, PУC

SHARE FUN STUFF – INTERNAL HACKATHON

The screenshot shows a SharePoint dashboard with a blue header bar containing navigation options: Spaces, People, Learning, Calendars, Create, and a search bar. The main content area is titled "Hackathons" and includes a sub-header "Created by Katerina Kolina, last modified 15 minutes ago".

On the left, a vertical sidebar contains icons for Home, Lists, News, Calendar, Links, and Settings.

The main content area features three columns of cards:

- Зимний Хакатон 2019**: Includes a snail illustration with the text "BETTER LATE THAN NEVER". The text below reads: "Лучше поздно, чем никогда" гласит народная мудрость, поэтому хоть и с небольшой задержкой, но анонсируем Зимний Хакатон 2019 года! Тематика: Интеграция Атлассиан продукта с другим приложением Две...
- Летний хакатон - 2019**: Includes an information icon. The text below reads: "Всем привет! Летний хакатон в этом году будет тематическим. Его тема – dashboard-ы для нашей компании. И означает это, что полет мысли придется ограничить; идея сервиса по прокату санок на Аляске не подойдет, но зато есть возможность сделать что-то м...
- Новогодний Хакатон 2018**: Includes a "hackathon" logo with the text "MAKE CODE. HAVE FUN." and robot icons. The text below reads: "Всем привет! То, о чем многие уже спрашивали, возвращается. В декабре в предверии Нового Года у нас состоится третий Хакатон! Когда состоится Стартуем утром в пятницу 21-го декабря, подводим итоги вечером в пятницу 28-го..."

On the right side, there is a video player showing a presentation titled "Презентация для хакатона. Ин..." with a play button overlay. Below the video are four circular profile pictures of team members. At the bottom right, there is a video player for "StiltSoft Hackathon Winter 2018" with a play button overlay.

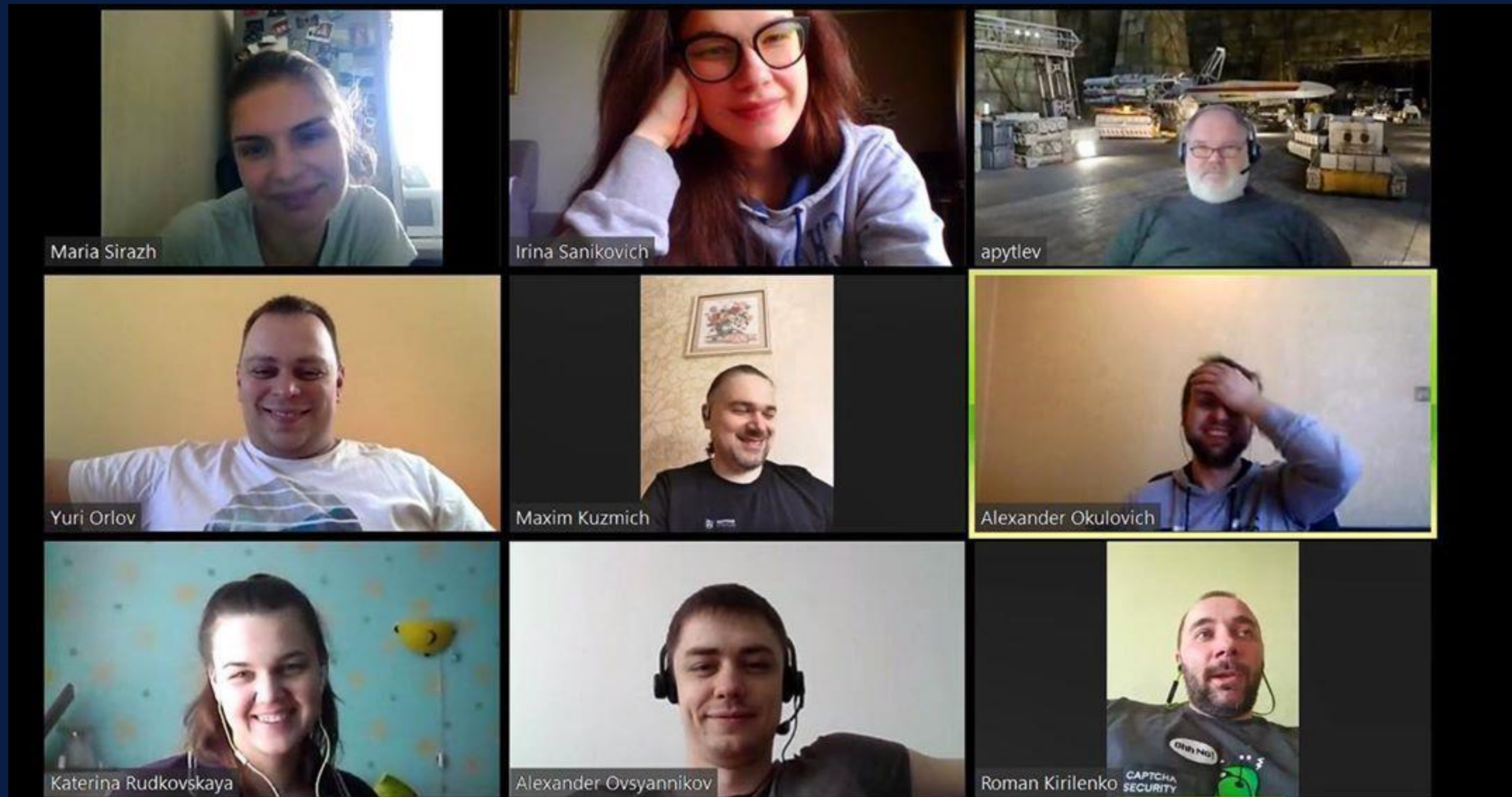
SHARE FUN STUFF – YOGA IN OFFICE



HANG OUT REMOTELY – COOK TOGETHER



HANG OUT REMOTELY – REMOTE BDAY



Katerina Kolina

kkolina@stiltsoft.com

Links

- [Atlassian Blog: How we're making remote IT work](#)
- [Atlassian Blog: How to write the perfect 90-day plan](#)
- [Trello Blog: New Employee Onboarding: A Success Template For Every Hire](#)
- [Atlassian Community: How to use our new business templates for HR, facilities and legal teams](#)
- [GitLab \(All-remote company\): The guide to remote onboarding](#)



Thank you!

KATERINA KOLINA | PRODUCT OWNER | KKOLINA@STILTSOFT.COM

Q&A