

## 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.

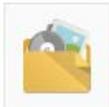
#### Training results



#### Accounting Foundations: Managerial Accounting

Online Class | LinkedIn Learning

Managerial **accounting** helps managers make decisions using an organization's financial data. An understanding of managerial **accounting** helps you figure out how much a product costs, analyze when your company breaks even, and budget for expenses and future growth. In this course, **accounting** professors Jim and Kay Stice cover all the fundamentals, inc...



#### Vendor Create Process

Presentations | Accounting Operations (AO)  
Training Presentation



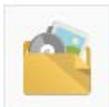
#### eVA - Edit **accounting**, comments, add attachments, approval flow

Test | College of William and Mary



#### Excel Classes

Event | HR Sponsored Event



#### Banner Finance Tools - Budget

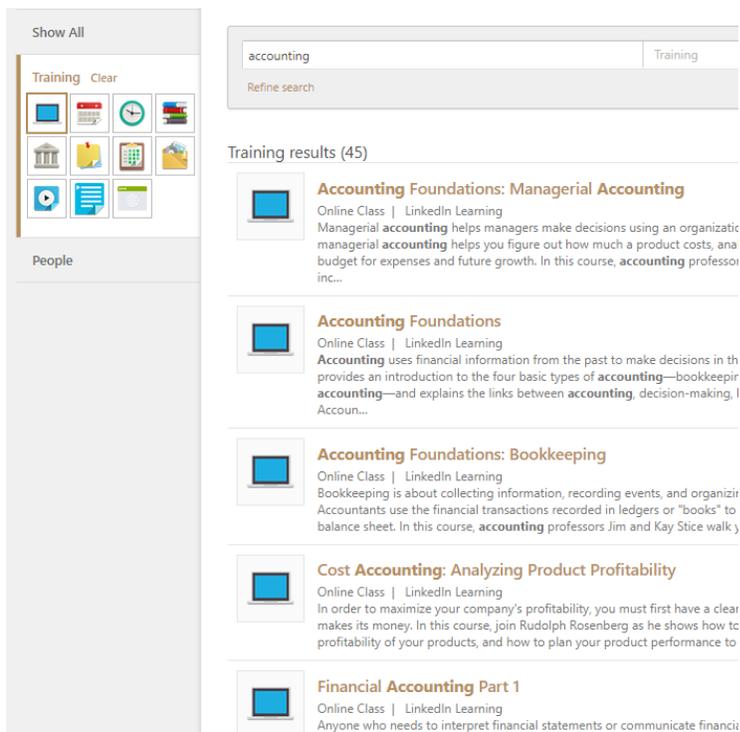
Document | Finance Systems and Cost Accounting

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.

## Training Details



**Accounting Foundations**  
Online Class · LinkedIn Learning · 2 hours

[Request](#) [Assign](#)

Accounting uses financial information from the past to make decisions about the future. Accounting—bookkeeping and financial, managerial, and tax accounting—helps businesses and individuals understand their financial health. Accounting professors Jim and Kay Stice review the three primary types of accounting and how they are used. Accounting professors review how businesses use managerial accounting to build budgets and determine the financial health of a business. The course is self-contained; there are no prerequisites. The course covers the history of accounting and how it affects your business or personal finance.

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.

### Assign Training



**Accounting Foundations**  
Online Class · LinkedIn Learning · 2 hours

Due Date 

Add a Comment

Automatically register users

Select an Indirect Subordinate 

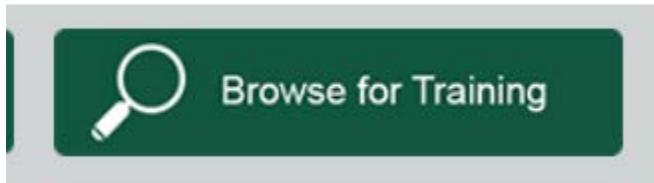
Indirect Subordinates	Language Equivalency	Assignment History	Current Status
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[Cancel](#) [Submit](#)

The assignment will automatically appear on your employee's transcript so they don't have to go looking for it.

## Use the Browse Feature

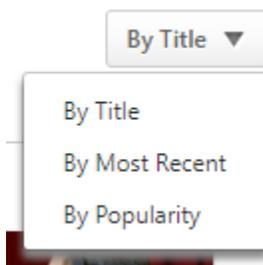
What if you don't really know what you are looking for and just want to see what is available? You can use the Browse for Training button on the far right of the Welcome Page.



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

Browse for Training 7797 Results

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.