Cornerstone LMS Quick Reference Guide

Instructor - Manage a Roster

Introduction

This guide outlines the steps an Instructor will take to manage a roster for an Instructor Led Training (ILT) session.

Support

- For CORE support, please contact CORE@mednet.ucla.edu
- For CareConnect support, please contact CareConnectTrainingS@mednet.ucla.edu
- For Nursing support, please contact center@mednet.ucla.edu

1. From the navigation bar, hover your cursor over ILT, and click View Your Sessions.
2. Select an ILT session.
3. Select **View Roster** under **Training Details**.
4. Select **Add Users** to register participants into the session. A new window will open to allow you to search for participants.

5. **Search** for participants by Name, Manager’s Name, User Name or UCLA ID number.
6. Click the + icon next to each name to add participants.

7. Scroll to find additional participants.
8. Click **Done** after selecting participants.

9. Click **Add Pending Users to Roster**.
10. Click **Print Sign-in Sheet**.

**Crucial Conversations (CENTER) Roster**

<table>
<thead>
<tr>
<th>Session Roster</th>
<th>Attendance and Coding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roster</td>
<td></td>
</tr>
</tbody>
</table>

**Session Status:** Approved  
**Session Start Date:** 8/21/2018 8:00:00 AM  
**Session End Date:** 8/21/2018 5:00:00 PM  
**Seats Available:** 12/20  
**Attachments:** Choose File, No file chosen  
**Upload**  

**RESOURCES**

**Add Attachment**

No attachments have been uploaded for this session.

**SCHEDULE**

**USERS**

- **Print Sign-in Sheet**

<table>
<thead>
<tr>
<th>Name</th>
<th>User ID</th>
<th>Organizational Unit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DECKER, LINDSEY</td>
<td>3049070905</td>
<td>2031:NURSEPSYCHIATRIC HOSPITAL (Division) D401-SPEC (Position)</td>
</tr>
<tr>
<td>BRANDON, RAQUEL</td>
<td>8049088601</td>
<td>2031:RMN:NURSING ADMINISTRATION (Division) D401:CLIN NURSE 6 (Position)</td>
</tr>
<tr>
<td>GREENSTONE, KARYN</td>
<td>400082788</td>
<td>2031:RMN:NURSING ADMINISTRATION (Division) D401:CLIN NURSE 7541:KEAN CLIN NURSE 1 (Position)</td>
</tr>
<tr>
<td>HEALY, ROSEMARY</td>
<td>4018051865</td>
<td>2031:RMN:NURSING ADMINISTRATION (Division) D401:CLIN NURSE 6 (Position)</td>
</tr>
<tr>
<td>JACKSON, STEPHANIE</td>
<td>303250570</td>
<td>2031:RMN:NURSING ADMINISTRATION (Division) D401:CLIN NURSE 6 (Position)</td>
</tr>
</tbody>
</table>
11. Session **Sign-in Sheet** will download to an Excel file.
12. Change the following settings before printing the Sign-in Sheet:

**Landscape Orientation**

And

**Fit all Columns on One Page**

Press **Print**.