Cornerstone: Learning User Quick Reference

SAN JACINTO COLLEGE — CORNERSTONE

Training Catalog Search:

Use the Catalog to search for available training and curriculum.
From the homepage select the Learning icon to access the Catalog.
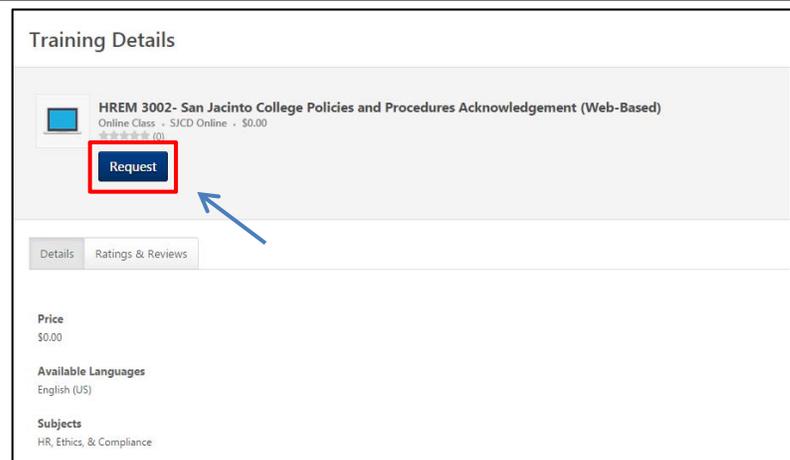
Registering for Training Session/Curricula:

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
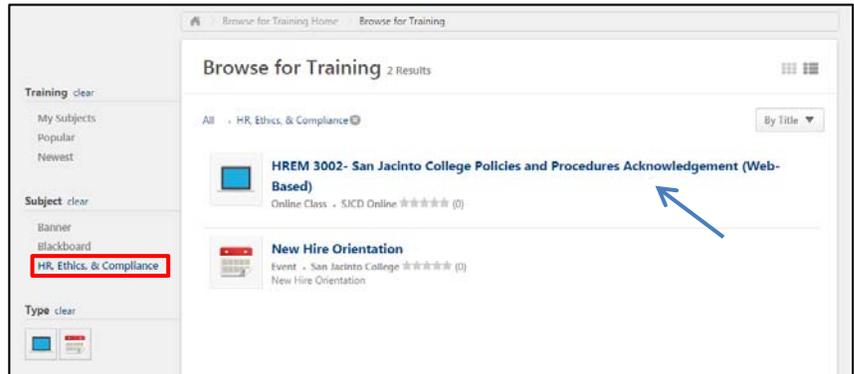
When you filter by Subject, you will see all the available training related to that Subject. Once you've found a training you would like to take, simply select the title. You are brought to the Training Details page where you can register for the training by selecting the Request icon. Curriculums are a series of training sessions grouped by topic or job position.

Launching Online Training Sessions:

After registering for a training, you will be re-directed to your Transcript. The Transcript is where you will see all of the training you have registered for and you can launch the Online Training just selected.

When the Online Training launches, a new pop-up window will appear. After completing the Online Training, you are brought to the Training Completion page. You can view any certificates attached or select Done to move the training to your completed Transcripts.
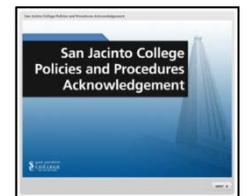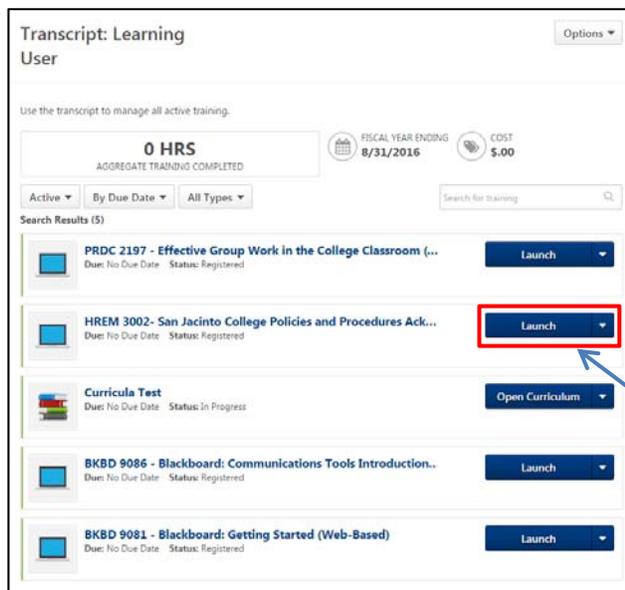
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Complete Training Session Evaluation:

After attending an Instructor Led-Training, you will be asked to complete an Evaluation. The Session will be on your Transcript with an Evaluate icon. Click the Evaluate link and answer the supporting questions and click Submit once complete.
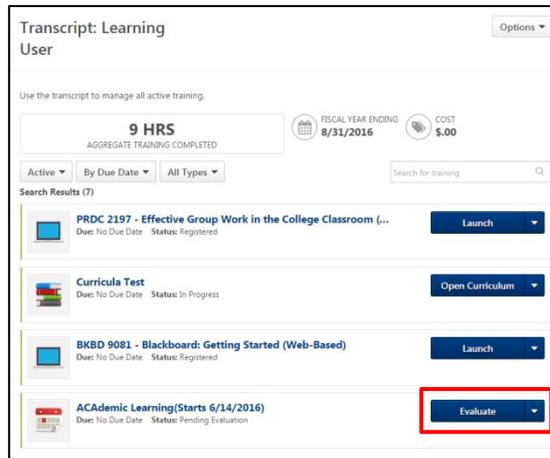
Withdraw from Session:

You can withdraw from a session you registered for by selecting the dropdown icon next to the session on your Transcript. You will be brought to the Withdraw Registration page. Select the reasons dropdown to state why you can no longer attend, add supporting comments and select submit.
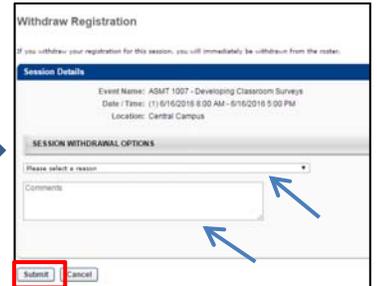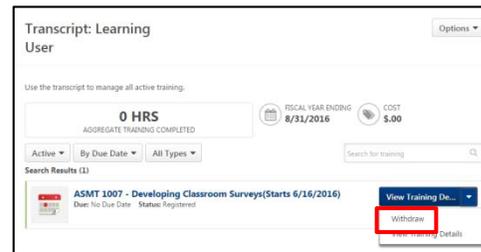
Record External Training Session:

From your Transcript, use the Options dropdown and select "Add External Training". Fill in the appropriate fields, attach a completion certificate, and select "Submit". Note: External training sessions are only visible in the Transcript after receiving leader approval in the system.
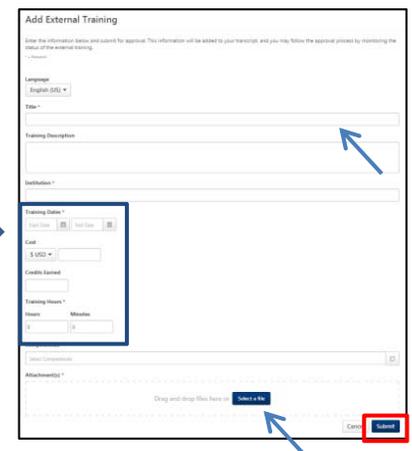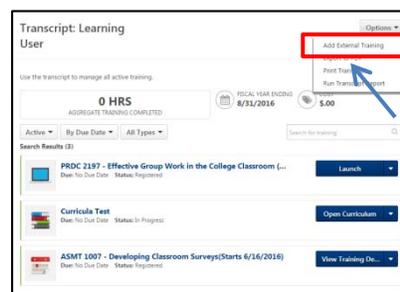
Cornerstone Support Team:

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