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.

   ![Training results](image)  
   **ADT100 Patient Access Pre-Admission & Admission**  
   Event | CareConnect - Classroom  
   Conduct patient pre-registration and insurance verification days before an admission or procedure review. Authorization/certification workflow that is completed by Insurance Verifiers. Admit patients on the day of a procedure or surgery. Arrange and register patients that come through the Emergency Department (ED).

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.

   ![Session 1](image)  
   **51 - ADT100:10554**  
   Session | CareConnect - Classroom - 16 hours
   Location: Oppenheimer Suite 112 Conference Rooms, Oppenheimer, Westwood Campus  
   **4 Openings Available**

   ![Session 2](image)  
   **52 - ADT100:10561**  
   Session | CareConnect - Classroom - 16 hours
   Location: Oppenheimer Suite 112 Conference Rooms, Oppenheimer, Westwood Campus  
   **4 Openings Available**

   ![Session 3](image)  
   **53 - ADT100:10562**  
   Session | CareConnect - Classroom - 16 hours
   Location: Oppenheimer Suite 112 Conference Rooms, Oppenheimer, Westwood Campus  
   **4 Openings Available**

   ![Session 4](image)  
   **54 - ADT100:10567**  
   Session | CareConnect - Classroom - 16 hours
   Location: Oppenheimer Suite 112 Conference Rooms, Oppenheimer, Westwood Campus  
   **4 Openings Available**

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.

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

   **Attention:** If your direct subordinates show incorrectly, please contact UCLAhealthHR@mednet.ucla.edu to correct the issue.
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.
3. Scroll down to the desired course and click on the course’s **Title**.

4. Click **Assign**.
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

6. To confirm assignment, hover your cursor over **Learning** on the main toolbar and click **Manage Employee Learning**.
7. Visually locate the employee you just assigned training to, and click on the View Transcript icon next to their name.

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