

STEPPER 1: LOGGING IN AND SEARCHING

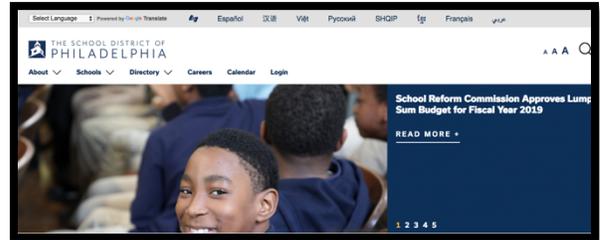
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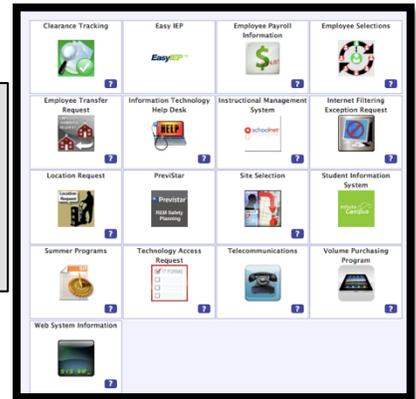
LOGGING IN and SEARCHING

LOGIN

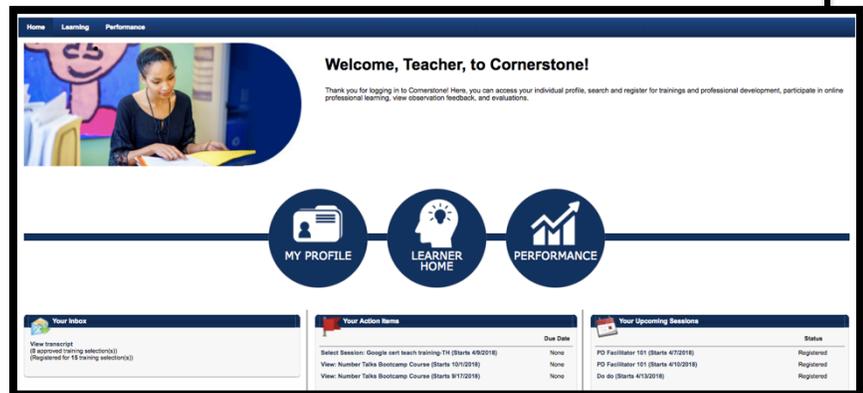
1. Go to District homepage:
www.philasd.org



2. Login. This will take you to the Master Login Screen, "Hollywood Squares." Click the Cornerstone square.



3. See the WELCOME PAGE.



For additional support, email: cornerstonehelp@philasd.org

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SEARCH:

4. For most of the search options below, you will start on the LEARNER HOME page. You can reach it by clicking the middle blue circle, or from the drop down menu under the LEARNING tab.



5. Search for an event using one of the following ways:

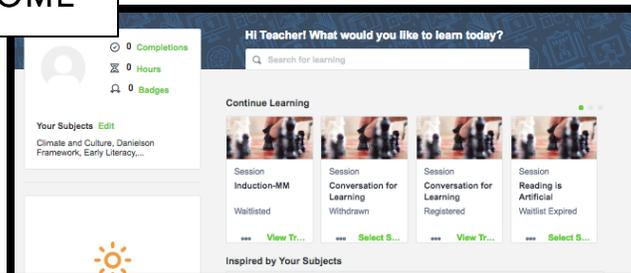
Ways to Search for an Event or Other Professional Development

- LEARNER HOME: Browse through the recommendations made to you.
- If you KNOW THE TITLE, PART OF THE TITLE, or THE SUBJECT: Type it into the search box at the top of Learner Home.
- If you KNOW THE MONTH it is offered: Go to the LEARNING tab. Scroll to EVENT CALENDAR.
- If you don't know any of this information: Click in the empty search box and browse all the trainings and resources available. You can narrow your results using the filter box.

SEE SCREENSHOTS BELOW

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LEARNER HOME



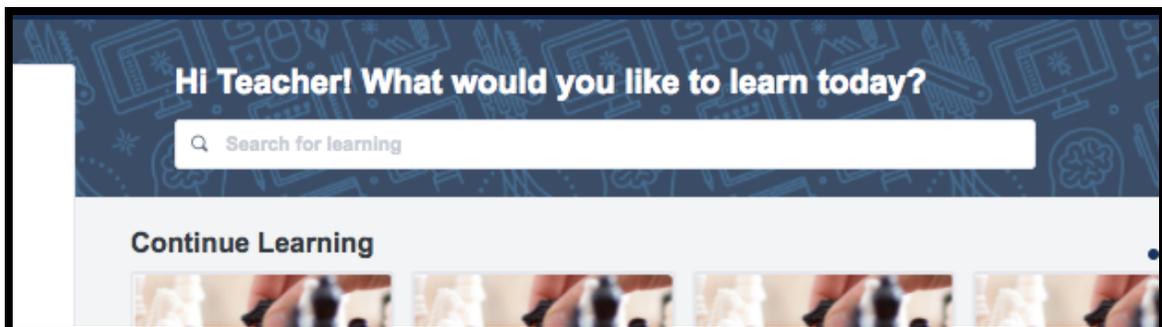
6. You can browse through the suggested events on your LEARNER HOME page, or type (event title, partial title, key word) in the search box.

EVENTS CALENDAR can be reached from the LEARNING drop down menu.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	2 TTL PD Day - TM 8:30 AM - ARTS ACADEMY AT BENJAMIN RUSH UAT 8:30 AM - Training Room TTL PD Day - TM 8:30 AM - ARTS ACADEMY AT BENJAMIN RUSH TTL PD Day - TM 8:30 AM - ARTS ACADEMY AT BENJAMIN RUSH TTL PD Day - TM 8:30 AM - ARTS ACADEMY AT BENJAMIN RUSH	3 TTL PD Day - TM 8:30 AM - 10:00 AM ARTS ACADEMY AT BENJAMIN RUSH 10:00 AM - 11:30 AM ARTS ACADEMY AT BENJAMIN RUSH 12:15 PM - 1:45 PM ARTS ACADEMY AT BENJAMIN RUSH ... TTL PD Day - TM 8:30 AM - ARTS ACADEMY AT BENJAMIN RUSH TTL PD_DD 8:30 AM - ARTS ACADEMY AT BENJAMIN RUSH TTL PD_DD 8:30 AM - ARTS ACADEMY AT BENJAMIN RUSH TTL PD - MM 8:30 AM - ARTS ACADEMY AT BENJAMIN RUSH	4 4/2 - 4/2 Training Room	5 UAT 8:30 AM - Training Room SMART Training -TM- Partial, (2 Sessions) 3:30 PM - ACADEMY AT PALUMBO	6 UAT 8:30 AM - Training Room Diving Deep Into Nonfiction Text 8:30 AM - ALLEN, DR. ETHEL SCHOOL Do do 8:30 AM - ALLEN, DR. ETHEL BRIGHT FUTURES PD Facilitator 101 9:00 AM - ADAIRE, ALEXANDER SCHOOL Sleepy 10:15 AM - ACADEMY AT PALUMBO Wake up 11:00 AM - AMY NORTHWEST Sleepy 11:30 AM - ACADEMY AT PALUMBO Follow 12:40 PM - ALLEN, DR. ETHEL BRIGHT FUTURES Wake up 1:00 PM - ADAIRE, ALEXANDER SCHOOL Follow 2:30 PM - ALLEN, DR. ETHEL SCHOOL SMART Training -TM- Partial, (2 Sessions) 3:30 PM - ACADEMY AT PALUMBO	7 PD Course Series-TH 9:00 AM - Education Center PD Facilitator 101 9:00 AM - ADAIRE, ALEXANDER SCHOOL Induction 9:00 AM - Education Center

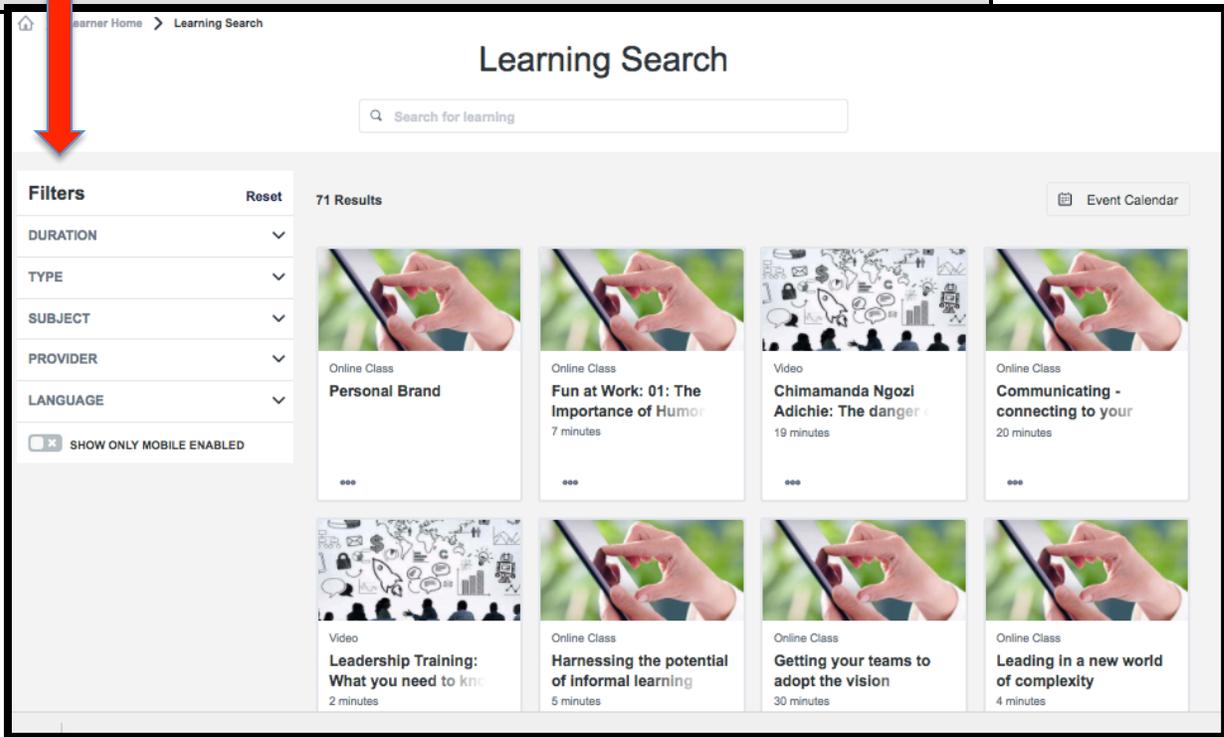
7. Find the event you want to consider.
Click the title of the event.

8. If you do not know anything about a particular event, you can do an ALL SEARCH by clicking in the SEARCH box and hitting RETURN.



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9. You will be taken to the LEARNING SEARCH page. Here, you will see all the offerings that are available to you. To narrow your results, use the filters.



The screenshot displays the 'Learning Search' interface. At the top, there is a search bar with the placeholder text 'Search for learning'. Below the search bar, a 'Filters' sidebar is visible on the left, featuring categories such as DURATION, TYPE, SUBJECT, PROVIDER, and LANGUAGE, each with a dropdown arrow. A 'Reset' button is located at the top right of the filter sidebar. Below the filters, the main content area shows '71 Results'. The results are presented in a grid of cards. Each card includes a thumbnail image, a title, a duration, and a 'Show Only Mobile Enabled' checkbox. The visible results include:

- Personal Brand** (Online Class, 7 minutes)
- Fun at Work: 01: The Importance of Humor** (Online Class, 7 minutes)
- Chimamanda Ngozi Adichie: The danger of...** (Video, 19 minutes)
- Communicating - connecting to your...** (Online Class, 20 minutes)
- Leadership Training: What you need to know** (Video, 2 minutes)
- Harnessing the potential of informal learning** (Online Class, 5 minutes)
- Getting your teams to adopt the vision** (Online Class, 30 minutes)
- Leading in a new world of complexity** (Online Class, 4 minutes)

10. Once you have found an event you want to register for, click on the title. You are now ready to move on with registration. See the next 4 STEPPERS for help with common registration scenarios.