

Cornerstone Quick Reference Guide

Accessing Shared Data Training

Launch Cornerstone:

In a Google Chrome browser, which is Cornerstone's preferred browser, visit <https://www.oakland.edu/uhr/learning-org-development/training/>



- Select **Cornerstone Training**.
 - Enter your OU username& password and press Enter.
-

Accessing Shared Data Training:

After logging in to Cornerstone, you should see 'Your Action Items' in the center of the page.

1. Under Featured Training, click on the words 'Shared Data Training'.

NOTE: If you do not see the Shared Data information under **Featured Training**, you will need to search for it in the *Learning* database. Go to step 18 in this document.

Welcome to the Oakland University Human Resources Learning Management System, think of the LMS as a "one-stop-shop" for registration of both classroom and online courses and your own personal history of training attendance and certificates, which can be printed at your discretion. The LMS also contains hundreds of courses available for you to take online.



Your Action Items

	Due Date
Launch: July '15 Overview, Recruiting & Onboarding	None

Featured Training

Degree Works Tutorial
Oakland University Core Competencies
Shared Data Exam
Shared Data Training

2. The Shared Data Training screen appears. On the right hand side, select 'Launch'.

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MATERIAL

Shared Data Training

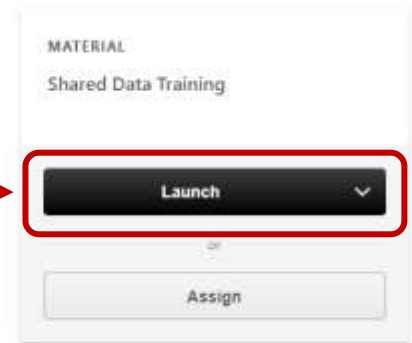
Last Updated: 06/21/2021 Duration: 1 hour

Details

Core information of shared data processing.

Show More

Ratings and Reviews



3. The course will launch in a new window. Review the course material.
4. Once you have reviewed the course material, close the training window. The Shared Data Training screen should be shown.
5. Click '**Mark Complete**' to mark the training complete.

MATERIAL

Shared Data Training

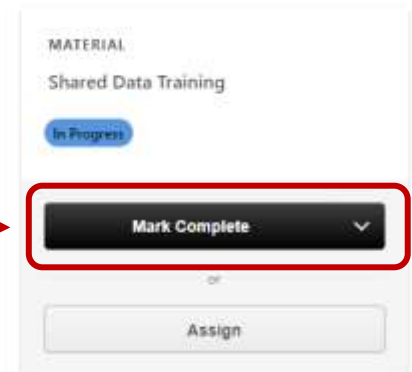
Last Updated: 06/21/2021 Duration: 1 hour

Details

Core information of shared data processing.

Show More

Ratings and Reviews



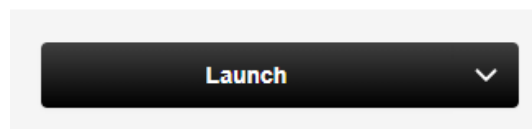
6. You will see the training marked as completed.

MATERIAL

Shared Data Training

Completed

Training was successfully completed and recorded to [your transcript](#).



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7. In the upper left-hand corner, click on the Oakland University logo to return to the main screen.



You will now need to take the **Shared Data Exam**. You must receive an 80% or higher to pass the exam.

8. Under Featured Training, click on the words '**Shared Data Exam**'.

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Your Action Items

Launch: July '15 Overview_Recruiting & Onboarding

Due Date
None

Featured Training

Degree Works Tutorial
Oakland University Core Competencies
Shared Data Exam
Shared Data Training

9. The Shared Data Exam screen appears. On the right hand side, select '**Launch**'.

Shared Data Exam

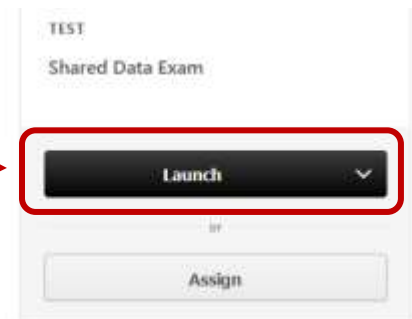
Last Updated: 12/22/2020 | Duration: 30 minutes

Details

Review of knowledge obtained from the Shared Data Training

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Ratings and Reviews



10. The examination instructions will appear. To begin the test, click **Continue**.

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Examination Instructions

You are expected to maintain integrity throughout the examination process.

To begin this test, click "continue".

Warning:

Please do not use your Browser buttons to navigate in the Test.

Please use the navigation buttons at the bottom of each page.

Your test answers will not be recorded if you navigate using the Browser buttons.



11. There are fifteen questions for you to answer. Answer the questions and then click on **'Summary'**.

Mark for follow up

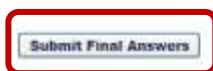


12. The Test Review screen appears. Make sure you have answered all questions and choose **'Submit Final Answers'**.

Test Review

Any questions that you marked for follow up are noted with a flag. You may go to a section by clicking on the link in the Options column.

Questions	SECTION	ANSWERED
FOLLOW UP	Questions	15 of 15
	Question 1 of 15	Answered
	Question 2 of 15	Answered
	Question 3 of 15	Answered
	Question 4 of 15	Answered
	Question 5 of 15	Answered
	Question 6 of 15	Answered
	Question 7 of 15	Answered
	Question 8 of 15	Answered
	Question 9 of 15	Answered
	Question 10 of 15	Answered
	Question 11 of 15	Answered
	Question 12 of 15	Answered
	Question 13 of 15	Answered
	Question 14 of 15	Answered
	Question 15 of 15	Answered



13. Your test results will appear.

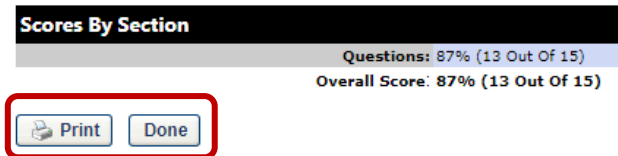
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Questions on Test:	15	Questions on Test:	15
Questions Correct:	13	Questions Correct:	5
Questions Incorrect:	2	Questions Incorrect:	10
Percent Correct:	87%	Percent Correct:	33%
Passing Score:	80%	Passing Score:	80%
Pass/Fail:	Passed	Pass/Fail:	Failed
Review Test:	Review	Review Test:	Review

Scores By Section		Scores By Section	
Questions:	87% (13 Out Of 15)	Questions:	33% (5 Out Of 15)
Overall Score:	87% (13 Out Of 15)	Overall Score:	33% (5 Out Of 15)

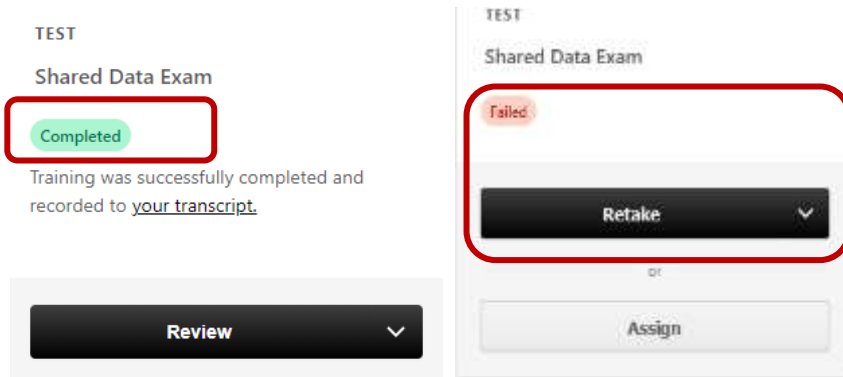
14. Review your score. If it is a passing score (80% or better), select Print and print your score. If it not a passing score, you will need to retake the exam.

15. Select Done. (After printing, select Done).



16. The Shared Data Exam should now show as Completed if you passed the exam.

If you did not pass the exam, it will show as Failed and you must **Retake** the exam. Select **Retake** and go back to step 10 to continue.



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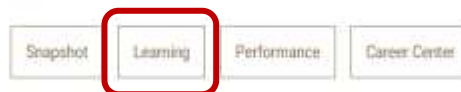
17. Once you pass the exam, you can click on **Review** to review your exam questions. Note that the system does now allow you to retake the exam to try to get a higher score if you passed with an 80% or higher.



If you have any questions or need assistance, please contact the Learning & Organizational Development team at yourlearning@oakland.edu and we will get back to you as quickly as possible.

18. NOTE: If you do not see the Shared Data information under **Featured Training**, you will need to search for it in the *Learning* database.
19. From the Main Menu, click on the word '**Learning**' in the center of the page. Ignore the drop down, literally click on the word '**Learning**'

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Your Action Items

	Due Date
Launch: July '15 Overview, Recruiting & Onboarding	None

Featured Training

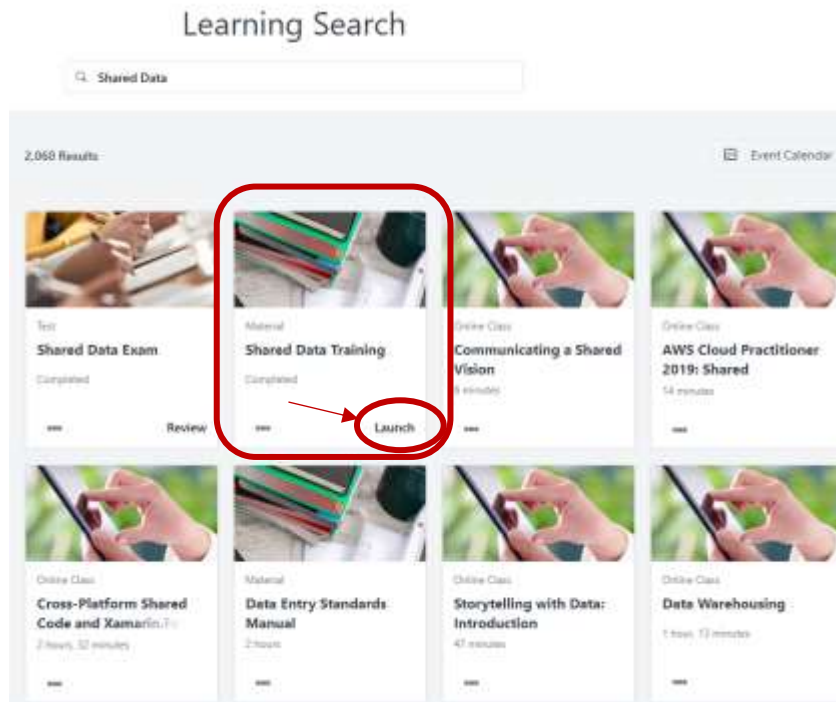
- Degree Works Tutorial
- Oakland University Core Competencies
- Shared Data Exam
- Shared Data Training

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20. At the Learner home page, type 'Shared Data' in the search bar and press Enter.



21. The **Learning Search** box appears with over 2,000 results. You will see *Shared Data Exam* and *Shared Data Training* listed as the first two choices. Click on the word 'Launch' to launch the appropriate training title.



22. **Continue with step 3** from earlier in this document.

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