

Cornerstone LMS Quick Reference Guide

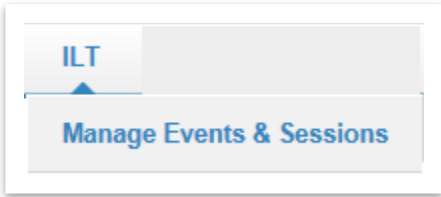
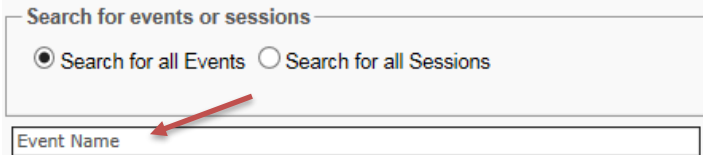
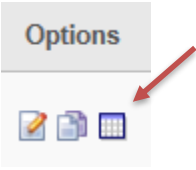
Instructor - Managing Waitlist

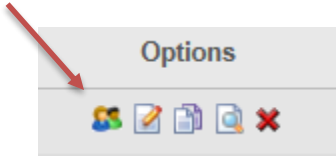

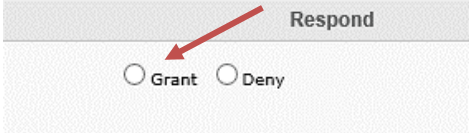

Introduction

This guide outlines the steps a user will take to view a session and update the sequencing on a waitlist.

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

<p>1. From the Welcome page, go to:</p> <p>ILT → Manage Events & Sessions</p>	
<p>2. Search for the Event name</p>	
<p>3. Click the “Sessions Calendar” icon under “Options”</p>	

<p>4. Click on the “View Roster” icon that corresponds with the date and time of the session.</p>	 <p>The screenshot shows a grey header bar with the word "Options" in white. Below the header is a row of five icons: a group of people, a pencil, a document, a magnifying glass, and a red 'X'. A red arrow points from the top-left towards the first icon (the group of people).</p>
<p>4. To access the waitlist, click the Waitlisted link in the right corner.</p>	 <p>The screenshot shows a grey header bar with the text "Waitlisted (1)" in blue. To the right of the text is a printer icon. A red arrow points from the top-right towards the "Waitlisted (1)" text.</p>
<p>5. Select the appropriate radio button to Grant or Deny someone’s waitlist request.</p>	 <p>The screenshot shows a grey header bar with the word "Respond" in white. Below the header are two radio buttons: "Grant" and "Deny". A red arrow points from the top-right towards the "Grant" radio button.</p>
<p>6. Click “Process Response”.</p>	 <p>The screenshot shows a blue button with the text "Process Responses" in white.</p>