CORNERSTONE

Welcome to Our User Guide for *Cornerstone*!

We are pleased to announce the launching of our new professional-development portal, built on the Cornerstone platform and integrated with the Vision Resource Center (VRC) for the California Community Colleges*.* Through this one-stop portal, you will be able to access professional-development opportunities facilitated by our Cerritos College colleagues as well as those offered by the VRC.

Please use this guide to help you navigate through our new professional-development portal, *Cornerstone*, and the Vision Resource Center.

Purpose and Goals

Cornerstone supports professional development and facilitates connection with colleagues across the state. Our goals for this integration are to:

- Provide employees with a single place to access, track, and report on professional-development activities.

- Connect with colleagues at other California Community Colleges to share information, ideas, and resources.

- Provide access for employees to system-wide information and resources.

- Provide a hub for online professional-learning resources.

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Log-in Instructions

To access *Cornerstone*, log-in to our [Cerritos College Single Sign-On Portal](#) using your username and password. Then, click on the tile labeled *Cornerstone*.

If you encounter any issues while logging-in, please contact our Information Technology (IT) Department at helpdesk@cerritos.edu.

Welcome Page

When you first log-in to *Cornerstone*, you will see our Cerritos College welcome page. This is where you can navigate through the system to complete your desired tasks.

Understanding the Navigation Menu

To access the navigation menu in the blue bar near the top of the page, hover over each tab to view the menu options.

Home

From any page, hover over the *Home* tab to navigate to our welcome page. You can also update *My Profile* and view *Scheduled Tasks.*

> **My Profile**: You can view a profile picture and edit your *Summary*, *Interests*, and *Subjects*.
>
> **(Note: You cannot add your profile picture under the** My Profile *tab. For instructions on how to do that, go to* **[Basic Settings](#)**.)
>
> If you decide to add *Interests*, you can connect with other employees with the same interests. If you choose to add *Subjects,* the system will suggest trainings to you based on your chosen subjects.

Communities

A community is an online collaboration space for sharing experiences, ideas, and resources. It acts as a repository and a communication tool to connect us across the state. As of the summer of 2021, there statewide communities on timely topics such as COVID-19, Equity, and Guided Pathways.

Learning

The *Learning* tab offers you the ability to view *My Transcript*, our *Workshop Calendar*, and *Learner Home*.

> *My Transcript* is a list of events you have queued, started, and/or completed.

> *Workshop Calendar* is a listing of all the instructor-led professional-development opportunities available to you.

Learner Home is a hub for professional-learning opportunities, which you can customize.

Reports

Under the *Reports* tab, go to your *Dashboards* to view your *Summary of Completed Hours.* Please note that this summary will start with the hours you complete in the 2021-2022 academic year.

Statewide Information

Use the *Statewide Information* tab to visit the Vision Resource Center and learn about systemwide events as well as the *Vision for Success*.

Basic Settings

The *Basic Settings* button, which is shaped like a gear, allows you to access *My Account*, *Help*, and *Log Out*. It is through *My Account* that you can perform functions such as uploading a profile picture or updating your time zone.
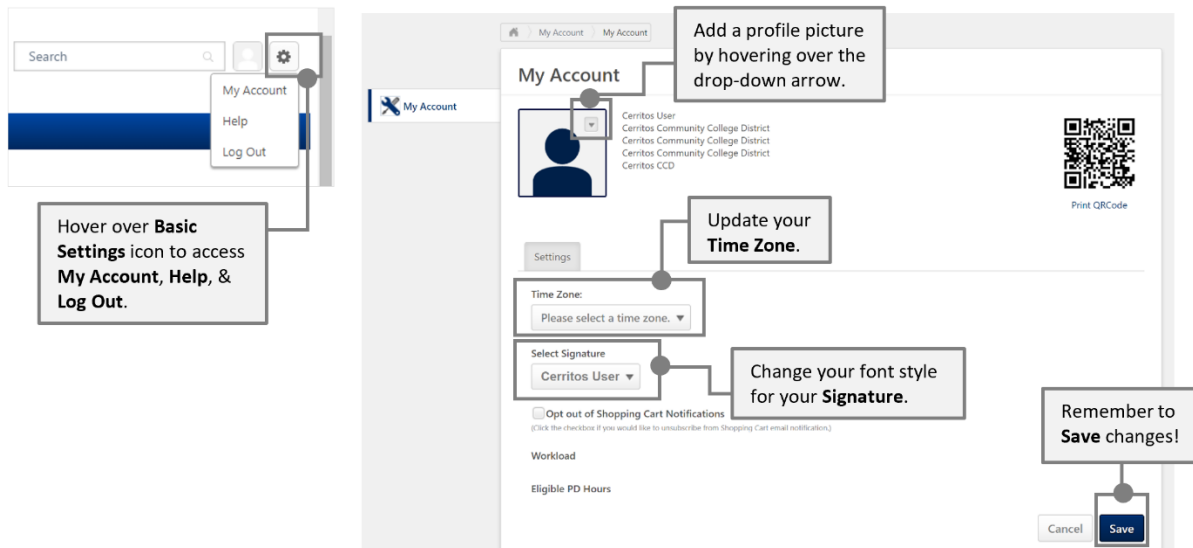
Navigation Buttons

The navigation buttons are shortcuts to the most frequently used tools on our instance of *Cornerstone*.

Register for Events

To access our local Cerritos College workshop calendar, click on *Register for Events*. Here, you can view our instructor-led professional-development opportunities.

Registering for an Event

When you locate a workshop you wish to register for, click on the event title. The workshop details will appear in a new window. Click on *Request*, and the training will be added to your transcript.

*(Note: The software refers to an attempt to register as a **Request,** but that is simply a term built into the software; it does not necessarily mean that there is any approval required.)*

Close **Session Details** to view **Event Details**.

View the **Event Details** to learn about the **Title**, **Description**, and **No. of Available Flex Credit**.

View **Session Details** to learn the **Date**, **Time**, **Duration**, & **Instructor**.

Click **Show More** to view **Zoom Link**.

Click **Request** to register for an event.
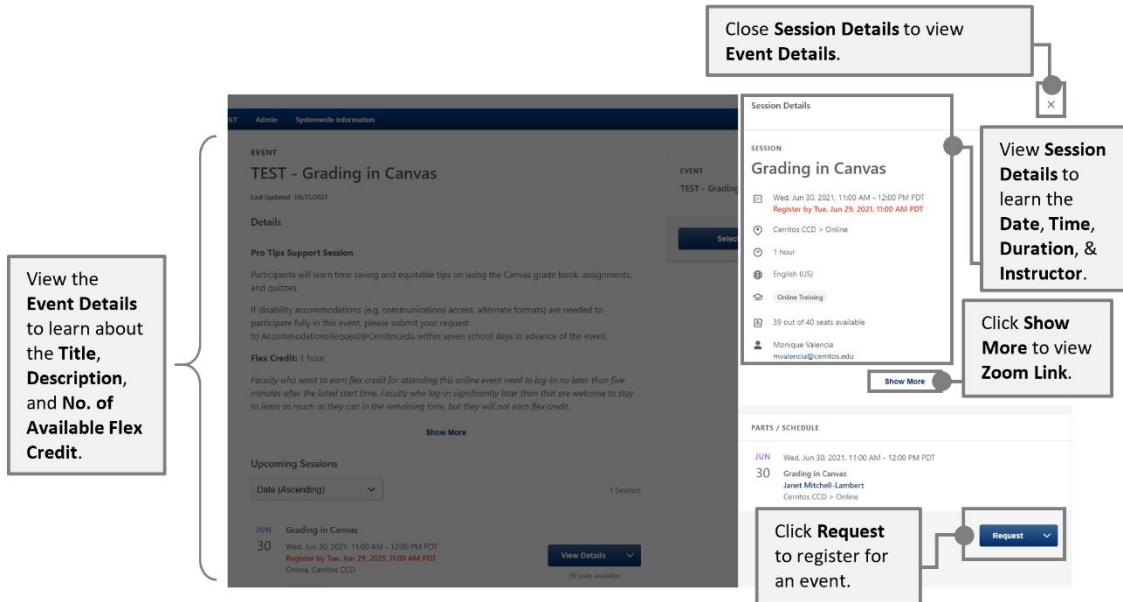
Waitlists

If the workshop is full, you can be added to the waitlist. If you are on the waitlist, and a spot becomes open, you will be automatically added to the workshop.

Pending Approval

After requesting most workshops, you are automatically registered for the workshop. There may be some instances when a workshop is set up in a way that requires approval by an employee's manager. If this is the case, you will see a "Pending Approval" status next to the workshop in your transcripts. The system will automatically generate an email to your manager for this purpose, explaining to them how to approve or deny your request. If your request is denied, that denial will also show on your transcript.

Adding the Workshop to Your Calendar

After you register for a workshop, you should receive a confirmation email that includes an *Outlook* calendar event. Additionally, you can easily add the workshop to your calendar. From *My Transcript*, click on *View Training Details* next to the event and click on *Add to Calendar*.

Add to Calendar

Withdraw/Cancel a Workshop

If you have requested a workshop and would like to cancel your registration, navigate to *My Transcript*. Find the workshop. To the right of it, you will see a drop-down menu. Click the drop-down menu and select *Withdraw.*
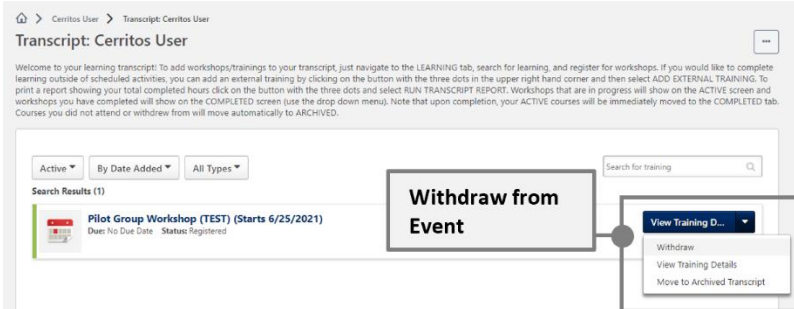
Completing the Workshop

Your attendance will be recorded in the system by the *Cornerstone* Admin. If your workshop attendance has not been marked, please contact the Center for Teaching Excellence.

To move a workshop from "Active" to "Completed," you may also need to complete an evaluation and/or sign your name. If this is the case, you will see "Sign" or "Evaluate" next to the workshop on your active transcript. Click on the button to complete that action.

Completed workshops will show up under the *Completed* tab on your transcript.

Archive Workshops

If you no longer want to see an activity on your Active Transcript or Completed Transcript (perhaps you withdrew from it, do not plan to complete it, or you entered it by mistake), you can archive it. To do this, navigate to the *My Transcript* page. Find the workshop and click the drop-down menu. Click first *View Training Details* and then *Move to Archived Transcript*. This does not delete the activity, but it will move it to "Archived." Archived activities will not show when you run a transcript report of completed activities.
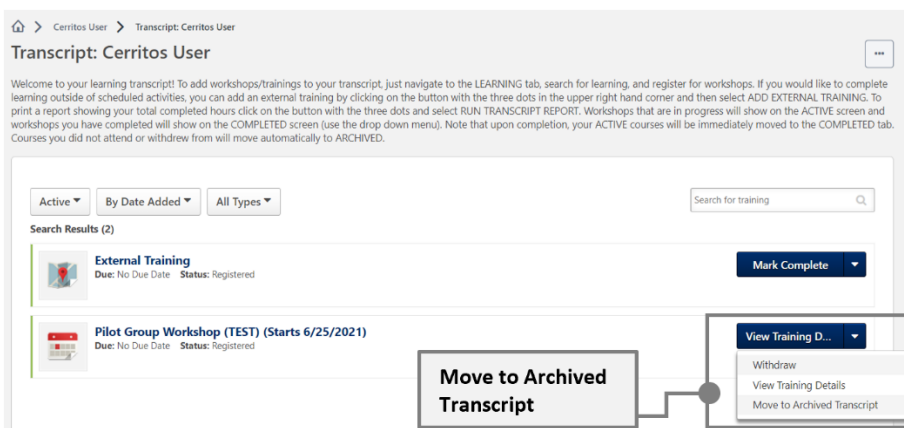
Submit Individual Proposal

Submit Individual Proposal is a feature available to full-time faculty members who would like to obtain flex credit for completing an external training – that is, one that is not offered through either Cerritos College or the Vision Resource Center.

An external training must be well-planned, professionally appropriate, described in detail, and must be approved by your manager to receive credit.

Complete the form by adding the following information:

- Title
- Training description
- Start and end dates
- Total hours and minutes
- Description of how this activity will enhance your work for the college

Mark Complete

To finalize your individual proposal, you must mark your external training as "Complete." To do so, navigate to *My Transcript*, and click *Mark Complete*.

(Note: You will not see Mark Complete *until the end date of the training has passed.)*

Learner Home

Learner Home is a hub of professional learning opportunities, which can be customized by you. For an illustration of features available to you, check out the section on **Learner Home**.

Browse VRC Trainings

The Vision Resource Center is integrated with several online training providers, including the California Community Colleges, LinkedIn Learning, and Skillsoft. At the time of our integration with the VRC, this provides access to more than 8,000 online courses ranging in length from five minutes to multiple hours.
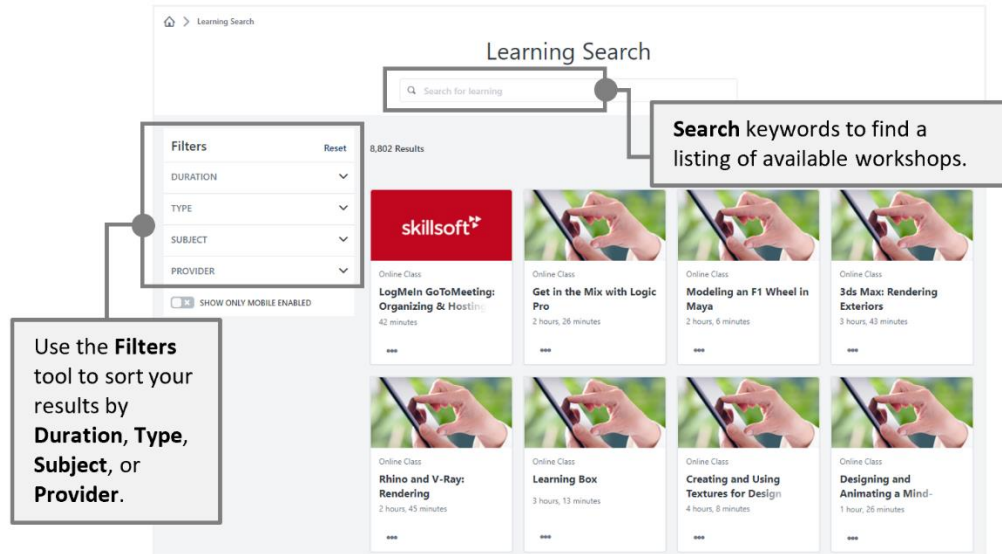
Check Completed Hours

The button *Check Completed Hours* provides a shortcut to your Summary of Completed Hours dashboard.

For a more detailed report, you can instead run a transcript report. To do this, please follow the instructions below.

Step 1: Run a Transcript Report

Navigate to *My Transcript* and click on the options button labelled with three dots. Then select "Run Transcript Report."
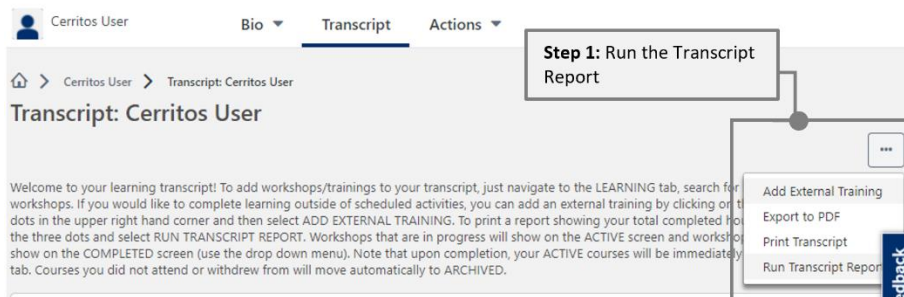
Step 2: Exclude Events

Under "Training Type," click on the drop-down arrow and uncheck the "Event" category only. This is because the workshops you attend will show up as both "Sessions" and "Events," and you do not want them counted twice in your report.
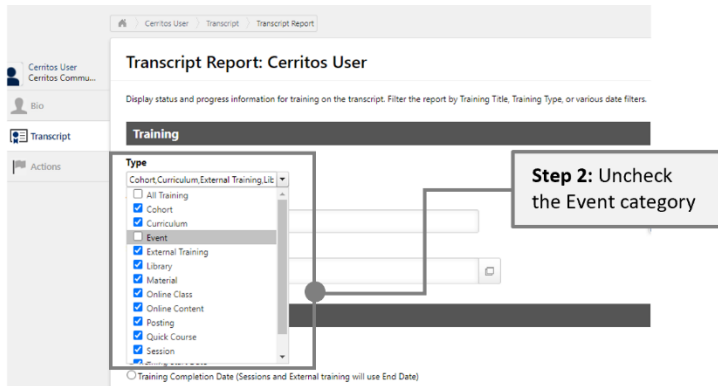
Step 3: Choose the Type of Report

Select one of the three options listed under the "Date" section: 1) "Date Added To Transcript," 2) "Training Start Date," or 3) "Training Completion Date" (most commonly used).
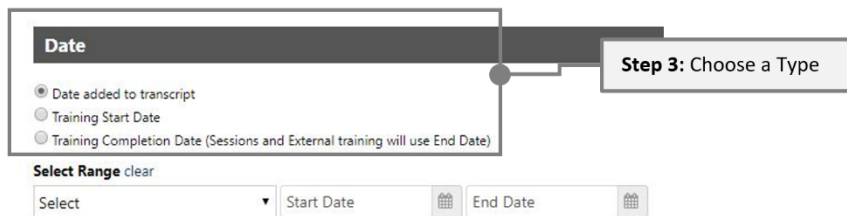
1. **Date Added to Transcript**

   a. You can choose to run a report showing all trainings that have been added to your transcript. This would include everything that is in progress and completed.

2. **Training Start Date**

   a. This report will only show items with a start date within the date range selected.

3. **Training Completion Date (Most Commonly Used)**

   a. The training completed report will only show completed hours within the dates you specify (for example, an academic term or year).

Step 4: Include All Completions

If you are running the third type of report, Training Completion Date, the "Include Completed Training Only" box will automatically become checked. To make sure you capture all completions, check the option "Show all completions if the user has completed more than one instance."

Step 5: Include Training Hours

To see your total hours completed, check the option "Include Training Detail Information" and then the option "Training Hours."

Step 6: Run Report

Finally, click *Run Report,* and the system will generate an *Excel* document listing your completed activities and total hours for the date range you selected.

Additional Help

If you need additional help with *Cornerstone*, please contact the Center for Teaching Excellence. You can reach Chad Greene at cgreene@cerritos.edu or Monique Valencia at mvalencia@cerritos.edu.

Frequently Asked Questions

What Is the Vision Resource Center?

The Vision Resource Center, built on the *Cornerstone* platform, is the California Community Colleges' online hub for learning and connecting. The content in place, and in development, is meant to support our work toward the *Vision for Success* goals. Professional development modules and events can be accessed and recorded on a user's transcript, making tracking and reporting easier than ever. The main features of the Vision Resource Center include:

- **LEARN** - There are learning modules specific to the California Community Colleges reform work, and more than 8,000 modules from LinkedIn Learning (now offering Lynda content) and Skillsoft to support broader professional development. "Essentials" pages provide overview information for the key topics at the heart of our reform work, such as Guided Pathways and Developmental Education Reform (AB 705), and help support systemwide understanding of these interrelated topics.

- **CONNECT** - Within the virtual communities, system professionals can connect with each other to share ideas and information or ask questions. Sharing resources, promising practices, and lessons learned helps our colleges work more effectively toward the *Vision for Success* goals.

- **CONVENE** - A calendar lists upcoming professional development workshops and events available to all system professionals. Events will be added on an ongoing basis as they are confirmed.

What Does Full Integration Mean, and Why Are We Doing It?

Full integration means that we are establishing a portal for our college to the *Cornerstone* platform. Our local portal will be connected to the systemwide Vision Resource Center, and you will have access to both in one place. This brings a powerful tool to our college to support our work and builds a strong connection to our whole California Community Colleges system.

Some of the additional features available to our college within *Cornerstone* after full integration include:

- **College Welcome Page** - Upon logging-in, you will arrive at our home page first, instead of the systemwide Vision Resource Center home page. There will be announcements, links, and other information most relevant to you.

- **Local Communities** - We have the option to create communities for our college only. This could be for department collaboration, committee connection, or any group that wants a space to connect and share information and resources.

- **Local Events and Workshops on Calendar** - We can add our own professional development and flex activities to the calendar. From there, college employees can sign up for events and track them in their transcripts for hours reporting. There are also features to help us collect feedback on these events for continuous improvement.

What Will This Change for Us?

Some processes related to professional development or compliance training may change over time. Full information on any such changes would be communicated as needed. We will also provide access to how-to guides and – if necessary -- trainings to help our colleagues learn the platform.

Moreover, this resource changes what we can do. The Vision Resource Center provides a space to connect with, collaborate with, and support our colleagues across the state. Moderators within the systemwide communities will help answer questions and share important information. There are thousands of online learning modules to help us develop skills and improve understanding of key topics. This tool empowers us and our college in new ways that we will learn together.