

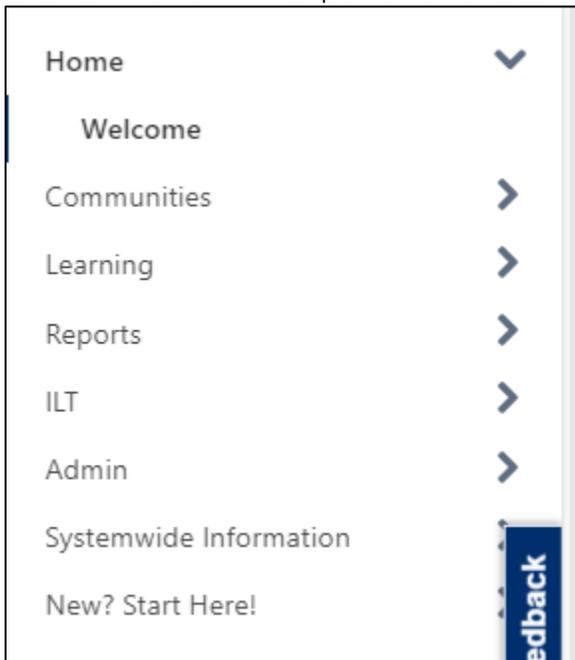
General Directions on How to Submit Attendance in Cornerstone:

To find your session in [Cornerstone](#):

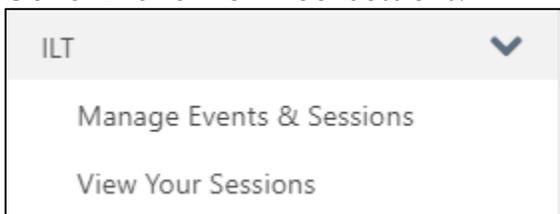
1. First, log in to Cornerstone.
2. Top right, you'll find the Navigation Menu Symbol:



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

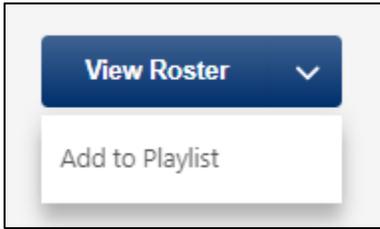


4. Go to ILT and View Your Sessions:



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

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



- 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:



- 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.

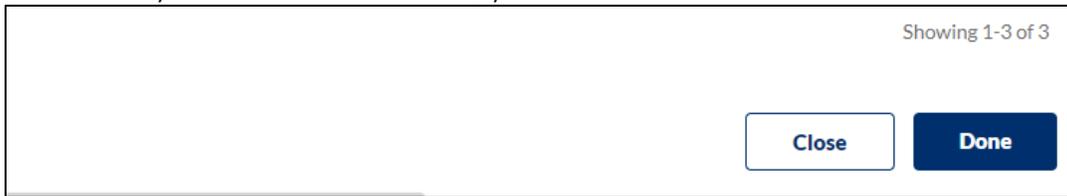
Example:

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@elcamino.edu	thua@elcamino.edu	Martin, Crystle	Add

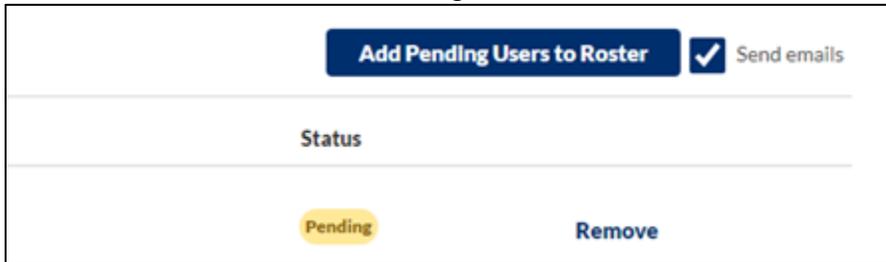
If there is a N/A, it means they person is already listed on the roster.

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@elcamino.edu	thua@elcamino.edu	Martin, Crystle	N/A

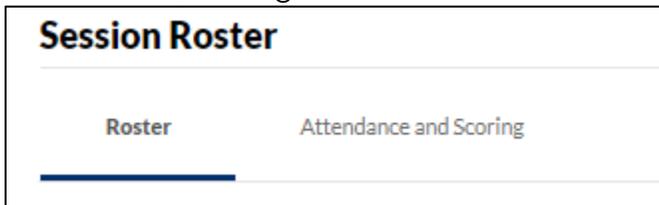
10. Once everyone has been added, you'll click DONE.



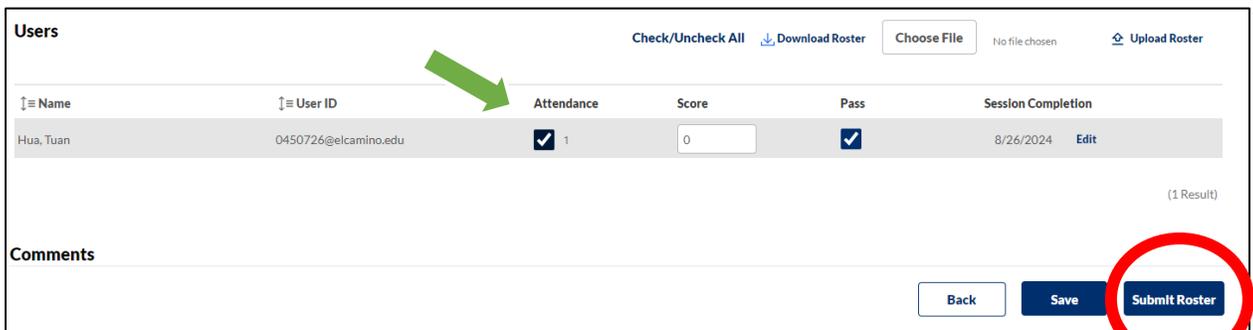
11. You'll then see Add Pending Users to Roster. You can uncheck Send Emails. But otherwise, click the Add Pending Users to Roster:



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



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



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.