

# CORNERSTONE USER REFERENCE GUIDE

BJC Network ID:

Password:

Domain:

Welcome to **Cornerstone**,  
 BJC's new  
 Learning Management System.

## SEARCH BOX

Search for any type of training  
 by keyword and press **ENTER**  
 to see a result screen.

Type your Network ID or  
 My Time password to  
 enter the system

## NEW TABS

**Home:**  
 Welcome page

**Learning:**  
 Your Transcript

**Resource Library:**  
 Folders  
 containing  
 stored documents  
 for training classes  
 and  
 Ask the Expert  
 folder to ask  
 specific computer  
 questions

## Helpful Hints:

- Click on Learning tab or the Building to View your Transcript
- Launch your Assigned On-Line Training right from Home Page!
- Find an Event (Course) quickly using the Search Box.
- Log Out quickly using the Log Out link under the Search Box

## QUICKLY VIEW

- **Your Assigned training (DEVELOPMENT PLAN)**
- **Upcoming Sessions**
- **On-line Training in Progress**
- **Waitlists you requested**  
*(click on the link to view details)*

## YOUR TRANSCRIPT

### Learning Tab:

Contains your Transcript

### Browse for Training:

Click **Browse for Training** to search for training by date, type, etc.

### Trancript Views

- Select the view called **Assigned Training** to see your Development Plan
- Select **In Progress/Not Completed** to view sessions in which you are enrolled or Curriculums that you haven't completed.

### Remember:

- Your transcript can be more than one page.
- Use the **Scroll Bar** to see the entire Transcript Page.
- Use **Previous** or **Next** to view other transcript pages.

Transcript: KRISTEN JORSTAD

After completing an online course, click on the **Learning** tab to refresh the page.

Transcript Tips:  
 You have completed 0 hours (cost: \$,00) of aggregate training for the fiscal year ending 12/31/2009.

View Archived Transcript

View:  All Training  Assigned Training  In Progress/Not Completed

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| TITLE   | TYPE         | DUE DATE   | STATUS      | OPTIONS        | DETAILS |
|---|--------------|------------|-------------|----------------|---------|
| BJC IS required courses                                   | Curriculum   | 12/31/2009 | In Progress | Manage         |         |
| EMPLOYEE IS CONFIDENTIALITY AWARENESS BJC                 | Online Class | None       | Registered  | Launch         |         |
| GROUPWISE PRODUCTIVITY PLUS (Starts 9/1/2009)             | Session      | None       | Registered  | Withdraw       |         |
| FIRE SAFETY 2009  | Online Class | None       | Registered  | Launch         |         |
| Abuse: Institutional Abuse                                | Curriculum   | None       | Registered  | Manage         |         |
| AGE-SPECIFIC CARE (2009)                                  | Online Class | None       | Registered  | Launch         |         |
| MICROSOFT ACCESS - INTERMEDIATE SKILLS (Starts 8/12/2009) | Session      | None       | Registered  | Withdraw       |         |
| MICROSOFT EXCEL - ADVANCED SKILLS (Starts 7/15/2009)      | Session      | None       | Withdrawn   | Select Session |         |
| GROUPWISE CALENDARING (Starts 9/1/2009)                   | Session      | None       | Registered  | Withdraw       |         |

### To View Training Object Details:

- Click on the **Name** of the object
- Use the **Back** button to view your transcript again

### Options List

Controls the object on your transcript

- **Manage** (Starts a curriculum)
- **Withdraw** (automatically withdraws you from the session (but you might incur a penalty))
- **Select Session** (pick from a list of specific session date/times)
- **Register** (pick a session date/time)

## SEARCHING DETAILS

### To Quick Search:

- Type a keyword in the search box and press **ENTER**.
- **Scroll down** to see the results of the search

### HINT

In the Advanced Search screen, if you don't enter any keywords in the search fields, the system will display all available Learning Objects.

### IMPORTANT!

Scroll down to see the results on the screen.

Advanced Search

Set search criteria by checking and un-checking Learning Object types. To perform a single type search, click on the Learning Object type.

Online Class  Event  Curriculum  Posting  Test  Material

PowerPoint  Description   
 Subject  Provider  Competency   
 Location  Location Number  Instructor   
 Contributor

Search

For a complete course description click on the course title.

Sort By:  Title  Type  Provider

PowerPoint Basics Center for LifeLong Learning | \$,00

### Learning Object Types:

- Online Course
- Event
- Curriculum  
*(several on-line courses and tests packaged together)*
- Posting/Material  
*part of Resource Library*
- Test  
*part of Curriculums*

### To Search for a particular LO Type:

Click on the Learning Object type to search for just that object.  
*(you don't have to remove the checkmarks)*

## RESOURCE LIBRARY DETAILS

**Search for a Specific Discussion:**  
Search for a topic question by entering a keyword in the search field and click on **Search**.

**Posting a Question to a Library folder:**

1. Click on **Ask a New Question** link.
2. Choose a topic folder to post your question
3. Add an attachment.
4. Click on **Submit**.

### Resource Library

Use the Resource Library to access all Postings, including discussions, white papers, presentations and other items from your coursework.



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 questions.

**Viewing the Folders:**  
Click on the **Topic folder** to view the contents.

| HOW DO I...   | HERE'S HOW...  |
|---|--|
| <b>View my Transcript</b>                           | 1. Click on the <b>Learning tab</b> or click on the <b>Transcript</b> building.  |
| <b>Quickly Search for a Class by keyword</b>        | <ol style="list-style-type: none"> <li>1. Type the keyword in the <b>Search box</b> found in the upper right hand corner.</li> <li>2. Press <b>Enter</b> on your keyboard to see a search results screen. (scroll down)</li> <li>3. Notice the Learning Object names (Training names) are underlined. These are links to the session info (class info).</li> </ol>                                     |
| <b>Search for a class by location, type, etc</b>    | <ol style="list-style-type: none"> <li>1. Click on the <b>Learning tab</b> to view your transcript.</li> <li>2. Click on the sub-tab "<b>Browse for Training</b>".</li> <li>3. Search for a class by type, by date or use the Advanced Search link.</li> </ol>   |
| <b>Enroll in a Class</b>                            | <ol style="list-style-type: none"> <li>1. Search for the <b>training</b> you wish to request (enroll).</li> <li>2. When you see the name of the class on the bottom of the search screen (scroll down to see the bottom of the search results screen) click on the <b>Name</b>.</li> <li>3. Review your session choices and click on the <b>Request</b> link to enroll in the class.</li> </ol>        |
| <b>Start on On-line course</b>                      | <ol style="list-style-type: none"> <li>1. If you see the on-line course or curriculum in your transcript, click on the word <b>Manage</b> under Options to start the process.</li> <li>2. Click on <b>Activate</b> to turn on the curriculum launcher.</li> <li>3. Click on <b>Launch</b> to start viewing the curriculum.</li> <li>4. Close the Course or Curriculum window when finished.</li> </ol> |
| <b>Print my transcript</b>                          | <ol style="list-style-type: none"> <li>1. Click on the <b>Learning tab</b> to view your transcript.</li> <li>2. Click on the <b>Printable Version link</b>.</li> <li>3. At the top of the Printable Transcript window click on <b>Print</b>.</li> </ol>  |
| <b>Archive an old Training Title</b>                | <ol style="list-style-type: none"> <li>1. Click on the <b>Learning tab</b> to view your transcript.</li> <li>2. Select an learning object that is completed and click on the <b>Details</b> button under the Details column.</li> <li>3. At the bottom of the details screen, click on <b>Add to Transcript Archive button</b>.</li> <li>4. Click on <b>Yes</b> to verify.</li> </ol>                  |
| <b>Check my score on an on-line course</b>          | <ol style="list-style-type: none"> <li>1. Find the <b>course</b> you want to check the score.</li> <li>2. Click on the <b>Details</b> icon for the course to see the score and # of attempts.</li> <li>3. Use the <b>Back</b> button or click on the Learning tab to get back to your transcript.</li> </ol>   |
| <b>Notify my boss if a class has to be approved</b> | <ol style="list-style-type: none"> <li>1. Your manager will need to approve your training by viewing your request under the <b>My Team</b> tab (only available to managers).</li> </ol>  |
| <b>How do I turn Off Pop Up Blocker?</b>            | <ol style="list-style-type: none"> <li>1. Choose <b>Tools + Pop Up Blocker + Turn Off Pop Up Blocker</b>.</li> </ol>   |
| <b>Withdraw from a Class</b>                        | <ol style="list-style-type: none"> <li>1. Click on the <b>Learning tab</b> to view your transcript.</li> <li>2. Find the <b>Session</b> you want to withdraw and click on the <b>Withdraw</b> link.</li> <li>3. Select a reason for withdraw and press <b>Submit</b>.</li> </ol>   |