## *Understand Events/Sessions Parent-Child Hierarchy*

The Cornerstone Learning Management System (LMS) organizes many of its functions through hierarchies, described as "parent-child relationships". To use Cornerstone's **Instructor Led Training (ILT)** system, it is important to remember the following:

Events represent the top level (parent) of the ILT hierarchy. They contain the general information about your course, such as the description, objectives, vendor, and subjects.

Sessions are instances of events held at different times and locations. You may think of a session as the "child" of the event. Sessions are scheduled, individual occurrences of events.

1. To create a scheduled instance of a training, open the **ILT Admin** tab from the menu bar, then select **Manage Events & Sessions** from the dropdown menu.
2. Select the **Create New Event** ✚ button. Fill in the details about your event on the Properties page. (For detailed instructions, see the Job Aids *Create an Event* or *Create a Session*.)
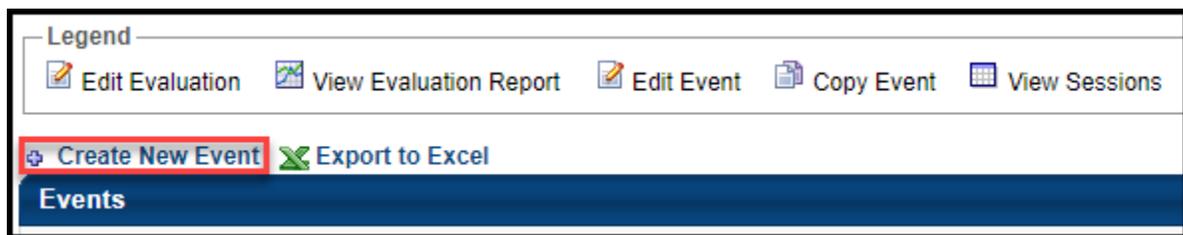
3. The **Description** is configured on the event's Properties page. All sessions will inherit this description, so if the description is not valid for a session, you should create a new event with the new description.
4. Use the **Session Defaults** page to select the settings that will be inherited by newly created sessions (previously created sessions will not retroactively inherit these settings).
5. Next, from the **Manage Events & Sessions** page, locate your event, then select the **View Sessions** button ▦ on the far right to display the available sessions for your event. If there are no sessions scheduled, select the **Create New Session** link to create your session.
6. Fill in the necessary details for the scheduled instance of your training in order to create your session.

> 💡 For more details about managing **ILT Events and Sessions**, refer to the Job Aids "Create an Event" or "Create a Session".

> ⚠ Since **Sessions** are the "children" of **Events**, you must first create the Event <u>before</u> you can schedule a training Session.

Understand Curricula/Learning Object (LO) hierarchy

Curricula are organized groups of **Learning Objects** (**LOs**) around a similar learning topic. The **Curriculum** represents the top level, or "parent", in this organization, while the individual LOs housed within the curriculum are its "children". Once created, a curriculum functions as a single LO for users to search for/request, for managers to assign/approve, and for administrators to track/report. The parent Curriculum may contain a variety of child LO types, including ILT, online courses, tests, materials, or free form items. Keep the following in mind when creating, editing, or managing Curricula:

Curricula represent the parent level of the curriculum hierarchy. They contain the general information about your curriculum, such as the description, objectives, vendor, and subjects.

Learning Objects (LOs) are individual training objects of any kind that make up the curriculum. Within the Curriculum area of the LMS, you may think of a LO as the "child" of the Curriculum. LOs within the Curriculum may be ordered in any way or further organized into **Sections**.

1. To create a curriculum, open the **Admin** tab from the menu bar, then select **Catalog** from the dropdown menu.
2. Select the **Curricula** link.
3. Select the **Create A New Curriculum** link in the Manage Curricula section.
4. Fill in the necessary details and settings for the Curriculum.
5. Add individual **LOs** from the **Structure** page by using the **Add Training** button 🗋. If needed, use the **Add Section** button 🗂 if you would like to differentiate between groups of LOs.
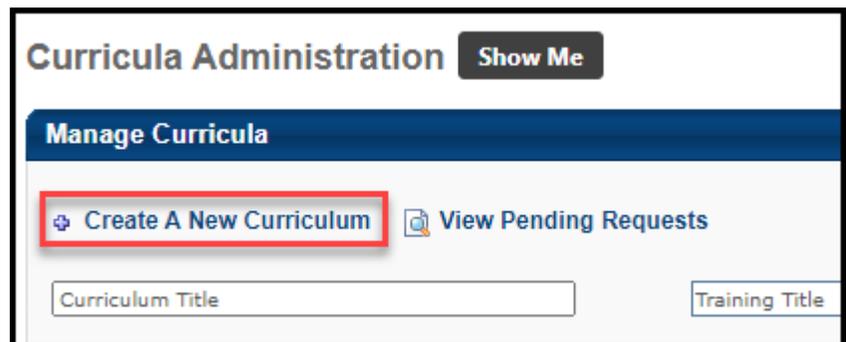
💡 For detailed instructions about creating curricula, use the Job Aid, "Create a Curriculum".