



BROWSE FOR TRAINING

OPTION 1

Search: Find Training by Title/Description/Key Words

cornerstone | university

OPTION 2

Learning

- Events Calendar
- Transcript
- Browse for Training
- Interests and Waitlists
- Manager Delegation

Browse for Training: Click from Learning tab dropdown

Filter "breadcrumbs" displays filters currently in use - limiting the number of available training displayed; to remove filter click the Remove icon

Browse by Training

- My Subjects (defined by User)
- Featured (defined by Admin)
- Popular (most registrants in past 14 days)
- Suggested (defined by Admin)
- Newest (based on date added)

Browse by Subject

- All courses
- New Hire
- Compliance & Sensitivity Training
- Management & Leadership
- Technical Training

Browse by training Type

Browse by Date using calendar function for instructor-led training. You may also **Browse by location**, if enabled.

Browse by Rating

Sort by list view or title view

Sort available training

Training available to you based on key words associated with search

Click Tile/Title to see training details/request course

Icons represent different training types/Learning Objects (LOs)



Material: books, DVDs, manuals and other materials



Event: instructor-led training courses; scheduled instances of events are called **sessions**



Posting



Curriculum: defined group of learning objects (LOs) which act and function as a single LO; can include classroom events, online courses, tests, materials, administrator defined action steps or free form items.



Video



Test



Program