

Cornerstone LMS Quick Reference Guide

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.

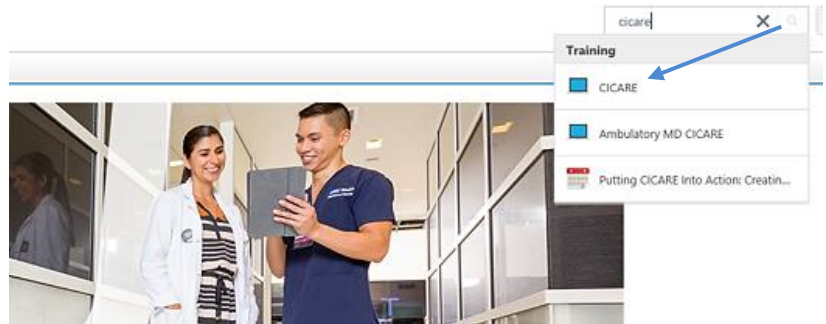
These options include: (1) The **Global Search**, and (2) The **Browse for Training Catalog**. This guide outlines the steps for both options below.



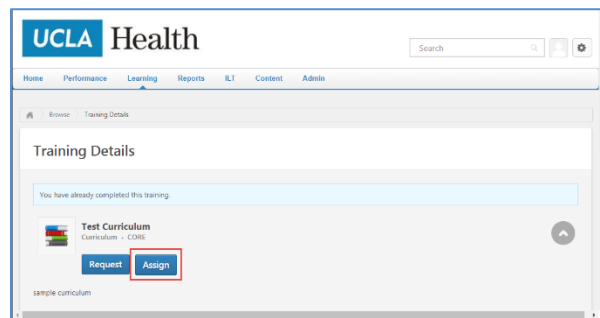
OPTION (1) Global Search:

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.

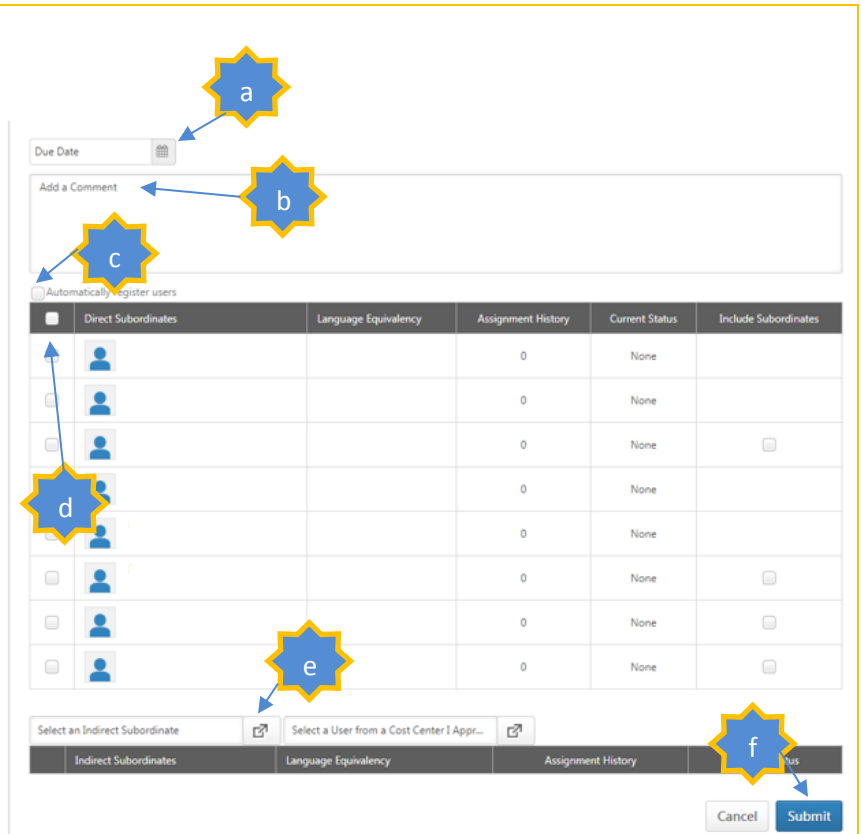


2. Click **Assign**.



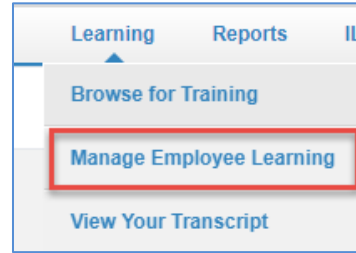
3. Complete the following steps (optional is not required)

- 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.

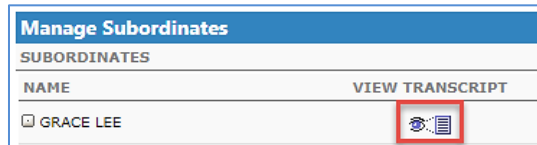


Attention: If your direct subordinates show incorrectly, please contact UCLAhealthHR@mednet.ucla.edu to correct the issue.

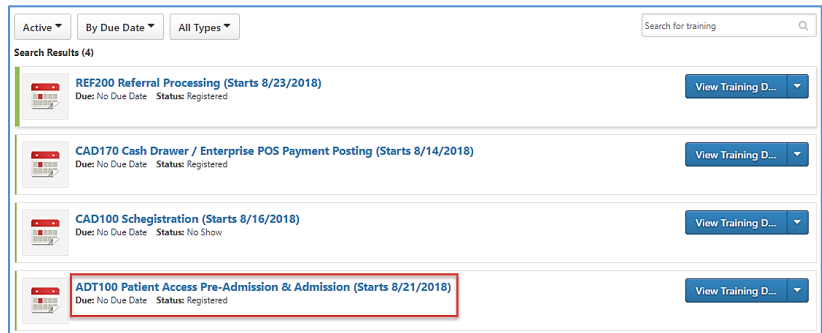
4. To confirm assignment, hover your cursor over **Learning** on the main toolbar and click **Manage Employee Learning**.



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



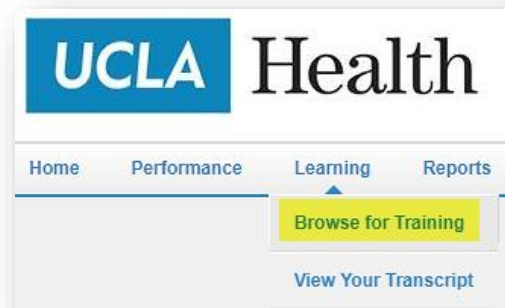
6. Visually confirm that the course is listed on his or her transcript.



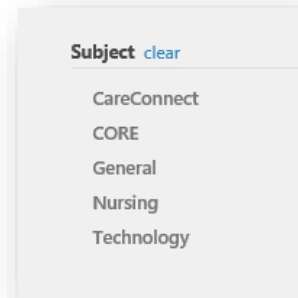
OPTION (2) Browse for Training Catalog:

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

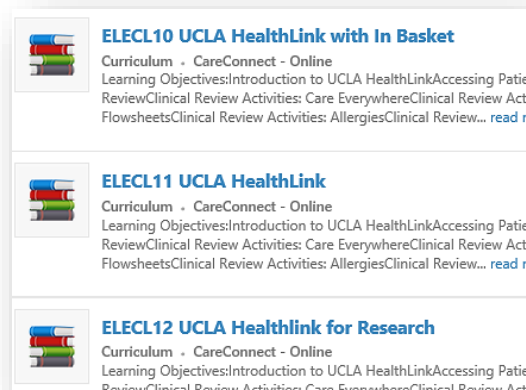
1. From the **Welcome** page navigation toolbar, hover your cursor over **Learning** and click **Browse for Training**.



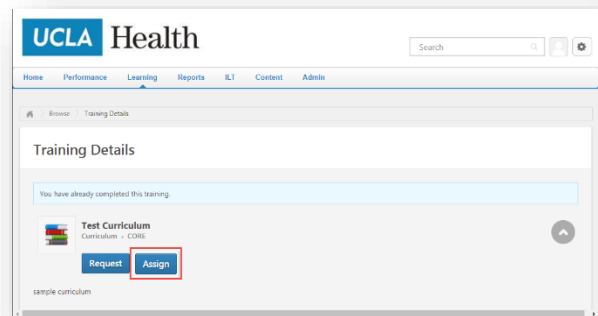
2. Using the left navigation pane, click the appropriate **category link** under the **Subject** menu.



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



4. Click **Assign**.

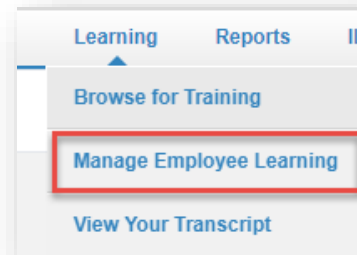


5. Complete the following steps
(optional is not required)

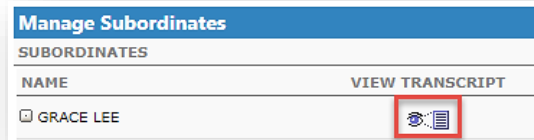
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