UCLA Health

Cornerstone LMS Quick Reference Guide

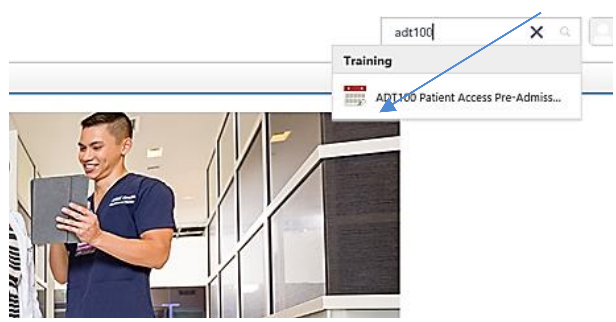
Manager - Assign an Instructor Led Training (ILT) to an Employee

Introduction

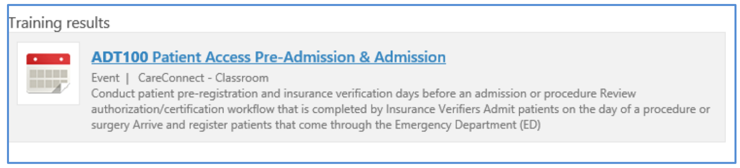
This guide outlines the steps a manager will take to assign Instructor Led Training (ILT) to employees. Managers can assign ILTs to their direct and indirect (connected to a manager by a dotted line) reports.

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

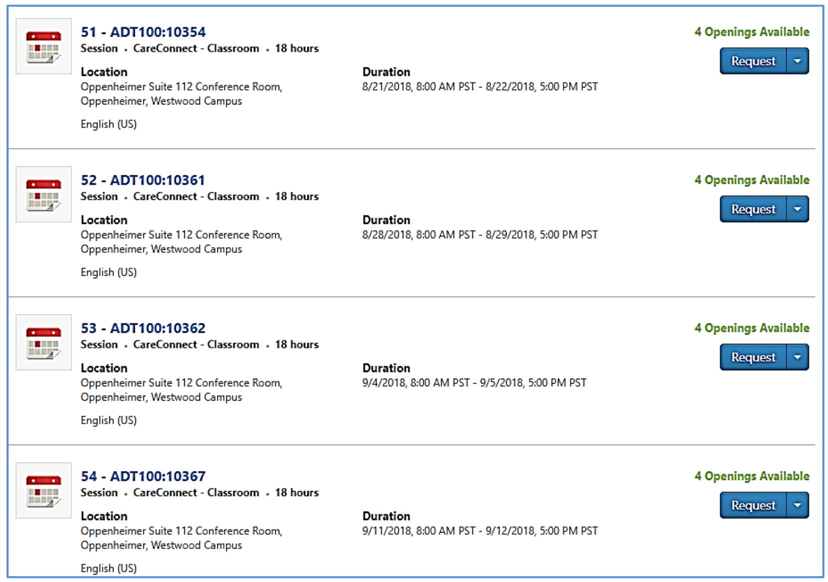
There are *two* ways (options) a manager can **Assign** Instructor Led Training **(ILT)** to employees' in the system. These options include: (1) The **Global Search,** and (2) The **Browse for Training Catalog.** This guide outlines the steps for both options below.	
OPTION (1) Global Search: In the Global Search Box, you may search for an Event by title or topic 1. After logging into Cornerstone, in the upper right-hand corner of the **Welcome** page, type the name of the Event into the **Global Search box**. Once it appears, click on the Event title in the dropdown menu.	

1. From the catalog, click the **Title** of the Event to view the available sessions.

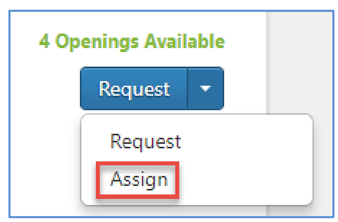


2. Scroll through available sessions and pick the one that best suits your employee's schedule.

   Please Note: You can assign the Event to the employee, and they can select the session that best suits their schedule from their transcript.



3. To assign a session, click on the **drop-down arrow** next to **Request** on the session you have selected and click **Assign**.



4. Complete the following steps **(optional is not required)**

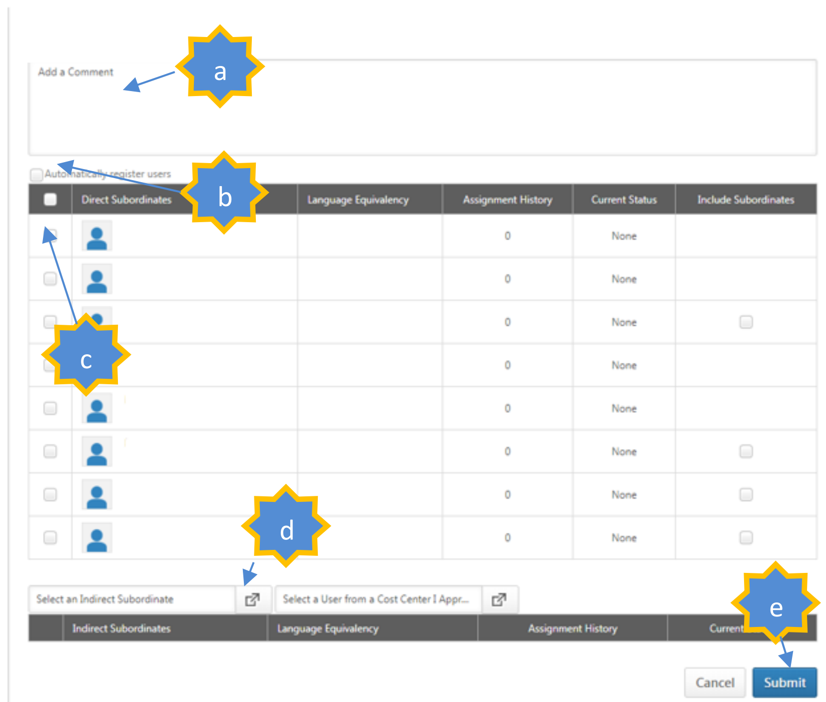
a) **(Optional)** Enter a **message** that will appear in the notification email.

b) Click **Automatically register users**

c) Check the Direct Subordinates **check box** to select all your subordinates or check each individual check box to select individual subordinates.

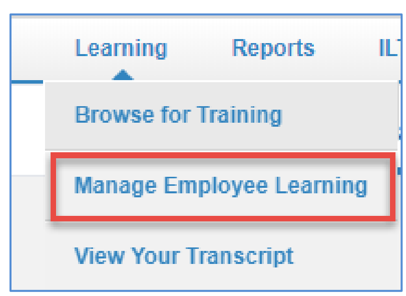
d) **(Optional)** You also have the option to search and select indirect subordinates by clicking the **Select an Indirect Subordinate** icon.

e) Finally, click **Submit** and a notification email will be sent to your selected subordinates.

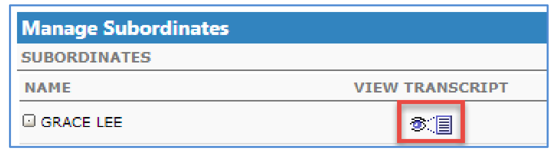


Attention: If your direct subordinates show incorrectly, please contact UCLAhealthHR@mednet.ucla.edu to correct the issue.

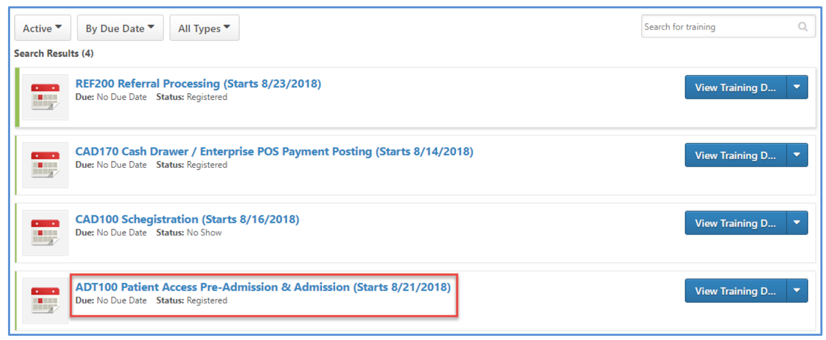
5. To confirm assignment, hover your cursor over **Learning** on the main toolbar and click **Manage Employee Learning**.



6. Visually locate the employee you just assigned training to, and click on the **View Transcript** icon next to their name



7. Visually confirm that the course is listed on his or her transcript.

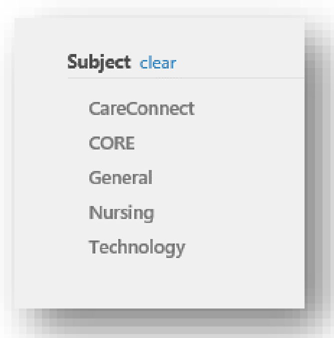


OPTION (2) Browse for Training Catalog:

The Browse for Training Catalog allows you to browse, all of the Events in the catalog, by a particular category.

1. From the **Welcome** page navigation toolbar, hover your cursor over **Learning,** and click **Browse for Training.**

2. Using the left navigation pane, click the appropriate **category link** under the **Subject** menu.



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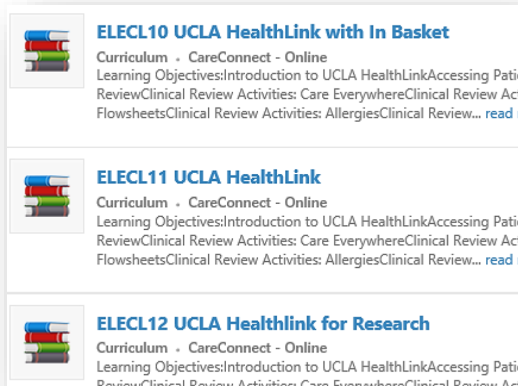
<td>3. Scroll down to the desired course and click on the course's Title.</td>
<td>
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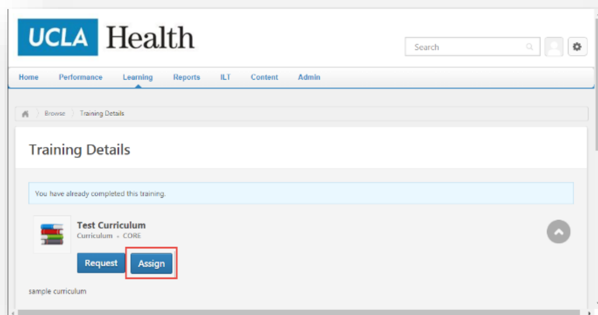
<td>4. Click Assign.</td>
<td>
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5. Complete the following steps **(optional is not required)**

a) **(Optional)** Enter the **Due Date** if you want an employee to complete by a certain date.

b) **(Optional)** Enter a **message** that will appear in the notification email.

c) Click **Automatically register users**

d) Check the Direct Subordinates **check box** to select all your subordinates or check each individual check box to select individual subordinates.

e) **(Optional)** You also have the option to search and select indirect subordinates by clicking the **Select an Indirect Subordinate** icon.

f) Finally, click **Submit** and a notification email will be sent to your selected subordinates

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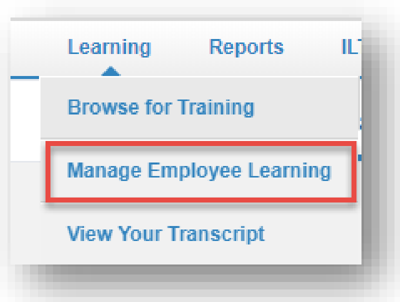

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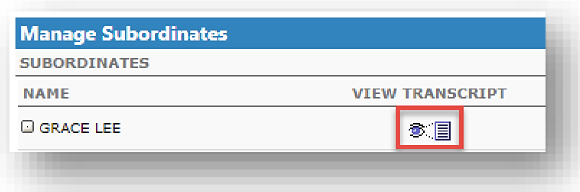

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8. Visually confirm that the course is listed on his or her transcript.

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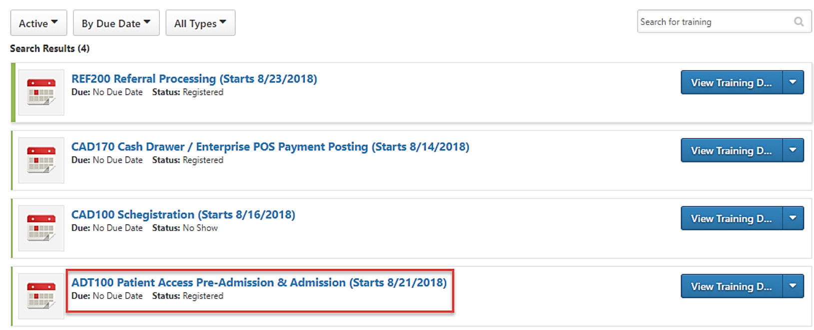

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