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Human Resources

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Learning

Learner Cornerstone Learning User Guide

Instructions for *Searching & Accessing Learning*
in the Cornerstone Learning Management System

May 2024

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Below are links to the job aids that will support Learners in navigating Cornerstone Learning.
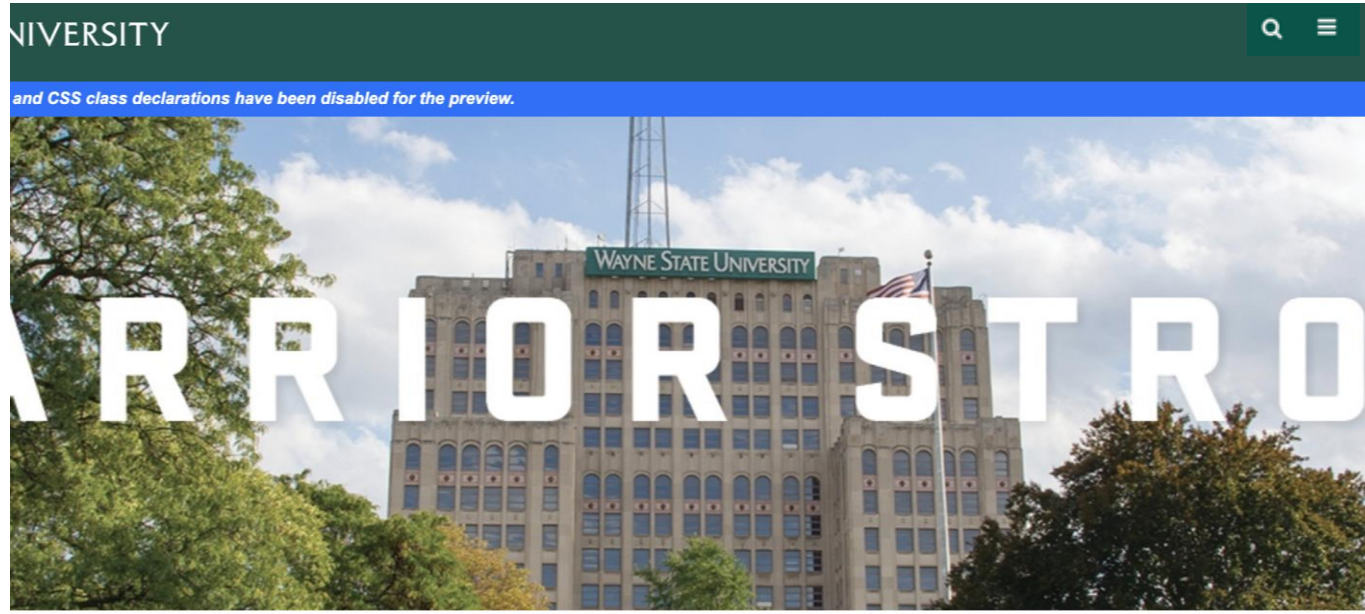
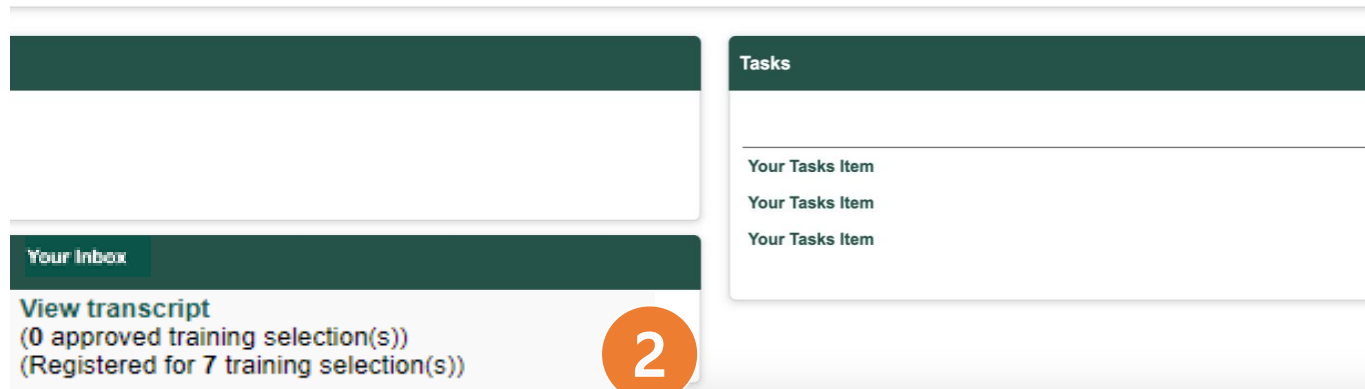1. **Getting Started**
2. **Searching Learning Content**

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Getting Started

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

May 2024

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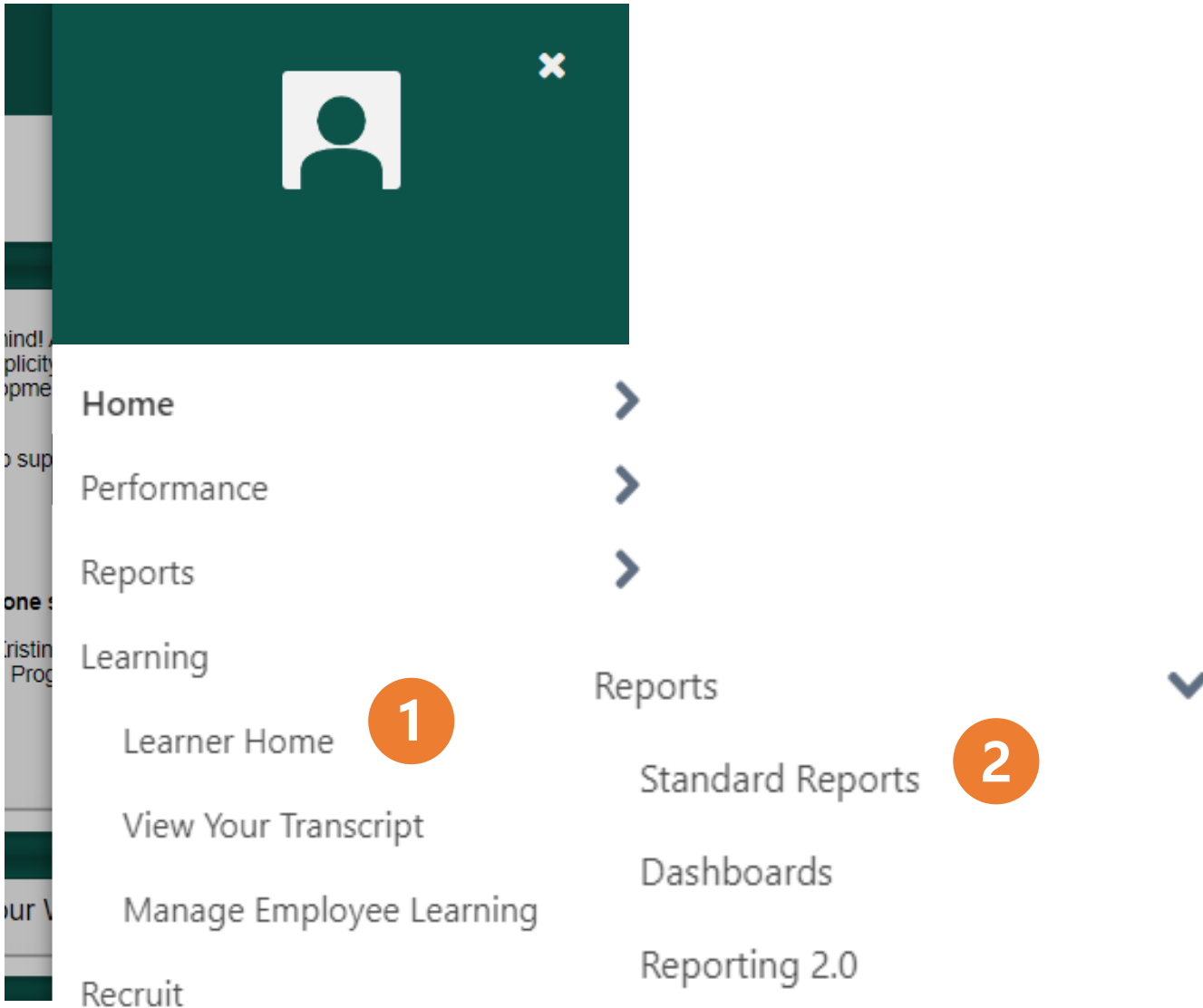
To access the **Navigation Menu** in the Cornerstone system, click the icon of the three horizontal bars in the top right corner of the screen.

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 **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

< >

Online Content
Leadership in Higher Education: Practi
3 hours, 15 minutes
...

Material
SalesForce Navigation
...

Online Content
Leadership in Higher Education: Practi
10 minutes
...

Online Content
Configure Power BI report filters
45 minutes
...

● ○ ○

7

Most Popular

< >

Online Content
Leadership in Higher Education: Practi
3 hours, 15 minutes
...

Online Content
Freakonomics: A Rogue Economist
10 minutes
... ★★★★★

Online Content
Configure Power BI report filters
45 minutes
...

Online Content
Preparing & Delivering
21 minutes
...

● ○ ○ ○

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**.

6. View the training carousel **Top Picks for [Name]** for a list of recommended courses curated for you based on your training history and subjects.

7. 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.

cornerstone Learning

Searching Learning Content

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

May 2024

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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   ⌄

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

Filters   Reset

DURATION   ⌄

MODALITY   ⌄

SUBJECT   ⌄

RATING   ⌄

PROVIDER   ⌄

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.

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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.

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.

About Aspire Journeys (Role-Based Learning)

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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 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:
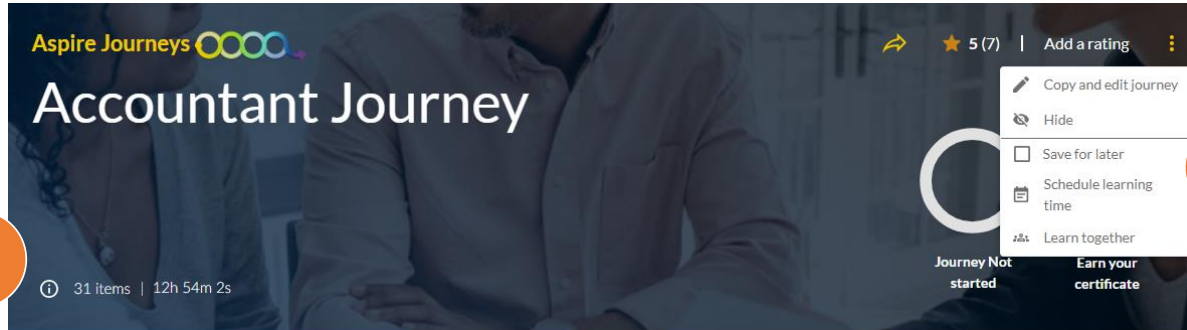
   • **42 Business-related Journeys**

   • **98 IT-related Journeys**

   • **10 Project Management Journeys**

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③

④

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.

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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. At the top of the journey, a **total summary** of learning items and completion time can be found.

4. 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.

5. 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.

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.
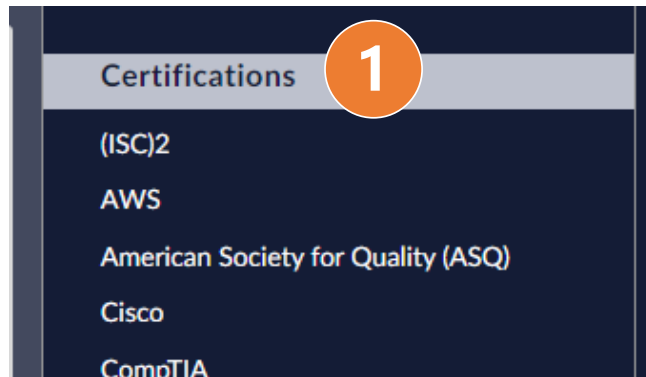
External Professional Certification Study Prep

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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.
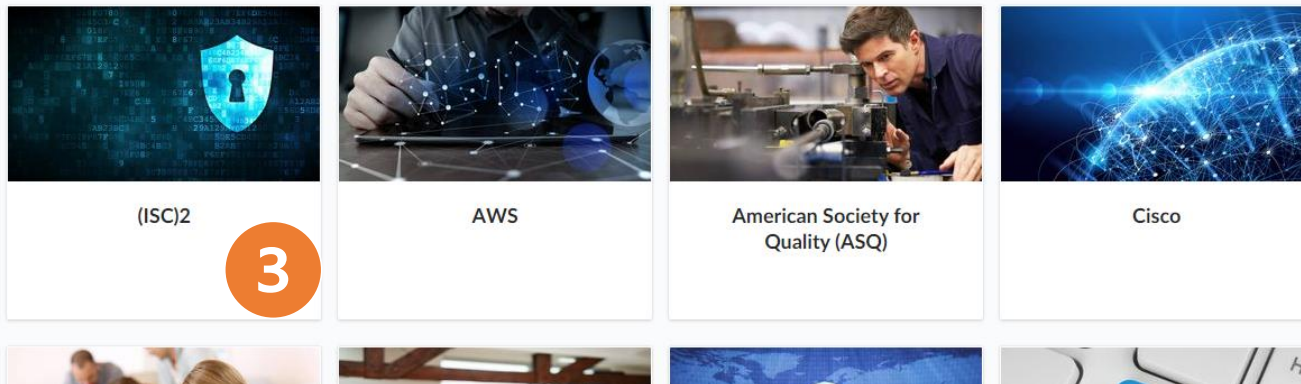
1. In the **Percipio Library** drop-down menu, click **Certifications** to go to the catalog of certification prep courses.

2. On this page, **browse** through the list of certifications available through Percipio.

3. Begin training by clicking on the desired certification.

Boot Camps & Leadercamps

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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.

Skillsoft 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.

1. In **the Percipio Library** drop-down menu, under the *Showcase* category, click **Skillsoft 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.

Resources

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

Find: Video resources – coming soon

Regional Support

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

<u>Cornerstone Clinic Schedule</u> - coming soon

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

For assistance with Academica links, internet browsers, etc.