CONTENTS *(click on the link):*

Login

Login by clicking on the link: https://csod.apps.vermont.gov/

Once you have signed in, the screen will change to your Learner Home Page.
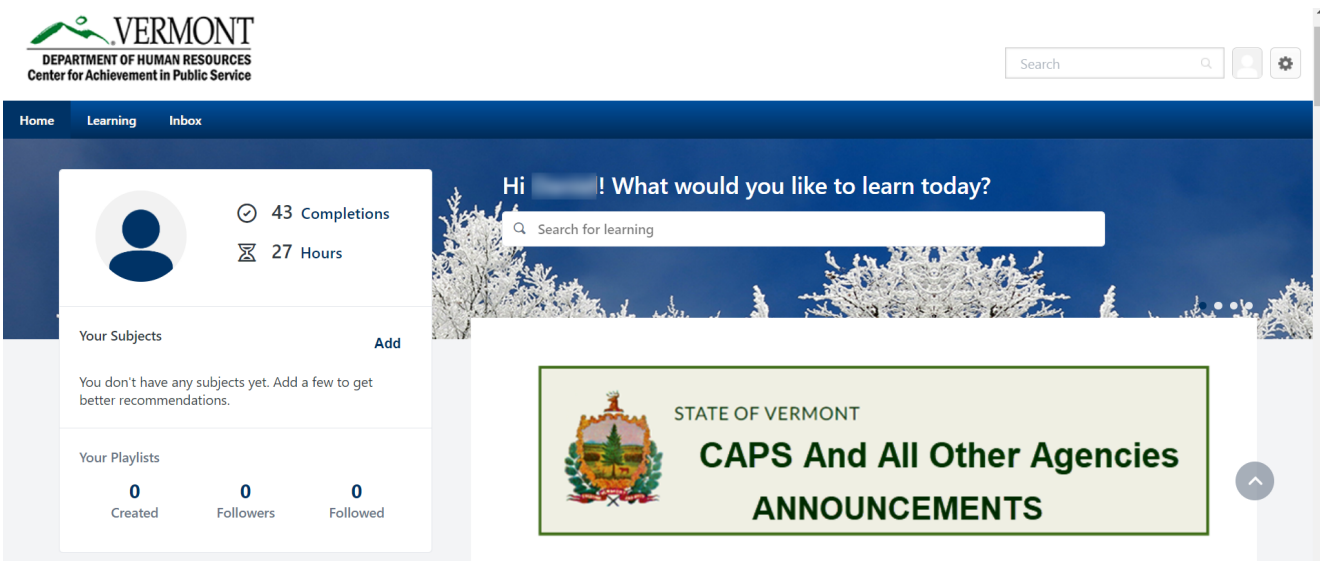
If you have any issues with logging in, please contact DHR.CAPS@vermont.gov.

Learner Home Page

1 **Navigation Tab** – All users have at least 3 tabs (that include drop down menus) "Home", "Learning" and "Inbox". *Hover* (don't click) over each tab for drop-down menus to appear.

- **Home**. There are two menus under Home: "Universal Profile" and "Learner Home".
  - "Universal Profile" brings users to their "Universal Profile". This page provides professional information about users to other users. To edit "Universal Profile" see additional information [here](#).
  - "Learner Home" brings users back to the "Learner Home" page.
- **Learning**. There are four menus under Learning: "Playlists", "View Your Transcript", "Events Calendar", and "Browse for Training".
  - "Playlists" allows users to search in the LMS for a playlist they may be interested in and also gives the option to "Follow" the person that created it for more playlists from that person.
  - "View Your Transcript" allows users to view classes on their transcript, including classes they have completed and those that are "in progress."
  - "Events Calendar" allows users to see classes that are coming up by month.
  - "Browse for Training" allows users to search for training based on title, subjects or type of training
- **Inbox.** There is only one menu under Inbox: "SOV Inbox".
  - "SOV Inbox"contains information for users including the number of trainings they have been approved and registered for, classes that managers need to approve and other pending requests.

2 **Search Bar** – The search bar allows users to search by class, curriculum, subject area, learning object, or other SOV employees. After typing in the search bar, a list of possible items will drop down where users can choose what they are looking for.

3 **Universal Profile/Sign Out** – There are two icons: "Universal Profile" (the picture icon), and the other (the gear icon) is "My Account", "Help" and "Log Out." For more information about Universal Profile click [here](#).

- **My Account** holds user's settings for *Out of Office* and signature in the system.
- **Help** allows users to access the online help functions for any aspect of the system. The **Help** function in Cornerstone is connected to whichever page users are on when accessing **Help**. While in "Help", users can also search for other questions.
- Log Out allows users to logout of the system.

④ Completions and Hours – Completion tells you how many trainings you have completed to date and Hours tells you the amount of time you have spent in those trainings.

⑤ Search for learning - Search for Learning is a quick way to find a class that you want to take. By entering in a keyword in the blank field, it will return a list of that key word and open the "Learning Search" page.
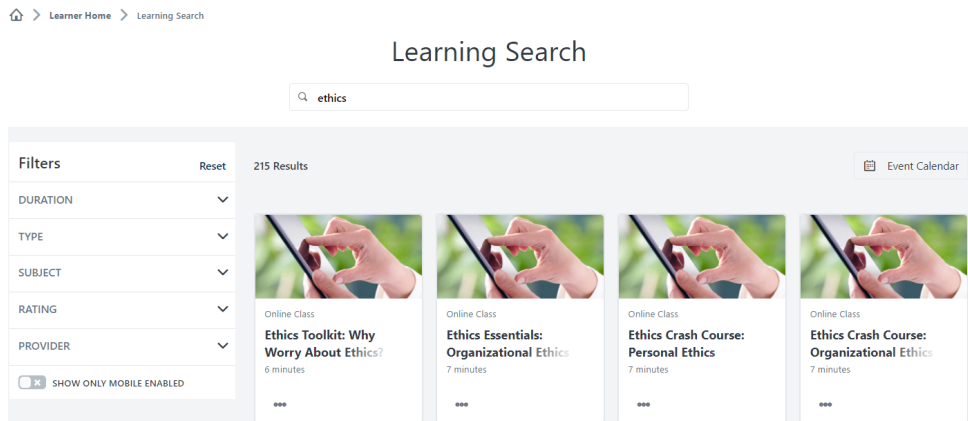

⑥ Subjects – By clicking the "Add" button in the Subject area, you can choose which subjects interest you or that you have prior knowledge in. This will ensure that the newest trainings will show up for you in the "Top Picks" banner on the Learner Home Page.
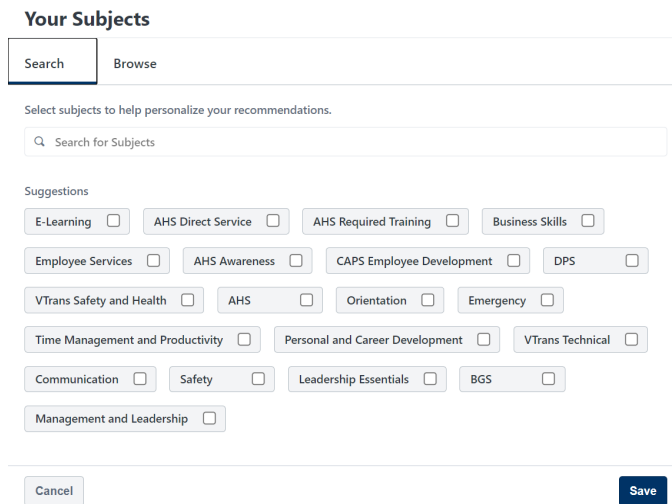
⑦ Agency Scrolling Banner -This banner is created for users to be able to click on their Agency to find out the newest Announcements or other information about the LMS/LINC.

Browsing and Registering for Trainings

1. To browse for trainings, users can do one of the following:
   a. Hover over **Learning**, then click on **Browse for Training** from the drop down menu.
   b. Type the name of the training or learning object in the Search for Learning Bar.
   c. Type the name of the training or learning object in the Search Bar.
2. A screen similar to the one below will appear. On the left hand side of the screen, users can search for trainings by **Subject**, by **Type** (hover over the icons to see what type each icon represents), by **Date** (enter date range), by **Full Calendar** and/or by **Location**. The center of the screen will show users trainings that are available. When you click on the drop down arrow in the right hand box, you can search by **Most Recent**, **Title**, **Duration** and/or **Popularity**.
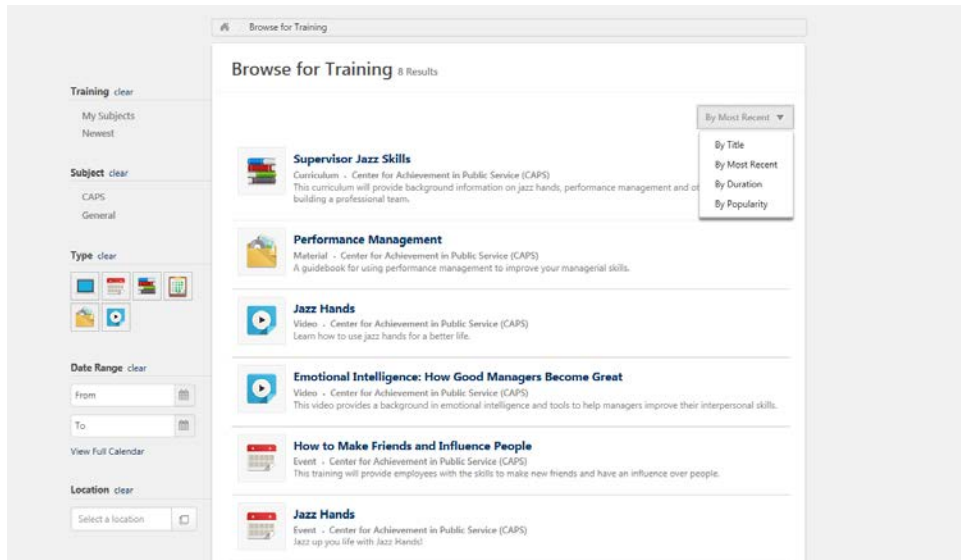

3. When users find a training they are interested in, they can click on the title of the training. Users will see the box below. The top box provides a description of the training. Below this, you will see available sessions, including the location, date, duration and number of spots available.

   To request a training, users choose the training date and location that works for their schedule then click the request button.
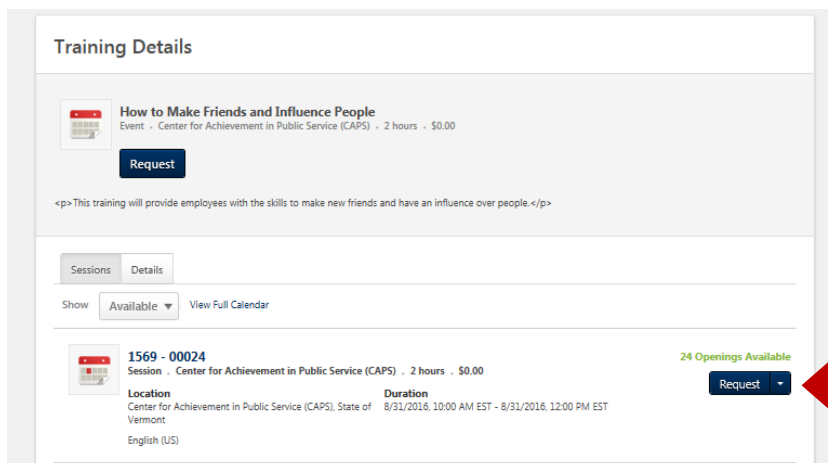
4. Once the user has requested training, the user's screen will change to the one below. The system will then generate an email to the user's supervisor for approval.
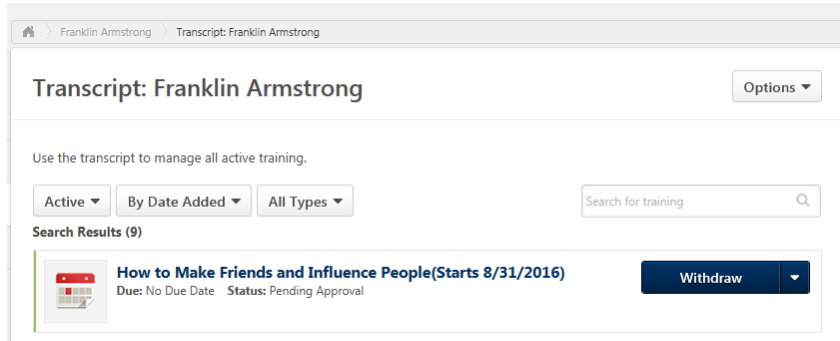
5. If a user is interested in a training but no sessions are available or the dates don't work for their schedule, they can, either:
   a. Click on **Notify Me.** This is located on the right hand side of the screen.
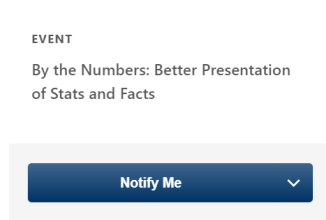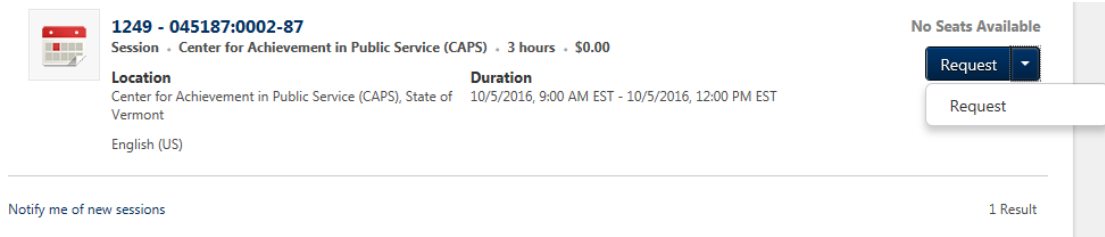

This will allow the user to express an interest in the training and be notified when new sessions are scheduled. As seen below, users can select a location, add comments and also click the box at the bottom, "Notify me of when sessions are scheduled at any location."

OR

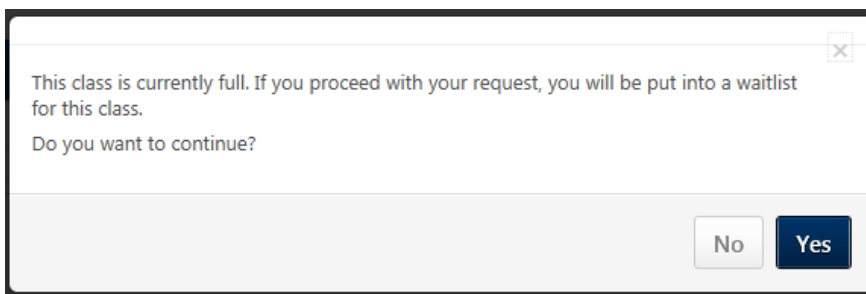b. Users can request to be put on a waitlist. If the session shows "No Seats Available," click on "Request".

1249 - 045187:0002-87
Session · Center for Achievement in Public Service (CAPS) · 3 hours · $0.00

No Seats Available

Request ▼

Request

Location
Center for Achievement in Public Service (CAPS), State of Vermont

Duration
10/5/2016, 9:00 AM EST - 10/5/2016, 12:00 PM EST

English (US)

Notify me of new sessions

1 Result

i. The following window will pop up. Click "Yes." You will then be added to the waitlist for the class.

*Would you like to be added to the Waitlist for this class?*

×

This class is currently full. If you proceed with your request, you will be put into a waitlist for this class.

Do you want to continue?

No   Yes

Withdraw Registration

1. If a user is unable to attend a training, the user should login to the system and cancel/withdraw their registration for a class as soon as possible.

Users will find the Withdraw link or button on their "transcript" page, as shown below. The user should click on the drop down arrow, the box to the right will pop up.
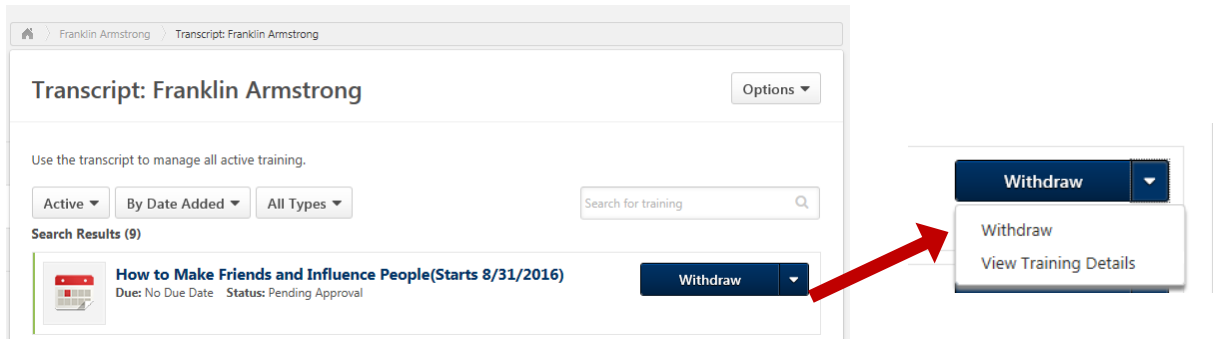
2. When users click on Withdraw, the box below will pop up. Select one of the reasons provided in the drop downbox and write in a comment. After the user clicks on Submit, their status for the class will be "Withdrawn." If users don't Withdraw from the class and don't show up, they will be in "No Show" status which will stay on their transcript.
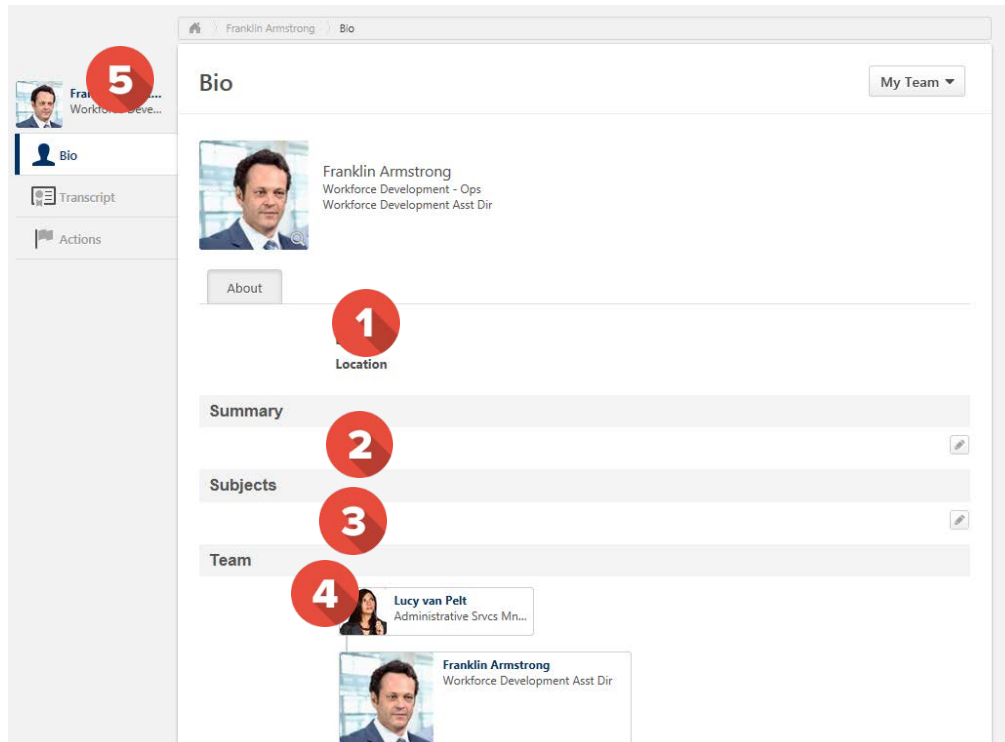
Universal Profile and My Account

1. The "Universal Profile" can be found in the upper right hand corner of the "Learner Home Page" (the image of the person).
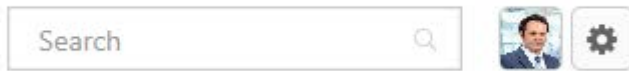

2. When users click on this image, it will bring up the "Bio" page, as seen below.

- **❶ About** – This section includes the users email and location. This information is generated by a feed from the VTHR system.
- **❷ Summary** – Users may create a professional bio about their work history, skills and current projects in this section by clicking on the box on the right hand side of this section.
- **❸ Subjects** – Users may choose from a provided list, areas in which they have an interest or skill.
- **❹ Team** – This section allows all users to see the hierarchy with their Supervisor.
- **❺ Bio/Transcript/Actions** – This sidebar connects users to other parts of the system connected to them.

  - "Bio" is the screen that is currently open.
  - "Transcripts." For more information, click here.
  - "Actions Tab" allows users to select sessions, withdraw from a training or view training details.

3. Click on the circle next to the image in the upper right hand corner on the "Learner Home Page"; users will find the following Menu (My Account, Help, Log Out).
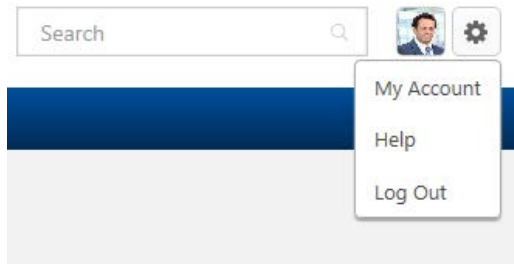
4. Click on "My Account". The screen below will appear. On this screen, users can change their password, edit security questions, check "on vacation" if out on extended leave, select a signature style and add/change the profile picture.
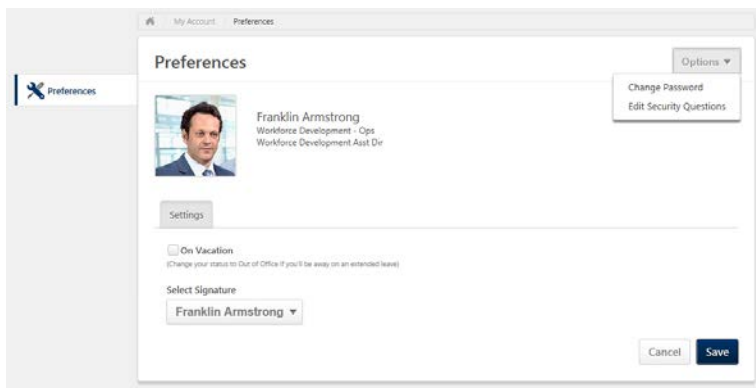
5. To change the user's profile picture, hover over the image or picture and a drop down arrow will appear in the upper right hand corner. Click on this arrow to open the box below. The recommended best practice for User profile pictures are professional, appropriate head shots.
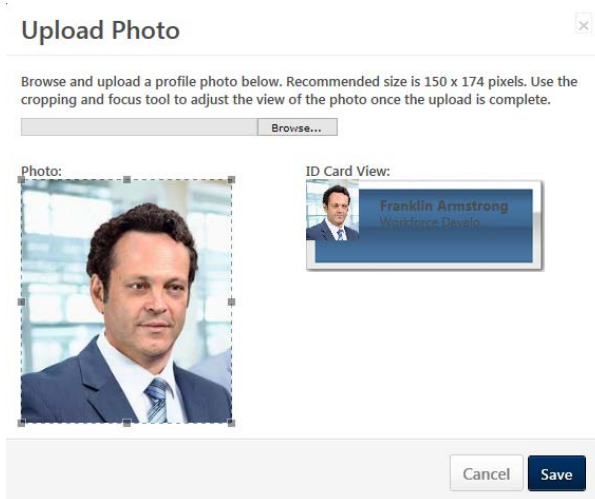

6. Click on "Browse" and choose a picture to upload. Use the photo box to move the image and click Save. The image should show up in "Universal Profile".
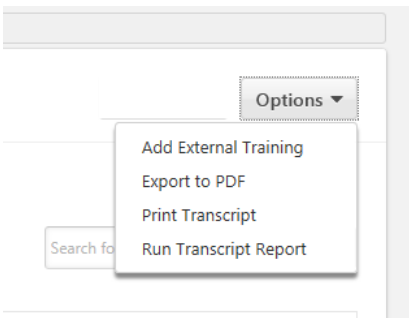
Transcript

Transcript allows users to see trainings that are active, completed and archived. From the trainings that are active, users can withdraw from trainings, view details of the training (for location, objectives, etc.) and select sessions for trainings that have been assigned.

1. To view **Transcript,** hover over Learning and choose "View Your Transcript." Users will see the screen below.
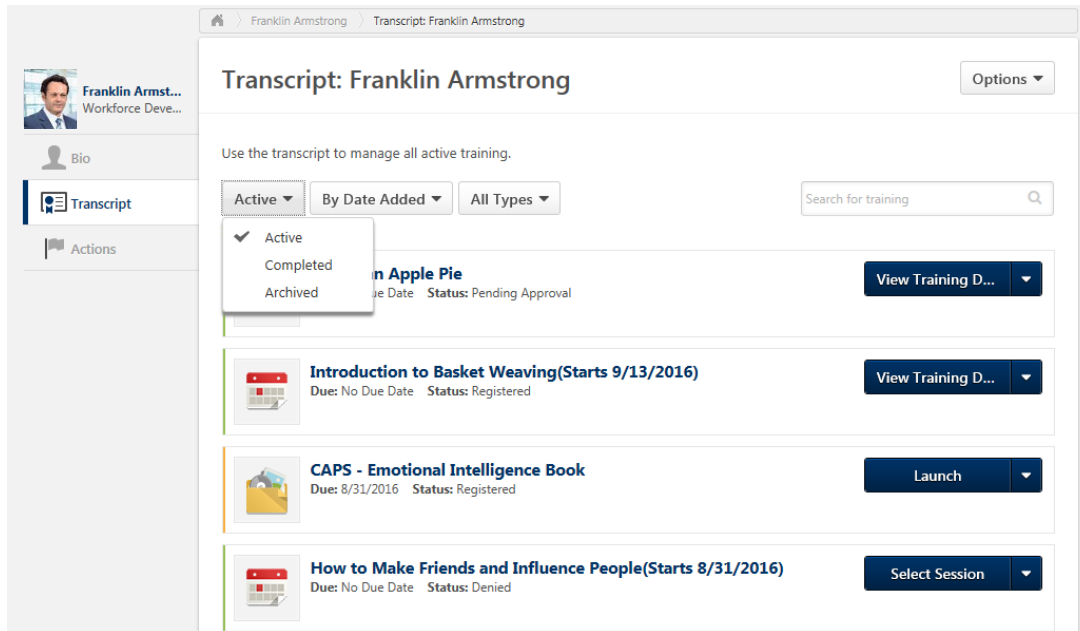
2. When users click on the "Options" menu in the upper right hand corner of the window, additional selections are available. From here users can view and print transcripts, as well as add external training.

- **Add External Training** – the system allows users to add external training to their transcript, with approval.
- **Export to PDF** – copies the transcript to a .pdf document for saving or printing.
- **Print Transcript** – transfers the transcript information to a table format for printing.
- **Run Transcript Report** – allows users to filter the report by training title, training type or various date filters as an excel-based transcript report.

3. If users need a more formal transcript, please contact CAPS.

Troubleshooting

- **Pop-up Blocker** – Not all, but some computers may have difficulty with pop-ups. To enable pop-ups (this could be different depending upon the search engine). While in your search engine, go to Internet Options, Privacy, unclick Pop-up Blocker.
- **Excel** – some computers may have difficulty printing documents that are uploaded to excel from the system. To fix this problem:
    1. In Excel, click on the file tab, and then on Options
    2. In the Excel Options menu, click on the Trust Center option item.
    3. Click on the Trust Center Settings button.
    4. In the Trust Center, go to the Protected View option.
    5. Unselect the 3 Enable Protected Views in the options screen.