

Televic Education

Cornerstone assessmentQ integration

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1 General

In this document, we show how to integrate an assessmentQ publication in Cornerstone. The integration between assessmentQ and Cornerstone allows to:

1. Push an assessmentQ publication to Cornerstone
2. Assigning the assessmentQ publication in Cornerstone
3. Push the results from assessmentQ to Cornerstone

i For the remaining part of this document, we assume a coupling has already been set up between the customer's assessmentQ channel and Cornerstone. For more information on this, please contact the support helpdesk of Televic Education.

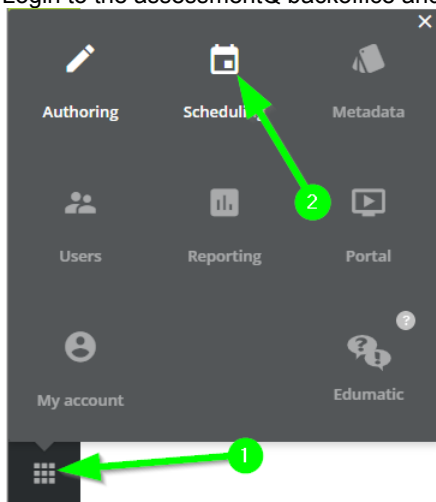
Note that this must also include an SSO coupling between assessmentQ and Cornerstone and the customer's channel.

In the next sections, we will explain the different steps involved in integration Cornerstone and assessmentQ

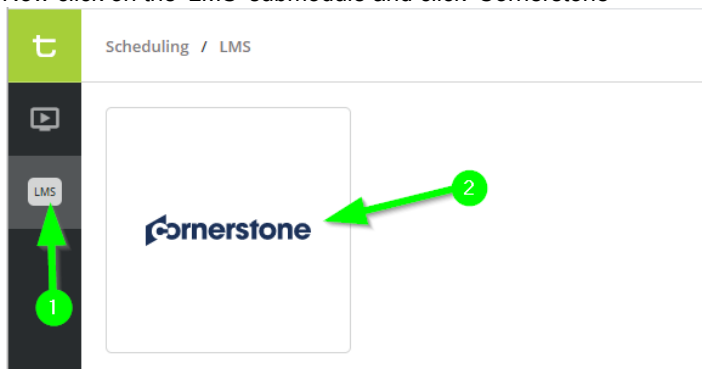
2 Pushing an assessmentQ publication in Cornerstone

As a first step, the assessmentQ publication(s) must be added to the Training Catalogue in Cornerstone. This is done via assessmentQ using following steps:

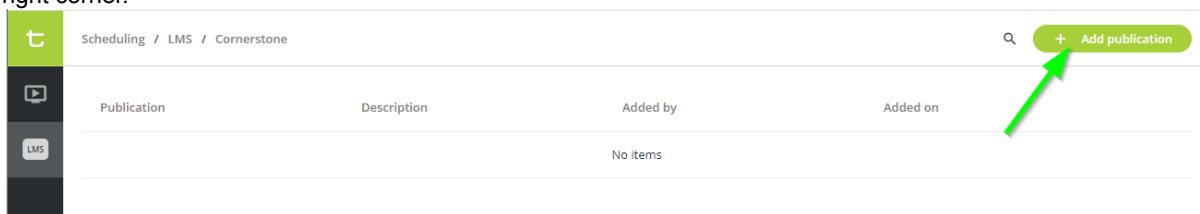
1. Login to the assessmentQ backoffice and navigate to the Scheduling module



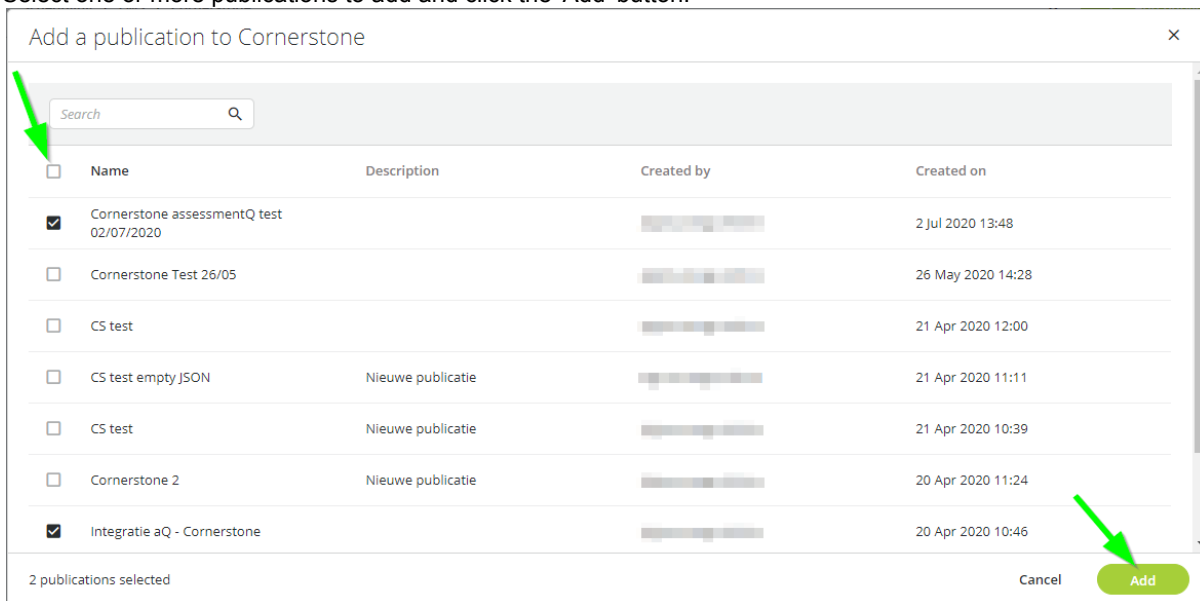
- Now click on the 'LMS' submodule and click 'Cornerstone'



- You will now see the list of publications that has already been pushed (uploaded) to the Training Catalogue of Cornerstone. To add a new publication to the Training Catalogue, click the '+ Add publication' button in the upper right corner.

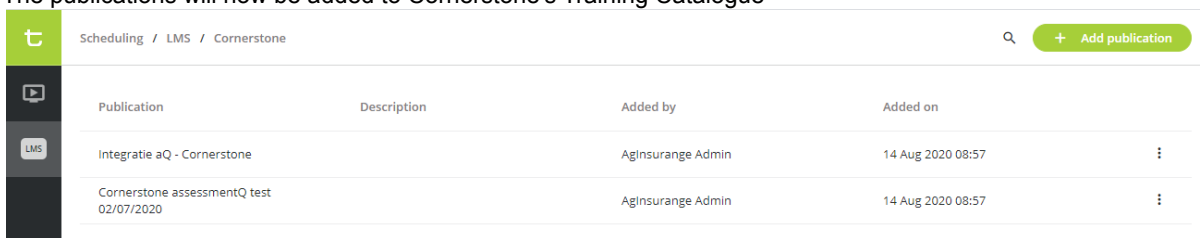


- You will now get an overview of all validated assessmentQ publications that can be pushed to Cornerstone. Select one or more publications to add and click the 'Add' button.



Note: only publications that have not yet been pushed to Cornerstone will be shown in the dialog.


- The publications will now be added to Cornerstone's Training Catalogue

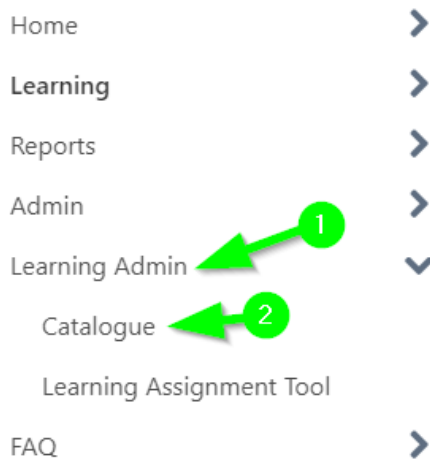
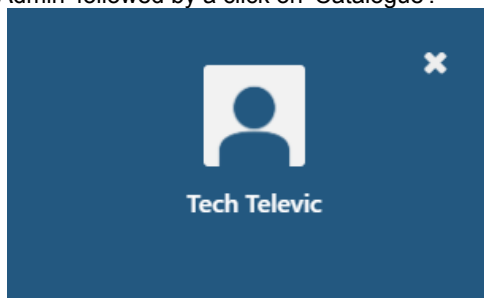


Now you can further schedule the publication in Cornerstone to assign it to your employees. This is explained in the next section.

3 Assigning an assessmentQ publication in Cornerstone

Once the assessmentQ publication has been uploaded to Cornerstone, you can assign the publication to one or more employees. Below, we will demonstrate one of the ways to assign an assessmentQ publication. Note that we will only cover the very basics of assigning an assessmentQ publication.

1. Login to your Cornerstone environment
2. Navigate to the Training Catalogue by clicking the menu in the upper right corner () and clicking 'Learning Admin' followed by a click on 'Catalogue'.



3. Now click on 'Course catalogue'.

Catalogue

Manage all aspects of the training catalogue including training, vendors, subjects and evaluations.

Course catalogue

Course catalogue ✕
Manage all training courses that have already been created in your portal

Learning Objects

Materials ✕
Create and manage materials, a general learning object category that can be used to manage various types of items maintained in an organisation

4. Now search for the training you've just added via assessmentQ, click the arrow icon (▾) in the Actions column and select 'Assign'

Course catalogue

integratie aQ - Cornerstone All Training Search

Refine search

Published Active By Title Show courses with recurrence Created by me

<input checked="" type="checkbox"/>	Title	Vendor	Version	Language	Date created	Modified Date	Actions
<input checked="" type="checkbox"/>	Integratie aQ - Cornerstone	Edumatic (BE-AGI)	N/A	Dutch (The Netherlands)	14/08/2020	14/08/2020	▾

Edit Selected

- Edit
- Assign
- View as user
- Preview

5. Set a title and (optionally) a description of the assignment and click the 'Next' button.

Assignment type

Which assignment type would you like to create?

Standard (process one-time only) ?

General Information

Assignment title ?

Integratie aQ - Cornerstone

Assignment description


Testing the integration between assessmentQ and Cornerstone.

Training selection

Select the training for this assignment

Select Training

Selected Training

 **Integratie aQ - Cornerstone** ×

Vendor: Edumatic (BE-AGI) Current version: 1.0 Training Hours: N/A Price: €0.00

Add comment to appear in the Training History section for each selected training course.

Cancel Save Draft ? **Next**

6. Configure the assignment options and click the 'Next' button. For more details on this step, consult the [Cornerstone Online Help](#).

Training Assignment Workflow ?

How would you like the training to be assigned to users? Your selection will affect what status the training will have on users' training records.

Assigned only
 Assigned and approved
 Assigned, approved and registered

Prerequisite options

Set the prerequisite preferences for this Learning Assignment.

Enforce prerequisites. When enabled, users not satisfying training prerequisites will not receive the associated training.

i No changes can be made to these e-mail settings after the assignment is submitted.

Email Settings


Training-specific e-mails

E-mails will be sent to users based on the e-mail settings configured at the training level. You can review these e-mail settings on the Confirm tab.

Send additional e-mails to notify users of training assignment or registration.

Send 'Assign training' e-mails
 Send 'Register training' e-mails

Cancel Save Draft ?
Previous **Next**



7. Specify when the assignment must be available and click the 'Next' button

Processing starting date

When would you like the assignment to start processing and assigning the training to users?


As soon as assignment is submitted
 Specific date

Training due date

When would you like the training to be due?

No due date
 Relative date
 Specific date

Cancel Save Draft ?
Previous **Next**



8. Now select the users to which the assessmentQ publication must be assigned.

- a. Click the 'Select Users' button, search for the particular user or users, select the ones to add and click the 'Select' button

User Criteria [?]

Select the user criteria that will define who is included in the assignment.

Select users

Add users by selecting organisational units, groups and/or individual users. [?]

Select Users

All Users

Assign new occurrence

Enable this setting to assign a new occurrence of the training to users who already have it on their training record. If a user is currently in progress, their progress will not be retained.

Enable 'Assign new occurrence'

Generate initial user list


Select Users

Search

Selected (1)

Users

User ID <input type="text" value="User ID"/>	Username <input type="text" value="Username"/>	Manager <input type="text" value="Manager's first name and/or last name"/>
Position <input type="text" value="Position"/>	Division <input type="text" value="Division"/>	Location <input type="text" value="Location"/>

 **Tech Televic**
Type: User ID: televic Username: televic Status: Active Manager: N/A Organisational Unit(s): AGI External
(Division)

Cancel

Select

b. Click the 'Next' button


User Criteria [?]

Select the user criteria that will define who is included in the assignment.

Select users

Add users by selecting organisational units, groups and/or individual users. [?]

Select Users All Users

**Tech Televic**
Type: User ID: televic Username: televic Status: Active Manager: N/A Include Direct Reports X

Assign new occurrence

Enable this setting to assign a new occurrence of the training to users who already have it on their training record. If a user is currently in progress, their progress will not be retained.

X Enable 'Assign new occurrence'

Generate initial user list

Cancel Save Draft [?] Previous **Next**

9. Confirm all settings and click the 'Submit' button.

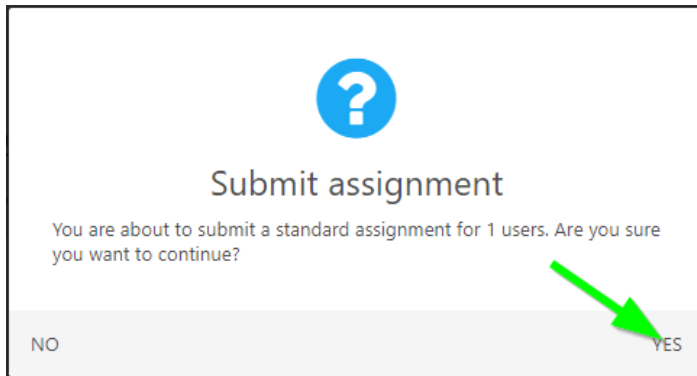
Integratie aQ - Cornerstone

Testing the integration between assessmentQ and Cornerstone.

Setup	1 Training	▼
Options [?]	Type: Standard Training Assignment Workflow: Assigned and approved Emails: Training-specific e-mails	▼
Schedule	Processing Start Date: As soon as assignment is submitted Due date: No due date	▼
Users	Assign new occurrence: Off	1 Users ▼

Cancel Save Draft [?] Previous **Submit**

10. And confirm once more.




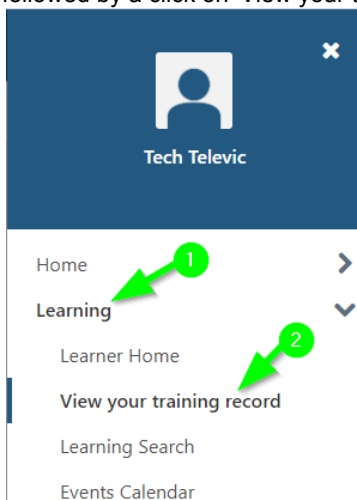
i Please note that it can take up to 10 minutes before the assignment will become available in the training overview of the assigned users.

4 Starting the assessmentQ publication via Cornerstone

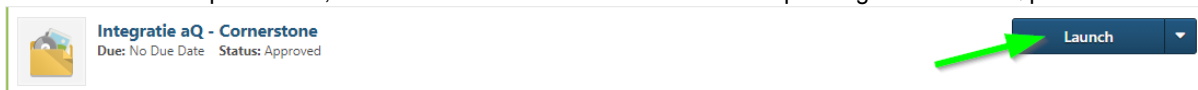
Once an assessmentQ publication has been assigned, it can be started via Cornerstone. The assessmentQ publication will become available in the training overview of the employees.

1. Login to your Cornerstone environment

2. Navigate to your Training Overview by clicking the menu in the upper right corner () and clicking 'Learning' followed by a click on 'View your training record'.



- In order to start the publication, click the 'Launch' button next to the corresponding assessmentQ publication.



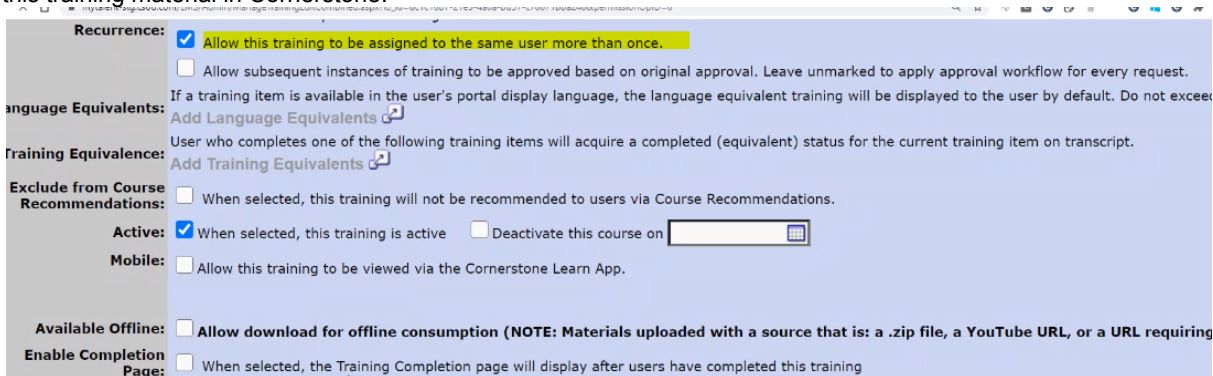
⚠ The assessmentQ publication will be launched through a pop-up window, so verify that this window is not blocked by your browser when clicking the 'Launch' button.

In case the user has not started a session yet, a new session is opened.

In case the user started a session previously but did not finish this session, the user will be able to resume his last session.

In case the session was finished:

- In case of a practice publication, a new session can be started provided the **Recurrence** setting is activated for this training material in Cornerstone.



- In case of an assessment publication, a message will be shown that a session already exists and the player will not start.