



Leaders Cornerstone Learning User Guide

Instructions for *Accessing, Assigning, Reporting and Celebrating Learning*
in the Cornerstone Learning Management System as a Leader

May 2024

Table of Contents

Below are links to the job aids that will support Leaders in navigating Cornerstone Learning.

1. [Getting Started](#)
2. [Searching Learning Content](#)
3. [Assigning Learning](#)
4. [Reporting and Celebrating Learning Success](#)

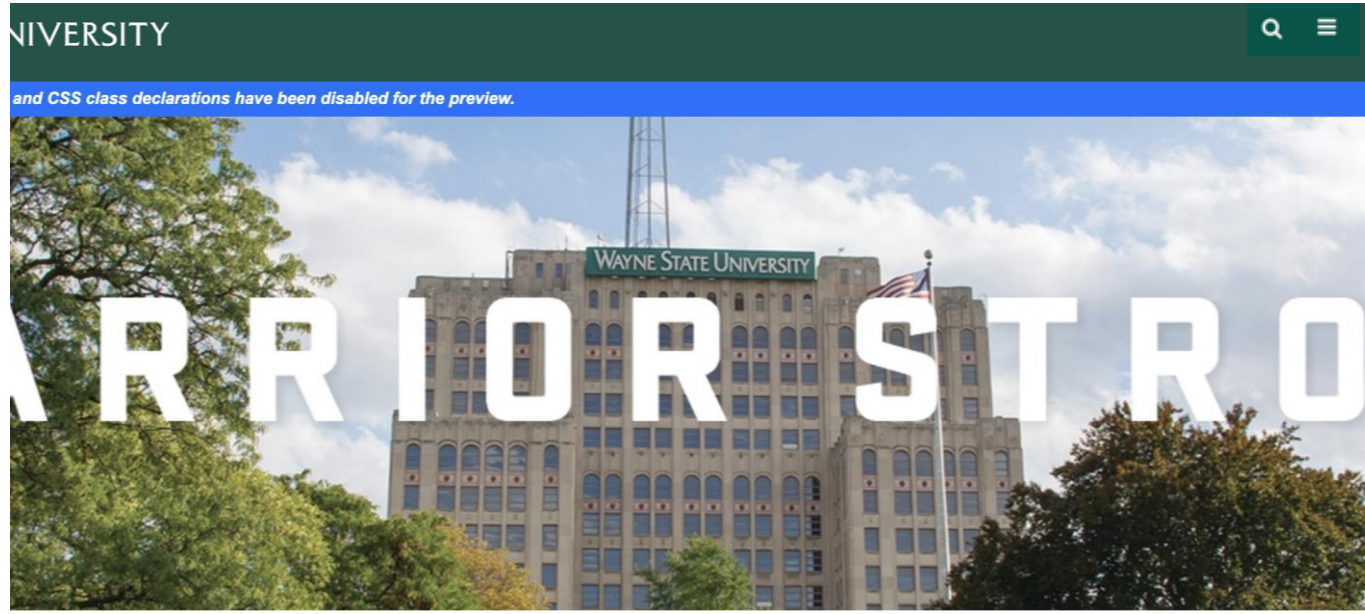


Getting Started

Instructions for *Logging In and Getting Started*
in the Cornerstone Learning Management System

May 2024

1



opment goals, be sure to consider WSU formal degree programs as an option. Learn more about our Employee Tuition Assistance program at <https://hr.wayne.edu/tcw/tuition-assistance/>

Your Inbox

[View transcript](#)
(0 approved training selection(s))
(Registered for 7 training selection(s))

Tasks

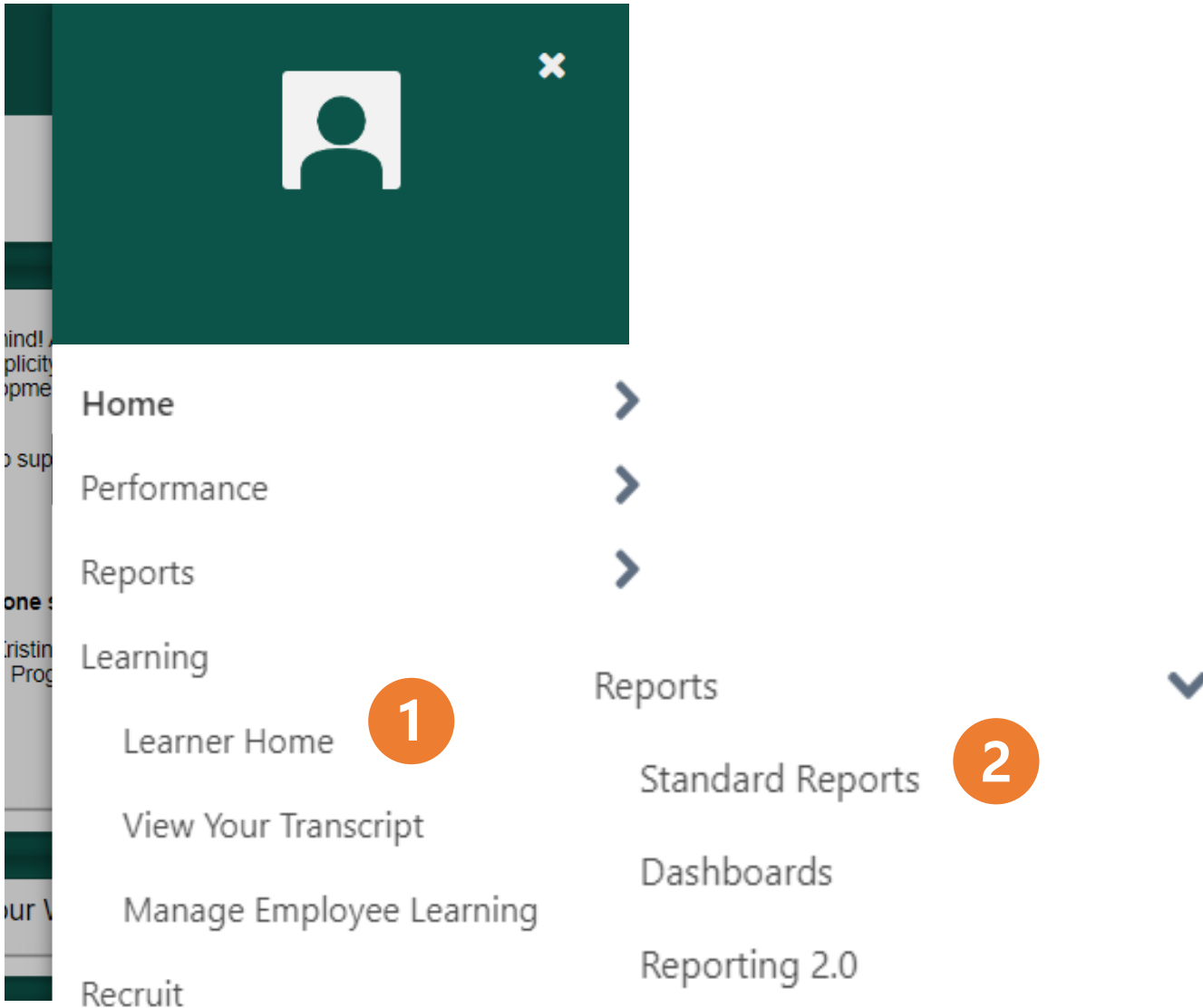
Your Tasks Item
Your Tasks Item
Your Tasks Item

2

To access the **Cornerstone system**, log in to [Academica](#) using your WSU AccessID and password. In the navigation menu on the left, go to Resources > Employee Resources > Administrative Systems > Cornerstone Learning.

Or log in directly using your WSU AccessID and password with this link: [Academica > Employee Resources > Administrative Systems > Cornerstone Learning](#).

1. The three horizontal lines in the top right is the [Navigation Menu](#) (aka the “hamburger menu”) and provides access to all 3 Cornerstone modules: Performance, Learning, and Recruit.
2. Your [Inbox](#) provides a direct link to your learning transcript. You can also see important messages about performance management if you participate in Cornerstone Conversations.



To access the **Navigation Menu** in the Cornerstone system, click the icon of the three horizontal bars in the top right corner of the screen.

1. Click [Learning > Learner Home](#) to search, access, and assign over 40,000 resources.

[View Your Transcript](#) enables access to see all learning completed or in progress for yourself and your team.

[Manage Employee Learning](#) will also enable access to view transcripts for your direct and indirect reports as well as approve any training requests.

2. Click [Reports > Standard Reports](#) to:

[Track Employees](#): for a list of employees with **Past Due** training, a summary of your team's **Training Progress** including how many selected or assigned training items each employee has that are completed, in progress, or not started.



The screenshot shows the Learner Home interface with five numbered callouts:

- 1**: Profile summary showing 0 Completions, 0 Hours, and 0 Badges.
- 2**: Search bar with the text "Search for learning".
- 3**: Transcript view showing 0 PAST DUE, 0 DUE SOON, and 1 ASSIGNED / NO DUE DATE.
- 4**: Zoom Test assignment card with "View Training Details" link.
- 5**: Continue Learning section showing a Zoom Test session.

The **Learner Home** is your personal hub for learning where you can search and access training, get quick views of your assignments, transcript, and view recommended courses. To access your Learner Home in Cornerstone, open the navigation menu and go to [Learning > Learner Home](#).

The first step upon initial login will be to [Add Subjects](#). Subsequent logins will enable you to:

1. View how much training you've completed, badges you've earned, and subjects you've added.
2. Type a topic in the [Search Bar](#) to view available learning. See the [Searching Content Using Filters](#) section for more details.

To directly access the Percipio content with special features, click on the underlined text for rotating images that will appear in carousel (in place of Add Subjects), such as [Certifications](#), [Aspire Journeys](#), [Skillsoft Bootcamps](#), or [Skill Benchmarks](#). See [Additional Percipio Learning Options](#) for more details.

3. Quickly view training that is past due, due soon, and assigned with no due date from your [Transcript](#). Click **View** to see your whole transcript.
4. Quickly see a larger view of assignments without due dates. Click [View Training Details](#) to see more details about your training.
5. View the training carousel [Continue Learning](#) for a list of training active on your transcript.



6 Top Picks for

7 Most Popular

The **Learner Home** is your personal hub for learning where you can search and access training, get quick views of your assignments, transcript, and view recommended courses. To access your Learner Home in Cornerstone, open the navigation menu and go to [Learning > Learner Home](#).

- View the training carousel [Top Picks for \[Name\]](#) for a list of recommended courses curated for you based on your training history and subjects.
- View the training carousel [Most Popular](#) for a list of training that was requested the most by any WSU colleague in the last 60 days.



Searching Learning Content

Instructions for ***Using Filters & Directly Accessing Percipio Content***
in the Cornerstone Learning Management System

May 2024



Home > Learner Home > Learning Search

Learning Search

2

1

3

10,000 Results

<p>Filters Reset</p> <p>DURATION ▼</p> <p>MODALITY ▼</p> <p>SUBJECT ▼</p> <p>RATING ▼</p> <p>PROVIDER ▼</p> <p><input type="checkbox"/> x</p>	<p>Primal Teams: Harnessing the Power</p> <p>Online Content</p> <p>7 hours, 31 minutes</p>	<p>Android App Layout</p> <p>Online Content</p> <p>1 hour, 10 minutes</p>	<p>CAN System Engineering From Theory to Practice</p> <p>Online Content</p> <p>6 hours, 38 minutes</p>
---	---	--	---

The [Learning Search](#) page is where you can search and filter training in the Cornerstone system. To access Learning Search, open the navigation menu and go to [Learning > Learner Home](#). Enter search criteria in the search bar at the top of the page or click the search bar and press the Enter key without typing in anything to get to this page.

1. Enter search terms into the [Search Bar](#) to find specific training items or training related to the entered terms. This can also be done through the search bar in the top page of your Learner Home. The search results will be prioritized first by the presence of the entered keywords in the training's title, then in the description, then in the training's keywords.
2. Use the [Filters](#) available in the left sidebar to filter your search results. See the following pages for filter definitions.
3. View the amount of [Search Results](#) generated, including WSU custom content or Percipio training.



Filters Reset

DURATION ▼

MODALITY ▼

SUBJECT ▼

RATING ▼

PROVIDER ▼

x

- DURATION** 1
- Any Duration (39957)
 - < 15 minutes (2753)
 - < 30 minutes (6319)
 - < 1 hour (13463)
 - < 2 hours (19550)
 - 2+ hours (20262)

- MODALITY** 2
- Read (20590)
 - Watch (11983)
 - Listen (4973)
 - Practice (2270)
 - Collections (139)
 - Attend (2)

Training filters are available on the [Learning Search](#) page. They can be accessed from the left sidebar of this page and include a variety of options to filter search results. The number of training results for each filter selection displays next to the filter option in parentheses.

1. Select **Duration** filter options to filter your search results by the estimated amount of time they take to complete.

2. Select **Modality** filter options to filter your search results by type of training, including:
 - **Read:** Book or Book Summary

 - **Watch:** Course or Video

 - **Listen:** Audiobook or Audio Summary

 - **Practice:** Learning “Lab” via a Challenging AI Assignment

 - **Collections:** Learning Curriculum, such as Aspire Journeys (Role-Based Learning)

 - **Attend:** Instructor-Led Events (Percipio or WSU, post-pilot)



Filters Reset

DURATION ▼

MODALITY ▼

SUBJECT ▼

RATING ▼

PROVIDER ▼

x

- SUBJECT** 3
- Business Skills (2016)
 - Continuing Education & Certifications (2820)
 - HR, Ethics, & Compliance (2)
 - Leadership & Management (11389)
 - Legal (1)
 - Office Productivity (2527)
 - Personal Development (5377)
 - Sales & Service (1913)
 - Technology (19825)

- RATING** 4
- Any Rating (10000)
 - ★★★★★ (1)
 - ★★★★★☆ & up (1)
 - ★★★★☆ & up (1)
 - ★★★☆☆ & up (1)
 - ★☆☆☆☆ & up (1)

Training filters are available on the [Learning Search](#) page. They can be accessed from the left sidebar of this page and include a variety of options to filter search results. The number of training results for each filter selection displays next to the filter option in parentheses.

3. Select **Subject** filter options to filter search results by a specific topic available within the Cornerstone system.

Note: Are you preparing for an external professional certification or do you need CEUs to recertify? Put the certification name in the search bar and filter by **Continuing Education & Certifications** to see if any resources exist for it!

4. Select **Rating** to filter search results by WSU colleague average rating.



Filters Reset

DURATION ▼

MODALITY ▼

SUBJECT ▼

RATING ▼

PROVIDER ▼

×

PROVIDER 5

Percipio-US (39951)

Wayne State University (4)

Wayne State University VLT (2)

× SHOW ONLY MOBILE ENABLED 6

Training filters are available on the [Learning Search](#) page. They can be accessed from the left sidebar of this page and include a variety of options to filter search results. The number of training results for each filter selection displays next to the filter option in parentheses.

5. Select **Provider** filter options to filter search results by a specific provider, such as **Wayne State University** for custom WSU content.
6. Turn on **Show Only Mobile Enabled** to filter search results which are active for mobile/tablet users.



Searching Additional Percipio Learning Content Six Innovative Learning Resource Options



The screenshot shows the Percipio learning interface. At the top, there is a search bar with the text "Search for learning". Below the search bar is a rotating photo carousel. The current slide shows a hand holding a blue line graph with a yellow figure running up it, with the text "Aspire Journeys" overlaid. A red circle with the number "1" is placed over this slide. Below the carousel is a navigation menu with the Wayne State University logo and the text "Library ^". A red circle with the number "2" is placed over the "Library" link. The menu is divided into three columns: "Wayne State University", "Certifications", and "Aspire Journeys".

Wayne State University	Certifications	Aspire Journeys
Wayne State University Learning	(ISC)2	Aspire Journeys for Business Skills
Skill Areas	AWS	Aspire Journeys for Codecademy
Artificial Intelligence (AI)	American Society for Quality (ASQ)	
Business Operations	Cisco	
Cloud Services	CompTIA	
Customer Service	Digital Marketing Institute	
Data	EC-Council	
Diversity, Equity, & Inclusion	Google	
Infrastructure & Operations	HR Certification Institute® (HRCI®)	
Management	Information Systems Audit and Control Association	
Navigating the Pandemic - Archives	International Institute of Business Analysis (IIBA)	
Perspectives	International Software Testing Qualification Board	
Product Management	Isograd	
Productivity &	Kubernetes	
	View All	

To directly access Percipio learning content with special features, go to [Learning > Learner Home](#) and click *any* of the four hyperlink titles in the rotating photo carousel entitled Certifications, Skill Benchmarks, Aspire Journeys and/or Skillsoft Bootcamps. This will take you to the Percipio webpage.

1. Click on the white hyperlinked example learning title, such as [Aspire Journey](#).
2. Navigate to the Percipio [Library](#) at the top left the page.
3. Select from learning options including:
 - 1) [Aspire Journeys](#)
 - 2) [Skill Benchmarks](#)
 - 3) [Skillsoft Bootcamps & Leadercamps](#)
 - 4) [Certification Prep](#)

See subsequent pages for more information on each of these options.



Searching Additional Percipio Learning Content Six Innovative Learning Resource Options



3

5

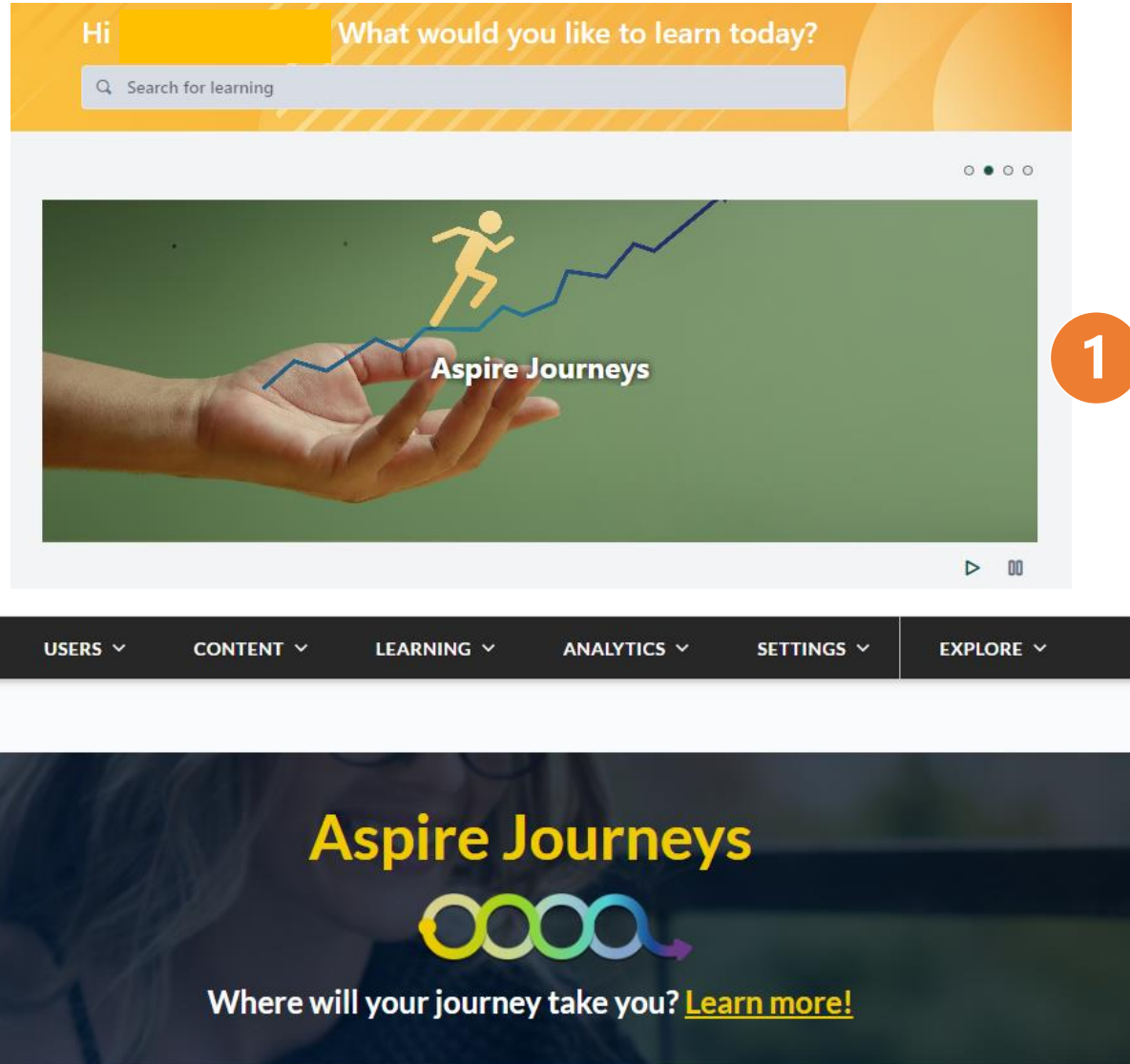
The screenshot shows the Percipio Learning interface. At the top left is the Wayne State University logo and a 'Library' dropdown menu. A search bar is located at the top right. Below the search bar is a navigation menu with three main sections: 'Wayne State University' (containing 'Wayne State University Learning'), 'Skill Areas' (containing 'Artificial Intelligence (AI)', 'Business Operations', 'Cloud Services', 'Customer Service'), and 'Certifications' (containing 'ISCJ2', 'AWS', 'American Society for Quality (ASQ)', 'Cisco', 'CompTIA', 'Digital Marketing Institute', 'EC-Council', 'Google'). To the right of this menu is another section for 'Aspire Journeys' (containing 'Aspire Journeys for Business Skills', 'Aspire Journeys for Codecademy'), 'Collections' (containing 'Technology & Developer', 'Leadership & Business'), and 'Showcase'. Below the navigation menu is a horizontal bar with tabs: 'My Learning', 'Role' (highlighted in a blue circle), 'Recent Learning', 'Live Learning', 'Skill Benchmarks', and 'Playlists'. Below this bar is a promotional banner for 'Invest in your future, invest in yourself!' with a 'Show me how' button (highlighted in a blue circle with the number 4) and a 'Role Advisor' button. To the right of the banner is a 'LEADERCAMP' event card for 'DECISION MAKING' on June 8, 2023, featuring Steve Lemmex, MBA, PMP, Management Consultant & Program Developer. The card includes a 'Start now!' link.

To directly access Percipio learning content with special features, go to [Learning > Learner Home](#) and click *any* of the four hyperlink titles in the rotating photo carousel entitled Certifications, Skill Benchmarks, Aspire Journeys and/or Skillsoft Bootcamps.

3. Click on the [WSU logo](#) to begin a search for *all* learning resources for a given role.
4. Click on Role Advisor's [Show Me How](#) button.
5. **See *all* learning for a given role!** Scroll to select:
 - 1) Courses, Books, Live Courses, Audio Books, Aspire Journeys, [Labs](#) (AI-practice challenges)
 - 2) Scroll further to see [skills](#) for which this position's learning options are based upon
 - 3) Scroll further to see a variety of short assessments called [Skill Benchmarks](#), which upon taken, provide a personalized learning plan
6. **See all AI-simulated courses!** Type [CAISY](#) in the search box to see all 72 options that exist today. These enable the learner to type in an approach for how they'd handle a scenario and receive personalized, AI-driven feedback.



Searching Additional Percipio Learning Content About Aspire Journeys (Role-Based Learning)



To directly access Percipio learning content with special features, such as [Aspire Journeys](#), go to [Learning > Learner Home](#) and click on the title shown in white letters on the [rotating photo carousel](#) at the top of page.

Alternatively, additional Percipio learning content can be accessed by clicking *any* of the four hyperlink titles in the rotating photo carousel entitled Certifications, Skill Benchmarks, Aspire Journeys and/or Skillssoft Bootcamps, and navigating to the [Library](#) at the top left the page.

Aspire Journeys provide a **learning roadmap** based upon the skills required for role success - using real-time global market information!

Each journey delivers a **step-by-step curriculum**, including hands-on practice and assessments. These are great for preparing individuals for job success today - or for their WSU career challenge of tomorrow!

1. Click on the [Aspire Journeys](#) title in white letters on image. This hyperlink will take you to the Percipio webpage.
2. Scroll down the page to view role options from the [Aspire Journeys for Codecademy](#) catalog (IT and project management) and [Aspire Journeys for Business Skills](#) catalog. Click on a given role to view curriculum.

Note: These can be customized for WSU! Contact OED@wayne.edu to learn more. So far, Percipio has a total of:

- 42 Business-related Journeys
- 98 IT-related Journeys
- 10 Project Management Journeys



Searching Additional Percipio Learning Content Aspire Journeys (Role-Based Learning) - continued



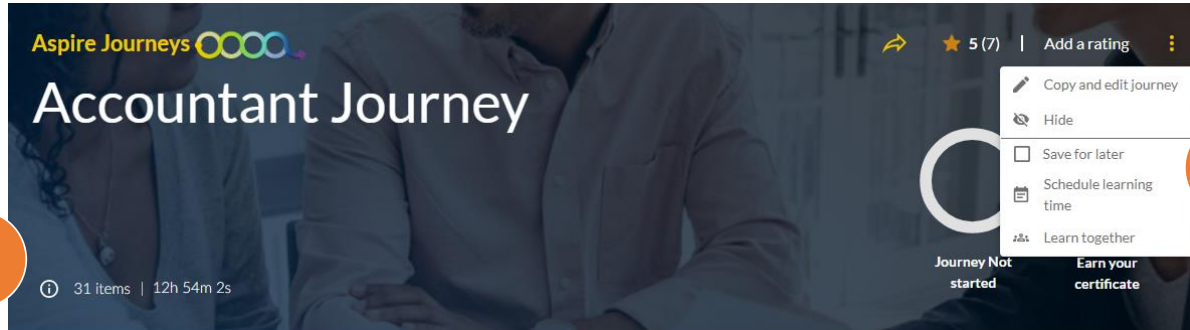
To directly access Percipio learning content with special features, such as [Aspire Journeys](#), go to [Learning > Learner Home](#) and click on the title shown in white letters on the [rotating photo carousel](#) at the top of page.

Alternatively, additional Percipio learning content can be accessed by clicking *any* of the four hyperlink titles in the rotating photo carousel entitled Certifications, Skill Benchmarks, Aspire Journeys and/or Skillssoft Bootcamps, and navigating to the [Library](#) at the top left of page.

Aspire Journeys provide a **learning roadmap** based upon the skills required for role success (using real-time global market information!).

Each journey delivers a **step-by-step curriculum**, including hands-on practice and assessments. These are great for preparing individuals for job success today – or for their WSU career challenge of tomorrow!

3



4

About this journey

Accounting is an internal function that involves identifying, recording, summarizing, and reporting business transactions and financial events in an organization. If your organizational role is related to accounting or finance, you'll most likely need solid financial acumen and a strong grasp of the accounting basics. Learn more about the skills and competencies required by Accountants. This Journey is based on real-time market information from Lightcast and focuses on the role of the...

[View More](#) [Your journey starts here](#)

5

	<p>Finance & Budgeting</p> <p>Given the importance of finance, it's in everyone's best interest to have some basic knowledge of some of the most important aspects of business finance such as budgeting and financial statements.</p>	
7 items 2h 21m 54s		
	<p>Excel Basics</p> <p>Learn about how to get started, and then delve into the data manipulation techniques with Excel 2019 for Windows.</p>	
6 items 4h 39m 17s		

- At the top of the journey, a **[total summary](#)** of learning items and completion time can be found.
- Click on the **[three yellow dots](#)** at the top right of the page to **save** curricula for later, **schedule** learning time, or **learn together** with other invited WSU colleagues.
- Scroll down the page to view each **[module topic](#)**, the number of learning items within it, and total duration as well as to see visually module “tracks” that are completed or not yet started.

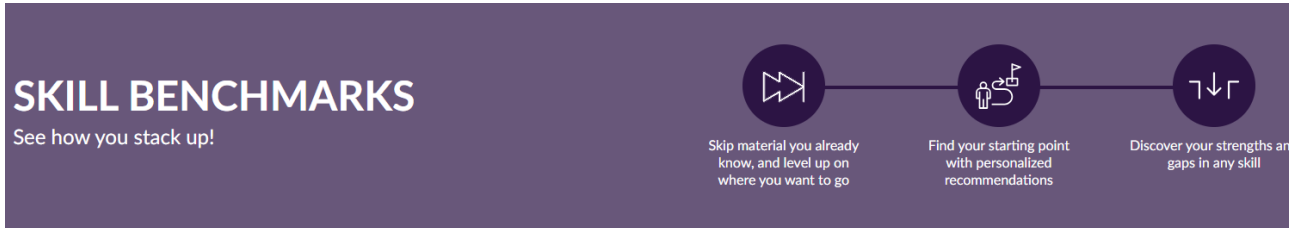


Searching Additional Percipio Learning Content Skill Benchmarks

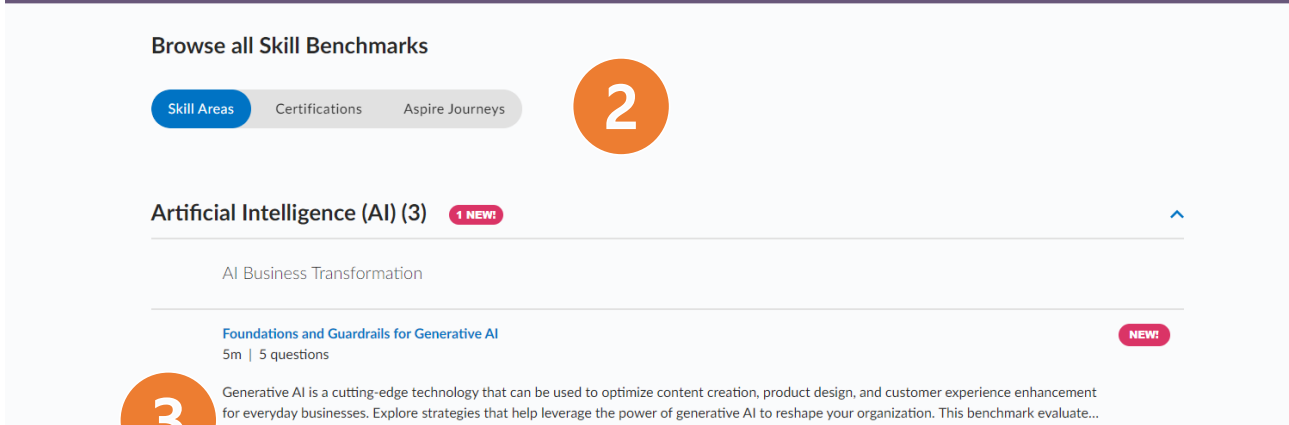


To directly access Percipio learning content with special features, such as [Aspire Journeys](#), go to [Learning > Learner Home](#) and click on the title shown in white letters on the [rotating photo carousel](#) at the top of page.

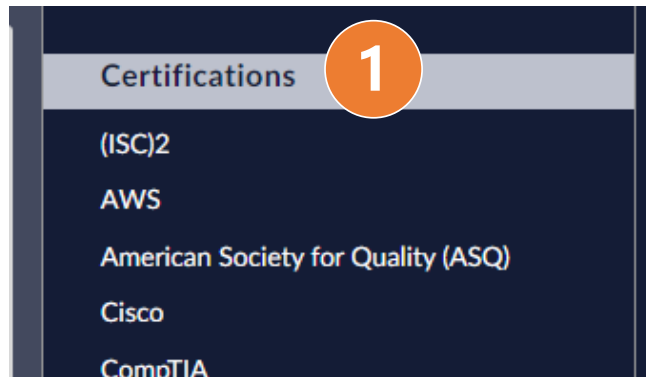
Alternatively, additional Percipio learning content can be accessed by clicking *any* of the four hyperlink titles in the rotating photo carousel entitled Certifications, Skill Benchmarks, Aspire Journeys and/or Skillsoft Bootcamps, and navigating to the [Library](#) at the top left of page.



Skill Benchmarks are a way for you to gauge your proficiency in a particular skill & receive personalized learning recommendations!



1. From the [Percipio Library](#) drop-down menu, under the **Showcase** category, click **Skill Benchmarks**.
2. Browse through all assessment options. **Select** from those within the skill categories, external professional certification study prep, and/or role-based learning Aspire Journeys.
3. Click on a topic to open a drop down of assessment options. See the number of questions in each and estimated completion time. Click on the title to begin.



To directly access Percipio learning content with special features, such as [Aspire Journeys](#), go to [Learning > Learner Home](#) and click on the title shown in white letters on the [rotating photo carousel](#) at the top of page.

Alternatively, additional Percipio learning content can be accessed by clicking *any* of the four hyperlink titles in the rotating photo carousel entitled Certifications, Skill Benchmarks, Aspire Journeys and/or Skillsoft Bootcamps, and navigating to the [Library](#) at the top left of page.

Certification prep resources are courses designed to prepare you for external professional certification exams. These can cost several hundreds of dollars and are available at no charge!

Exam study prep support includes “Ask a Mentor” in many cases – an online chat with someone who has received the credential themselves is available to help with your questions.

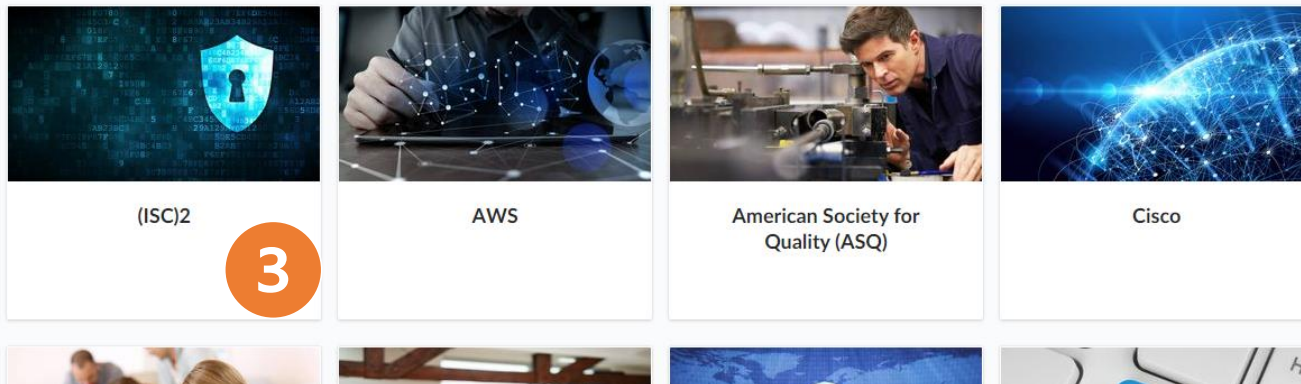
What do you want to be certified in?

I would like to learn about certifications from [All Vendors](#) focused on All Certifications

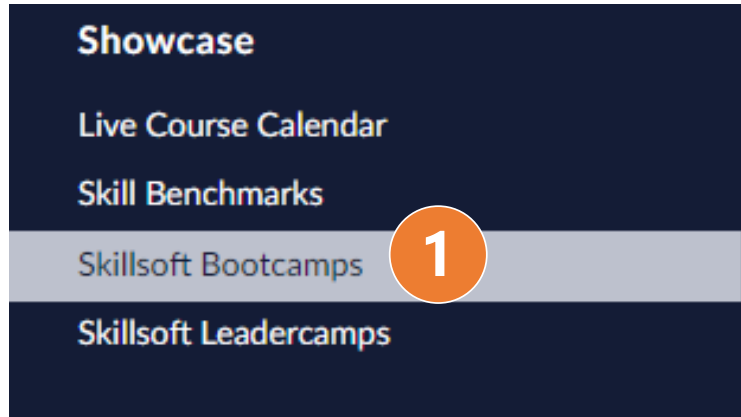
Certifications

2

Browse all Certifications areas listed below.



1. In the [Percipio Library](#) drop-down menu, click **Certifications** to go to the catalog of certification prep courses.
2. On this page, [browse](#) through the list of certifications available through Percipio.
3. Begin training by clicking on the desired certification.



To directly access Percipio learning content with special features, such as [Aspire Journeys](#), go to [Learning > Learner Home](#) and click on the title shown in white letters on the [rotating photo carousel](#) at the top of page.

Alternatively, additional Percipio learning content can be accessed by clicking *any* of the four hyperlink titles in the rotating photo carousel entitled Certifications, Skill Benchmarks, Aspire Journeys and/or Skillssoft Bootcamps, and navigating to the [Library](#) at the top left of page.

Skillssoft Bootcamps and Leadercamps are a series of interactive streaming events hosted by live instructors. They allow you to take advantage of the wisdom of industry-leading experts and practitioners. Following the live session, a recording is available on-demand for replay.

What would you like to learn today?

I would like to learn about [Skillssoft Bootcamps](#) focused on [All Subjects](#)



Skillssoft Bootcamps

Browse all of the Skillssoft Bootcamps [below](#).



Cloud Services
Bootcamps



Data Bootcamps



IT Ops



Project Management
Bootcamps

1. In [the Percipio Library](#) drop-down menu, under the **Showcase** category, click **Skillssoft Bootcamps** or **Leadercamps**.
2. [Browse](#) through the list of available Bootcamps.
3. Use the available [filters](#) to refine the list of Bootcamps so that it contains only those for the topics and subjects you need.
4. Begin training by clicking on the desired Bootcamp.



Assigning Learning Content

Instructions for *Assigning Learning & Reviewing Progress*
in the Cornerstone Learning Management System as a Leader

May 2024



ONLINE CONTENT

Primal Teams: Harnessing the Power of Emotions to Fuel Extraordinary Performance

Last Updated 03/15/2024 Duration 7 hours, 31 minutes

Details

This audio edition shows how anyone can control potentially damaging emotions, while triggering the kind of passion and energy that supercharge performance.

[Show More](#)

Assign Training

Primal Teams: Harnessing the Power of Emotions to Fuel Extraordinary Performance
 Online Content - Percipio-US - 7 hours, 31 minutes - \$0.00
 ★★★★★ (0)

Due Date

Add a Comment

Automatically register users

<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>			1	Registered	
<input type="checkbox"/>			1	Registered	
<input type="checkbox"/>			1	Registered	

ONLINE CONTENT
 Primal Teams: Harnessing the Power of Emotions to Fuel Extraordinary Performance

Launch

or

Assign

Confirm Enrollment

One or more users have not completed a previous instance of this training. Do you want to re-assign this training and overwrite the user's current instance?

If you select Yes, the Transcript Details page will show the overwritten instance of this training in its history.

Select an Indirect Subordinate

Select a User from a Cost Center | Appr...

Indirect Subordinates	Language Equivalency	Assignment History	Current Status

To assign training, go to [Learner Home > Learning Search Bar](#). Choose an item to assign from the catalog and click its title to go to the page of its details.

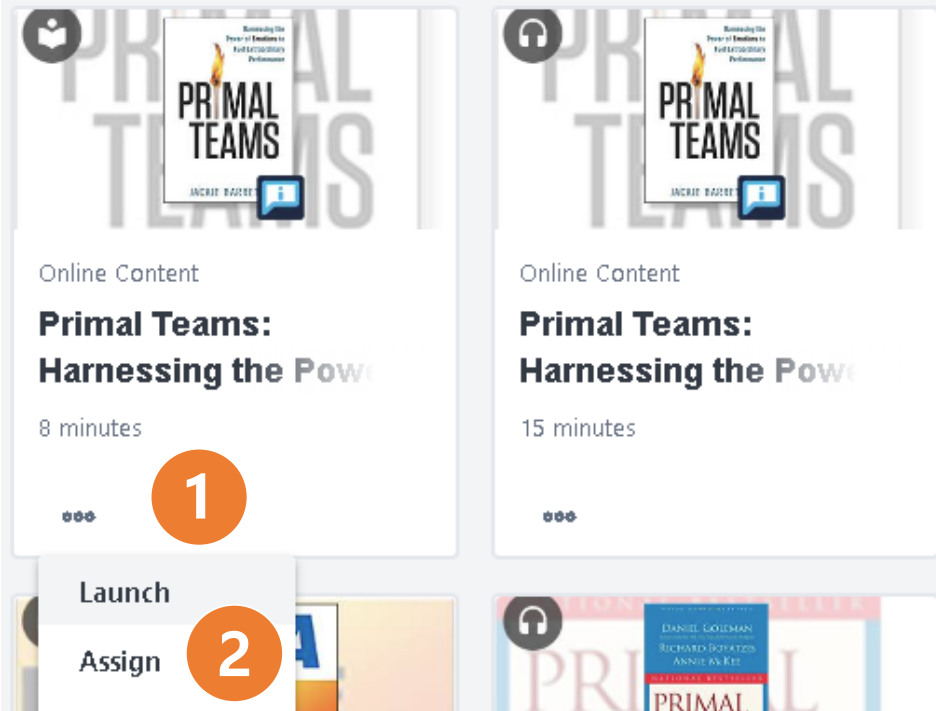
1. Click [Assign](#) to go to the Assign Training page.
2. Add a [Due Date](#), if desired.
3. Add [Comments](#), if desired.
4. [Select Direct Reports](#) by placing a checkmark in their checkbox.
5. Search for [Indirect Reports](#) to assign learning to, if desired/available.
6. Once finished, click [Submit](#).
7. Note: If you assigned this learning to the individual before, a confirmation will appear asking if you'd like to [overwrite](#) the prior assignment.



Learning Search

primal teams harnessing

1,224 Results



The screenshot shows search results for 'Primal Teams: Harnessing the Power'. Two items are visible. The first item has a duration of 8 minutes and a callout '1' pointing to the three dots below the duration. The second item has a duration of 15 minutes and a callout '2' pointing to the 'Assign' button in the bottom left corner of the search results area.

To assign training, go to [Learner Home > Learning Search Bar](#). Choose an item to assign from the search results.

If reading a description for the item is not necessary, you can:

1. Click on the [three dots](#) below the learning duration.
2. Click on [Assign](#) from the drop down menu choices.

Note: Review the instructions from the prior page for next steps.



Reviewing Assigned Learning Progress Transcript Training Details



Manage Employee Learning

View the Learning information for your employees.

► [Manage Pending Requests](#) (Displays a list of pending requests for which you are the approver)

Manage Subordinates	
SUBORDINATES	
NAME	VIEW TRANSCRIPT
👤 Dawn Aziz	

1

Transcript: Dawn Aziz

Use the transcript to manage all active training.

View Team

4

Filter by Training Status: Active | Sort by: Date Added | Filter by Training Type: All Types | Search by Keyword: Search

Search Results (10)

- (JOURNEY) Accountant Journey**
Due : No Due Date | Status : In Progress | Training Type : Online Content
- (COURSE) Leadership Transitions: Becoming a Frontline Manager**
Due : No Due Date | Status : In Progress | Training Type : Online Content

View Training D...
View Training Details
Remove
View Training D...

2

Filter by Training Status: Active | Sort by: Date Added | Filter by Training Type: All Types

3

Active
Completed
Archived

(JOURNEY) Accountant Journey
Due Date : | Status : In Progress | Training Type : Online Content

To review the progress of a direct report's assigned learning, go to [Navigation Menu > Learning > Manage Employee Learning](#).

1. Click on the icon to the far right of the individual to [View Their Transcript](#).
2. From the View Training Drop Down, Select [View Training Details](#).
3. Note: If you don't see assigned learning, check the [Filters](#). It may be Complete or Archived.
4. If you wish to print/save transcript for reference, click the [three dots](#) at top right of page next to "view team".

For more information about this learning assignment including its progress, see next page.



Reviewing Assigned Learning Progress Transcript Training Details



(JOURNEY) Accountant Journey

Training Details

Training Type: Online Content

Provider: Percipio-US

Training Hours: 0 Hours 0 Minutes

Description: Accounting is an internal function that involves i
you'll most likely need solid financial acumen at
Lightcast and focuses on the role of the Accour

Status: In Progress

Training Purpose:

Due Date: None

TRAINING PROGRESS

Progress: 0%

1

Last Accessed: 4/23/2024

Total Views: 1

View Time: 0 Hour(s) 0 Minute(s)

Status: In Progress

Score: 0%

2

Assignment History

Transcript History

To review the progress of a direct report's assigned learning, go to [Navigation Menu > Learning > Manage Employee Learning](#).

1. See [Progress](#) for a quick view of learning completion status.
2. Click the white drop down arrow to the far right of the [Assignment History](#) for:
 - Who assigned the learning (including if learner self-assigned)
 - Assignment date
 - Due date



Standard Reporting Options

Description of resources for ***Reporting & Celebrating Learning Success***
in the Cornerstone Learning Management System as a Leader

May 2024



Home >

Performance >

Reports v

Standard Reports

1

Dashboards

Reporting 2.0

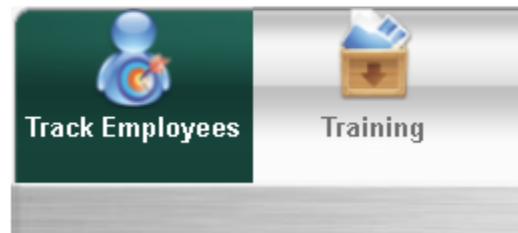
Learning

Recruit

Reports

Click on a report category to view those reports

2



1. To access standard training reports, go to [Navigation Menu > Reports > Standard Reports](#).

2. Click on the [Track Employees](#) icon to view:

- Past Due Training:**
By training type, title, and/or provider, report on past due training for all direct & indirect reports, including learning that they self-registered for or launched but not started.
- Transcripts:**
View the transcript for all direct & indirect reports.
- Training Progress Pie Chart:**
View, export or print a pie chart and detailed summary of all direct & indirect reports' training that is complete, registered for/not started, in progress or past due. Note: This includes learning items selected/launched out of curiosity but not intentionally not completed.
- Training Status Summary:**
Same as the View Progress Pie Chart report but uses a stacked bar graph instead of a pie chart for visual display.

Note: Badges can be given in Cornerstone to celebrate how learning success enabled excellent performance or living the WSU values!

Resources

Learning Support (website: <https://hr.wayne.edu/oed/training>)

Find: Video resources – coming soon

Regional Support

Click: **HR Consultants** (website: <https://hr.wayne.edu/clientservices/about/contact>)

Cornerstone Clinic Schedule - coming soon

C&IT Help Desk (website: <https://tech.wayne.edu/helpdesk>) Ph. 313-577-4357

For assistance with Academica links, internet browsers, etc.