

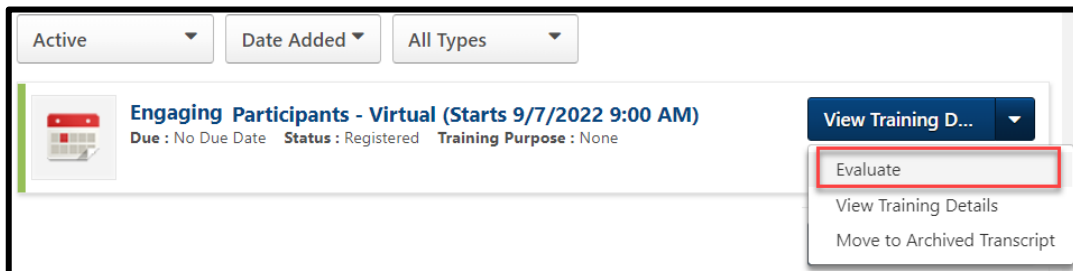


Sessions

When a training Session (in-person or virtual) has an evaluation, it can be located as follows:

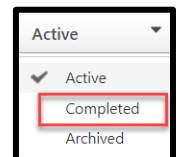
On the day of the session, you can complete the evaluation from your Active transcript as soon as the session has concluded. It will remain available on your Active transcript until your attendance has been recorded in Cornerstone. In the case of a multi-part session, the evaluation will become available after the conclusion of the final part.

1. Navigate to your Transcript. Use the **Menu** and go to **Learning > Transcript**.
2. From your **Active** transcript, locate the training you want to evaluate.
3. Select the **Actions** dropdown button on the far right of the course title.
4. Select **Evaluate** from the dropdown menu. If there is no Evaluate option in the dropdown menu, the training does not have an evaluation.

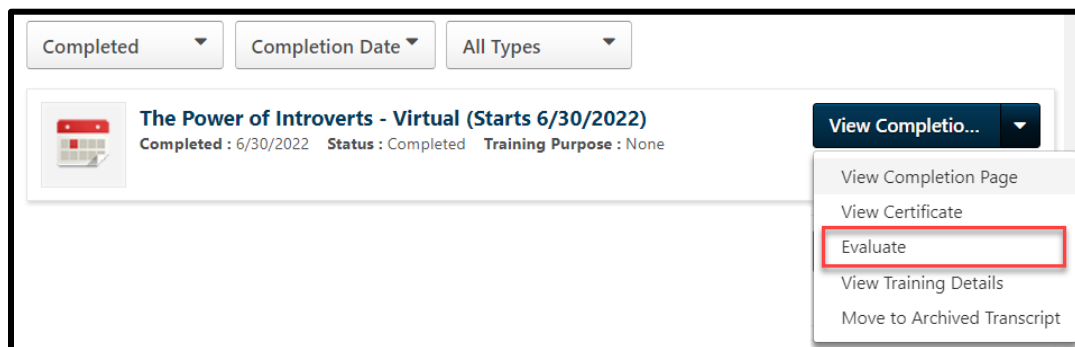


After your attendance has been recorded, you can access the evaluation by navigating to your Completed transcript.

1. Navigate to your Transcript. Use the **Menu** and go to **Learning > Transcript**.
2. Select the **Active** transcript tab and select **Completed** from the dropdown menu.



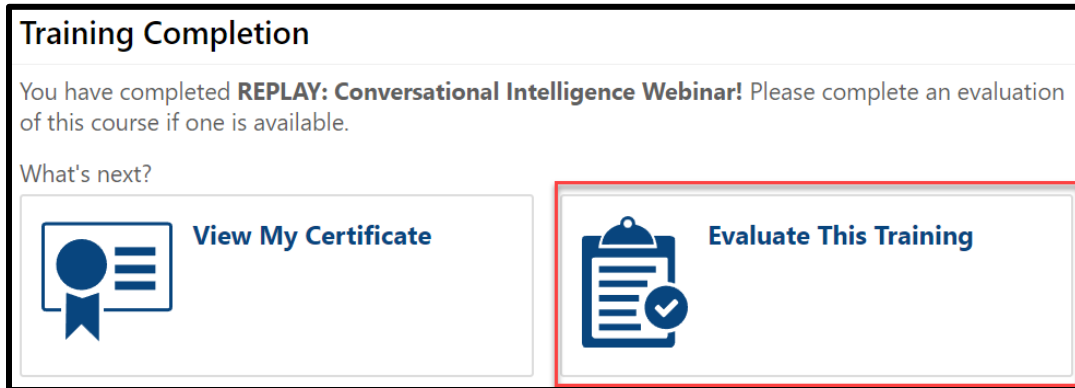
3. Select the **Actions** dropdown button on the far right of the course title.
4. Select **Evaluate** from the dropdown menu. If there is no Evaluate option in the dropdown menu, the training does not have an evaluation.





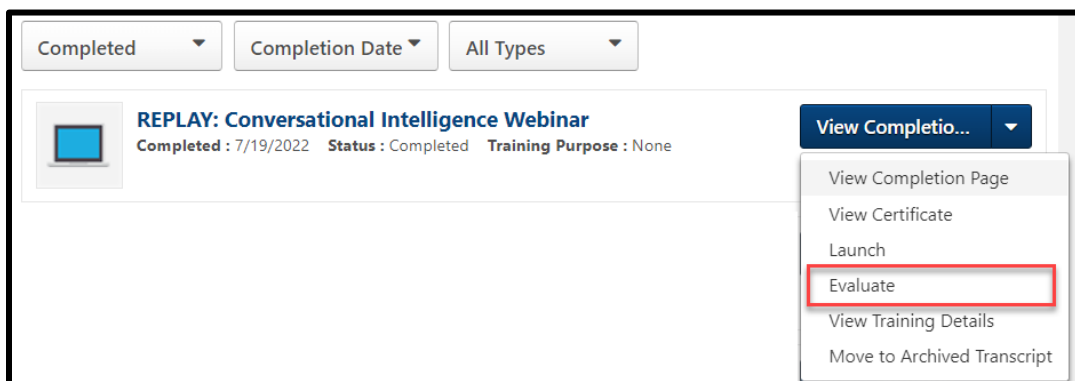
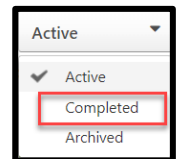
Online Course

When an online course has an evaluation, it can be completed immediately after finishing the course from the training completion page. If no evaluation is available, the **Evaluate This Training** button will not appear.



If you don't complete the evaluation immediately after completing an online course, you can return later and access the evaluation from your Completed transcript.

1. Navigate to your **Transcript**. (**Main Menu > Learning > Transcript**)
2. Select the **Active** transcript tab and select **Completed** from the dropdown menu.
3. Select the **Actions** dropdown button on the far right of the course title.
4. Select **Evaluate** from the dropdown menu. If there is no Evaluate option in the dropdown menu, the training does not have an evaluation.



Other Training Types

Other training types, for example, curriculums, videos, or materials, may also have an evaluation available. If the training has an evaluation, it can be accessed from your Completed transcript.