

## Cornerstone Training Guide Online Training Status Report

### Introduction

In this scenario, learners will run the Online Training Status Report to view the status of online training(s) and the amount of time it took each employee to complete the training(s).

1. On the Cornerstone Tool Bar, hover the cursor over **Reports** and from the dropdown menu click **Standard Reports**.



2. Click on the **Training** icon.



3. Click on the **Online Training Status** hyperlink.

UCLA Health

Home Performance Learning Reports ILT Admin

On Friday, May 3, 2019 from 5:30 PM PST to 10:30 PM PST, your portal will be briefly unavailable due to a software update.

### Reports

Click on a report category to view those reports. You may search for any reports by title or description.

Track Employees ILT **Training** Performance

**Online Training Status**  
Displays status and progress information for trackable online training.

Transcript Status  
Displays the status of training items on a user's transcript.

4. Select the **Date Criteria**.

For payroll, select the appropriate date range.

For mandatory/required education, select the date range that covers the time of the assignment.

UCLA Health

Home Performance Learning Reports ILT Content Admin

Reports >

### Online Training Status Report

#### Report Criteria

Displays status and progress information for trackable online training.

**DATE CRITERIA**

Date Criteria: Select From: To:

5. Click the down arrow next to the **User Criteria**, and select **Cost Center**.

Note: Select **User** to look up a specific employee(s).

**Report Criteria**  
Displays status and progress information for trackable online training.

**DATE CRITERIA**  
Date Criteria: [Select] From: [ ] To: [ ]

**USER CRITERIA**  
User Criteria: [Select Criteria] (dropdown menu open showing: Select Criteria, Division, Position, Cost Center, Location)

**ADVANCED CRITERIA**  
Provider: [Group] (dropdown menu open showing: Group, Appt Type ID, Users)  
Recurring Training: [ ]  
User Status: [ ] Include inactive users  
Group By:  Do not Summarize  Summarize by employee

**OUTPUT**

6. After selecting the Cost Center, the **expand option icon** will appear.

Click on the **expand option icon**.

**USER CRITERIA**  
User Criteria: [Cost Center] (dropdown menu) [Expand icon]

7. A new window will open to allow you to search.

Enter the Cost Center ID or unit/department name and click **Search**.

**Select Cost Center**

**Search**

Name:  ID:  Owner:

Top Node (3 Results)

**Hierarchy**

ADD	TITLE	ID
<input checked="" type="checkbox"/>	All cost centers	ALL
<input checked="" type="checkbox"/>	Client Admin Cost Center	CACC
<input checked="" type="checkbox"/>	Cornerstone Admin Cost Center	CSACC

8. Click the **+ icon** to select your cost center(s).

Once selected, the **+ icon** changes to **N/A**. Select all that apply.

**Select Cost Center**

**Search**

Name:  ID:  Owner:

[View Hierarchy](#)

**Selected Cost Center**

REMOVE	TITLE
<input type="button" value="X"/>	2701-RRMC-NRE

**Search Results**

ADD	TITLE	ID
N/A	2701-RRMC-NRE	2701
<input checked="" type="checkbox"/>	401348-JW-MED-VA WADSWORTH-FAC RES & SUP/WEINREB	401348-JW
<input checked="" type="checkbox"/>	428713-MEDCTR-UNRESTRICTED CONTRIBUTIONS-SMH	428713
<input checked="" type="checkbox"/>	428714-MEDCTR-UNRESTRCTD CAPTIAL CONTRIBTNS-SMH	428714
<input checked="" type="checkbox"/>	428716-MEDCTR-GAIN/LOSS ON UNRESTRD INVEST-SMH	428716
<input checked="" type="checkbox"/>	431287-F4-NPI-OPER/NEW FACULTY RELOCATION-NONREIMB	431287-F4
<input checked="" type="checkbox"/>	441348-JW-MED-VA WADSWORTH-FAC RES & SUP/WEINREB	441348-JW

9. Selected items appear in the **Selected Cost Center** section.

Click on the **trash icon** to remove unwanted items.

Click **Done** when finished

Select Cost Center

Search

Name:  ID:  Owner:

View Hierarchy

REMOVE	TITLE
	2701-RRMC-NRE

Search Results

ADD	TITLE	ID	OWNER
N/A	2701-RRMC-NRE	2701	
	401348-JW-MED-VA WADSWORTH-FAC RES & SUP/WEINREB	401348-JW	
	428713-MEDCTR-UNRESTRICTED CONTRIBUTIONS-SMH	428713	
	428714-MEDCTR-UNRESTRCTD CAPTIAL CONTRIBTNS-SMH	428714	
	428716-MEDCTR-GAIN/LOSS ON UNRESTRD INVEST-SMH	428716	
	431287-F4-NPI-OPER/NEW FACULTY RELOCATION-NONREIMB	431287-F4	Monica Rodriguez
	441348-JW-MED-VA WADSWORTH-FAC RES & SUP/WEINREB	441348-JW	

10. Under **Advanced Criteria**, choose how to group or display the information.

The report features of the **Group By** options are described later in the training.

ADVANCED CRITERIA

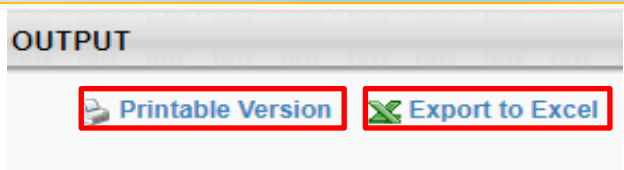
Provider: All

Recurring Training:  Include all records of this training on a transcript. If unchecked only the most recent registration will be included.

Hours Status:  Include Inactive Hours

Group By:  Do not Summarize  Summarize by employee

11. Under **Output**, select **Printable Version** to view a snapshot of the report, or **Export to Excel**.

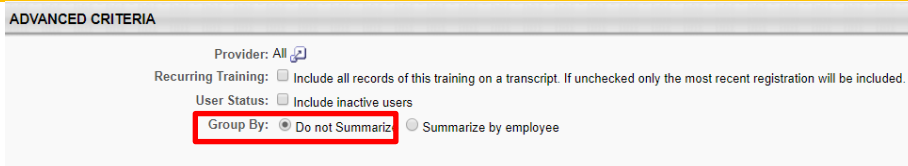


12. **Advance Criteria:**  
**Group By**

**Option 1:**  
**Do not Summarize**

Provides an alphabetical list of employees and trainings.

Note: If the report was exported to Excel, you can filter by **Training** or **Status**.



**Sample Report: Do Not Summarize**

**Online Training Status Report**

Employee	Training	Status	Registered	Last Accessed	TIME IN CLASS	Completed	Score
Baldivia, Pamela Sue	Cyber Security Awareness Training (annual requirement) - SumTotal is the system of record	Completed	4/23/2019	N/A	min	4/25/2019	0
Baldivia, Pamela Sue	Policy Stat Training	Completed	2/27/2019	4/25/2019	13 min	4/25/2019	0
Baldivia, Pamela Sue	Radiation Safety - General Hazard Awareness Training	Completed	2/7/2019	2/21/2019	27 min	2/21/2019	0
Baldivia, Pamela Sue	Safe Patient Handling Training Clinical	Completed	2/20/2019	2/21/2019	10 min	2/21/2019	100
Baldivia, Pamela Sue	Workplace Violence Training (annual requirement) - SumTotal is the system of record	Completed	3/9/2019	N/A	min	3/11/2019	0
Baliba-Paz, Criselda	Accu-Chek Inform II	Registered	2/16/2019	N/A	0 min	N/A	0
Baliba-Paz, Criselda	Cyber Security Awareness Training (annual requirement) - SumTotal is the system of record	Completed	3/10/2019	N/A	min	3/12/2019	0
Baliba-Paz, Criselda	Department of Nursing Required Education e-Learning Module	Registered	2/5/2019	N/A	0 min	N/A	0
Baliba-Paz, Criselda	Policy Stat Training	In Progress / Past Due	2/27/2019	3/8/2019	107 min	N/A	0
Baliba-Paz, Criselda	Safe Patient Handling Training Clinical	Registered / Past Due	2/20/2019	N/A	0 min	N/A	0
Baliba-Paz, Criselda	UC Ethical Values and Conduct - SumTotal is the system of record	Completed	3/10/2019	N/A	min	3/12/2019	0
Bindra, Anndalos	Anti - Harassment Training (required every two years) -	Completed	3/5/2019	N/A	min	3/7/2019	0

**13. Advance Criteria:  
Group By**

**Option 2:  
Summarize by Employee**  
Organizes the trainings by  
employee name.

Note: This option is not  
filterable.

ADVANCED CRITERIA

Provider: All

Recurring Training:  Include all records of this training on a transcript. If unchecked only the most recent registration will be included.

User Status:  Include inactive users

Group By:  Do not Summarize  Summarize by employee

**Sample Report: Summarize by Employee**

Online Training Status Report

Baldivia, Pamela Sue							
Training	Status	Registered	Last Accessed	TIME IN CLASS	Completed	Score	
Cyber Security Awareness Training (annual requirement) - SumTotal is the system of record	Completed	4/23/2019	N/A	min	4/25/2019	0	
Policy Stat Training	Completed	2/27/2019	4/25/2019	13min	4/25/2019	0	
Radiation Safety - General Hazard Awareness Training	Completed	2/7/2019	2/21/2019	27min	2/21/2019	0	
Safe Patient Handling Training Clinical	Completed	2/20/2019	2/21/2019	10min	2/21/2019	100	
Workplace Violence Training (annual requirement) - SumTotal is the system of record	Completed	3/9/2019	N/A	min	3/11/2019	0	

Baliba-Paz, Criselda							
Training	Status	Registered	Last Accessed	TIME IN CLASS	Completed	Score	
Accu-Chek Inform II	Registered	2/16/2019	N/A	0min	N/A	0	
Cyber Security Awareness Training (annual requirement) - SumTotal is the system of record	Completed	3/10/2019	N/A	min	3/12/2019	0	
Department of Nursing Required Education e-Learning Module	Registered	2/5/2019	N/A	0min	N/A	0	
Policy Stat Training	In Progress / Past Due	2/27/2019	3/8/2019	107min	N/A	0	
Safe Patient Handling Training Clinical	Registered / Past Due	2/20/2019	N/A	0min	N/A	0	
UC Ethical Values and Conduct - SumTotal is the system of record	Completed	3/10/2019	N/A	min	3/12/2019	0	

**14. Online Training Status  
Report features:**

**Status** is from employee  
transcript.

**Time in Class** is the actual  
time spent on the  
E-Learning.

ADVANCED CRITERIA

Provider: All

Recurring Training:  Include all records of this training on a transcript. If unchecked only the most recent registration will be included.

User Status:  Include inactive users

Group By:  Do not Summarize  Summarize by employee

Online Training Status Report

Employee	Training	Status	Registered	Last Accessed	TIME IN CLASS	Completed	Score
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Baliba-Paz, Criselda	UC Ethical Values and Conduct - SumTotal is the system of record	Completed	3/10/2019	N/A	min	3/12/2019	0
Bindra, Anndalos	Anti - Harassment Training (required every two years) -	Completed	3/5/2019	N/A	min	3/7/2019	0