

# Cornerstone Training Guide

## Submit a Roster

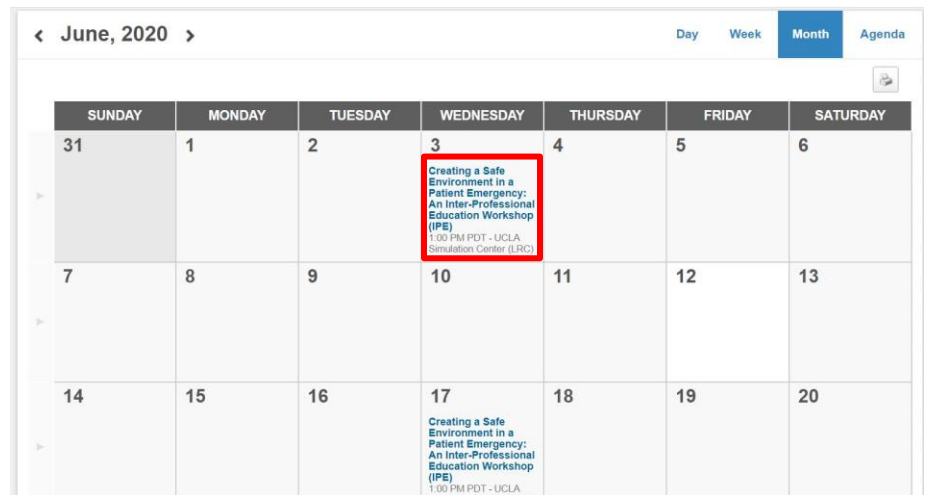
### Introduction

In this scenario, Instructors will submit a completed roster for an ILT session.

1. On the Cornerstone Tool Bar, hover your cursor over **ILT** and click on **View Your Sessions**.



2. Select an **ILT** session.



3. Select **View Roster** under Session Details.

Session Details

SESSION  
**34180**

Wed, Jun 3, 2020, 1:00 PM - 4:30 PM PDT  
**Register by Wed, Jun 3, 2020, 1:00 AM PDT**

Westwood Campus > UCLA Simulation Center (LRC)  
USA

3 hours, 30 minutes

English (US)

Nursing Continuing Education Non-Contact Hours ILT without contact hours

\$0.00

**View Roster**

4. Click **Chose File** to upload completed Sign-in Sheet.

Note: You must save the file to your computer.

Session Roster ?

Roster Attendance and Scoring

Session Status: Approved  
Session Start Date: 11/8/2018 12:00:00 PM  
Session End Date: 11/8/2018 2:15:00 PM  
Seats Available: 13/17  
Attachments: **Choose File** No file chosen Upload

RESOURCES

Add Attachment ↕

No attachments have been uploaded for this Session

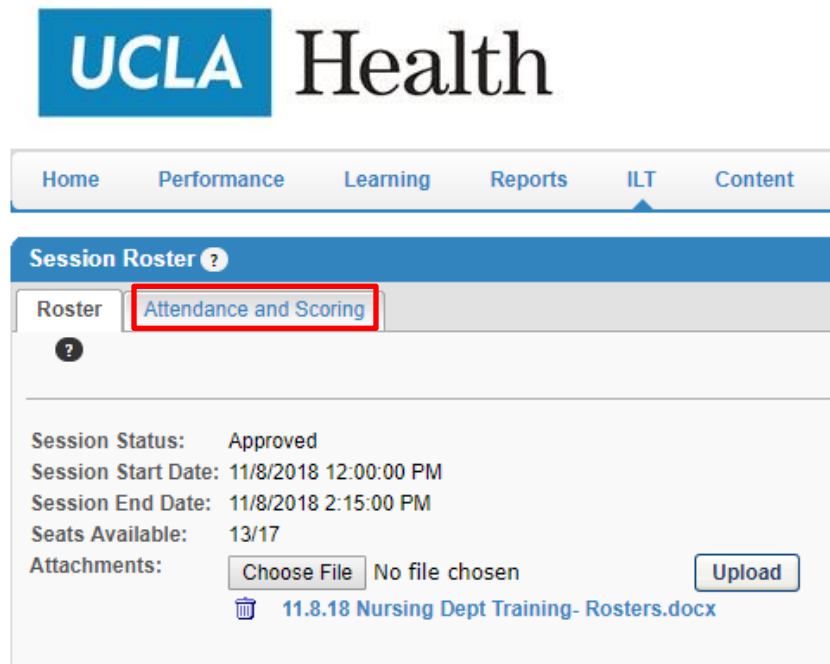
SCHEDULE ?

USERS

5. Click **Upload** to attach the completed Sign-in-Sheet

Session Status: Approved  
Session Start Date: 11/8/2018 12:00:00 PM  
Session End Date: 11/8/2018 2:15:00 PM  
Seats Available: 13/17  
Attachments: Choose File 11.8.18 Nursi... Rosters.docx **Upload**

6. Click **Attendance and Scoring** to mark participants as attended within Cornerstone.

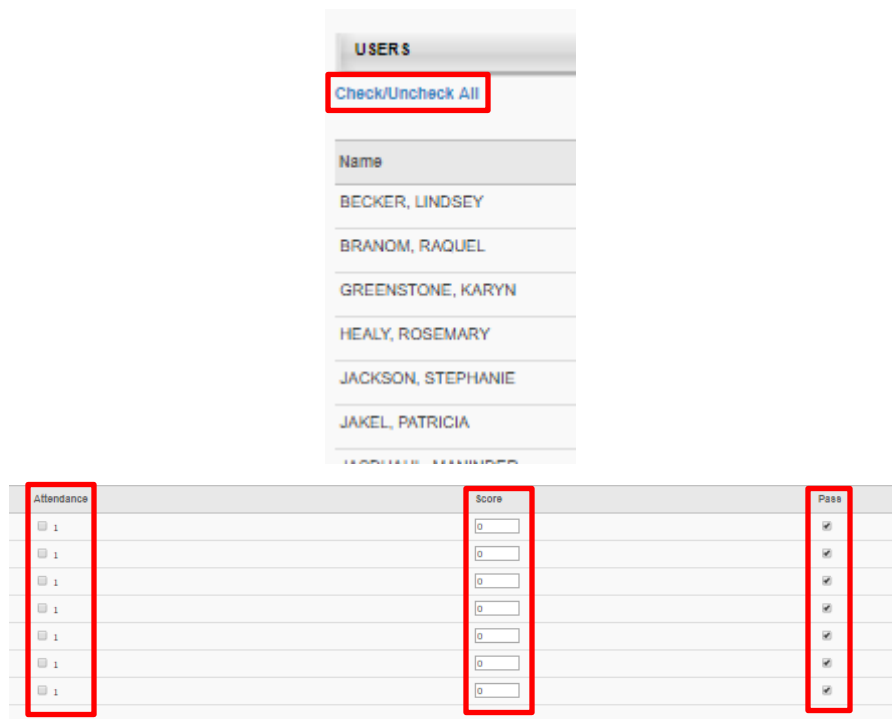


7. Click **Check/Uncheck All** if all registered participants completed the session.

OR

**Check** the box next to individual attendees.

Note: You can enter a score and indicate if they passed, if applicable.



**8. Click Submit Roster.**

Note: Selecting Save will not complete the session in Cornerstone. Participants will be able to evaluate the session, but it will remain on the Active Transcript and the contact hour certificate will not be issued.

Name	User ID	Attendance
ALEMAN, JOSE	203438705	<input checked="" type="checkbox"/> 1
ARAUJO, SONIA	403068523	<input checked="" type="checkbox"/> 1
AYALA, RICHIE	203347115	<input checked="" type="checkbox"/> 1
FONTANILLA, LEAH	803345156	<input checked="" type="checkbox"/> 1
GAUSS-FRIEDMAN, LAUREN	003531713	<input checked="" type="checkbox"/> 1
GOMEZ, ZOILA	203532801	<input checked="" type="checkbox"/> 1
HEINE, STELLA	404394812	<input checked="" type="checkbox"/> 1
MALEY, ANASTASIA	804388481	<input checked="" type="checkbox"/> 1
MANEJA, JANNETTE	202804162	<input checked="" type="checkbox"/> 1
MORA, RUBEN	202975900	<input checked="" type="checkbox"/> 1

Save **Submit Roster** Back

**9. Click OK.**

Note: It can take up to 15 minutes for Cornerstone to process the roster.

Participants can now access the evaluation and certificate from the Completed transcript.

i4b3c-/8/3-45b2-9c3/-/bd4b4da3tc/

uclahealth-pilot.csod.com says

Your attendance and scoring updates are now being processed. This process takes approximately 15 minutes or less to complete. Please remember to re-submit the roster if you would like to update the students' transcript statuses to reflect attendance and scoring changes. You do not need to wait for this process to complete before re-submitting the roster.

**OK**

See Completion: Attendance, scores and Pass status will not be update when the roster is submitted and a roster has a status of "Completed"