



A Learning and Performance Management System

Revised: 12/02/24

CORNERSTONE: LEARNING AND PERFORMANCE MANAGEMENT NAVIGATING THE SYSTEM

Through the homepage, you have quick access to various aspects of the system. Some are reserved for the Performance Management launch coming soon so for now we will focus on everything relevant to the Learning Management System!

Let's take a closer look at the different components of the homepage, then we will go further into detail on each:



So what exactly are all of these buttons and widgets on your homepage? Let's look at each one!



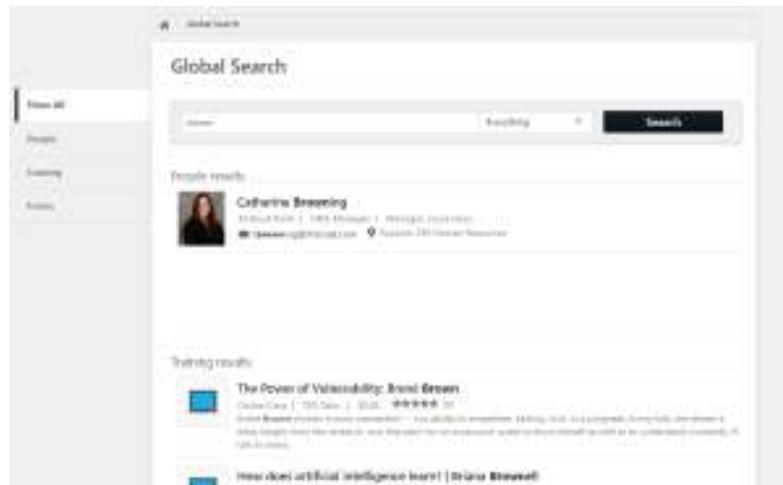
Home Button – click the Firsttrust icon at the top left of the page, from anywhere in the system, to return to the homepage.



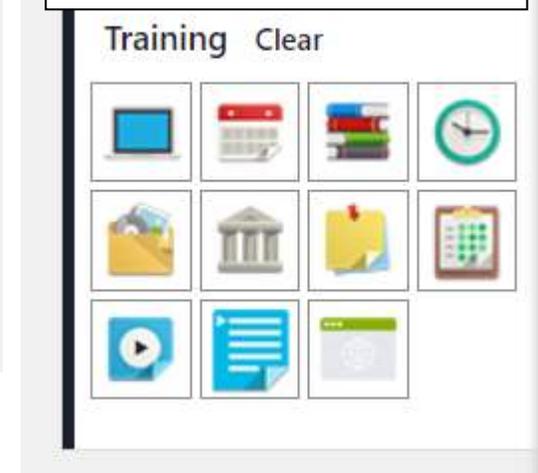
Global Search Button – click the magnifying glass icon to open the cornerstone quick search and search for anything, including people. Simply start typing into the search bar and various results will start populating anything with that word or phrase in the system.



Not seeing exactly what you want in the results pop-up? No problem. Tap the Enter button on your keyboard and you will be brought to the Global Search page. From this page, you will see even more results of your search but also be able to filter for the category you want to see. Simply click on one of the tabs to the left or change the category in the drop-down menu next to the search bar.

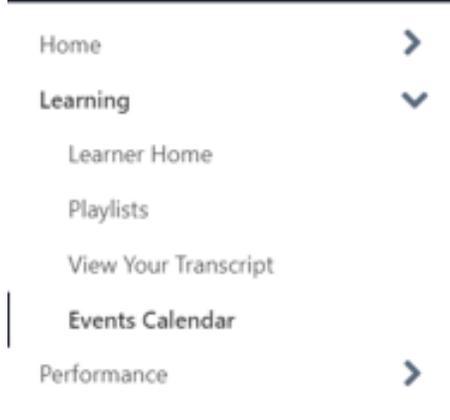
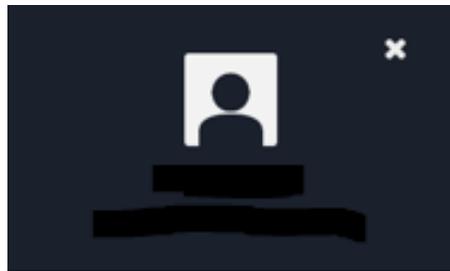


Filter the training search results even further by selecting the training type. Hovering over the icon will tell you the type.





Navigation Menu – located at the top right corner of the page, click on this button to show the full navigation menu.



HOME

Welcome – this is the homepage of the site

Universal Profile – access your system profile to update your bio, view feedback given to you or request feedback from someone, access your transcript, view active actions assigned to you in the system, or a snapshot of badges earned, goals, etc.

LEARNING

Learner Home – Your personalized learning home page where you can view various learner statistics, set up subjects you are interested in to receive more personalized learning recommendations, and access various training.

Playlists – A playlist is collections of learning courses grouped together just like a song playlist. Access this area to create customized playlists or to search for and follow other published playlists.

View Your Transcript – view all active, completed and archived courses you’ve enrolled in or that were assigned to you. You can also print certificates or even re-launch a course.

Events Calendar – view all upcoming events that you have registered for or are available to register for that you’ve shown interest in.

PERFORMANCE

Goals – create, edit, update and track your goal progress.

Performance Reviews – access assigned reviews to complete or previously completed performance reviews.

Check Ins – document and track project discussions, 1x1 meeting with managers, etc.

Development Plans – formal plans to guide and track you through further development of your professional and soft skills.



Quick Launch Buttons – quick click icons that allow fast access to specific areas of the system.



Learner Home - Your personalized learning home page where you can view various learner statistics, set up subjects you are interested in to receive more personalized learning recommendations, and access various trainings.



Compliance Training – shortcut access to OnCourse for all required compliance training courses.



My Goals – create, edit, update and track your goal progress!



My Profile - access your system profile to update your bio, view feedback given to you or request feedback from someone, access your transcript, view active actions assigned to you in the system, or a snapshot of badges earned, goals, etc.



My Reviews – access assigned reviews to complete or previously completed performance reviews.



To Do – Access to content/tasks assigned to you



Quick View Widgets - at-a-glance view of any training (or performance) tasks assigned as well as featured training, etc., allowing quick access to individual items.



My Tasks – quick view and access to performance related tasks assigned to you.



Goals and Development Plans – quick view and access to your goals and development plans.



My Training – quick view and access to training courses you've opted in to or that have been assigned to you.



Featured Training – quick view and access to training courses recommended by the vendor or based on subjects you are interested in.



My Inbox – quick view and access to your transcript and system notifications.