Printable Guides

What's New

Content Studio

Cornerstone HR

Certifications

Course Catalog

Course Console

Evaluations

Cornerstone Content

Edge/Infrastructure/Tools

General Features (Core)

Admin Compliance Dashboard

Cornerstone for Salesforce (CFS)

Email Triggers for Learning

Connect: Postings, Communities, and Live

Analytics

Learning

Feed

Content

Search

Filter (

2

Learning > Express Class



Express Class Gathered Learning Capture Tool - Overview

The Express Class Gathered Learning Capture Tool allows facilitators and administrators to quickly and easily document gathered learning after the learning takes place and give credit to the learners, from either a mobile or a desktop device.

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PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
	Grants the ability to create and add users to an Express Class for a facilitated training session. This permission can be constrained by OU, User, User Self and Subordinates, and User's OU. This is an end user permission.	Learning - Administration

Use Cases

Use Case #1: Impromptu Training

Bill, a warehouse foreman, sees one of his warehouse unloaders, Zack, drop a stack of boxes onto the floor in the warehouse while operating a forklift. Bill sees an opportunity to give Zack additional training on forklift driving. After giving Zack training, Bill marks adds Zack to Forklift Training 101 on his tablet using Express Class and marks Zack as complete. Zack receives transcript credit for the training.

Use Case #2: Informal Training

Henry, an intern, is having trouble evaluating data in a data analysis software and decides to ask Michelle, his learning administrator, for help. Recognizing that this could be a good learning opportunity for another intern, Michelle asks another intern named David to join them. After an hour of instruction, Michelle decides that Henry and David have learned enough to warrant the completion of the Data Analysis 101 course offered in their company's portal, so she retroactively adds them as attendees to this instructor-led training (ILT) course via Express Class and gives them transcript credit for the training.

Use Case #3: Classroom Training

Andy, a training facilitator at ACME Corp, is responsible for training groups of employees on machinery used on the manufacturing floor. Each week, he gathers employees who require machinery training, delivers the training himself, and then adds the employees who attended his training as attendees to his Express Class, selects the appropriate training in the catalog, and gives them transcript credit for their time with him.

Resources

For information about creating an Express Class, see the following:

- Create Express Class Step One (General Information): See Create Express Class General Information.
- Create Express Class Step Two (Attendees): See Create Express Class Attendees.
- Create Express Class Step Three (Summary): See Create Express Class Summary.
- For information about how Express Classes appear on user transcripts, see the following:
 - Express Class on User Transcript: See Express Class on Transcript.

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Create Express Class - General Information
Create Express Class - Attendees
Express Class - Complete Existing
Registration
Create Express Class - Summary
Express Class Summary
Express Class - List of Attendees
Express Class Define Training Time
Express Class Gathered Learning Capture
Tool - FAQ