

Exploring the System

Once you have logged into the Cornerstone Learning Management System, there are multiple areas to explore. Below are some suggestions to get started.

Welcome Page

The Welcome Page is the first page you will see when you open the Cornerstone Learning Management system. This page provides basic updates and summary information, including:

- **Announcements:** This box will contain updates and reminders related to important training and performance management activities happening at HCH.
- **Your Action Items:** This will contain a list of training and performance tasks that you are required to complete, along with a due date. It is likely blank the first time you are logging in.
- **Search bar:** This is a way to quickly search for training. Type in a key word to search for something specific, or to browse the full catalog just place your cursor in the search bar and hit enter or click the magnifying glass.
- **Training enrollments:** This is a list of training you are currently enrolled in, including assigned training and any optional training you've chosen. This will also likely be blank when you first log in.
- **Certifications:** Coming soon, this will list any current certifications that you hold, along with their expiration date and any associated due dates. If you do not have any certifications, this box will remain empty for you.

Welcome, Jill!

This is your home for learning and development at Health Care for the Homeless.



Announcements

It's time for performance evaluations! Please remember to complete your self-evaluations and manager evaluations in HealthcareSource/Symplr. Final submissions are due no later than October 12, 2022.

Your Action Items (Coming soon!)

Due Date
Launch: HIPAA Rules and Compliance

Training Enrollments

	Due Date	Action
HIPAA Rules and Compliance	None	Launch


Certifications (coming soon!)

Due Date	Expiration
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Universal Profile Interests and Subjects

As a new user, you should first set up your Universal Profile. This will help the Cornerstone Learning Management System learn more about you and make recommendations based on your interests.

To set up your Universal Profile, click on the hamburger menu button (three horizontal lines) in the upper right corner of the Welcome Page, then select Home > Universal Profile. This is where you can provide some information about yourself. If you would like to, you can write a summary about yourself and your role at HCH. To edit your summary, click on the box with the grey pencil on the right side:



Jill Rice
Training Coordinator
Human Resources

About
Career Preferences


Direct Phone

Mobile Phone

Email
jrice1@hchmd.org

Location
421 Fallsway - Hybrid

Summary



You can write whatever you would want someone viewing your profile to know about you, your job at HCH, and your career or learning goals. Be sure to hit save when you are finished writing!

Summary

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I am the main administrator for the Cornerstone Learning Management System. If staff have questions, problems, or suggestions related to the LMS system, I am the main point of contact. I also coordinate the New Hire Orientation and a number of other training and performance related activities at HCH.

Cancel
Save

Even more importantly, you will want to fill out the sections on the Interests and Subjects – what you put in these two areas will help the system recommend courses for you.

Click the Interests pencil on the right. In the empty field that shows up, add as many interests as you'd like. Type in a word and hit enter to tag it. Don't forget to save when done.

Interests

HR

training

leadership

compliance

feedback

performance management

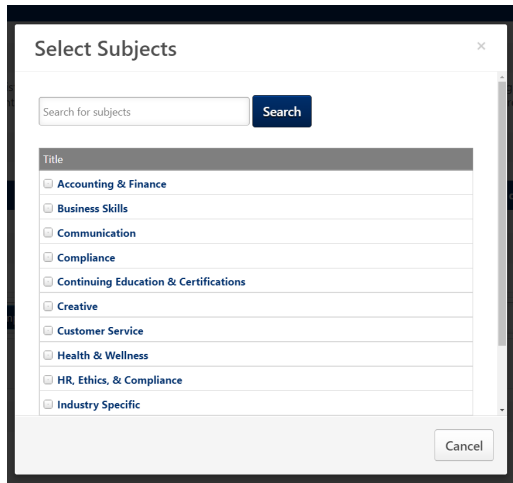
career development

Add an interest...

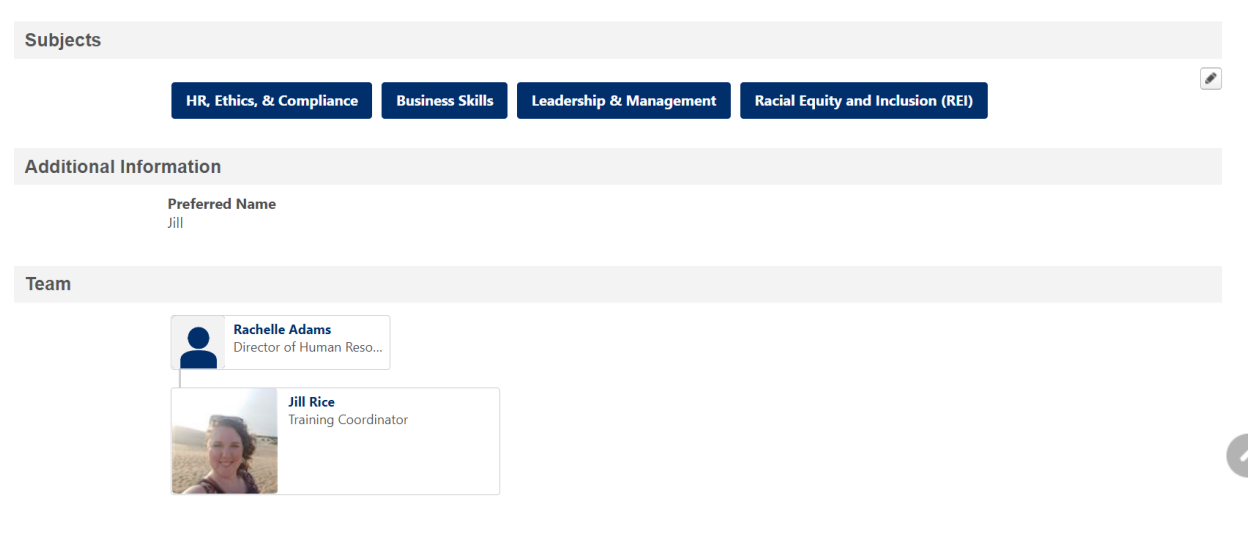
Press enter to create a new tag before saving

Cancel
Save

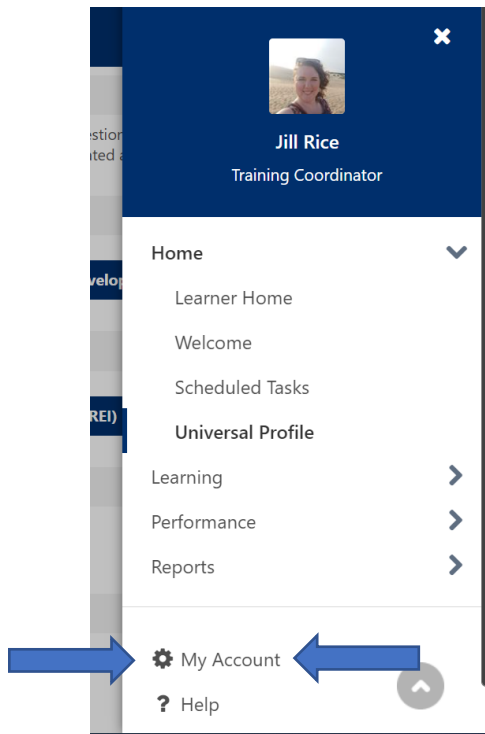
Click the Subjects pencil on the right. To the right of the empty field that shows up is a search icon... click it and add any subjects of things you may want to learn. Don't forget to save when done.



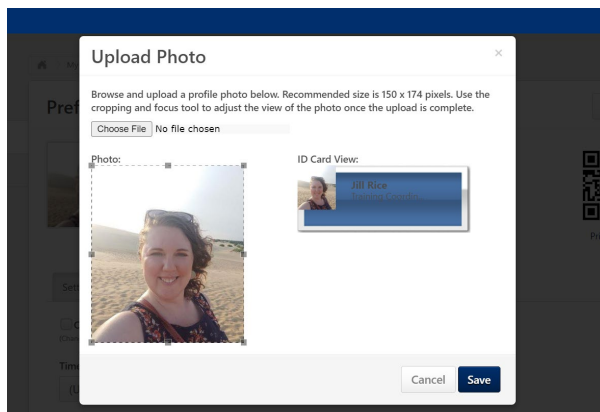
You will also notice that your Universal Profile contains a place to put your preferred name, and information about your team and who you report to will also show on this page.



To update your preferred name and profile picture, you will need to go to the My Account section. Click on the hamburger menu button (three horizontal lines) in the upper right corner of the page, then select My Account near the bottom of the list.



If you hover your cursor over the profile picture space, you'll see a grey arrow pop up. Click on that arrow to change or delete your profile picture. A box will pop up with picture specifications and an option to choose a file to upload. Don't forget to hit save when you are done:



On this page, you can also set your time zone and specify your preferred name (the name you would like others to call you). Once you've done this, hit save.

Settings

☐ **Out of Office**
(Change your status to Out of Office if you'll be away on an extended leave)

Time Zone:
(UTC-05:00) Eastern Time (US & C... ▼

Display Language
English (US)
(User will be required to log out, and log back into the portal upon "Save" to refresh the language pack.)

Select Signature
Jill Rice ▼

Preferred Name
Jill

Cancel Save

Learner Home

To view the main learning page, Learner Home, go back to the hamburger menu in the upper right corner. Select Home > Learner Home. Your page will look similar to the following:

Hi Jill! What would you like to learn today?

Search for learning

Continue Learning

Online Class
HIPAA Rules and Compliance
In Progress
Launch

Inspired by Your Subjects

Learning Search

To search for courses you may want to take, just place your cursor in the empty search field at the high center of the page and hit 'Enter' on your keyboard.

- The Learning Search screen with 4500+ courses should show up.
- If you prefer to search for courses on a specific topic, instead just type in a key word and then hit 'Enter'

Since there are so many courses to choose from, you may want to narrow your search down using the filters. On the left of the page, you can filter by duration (length of course), subject, provider, language, etc. Just click on the 'V' shaped arrow next to the filter you want to select and you'll see a list of options appear.

Filters

Reset

4,578 Results

DURATION

Any Duration (4578)

< 15 minutes (2975)

< 30 minutes (3431)

< 1 hour (4003)

< 2 hours (4298)

2+ hours (277)

TYPE

MODALITY

SUBJECT

RATING

Any Rating (4578)

Event

New Hire Orientation

8 hours

Curriculum

New Hire Curriculum

8 hours, 10 minutes

Material

CSOD Website

10 minutes

Online Content

Emotionen ausdrücken -

Online Content

Marketing in a Crisis

Online Content

Applied Fundamentals:

Click “Reset” at the top right of the filter area if you want to clear filters. All the 4500+ courses should show up again. You can also search using key words in the search bar on this page, too.

Selecting, Launching, and Exiting a Course

- 1) Search for any course that interests you.

Learning Search

Q human resources

Reset

255 Results

Event Calendar

Online Class

Professional in Human Resources: Labor

1 hour, 40 minutes

Online Class

Project Management: Human Resources

5 hours, 27 minutes

Online Class

Work with Human Resources to Termin

4 minutes

Online Class

Human Resources for the 21st Century:

5 minutes

Click on the title to see more about this online course.

On the right side, click Launch.

Note: Your browser’s pop-up blocker may prevent courses from opening. If this happens, change your pop-up blocker’s setting to always allow pop-ups and redirects from the hchmd.csod.com website.

ONLINE CLASS

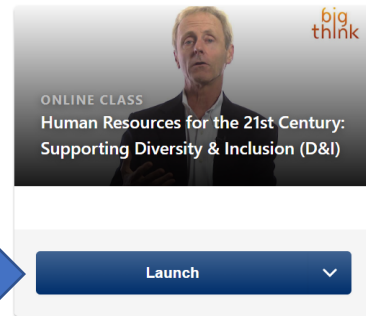
Human Resources for the 21st Century: Supporting Diversity & Inclusion (D&I)

Last Updated 08/23/2022 Duration 5 minutes

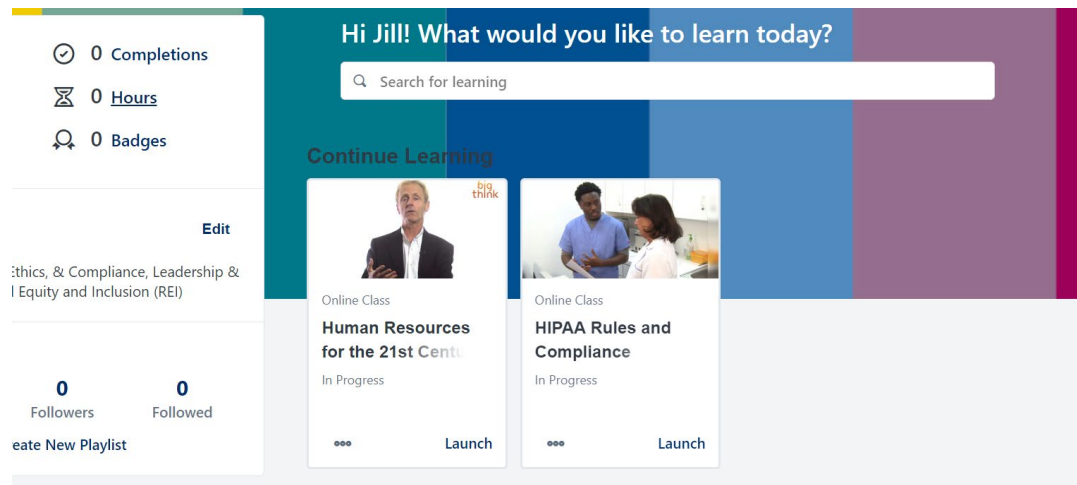
Details

Human Resources for the 21st Century: Supporting Diversity and Inclusion (D&I), with Josh Bersin, Principal, Bersin by Deloitte, Deloitte Consulting LLP

Show More



Courses are provided by a number of different content creators, so each launch page may look slightly different. Generally, you will click on a video to start the course. If can't finish it in one sitting, you can just close the window that is playing the content. The next time you go to Learner Home, you will see the course under 'Continue Learning' and it will be listed as 'In Progress'. You can launch it again directly from your Learner Home page to complete it.




Viewing Your Transcript




Find enrolled/started courses in your Transcript.

- 1) Go to your Transcript by clicking the hamburger menu button (three horizontal lines) in the upper right corner and selecting Learning > View Your Transcript.
- 2) You'll see any in-progress courses waiting for you and can also launch them directly from this page.
- 3) When a course is complete, find the Active button in your Transcript and click the drop down arrow and select Completed... you will find any completed courses using this method. Until you have completed a course, nothing will show up here.

Creating, Viewing, and Following Playlists

Cornerstone LMS allows you to create a playlist, similar to what you might create via iTunes or Spotify – this allows you to select any number of courses that you want to group together. Playlists may also be created by managers or administrators and assigned to staff, and staff can follow one another's' playlists too. To create a playlist, on the left side of Learner Home, click 'Create New Playlist'



 0 Completions
  0 Hours
  0 Badges

Your Subjects
[Edit](#)


Business Skills, HR, Ethics, & Compliance, Leadership & Management, Racial Equity and Inclusion (REI)

Your Playlists

0
Created

0
Followers

0
Followed

[Create New Playlist](#)


You will be prompted to create a title for it, and then click the Create button.

Create New Playlist

Playlist Name*

[Cancel](#)
[Create](#)

You may add a description of the playlist and set it to private if you'd like. You can also choose to follow others' playlists, share, delete, or copy your playlist.

[Home](#) > [Jill's Playlists](#)

Playlist


[Follow](#)

Share
Delete
Copy

Racial Equity and Inclusion

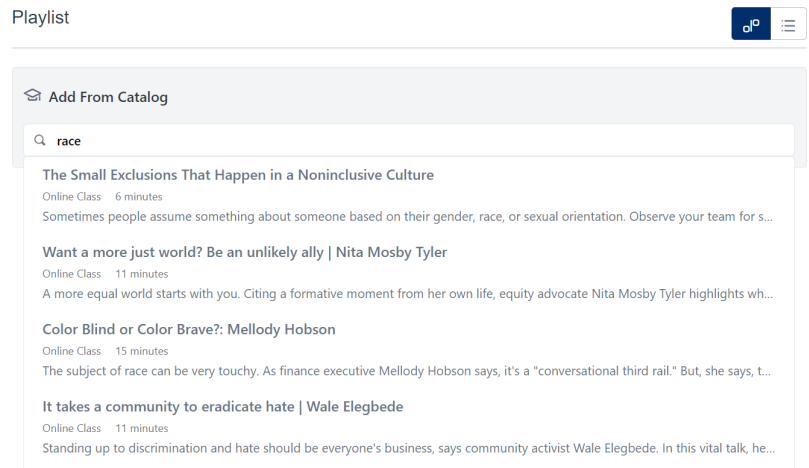
PRIVATE ☒
 ITEMS 0
 LAST UPDATED Today
 FOLLOWERS 0

Description
 [Edit](#)



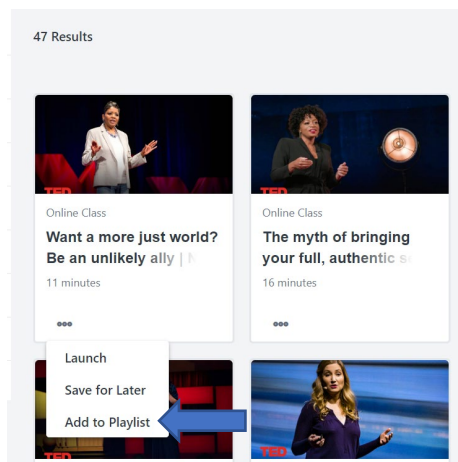
Jill Rice
View Profile
I am the main administrator for the Cornerstone Learning Management System.

To add courses to your playlist, you can search for them directly on this page by searching the catalog. If you type in a key word, several courses will appear to browse. If you click enter, a full list of courses related to your key word will appear.



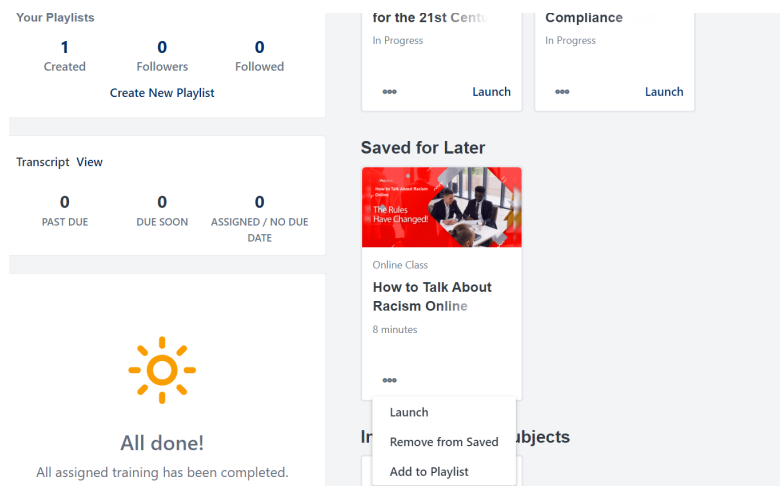
There are a couple of other ways to add to your playlist, too.

1. Go to the Learning Search page and search for a course. Select a course and on the next screen, click the down arrow on the right of the Launch button and Add to Playlist. In the flyout window that appears, add the course to the playlist you just created.

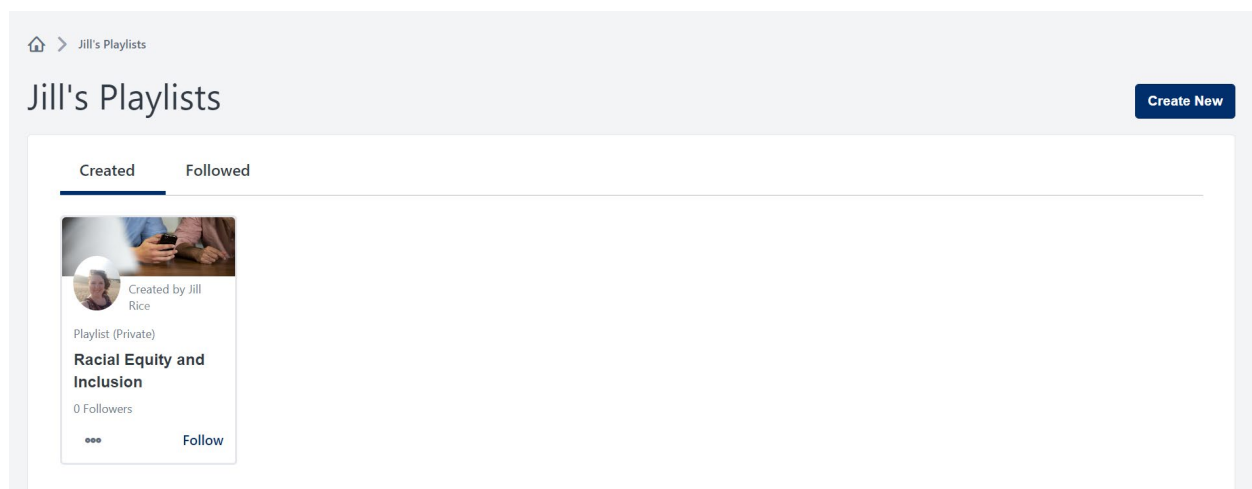


2. Go to your transcript and click on the title of a course you started earlier. On the next screen, add it to your playlist the way you did in #1 above.

3. Go to Learner Home. Add your course from the Saved for Later area to your playlist.



Use the hamburger page menu to view your playlist under Learning. Click on your playlist to view the courses you've added to it.



You can change the order of the courses with the small up/down arrows in the course tiles.

To follow playlists created by others:

- 1) To find other playlists, go to Learning Search and filter on the left by Type > Playlist -OR-
- 2) ... if you do a search by topic, a course tile will show the word "Playlist" above the title.
- 3) Note: if the system is new, there may not be any other playlists except for any that you've created. This will change as more staff use the system and create playlists!

Suggested Courses

Over time, you will begin to get recommendations about courses to take. This will start to appear as the system 'learns' your interests and can make customized recommendations based on your usage. You will see carousels such as 'Inspired by your Subjects' and 'Recommended for You' show up on your main Learner Home page. These may not appear immediately when log in for the first few times.

Other Features

Cornerstone offers a large number of other options and features that are not included in this document. As HCH continues its rollout, other training and user documentation will become available. Stay tuned!

If you have any questions, please contact Jill Rice at jrice1@hchmd.org.