

## Cornerstone LMS Quick Reference Guide

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

#### Introduction

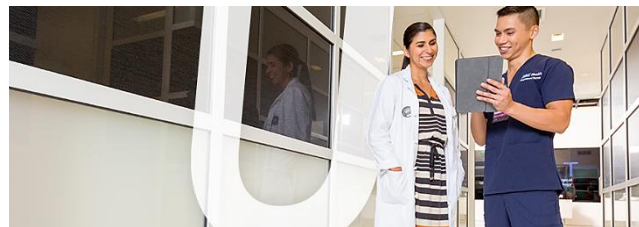
This guide outlines the steps a manager will take to assign Instructor Led Training (ILT) to employees. Managers can assign ILTs to their direct and indirect (connected to a manager by a dotted line) reports.

#### Support

- For CORE support, please contact [CORE@mednet.ucla.edu](mailto:CORE@mednet.ucla.edu)
- For CareConnect support, please contact [CareConnectTrainingS@mednet.ucla.edu](mailto:CareConnectTrainingS@mednet.ucla.edu)
- For Nursing support, please contact: [center@mednet.ucla.edu](mailto:center@mednet.ucla.edu)

There are *two* ways (options) a manager can **Assign** Instructor Led Training (**ILT**) to employees' in the system.

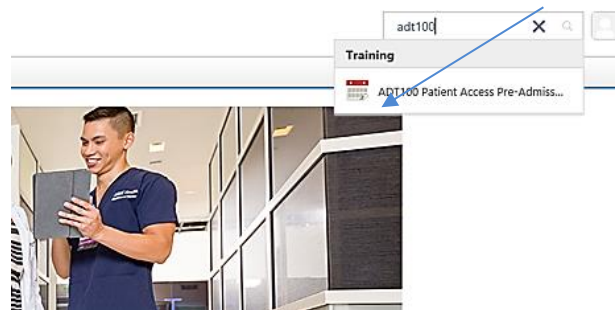
These options include: (1) The **Global Search**, and (2) The **Browse for Training Catalog**. This guide outlines the steps for both options below.



#### 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

**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 Arrive 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.

	<b>51 - ADT100:10354</b> Session - CareConnect - Classroom - 18 hours	4 Openings Available	<input type="button" value="Request"/>
<b>Location</b>	Oppenheimer Suite 112 Conference Room, Oppenheimer, Westwood Campus English (US)	<b>Duration</b>	8/21/2018, 8:00 AM PST - 8/22/2018, 5:00 PM PST
	<b>52 - ADT100:10361</b> Session - CareConnect - Classroom - 18 hours	4 Openings Available	<input type="button" value="Request"/>
<b>Location</b>	Oppenheimer Suite 112 Conference Room, Oppenheimer, Westwood Campus English (US)	<b>Duration</b>	8/28/2018, 8:00 AM PST - 8/29/2018, 5:00 PM PST
	<b>53 - ADT100:10362</b> Session - CareConnect - Classroom - 18 hours	4 Openings Available	<input type="button" value="Request"/>
<b>Location</b>	Oppenheimer Suite 112 Conference Room, Oppenheimer, Westwood Campus English (US)	<b>Duration</b>	9/4/2018, 8:00 AM PST - 9/5/2018, 5:00 PM PST
	<b>54 - ADT100:10367</b> Session - CareConnect - Classroom - 18 hours	4 Openings Available	<input type="button" value="Request"/>
<b>Location</b>	Oppenheimer Suite 112 Conference Room, Oppenheimer, Westwood Campus English (US)	<b>Duration</b>	9/11/2018, 8:00 AM PST - 9/12/2018, 5:00 PM PST

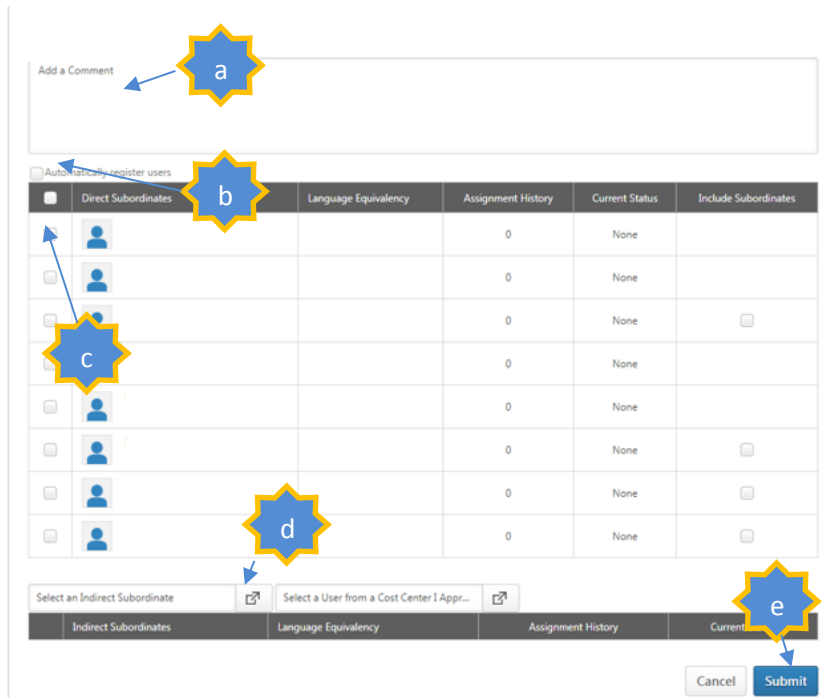
3. To assign a session, click on the **drop-down arrow** next to **Request** on the session you have selected and click **Assign**.

4 Openings Available

Request

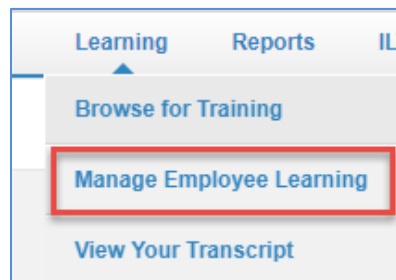
4. Complete the following steps  
(optional is not required)

- 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.

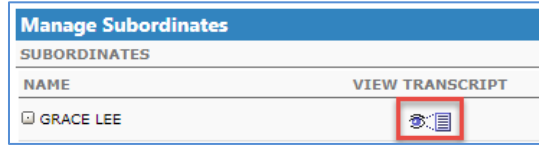


**Attention:** If your direct subordinates show incorrectly, please contact [UCLAhealthHR@mednet.ucla.edu](mailto:UCLAhealthHR@mednet.ucla.edu) to correct the issue.

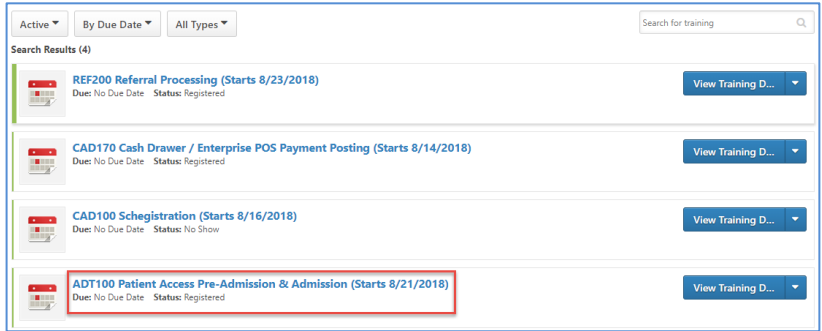
5. To confirm assignment, hover your cursor over **Learning** on the main toolbar and click **Manage Employee Learning**.



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.



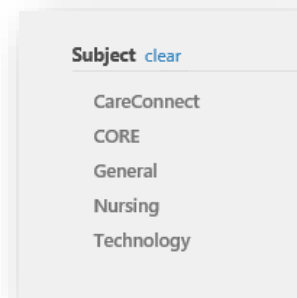
### OPTION (2) Browse for Training Catalog:

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.



3. Scroll down to the desired course and click on the course's **Title**.



4. Click **Assign**.

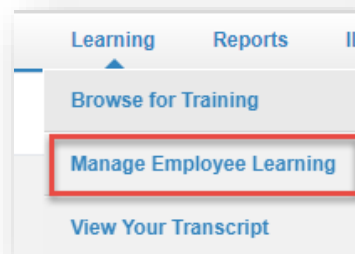


5. Complete the following steps  
(optional is not required)

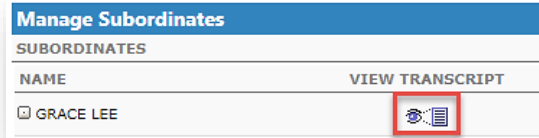
- a) **(Optional)** Enter the **Due Date** if you want an employee to complete by a certain date.
- b) **(Optional)** Enter a **message** that will appear in the notification email.
- c) Click **Automatically register users**
- d) Check the **Direct Subordinates check box** to select all your subordinates 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.

