2025

Cornerstone Training Instructions

CORNERSTONE LEARNING MANAGEMENT SYSTEM (LMS)

TRACY SMITH

Accessing Cornerstone

If you do not receive an email with a direct link to the assigned training, please navigate to Cornerstone LMS

As a DHHS Employee you can use the Single Sign On (SSO) option located directly below the username and password options.

After you are successfully logged in you will be directed to your Learner Home page where you can access the training that has been assigned to you.

Learner Home

If **Learner Home** does not automatically open, you can access this location by selecting the ☰ in the top right corner of the screen.
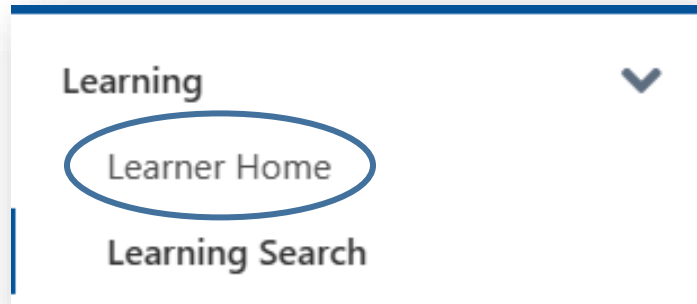
Here you will find all courses that have been assigned to you or are in progress.

To open your instance of the **DCYF/CWEP Special Education** curriculum you have three options. First, choose **Open Curriculum** in the bottom right-hand corner of the learning object. Second, hover over the three dots to open the curriculum. Third, click the title of the training to open the object and choose the option **Open Curriculum** in the top right corner
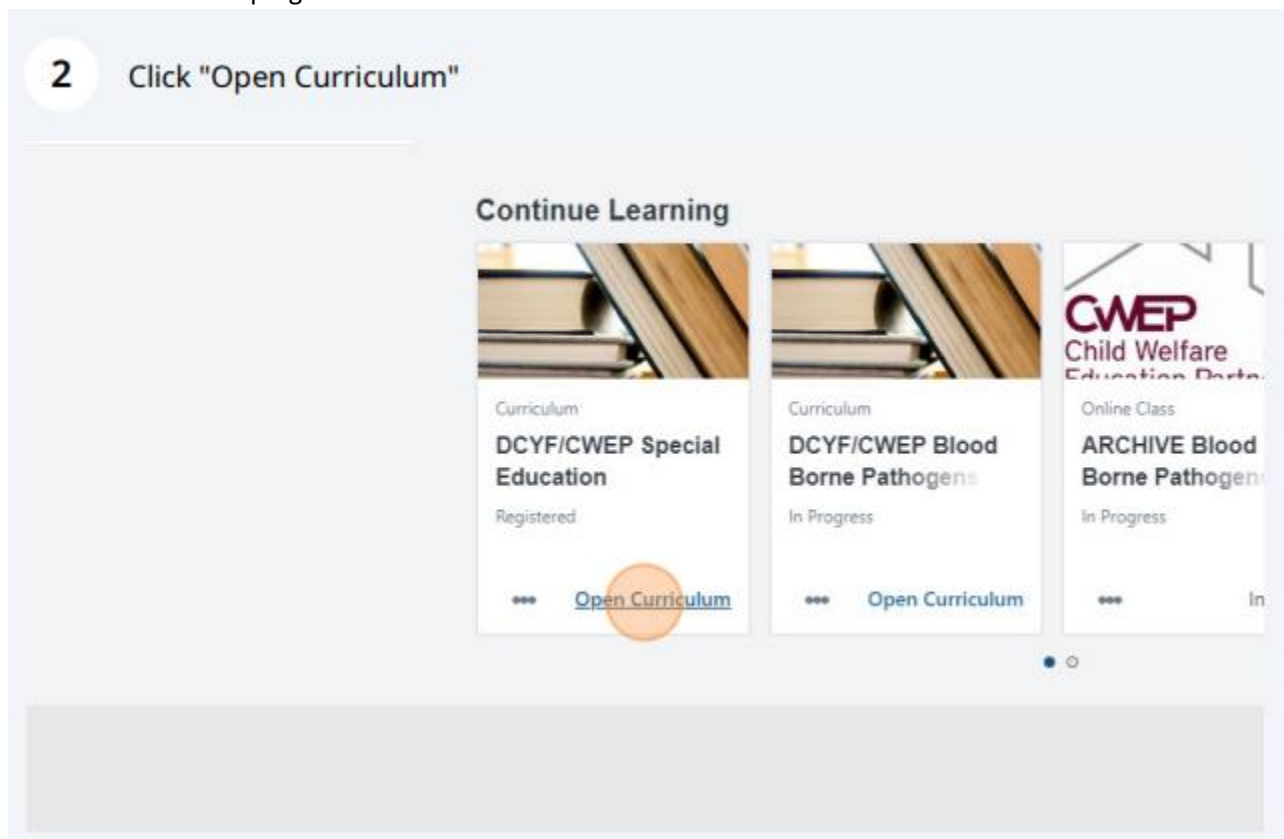
Once the curriculum is open the Cornerstone Course Menu will appear.

Moving through the curriculum

Choose **Activate and Launch** to open the first module. Upon completion of this module, the next module will become available for you.
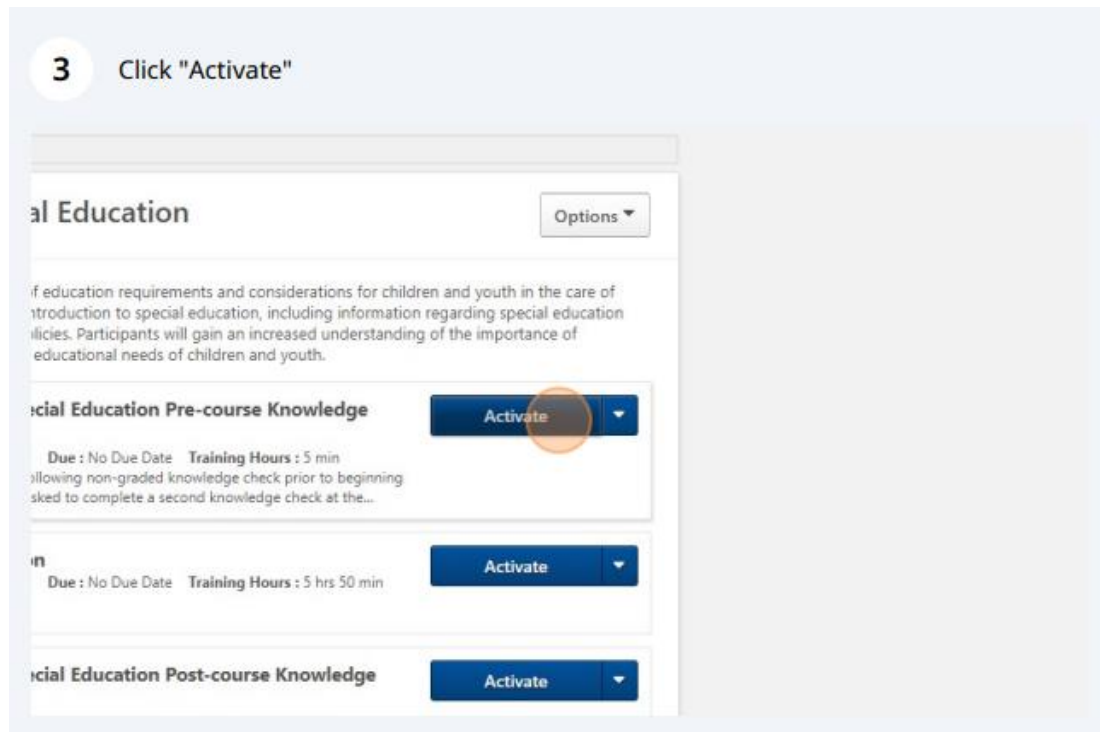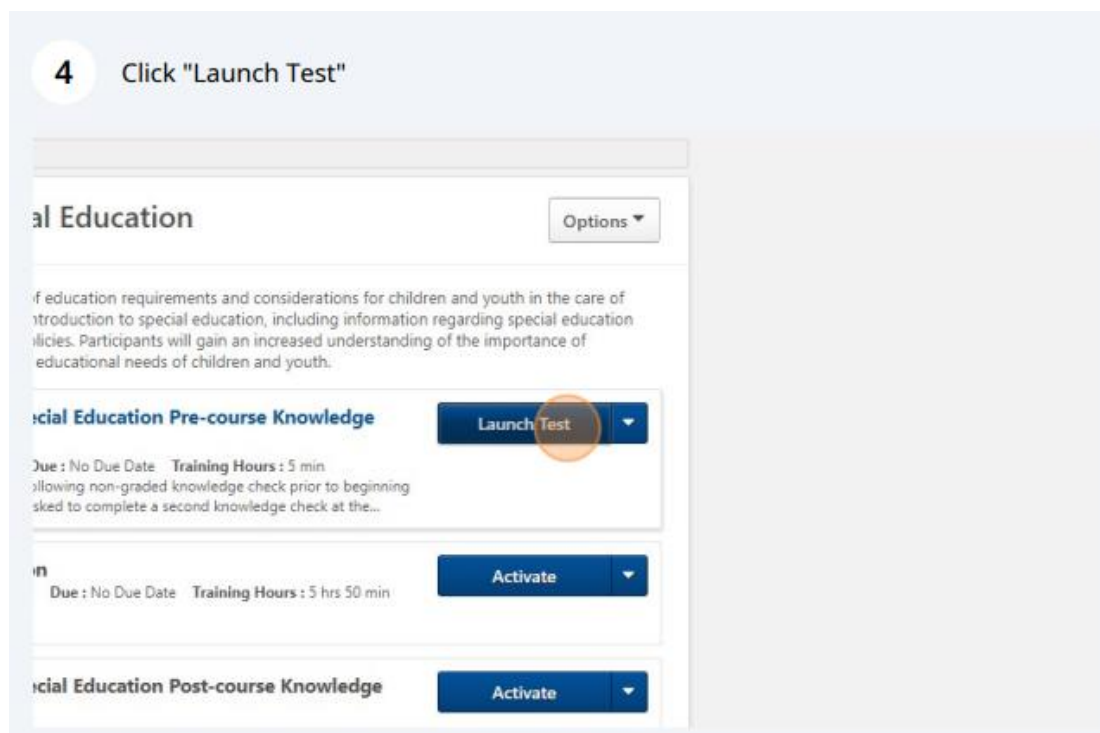
3 Click "Activate"

al Education   Options ▾

f education requirements and considerations for children and youth in the care of
itroduction to special education, including information regarding special education
licies. Participants will gain an increased understanding of the importance of
educational needs of children and youth.

cial Education Pre-course Knowledge   [Activate] ▾

  Due : No Due Date   **Training Hours :** 5 min
llowing non-graded knowledge check prior to beginning
sked to complete a second knowledge check at the...

n
  Due : No Due Date   **Training Hours :** 5 hrs 50 min   [Activate] ▾

cial Education Post-course Knowledge   [Activate] ▾

4 Click "Launch Test"

al Education   Options ▾

f education requirements and considerations for children and youth in the care of
itroduction to special education, including information regarding special education
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educational needs of children and youth.

cial Education Pre-course Knowledge   [Launch Test] ▾

Due : No Due Date   **Training Hours :** 5 min
llowing non-graded knowledge check prior to beginning
sked to complete a second knowledge check at the...

n
  Due : No Due Date   **Training Hours :** 5 hrs 50 min   [Activate] ▾

cial Education Post-course Knowledge   [Activate] ▾

First: Pre- and Post-Knowledge Checks

Each course curriculum has a pre- and post-knowledge check. Select Continue to open the list of questions.

5   Click "Continue"

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.

Cancel   Continue

Answer each of the questions listed. If you must exit the knowledge check before completing, select **"Save/Return Later"**. This option will close the knowledge check and retain the questions that were completed. Once all questions are complete, select **"Summary"**.

20   Click "Summary"

☐ Mark for follow up

Question 7 of 8.

If a child does not currently have an IEP, they do not need a special education referral meeting when entering or changing placements.

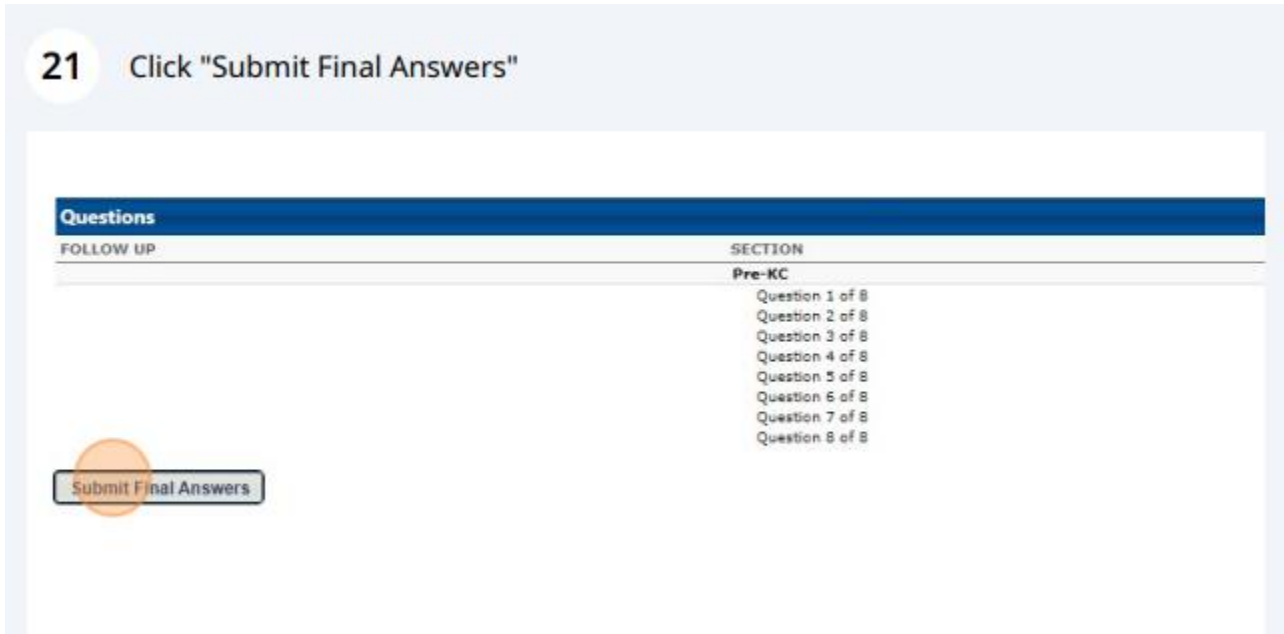True   False
●   ○

☐ Mark for follow up

Question 8 of 8.

An educational surrogate has the ability to (select all that apply)

☑ Decide which school a child can attend.
☑ Request appropriate evaluations for the child/youth.
☐ Actively participates in special education team meetings.
☑ Advocate for the child to ensure the child receives a Free and Appropriate Education in the Least Restrictive Environment.
☐ Sign the child's permission form to attend a field trip.

☐ r follow up

Save / Return Later   Summary

The summary will confirm if all questions have been answered, if so select **"Submit Final Answers"**.
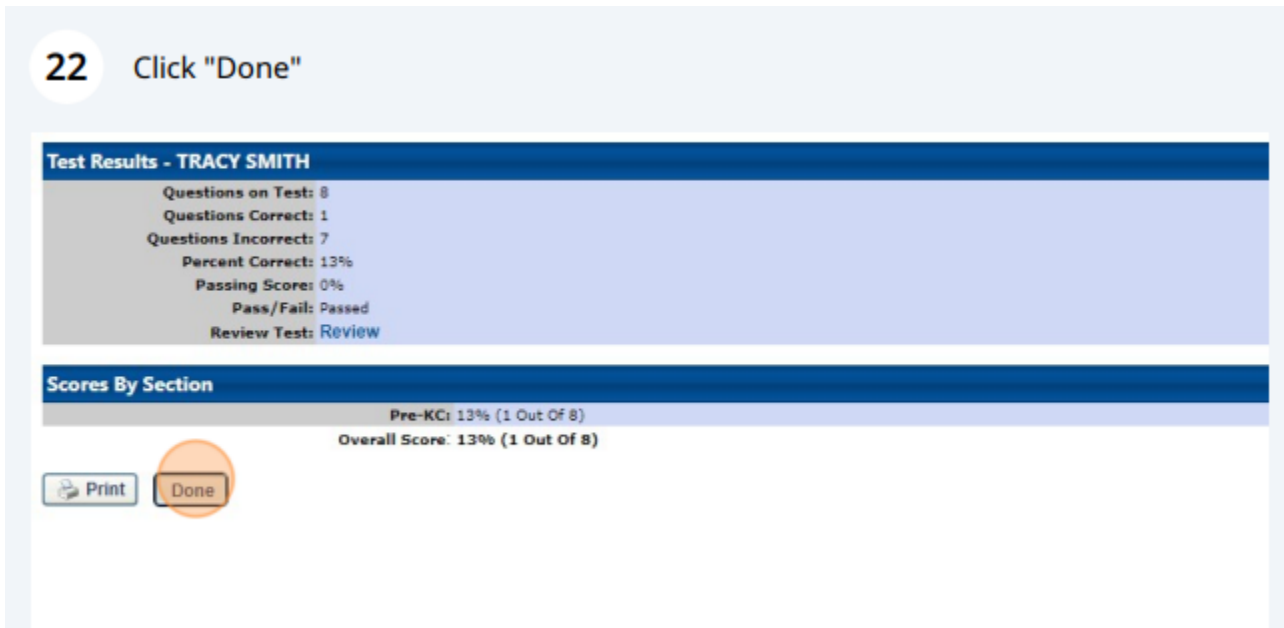
21 Click "Submit Final Answers"

Questions	
FOLLOW UP	SECTION
	Pre-KC
	Question 1 of 8
	Question 2 of 8
	Question 3 of 8
	Question 4 of 8
	Question 5 of 8
	Question 6 of 8
	Question 7 of 8
	Question 8 of 8

Submit Final Answers

You may view your knowledge check results by selecting **"Review Test"** otherwise click **"Done"**.

22 Click "Done"

Test Results - TRACY SMITH

Questions on Test:	8
Questions Correct:	1
Questions Incorrect:	7
Percent Correct:	13%
Passing Score:	0%
Pass/Fail:	Passed
Review Test:	Review

Scores By Section

Pre-KC: 13% (1 Out Of 8)

Overall Score: 13% (1 Out Of 8)

Print   Done

Second: Move through the course content

Next, **Activate** and **Launch** the course content.

23   Click "Activate"

rview of education requirements and considerations for children and youth in the care of
de an introduction to special education, including information regarding special education
sion policies. Participants will gain an increased understanding of the importance of
for the educational needs of children and youth.

EP Special Education Pre-course Knowledge — [Review ▾]

leted   Due : No Due Date   Training Hours : 5 min
te the following non-graded knowledge check prior to beginning
will be asked to complete a second knowledge check at the...

ucation — [Activate ▾]
ctivated   Due : No Due Date   Training Hours : 5 hrs 50 min

EP Special Education Post-course Knowledge — [Activate ▾]

ctivated   Due : No Due Date   Training Hours : 5 min
te the following end-of-course knowledge check. This second
eck at the conclusion of the course helps us to compare your...

EP Special Education Evaluation — [Activate ▾]
ctivated   Due : No Due Date

24   Click "Launch"

rview of education requirements and considerations for children and youth in the care of
de an introduction to special education, including information regarding special education
sion policies. Participants will gain an increased understanding of the importance of
for the educational needs of children and youth.

EP Special Education Pre-course Knowledge — [Review ▾]

leted   Due : No Due Date   Training Hours : 5 min
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will be asked to complete a second knowledge check at the...

ucation — [Launch ▾]
ered   Due : No Due Date   Training Hours : 5 hrs 50 min

EP Special Education Post-course Knowledge — [Activate ▾]

ctivated   Due : No Due Date   Training Hours : 5 min
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eck at the conclusion of the course helps us to compare your...

EP Special Education Evaluation — [Activate ▾]
ctivated   Due : No Due Date

Selecting "**Start Course**" will open the Introduction where the course description and learning outcomes are.

25 Click "START COURSE"

Special Education

START COURSE

Below the learning outcomes will be any DCYF policies, SOPS, and forms that are referenced during the course. It is recommended to access the Policy Library on the R Drive to access these documents. Next, at bottom of screen, select Lesson 2.

26 Click "Lesson 2 - Educational Considerations and an Introduction to Special Education"

- DCYF Policy 1667 Educational Requirements for Children and Youth with Disabilities
- DCYF Policy 1668 Educational Surrogates
- DCYF Form 1666 Educational Best Interest Determination
- DCYF Form 1667 Notice to School District of Residence Change
- DCYF Form 1668 Immediate Public-School Enrollment for Child in DCYF Care
- DCYF Form 1669 School Transition Plan for a Child in DCYF Care
- DCYF Form 1693 Educational Transition Letter

Lesson 2 - Educational Considerations and an Introduction to Special Education
∨
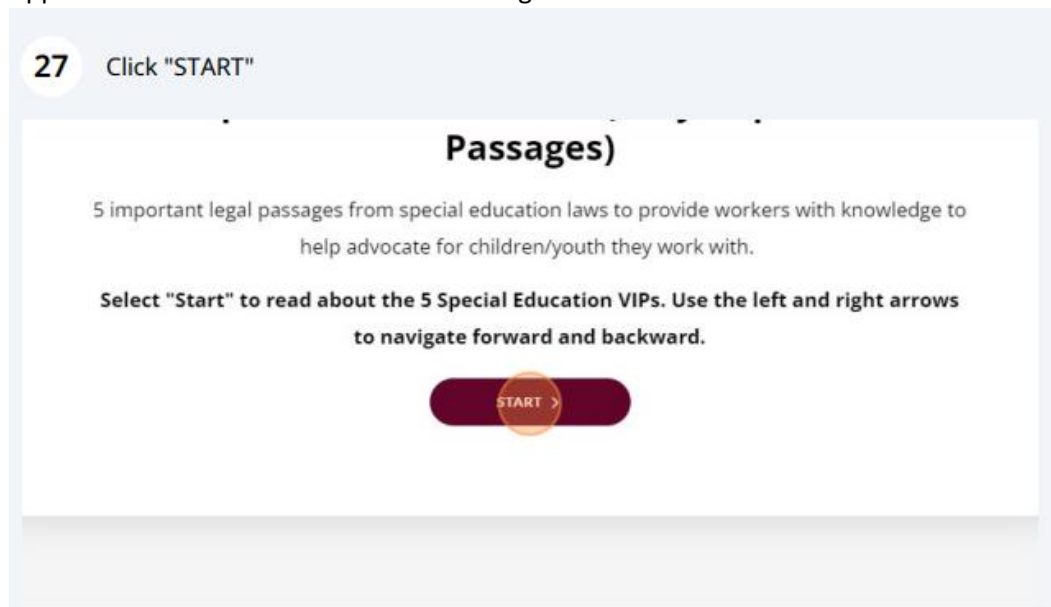
Course Activities

Many courses have various activities that must be completed before continuing through the course. Instructions on how to complete these activities are included in the course. Below is a general description of common activities you will see.

Process Cards

Appear like a mini book. Click **"Start"** to begin
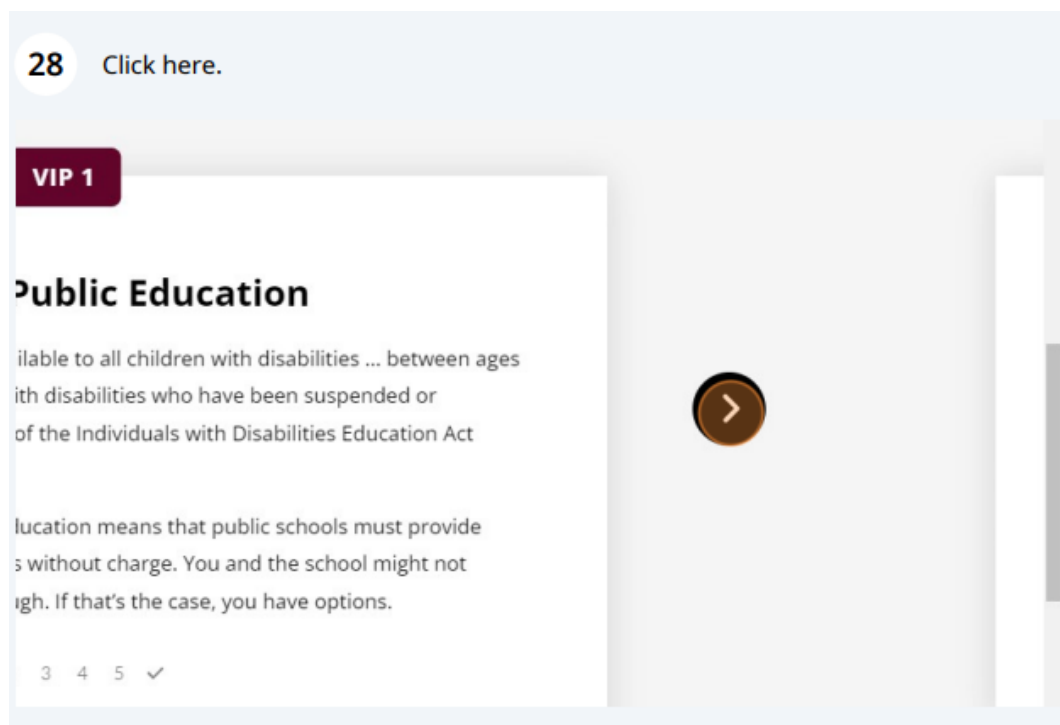
Select the **right arrow key** to continue through each page (process card) until all pages have been viewed.

Accordions

The accordion style will have a plus sign image "+". Click each of the "+" signs to reveal additional information. All "+" signs must be opened before continuing.

33 Click "+"

o learn the definitions to each education vocabulary   EXIT COU

| + |
| + |
| + |
| + |
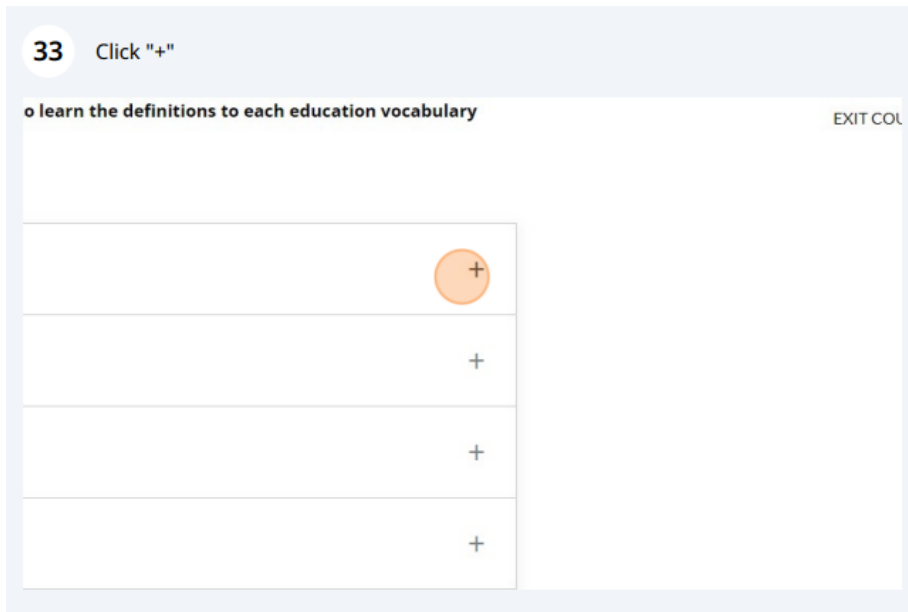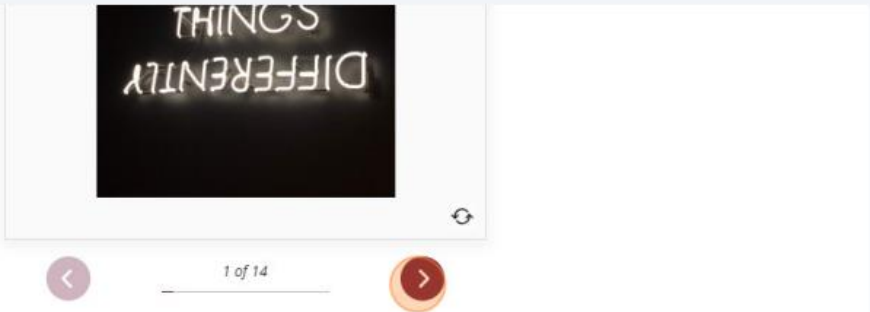
Flip Cards

Select the "click to flip" icon (bottom right of the card) to view the backside of each card.

46 Click this icon.

Special Education Acronyms

Click to flip

↺
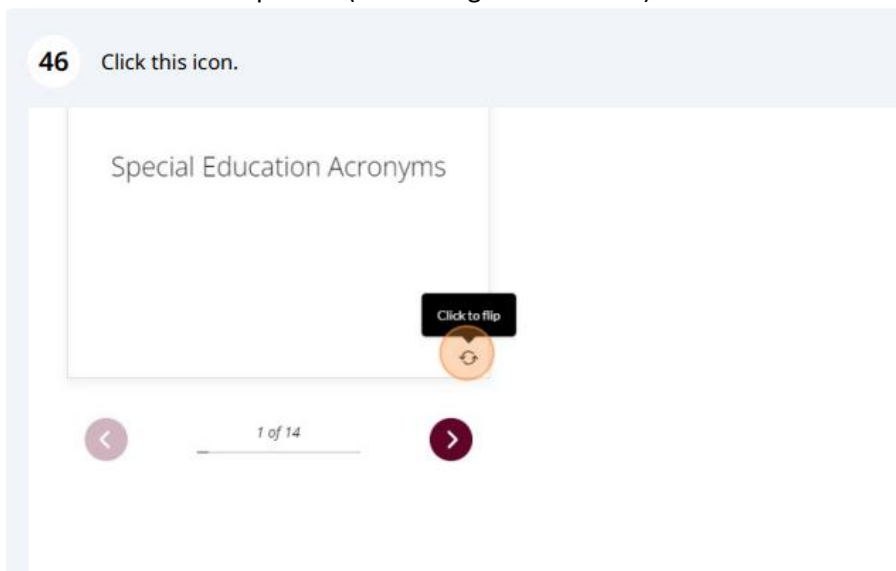
‹   1 of 14   ›

In the example below, there are 14 cards. Click the bottom right arrow key to reveal the next card. Proceed until all cards have been viewed (front and back).

47 Click this icon.

THINGS
DIFFERENTLY

1 of 14

Complete the content above before moving on.

Tabs

Select each tab to view the information.

74 Click "WHO QUALIFIES FOR SPECIAL EDUCATION?"

Select each of the tabs below (there are ten) to learn about important special edu concepts.
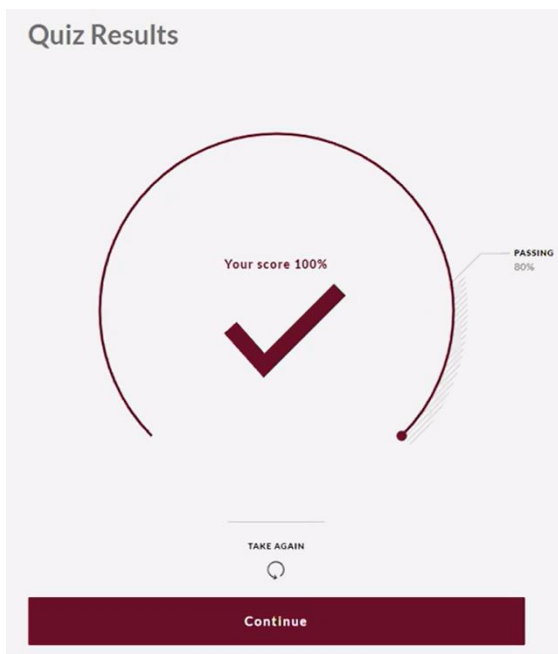
| SPECIAL EDUCATION TODAY | WHO QUALIFIES FOR SPECIAL EDUCATION? | DISABILITIES COVERED BY SPECIAL EDUCATION | LEAST RESTRICTI ENVIRONM |

When you think of special education, do you picture children with disabilities in a clas separate from their peers? Well, the field of special education has changed from the past. Today, special education, focuses on helping children with a disability learn but mean they need to be removed from the classroom and federal law requires that the alongside their peers.

Click the right arrow to reveal those tabs that did not fit on the first page. Each tab must be opened and read to complete this activity.

Quizzes

All quizzes within the course allow for unlimited attempts to reach the passing score of 80% (Sexual Harassment and Assault Awareness (PREA) requires a passing score of 100%). Learners must receive a passing score before continuing through the course.

Download Resources

When downloading a PDF select the download icon and open the file to view. When the file is open, you will have the option to save or print. Once complete, close the file. This will return you to the Cornerstone course menu. DO NOT LAUNCH THE COURSE, instead minimize this screen. The reason is the course is still open in the background. Course links follow the same instructions.

89 Click this icon.

ynia Kaufman, MS is the senior manager of editorial

ier educator and presents nationwide at education

lisco, JD is a practicing attorney in the areas of education

law.

pdf

Exiting the course

If you must exit a course before completion, click "EXIT COURSE" (top right)

Emotional Issues and School Discipline

EXIT COURSE

Trauma is common for kids in foster care. It might be the result of abuse or neglect, or of being
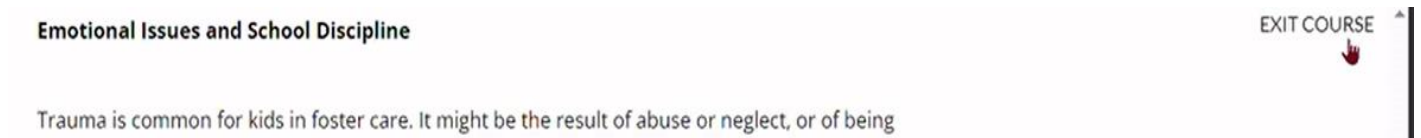
Returning to Cornerstone Dashboard

The course will appear as "**in Progress**" Select "**Open Curriculum**". The Curriculum progress will be provided. From the course menu launch the course content. You will be able to continue where you left off.

Special Education

33% COMPLETE

≡ Introduction ✓

≡ Educational Considerations and an Introduction to Special Education ✓

≡ Ensuring Educational Stability and Supporting the Educational Needs of Children and Youth in Care ○

Finishing the training

Course Completion

Congratulations!! You have completed the course, you may exit and proceed to the post-course knowledge check and evaluation.
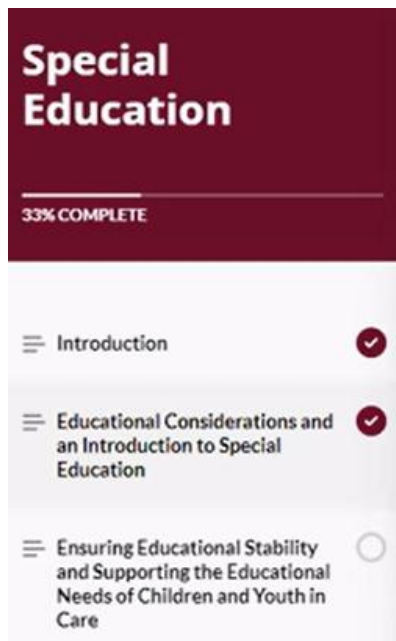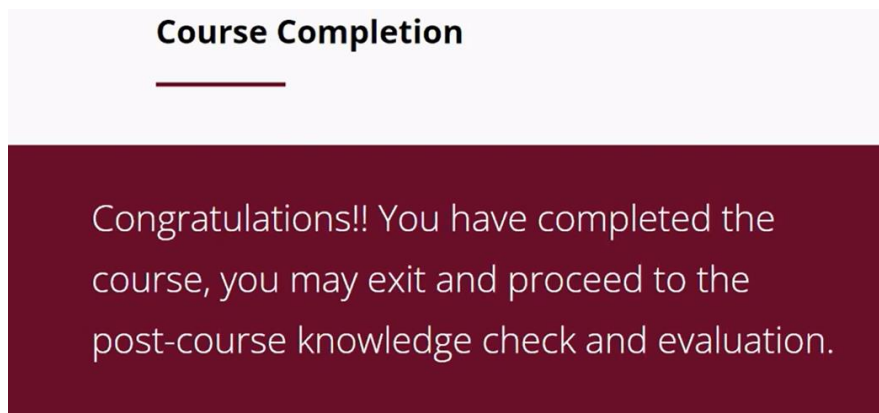
"Exit Course" to return to the Cornerstone Course Menu

Notice the curriculum progress is **50%** this is because the Post-course Knowledge Check and DCYF/CWEP Evaluation must be completed. Post-course instructions are the same as the Pre-Course.

The next step is to **"Activate and "Launch" the evaluation.**

The course evaluation will open in a separate window.

Read and rate each of the evaluation statements and provide your comments. Once complete select "**Submit**". You will receive a "Thank you" message once complete. Close this window to return to your Cornerstone Course Menu.

The final step is to mark the evaluation as **"Mark Complete"**.
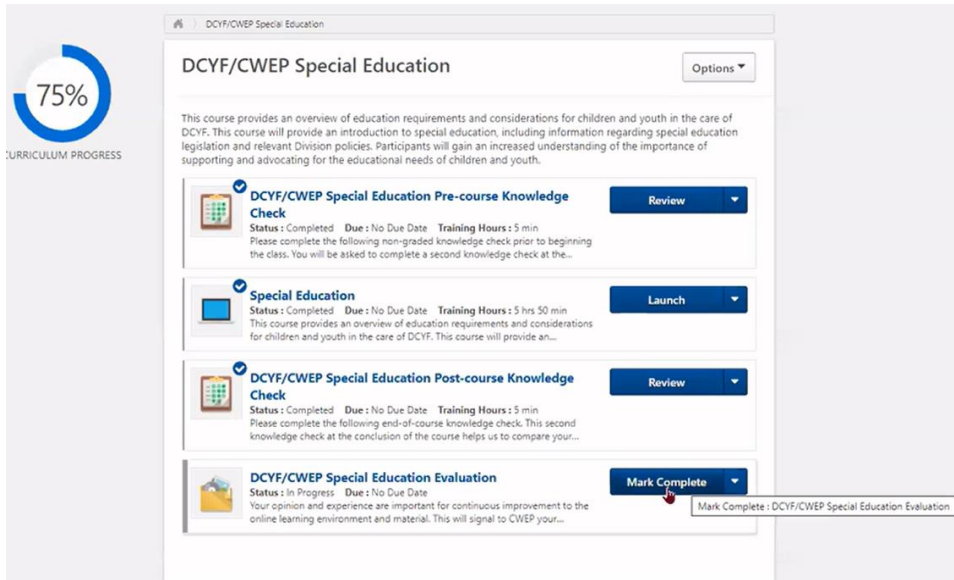
Once this has been done, the course menu will show 100% complete.

Accessing Transcripts

Go to "**Learner Home**", select "**My Training**", to review your completed training on your transcript. Here you can review the completion page, your certificate, or reopen the curriculum.

Training Completion

You have completed **Workplace Ethics**! Please print your completion certificate and provide a rating for the training below.

What's next?

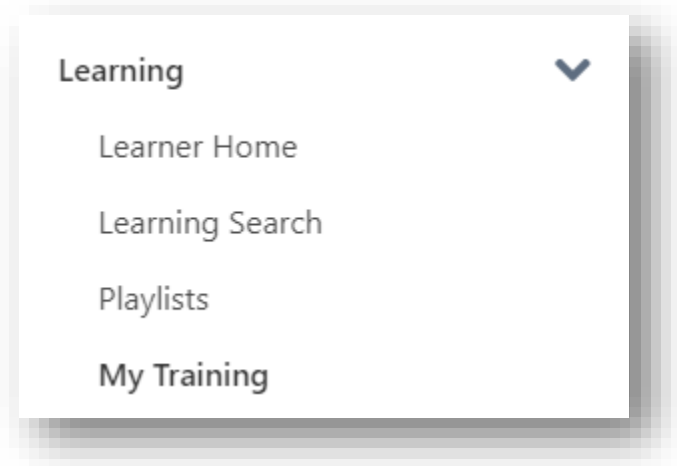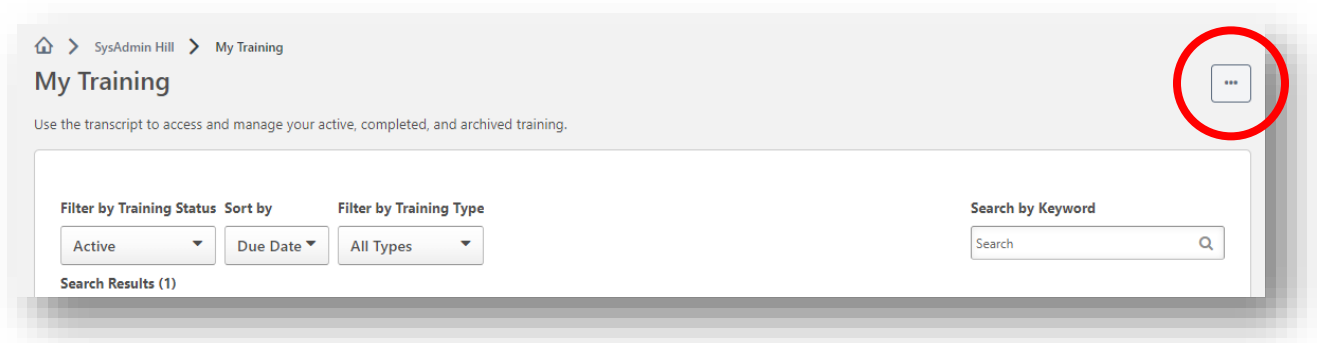**Rate This Training**

☆☆☆☆☆

View My Certificate

Evaluation Completed
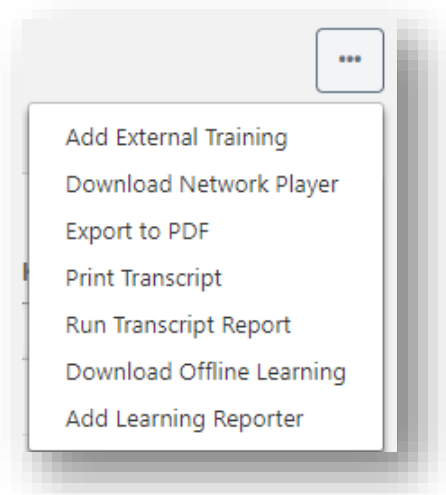
Adding External Training to your Transcript

From your transcript (My Training) page you can add external training you have completed to your individual transcript. Start by choosing **Learning | My Training.**

From this page you will see an ellipsis in the right-hand corner of the page.

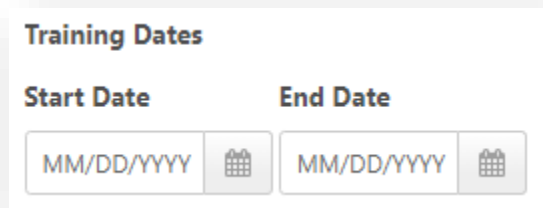From this dropdown list you will see the **Add External Training** link.

From this page you can begin to add general information about the training including the **Title, Description, and Institution.**
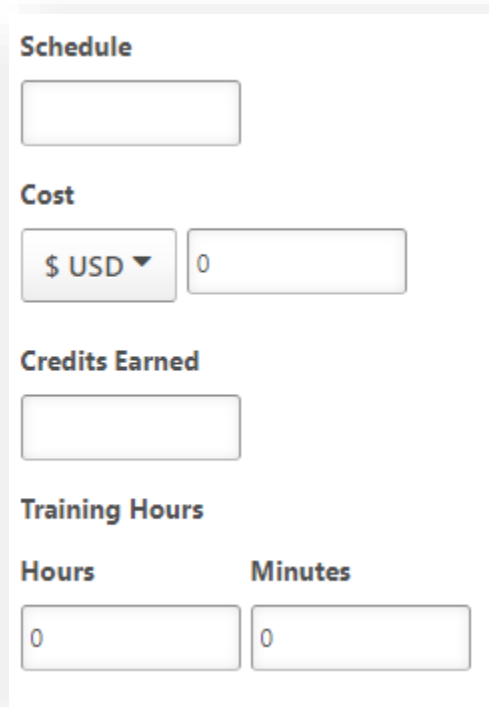
Title *

Training Description

Institution

Additional information you will want to add includes the **Training Dates** which should include start and end dates.

Training Dates

Start Date   End Date

MM/DD/YYYY 📅   MM/DD/YYYY 📅

Schedule, Cost, Credits Earned are not required fields but be sure to enter the number of hours under **Training Hours** in order to ensure your annual training hours are accurate.

Schedule

Cost

$ USD ▼   0

Credits Earned

Training Hours

Hours   Minutes

0   0

To support your training hours, upload proof of attendance, such as a training certificate, using the **Attachment(s).** You can select the applicable file from your directory by clicking the blue "**Select a file**" button and navigating to the corresponding file.

Attachment(s)

Drag and drop files here or   Select a file

After all information is completed you will choose the **Submit** button at the bottom of the form which will generate a email to your Supervisor for approval. Once approved it will then be added to your transcript as a permanent record.

Cancel   **Submit**