



Basic User Reference Guide

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User Experience

Welcome to BJC’s new Learning Management System called **Cornerstone OnDemand**. This new environment replaces the **Pathlore** system. This new system provides our users with a friendly environment to better manage their training needs.

Every user in the BJC system will see the same type of welcome screen. To access the Cornerstone system you will need to follow the same steps you did to get to Pathlore. During the first few months you will see an interim screen before the login screen that will ask you to click on the HSO or hospital you work from. That is because the Cornerstone LMS system is being rolled out to our organization in stages so that we can provide better customer service to our users.

Simply click on the **HSO** where you work to access the sign on screen.

Use your Remedy ID or My Time ID

Home Tab/Welcome Page

The home page is what you see when you first enter the Cornerstone system. Use this page to:

- Find access to training or your transcript
- Search, request or launch training

Search box

Tabs

Development Plan

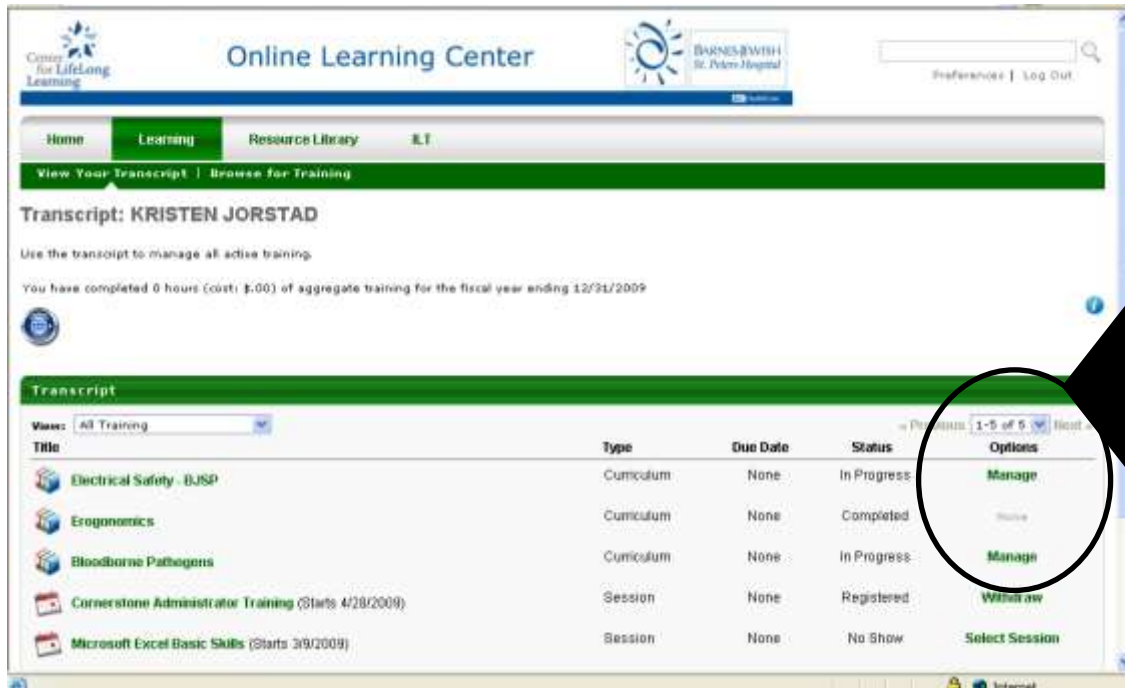
On-line Training in Progress

Registered Classes

Learning Tab – Your Transcript

Your **transcript** will automatically display when you click on the Learning tab. Your transcript (Development Plan) shows:

- Assigned Training
- Completed Training
- In-Progress Training
- Registered Training



Note !

Remember to scroll down to see all transcript items. You may have more than one page to view as well.

Transcript Options List

The far right hand column called Options allows you to control the training object. The options displayed are You can:

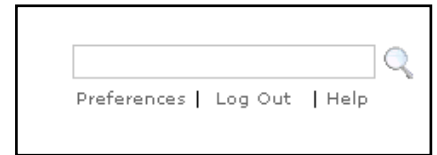
- **Manage** (Starts a curriculum)
- **Withdraw** (allows you to withdrawal from a session)
- **Select Session** (allows you to pick a specific session date and time)
- **Register** (allows you to pick a specific session)

Task – Viewing a Learning Object Details

1. Click on the **name of the object** to see the details
2. Use the **BACK** button to view your transcript again

Searching for Training (Learning Object)

You can easily search for any type of training by using the **Search** box in the upper right hand corner of any Cornerstone screen. You can also use the **Browse for Training link** located under the **Learning Tab** to browse for specific training types and dates.



Quick Searching

The **Quick Search** box is located at the upper right hand corner. When you type a keyword, this search box will open a new screen that will display the results of your search. The results of your search will appear at the bottom of the screen and you will need to scroll down to see all results.

Task – Quick Searching

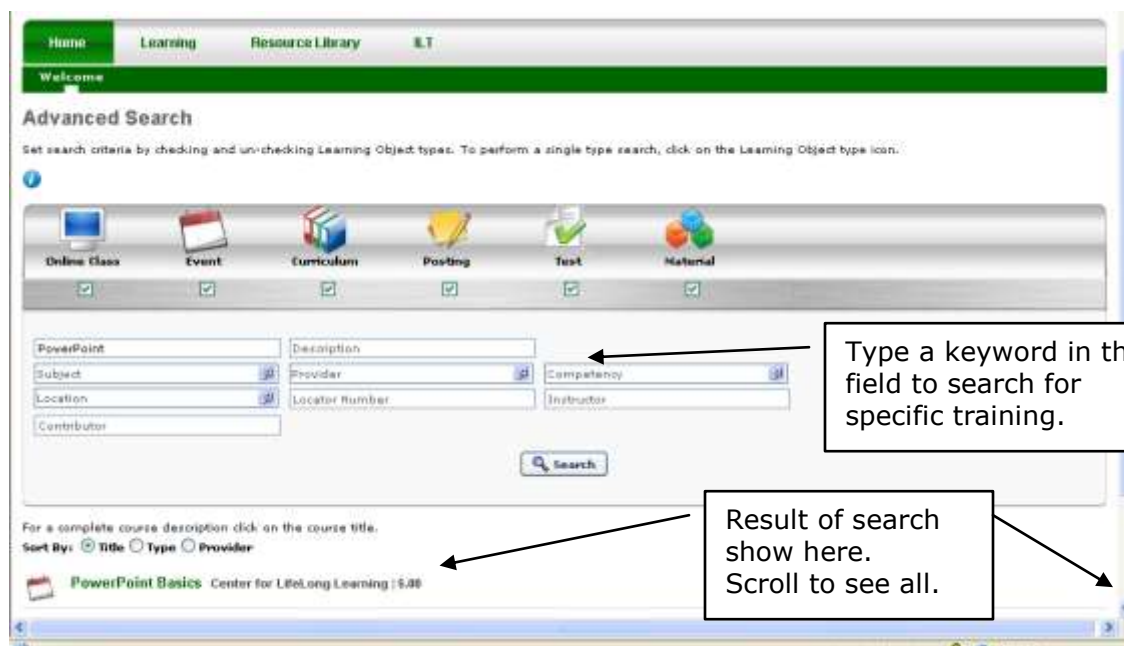
1. Type a **keyword** to search by (example Excel Basic).
2. Press **ENTER**.

Training (Learning Object) Types

Cornerstone has icons that represent the different types of available training.



Click on the object to automatically search for just that object.



Advanced Searching

If you want to be more specific when you search, you can use the field boxes to type keyword searches by Subject, Provider, Competency, Location, Locator Number, Instructor, etc.

Browse for Training

You can also search for training within your transcript.

Simply click on the **Browse for Training** link on the Learning tab. You can search by type and by date.



Task – Browsing for Training

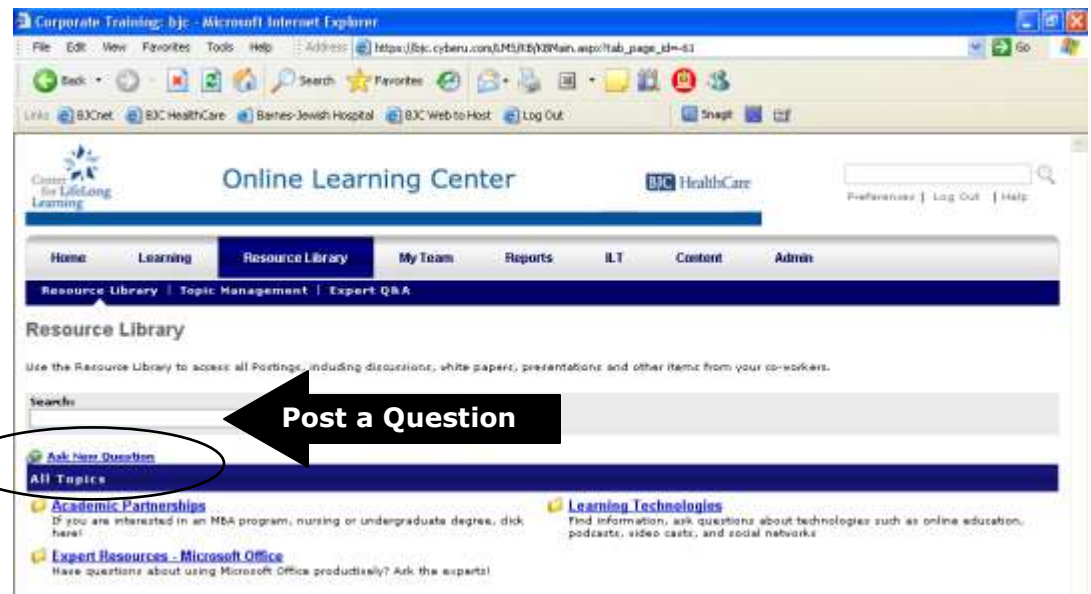
1. Click on **Learning** tab.
2. Click on **Browse for Training**.
3. Click on a **training subject** or click on a **date** to narrow your search.
4. Select a **Learning Object** from the list of results.

Resource Library

The Resource Library Tab contains folders that are used to store materials such as manuals, PDFs, and documents for classes, and a discussion forum to ask computer questions.

Posting a Question

You can post a question to a particular folder. You can also attach a document to the question or discussion.



Task – Posting a Question to a Folder

1. Click on the **Resource Library** tab
2. Click on the **Ask New Question** link.
3. Type the question and choose the topic.
4. Click on **Submit**.

Common Questions

HOW DO I...	HERE'S HOW...
View my Active Transcript	1. Click on the Learning tab or click on the Development Plan building.
Quickly Search for a Class by keyword	<ol style="list-style-type: none"> 1. Type the keyword in the Search box found in the upper right hand corner 2. Press Enter on your keyboard to see a search results screen. 3. Notice the Learning Object names (Training names) are underlined. These are links to the session info (class info).
Search for a class by location, type, etc	<ol style="list-style-type: none"> 1. Click on the Learning tab to view your transcript 2. Click on the sub-tab "Browse for Training" 3. Search for a class by type, by date or use the Advanced Search link.
Enroll in a Class	<ol style="list-style-type: none"> 1. Search for the training you wish to request (enroll) 2. When you see the name of the class on the bottom of the search screen (scroll down) click on the Name. 3. Review your session choices and click on the Request link to enroll.
Start on On-line course	<ol style="list-style-type: none"> 1. Follow the steps to search for the on-line course if it is not in your transcript. 2. Make sure you turn off pop up blocker. (see how to on this page) 3. If you see the on-line course in your transcript, click on Activate to start. 4. Click on Launch. <p><i>Note: you might need to launch the course a 2nd time if it doesn't react.</i></p>
Print my transcript	<ol style="list-style-type: none"> 1. Click on the Learning tab to view your transcript 2. Click on the Action (Globe) button and select Print your Transcript.
Archive an old object	<ol style="list-style-type: none"> 1. Click on the Learning tab to view your transcript. 2. Select an learning object that is completed by clicking on the name link. 3. Click on Add to Transcript Archive button. 4. Click on Yes to verify.
Check my score on an on-line course	<ol style="list-style-type: none"> 1. Find the course you want to check the score. 2. Select the course by clicking on the Name link. 3. Click on the details icon for the course to see the score and # of attempts. 4. Use the Back button or click on the Learning tab to see your transcript.
Notify my boss if a class has to be approved	<ul style="list-style-type: none"> • Your manager will need to approve your training by viewing your request under the My Team tab (only available to managers).
How do I turn Off Pop Up Blocker?	1. Choose Tools + Pop Up Blocker + Turn Off Pop Up Blocker .
Withdraw from a Class	<ol style="list-style-type: none"> 1. Click on the Learning tab to view your transcript. 2. Find the Session you want to withdraw. 3. Click on the Withdraw link. 4. Select a reason for withdraw and press Submit.
Problems logging in?	Call the Help Desk at 362-4700
Problems with running curriculums	Call the Help Desk at 362-4700
Questions requesting or withdrawing from a BJC Learning Institute class	Call Lois Currie at 362-0983.