Manager - Assign Online Training to an Employee

Introduction

This guide outlines the steps a manager will take to assign online training to employees. Managers can assign training to their direct or indirect (connected to a manager by a dotted line) reports.

Support

- For Human Resources (General Training) online courses support, please contact: UCLAHealthHRLMS@mednet.ucla.edu
- For CareConnect online course support, please contact: ISSdigitalcontent@mednet.ucla.edu
- For Nursing online courses support, please contact: center@mednet.ucla.edu

There are two ways (options) a manager can Assign online training course(s) 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 a course by title or topic.

1. After logging into Cornerstone, in the upper right-hand corner of the Welcome page, type the name of the online training into the Global Search box. Once it appears, click on the course title in the dropdown menu.

2. Click Assign.
3. Complete the following steps (optional is not required)

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

**Attention:** If your direct subordinates show incorrectly, please contact **UCLAhealthHR@mednet.ucla.edu** to correct the issue.
4. To confirm assignment, hover your cursor over **Learning** on the main toolbar and click **Manage Employee Learning**.

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

6. 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 courses 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.