



Cornerstone Essentials

11-25-24

Learner Experience

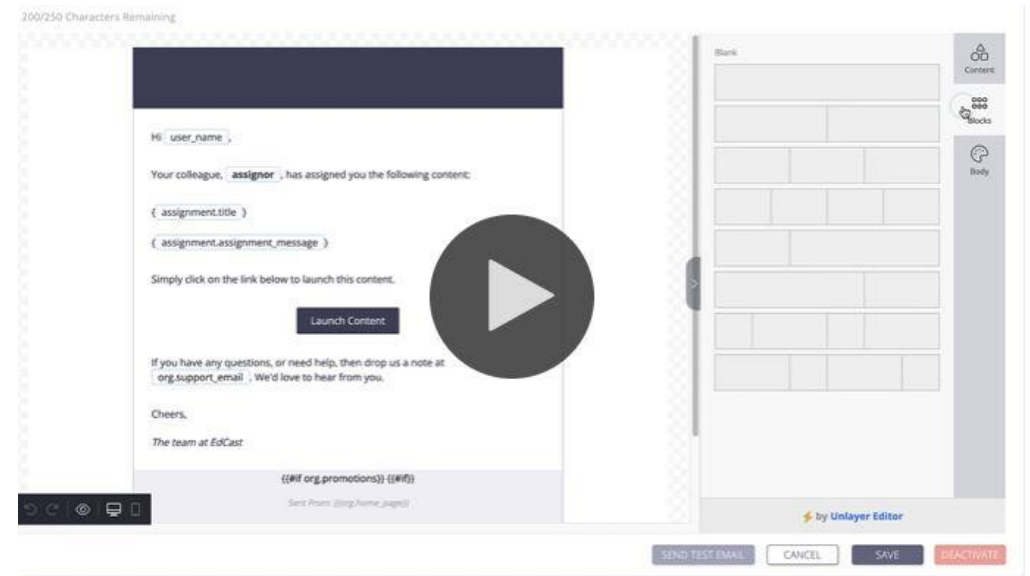
- **Create Subjects**
Subject Management > Admin > Catalog > Subjects
- **Course Catalog**
Associate system subjects with the appropriate learning objects in the Course Catalog.
This can be done for individual training items or in bulk.
- **Training Metadata**
This includes Title, Description, Keywords, or Duration.
Ensure metadata is accurate for all training items.
- **Set Thumbnail Images**
660px wide x 336px high
- **Flag Training if Needed**
You can do this if you don't want mandatory or required training to show up in recommendations.
You can do this from the Course Catalog.
- **Set Learner Home Preferences**
Go to Admin > Tools > Learning > Learning Preferences > Learner Home Preferences
Customize Cover Image 1920px X 130px
Configure Content Arrangement, Enable and Disable Sections
Add Custom Banners, 814px Wide by 280 Pixels High without padding
Enable or Disable Training Sidebar

Notifications

- Help to keep informed on activities, actions, and events
- Types: Email, Push, and Bell
- Emails are managed by administrators through customized templates
 - Messages can be sent in real-time, daily, or weekly
- Mobile notifications or push notifications
 - Messages on mobile devices are addressed quicker
 - Display when certain actions take place such as learning assigned to employees or a live event
- Bell notifications are not configurable
- Consider disabling all notifications while building your site so you don't confuse users

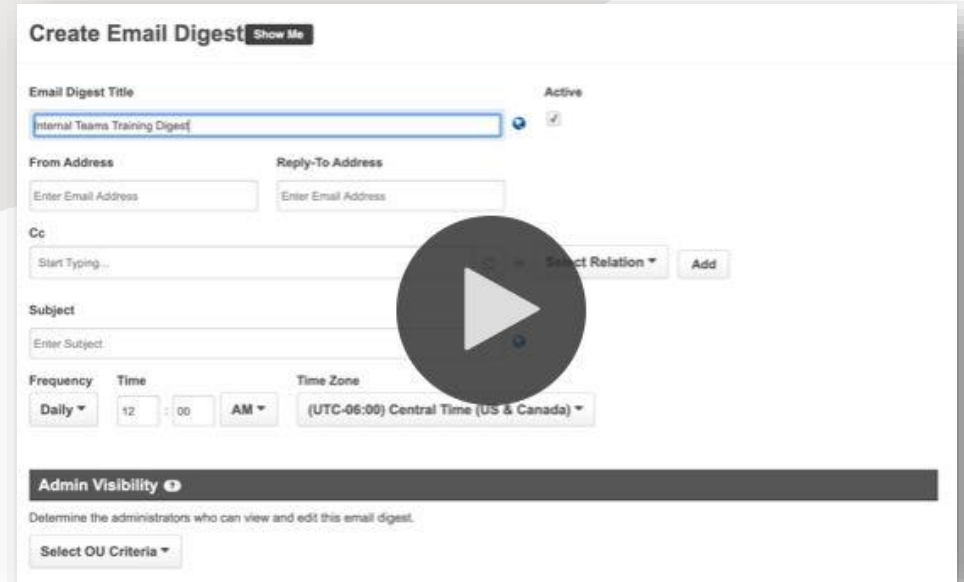
Managing Email Templates

- Email customization page
- Insert Tags
- Add Images
- Add Custom Buttons
- Manage Email Templates
- Add and Delete Sender Emails



Email Digests for Learning

- Helps reduce number of emails users receive
- You can add standard & dynamic sections
- Create dynamic bodies
- An email digest is scheduled to be sent on a reoccurring basis and can group multiple notifications.
- Example, send an email to a manager of all past due trainings for once a week rather than individually
- Admin > Tools > Core Functions > Email Digest Management > Create Email Digest Button
- The actual email recipients will be determined in the dynamic sections.
- These are reoccurring so if you select all notification types for a weekly basis, it will send the prior weeks information.
- Sections – standard and dynamic.
- Tags will be replaced by system information, like recipient FN and recipient LN.
 - Dynamic sections are populated based on activities within the system. Must have at least one dynamic section in the body but can have multiple.
 - Use the List Begin and List End Tags in the body of the email.
- Custom email or training specific emails option must be selected.



Create Email Digest [Show Me](#)

Email Digest Title: Active

From Address: Reply-To Address:

Cc: Select Relation ▼ Add

Subject:

Frequency: Time: : Time Zone:

Admin Visibility

Determine the administrators who can view and edit this email digest.




Events Calendar

- Events Calendar displays instructor led training sessions in multiple calendar formats for users. They can search using filters, view session details, and request sessions. Additionally, instructors can access their session roster from the Events Calendar.
- From the main navigation menu, select Admin > Tools > Learning > Learning Preferences > ILT Preferences > Event Calendar tab.
- User Managed Settings provides the end user with the ability to control what information they want to view on their events calendar.

The screenshot displays the Events Calendar interface for September 2023. The interface includes a sidebar with filters and a main calendar grid. The filters section includes fields for Title, Session ID, Location, Session Contact, and Session Instructor, each with a dropdown menu set to 'All'. There are also checkboxes for 'Completed Sessions' and 'Add Subject(s) filters'. A 'Display Options' section is highlighted with a red box, containing three checked options: 'All Sessions', 'Session Instructor', and 'Session Location'. The main calendar grid shows a weekly view of sessions from Sunday to Saturday. The sessions listed include 'Breakfast with an Exec', 'Effective Communications', 'Leadership 101', 'Ladder Safety 301', 'Presentation Skills for the Non-Presenter', 'Diversity and Inclusion 101', and 'Advanced Leadership 8'. Each session entry includes the date, time, and location.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28 Breakfast with an Exec 11:00 AM EDT - Santa Monica	29	30 Breakfast with an Exec 8:30 AM EDT - Albuquerque	31	1	2
3	4 Effective Communications 8:30 AM EDT - London	5 Leadership 101 8:30 AM EDT - Chicago Diversity and Inclusion 101 9:30 AM EDT - Chicago	6 Ladder Safety 301 8:00 AM EDT - Ottawa Presentation Skills for the Non-Presenter 8:30 AM PDT - Southern California	7 Leadership 101 8:30 AM EDT - Chicago	8 Presentation Skills for the Non-Presenter 8:30 AM PDT - Southern California	9
10	11 Effective Communications 8:30 AM EDT - London Leadership Lunches 9:00 PM EDT - Large Training Room	12 Ladder Safety 301 8:00 AM EDT - Ottawa Leadership 101 8:30 AM EDT - Chicago Diversity and Inclusion 101 9:30 AM EDT - Chicago	13 Breakfast with an Exec 8:30 AM EDT - Minneapolis Presentation Skills for the Non-Presenter 9:30 AM PDT - Southern California	14 Leadership 101 8:30 AM EDT - Chicago	15 Ladder Safety 301 8:00 AM EDT - Ottawa Presentation Skills for the Non-Presenter 8:30 AM PDT - Southern California	16
17	18 Ladder Safety 301 8:00 AM EDT - Ottawa Effective Communications 8:30 AM EDT - London Advanced Leadership 8 3:00 PM PDT - Santa Monica	19 Leadership 101 8:30 AM EDT - Chicago Diversity and Inclusion 101 9:30 AM EDT - Chicago	20 Presentation Skills for the Non-Presenter 9:30 AM PDT - Southern California Leadership Lunches 3:00 PM EDT - Large Training Room	21 Leadership 101 8:30 AM EDT - Chicago	22 Presentation Skills for the Non-Presenter 8:30 AM PDT - Southern California Virtual Ladder Safety 401 1:00 PM EDT - Chicago	23

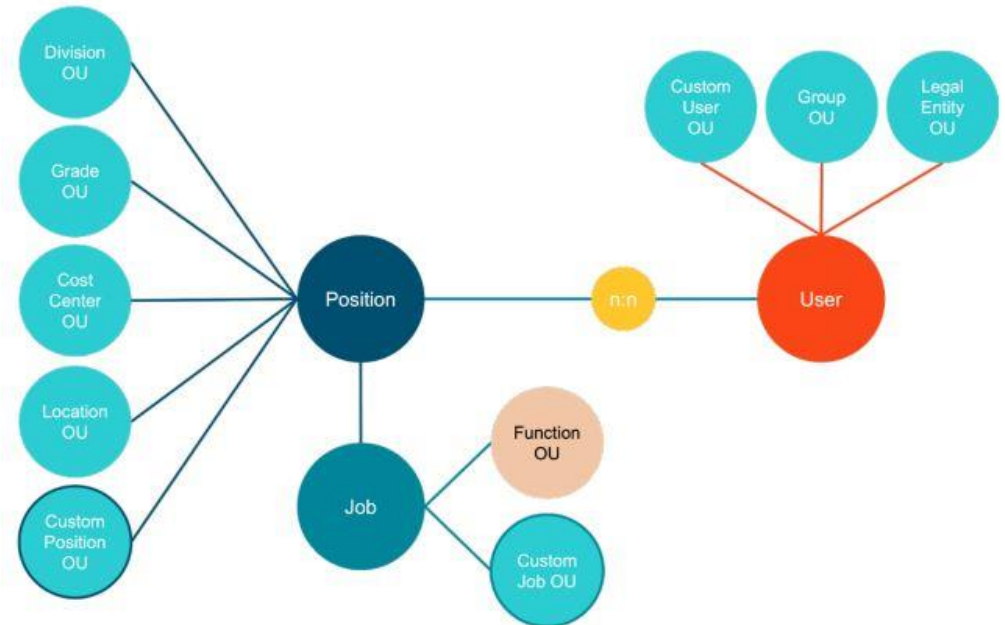


Organizational Units and Users

- There are 5 Primary OUs
 - Division, Location, Position, Cost Center, and Grade
- OUs are used for:
 - Learning Object Content Availability
 - Training Administration
 - Communications
 - Reporting
 - Tasks
 - Learning Assignments
 - Security Roles
- Admins SET AVAILABILITY for specific OUs to INCLUDE and CONSTRAIN functionality.
- Match your portal OU structure to your HRIS platform and your internal organizational structure to ensure data consistency.

Organizational Units

- Organizational Units help to further categorize data in the system and organize your hierarchy. The Organizational Unit workspace support multiple hierarchies of organizational (Unit Types) and units to reflect your company structure.
- Positions and Jobs can have one or more Organizational Unit assignments.
 - Assign OU types for each position, depending on your company structure
 - Unit assignments stay with the position, even if the employee changes
 - Standard OUs include Division, Location, Cost Center, and Grade
 - Custom OUs are available for Positions and Jobs
 - Function is a type of OU available for Job assignment
 - Define Position Unit Assignments for multiple custom Position organizational structures
 - Define Job Unit Assignments for multiple custom Job organizational structures





Creating a Learning Assignment

- Create new assignments from the Learning Assignments Tools landing page
- Choose standard or dynamic assignment
- Create a Title
- Add the Training you want to Assign
- Options Tab
- Training Assignment Workflow such as designating “Assigned and Approved”
- Pre-requisite options
- Email Settings
- Training due date
- Reoccurrence, example compliance training
- User Criteria > Select Users

Manage Learning Assignments

- View high level information on the LA page such as the type and status of the assignment
- Search and sort options let you easily find previously created assignments
- User criteria
- Training number shows the individual items associated with the assignments
- Assignment summary page
- You can edit the title for standard and dynamic assignments
- Training progress chart
- Transcript history section – Assigned and Not Assigned

Course Catalog

- Allows you to manage the learning users see in your portal
- Use the course catalog to set the title and other descriptions and keywords
- Set approvals
- Enable reoccurrence options
- Deactivate learning you don't want users to see or search for
- Subjects help learners easily find learning
- Set availability
- Can also be assigned using the learning assignment tool
- Set evaluations about learning programs



Creating Subjects

- Subjects are a part of your portals meta data
- They are used to categorize learning objects, tracking training, and simplify the learning experience for users
- Example: Warehouse Safety
- Every learning object you create is required to have a subject
- This is done from the Subject management page under Catalog Management > General Learning > Subjects
- Branch View (Parent Child Layout) or Flat View
- Example Microsoft is the Parent subject and the applications under it are the child subjects such as Word, Excel, PP, etc.
- Only subjects that haven't been assigned to a LO can be deleted