

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.

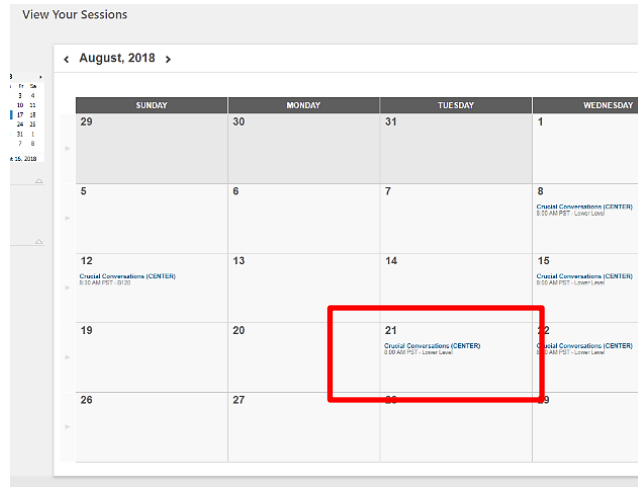
Support

- 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.

Calendar Training Details

Training Details

Crucial Conversations (CENTER)
Session - Nursing - Classroom - 9 hours

[Calendar View](#) [Print](#) [View Event](#)

Crucial Conversations training is a course in best-practice skills for successfully handling high-stakes interactions. The training equips participants with a set of tools and an action plan for building alignment, agreement, and interpersonal communication.

ANCC
7.33

BRN
8.5

DPH
0

Available Languages
English (US)

Subjects
Nursing - Nursing > Continuing Education Contact Hours, Nursing > Continuing Education Contact Hours > 8.1 with contact hours

Locator Number
27387

Registration Deadline
8/14/2018 - 8:00 AM PST

Seats Available
20

Maximum Registration
20

Currently Registered
0

Training Contact
Nursing.Contact.Center@mednet.ucla.edu

Roster
[View Roster](#)

Student Roster
[View Student Roster](#)

Schedule

[View Full Calendar](#)

Parts (1)

Part 1 of 1
Westwood Campus > Train Station > Lower Level view map
Instructor - JESSICA PHILLIPS

Starts 8/21/2018 - 8:00 AM PST **Ends** 8/21/2018 - 5:00 PM PST

4. Select **Add Users** to register participants into the session. A new window will open to allow you to search for participants.

Session Roster ?

Roster Attendance and Scoring

?

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: 20/20
 Attachments: No file chosen

RESOURCES

Add Attachment ↕

No attachments have been uploaded for this Session

SCHEDULE ?

USERS

Name ▲ User ID

5. **Search** for participants by Name, Manager's Name, User Name or UCLA ID number.

Select User

Search is limited to 1000 records only

Search

Last Name: ID: **Manager's Last Name: Galuska**

First Name: User Name:

6. Click the **+** icon next to each name to add participants.

Search

Last Name: ID: Manager's Last Name:
 First Name: User Name:

(29 Results) 1 2 3 >

Search Results

ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER
<input type="checkbox"/>	BECKER, LINDSEY	2001-NEUROPSYCHIATRIC HOSPITAL (Division) 0461-SPEC (Position) LEE GALLUSKA (Manager)	304367036	LBecker	GALLUSKA, LEE
<input type="checkbox"/>	BRANOM, RAQUEL	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	804556751	RBranom	GALLUSKA, LEE
<input type="checkbox"/>	GREENSTONE, KARYN	2861-RRMC-NURSING ADMINISTRATION (Division) 7541-AST TO DEAN DIR CHAIR 1 (Position) LEE GALLUSKA (Manager)	400352788	KGreenstone	GALLUSKA, LEE
<input type="checkbox"/>	HEALY, ROSEMARY	2861-RRMC-NURSING ADMINISTRATION (Division) 0280-MGR (Position) LEE GALLUSKA (Manager)	401355856	RHealy	GALLUSKA, LEE
<input type="checkbox"/>	JACKSON, STEPHANIE	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	303250570	STJackson	GALLUSKA, LEE
<input type="checkbox"/>	JAKEL, PATRICIA	2932-SMH-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	100710509	PJakel	GALLUSKA, LEE
<input type="checkbox"/>	JASDHAUL, MANINDER	2932-SMH-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	604875117	MJasdhaul	GALLUSKA, LEE
<input type="checkbox"/>	KAO, YUHAN	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	904099639	YKao	GALLUSKA, LEE
<input type="checkbox"/>	KECKEISEN, MAUREEN	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	800322718	MKeckeisen	GALLUSKA, LEE
<input type="checkbox"/>	KIRKPATRICK, THERESA	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	701452200	TKirkpatrick	GALLUSKA, LEE

7. Scroll to find additional participants.

Search

Last Name: ID: Manager's Last Name:
 First Name: User Name:

(29 Results) 1 2 3 >

Search Results

ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER
<input type="checkbox"/>	BECKER, LINDSEY	2001-NEUROPSYCHIATRIC HOSPITAL (Division) 0461-SPEC (Position) LEE GALLUSKA (Manager)	304367036	LBecker	GALLUSKA, LEE
<input type="checkbox"/>	BRANOM, RAQUEL	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	804556751	RBranom	GALLUSKA, LEE
<input type="checkbox"/>	GREENSTONE, KARYN	2861-RRMC-NURSING ADMINISTRATION (Division) 7541-AST TO DEAN DIR CHAIR 1 (Position) LEE GALLUSKA (Manager)	400352788	KGreenstone	GALLUSKA, LEE
<input type="checkbox"/>	HEALY, ROSEMARY	2861-RRMC-NURSING ADMINISTRATION (Division) 0280-MGR (Position) LEE GALLUSKA (Manager)	401355856	RHealy	GALLUSKA, LEE
<input type="checkbox"/>	JACKSON, STEPHANIE	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	303250570	STJackson	GALLUSKA, LEE
<input type="checkbox"/>	JAKEL, PATRICIA	2932-SMH-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	100710509	PJakel	GALLUSKA, LEE
<input type="checkbox"/>	JASDHAUL, MANINDER	2932-SMH-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	604875117	MJasdhaul	GALLUSKA, LEE
<input type="checkbox"/>	KAO, YUHAN	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	904099639	YKao	GALLUSKA, LEE
<input type="checkbox"/>	KECKEISEN, MAUREEN	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	800322718	MKeckeisen	GALLUSKA, LEE
<input type="checkbox"/>	KIRKPATRICK, THERESA	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALLUSKA (Manager)	701452200	TKirkpatrick	GALLUSKA, LEE

8. Click **Done** after selecting participants.

Selected User			
REMOVE	NAME		
	BECKER, LINDSEY		
	BRANOM, RAQUEL		
	GREENSTONE, KARYN		
	HEALY, ROSEMARY		
	JACKSON, STEPHANIE		
	JAKEL, PATRICIA		
	JASDHAUL, MANINDER		

Search Results			
ADD	NAME	IDENTIFIER	ID
N/A	BECKER, LINDSEY	2001-NEUROPSYCHIATRIC HOSPITAL (Division) 0461-SPEC (Position) LEE GALUSKA (Manager)	304367036
N/A	BRANOM, RAQUEL	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALUSKA (Manager)	804556751
N/A	GREENSTONE, KARYN	2861-RRMC-NURSING ADMINISTRATION (Division) 7541-AST TO DEAN DIR CHAIR 1 (Position) LEE GALUSKA (Manager)	400352788
N/A	HEALY, ROSEMARY	2861-RRMC-NURSING ADMINISTRATION (Division) 0280-MGR (Position) LEE GALUSKA (Manager)	401355856
N/A	JACKSON, STEPHANIE	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALUSKA (Manager)	303250570
N/A	JAKEL, PATRICIA	2932-SMH-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALUSKA (Manager)	100710509
N/A	JASDHAUL, MANINDER	2932-SMH-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALUSKA (Manager)	604875117
	KAO, YUHAN	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALUSKA (Manager)	904099639
	KECKEISEN, MAUREEN	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALUSKA (Manager)	800322718
	KIRKPATRICK, THERESA	2861-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position) LEE GALUSKA (Manager)	701452200

9. Click **Add Pending Users to Roster**.

USERS

Add Pending Users to Roster
 Send emails

Name
BECKER, LINDSEY
BRANOM, RAQUEL
GREENSTONE, KARYN
HEALY, ROSEMARY

10. Click Print Sign-in Sheet.

Crucial Conversations (CENTER) Roster

Session Roster ?

Roster Attendance and Scoring

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: 13/20
 Attachments: No file chosen

RESOURCES

[Add Attachment](#) ↕

No attachments have been uploaded for this Session

SCHEDULE ?

USERS

[Email Registered Users](#) [Add Users](#)

Name ▲	User ID	Organizational Unit(s)
BECKER, LINDSEY	304367036	2001-NEUROPSYCHIATRIC HOSPITAL (Division) 0461-SPEC (Position)
BRANOM, RAQUEL	804556751	2881-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position)
GREENSTONE, KARYN	400352788	2881-RRMC-NURSING ADMINISTRATION (Division) 7541-AST TO DEAN DIR CHAIR 1 (Position)
HEALY, ROSEMARY	401355856	2881-RRMC-NURSING ADMINISTRATION (Division) 0280-MGR (Position)
JACKSON, STEPHANIE	303250570	2881-RRMC-NURSING ADMINISTRATION (Division) 0766-CLIN NURSE 5 (Position)

11. Session Sign-in Sheet will download to an Excel file.

Crucial Conversations (CENTER): Session Sign-In Sheet

Session Details

Locator Number: 27387
 Nursing
 Nursing > Continuing Education Contact
 Hours
 Nursing > Continuing Education Contact
 Subject: Hours > ILT with contact hours
 Training Hours: 8 Hour(s) 0 Minute(s)
 Credits: 0
 Price: \$0.00
 Training Contact: Nursing Contact Center@mednet.ucla.edu
 Date: 8/21/2018 8:00 AM - 8/21/2018 5:00 PM PST
 Location: Lower Level > Train Station > Westwood
 Campus
 Instructors: JESSICA PHILLIPS
 Instructor Signature: _____

Registered Attendees	User ID	Organization Unit(s)	Work Phone	Email Address	Address	Work City, State	Signature
BECKER, LINDSEY	304367036	2001-NEUROPSYCHIATRIC HOSPITAL (Division) 0461-SPEC (Position) 2861-RBMC-NURSING ADMINISTRATION (Division)		LBecker@mednet.ucla.edu			
BRANOM, RAQUEL	804556751	0766-CLIN NURSE 5 (Position) 2861-RBMC-NURSING ADMINISTRATION (Division)		RBranom@mednet.ucla.edu			
GREENSTONE, KARIN	400352788	7541-ASST TO DEAN DIR CHAIR 1 (Position) 2861-RBMC-NURSING ADMINISTRATION (Division)		KGreenstone@mednet.ucla.edu			

12. Change the following settings before printing the Sign-in Sheet:

Landscape Orientation

And

Fit all Columns on One Page

Press **Print**.

