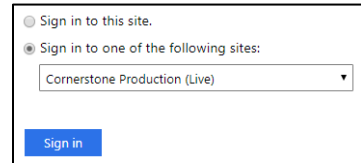


myPLAN for Learning

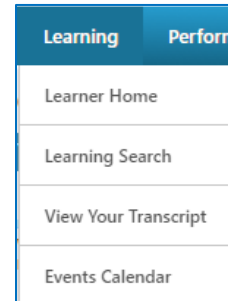
How to Register for Training in the Cornerstone LMS

(Note: Online courses use pop-up windows. You may need to adjust your browser’s pop-up blocker settings. Instructions for doing so are under the “Help Resources Center > myPLAN for Learning Guides and Forms” tab in Cornerstone.)

Log in to **cornerstone.csc.edu**. From the log in page, select “Cornerstone Production (Live)” and enter your FULL Columbus State email and password.



There are three ways to find training. Links to all are under the **Learning** Tab. Once located, the process to register for training is the the same no matter how it is found.



Event Calendar – displays only instructor-led training sessions

1. Hover your mouse over the “Learning” tab and select “Events Calendar.”

Filter options are to the left of the calendar.

2. Click a session title to read more and register.

Additional filters if needed.

Expand or contract the date range.

Training sessions display on the start date for the training. Hover your mouse over the session title to view basic details. Click on the title to read more and register.

Speed Diversity Dialogue®: A Multicultural Excellence Workshop
7/13 - 7/13
1
10:00 AM - 11:30 AM EST
Columbus Campus
Instructors: Mary Lewis
Session Contact: Trenton Edwards

Speed Diversity Dialogue®: A Multicultural Excellence Workshop
10:00 AM EST - Columbus Campus

Microaggressions II
8:30 AM EST - CSCC Training Facility 1

Being An Ally
10:00 AM EST - CSCC Training

3. Clicking on a title displays the Training Details page. Click “Request” to register for the training session.

Training Details

Win With Your Strengths
Session - Columbus State - ILT - 1 hour, 30 minutes

Request **Calendar View** **Print** **View Event**

Everyone has strengths. Recognizing and tapping into them to reach larger goals can lead to increased job satisfaction, performance, productivity and success. In this course you learn:

- Introduction to strengths based language
- Learn more about your own strengths
- Learn more about others strengths

Upon registering, you will be sent directions and an access code to take an online StrengthsFinder assessment to determine your top 5 "Signature Strengths." Bring the results of that assessment to the class.

Please arrive 10 minutes early to check in.

Objectives:

- Understand and use the Strengths language
- Be able to identify the expression own Strengths in action
- Be able to identify identify how others express their Strengths
- Be able to identify strategies for using your Strengths

Available Languages
English (US)

Subjects
Career Development, Communication, Personal Development, Strengths

Locator Number
34

Registration Deadline
10/25/2017 - 9:00 AM EST

Seats Available
32

Training Contact
Richard James (ADMIN)

Schedule [View Full Calendar](#)

Parts (1)

1
Columbus Campus > Center for Workforce Development > WD 402 [view map](#)
Instructor - Barbara Allen

Starts
10/20/2017 - 9:00 AM EST

Ends
10/20/2017 - 10:30 AM EST

Displays general information about the session.

Displays details for the session.

4. Upon registering, you are re-directed to your Transcript. The selected course will appear in the “Active” section of your Transcript. To view session details, either click the title of the session or select “View Training Details” from the drop-down menu. If there is pre- or post-work or an evaluation attached to the session, you can access it here (see the “How to Use Your Transcript” Guide).

Active ▾ By Due Date ▾ All Types ▾ Search for training 🔍

Search Results (24)

Win With Your Strengths (Starts 10/20/2017)
Due: No Due Date Status: Registered **View Training D...** ▾

Learner Home – dashboard for current, and discovering new, training

Hi User! What would you like to learn today?

Search for learning

Need to request an interpreter or other accommodation for training?

0 Completions
0 Hours

Your Subjects: Add
You don't have any subjects yet. Add a few to get better recommendations.

Transcript: View
3 PAST DUE | 0 DUE SOON | 2 ASSIGNED / NO DUE DATE

PAST DUE
Listening Essentials: The Basics of Listening
Registered / Past Due 29 days past due
Launch

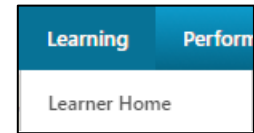
ASSIGNED / NO DUE DATE
Bridges: Building a Supportive Community
Registered
Launch

Continue Learning

Season: Win With Your Strengths (Registered)
Curriculum: CREST (In-Progress / Past Due)
Online Class: FERPA Basics (Test LawRoom) (Registered / Past Due)
Online Class: Listening Essentials: The Basics of (Registered / Past Due)

Top Picks for User
Inspired by Your Subjects

Event: Win With Your Strengths (2 hours)
Online Class: Diversity on the Job: Diversity and You (1 hour)
Online Class: Receiving Feedback and Criticism (1 hour)
Online Class: Being an Effective Team Member (1 hour)



Rotating banners advertise news, system features and new training.

The **User Profile** displays your all-time learning completions and training hours and links to your Transcript, Universal Profile, and selected **Subjects** that power training recommendations (See the “How to Add Subject” guide).

The **Side Bar** displays training you must take action on, including assigned training and training with due dates.

The LMS will promote learning activity to you by displaying course titles on rotating carousels.

Continue Learning (displayed above) - Training you are either registered for or are working on.

Top Picks for User – Recommended training based on your learning history.

Inspired by Your Subjects – This will display after training history accumulates on user transcripts (see the “How to Add Subjects” guide).

Most Popular - Training with the most requests in the last 60 days.

Saved for Later --Training that you marked “Save for Later”.

Registering for Training

Register directly by choosing “**Request**” located under “...”.

To view the description, click a training **Title** to go to its Training Details page.

“**Save for Later**” adds training to your saved list (see Learning Search).

Online Class

Communicating Across Cultures

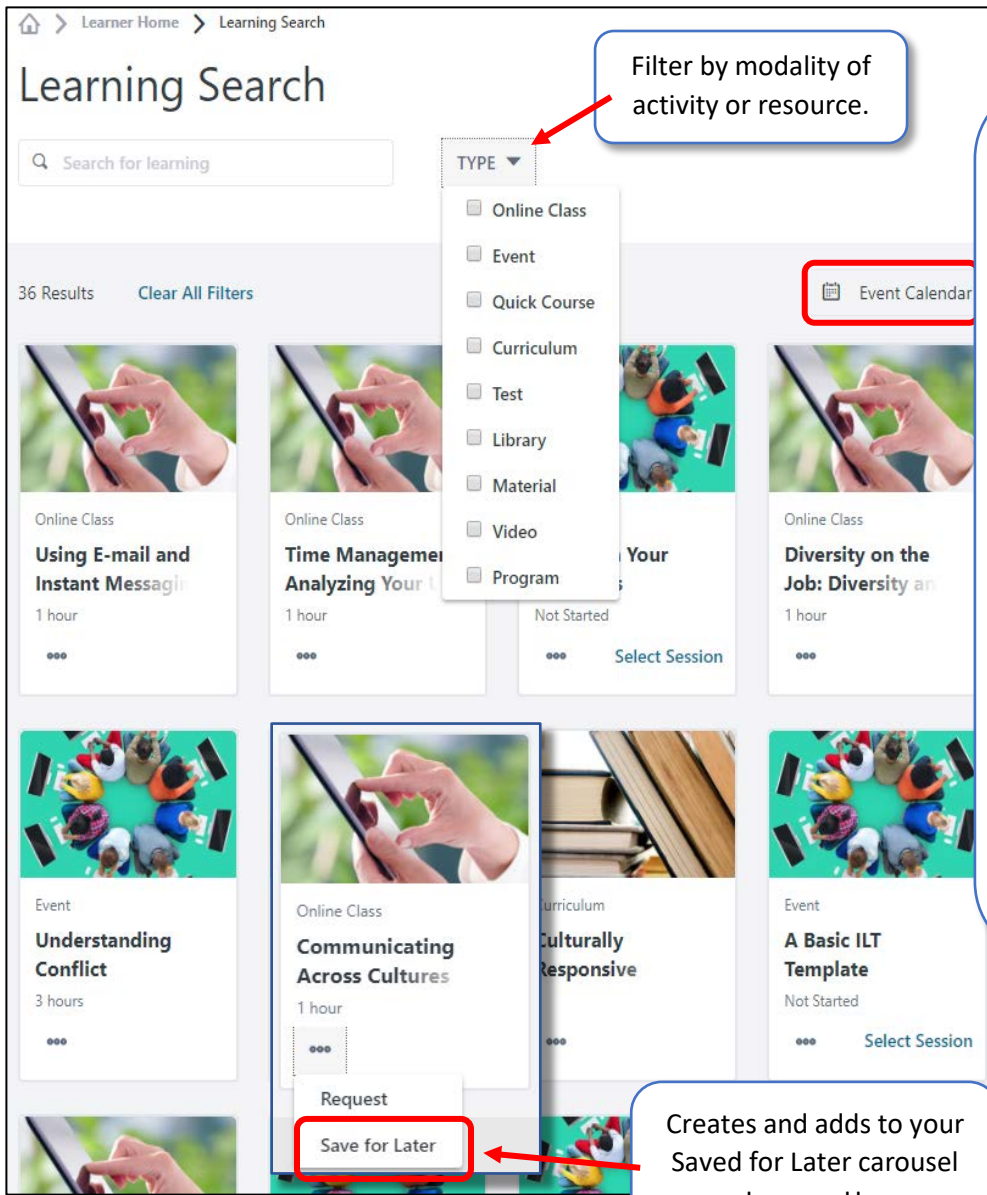
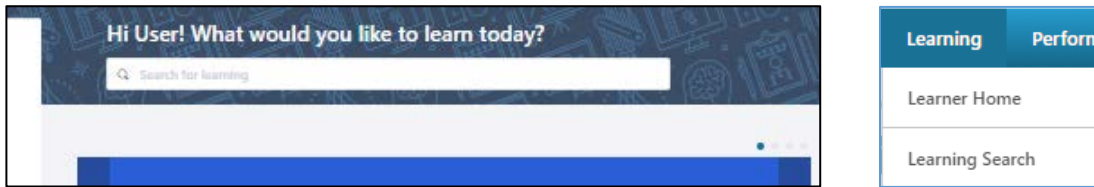
1 hour

Request

Save for Later

Learning Search – search and filter the entire catalog

Search by entering search terms in the search box atop Learner Home or select **Learning Search** to search and filter all training in the catalog.



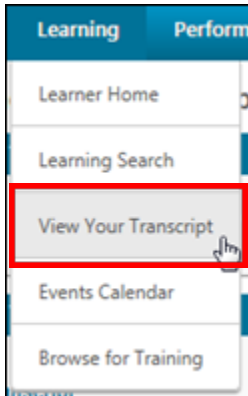
You can **Filter** options by modality or "Type". (Note: not all types may be active in the catalog)

If you are already registered for a training, the tile will display the current primary action on your **Transcript** (e.g. Launch) so you can take action directly from this page.

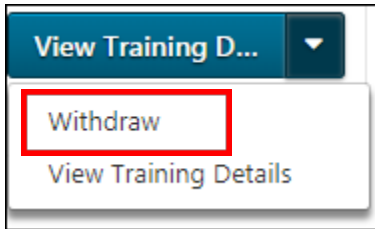
If you find a learning activity you might want to take at a later date select "**Save for Later,**" by clicking the three dots at the bottom of each tile.

You can also access the **Event Calendar** to find sessions using the **Event Calendar** button.

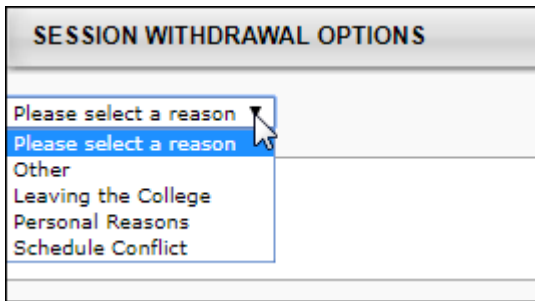
Withdraw from a Session



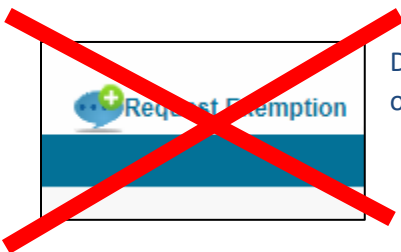
Log into Cornerstone, select the “View Your Transcript” subtab, located under the Learning tab:



Locate the session on your Transcript. Use the drop-down menu to the right of the session information and select “Withdraw.”



You will be directed to the Withdrawal page. Under “Session Withdrawal Options,” select the reason for the withdrawal from the drop-down and enter any comments (not required). Then click Submit.



DO NOT USE “Request Exemption” located on the details page for you’re the training on your transcript.