Cornerstone
Learning Management System
User’s Guide: Browse for Training
Terminology

Cornerstone uses its own vocabulary within its system. Terms you will need to know and understand to navigate the system are included here.

ILT – Instructor Led Training is a face-to-face or live classroom experience. Cornerstone uses this to distinguish these types of learning experiences from online courses.

Event – The name for a course or the name of a series of ILT programs. An Event may be composed of a single session or multiple sessions.

Session – The ILT workshop that is happening on a particular day, time and location. Sometimes, there will be only one session to select.

Example of Events and Sessions: Spark Leadership would be the Event, and the spring, summer, and fall programs being offered would be the Sessions.

Online Courses – Courses delivered online, in an “anytime, anywhere” environment. Lynda.com courses are an example of online courses.

Training – For this user guide, the word, “training” will be used to indicate all face-to-face, online, and professional development courses.

Icons

Cornerstone uses icons to help users quickly find the type of training experience they’d like. When a user searches for training, one of the following icons will appear before the description.
Following are the icons for the types of training we currently have available:

- Event
- Online Training
- Material – usually a pdf of a document or a slide presentation
- Video – currently, videos from YouTube and TED Talks.
- Curriculum – a collection of learning experiences
- Test
Finding Training

There are four (4) different ways you can search for training in Cornerstone: Browse for Training button; Events Calendar; Search; and, Learning Tab. All four methods are useful in helping you find the course(s) that you want.

Option 1: Browse for Training

On the Welcome page, on the far left is the Browse for Training button. Clicking on it will give you all the learning options in the system.

The first three results in this example are two online classes and a video. There are over 5,500 Lynda.com courses in the system, so browsing this way will yield more online courses than anything else. Sort the results by clicking on the drop-down menu in the upper right hand corner. You can also use the icons to the left to search for a particular type of training.
Option 2: Events Calendar

Double-click on any day within the calendar to have the calendar view appear. Once you see the full calendar, you can navigate to past or future events by using the little arrows on either side of the Month.

Events are listed on the calendar on the day they are being held. This is an easy way to check for any upcoming events that you or your team may be interested in attending.
Clicking on an event that is in the future will give you a pop-up screen like this:

![Training Details](image)

You can click on the Request button to start the process of enrolling in the session.

If you click on an event that has happened in the past, one of two things will happen.

1. It will take you to the next available event in the future. Or,
2. It will allow you to click on View Details and then enroll in Interest Tracking.

When the event is **not** available now or in the future, you will see a screen like this:
Option 3: Search for Training

The Search function is located at the upper right of the screen, right next to your picture (if you uploaded one!) and the little square with a gear (Options). This method helps you narrow your search, especially if you know exactly what you want to learn. Type in the topic or the specific name of the course that you want and then click enter.

You can start broad within a general subject area. For this example, the word spreadsheets was used as a search term.
You have a lot of options within this general term. Notice what happens when the topic of **leadership** is used as a search term.

You will get training results:

![Training results](image1)

And, you will get People results!

![People results](image2)

You can use the system as an additional online directory.
Option 4: Learning Tab

When you click on the Learning Tab on the navigation bar, you will see a drop-down menu that looks like this:

Notice that this drop down menu under the Learning Tab also has “Browse for Training.” But! This function will give you a different set of courses, depending on what you have selected in your Subjects area of your Profile.

Check it out…this is a very cool feature.

First, go to your profile by clicking on the My Profile button on the Welcome Page.

Your profile page will have your name, title, work location, e-mail, and work phone number auto-populated. A different User’s Guide on “My Profile” is available and will help you make any corrections or changes you need. For our purposes here, we are going to focus on the Subjects section of your profile.
Go to the Subjects section and click on the edit icon.

You will see this box which will allow you to search available subjects by using the search icon.
A pop-up window appears. Select a subject. Note that you may have to go to page two to see all of the options.

When you click on the subject, it will automatically populate your Subjects box. You can enter more subjects by clicking on the search icon a second time, or you can click on Save.
Now, when you select the Browse for Training under the Learning Tab, you will see results like this:

![My Subjects]

Note that events, a material, and an online class available to you. You can also use the arrow (circled) to see additional results.

Use what you’ve learned to access other User Guides within Cornerstone. *How to Access User Guides* is posted on the Welcome page and will guide you how to see the guides and save them to your transcript so you can access them later.

Information about requesting (enrolling, registering) for training and signing up for Interest Tracking can be found in our *User's Guide: Requesting ILT Training*.