

NAVIGATING LEARNER HOME

A modern learning experience platform can help drive employee engagement and increase productivity.

Cornerstone's **Learner Home** platform provides a "Netflix-style" user experience. The personalized interface features carousels - tiled visual browsing - of courses and search features that makes it easier and more intuitive for you to explore content and learn something new at your own pace. In addition to manual curation of courses, the system will automatically identify and recommend courses based on your subjects, interests, preferences, and aspirations to help you pursue your professional development.

Access Learner Home

Hover over the Learning tab and click Learner Home,



Or click the Learning icon.



The screenshot shows a user profile page for Gloria. On the left, a sidebar contains four numbered callouts: 1. A summary box showing 19 Completions, 6.27 Hours, and 13 Badges. 2. A 'Your Subjects' box listing Employee Development, Performance Management, and Professional Development. 3. A 'Your Playlists' box showing 0 Created, 0 Followers, and 1 Followed. 4. A 'Transcript View' box showing 0 PAST DUE, 0 DUE SOON, and 2 ASSIGNED / NO DUE DATE. On the right, a banner says 'Hi Gloria! What would you like to learn today?' with a search bar (callout 5) and a 'CLICK HERE TO ACCESS NEW skillsoft CONTENT' button (callout 6). Below the banner is a 'SJC Curated Playlists' section (callout 7) with four playlist cards: Coaching for Leaders, Managing Diverse, Talent Savvy Leader, and Leading Others.

Section 1: User Profile

The **User Profile** allows you quick access to information based on your learning history.

Displays the number of training sessions from your **Completed Transcript**. If **Completions** is clicked, you are re-directed to your **Completed Transcript**.

Hours

Displays the sum of the training hours that you have completed. If **Hours** is clicked, you are re-directed to your **Completed Transcript**.

Badges

Displays the total number of badges you have earned. If **Badges** is clicked, you are re-directed to your **My Badges Snapshot** page.

Section 2: Your Subjects

Your Subjects displays the **Subjects** that you have selected based on your interests. When you first visit **Learner Home**, the banner at the top of the page will prompt you to start adding **Subjects**. When you click **Add Subjects**, you may select or browse for **Subjects** in the system. The **Inspired by Your Subjects** carousel is based on the **Subjects** you select.

The screenshot shows the 'Your Subjects' interface. It has a search bar and a 'Browse' button. Below, it says 'Select subjects to help personalize your recommendations.' There is a search bar for subjects. Under 'Selected', there are buttons for Banner, Customer Service, Employee Development, Human Resources, Microsoft Office Suite, Professional Development, and Purchasing, all with checkmarks. Under 'Suggestions', there are buttons for Compliance, Safety, Health, & Risk Management, Blackboard, Employee Management, Emergency Management, Student Success, Educational Technology Tools, Distance Learning, Fiscal Affairs, Instructional Design, Communication, Organizational Development, Diversity, Ethics, Microsoft Word, Microsoft Excel, Pathways, Management & Leadership, Personal Development, and Marketing. There are 'Cancel' and 'Save' buttons at the bottom.

Section 3: Your Playlists

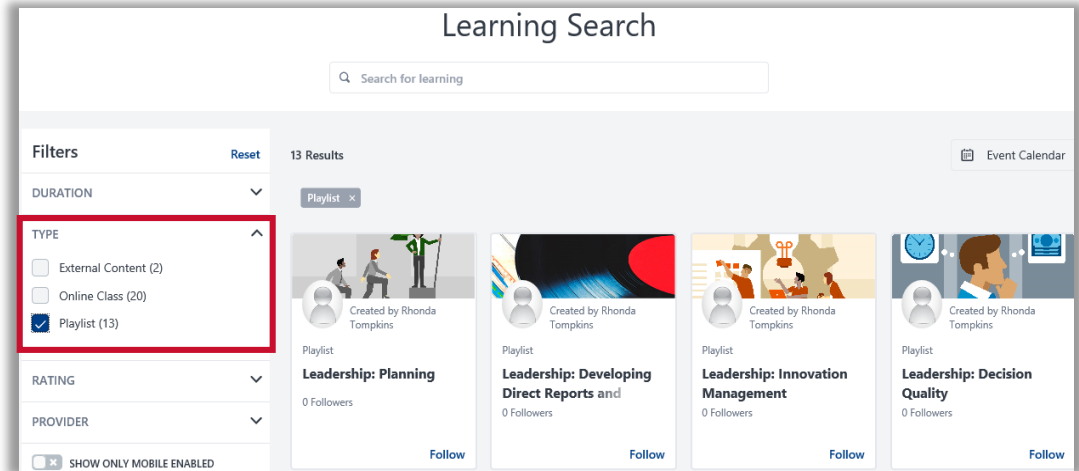
Cornerstone now includes curated content handpicked by our internal subject matter experts targeting various professional development topics. Playlists may include a combination of courses, videos, materials or other learning resources around a specific learning topic.

Your Playlists displays the total number of playlists that you are following. Click the number to view the playlists you have selected.



To search for and follow San Jac curated playlists:

1. Enter the word **Playlist** into the **Search for learning** box.
2. Select **Playlist** under the **Type** filter option.
3. Click a playlist title for more details or click **Follow** to add to **Your Playlists**.



Section 4: Transcript

Transcript is a place to view a prioritized list of the training sessions on your **Active Transcript**.

Transcript View

Displays the total number of training items in each section and gives you access to your **Transcript** using the **View** link.

Past Due

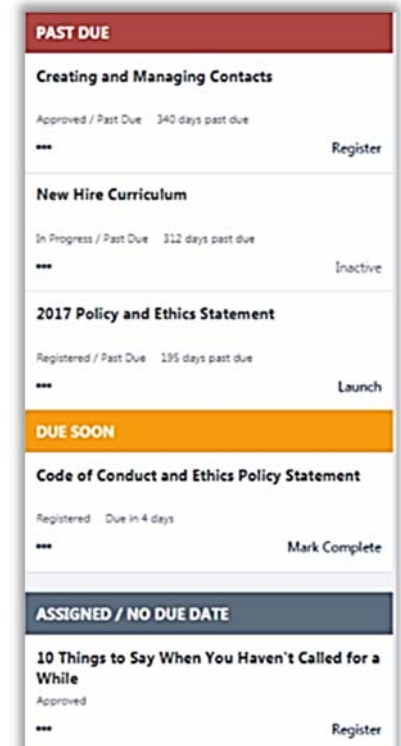
Displays assigned training that is past the due date. The training with the most number of days past due will display at the top. If nothing is past due, this section will not be displayed.

Due Soon

Displays training that has an assigned due date. The training item with the earliest due date will display at the top. If no trainings are due, this section will not be displayed.

Assigned / No Due Date

Displays training that has been assigned without a due date. The training item that was most recently assigned will be displayed at the top.



Section 5: Search for Training

Learning Search enables you to find all the training and playlists you need in one place. With advanced search options, you can enter a value in the text box and the results will search across **Titles, Descriptions** and **Keywords**. Filter options also allow you to easily find exactly what you are looking for.

If the training is already on your **Transcript**, the title will display a button (e.g. **Launch** for online training) that will allow you to quickly take action with one click.

If you find training that you want to take but don't want to request just yet, you can use the **Save for Later** option using the three dots at the bottom of each tile.

If you prefer a calendar view to find instructor led trainings offered at San Jac, use the **Events Calendar** button.

Section 6: Custom Banner

A scrolling **Custom Banner** is available to provide you with quick access to the following pages:

- [LinkedIn Learning](#)
- [Skillsoft](#)
- [Skillsoft Leadership Advantage](#)
- [Cornerstone Learning Events Calendar](#)

Section 7: Carousels

Learner Home displays carousels customized to your preferences. Carousels appear based on your learning activity within Cornerstone and can display a maximum of 20 training items.

SJC Curated Playlists

Displays playlists curated by OTD subject matter experts targeting various professional development topics.

Featured

Displays training that has been set as either featured, suggested, or required by Cornerstone Support. The most recently created training will display first in the carousel. If no trainings have been set as featured, suggested, or required, this carousel will be hidden.

Continue Learning

Displays training that is on your **Active Transcript**. This carousel will be hidden if you do not have any trainings on your **Active Transcript**.

Inspired by Your Subjects

Displays training based the **Subjects** you have selected in your **User Profile**. If you have not selected any **Subjects**, a prompt to add subjects will display in the banner at the top of the page. The carousel will be hidden if you have not selected any **Subjects**.

For questions, contact Cornerstone Support at cornerstonesupport@sjcd.edu extension 6387 or 281-998-6387.