

Cornerstone: Learning Leader Quick Reference

Training Catalog Search:

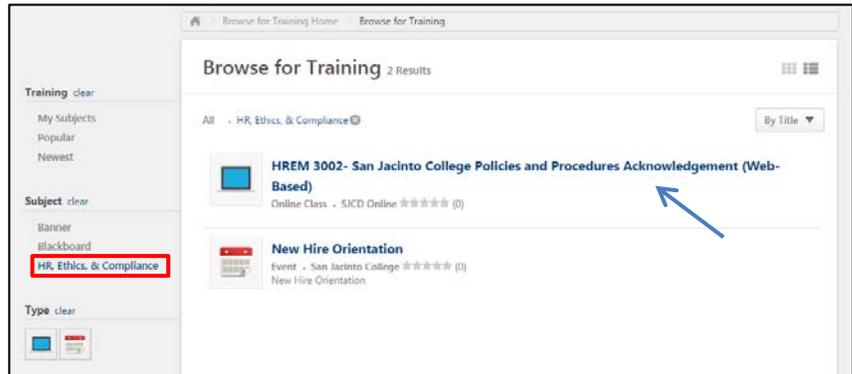
Use the Catalog to search for available training and curriculum.
From the homepage select the Learning icon to access the Catalog.



Filtering the Catalog Search:

You are able to filter for specific training using the **Training**, **Subject** and **Type** filters. You can use the below Training Types to filter by:

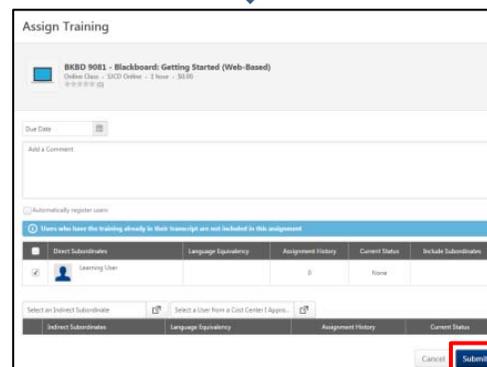
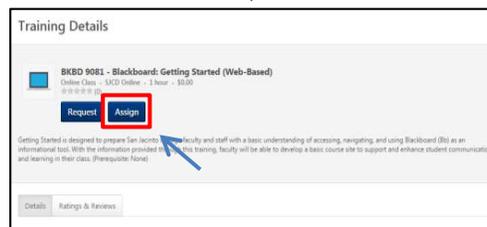
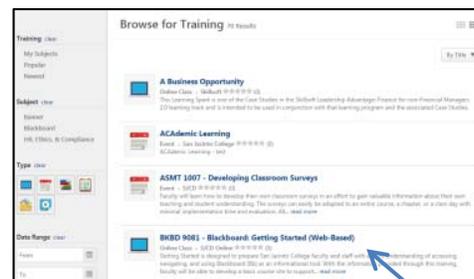
-  Online Training Session
-  Curriculum
-  Material
-  Video



Registering an Employee for a Training Session/Curricula:

As a Leader, you are able to register your employees for training sessions and curriculum. The process is similar to registering for your own training/curricula. Once you have found the training you want to assign, select the "Assign" button. When assigning training you can set a Due Date and/or Add Comments. Once you have your employees selected, click on "Submit" to assign the training.

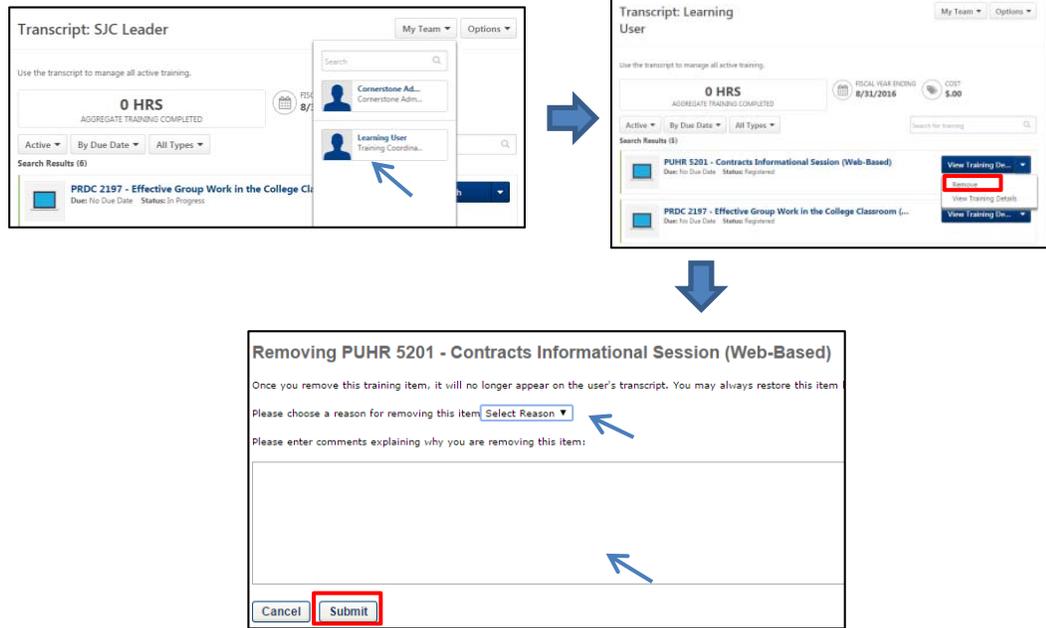
A series of training sessions grouped by topic or job position is referred to as a curricula.



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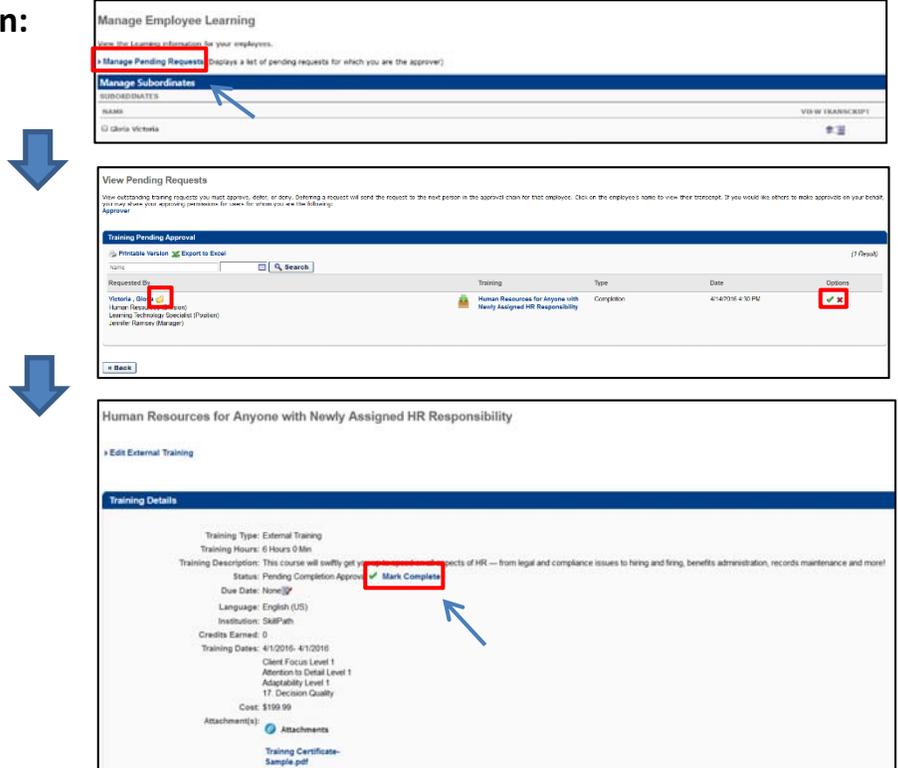
Withdrawing an Employee for a Training Session/Curricula:

To withdraw an employee from a Training, you will start on your own Transcript. From inside your Transcript, select the My Team dropdown and the specific employee you want to withdraw the training for. You are redirected to the employee's transcript. To withdraw the training, simply click the dropdown from the training and select "Remove". You are brought to the removal page where you will need to select a reason for removing the training and add in supporting comments.



Approve an External Training Session:

As a leader, you will need to approve external training sessions that are entered and submitted by the employee. Once approved, the external training session will become a learning record in the employee's transcript. To approve an external training session, you start in Manage Employee Learning and select Manage Pending Requests. You can immediately approve or deny the session in the options section. If you select the folder icon , you can view the details of the external training session are displayed. After review, you can select the Mark Complete to finalize approval.



Cornerstone Support Team:

Phone: 281-998-6387 or Extension: 6387
 Option: #1 for Learning Technology Team
 Email: CornerstoneSupport@sjcd.edu
 Website: www.sanjac.edu/human-resources

Location:
 San Jacinto College Human Resources
 4620 Fairmont Parkway, Suite A-2.103
 Pasadena, Texas 77504