

Cornerstone Training Guide

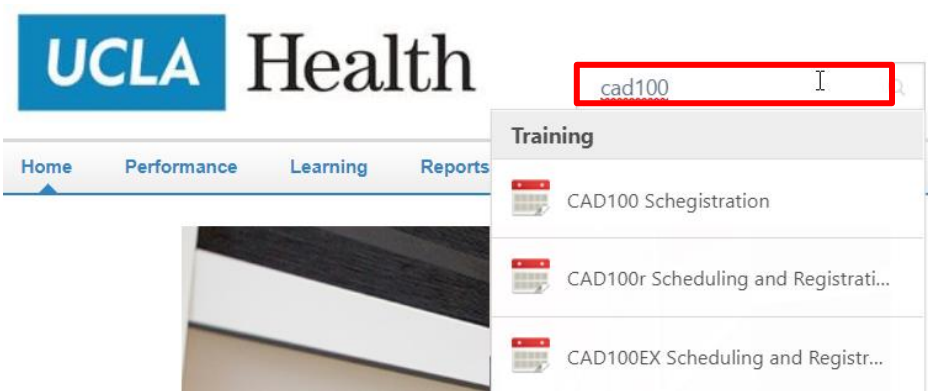
Manager Assign, Cancel, and Reschedule Training

Introduction

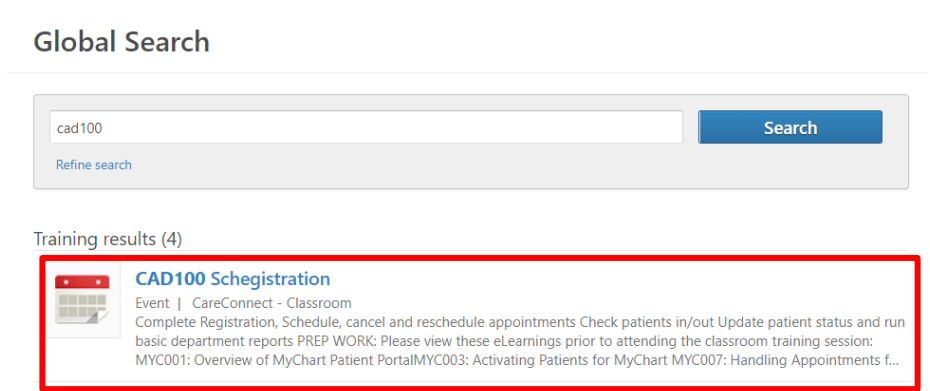
In this scenario, Managers will assign an employee to a training, cancel the assigned training, and reschedule an employee to a new session.

Steps to assign training to an employee:

1. Use the **Global Search Box** in the upper right-hand corner to search for a course name.



2. Once the course name appears, select it by clicking the title.



3. Find the desired **Session** based on date and location.

Training Details

CAD100 Schegistration
Event - CareConnect - Classroom - 20 hours

Assign

- Complete Registration, Schedule, cancel and reschedule appointments
- Check patients in/out
- Update patient status and run basic department reports

Sessions Details

Show Available View Full Calendar

35474 - CAD100:35473 13 Openings Available
Session - CareConnect - Classroom - 22 hours **Request**

Location Train Station Room E, Train Station, Westwood Campus
Duration 3/24/2020, 8:00 AM PST - 3/26/2020, 12:00 PM PST
English (US)

4. Click the dropdown arrow next to **Request** and select **Assign**.

27583 - Thursday November 8, 2018 178 Openings Available
Session - Nursing - Classroom - 9 hours **Request**

Location Tamkon Auditorium (B130), Ronald Reagan UCLA Medical Center, Westwood Campus
Duration 11/12/2018, 8:30 AM PST - 11/12/2018, 5:30 PM PST
English (US)

Assign

5. Complete the following steps:

5a. (Optional) Enter a **message** that will appear in the notification email to assigned participants.

5b. Click the **Direct Subordinates** box to select all of your direct reports.

OR

5c. Select the box next to each individual to enroll specific subordinates.

5d. Click **Submit** and a notification email will be sent to your selected subordinates.

Nursing Dept Training - Assign ILT
Session - Nursing - Classroom - 9 hours

Add a Comment **5a**

Automatically register users

Users who have the training already in their transcript are not included in this assignment

<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	ANINDALOS BINDRA		0	None	
<input type="checkbox"/>	ARIKA DUCHENE		0	None	
<input type="checkbox"/>	BRIAN CHETTANAPANICH		0	None	
<input type="checkbox"/>	JEFF ZARATE		0	None	
<input type="checkbox"/>	JILL SCHERREY		0	None	
<input type="checkbox"/>	KATHLEEN FELDMAN		0	None	
<input type="checkbox"/>	KISSY VASQUEZ		0	None	
<input type="checkbox"/>	KRISTINE TRAXLER		0	None	

Select an Indirect Subordinate Select a User from a Cost Center | App...

Indirect Subordinates Language Equivalency Assignment History Current Status **5d**

Cancel **Submit**

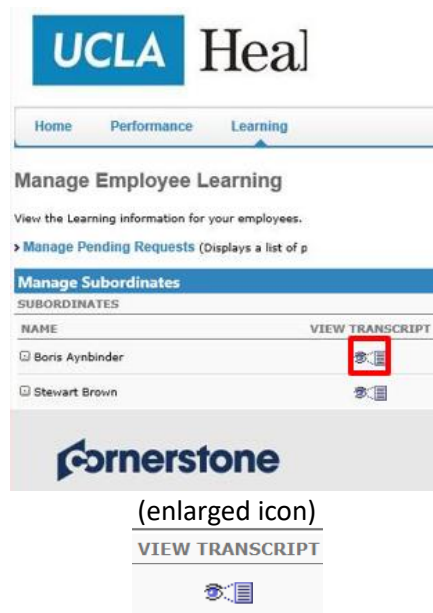
6. Note: The process to assign training to an employee is the same for ILTs, Online Classes and Curricula.

Steps to cancel training that was assigned to an employee:

1. On the Cornerstone Tool Bar, hover your cursor over **Learning** and from the dropdown menu, click **Manage Employee Learning**.



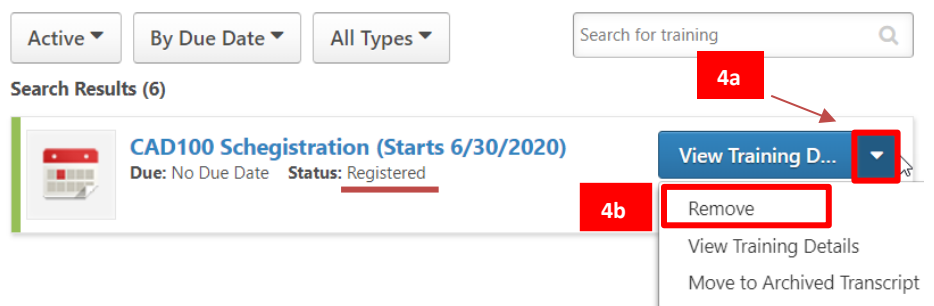
2. Click on the **View Transcript** icon for the appropriate employee.
- 3.




4. When you are on the employee's transcript page, complete the following steps:

4a. **Locate** the training that you assigned to the employee. Click the **drop-down arrow** next to "View Training Details"
 * **Note:** the status will show as "Registered"

4b. Click **Remove**



<p>5. Complete the following steps:</p> <p>5a. Select a reason for cancelling the training.</p> <p>5b. Leave a comment with additional details regarding the cancelation.</p> <p>5c. Submit</p>	<h3>Removing CAD100 Schegistration</h3> <p>Once you remove this training item, it will no longer appear on the user's transcript. You r</p> <p>Removing this session from the user's 5a transcript will automatically withdraw the user fi</p> <p>Please choose a reason for removing this item: <input type="text" value="Select Reason"/></p> <p>5b enter comments explaining why you are removing this item:</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p><input type="button" value="Cancel"/> <input type="button" value="Submit"/> 5c</p>
<p>6. When you are on the employee's transcript page, note that the status changed to "Not Started". Click on the drop-down arrow again, this time click Moved to Archived Transcript.</p>	<p>Active ▾ By Due Date ▾ All Types ▾ Search for training <input type="text"/></p> <p>Search Results (6)</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p>CAD100 Schegistration Due: No Due Date Status: <u>Not Started</u></p> </div> <div style="text-align: right;"> <input type="button" value="View Training D..."/> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Remove</p> <p>View Training Details</p> <p><input type="button" value="Move to Archived Transcript"/></p> </div> </div>
<p>7. Click on Archive on the page that opens to complete the process.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <h3>Move Training to Archived Transcript</h3> <p>You have Indicated that you would like to archive this training. This will move the training from your Active Transcript into your Archive transcript. The purpose of the Archive Transcript is to store training that the user no longer needs to access. <u>The act of moving training to the Archive does not remove any responsibility the user may have in completing this training.</u></p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Archive"/></p> </div>

To reschedule or reassign training to an employee, follow steps 1-6 located on pages 1-3 of this guide.