NAVIGATING LEARNER HOME FOR LEADERS

A modern learning experience platform can help drive employee engagement and increase productivity.

Cornerstone's **Learner Home** provides a personalized interface that features carousels of courses and search options that makes it easier and more intuitive for you to explore content and learn something new at your own pace. In addition to manual curation of courses, the system will automatically identify and recommend courses based on your subjects, interests, preferences, and aspirations to help you pursue your professional development.

Access Learner Home

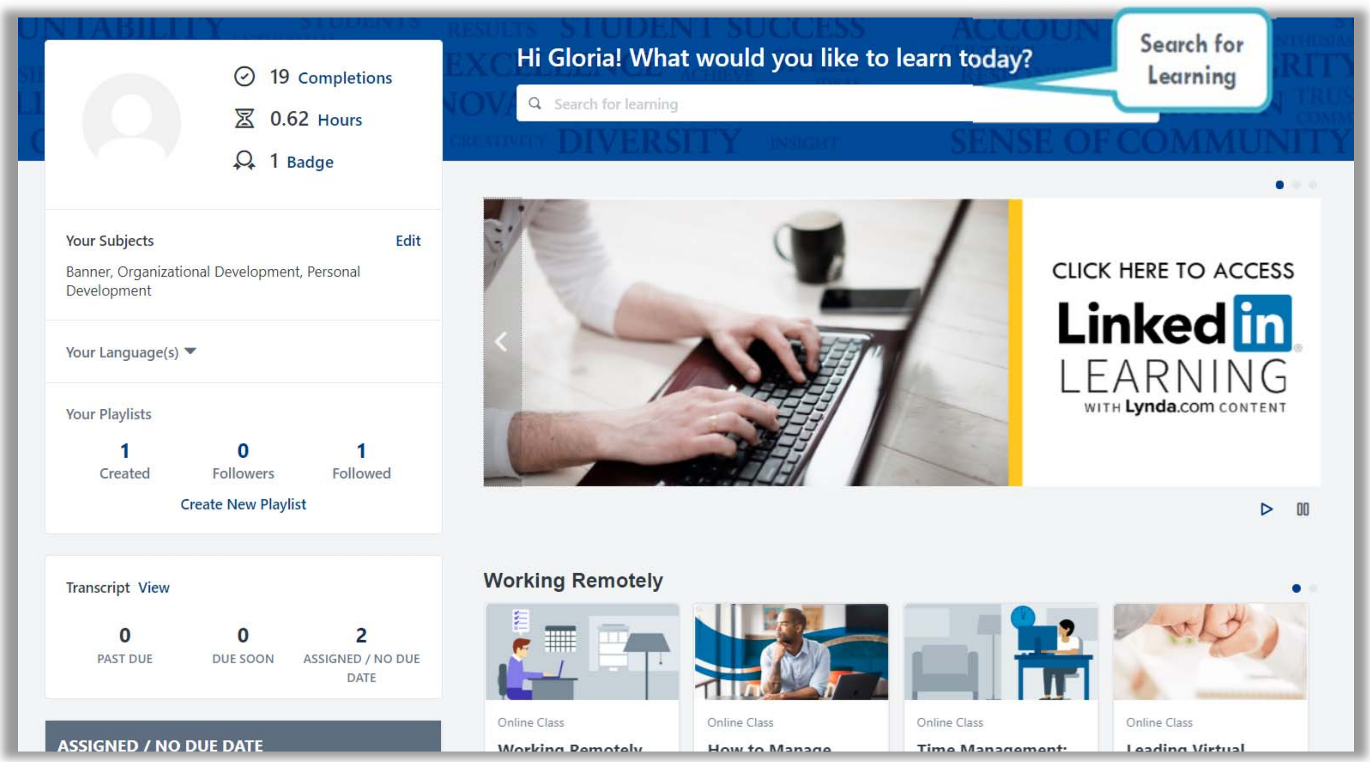
Hover over the Learning tab and click Learner Home or click the Learning icon.

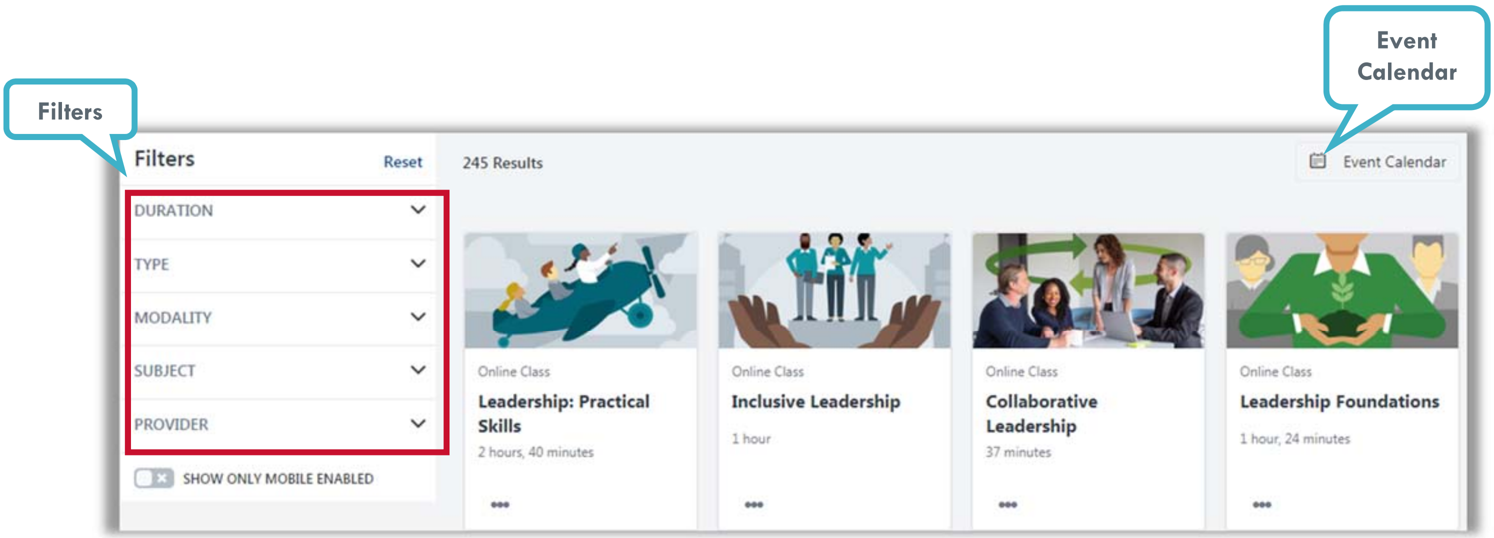
Click a section below to learn more or perform a learning task:

Search for Learning

Learning Search enables you to find all the training and playlists you need in one place. With advanced search options, you can enter a value in the text box and the results will search across **Titles**, **Descriptions** and **Keywords**. Filter options also allow you to easily find exactly what you are looking for.

If you prefer a calendar view to find instructor led trainings offered at San Jac, use the **Event Calendar** button.



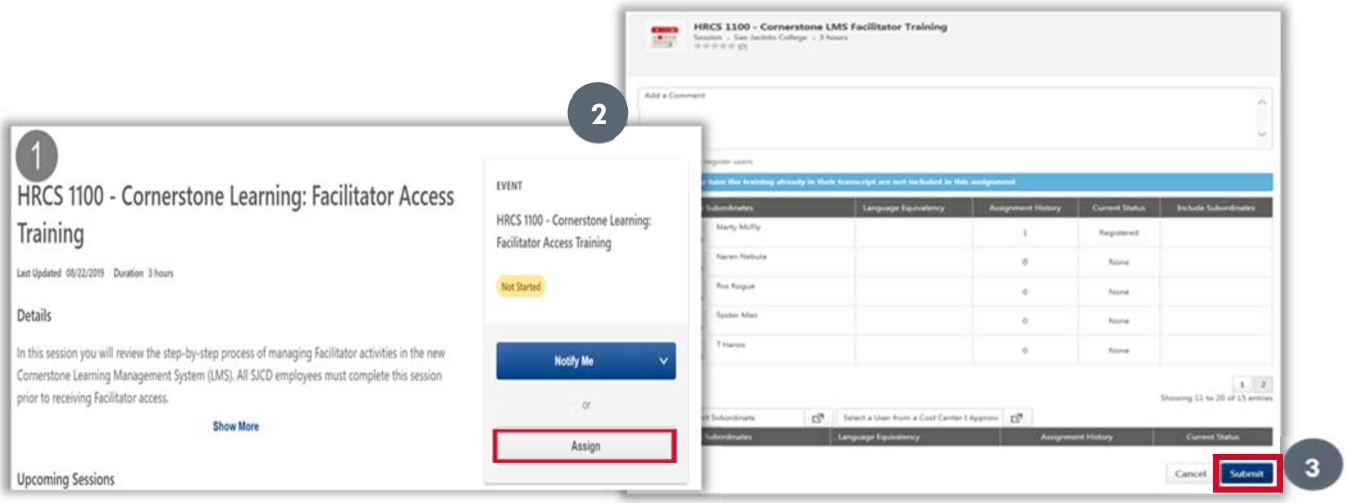


Assign Employee Training and Curricula

As a Leader, you can **Assign** training sessions and curricula to your direct reports. The process is similar to registering for your own training and curricula. *A curricula refers to a series of training sessions grouped by topic or job position.*

Once you have located the training you want to assign in the **Learning Search**:

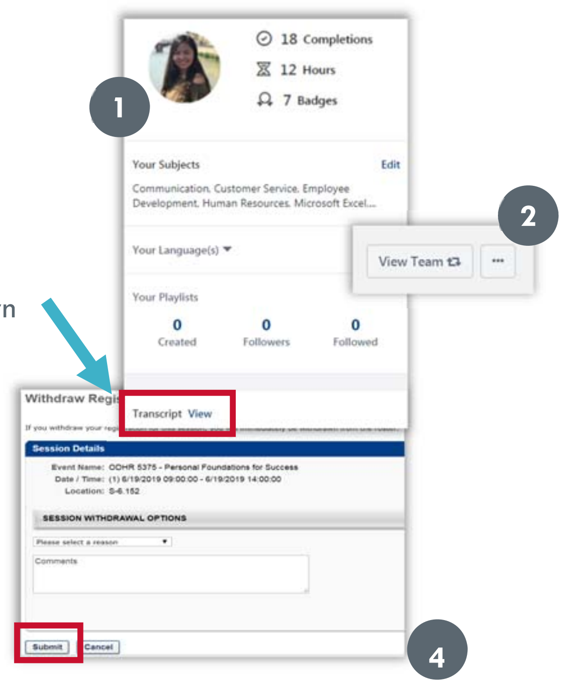
1. Click **Assign.**
2. Select a Due Date and/or Add Comments *(optional)*.
3. Select Employee(s) and click on **Submit** to assign the training.

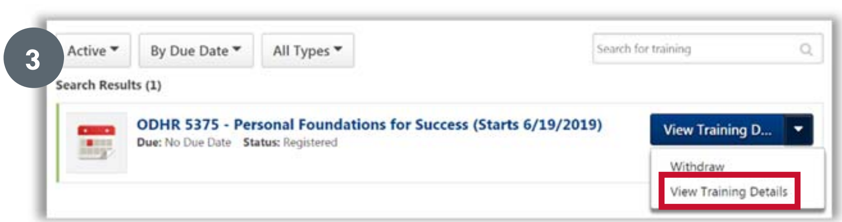


Withdraw and Remove Employee Training and Curricula

To withdraw an employee from a training:

1. Click **View** next to your Transcript section.
2. Click **View Team** and select the employee you want to withdraw from training.
3. Navigate to the employee's transcript > Click the drop down next to the training and select **Withdraw**.
4. Select a reason for removing the training and add supporting comments > Click **Submit**.

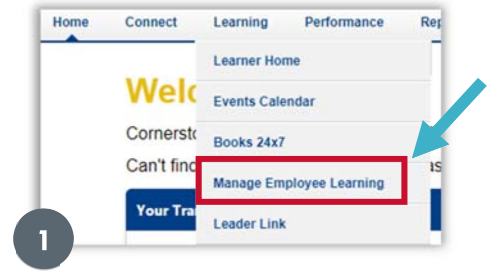


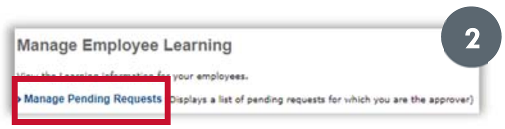


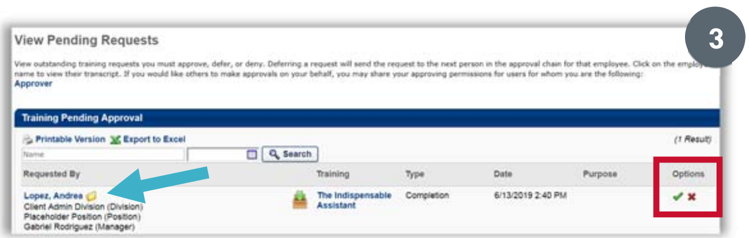
Approve External Training Sessions

As a leader, you will need to approve external training sessions that are submitted by employees. Once approved, the external training session becomes a learning record in the employee's completed transcript. To approve an external training session:

1. Hover over **Learning** > Select **Manage Employee Learning**.
2. Click **Manage Pending Requests**.
3. Review the pending request, click the **Approve** ✔ or **Deny** ✖ icon under the **Options** section. *Click the folder icon to view the external training details.*
4. Click **Submit**. *Additional comments can be entered but are not required.*



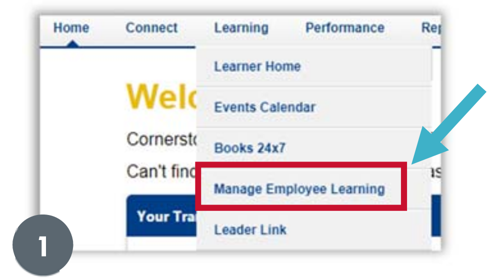


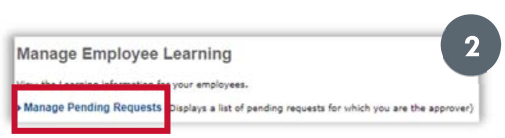


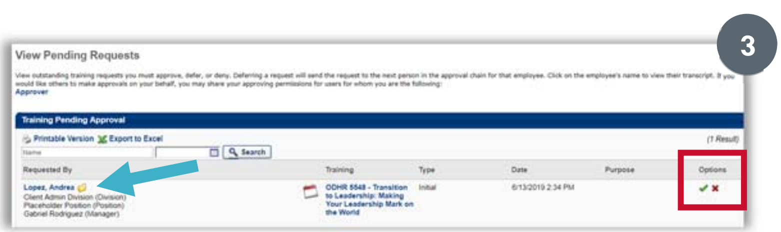
Approve Training Registration Requests

There are a few training sessions that require leader approval prior to attendance. To approve training registration requests:

1. Hover over **Learning** > Select **Manage Employee Learning**.
2. Click **Manage Pending Requests**.
3. Review the pending request, click the **Approve** ✔ or **Deny** ✖ icon under the **Options** section. *Click the folder icon to view the training details.*
4. Click **Submit**. *Additional comments can be entered but are not required.*



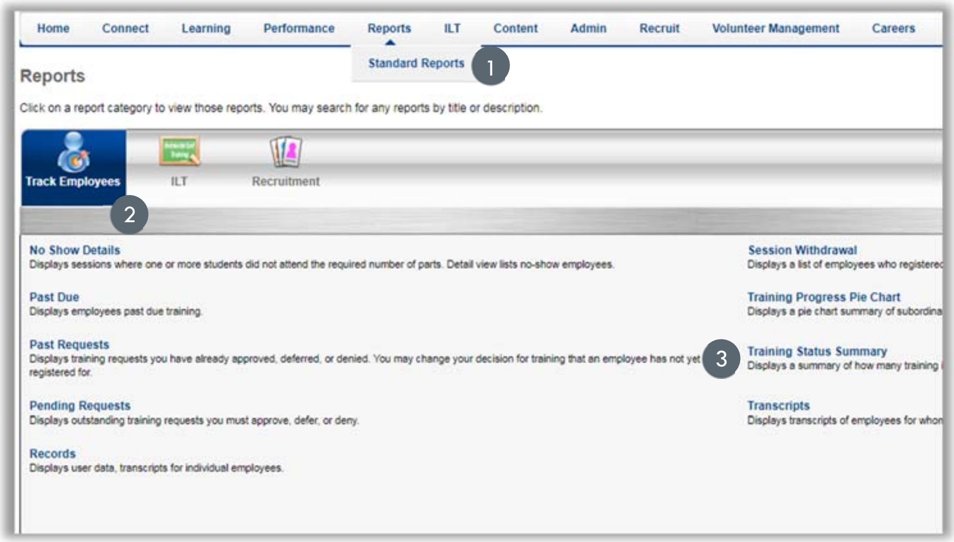




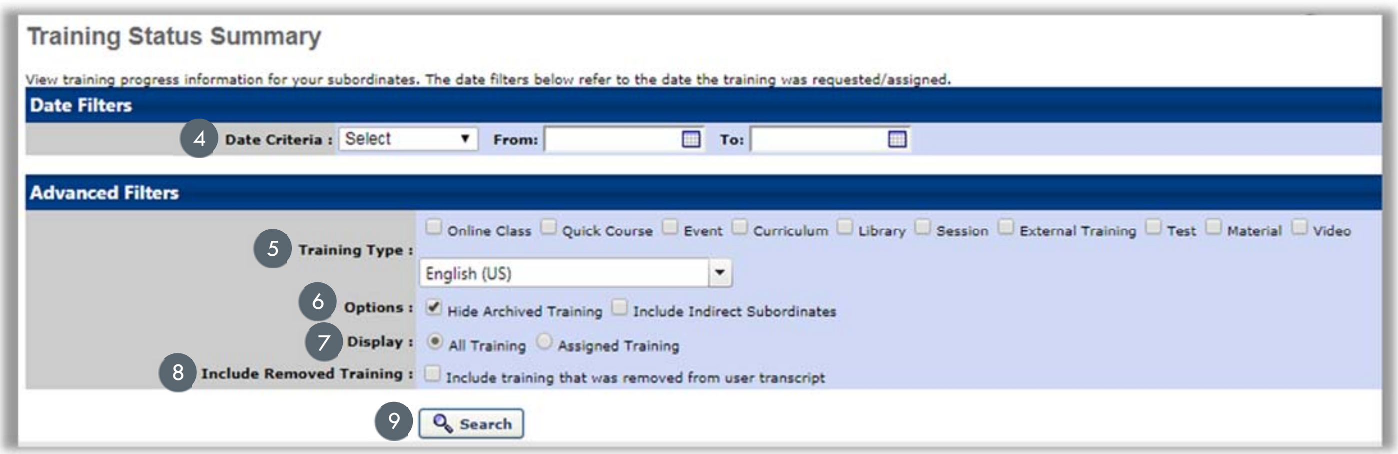
Run a Training Status Summary Report

This report will display the completion status of all training for your direct reports as well as the transcript details for any learning object.

1. Hover over the **Reports** tab, select **Standard Reports.**
2. Click the **Track Employees Reports** icon.
3. Click **Training Status Summary.**



4. Select desired **Date Criteria**. Note: For online trainings, the dates refers to when the training was requested or assigned. For events or sessions, the date refers to the session start date.
5. **Training Type** > Select each training type to include in the report.
6. **Options** > Select **Hide Archived Training.**
7. **Display** > Select **All Training** to display all training or select **Assigned Training** to display assigned training.
8. **Include Removed Training** > Select to include training that was removed from user's transcript.
9. Click **Search** to run report.



For questions, contact Cornerstone Support at CornerstoneSupport@sjcd.edu extension 6387 or 281-998-6387.