

My Learning Connection

Instructor Training



Table of Contents

Learning Objective	3	Sessions	14
Getting Started	4	Parts	16
Instructor Led Training (ILT)	5	Managing Rosters	23
Manage Events & Sessions	6	Reporting	28
Search Events/Sessions	8	Additional Resources	29
Events	9	Questions?	30



Learning Objectives

In this course, attendees will develop an understanding of My Learning Connection key concepts and system functionality (from an Instructor's perspective) to ensure consistent data management, and attendees will systematically learn how to:

- Create Instructor Led Training (ILT) events, sessions, and parts
- Update rosters to track attendance and scoring
- Run reports to track training information

OTD

Missouri
State.

ORGANIZATIONAL AND
TALENT DEVELOPMENT

Getting Started

Log-in:

To access My Learning Connection:

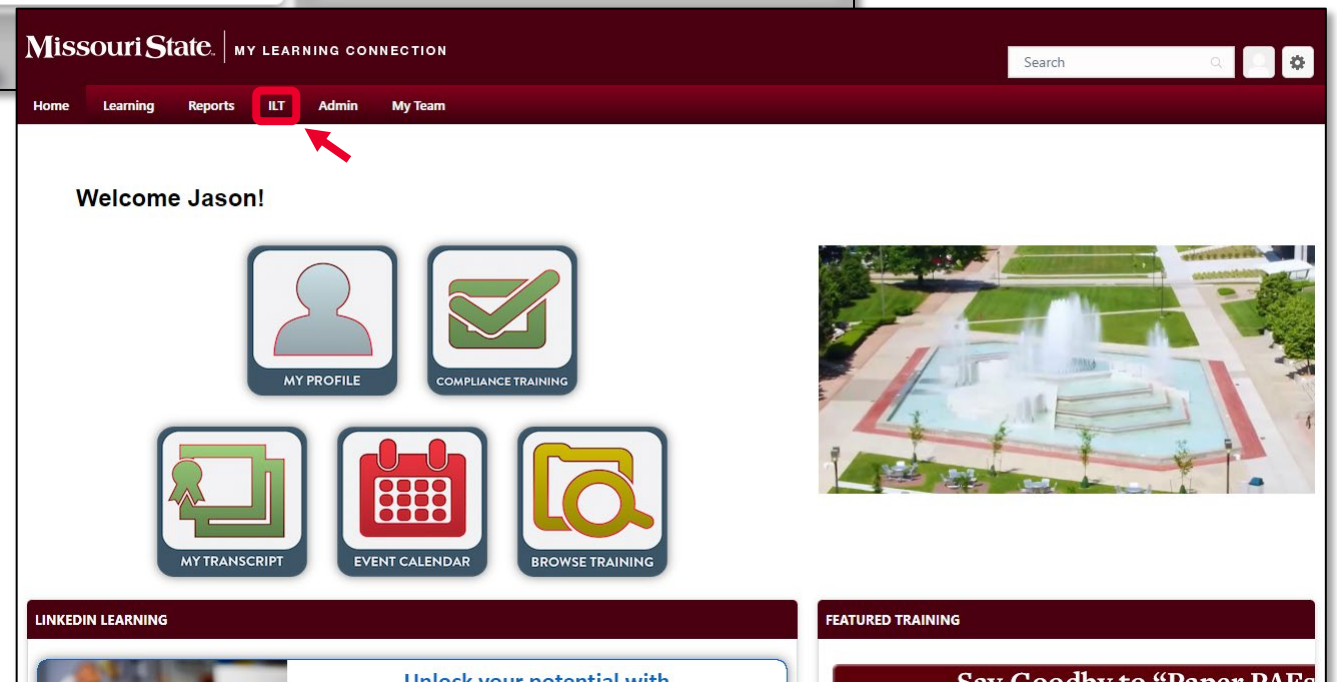
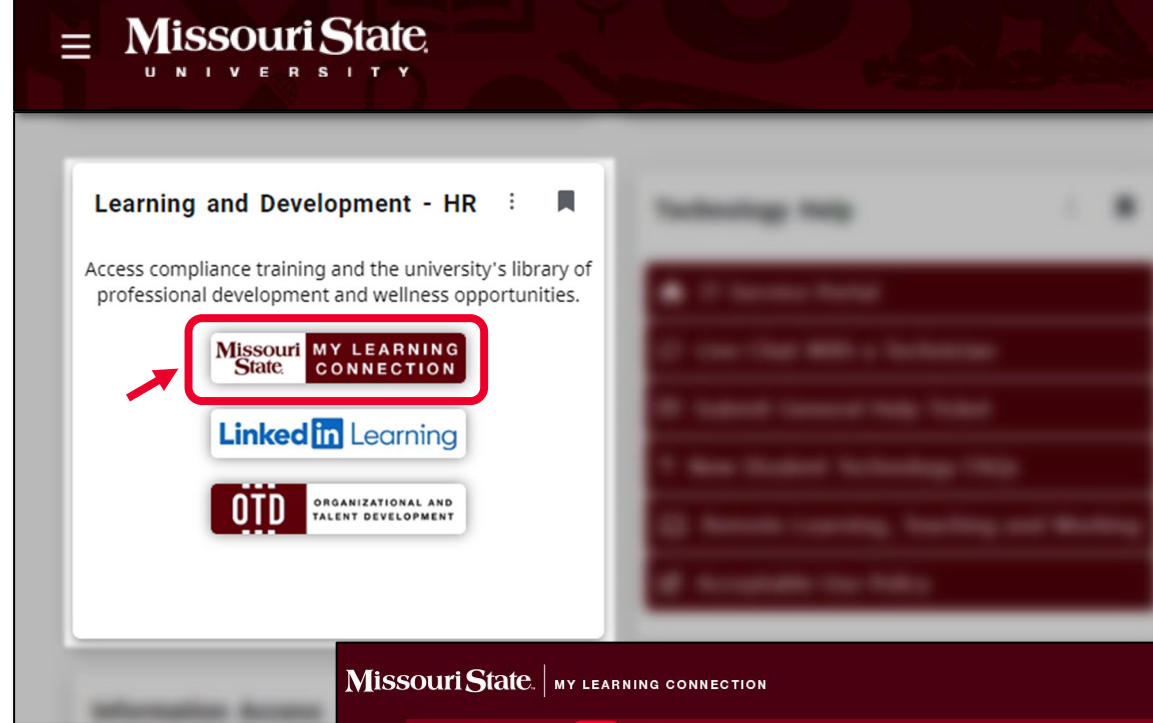
Log into my.missouristate.edu.

Locate the *Learning and Development Card*.

Click the *My Learning Connection* link.

Once logged-in, you will see the *Welcome page*.

As an Instructor, you will usually go to the **ILT** section in the menu, but you may also access **Reports** from this page.



Instructor Led Training (ILT)

Select ILT from the menu
Click on **“Manage Events & Sessions”**

Manage Events & Sessions

View Your Sessions

Tip:

If you already have Sessions created, you can view your sessions directly by clicking **“View Your Sessions”**.

Welcome Jason



Manage Events & Sessions

This page is the main hub for all ILT Events and Sessions.

You may **Create New Events**, **Search** for and **Edit** existing **Events**, **Copy** existing **Events**, or **View Sessions** from an existing **Event**.

If there are to be multiple instances of a training, there should only be **ONE Event with multiple Sessions**. If a new **Event** is similar but has different duration, pricing or training content it should be a separate **Event** with its own **Sessions**.

Note:

If you are creating a **NEW EVENT** that will have a price greater than **ZERO**, it will need to be pre-approved by the **Organizational and Talent Development** team to verify that it meets the **NCFW** guidelines.

If it is **NOT** approved for **NCFW**, you **MUST** prominently note in your **EVENT DESCRIPTION** that, **"You will NOT be able to use your NCFW benefit for this training."**

Tip:

You may also manage **Waitlists, Exception Requests, or Interest Tracking** from this page.



Manage Events & Sessions

Event records are the generic catalog information for instructor-led training. Sessions are specific scheduled instances of events. Use the options below to create new events, edit existing events, and schedule new sessions.

Search for all Events Search for all Sessions

my learning connection Subject Vendor English (US)

or search for sessions directly by using locator number

Locator Number View Active Events Only Search

Tip:

You can filter Events and Sessions by Vendor.



Events

Event Name	Subjects	Vendor	Tentative Sessions	Approved Sessions	Completed Sessions	
My Learning Connection ILT Instructor Training	Computer Skills Professional Development	Organizational Talent Development				Edit Event ...

Note:

Instructor Led Trainings consist of three components:

- **Events** are the general description of the training including length and content.
- **Sessions** contain more specific details such as deadlines, the roster, and pricing (there may be multiple Sessions per Event).
- **Parts** are where and when the training occurs (there may be multiple Parts per Session).

Search Events & Sessions

Choose the type of search you want.

Then you may enter search terms into any of the available fields:

- Enter an **Event Name**.
- Select a **Subject**.
- Select a **Vendor**.
- Enter a **Locator Number**.

Then click the **Search** button to see your results.

Manage Events & Sessions

Waitlists Exception Requests Interest Tracking

Event records are the generic catalog information for instructor-led training. Sessions are specific scheduled instances of events. Use the options below to filter existing events, and schedule new sessions.

Search for all Events Search for all Sessions

my learning connection Subject Vendor English (US)

or search for sessions directly by using locator number

Locator Number View Active Events Only Search

Tip: An empty search shows all events that you access to view.

Events

Export to Excel Create New Event

Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	
My Learning Connection ILT Instructor Training	Computer Skills Professional Development	Organizational and Talent Development	English (US)	0	3	34	View Sessions Edit Event ...

Tip: If you don't see an event, it might be inactive. Uncheck this box to show inactive events.

Tip: You can export your search results (Events or Sessions) to an Excel file.

Selecting/Creating Events

Once you have found an Event, Click on one of the icons at the far-right of the screen:

Create New Event – Opens the **Add New Event** page, so you can create and Event from scratch.

Once created Events cannot be deleted.

View Sessions – Opens the Sessions Search page.

Edit Event – To make any change. **Never change content, length, or price after Sessions are approved.**

Menu icon (...) – Shows additional options.

- **Copy Event** – **Do NOT Copy Events**. This often causes errors. Please only use the **Create New Event** option.

Tip:

Uncheck the **View Active Events Only** option to see if an **Event** has already been created but is **Inactive**.

Manage Events & Sessions

Event records are the generic catalog information for instructor-led training

Search for all Events Search for all Sessions

my learning connection

Subject

Vendor

English (US)

or search for sessions directly by using locator number

Locator Number

View Active Events Only

Search

Waitlists Exception Requests Interest Tracking

ons below to create new events, edit existing events, and schedule new sessions.

Events

Export to Excel

Create New Event

Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions
My Learning Connectio Training	Computer Skills Professional Development	Organizational and Talent Development	English (US)	0	3	34

View Sessions Edit Event ...

Edit Evaluation
View Evaluation Report
~~Copy Event~~

Note:

If you are creating a **NEW PAID EVENT**, it will need to be pre-approved by **Organizational and Talent Development** to verify that it meets the **NCFW** guidelines.

If it is **NOT** approved for **NCFW**, you will **NOT** be able to put the Event in My Learning Connection.

Note:

Editing an Event changes all instances of that Event (including ones that users have already attended). This may cause users' transcripts to be inaccurate.

Make a new Event if the length or content has changed.

Event Properties

Follow these steps to create an Event.

- Enter an **Event Name**.
- Select your **Vendor** from the pop-up window.
- Enter **Training Hours**.
- Enter a detailed **Description**.
- Enter the learning **Objectives**.
- You may add **Materials**, if needed
- Select a **Subject** from the pop-up window.
- Check the **Active** checkbox.
- Check the **Allow Users To Attend Multiple Sessions** checkbox, if applicable.
- Check the **Allow Interest Tracking** checkbox if you may have additional Sessions in the future.
- Check the **End Users** checkbox.
- Enter some relevant **Keywords**.
- Select a **Training Contact** from the pop-up window.
- Click the **Next** button.

Tip:

Navigation Menu:
Properties
Availability
Pricing
Training Units
Session Defaults

Tip:

Your Description should not only describe the event but also tell users anything they need to know before they register, e.g., requirements or restrictions.

Tip:

If you don't plan to offer new Sessions of an Event for more than 6 months, please uncheck the **Active** checkbox to ensure only Events currently being offered are promoted to users.

Tip:

Checking the 'Allow Users To Attend Multiple Sessions' is recommended unless you need to restrict access to one session per user.

The screenshot shows the 'Event Properties' form with several fields highlighted in red boxes and red arrows pointing to tip boxes:

- Event Name (Required):** My Learning Connection ILT Instructor Tra (Required)
- Training Hours:** 1 hour(s) 0 minute(s) (Required)
- Description:** Are you responsible for adding your department's events into My Learning Connection? If so, this training is for you! Learn to create and edit Instructor Led Training (ILT) events and manage session rosters while adhering to system standards. This course is required for all new My Learning Connection ILT Instructors but is also recommended, as a review, for existing ILT (Required)
- Subjects (Required):** Computer Skills, Professional Development (Required)
- Options:** Active (Required), Allow Users To Attend Multiple Sessions, Allow interest tracking
- Keywords:** My Learning Connection New Ini (Required)
- Training Contact:** Jason Coons, JasonCoons@MissouriState.edu (Tel) 4178367683 (Required)

Availability

Availability determines which users can view and register for the Event.

- Select the **Copy Availability To New Sessions** (unless you have good reason to not do so).
- Click the **Select Criteria** dropdown list.
- Select appropriate **OUs**.
 - Choose a value from the dropdown list.
 - Then click the **Add** button (if you selected **All Users**) or click the **Select** button to define your selection (for all other criteria).
- Check the **Include Subordinates** and **Pre-Approved** checkboxes (unless you have good reason to not do so).
- If this is a **paid Session**, do **NOT** check the **Register Upon Approval** check box.

The screenshot shows the 'My Learning Connection ILT' interface for configuring 'Availability'. The page includes a sidebar with 'Properties', 'Availability', 'Pricing', 'Training Units', and 'Session Defaults'. The main content area has a 'Copy Availability To New Sessions' checkbox checked and marked as 'Required'. Below it is a 'Select Criteria' dropdown menu with an 'Add / Select' button. The 'Criteria' field shows 'All users in Division: MISSOURI STATE UNIVERSITY SYSTEM (01)'. There are three checkboxes: 'Include Subordinates' (checked), 'Pre-Approved' (checked and highlighted in yellow), and 'Register Upon Approval' (checked). At the bottom are 'Back', 'Cancel', 'Save', and 'Next' buttons. The 'Next' button is highlighted in red.

Tip: Always check the **INCLUDE SUBORDINATES** checkbox unless your availability is defined by specific **USERS** or **GROUPS**

Note: Do **NOT** check this checkbox if this is a **paid Session**. This is **VERY IMPORTANT!**

Note: Don't forget to click the **'Add'** or **'Select'** button to finish selecting Criteria.

Note: Always select **Pre-Approved**. Otherwise, your **Users** will not be registered until their supervisor approves the training (which causes unneeded delays and problems). If you want to control who can attend, refine your **Availability criteria**.

Pricing

Most ILT Events free.

- If your Event will have a cost, enter it in the **Default Price** text box. This is the price for all Sessions.
- Select the **Active Pricing** radio button (unless you have good reason to not do so).
- Please **do NOT** create pricing rules based on selected OU criteria.
- Click the **Next** button.

Properties

Availability

Pricing

Training Units

Session Defaults

Pricing

Default Price \$ 0.00 History

Cornerstone Price
\$0.00

Define currencies and prices for selected OUs or define default prices for different currencies. If a user purchasing this training belongs to more than one OU, the currency/price with the highest rank (1) will be applied. Select new criteria from the drop-down box to add OUs to this page then define currency/pricing rules for the selected OU. Leave the End Date blank to make the rules permanent. If no currency/price is defined for a user the default price will be converted into the user's default currency using the Cornerstone Currency Conversion Table.


Active Pricing **Required**

Future Pricing

Historical Pricing

Create Pricing LOs By OU Rules

Select Criteria ▼

 **No Active Rules**

Back Cancel Save **Next**

Note:

Do NOT create LOs by OU rules.

If a rule is created, check the Delete checkbox, and it will be removed when you save or move to another screen.

Training Units

My Learning Connection allows users to purchase training with **Training Units** which have equivalent value to the US Dollar.

- Always select the **Allow users to check out with training units using the conversion rate that is determined by the monetary value** radio button.
- Click the **Next** button.

Properties

Training Units

Availability

Pricing

Training Units

Session Defaults

Allow users to check out with training units using the conversion rate that is determined by the monetary value **Required**

Disassociate pricing from monetary value

Do not allow payment by training unit for this item

Back Cancel Save **Next**

Note:

The **Non-credit Fee Waiver (NCFW)** benefit is available for full-time staff and faculty. They receive 150 **Training Units** each fiscal year (from July 1st to June 30th) that they may use to purchase non-credit **courses** through My Learning Connection.

All paid Events must be approved by OTD (**via the New Paid Event form**) **BEFORE** the Event is created in My Learning Connection.

Session Defaults

The data entered on this page determines what the default values are in any Sessions created for this Event.

- Enter an appropriate **Registration Deadline**.
- Enter **Minimum and Maximum Registration** values.
- Select the default values for **Waitlist** options (unless you have good reason to not do so).
- Enter the **Price per Session**, (this should match the Event price).
- If this is a **paid Session**, check the **Restrict Withdraw from Session** checkbox.
- Select a **Preferred Instructor**.
- Enter the **Credits per Session**.
- Click the **Display Times in Time Zone of User** checkbox.
- Click the **Save** button.

The screenshot shows the 'Session Defaults' configuration page. A red box highlights the 'Registration' section, which includes fields for 'Registration Deadline' (5 minutes before), 'Minimum Registration' (1), and 'Maximum Registration' (10). Below this is the 'Waitlist' section with several checkboxes for managing waitlists. The 'Cost' section has a 'Price per Session' field set to \$0.00. The 'Restrict Withdraw from Session' checkbox is checked. The 'Advanced Criteria' section has 'Credits per Session' set to 1, which is highlighted in red and labeled 'Required'. A red arrow points from the 'Credits per Session' field to a callout box. At the bottom right, the 'Save' button is highlighted in red.

Tip: Don't change Waitlist values unless you want to **manually** manage your Waitlists.

Note: Due to the way **Non-credit Fee Waiver (NCFW)** transactions are processed, if a user wishes to withdraw from a **paid Session**, the **HR Learning** team needs to process the refund of their payment to ensure proper **NCFW** accounting.

Since the form of payment is not know when creating the Event, you **MUST** check the **Restrict Withdraw from Session** checkbox.

Tip: Credits per Session should match the Training Hours entered on the Properties page.

Sessions

After an Event has been created or edited, Sessions need to be created, so users can register or be added to the Session Roster.

Sessions contain more specific details such as deadlines, the roster. If there are multiple instances of a training, there should only be **ONE Event with multiple Sessions**.

- Search for an **Event**
- Click the **View Sessions** at the far-right of the screen to open the **Sessions** page.

Missouri State | MY LEARNING CONNECTION

Home Learning Reports ILT Admin My Team

Manage Events & Sessions

Tip: If you don't see an event, it might be Inactive. Uncheck this box to show Inactive Events.

Event records are the generic catalog information for instructor-led events. Use the options below to create new events, edit existing events, and schedule new sessions.

Search for all Events Search for all Sessions

my learning connection Subject Vendor English (US)

or search for sessions directly by using locator number

Locator Number View Active Events Only Search

Tip: An empty search shows all events that you access to view.

Export to Excel Create New Event

Events

Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	
My Learning Connection ILT Instructor Training	Computer Skills Professional Development	Organizational and Talent Development	English (US)	0	3	34	View Sessions Edit Event ...

Tip: View Session will take you to the Sessions page.

Search/Create Sessions

You can **Create New Session** or **Search** for an existing Session.

- You may enter a **Session ID**, **Locator Number**, **Location**, **Instructor**, or a **Date Range**.
- Once you find your Session, select an option from the menu.
 - Edit Session** – allows you to make changes to the Session.
 - Do NOT** use the **Copy Session** option as it can cause errors.
 - View Session Details** – shows approval details for the Session.
 - Cancel Session** – sets the Session status to Cancelled (**this CANNOT be undone**).
 - Do NOT Edit or Cancel** an Approved session (contact HR Learning for assistance).

Tip: By default, only **Tentative** and **Approved** checkboxes are checked. Check the **Completed** or **Cancelled** checkboxes to display those Sessions when you do a **Search**.

Note: **NEVER** cancel a completed Session or a paid Session (with any status). Do **NOT** use the **Copy Session** option as it can cause errors. Please always use the **Create New Session** option.

Home Learning Reports ILT Admin My Team

Manage Events & Sessions > My Learning Connection ILT Instructor Training

My Learning Connection ILT Instructor Training

Search

Tentative Approved Completed Cancelled

Start Date to

Session ID Locator Number M/D/YYYY M/D/YYYY Location Instructor Search

Create New Session

Sessions

Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Status	Evaluation	Options
Thursday	6/20/2024 2:00 PM CDT	6/20/2024 3:00 PM CDT	2024-06-20 2:00PM	10672	Virtual Room	1 of 10	Completed	Edit View	Roster ...
Thursday	2/15/2024 10:00 AM CST	2/15/2024 11:00 AM CST	2024-02-15 10:00AM	10523	Virtual Room	4 of 25	Completed	Edit View	Edit Session Copy Session View Session Details Cancel Session
Wednesday	2/7/2024 2:00 PM CST	2/7/2024 3:00 PM CST	2024-02-07 2:00 PM	10499	Virtual Room	10 of 25	Completed	Edit View	
Tuesday	1/30/2024 9:00 AM CST	1/30/2024 10:00 AM CST	2024-01-30 9:00 AM	10498	Virtual Room	9 of 25	Completed	Edit View	
Thursday	11/16/2023 11:00 AM CST	11/16/2023 12:00 PM CST	2023-11-16 11:00 AM	10378	Virtual Room	2 of 25	Completed	Edit View	Roster ...

Create a Part of a Session

When you begin creating a new Session, you start at the **Edit Part** page, which may seem counter-intuitive, but since every Session requires at least one Part, you are in the right place.

- Enter a **Part Name**.
- Select a **Location** from the pop-up window.
- Select the **Start and End Dates**, **Start and End Times**, and a **Time Zone**.
- If needed, add a **Part Break** with a **Break Duration** so the **Part Duration – Break Duration = Training Hours**.
- Select the appropriate **Part Occurrence**.
- If there will be multiple Parts, click **Save & Add Part**.
- Otherwise, click **Save Part**.

The screenshot shows the 'My Learning Connection ILT Instructor Training' 'Edit Part' page. The page is titled 'My Learning Connection ILT Instructor Training' and was created by Jason Coons on 1/10/2025. The page is divided into several sections: 'Parts Schedule', 'Edit Part', 'Date and Time', 'Part Break', and 'Part Occurrence'. The 'Edit Part' section contains a 'Name' field with the value '1', a 'Description' field, and a 'Location' dropdown menu. The 'Date and Time' section contains 'Start Date' and 'End' date pickers, 'Start Time' and 'End' time pickers, a 'Time Zone' dropdown, and a 'Display Times in Time Zone of User' checkbox. The 'Part Break' section contains an 'Add Break' button. The 'Part Occurrence' section contains radio buttons for 'Once', 'Daily', 'Weekly', and 'Monthly'. The 'Duration' section contains a 'Start Date' picker. At the bottom of the page, there are three buttons: 'Cancel', 'Save & Add New Part', and 'Save Part'. Red boxes highlight the 'Name' field, 'Location' dropdown, 'Start Date' and 'End' date pickers, 'Start Time' and 'End' time pickers, 'Add Break' button, and 'Once' radio button. Red arrows point from tip boxes to these highlighted elements. The first tip box says: 'Tip: For single part Sessions, the Part Name is what Users will see when registering, so make sure it is descriptive and unique for the part..'. The second tip box says: 'Tip: Select a Location that is an actual room (do NOT select a state or region). If the room you need is not listed, contact: HRLearning@MissouriState.edu and request it to be added.'

Part Schedule

After your first Part has been saved, you will see the **Part Schedule** page.

- Click on **Add Part** to create additional Parts (follow the same steps as the first Part).
- Click the **Check Conflicts** icon to see the corresponding-colored icon under **Status**.
- Click **Edit** to make changes to the Part.
- Click **Delete** to remove the Part.
- Click the **Next** button.

Missouri State | MY LEARNING CONNECTION

Home Learning Performance (ADP) Reports ILT Admin

Manage Events and Sessions

My Learning Connection ILT Instructor Training

Created by Jason Coons on 3/3/2026

Sessions may be composed of an unlimited number of separate parts or schedules. When a user registers for this session, they will be automatically enrolled in each part. If this session is made up of multiple parts, enter schedule information on the new line. To check for location, resource, or facility conflicts between your sessions or with other scheduled sessions, click "Check for Conflicts."

Parts Schedule

Schedule Template

Status	Day	Part Name	Starts	Ends	Training Hours	Location	Instructor
	Wednesday	2026-05-06 MLC ILT Instructor Training	5/6/2026 10:00 AM CDT	5/6/2026 11:00 AM CDT	1 Hour(s) 0 Minute(s)	Virtual Room ✓	

Buttons: Check Conflicts, Add Part, Edit, Delete, Cancel, Save, Next

Modification History

cornerstone

Version: 26.1.3.21
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Edit Part

When you begin creating a new Session, you start at the **Edit Part** page, which may seem counter-intuitive, but since every Session requires at least one Part, you are in the right place.

- Enter a **Part Name**.
- Enter a **Description**.
- Select a **Location** from the pop-up window.
- Select the **Start and End Dates, Start and End Times, and a Time Zone**.
- If needed, add a **Part Break** with a **Break Duration** so the **Part Duration – Break Duration = Training Hours**.
- Select the appropriate **Part Occurrence**.
- If there will be multiple Parts, click **Save & Add Part**.
- Otherwise, click **Save Part**.

Parts Schedule

Edit Part

Tip: For single part Sessions, the **Part Name** is what **Users** will see when registering, so make sure it is descriptive and unique for the part..

* Name 2026-05-06 MLC ILT Instructor Training **Required**

Description

* Location Virtual Room **Required**

Select Room Layout select

Add Resource Add

Add Instructor Add

Date and Time

Start Date 5/6/2026 End 5/6/2026 **Required**

Start Time 10:00 AM End 11:00 AM

Time Zone (UTC-06:00) Central Time (US & Canada) Display Times in Time Zone of User

Part Duration 1 Hour(s) 0 Minute(s)

Part Break

Add Break

Part Duration - Break(s) = Training Hours

Training Hours: 1 Hour(s) 0 Minute(s)

Part Occurrence

Occurs

Once

Daily

Weekly

Monthly

Duration

Start Date 5/6/2026

Cancel Save & Add New Part Save Part

Details

This page is mostly data pre-populated from the **Session Defaults** page and **Edit Part** page.

- Change values as needed for this Part.

- Click the **Next** button.

Note:

If you have multiple Parts to your Session, Enter the minimum number of Parts that must be marked as **Attended** for a Session to be marked as **Completed** in the user's **Transcript**.

Note:

If there is a cost to the Session, you **MUST** click the **“Restrict Withdraw from Session”** checkbox.

Parts Schedule

Details

Availability

Pricing

Training Units

Summary

Locator Number 11449

Session ID 2026-05-06 MLC ILT Instructor Training

Required Credits 1

Training Contact Jason Coors JasonCoors@MissouriState.edu (Tel) 4178367683

Registration

Required Attendance 1 of 1 parts must be marked as attended for a session to be marked completed in the user's transcript

Registration Deadline 1 Day(s) Before first part of session starts, (Request and Register)

Before: (Session Start Date and Time + Timing Selected Above + Registration Deadline)
After: (Session Start Date and Time + Timing Selected Above + Registration Deadline)

Minimum Registration 1

Maximum Registration 20

Waitlist

Options

- Allow waitlist for sessions in this event
- Allow Auto-Management of Waitlist
- Grant waitlist opening to one user at a time based on priority
- Grant opening to all waitlisted users at once for first come first served registration
- Auto-Register User upon Granting Waitlist
- Limit users to one waitlist per event

Waitlist Deadlines Waitlist expires 0 days and 1 hours before session start date.

Cost

Price \$ 0.00

Cost per Session + Add Cost Type

Restrict Withdraw from Session Restrict users from withdrawing from Sessions in the Event

Penalty for Withdrawal + Add Withdrawal Penalty

Refunds Refunds will be made in original form of payment.

+ Add Monetary Refund Term + Add Training Units Refund Term

By Default there is no refund for withdrawal. Please add refund term as appropriate.

Prerequisites Add Prerequisites

No Prerequisites Added
Users must complete a prerequisite option before registering for this training.

Pre-Work Add Pre-work

No Pre-work Added

Post-Work Add Post-work

No Post-work Added

Back Cancel Save **Next**

Availability

This should be the same as **Availability** at the Event level.

- Click the **Select Criteria** dropdown list.
- Select appropriate **OUs**.
 - Choose a value from the dropdown list.
 - Then click the **Add** button (if you selected **All Users**) or click the **Select** button to define your selection (for all other criteria).
- Check the **Include Subordinates** and **Pre-Approved** checkboxes (unless you have good reason to not do so).
- If this is a **paid Session**, do **NOT** check the **Register Upon Approval** check box.

The screenshot shows the 'My Learning Connection ILT' interface. The 'Availability' section is active, showing a 'Select Criteria' dropdown with a checkmark and an 'Add / Select' button. Below it, the 'Criteria' field contains 'All users in Division: MISSOURI STATE UNIVERSITY SYSTEM (01)'. To the right, there are three checkboxes: 'Include Subordinates' (checked), 'Pre-Approved' (checked), and 'Register Upon Approval' (checked). At the bottom, there are 'Back', 'Cancel', 'Save', and 'Next' buttons. The 'Next' button is highlighted with a red box. A 'Tip' box points to the 'Add / Select' button, stating: 'Always check the **INCLUDE SUBORDINATES** checkbox unless your availability is defined by specific **USERS** or **GROUPS**'. A 'Note' box points to the 'Register Upon Approval' checkbox, stating: 'Do **NOT** check this checkbox if this is a **paid Session**. This is **VERY IMPORTANT!**'. Another 'Note' box points to the 'Select Criteria' dropdown, stating: 'Don't forget to click the **Add** or **Select** button to finish selecting Criteria.' A third 'Tip' box points to the 'Pre-Approved' checkbox, stating: 'Always select **Pre-Approved**. Otherwise, your **Users** will not be registered until their supervisor approves the training (which causes unneeded delays and problems). If you want to control who is able to attend, refine your **Availability criteria**. Also, you can remove **Users** from the **Roster**.'

Pricing

This should be the same as **Pricing** at the Event level.

- Click the **Next** button.

Parts Schedule

Details


Availability

Pricing

Training Units

Summary

Pricing

Default Price \$ 0.00  History

Cornerstone Price
\$0.00


Define currencies and prices for selected OUs or define default prices for different currencies. If a user purchasing this training belongs to more than one OU, the currency/price with the highest rank (1) will be applied. Select new criteria from the drop-down box to add OUs to this page then define currency/pricing rules for the selected OU. Leave the End Date blank to make the rules permanent. If no currency/price is defined for a user the default price will be converted into the user's default currency using the Cornerstone Currency Conversion Table.


Active Pricing

Future Pricing

Historical Pricing

Create Pricing LOs By OU Rules

Select Criteria 

 No Active Rules

Note:
Do NOT created LOs by OU rules.
If a rule is created, check the Delete checkbox, and it will be removed when you save or move to another screen.

Back Cancel Save **Next**

Training Units

This should be the same as **Training Units** at the Event level.

- Click the **Next** button.

Parts Schedule	<h3>Training Units</h3>
Details	
Availability	<input checked="" type="radio"/> Allow users to check out with training units using the conversion rate that is determined by the monetary value
Pricing	<input type="radio"/> Disassociate pricing from monetary value
Training Units	<input type="radio"/> Do not allow payment by training unit for this item
Summary	
	<p>Back Cancel Save Next</p>



Summary

Just like the **Summary** page at the Event level, review the data to ensure everything is accurate.

- Click the **Save** button.

Note:

After your Sessions are created, they will have a **Tentative** Status and not available for **registering users** until the HR Learning team **Approves** your Sessions.

Approvals are usually made two to three times per week.

Part Schedule

Details

Availability

Pricing

Training Units

Summary

Summary

Event | Organizational and Talent Development | 1 Hours 0 Minutes

Are you responsible for adding your department's events into My Learning Connection? If so, this training is for you!

Learn to create and edit Instructor Led Training (ILT) events and manage session rosters while adhering to system standards.

This course is required for all new My Learning Connection ILT Instructors but is also recommended, as a review, for existing ILT Instructors.

Details

Objectives:

In this course, attendees will develop an understanding of My Learning Connection system functionality (from an Instructor's perspective) to ensure consistent data management, and attendees will systematically learn how to:

- Create Instructor Led Training (ILT) events, sessions, and parts
- Update rosters to track attendance and scoring
- Run reports to track training information

Subjects:

Computer Skills, Professional Development

Training Contact

Jason Coons JasonCoons@MissouriState.edu (Tel) 4178367683

Available Languages:

English (US)

Session Details

Provider

Organizational and Talent Development

Duration

1 Hour(s) 0 Minutes

Description

Are you responsible for adding your department's events into My Learning Connection? If so, this training is for you!

Learn to create and edit Instructor Led Training (ILT) events and manage session rosters while adhering to system standards.

This course is required for all new My Learning Connection ILT Instructors but is also recommended, as a review, for existing ILT Instructors.

Locator Number

11449

Session ID

2026-05-06 MLC ILT Instructor Training

Subjects

Computer Skills, Professional Development

Credits

1

Price

\$0.00

Training Contact

Jason Coons JasonCoons@MissouriState.edu (Tel) 4178367683

Cost per Session

Refunds

Penalty for Withdrawal

Availability

All users in Corporation: Missouri State University, Springfield

Roster

[View Roster](#)

Evaluation

Level 1 Reaction - Not Included
Level 2 Learning - Not Included
Level 3 Behavior - Not Included

Created By

Jason Coons on 3/3/2026 5:28:45 PM

Last Modified By:

Jason Coons on 4/27/2026 9:11:45 PM

Registration Deadline

5/3/2026 10:00 AM CDT

Seats Available

13

Maximum Registration

20

Currently Registered

7

Schedule

Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours	Instructor	Location
Wednesday	2026-05-06 MLC ILT Instructor Training		5/6/2026 10:00 AM	5/6/2026 11:00 AM	Add to Calendar	1 Hour(s) 0 Minute(s)		Virtual Room ✓

Back

Tip:

To ensure maximum impact, get the word out about your Event with a Marketing campaign!

Be sure to allow enough time for your users to find and register before your Sessions begin.

Session Rosters

Now that the Session is created and approved you will have access to its roster.

- Once you find your Session, you may **View Roster, Edit, Copy, View Session Details, or Cancel the Session** it by selecting from the **menu icon** at the far right.
 - Do NOT Copy Sessions.**
 - Do NOT Cancel any paid Sessions).**
 - Do NOT Cancel or Edit any Completed Sessions.**
- To find **Completed** or **Cancelled** Sessions, click the checkboxes and then click the **Search** button.

Note:

After your Sessions are approved, they will have an **Approved** Status and will be available for **registration**.

Tip:

Access your Session Roster.

The screenshot shows the 'My Learning Connection ILT Instructor Training' page. A search bar is highlighted with a red box, containing filters for Tentative, Approved, Completed, and Cancelled, and input fields for Session ID, Locator Number, Start Date, End Date, Location, and Instructor. Below the search bar is a table of sessions. The first row is highlighted, showing a Thursday session on 5/14/2026 with an 'Approved' status. A red box highlights the 'Approved' status in the table. To the right of the table, a 'Create New Session' button is visible. Below the table, a 'Roster' menu is highlighted with a red box, showing options: Edit Session, ~~Copy Session~~, View Session Details, and Cancel Session. A red arrow points from the 'Approved' status in the table to the 'Roster' menu.


Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Status	Evaluation	Options
Thursday	5/14/2026 2:00 PM CDT	5/14/2026 3:00 PM CDT	2026-05-14 MLC ILT Instructor Training	11476	Virtual Room	8 of 20	Approved	Edit View	Roster ...
Wednesday	5/6/2026 10:00 AM CDT	5/6/2026 11:00 AM CDT	2026-05-06 MLC ILT Instructor Training	11449	Virtual Room	7 of 20	Approved	Edit View	Roster ...

Note:

View your session's enrollment numbers without having to go into the roster.

Session Roster

After you have created your **Event**, added **Sessions**, and have an **Approved Session** status, users may begin to **Register** for your Sessions.

- This page has two tabs: **Roster** and **Attendance and Scoring** (located near the top left). **Roster** is selected.
- If you manually add users by clicking the **Add Users** button, you will also need to **Approve** them to change their status from **Pending** to **Registered**.
- Click the **Add Pending Users to Roster** button to **Approve Pending Users**.
- **Click** the menu icon  to display roster options:
 - **Print Sign-in Sheet**
 - **Email Registered Users**
 - **Withdraw/Move Users**.

My Learning Connection ILT Instructor Training Roster

Session Roster

Roster Attendance and Scoring

Inventory Unassigned (0) Pending Payment (0) Exception Requests (0) Waitlisted (0) [Printable Version](#) [Export to Excel](#)

Session Status: Approved Session Start Date: 5/6/2026 10:00:00 AM Session End Date: 5/6/2026 11:00:00 AM Seats Available: 13/20

Schedule

Users

Name	User ID	Locator	Organizational Unit(s)	Status	
Bear, Grizzly	GBear-Employee	11449	Client Admin Division (Division)	Pending	Remove


Tip: You may manually **Add Users** to the Roster.

Add Users

Add Pending Users to Roster Send emails

Note: If users have the **'Pending'** status, click the **'Add Pending Users to Roster'** button.

Roster Show Withdrawn/Removed Users

[Download 'Bulk Add Users' template](#) No file chosen [Upload users](#) 

Name	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0 of 1 Parts Attended			Registered	Print Sign-In Sheet Email Registered Users Withdraw / Move Users
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0 of 1 Parts Attended			Registered	...
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0 of 1 Parts Attended			Registered	...
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0 of 1 Parts Attended			Registered	...
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0 of 1 Parts Attended			Registered	...
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0 of 1 Parts Attended			Registered	...
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0 of 1 Parts Attended			Registered	...
[Redacted]	[Redacted]	[Redacted]	[Redacted]	0 of 1 Parts Attended			Registered	...

Showing 1-7 of 7

Session Roster (continued)

You can view Session Roster information and manage the Roster.

- Click the links near the top of this page to:
 - View Exception Requests
 - Manage Waitlisted Users
 - View a Printable Version
 - Export to Excel
- The Registered Users are listed with their Name, User ID, Organizational Unit, Email, Attendance Data, Score, Pass/Fail, Registration Status.
- The Options menu (at the far right of each user) provides additional options for individual users.

My Learning Connection ILT Instructor Training Roster

Session Roster

Roster Attendance and Scoring

Inventory Unassigned (0) Pending Payment (0) **Exception Requests (0)** Waitlisted (0) [Printable Version](#) [Export to Excel](#)

Session Status: Approved Session Start Date: 5/6/2026 10:00:00 AM Session End Date: 5/6/2026 11:00:00 AM Seats Available: 13/20

Schedule

Users

No User Selected

Roster Show Withdrawn/Removed Users

Tip: Show **Withdrawn Users** by clicking this checkbox.

Tip: If you need to add multiple Users, click on **Download 'Bulk Add Users' Template**.

- Add up to 100 users to the Excel template.
- Save and Select the **Choose File** button.
- Then Click the **Upload Users** button.

[Download 'Bulk Add Users' template](#) No file chosen [Upload users](#)

Name	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options
Administrative Assistant III (Position)	M00000005			0 of 1 Parts Attended			Registered	<ul style="list-style-type: none"> Comments History Remove Users
DOCUMENT SERVICES (Position)	M00000005			0 of 1 Parts Attended			Registered	
COORDINATOR (Position)	M00000010			0 of 1 Parts Attended			Registered	
FACULTY CTR FOR TEACHING & LEARNING	M00000010			0 of 1 Parts Attended			Registered	
Director Faculty Ctr Teaching & Learning (Position)	M00000002			0 of 1 Parts Attended			Registered	
ENGLISH LANGUAGE INSTITUTE (Position)	M00000000			0 of 1 Parts Attended			Registered	
Engagement (Position)	M00000002			0 of 1 Parts Attended			Registered	
FACULTY CTR FOR TEACHING & LEARNING	M00000004			0 of 1 Parts Attended			Registered	
Administrative Assistant III (Position)				0 of 1 Parts Attended			Registered	

Showing 1-7 of 7

Attendance and Scoring

After your Session has ended, update your Roster on the **Attendance and Scoring** tab.

- Select the **Attendance** checkboxes for each user who attended the Session.
- If your Session had any grades, enter the **Scores** for each user and uncheck the **Pass** checkbox if any users did not earn a passing score.
- Click the **Submit Roster** button when everything is tracked.

Note:

Be sure to always check the **Attendance** checkbox(s) for all users who attended each **Part** of the Session (there will be numbered checkboxes for each Session Part, so you can track attendance for each Part).

My Learning Connection ILT Instructor Training Roster

Session Roster

Roster **Attendance and Scoring**

Track attendance and scoring below. Use the "Submit Roster for Completed Users" button to submit Attendance, scoring and Pass status for users who have completed enough parts required for Session Completion. Attendance and Pass status will not be editable when the roster is submitted and a user has a status of "Completed". The Admin may select to submit the roster again and update the user's attendance, score and pass status where the user's status is not yet complete or if you see revert option and click it.

IMPORTANT--Virtual ILT Sessions: Wait 24 hours after the session ends before updating attendance. 1. Use "Update Attendance" to get attendance from the vILT provider. Attendance from the vILT provider will appear below. 2. Use "Submit Roster" to submit attendance, scoring and pass status for users who have completed enough parts required for Session Completion. Please note: After the roster is submitted using "Submit Roster", using "Update Attendance" will no longer get attendance from the vILT provider.

Finally, after following the two steps above, to manually update a user's attendance: 1. Make the appropriate changes. 2. Use "Update Attendance" to save the changes. 3. Use "Submit Roster" again to submit attendance, scoring and pass status for users who have completed enough parts required for Session Completion.

Parts

Users

Check/Uncheck All Download Roster Choose File No file chosen Upload Roster

Name	User ID	Attendance	Score	Pass	Session Completion
[Redacted]	[Redacted]	<input type="checkbox"/> 1	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	5/5/2026 Edit
[Redacted]	[Redacted]	<input type="checkbox"/> 1	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	5/5/2026 Edit
[Redacted]	[Redacted]	<input type="checkbox"/> 1	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	5/5/2026 Edit
[Redacted]	[Redacted]	<input type="checkbox"/> 1	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	5/5/2026 Edit
[Redacted]	[Redacted]	<input type="checkbox"/> 1	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	5/5/2026 Edit
[Redacted]	[Redacted]	<input type="checkbox"/> 1	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	5/5/2026 Edit
[Redacted]	[Redacted]	<input type="checkbox"/> 1	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	5/5/2026 Edit

Required

Attendance checkboxes (1-7) highlighted in red.

Score input fields (0-7) highlighted in red.

Pass checkboxes (checked) (1-7) highlighted in red.

Showing 1-7 of 7

Comments

Back Save **Submit Roster**

Required

Reporting

There are several **ILT Reports** available.

- Click on a **Report** and enter the required query data.
- Select an Output option.
 - **Printable Version**
 - **Export to Excel**
 - **Export to Text**
- The **Report** will run and display in the selected format.
- If you need additional reporting, contact HRLearning@MissouriState.edu,
 - Provide details about the data you need a report built to show.
 - If approved, we will build a custom report in Reporting 2.0 and share it with you.

The screenshot shows a web browser window with the URL missouristate.csod.com/reports/index.aspx?tab_page_id=-302. The page header includes the Missouri State logo and "MY LEARNING CONNECTION". A navigation menu contains "Home", "Learning", "Reports", "ILT", and "Admin". A search bar is located in the top right. The main content area is titled "Reports" and includes the instruction: "Click on a report category to view those reports. You may search for any reports by title or description." Below this is a list of report categories, with "ILT" selected. The categories listed are:

- Enrollment Summary**: Displays summary information for Instructor Led Training(ILT) sessions.
- No-Show**: Displays sessions where one or more students did not attend the required number of parts. Detail view lists no-show employees.
- Requests Status Summary**: Displays a summary list of requested training.
- Session Cancellation**: Displays a list of cancelled sessions, including reason for cancellation.
- Session Withdrawal**: Displays a list of employees who registered for sessions and later withdrew their registration, including reasons for withdrawal.

Note:

A **Report** will only show data that you have **Permission** to see. As such, you may not see all available data if you attempt to report on records that you don't have **Permission** to view.

Additional Resources

If you ever have questions or need technical assistance with My Learning Connection, please contact us.

- **HR Learning Team:**
HRLearning@MissouriState.edu
- **System Administrator:**
Jason Coons (OTD Specialist)
JasonCoons@MissouriState.edu
(417) 836-7683



Tip: Context Sensitive Help is always available from the Basic Settings Menu.



Questions?



**Missouri
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**ORGANIZATIONAL AND
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