## General Directions on How to Submit Attendance in Cornerstone:

To find your session in <u>Cornerstone</u>:

- 1. First, log in to Cornerstone.
- 2. Top right, you'll find the Navigation Menu Symbol:



3. Click on it and it will expand to various Menu options:

Home	~
Welcome	
Communities	>
Learning	>
Reports	>
ILT	>
Admin	>
Systemwide Information	×
New? Start Here!	edbac

4. Go to ILT and View Your Sessions:



- 5. Go to the date of your event and click on the event.
- 6. Your event information will pop up.

7. On the bottom right, there is a blue box, you should see View Roster. Click View Roster:



8. You will want to check your roster and see who has already registered. For anyone who has not registered/on the roster, you'll want to add them. To add users, click on Add Users:

Schedule	$\vee$
Users	Add Users

9. You would type in their name (You don't need to type their full name. You can type like the first couple of letters. Once their name appears, you'll click ADD.

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LVQLLL	$\sim$	0.

User				
Name	Identifier	ID	User Name	Manager
Hua, Tuan	Academic Affairs (Primary Division) Professional Dev Specialist (Primary Position) Professional Development (Primary Department) El Camino College (Primary Location) Crystle Martin (Manager)	0450726@elcami no.edu	thua@elcamino.edu	Martin, Add Crystle

## If there is a N/A, it means they person is already listed on the roster.

User				
Name	Identifier	ID	User Name	Manager
Hua, Tuan	Academic Affairs (Primary Division) Professional Dev Specialist (Primary Position) Professional Development (Primary Department) El Camino College (Primary Location) Crystle Martin (Manager)	0450726@elca mino.edu	thua@elcamino.ed u	Martin, Crystle

10. Once everyone has been added, you'll click DONE.

	Showing 1-3 of 3
Close	e Done

11. You'll then see Add Pending Users to Roster. You can uncheck Send Emails. But otherwise, click the Add Pending Users to Roster:

Add Pending Users to	o Roster Send emails
Status	
Pending	Remove

12. Once all the names have been added, you'll then go to the top and you'll see Attendance/Scoring. Click on that.

Session Roster			
Roster	Attendance and Scoring		

13. Once you click Attendance/Scoring. Take a look at your roster. You'll then check off everyone who attended your event:

Users			Check/Uncheck All 🛛 🕁 🛛	Download Roster Cho	No file chosen	� Upload Roster
‡≡ Name	û≡ User ID	Attendance	Score	Pass	Session Completion	
Hua, Tuan	0450726@elcamino.edu	1	0		8/26/2024 Edit	:
						(1 Result)
Comments						
					Back Save	Submit Roster

Once you've check off everyone who attended, you'll then click on SUBMIT ROSTER on the bottom right.

14. And that should be it.

If you have any questions, please feel free to contact us at prodev@elcamino.edu.