



# Cornerstone Training Instructions

## CORNERSTONE LEARNING MANAGEMENT SYSTEM (LMS)

TRACY SMITH

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## 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.



**NEW HAMPSHIRE**  
**DHHS**  
DEPARTMENT OF  
HEALTH & HUMAN SERVICES

Welcome to NH DHHS Learning Management System - Production Site  
If you know your credentials, please enter them below.

Current Users Login

Username:

Password:

Forgot Username?  
Forgot password?

LOGIN

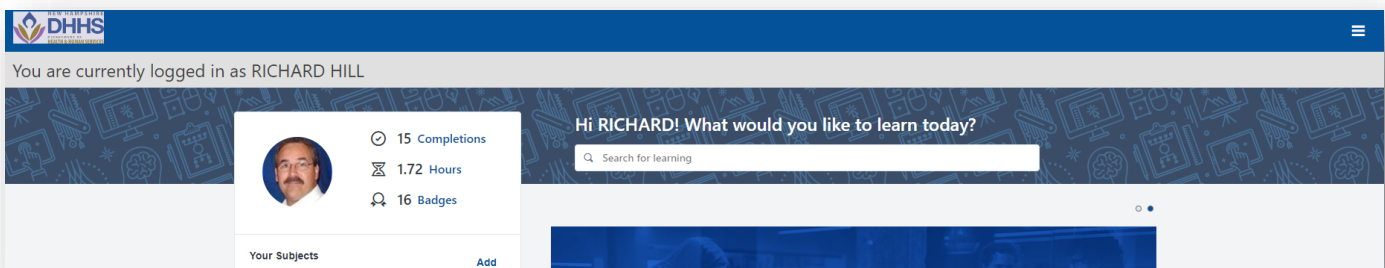
If you are a DHHS Employee, please use this link to access the Learning Management System. **Click here!**

Need help logging in? [Contact us!](#)

SEAL OF THE STATE OF NEW HAMPSHIRE  
1776

State of New Hampshire  
Department of Health and Human Services

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.



DHHS

You are currently logged in as RICHARD HILL


Hi RICHARD! What would you like to learn today?

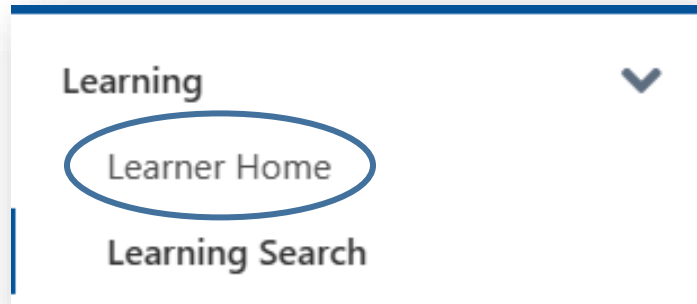
Search for learning

15 Completions  
1.72 Hours  
16 Badges

Your Subjects Add

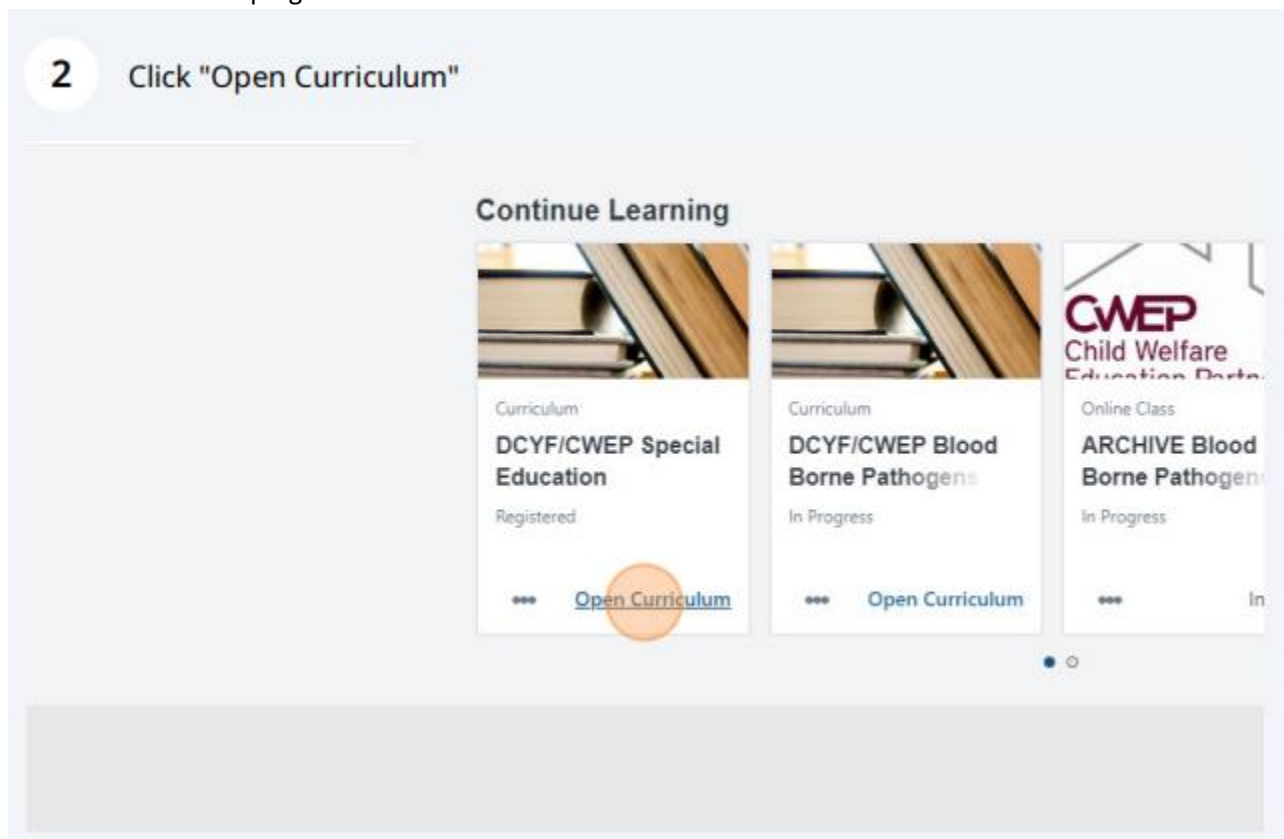
## Learner Home

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

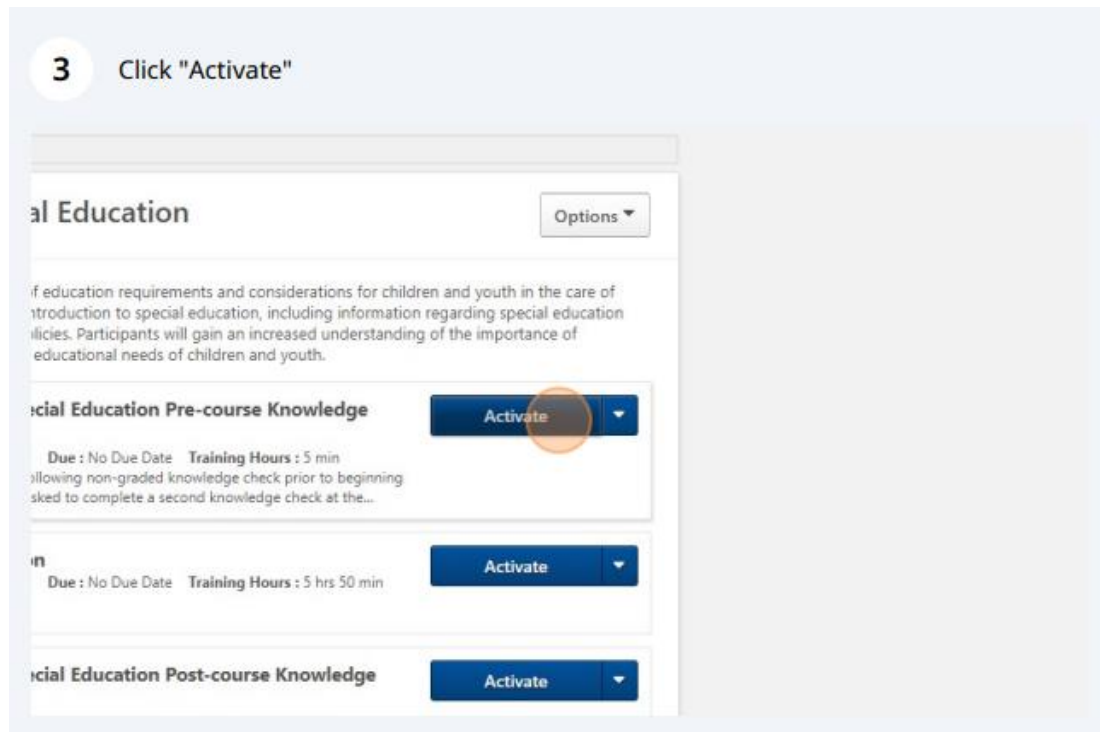


Once the curriculum is open the Cornerstone Course Menu will appear.

## Moving through the curriculum

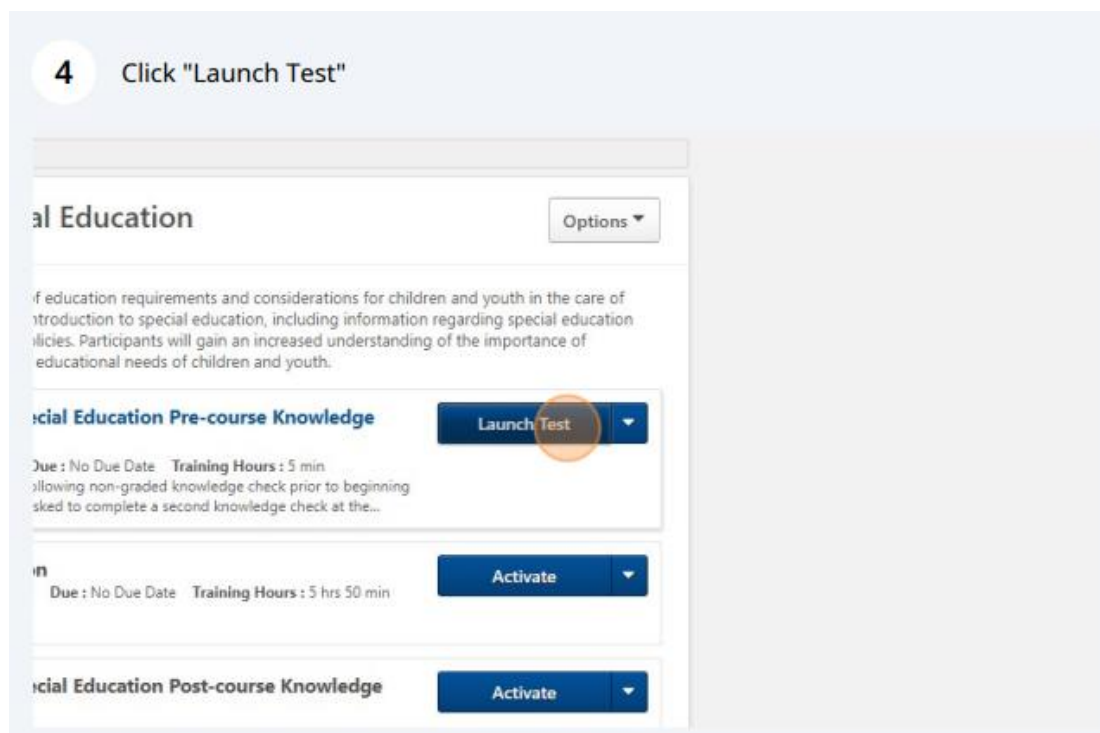
Choose **Activate and Launch** to open the first module. Upon completion of this module, the next module will become available for you.

**3** Click "Activate"



The screenshot shows a course titled "Special Education" with an "Options" dropdown menu. Below the title is a description: "Special education requirements and considerations for children and youth in the care of... introduction to special education, including information regarding special education policies. Participants will gain an increased understanding of the importance of educational needs of children and youth." There are three modules listed, each with an "Activate" button. The first module, "Special Education Pre-course Knowledge", has a "Due" date of "No Due Date" and "Training Hours" of "5 min". The second module, "Special Education", has a "Due" date of "No Due Date" and "Training Hours" of "5 hrs 50 min". The third module, "Special Education Post-course Knowledge", has a "Due" date of "No Due Date" and "Training Hours" of "5 min". The "Activate" button for the first module is circled in orange.

**4** Click "Launch Test"



The screenshot shows the same course as above, but the "Launch Test" button for the "Special Education Pre-course Knowledge" module is circled in orange. The other modules and their details remain the same.

## 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.

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

---

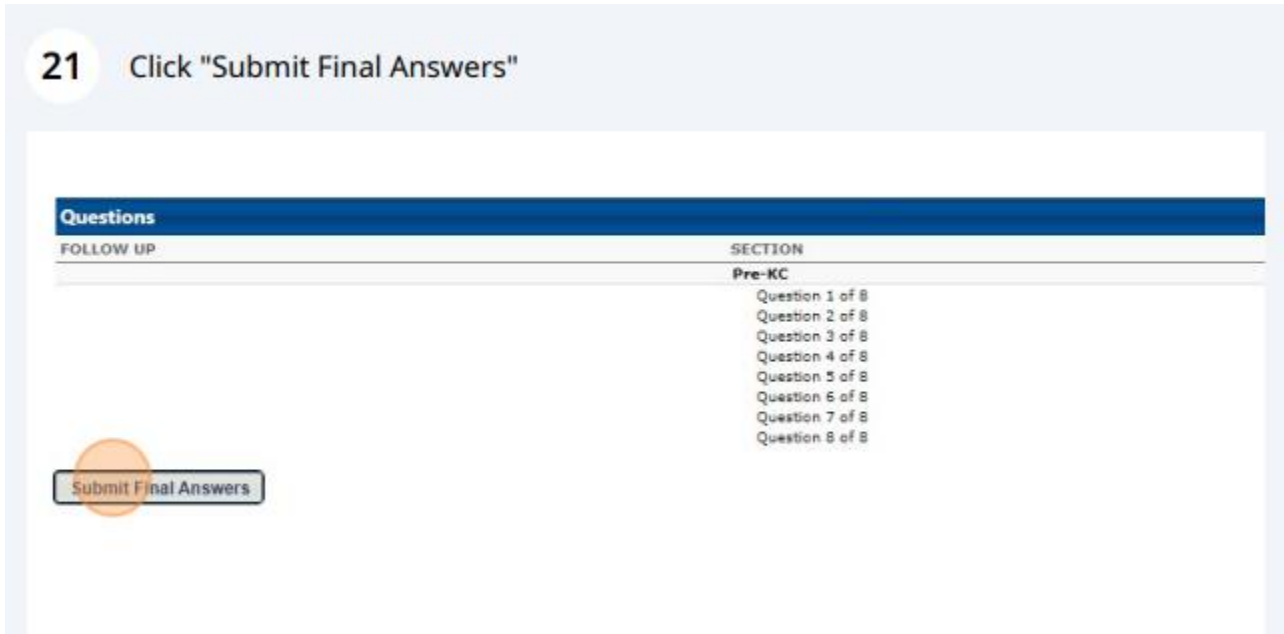
**Question 8 of 8.**  
An educational surrogate has the ability to (select all that apply)

- 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.

Mark for follow up

The summary will confirm if all questions have been answered, if so select **“Submit Final Answers”**.

## 21 Click "Submit Final Answers"



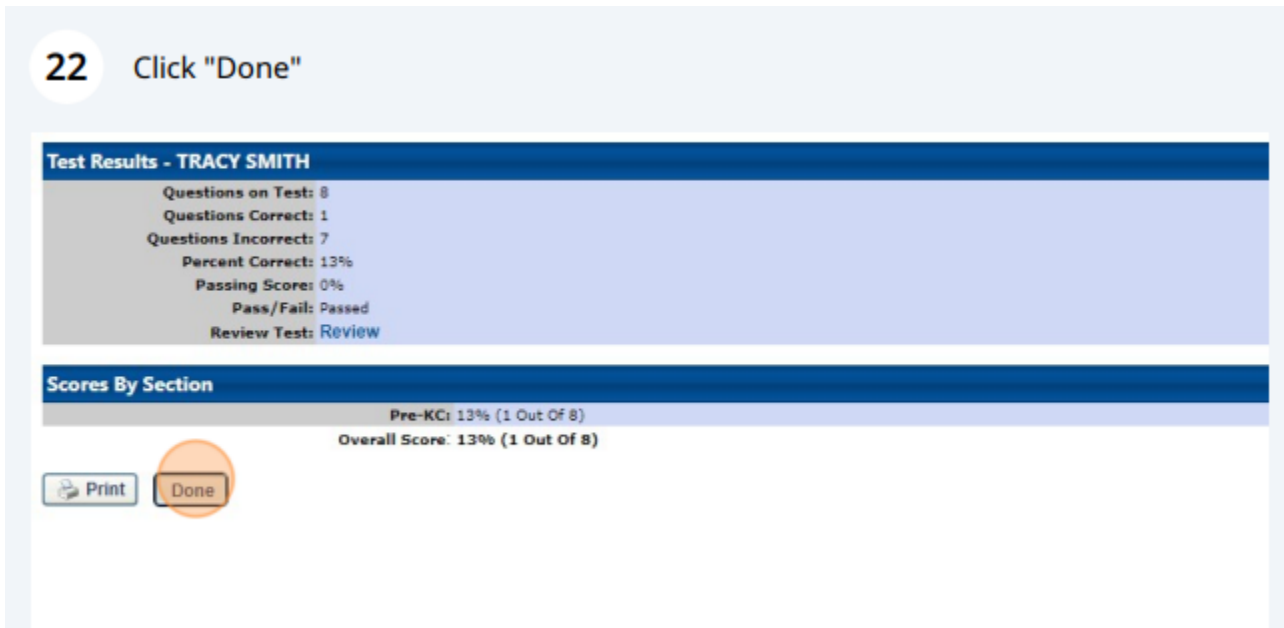
The screenshot shows a test interface with a blue header bar labeled "Questions". Below the header, there are two columns: "FOLLOW UP" and "SECTION". The "SECTION" column lists "Pre-KC" and a list of questions from "Question 1 of 8" to "Question 8 of 8". A button labeled "Submit Final Answers" is highlighted with an orange circle.

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"



The screenshot shows test results for Tracy Smith. The "Test Results - TRACY SMITH" section displays the following statistics:

- Questions on Test: 8
- Questions Correct: 1
- Questions Incorrect: 7
- Percent Correct: 13%
- Passing Score: 0%
- Pass/Fail: Passed
- Review Test: [Review](#)

The "Scores By Section" section shows:

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

Buttons for "Print" and "Done" are visible at the bottom left, with the "Done" button highlighted by an orange circle.

## Second: Move through the course content

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

### 23 Click "Activate"

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

**IP Special Education Pre-course Knowledge** Review

Not started Due: No Due Date Training Hours: 5 min  
Complete the following non-graded knowledge check prior to beginning...  
...You will be asked to complete a second knowledge check at the...

**Special Education** Activate

Not started Due: No Due Date Training Hours: 5 hrs 50 min

**IP Special Education Post-course Knowledge** Activate

Not started Due: No Due Date Training Hours: 5 min  
Complete the following end-of-course knowledge check. This second...  
...check at the conclusion of the course helps us to compare your...

**IP Special Education Evaluation** Activate

Not started Due: No Due Date

### 24 Click "Launch"

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

**IP Special Education Pre-course Knowledge** Review

Not started Due: No Due Date Training Hours: 5 min  
Complete the following non-graded knowledge check prior to beginning...  
...You will be asked to complete a second knowledge check at the...

**Special Education** Launch

Not started Due: No Due Date Training Hours: 5 hrs 50 min

**IP Special Education Post-course Knowledge** Activate

Not started Due: No Due Date Training Hours: 5 min  
Complete the following end-of-course knowledge check. This second...  
...check at the conclusion of the course helps us to compare your...

**IP Special Education Evaluation** Activate

Not started 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



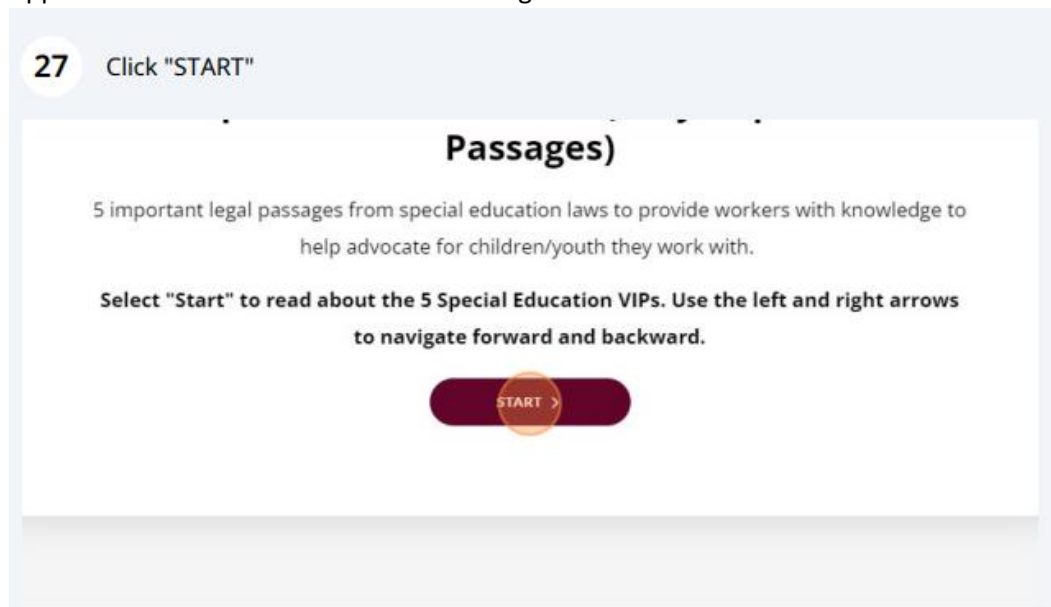
## Course Activities

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

27 Click "START"



**Passages)**

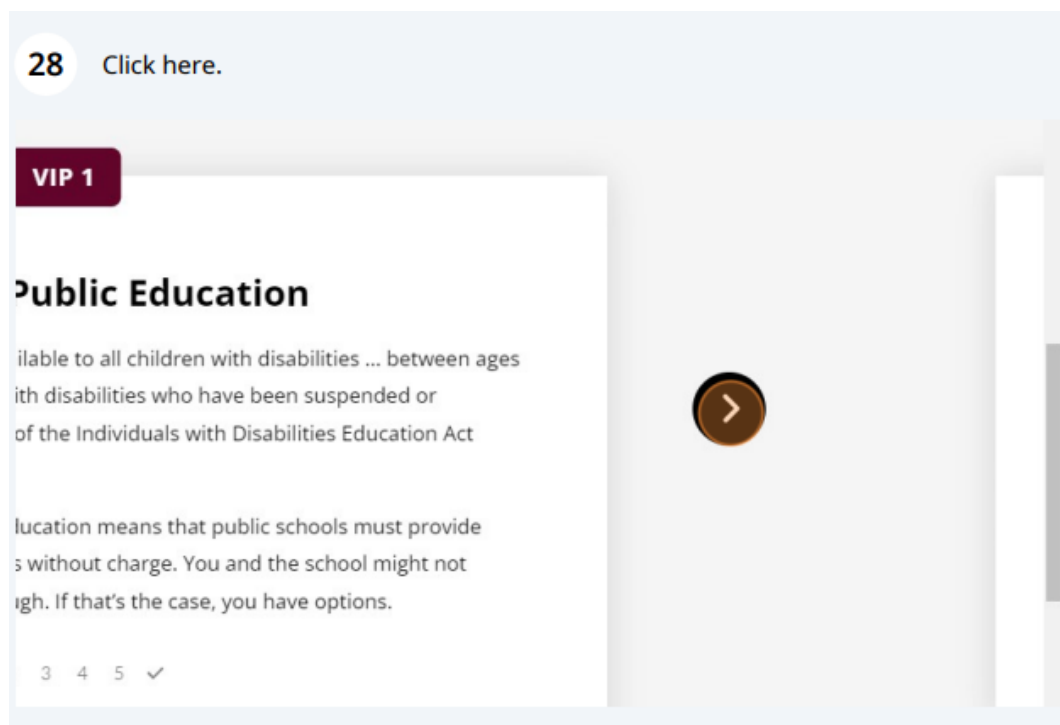
5 important legal passages from special education laws to provide workers with knowledge to help advocate for children/youth they work with.

Select "Start" to read about the 5 Special Education VIPs. Use the left and right arrows to navigate forward and backward.

START >

Select the **right arrow key** to continue through each page (process card) until all pages have been viewed.

28 Click here.



**VIP 1**

**Public Education**

ilable to all children with disabilities ... between ages  
ith disabilities who have been suspended or  
of the Individuals with Disabilities Education Act

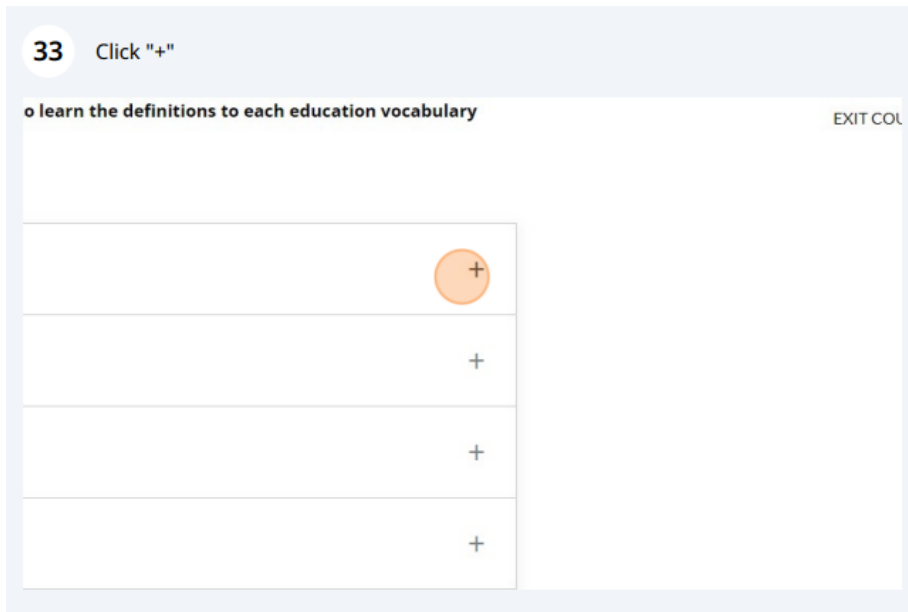
lucation means that public schools must provide  
s without charge. You and the school might not  
igh. If that's the case, you have options.

3 4 5 ✓

>

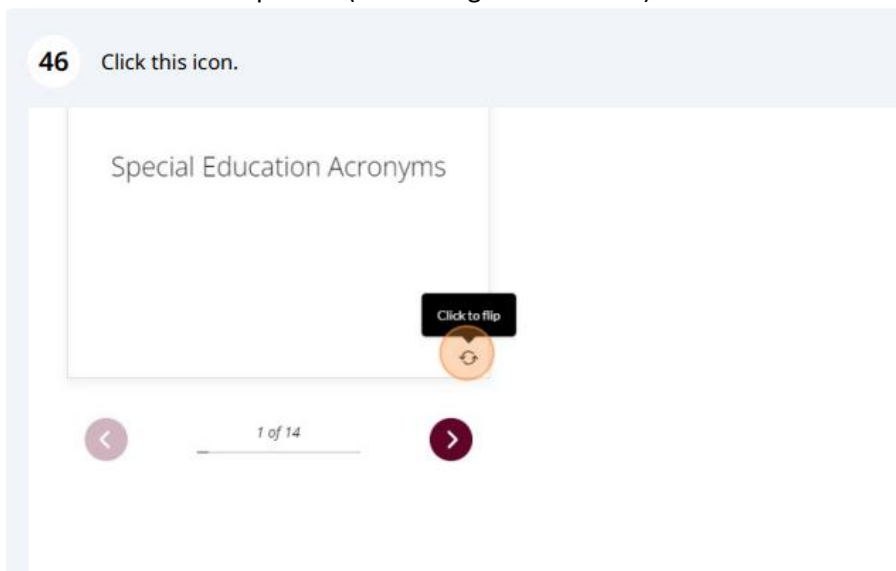
## Accordions

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.



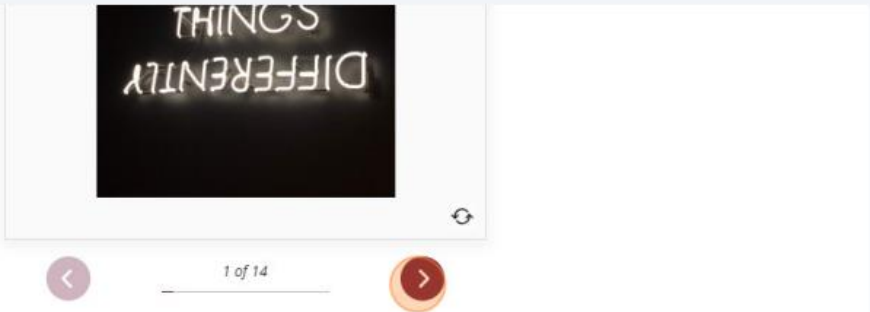
## Flip Cards

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



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.



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 education concepts.


SPECIAL EDUCATION TODAY	WHO QUALIFIES FOR SPECIAL EDUCATION?	DISABILITIES COVERED BY SPECIAL EDUCATION	LEAST RESTRICTIVE ENVIRONMENT
	<p>When you think of special education, do you picture children with disabilities in a classroom 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 it doesn't mean they need to be removed from the classroom and federal law requires that they learn alongside their peers.</p> 		

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.

**77** Click this icon.

re term) to learn about important special education

EXIT COUR

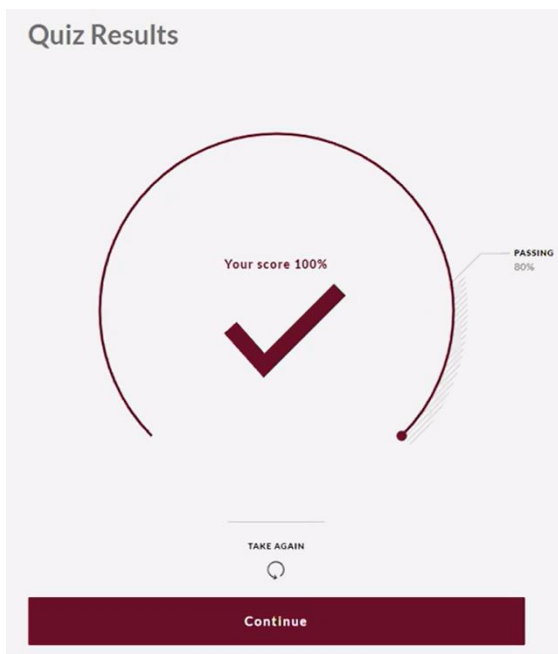
IES LL 4?	DISABILITIES COVERED BY SPECIAL EDUCATION	LEAST RESTRICTIVE ENVIRONMENT	
-----------------	--	-------------------------------------	---

de special education in the least restrictive environment  
oint for discussion when meeting with the special education  
: to meet the needs of your child.

## 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.

Quiz Results



Your score 100%

PASSING 80%

TAKE AGAIN

Continue

## 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.

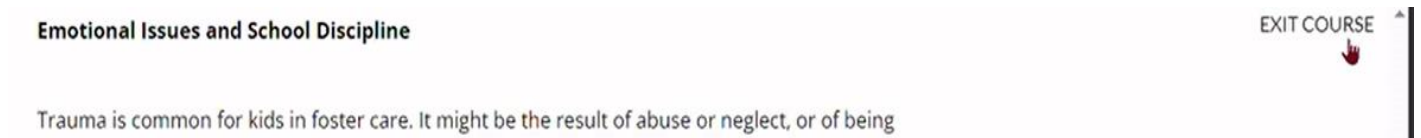
ynia Kautman, MS is the senior manager of editorial  
er educator and presents nationwide at education  
lisco, JD is a practicing attorney in the areas of education  
law.

pdf



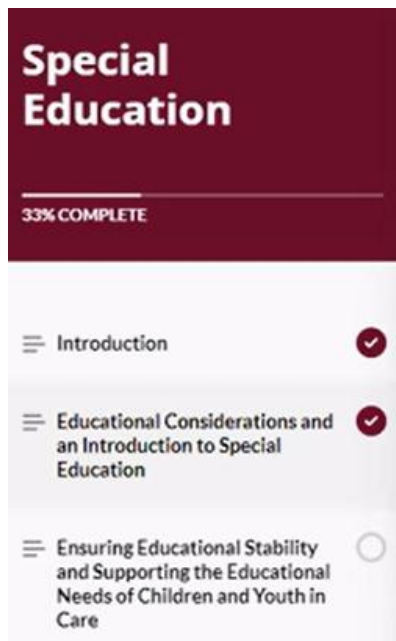
## Exiting the course

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

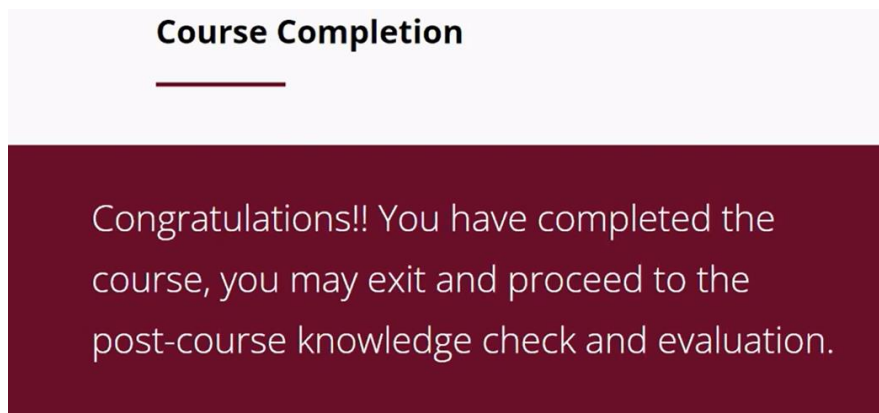


## Returning to Cornerstone Dashboard

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.



## Finishing the training



“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 screenshot shows a course dashboard for "DCYF/CWEP Special Education". On the left, a circular progress indicator shows "50%" under the heading "CURRICULUM PROGRESS". The main content area lists four course components:

- DCYF/CWEP Special Education Pre-course Knowledge Check**: Status: Completed, Due: No Due Date, Training Hours: 5 min. Includes a "Review" button.
- Special Education**: Status: Completed, Due: No Due Date, Training Hours: 5 hrs 50 min. Includes a "Launch" button.
- DCYF/CWEP Special Education Post-course Knowledge Check**: Status: Not Activated, Due: No Due Date, Training Hours: 5 min. Includes an "Activate" button.
- DCYF/CWEP Special Education Evaluation**: Status: Pending Prior Training, Due: No Due Date. Includes a "Launch" button.

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

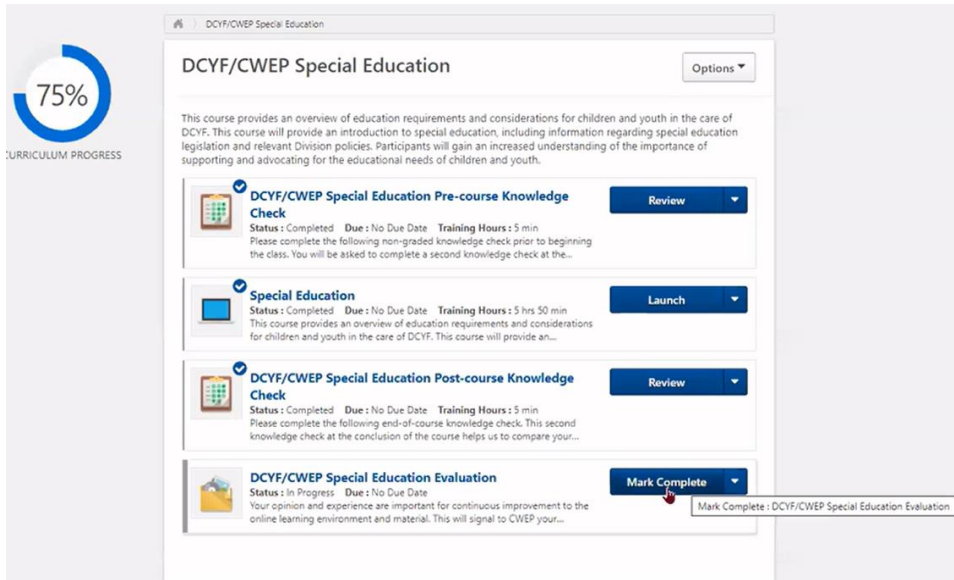
This is a close-up of the "DCYF/CWEP Special Education Evaluation" component. It shows the title, status "Registered", due date "No Due Date", and a brief description. A blue "Launch" button is visible on the right side.

The course evaluation will open in a separate window.

The screenshot shows a web browser window displaying a Qualtrics survey. The browser title is "Qualtrics Survey | Qualtrics Experience Management - Work - Microsoft Edge". The URL is "https://unh.az1.qualtrics.com/jfe/form/SV\_50h2sv1xzFeQWNM". The survey content features the logos for "CWEP Child Welfare Education Partnership" and "NH DCYF NH Department of Health & Human Services Division for Children, Youth & Families". The main heading of the survey is "Training Evaluation - Special Education".

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.



https://dhhs.csod.com/phnx/driver.aspx?routename=Social/UniversalProfile/Transcript&TargetUser=3759&RESET=TRUE&tab\_page\_id=8

Introductions | The... CPSC-CWEP-FS - D... Suggested Sites Rise 360 Boston Med Center Home - Canvas Apply to UMA Grad... Harm Reduction | R... Cornerstone Stagin... Cornerstone OnD... Cornerstone OnD... Lack of buprenorph... Other favorites

**DHHS**  
NEW HAMPSHIRE  
DEPARTMENT OF  
HEALTH & HUMAN SERVICES

TRACY SMITH Profile Transcript Snapshot User Record

TRACY SMITH > My Training

## My Training

Use the transcript to access and manage your active, completed, and archived training.

Filter by Training Status Sort by Filter by Training Type

Active Due Date All Types

Search Results (11)

- Workplace Ethics**  
Due: 9/15/2023 Status: In Progress / Past Due Training Type: Curriculum
- ARCHIVE Blood Borne Pathogens**  
Due: No Due Date Status: In Progress Training Type: Online Class

Communication Toolkit

TRACY SMITH

- Learning
  - Learner Home
  - Learning Search
  - Playlists
  - My Training**
  - ILT
  - Reports
  - Administration
  - Profile
  - Content
  - Certification

Items: 2,020 Unread: 28

Type here to search

This folder is up to date. Connected to: Microsoft Exchange

24°F Sunny 9:31 AM 2/19/2024

**Workplace Ethics**  
Completed: 5/2/2023 Status: Completed Training Type: Curriculum

View Completion...

- View Completion Page
- View Certificate
- Open Curriculum
- View Training Details
- Move to Archived Transcript

## 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**



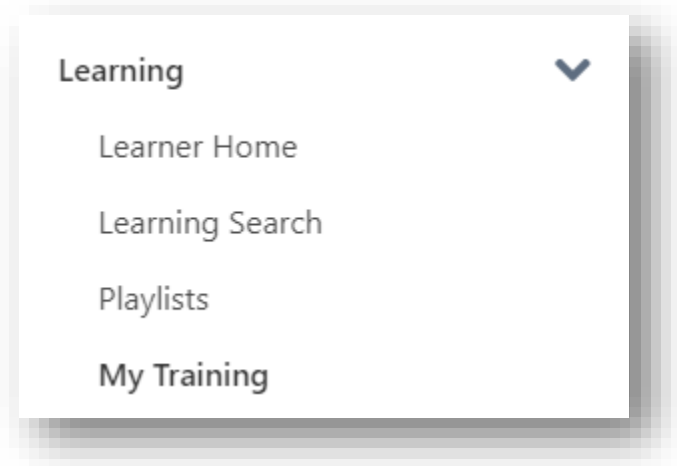
**View My Certificate**



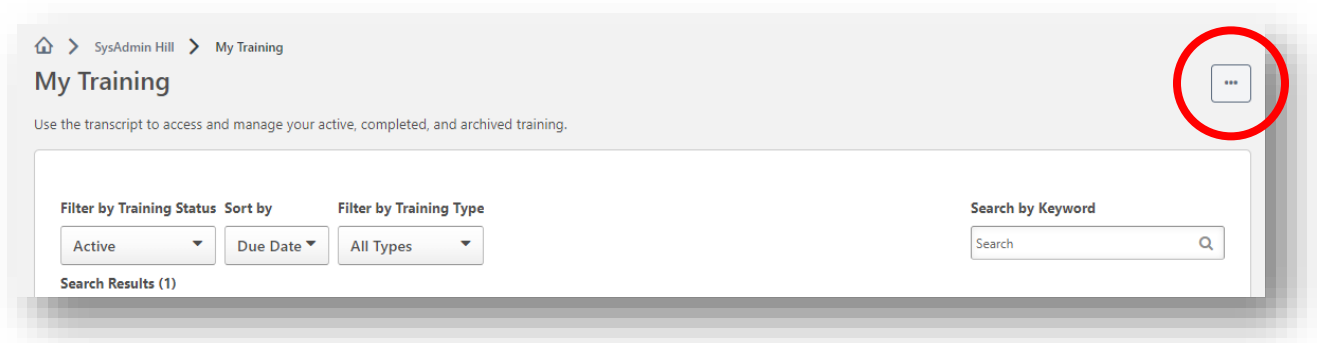
**Evaluation Completed**

## Adding External Training to your Transcript

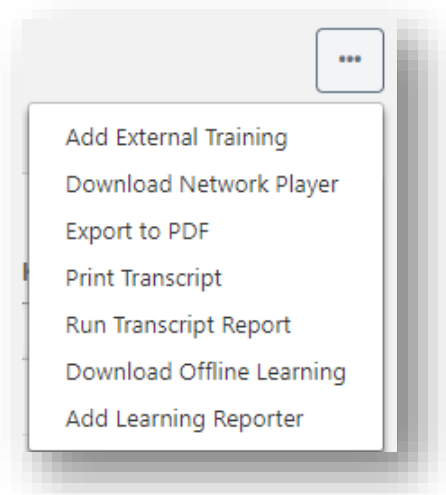
From your transcript (My Training) page you can add external training you have completed to your individual transcript. Start by choosing **Learning | My Training**.



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.

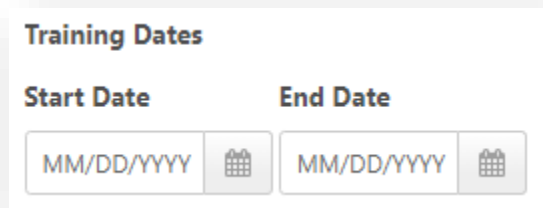


From this page you can begin to add general information about the training including the **Title, Description, and Institution.**



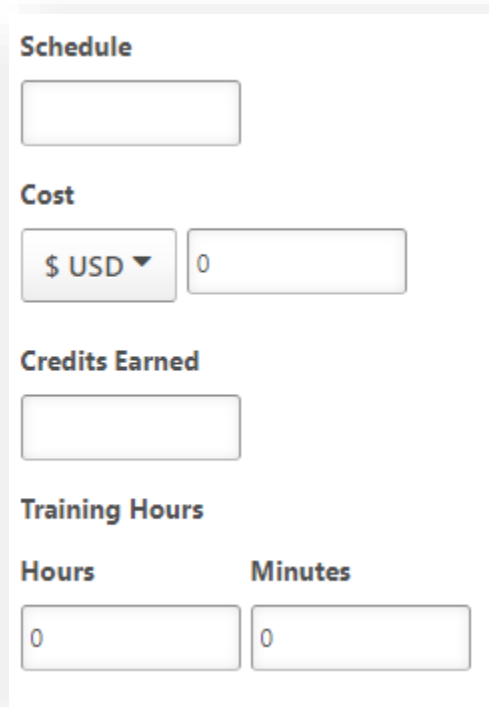
A form with three input fields. The first field is labeled "Title \*" and is empty. The second field is labeled "Training Description" and is empty. The third field is labeled "Institution" and is empty.

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



A form titled "Training Dates" with two date input fields. The first field is labeled "Start Date" and the second is labeled "End Date". Both fields have a placeholder "MM/DD/YYYY" and a calendar icon to the right.

**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.



A form with four sections. The first section is "Schedule" with an empty input field. The second section is "Cost" with a dropdown menu showing "\$ USD" and an empty input field containing "0". The third section is "Credits Earned" with an empty input field. The fourth section is "Training Hours" with two input fields: "Hours" and "Minutes", both containing "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

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.

