Finding LinkedIn Learning Courses in Cornerstone

There are several ways that you can find LinkedIn Learning courses in Cornerstone for yourself or to assign to your employees. Here are some quick tips to get you started.

Use the Search feature

It is located at the top right of the Cornerstone Welcome Page. This is a great place to start if you have a good idea of the types of resources you are seeking, such as “customer service” or “accounting.”

Your results will show you a variety of materials and resources that are available.

If you would like to narrow your search to a particular type of learning, such as LinkedIn Learning, use the Training filter to the left of the search results.
You can select the monitor to select only online learning courses.

The results will redisplay, showing only online courses.

Using the titles of the courses, you can also refine your search to “foundations” “advanced” etc. until you find what you’d like.

Once you find the course that you want to select, click on it. It provides you with the option of either requesting it for yourself, or assigning it to one or more of your subordinates.
The Assign Screen allows you to provide a due date, and write comments, as well as select particular individuals or your entire team to assign training.

The assignment will automatically appear on your employee’s transcript so they don’t have to go looking for it.
Use the Browse Feature

What if you don't really know what you are looking for and just want to see what is available? You can use the Browse for Training button on the far right of the Welcome Page.

The Browse feature shows all of the resources available in the entire database, currently at over 7,500!

You can conduct a different search using the Browse function by using the pull-down menu at the right. You can search by:

- **By Title** starts with numbered courses and then goes in alpha order through all of the titles in the database.
- **By Most Recent** will provide you with the newest learning materials, curricula, and online courses added to the database.
- **By Popularity** shows you which courses and materials people have requested the most at William & Mary or VIMS.

Once you decide on a course, you can request it for yourself or assign it to a member of your team.