



Sometimes a training program can accept the completion of one learning object as substitution of another learning object. To do that in Cornerstone, you'll want to define the learning objects as "equivalent." Learning objects may have one or more training equivalencies which may be of a different training type. Training types can be Curriculum, Event, Library, Material, Online Class, Online Content, Test, or Video.



To add an inactive learning object as an equivalent to an active learning object, you need to first reactivate the inactive learning object. After you add it as a training equivalent, you can go back and inactivate the learning object.



In our system, we do not use the Language Equivalency function. Even if you are creating a language equivalent course, use the Training Equivalency function.

## Add Training Equivalents

1. To add equivalent training to a learning object, from the Menu, go to **Admin > Catalog > Course Catalog**.
2. Search for the learning object for which a substitute training can be completed. Select the **ellipsis** link  in the Actions column and select **Edit**.
3. On the General page, scroll down to the Training Equivalents section. Select the **Add Training Equivalents** link.
4. A pop-up box appears. Search for the training which can be substituted for this training. To select the training, select the **Add** link.
  - If needed, you may add more than one learning object in this step.
  - When finished, select the **Add** button at the bottom of the pop-up window.
5. Configure the Training Equivalents Options:

Name	Type	Available Languages	Bidirectional	Apply Retroactively
Training Title	Event	English (US)	<input type="checkbox"/>	<input type="checkbox"/>

- Select the **Bidirectional** (both ways) checkbox to make all trainings qualify for completion if learner completes one of the set.
  - > Example: Video A and Online Course B cover the same training content, so they are training equivalents. Instead of adding an equivalency on both LOs, you add an equivalency on Video A and mark it as bidirectional.
  - > If a user has previously completed Training A, the check for equivalency will happen at the time an item is being assigned or requested. If Training B is being assigned to the user, Training B will be added to the user's transcript as Completed Equivalent.



- Select the **Apply Retroactively** checkbox to find the learning object already on a transcript and update its training status based on the completion of the substitute learning object.
  - > Example 1a: A user has both Training X and Training Y on their transcript. The status of Training X is already Complete, and the status of Training Y is Registered. After the retroactive equivalency is applied on Training Y, the status of Training Y changes to Completed Equivalent.
  - > Example 1b: A user has both Training X and Training Y on their transcript, and both training items are in a Registered status. After the training equivalency is applied on Training Y, both items retain the Registered status. After the user completes Training X, the status of Training X changes to Completed, and the status of Training Y changes to Completed Equivalent.
- 6. When finished, select the **Save** button at the bottom of the page.
  - If the Apply Retroactively option was selected, a pop-up appears which shows the estimated number of user transcript records that will be affected.
    - > The estimated number of user transcripts includes all users who currently have both training items within the equivalency pair on their transcript.
    - > Select the **Continue** button to apply the equivalency retroactively to affected users. If you select the Cancel button, you will be returned to the Course Catalog, and no updates will be applied.
- 7. Next, you are redirected to the Course Catalog.
  - Updating user transcripts with equivalencies takes time to process, which may vary based on volume.
  - To see when processing is complete, return to the Course Catalog page for either training within the equivalency pair.
  - While the equivalencies are in process, all fields within the Training and Language Equivalencies row of the Course Catalog page are disabled, and the word "Processing" appears within that section until processing is complete.

## ***Remove Training Equivalents***

When an equivalency is removed, there is no impact to historical user transcript statuses.

1. To remove equivalent training from a learning object, go to the Menu > **Admin** > **Catalog** > **Course Catalog**.
2. Search for the learning object. Select the **ellipsis** link in the Actions column and select **Edit**.
3. On the General page, scroll down to the Training Equivalents section. Select the **Remove** link.
4. When finished, select the **Save** button at the bottom of the page.