

Cornerstone LMS Quick Reference Guide

Submit a Roster

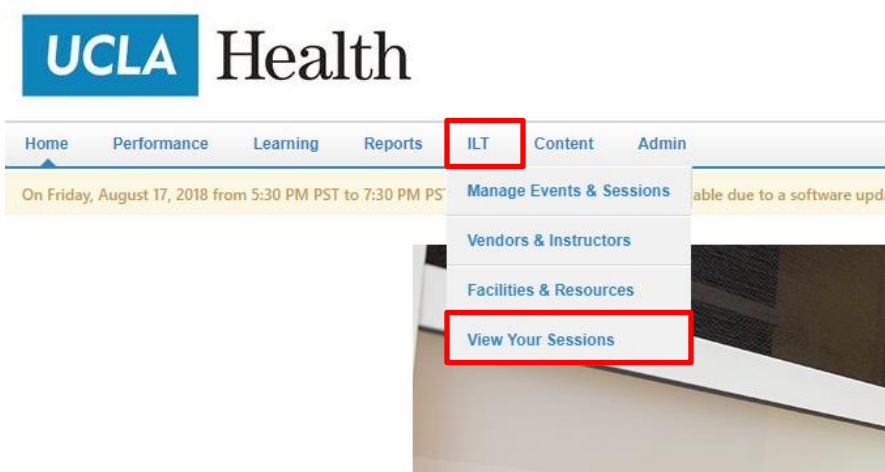
Introduction

This guide outlines the steps a user will take to submit a completed roster for an Instructor Led Training (ILT) session as an instructor.

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.

View Your Sessions

< August, 2018 >

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--|--------|---|---|
| 29 | 30 | 31 | 1 |
| 5 | 6 | 7 | 8 Crucial Conversations (CENTER) 8:00 AM PST - Lower Level |
| 12 Crucial Conversations (CENTER) 8:30 AM PST - B120 | 13 | 14 | 15 Crucial Conversations (CENTER) 8:00 AM PST - Lower Level |
| 19 | 20 | 21 Crucial Conversations (CENTER) 8:00 AM PST - Lower Level | 22 Crucial Conversations (CENTER) 8:00 AM PST - Lower Level |
| 26 | 27 | 28 | 29 |

3. Select [View Roster](#) under 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. Click **Chose File** to upload a completed Sign-in Sheet.



Helpful Hint: You must save the file to your computer.

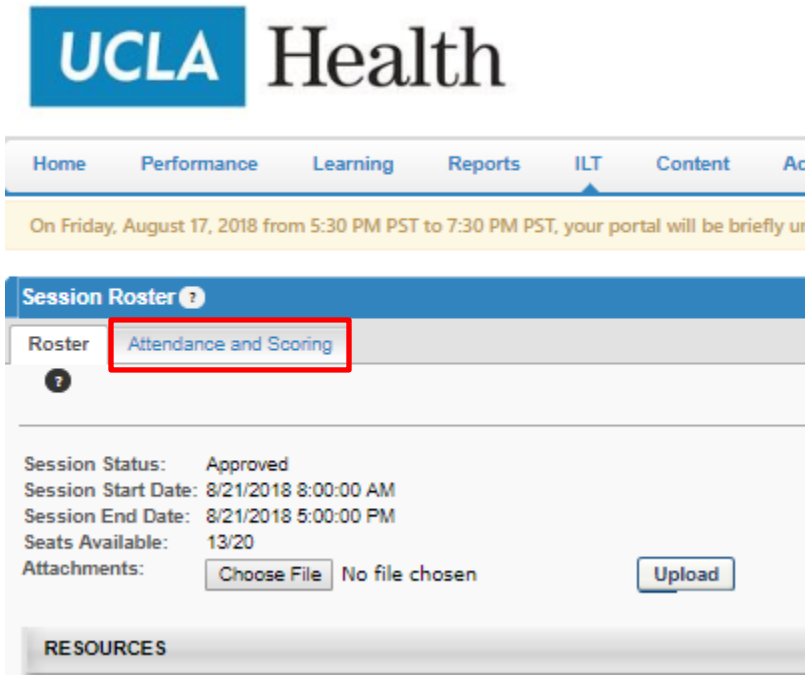
Crucial Conversations (CENTER) Roster

The screenshot shows the 'Session Roster' interface for 'Crucial Conversations (CENTER) Roster'. It includes a 'Session Roster' header with a help icon, tabs for 'Roster' and 'Attendance and Scoring', and a session summary with the following details: 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. The 'Attachments' section shows a 'Choose File' button (highlighted with a red box) and 'No file chosen'. An 'Upload' button is also present. Below this are sections for 'RESOURCES', 'Add Attachment', and 'SCHEDULE'.

5. Click **Upload** to attach the completed Sign-in-Sheet

This screenshot shows the same 'Session Roster' interface as above, but with a file named '8.21.18 Cruci...IN SHEET.doc' attached to the 'Attachments' section. The 'Upload' button is now highlighted with a red box, indicating the next step in the process.

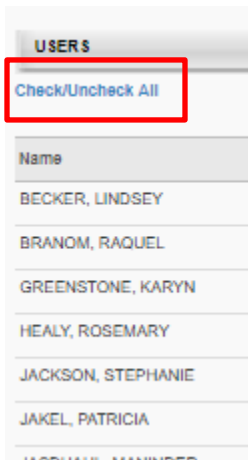
6. Click **Attendance and Scoring** to mark participants as attended within Cornerstone.



7. Click **Check/Uncheck All** if all registered participants completed the session.

OR

Check the box next to individual attendees.



| Attendance | Score | Pass |
|----------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> 1 | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> 1 | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> 1 | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> 1 | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> 1 | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> 1 | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> 1 | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |

8. Click Submit Roster.



Helpful Hint: Selecting Save will not complete the session in Cornerstone. Participants will be able to evaluate the session, but it will remain on the Active Transcript and the contact hour certificate will not be issued.

| Name | User ID | Attendance |
|------------------------|-----------|---------------------------------------|
| ALEMAN, JOSE | 203438705 | <input checked="" type="checkbox"/> 1 |
| ARAUJO, SONIA | 403088523 | <input checked="" type="checkbox"/> 1 |
| AYALA, RICHIE | 203347115 | <input checked="" type="checkbox"/> 1 |
| FONTANILLA, LEAH | 803345156 | <input checked="" type="checkbox"/> 1 |
| GAUSS-FRIEDMAN, LAUREN | 003531713 | <input checked="" type="checkbox"/> 1 |
| GOMEZ, ZOILA | 203532801 | <input checked="" type="checkbox"/> 1 |
| HEINE, STELLA | 404304812 | <input checked="" type="checkbox"/> 1 |
| MALEY, ANASTASIA | 804388481 | <input checked="" type="checkbox"/> 1 |
| MANEJA, JANNETTE | 202804182 | <input checked="" type="checkbox"/> 1 |
| MORA, RUBEN | 202875980 | <input checked="" type="checkbox"/> 1 |

Save Submit Roster Back

9. Click OK.



Helpful Hint: It can take up to 15 minutes for Cornerstone to process the roster.

Participants can now access the evaluation and certificate from the Completed transcript.

i4b3c-/8/3-45b2-9c3/-/bd4b4da3tc/

uclahealth-pilot.csod.com says

Your attendance and scoring updates are now being processed. This process takes approximately 15 minutes or less to complete. Please remember to re-submit the roster if you would like to update the students' transcript statuses to reflect attendance and scoring changes. You do not need to wait for this process to complete before re-submitting the roster.

OK

for Completion. Attendance updates and Score status will be updated when the roster is submitted and a user has a status of "Completed"