





Cornerstone LMS Quick Reference Guide

Request and Complete Online Training

Introduction

This guide outlines the steps a user will take to request and complete online training. Online courses may be part of a curriculum (contains multiple learning objects), or they may be single online courses.

- HR (General training) has single online courses. 
- All of CareConnect's online training courses are curricula. 
- Nursing has curricula for blended learning, and also single online courses.  

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 user may **Request** an online training course in the system.

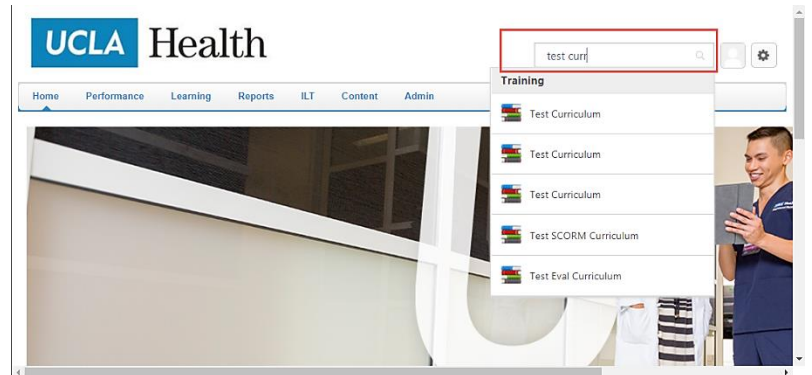
These options include: (1) The **Global Search**, and (2) The **Browse for Training Catalog**. This guide outlines the steps for both options below.



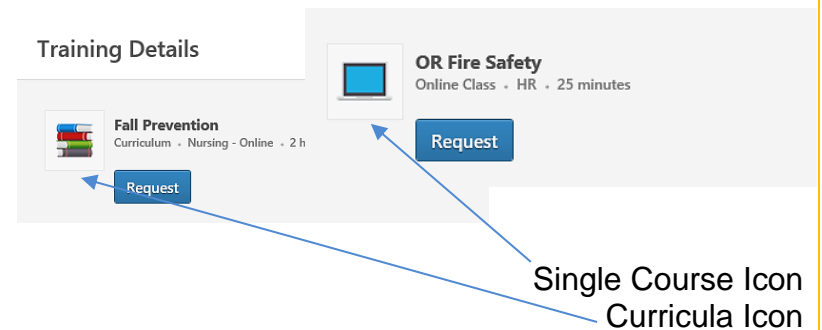
OPTION (1) Global Search:

In the Global Search Box, you may search for a course by title or topic.

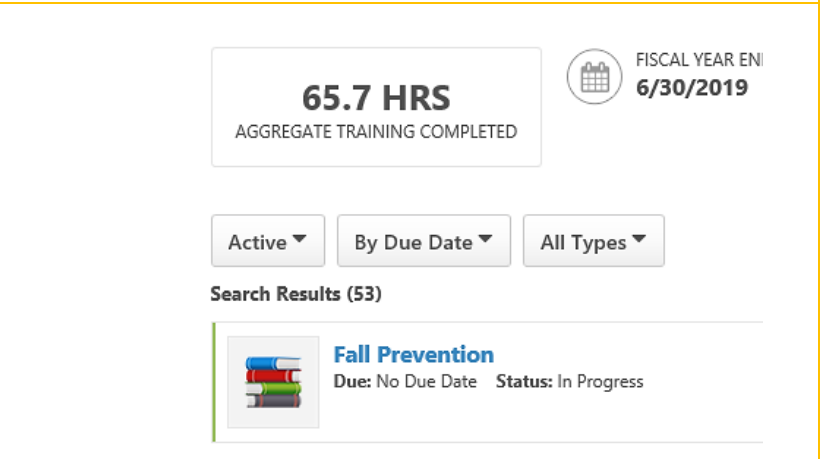
1. After logging into Cornerstone, in the upper right hand corner of the screen, type the name of the training into the **Global Search Box**. Once it appears, select it by clicking on the course title in the dropdown menu.



2. Click **Request**.



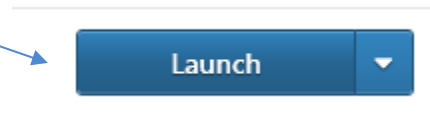
3. The online training will be added to your **transcript**.



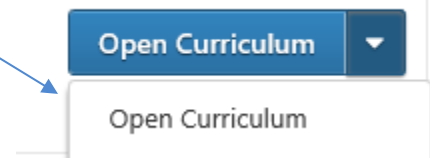
4. For single online courses, click **Launch**, and **complete** the course(s).

For Curricula, click **Open Curriculum > View Details > Launch**. Curricula may contains multiple learning objects. Be sure to complete all of the required learning objects contained in the curricula.

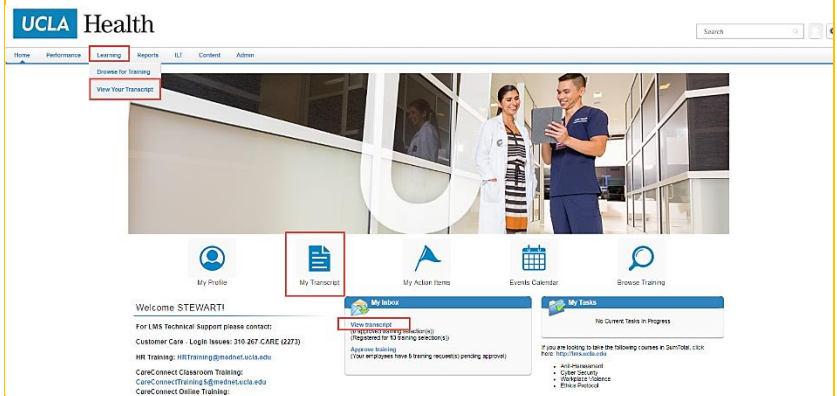
Single Course



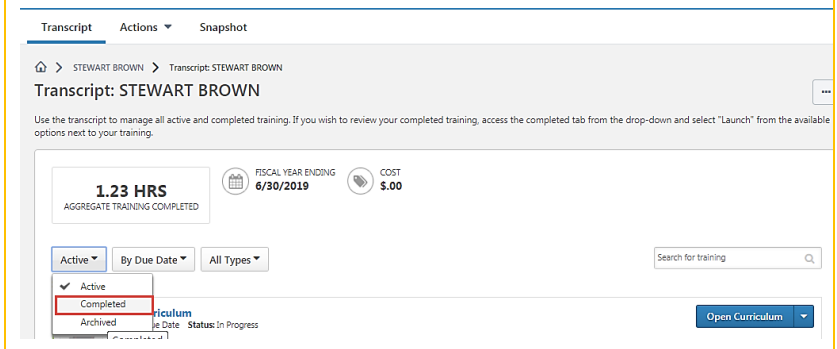
Curricula



5. Return to your **Transcript** anytime by using the **Learning** tab, and then click **View your Transcript**.



6. From your transcript, you may also view your **Completed** courses by clicking the **Active** dropdown menu, and choosing **Complete**.



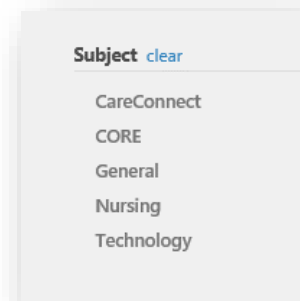
OPTION (2) Browse for Training Catalog:

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

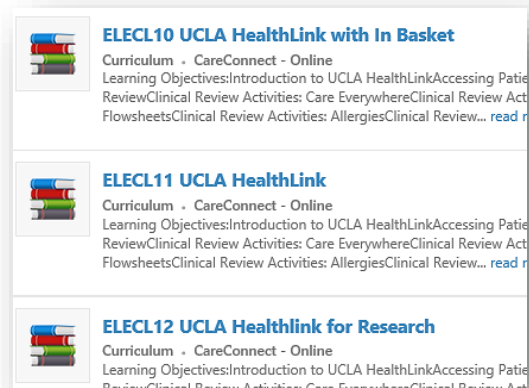
1. From the **Welcome** page navigation toolbar, hover over **Learning**, and click **Browse for Training**.



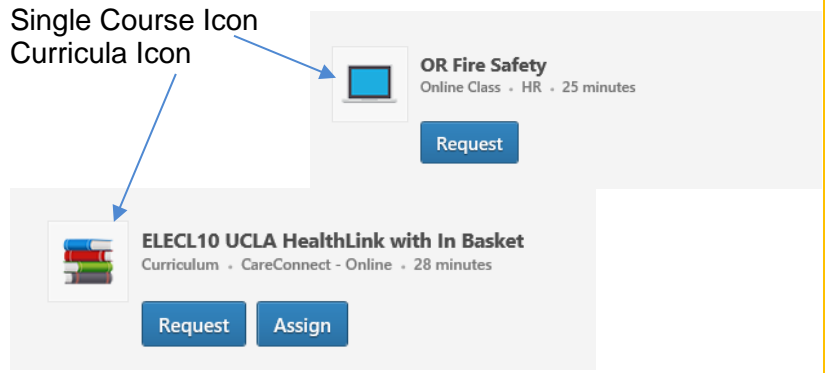
2. Using the left navigation pane, click the appropriate **category link** under the **Subject** menu.



3. Scroll down to the course of choice, and click on the **Title** of the course.

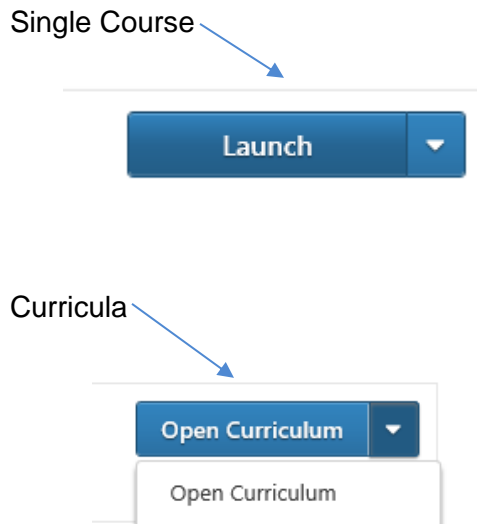


4. After you have requested a course, you will be taken to your **transcript**.

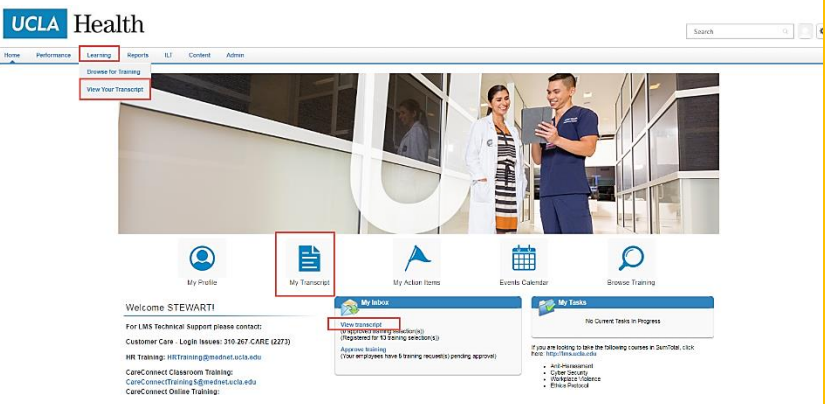


5. For single online courses, click **Launch**, and **complete** the course(s).

For Curricula, click **Open Curriculum > View Details > Launch**. Curricula may contain multiple learning objects. Be sure to complete all of the required learning objects contained in the curricula.



6. Return to your **Transcript** anytime by using the **Learning** tab, and then click **View your Transcript**.



7. From your transcript, you can view your **Completed** courses by clicking the Active dropdown menu and choosing **Complete**.

Transcript Actions Snapshot

STEWART BROWN Transcript: STEWART BROWN

Transcript: STEWART BROWN

Use the transcript to manage all active and completed training. If you wish to review your completed training, access the completed tab from the drop-down and select "Launch" from the available options next to your training.

1.23 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **6/30/2019** COST **\$.00**

Active By Due Date All Types Search for training

- Active
- Completed**
- Archived
- Curriculum

Open Curriculum