HLC Curricula Management

HealthStream Learning Center[™]



Administrator access to features and functions described in the HLC Help documentation is dependent upon the administrator's role and affiliation. Administrators may or may not have full access.

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Note: This guide is updated frequently. If you save or print this document, you should frequently cross-reference the date stamp on any local copies with the most current version posted in the Help system.

Curricula Overview

An HLC curriculum is a group of two or more courses or equivalents. Curricula are developed and published, and then can be assigned or made available for self-enrollment.

Curricula can be created requiring the learning items within the curriculum (that is, courses and/or equivalents) to be taken in sequential order, thus establishing prerequisite requirements for completion. Curricula can also be set to allow students to complete the learning items in whatever order they choose.

An effective date can be set for each of the learning items within a curriculum. There are two types of effective dates: *Relative* and *Fixed*.

• **Relative effective date:** The date is established when a student enrolls in a course or equivalent that is part of the curriculum.

Note: Generally, enrollment occurs when a student clicks the **Enroll** button for a course or equivalent on the **Curriculum Details** page. In some cases, an existing course enrollment or completion may be bridged to a curriculum if the enrolled or completed course is also within the curriculum, depending on the sequential completion setting. See *Adding a Curriculum* in this document for additional details regarding sequential learning item completion within a curriculum.

• **Fixed effective date:** The effective date for all items in a curriculum is the effective date of the curriculum assignment.

HLC learning events can satisfy courses within a curriculum as long as the completion date of the learning event falls within the course effective date inside the curriculum and has a completion date in proper sequence if the curriculum requires sequential completion of learning items.

Assignments that include curricula can also include separate, single courses, or equivalents. This gives administrators maximum flexibility for designing education while incorporating choice for the learners where appropriate.

Overview of Curriculum Rules

The following rules are covered in greater detail within their corresponding Help articles. Here's an overview.

Sequentiality

Within a sequential curriculum, sequential completion order of courses takes precedence over the effective date setting for courses within the curriculum.

For example:

A curriculum is set for sequential learning item completion and contains three courses.

Course #2 was already completed as a stand-alone course. However, course #2 was completed before Course #1 within the curriculum.

Course #2 will have to be completed again within the curriculum, or exempted by the HLC administrator.

Note: Course completion is based upon completion date, not time of completion. If course #1 and #2 were completed on the same day in the example above, the completion of course #2 would satisfy the sequential completion requirement, regardless of which course was completed first.

Exemptions

The following rules apply to exemptions.

- When an exemption date is entered for a course or equivalent within a sequential curriculum, it does not have to fall in sequential order.
- When a course belongs to a curriculum and also belongs to an equivalent within the same curriculum, an exemption made to the course is not bridged to the course within the equivalent, even though the equivalent is part of the same curriculum. The student would either need to complete one of the courses in the equivalent or be exempted from the equivalent.
- Exemptions are assignment-specific, and the HLC automatically checks to see that the date entered falls between the start date and end date.

Assigned Curriculum Pre-processing

When a curriculum is assigned, the HLC will check to see if there are any qualifying completions on each assigned student's transcript that can be bridged to courses or equivalents within the curriculum. Courses or equivalents satisfied by qualifying completions will be marked as **Completed** within the **Curriculum Details** on the student's **My Learning** page.

- In sequential curricula, these completions must first honor the sequential setting and then the effective date.
- In non-sequential curricula, any qualifying completions dated on or after the curriculum learning item effective date will be bridged.

Matching Assignments and Enrollments to a Non-Sequential Curriculum

A non-sequential curriculum will observe existing stand-alone course assignments and enrollments when the course exists within the curriculum. If the course is assigned, progress in the course will synchronize with the course instance inside the non-sequential curriculum. This will occur if the status of the assigned course is assigned, not yet started, in progress, or past due. If the course is electively enrolled, the nonsequential curriculum will absorb that enrollment, reducing duplication on the **My Learning** page.

Note: This does not apply to sequential curricula or equivalents.

This also works for courses that appear in two or more curricula that are assigned and/or self-enrolled. In these cases the progress of the course is synchronized between the non-sequential curriculum and the other curriculum (or curricula).

Matching Completions to an Equivalent

If two or more qualifying completions exist for an equivalent (or courses within the equivalent) within a curriculum, the HLC will bridge to the latest qualifying course completion to satisfy the equivalent within the curriculum.

Editing Completion Dates

When a course completion or exemption is edited and it is bridged to learning items within one or more curricula, each curriculum will be re-evaluated to ensure the new date still satisfies the curriculum learning item. If the completion no longer satisfies the learning item in the curriculum, the HLC will look for another qualifying completion to take its place. If no qualifying completion is found, the learning items within each curriculum will require completion or exemption.

Note: Exemptions are assignment-specific to one course.

Deleting Completions and Exemptions

When a course completion or exemption is deleted and it is bridged to learning items within one or more, the HLC will look for another qualifying completion to take its place. If no qualifying completion is found, the learning items within each curriculum will require completion or exemption.

Note: Exemptions are assignment-specific to one course.

Note: It is possible for a completed curriculum to move from the **My Transcript** page back to the **My Learning** page as a result of a completion being deleted or decoupled.

Sample Curriculum

Curriculum Name: Annual Safety Training

Curriculum Elements (set to be completed in sequential order):

- General Safety Course
- Back Safety Course (Back Safety PA or Back Safety non-PA Course)
- Electrical Safety Course
- Fire Safety Course

In the example above, students must complete four courses in the prescribed order, but can choose which of the Back Safety courses they wish to complete.

Assignments that include curricula can also include separate, single courses or equivalents. This gives administrators maximum flexibility for designing education, while incorporating choice for the learners where appropriate.

Adding a Curriculum

Adding a curriculum contains two steps: *Creating the Curriculum* and *Adding Courses and/or Equivalents to the Curriculum*.

Creating the Curriculum

To create the curriculum

1. On the Courses tab, click Add a Curriculum. The Curriculum Properties page appears.

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		For assistance, call 1-800-123-4	567.	

- 2. In the Curriculum Name box, enter the curriculum name.
- 3. In the **Description** box, enter a description of the curriculum.
- 4. Click **Select Categories** to select the default categories for the curriculum. Available categories are the same as those used for HLC courses.

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5. Select the check box(es) next to one or more categories. Subcategories will be revealed, if available, by clicking the + to the left of a category name.

6. Click **Select**. The system returns you to the **Add a Curriculum** page with the categories you selected in the **Default Categories** box.

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Tip: Consider creating a special category and sub-categories for curricula. For additional information, see *Adding a Category* in the *HLC Category Management* user guide.

7. In the **Certificate Template** list, select a certificate template.

Tip: Consider creating a certificate template especially for curricula. For additional information, see *Adding a Certificate Template* in the *HLC CE Credit Management* user guide.

- 8. In the **Keywords** text area, enter keywords to assist students and administrators in curriculum searches. Separate multiple keywords with commas.
- 9. In the **Development Status** list, select the development status. Available statuses are the same as those used for HLC courses.
- 10. Select the **Curriculum content completed sequentially** check box if you wish to create prerequisite delivery of curriculum items. Leaving the box cleared will allow students to complete the courses or equivalents in random order.

Note: When you select the **Curriculum content completed sequentially** check box, sequential completion takes precedence over course effective dates. For a qualifying completion to be bridged to a course or equivalent within the curriculum, the completion must have occurred within the designated sequential completion order for the learning item, as well as be dated on or after the designated effective date for that learning item within the curriculum. See *Curricula Overview* in this document for more information about sequential completion rules.

- 11. Do one of the following:
 - Click **Save**. The **Curriculum Builder** page appears.

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	For assistance, call 1-800-123-4567.	

 Click Save and Add Another if you wish to add an additional curriculum. A new Curriculum Properties page appears.

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You will need to come back and add courses or equivalents to the curriculum before you can publish it or assign it. The **Save and Add Another** button is provided so administrators can choose how they want to work; either create the names and properties for several curricula at one time, or build a curriculum from start to finish, including adding courses and equivalents.

Note: To return to the original curriculum, you must return to the **Courses** tab and click **Manage Curricula**. See *Searching for a Curriculum* in this document.

From the **Curriculum Builder** page, you can now add courses or equivalents to the curriculum.

Adding Courses to the Curriculum

To add courses to a curriculum

- 1. Search for the curriculum to which you want to add the course. See *Searching for a Curriculum* in this document for details on conducting a curriculum search. The **Curriculum Builder** page appears.
- 2. Click Add a Course. The Course Search page appears.

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3. Perform a course search. Search by title, keyword, alphabetically or by category. A list of all courses matching your search criteria appears.

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4. Click the name of the course you wish to add. The **Course Properties** page appears.

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Safety Curriculum	General Safety		
General Safety		Required *	
	Enewhole		
	Description:	This course provides the student with common safety hazards within the heath care setting and guidelines on how to prevent injury.	
	Learning Objectives:	Upon completion of this activity the participant should be able to: identify the types of hazards in the health care setting. Determine staff at deviated insife or exposure or hazards indestand measures for safeguarding agains different types of hazards Distinguish biological, chemical, psychological, physical and environmental hazard types.	
	Default Categories:	Healthcare Organizations HealthCare Professionals HealthCirceam Regulationy - Core Regulationy Acute Care Regulationy	
	Default Certificate:	HealthSteam_default	
	Development Status:	Approved	
	Owner:	Healthstream	
	Recognize completion up to:*	days before enrolment in the course. Don't require student to complete course again.	
	Note:	Students enrol in a course within a curriculum when they click the course's Enrol button on the Curriculum Details page.	
	Delete		Save Save and Add Another Cancel
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5. In the **Course Properties** box, click **Preview** to view course details, including learning objectives and associated continuing education (CE) credit, if applicable.

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6. Select the **Use the effective date from any assignments of this curriculum** check box if you want the assignment effective date of the curriculum to apply to the course. A course completion found after the assignment effective date will satisfy the course within the curriculum.

Note: When you select the **Curriculum content completed sequentially** check box, sequential completion takes precedence over course effective dates. For a qualifying completion to be bridged to a course or equivalent within the curriculum, the completion must have occurred within the

designated sequential completion order for the learning item, as well as be dated on or after the designated effective date for that learning items within the curriculum. See *Curricula Overview* in this document for more information about sequential completion rules.

7. In the **Effective Date (Recognize completion up to)** box, enter an effective date for the course in days. The effective date is the number of days prior to course enrollment that the system will recognize course completion. The default is **0**, which means only prior completions that happened on the day of enrollment will apply to the course. This feature will allow the system to recognize course completion when a student takes the curriculum as elective learning. It will also apply to assigned curricula where the **Use the effective date from any assignments of this curriculum** check box is not selected.

Note: When you select the **Curriculum content completed sequentially** check box, sequential completion takes precedence over course effective dates. Any existing completions that fall within the effective date range must also be in sequence relative to the curriculum.

- 8. The Allow students to register for classes even if they have not completed all prerequisites check box is checked by default so students can plan their schedules and reserve seats in classes in advance. Understand that when a student registers for a class they are enrolled in the course that contains that classroom activity, which means a student could take a course out of order in a sequential curriculum when this check box is left checked. If you do not want to allow students to register for classes before completing all courses prior to the course with the classroom learning activity, clear this check box. Clearing the check box will prevent students from completing any courses out of order in a sequential curriculum. If you are not creating a sequential curriculum, leave this box checked.
- 8. Do one of the following:
 - Click **Save** to save the effective date.
 - Click **Save and Add Another** to save the effective date and add another course to the curriculum. If you choose to add more courses, then follow steps 2 through 8 until all desired courses have been added.

Note: You may delete the course from the curriculum by clicking **Delete** in the lower left-hand corner of the **Course Properties** page.

After you have added all of the courses and equivalents

- 1. In the left-hand navigation pane, drag courses to position them as desired.
- 2. Prior to publishing the curriculum, the curriculum properties can be edited, and courses and equivalents can be added or deleted.
- 3. After you have developed the curriculum, you must publish it for use in the HLC. See *Publishing a Curriculum* in this document.

Adding Equivalents to the Curriculum

To add equivalents to the curriculum

- 1. Search for the curriculum to which you want to add the equivalent. See *Searching for a Curriculum* in this document for details on conducting a curriculum search. The **Curriculum Builder** page appears.
- 2. Click Add an Equivalent. The Browse for an Equivalent page appears.

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3. Perform an equivalent search. Search by title, keyword, alphabetically or by category. A list of all equivalents matching your search criteria appears.

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4. Click the name of the equivalent you wish to add. The Equivalent Properties page appears.

urriculum Builder afety Curriculum rson: 1 – HealthStream Medcal	Center		Ereview 🖓 Bubbh 🔶 Ext.Cur	nculum
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onani Safey	Description: Default Categories: Development Status: Owner: Recognize completion up to:*	Required Choose the course with the appropriate anguage for you. You only need to complete one course. 2009 Compleance Approved HeathStream Medical Center o days before enrolment in the equivalent or its courses. Don't require student to complete equivalent or course again. Recognice completion up to date apples to the equivalent and the courses with n.5. Substrest end na equivalent they click the Extendency completion on the curriculum dical page. Substrest end na course with an equivalent they click the		
	Delete	Course's Enrol button on the Equivalent Details page.	Save and Add Another Ca	ncel

5. In the Effective Date (Recognize completion up to) box, enter an effective date for the equivalent in days. The effective date is the number of days prior to equivalent enrollment and course enrollment that the system will recognize equivalent or equivalent course completion. The default is 0, which means only prior completions that happened on the day of enrollment will apply to the equivalent. This feature will allow the system to recognize equivalent completion or completion of a course within the equivalent when a student takes the curriculum as elective learning. It will also apply to assigned curricula where the Use the effective date from any assignments of this curriculum check box is not selected. The equivalent or a course within the equivalent that was completed after the relative effective date will satisfy the equivalent within the curriculum. The system will first look for equivalent completion, and if no equivalent completion is found after the relative effective date, the system will look for completion of the course selected by the student within the equivalent.

Note: When you select the **Curriculum content completed sequentially** check box, sequential completion takes precedence over equivalent effective dates. Any existing completions that fall within the effective date range must also be in sequence relative to the curriculum.

- 6. Do one of the following:
 - Click **Save** to save the effective date.
 - Click **Save and Add Another** to save the effective date and add another equivalent to the curriculum. If you choose to add more courses, then follow steps 2 through 7 until all desired courses have been added.

Note: You may delete the equivalent from the curriculum by clicking **Delete** in the lower left-hand corner of the **Course Properties** page.

After you have added all of the courses and equivalents

- 1. In the left-hand navigation pane, drag courses to position them as desired.
- 2. Prior to publishing the curriculum, the curriculum properties can be edited, and courses and equivalents can be added or deleted.
- 3. After you have developed the curriculum, you must publish it for use in the HLC. See *Publishing a Curriculum* in this document.

Publishing a Curriculum

To activate a curriculum in the HLC, it must be published. Publishing makes the curriculum available for assignment and, if desired, for elective enrollment. Prior to publishing you may preview the curriculum by clicking **Preview** in the upper right-hand corner of the **Curriculum Builder** page.

Note: Once a curriculum is published, you cannot add, delete or rearrange the courses or equivalents within the curriculum.

To publish a curriculum

1. Search for the curriculum that you want to publish. See *Searching for a Curriculum* in this document for details on conducting a curriculum search. The **Curriculum Builder** page appears.

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2. Click **Publish**. The Publish page appears.

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	Quick Publish	
	This option will publish the curriculum to the affiliation you are currently logged into.	
	This curriculum can be used by subsidiary affiliations,	
	This curriculum can be used for enrollment (assignment and/or class registration).	
	If this curriculum can be used in Reports.	
	Students may self-enroll from the Catalog tob.	
	If this version is the active version of this curriculum at the selected affiliation(s) (New enrollments will be created using this version).	
	Un-enroll and re-enroll students that are currently enrolled but have not completed any version of this curriculum.	
	Quick Publish	
	Advanced Publish	
	This option allows you to select the affiliation(s) that the curriculum will be published to	. You can also edit publishing options for each affiliation selected.
	Advanced Publish	
	For assistance, call 1-800-123-4567.	nd.
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- 3. In the Development Status list, select the development status of the curriculum.
- 4. You can now choose between **Quick Publish** or **Advanced Publish**. *Quick Publish* allows the curriculum to be published to the entire institution using a common set of publishing properties. *Advanced Publish* allows publishing properties to be customized for specific subsidiary affiliations.

Quick Publish

If you wish to publish the curriculum to the entire institution using a common set of publishing properties, use the Quick Publish feature.

To publish a curriculum with Quick Publish

Make the desired selections under Quick Publish.

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	Quick Publish This option will publish the curriculum to the affiliation you are currently logged into. If this curriculum can be used by subsidiary affiliations. This to curriculum can be used for enrollment (sangement and/or class registration). This to curriculum can be used for enrollment (sangement and/or class registration). This curriculum can be used for enrollment (sangement and/or class registration). This support is that zive version of this curriculum at the selected affiliation(s) (Neve enrollments will be created using this version). Un-moral and re-erroll sublents that are currently enrolled but have not completed any version of this curriculum. Quick Publish	
	Advanced Publish This option allows you to select the affiliation(s) tha [Advanced Publish]	t the curriculum will be published to. You can also edit publishing options for each affliation selected.
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- 1. Leave the **This curriculum can be used by subsidiary affiliations** check box selected if you want the curriculum to be available for use by administrators in subsidiary affiliations with access to curriculum building or assignments features.
- 2. Leave the **This curriculum can be used for enrollment (assignment and/or class registration)** check box selected if you want the curriculum to be available for administrator delivery to students via group or individual assignment or by class registration.
- 3. Leave the **This curriculum can be used in Reports** check box selected if you want the curriculum available for inclusion in reports.
- 4. Leave the **Students may self-enroll from the Catalog tab** check box selected if you want the curriculum available to be taken as an elective.
- 5. Leave the **This version is the active version of this curriculum at the selected affiliation(s)** check box selected if you want the curriculum to be active in the system. See *Creating a New Curriculum Version* in this document for further details about versioning a curriculum.
- Select the Un-enroll and re-enroll students that are currently enrolled but have not completed any version of this curriculum check box if you want the system to un-enroll and reenroll students when publishing subsequent curriculum versions. (See *Creating a New Curriculum Version* in this document.)

7. Click **Quick Publish**. A warning page appears, as shown below.

	🚡 heren 🛞 hitikh 🗇 hit Cumaku
Publishing a curriculum is a serious operation. All students currently enrolle immediately. To proceed, dick the "Confirm" button. To cancel, press the "C	d in this curriculum will see published changes Cancel* button.
	Confirm Cancel
For assistance, call 1-800-123-4567.	

8. Click **Confirm**. A curriculum publish request is submitted, as shown below.

obert Smith HealthStream Medical Center Administrator	Mar 25 2009 2:34 PM CT
People Courses Education Reports Tools Services My Profile	🚺 Ste Map 🥌 Discuss 🕢 He
Curriculum Builder Safety Curriculum Vesion 1 – Healtdiream Medical Center	🚮 Brexkey 🎲 Publish 🗇 Ext. Curriculum
Control Safety Control Contro Control Control Contro Contr	y submitted. the link below to go to Request Manager.
-	Go to Request Manager
For assistance	e, call 1-800-123-4567.
HealthStream' Copyre	ht © 2009 HeathStreen, Inc. All Rights Reserved.
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9. To view the status of your publish request, click Go to Request Manager.

Advanced Publish

If you wish to publish a curriculum to specific subsidiary affiliations only, or if you wish to customize the publish settings for subsidiary affiliations, use the Advanced Publish feature.

To publish a curriculum with Advanced Publish

1. Click Advanced Publish. A warning page appears, as shown below.



2. Click Add Affiliations to Receive Curriculum. The Find affiliation(s) page appears.

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People Courses Education Reports	Tools Services My Profile	🖸 Ste Map 🥌 Docuss 🕢 Hel
Herarchy Selector Find affiliation(s)		Return to Curriculum Publishing Options
	Alphabetical T. Hierarchy	Search
	For assistance, call 1-800-123-45	
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- 3. Search your organizational hierarchy for the desired subsidiary affiliation(s) using alphabetical, word search, or hierarchy search.
- 4. Click **Search**. The search results appear in the **Search Results** box.
- 5. In the **Search Results** box, select the check box(es) next to the name(s) of the subsidiary affiliation(s) to which you wish to publish.
- 6. Click **Select**. The selected affiliations will appear in the hierarchy tree on the left.

eople Courses Education Reports Tools Serv	Kes My Profile
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E - Collecture Exponent Analysis Hereine 2008+rrc - HealthOffenen Heckus Conter	Publishing a Curriculum is a serious operation. Changes will be seen immediately by the affiliations listed and any student enrolled in the most recent active version if "Un enroll and re-enroll" was selected. You may change your publishing option per affiliation using the hierarchy on the left. You may add additional affiliations is selecting the organization name in the hierarchy and change the 'Add Affattano's to Receive Curiculum'' hit. To proceed with publishing, click the "Continue" button. If the "Continue" button is not visible, click the organization name. If there are no organizations listed, you need to add one. To cancel, click the "Return to Curriculum" link. Centinue
	For assistance, call 1-800-123-4567.
	Build 9-2-31.89%.5 OHICOVERS4 AHICOVERS4 CLARNOVIN

7. Click the name of each affiliation. The standard publishing settings appear (see *Quick Publish* in this document). Select the desired settings for the affiliation.

ert Snith HealthStream Redical Carter Administrator People Courses Education Reports Tools St	vices My Profile	Har 25 2009 2-40 SM CT
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	For assistance, call 1-800-123-4567.	

8. Click **Save Settings**. A warning page appears, as shown below. If more than one affiliation has been selected, repeat steps 6 and 7 for each affiliation.

ALTHISTREAH LEARNING CENTER - ADMINISTRATOR #Smbh HeabhStream Medical Carbar Administrator	Mar 23 2009 2-41 PM CT
ople Courses Education Reports Tools Ser	kes My Profile
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Marcado vene Roboteni Underd Eventen	Publishing a Curriculum is a serious operation. Changes will be seen immediately by the affiliations listed and any student enroled in the most recent active version if "Un-enrol and re-enrol" was selected. You may change your publishing option per affiliation using the hierarchy on the left. You may add additional affiliations is selected. Image your publishing, click the "Continue" button. If the interactive and clicking the 'Additional' in the interactive and clicking the 'Additional' in the organization main in the hierarchy and clicking the 'Addition's to Recence Continuum' in the cancel, click the "Return to Curriculum" ink. Image yettings were successfully updated. Continue
	For assistance, call 1-800-123-4567.

9. Click **Continue**. A curriculum publish request will be submitted, as shown below.

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A publish request has been successfully submitted. To view the status of this request, dok the link below to go to Request Manager.	
	Go. to. Request. Manager
For assistance, call 1-800-123-4567.	
HeadabOreant Copyright © 2009 HeadthStream, Inc. All Rights Reserved. Build 9-221.895 5	
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10. To view the status of your publish request, click Go to Request Manager.

Republishing a Curriculum

If edits are made to a published curriculum, the curriculum must be republished to activate changes.

To republish a curriculum

1. Search for the curriculum that you want to republish. See *Searching for a Curriculum* in this document for details on conducting a curriculum search. The **Curriculum Builder** page appears.



- 2. Make desired edits to the curriculum.
- 3. Click **Publish**. The **Publish** page appears.

EALTHISTREAM LEARNING CENTER + ADH bert Smith HealthStream Medical Center Administrator	NILTRATOR	Mar 25 2009 2-46 PM CT
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Curriculum Builder Safety Curriculum Version: 1 – Health&ram Medical Center	2	Prodess 🛞 Publish 🗇 Exit Curriculum
e 🏀 Enderske maarten - 🛄 General Safety	Curriculum Development Status	
L 🛃 2009 Fire Safety English & Spanish	Republish This curriculum was last published by: Robert Smith on: 3/25/2009 This option allows you to quickly republish using the previous publish Republish Republish	
	Quick Publish This option will publish the curriculum to the affiliation you are currer If This curriculum can be used by subsidiary affiliations. If This curriculum can be used for enrollment (assignment and/or class to this curriculum can be used in Reports. If This curriculum can be used for enrollment (assignment and/or class to Students may will enroll from the Catalog tab. If the version is the active version of this curriculum at the selected at (fewer enrollments) the created using the version. If the enroll and re-enroll students that are currently enrolled but have	s registration). Risation(s)
	Guick Publish Advanced Publish This option allows you to select the affliation(s) that the curriculum v Advanced Publish	will be published to. You can also edit publishing options for each affliation selected.
	For assistance, call 1-800-1.	n, 3nr. All Rights Reserved.

4. Click **Republish**. A warning page appears, a shown below.

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eople Courses Education Reports Tools Serv	Kes My Profile
Curriculum Builder Publishing Details Safety Curriculum (v.1)	Add Millaton(s) to Receive Curriculum 🗇 Return to Curriculum
E 🛃 Tabata kana Langara (Januar) 2009 PPC - Health Chean Medical Center	Publishing a Curricularni is a versus operation. Changes will be seen immediately by the afflictions lated and any students erroled in the most recent active version if "Un-errol and re-errol" was selected. You may change your publishing option per affliction using the hierarchy on the lift. You may add additional afflictions is because the hierarchy and clocking the "Add Affliction(5) to Receive Curriculum" flux. To proceed with publishing, clock the "Continue" button is not visible, clock the organization mine. If there are no organizations filted, you need to add one. To cancel, clock the "Return to Curriculum" ink. Continue
	For assistance, call 1-800-123-4567. Hubblewar Courright 5 209 Hubblewar, Soc. All Eights Reserved. Built 5-223835

5. Click **Continue**. If you choose, you can use the **Quick Publish** or **Advanced Publish** options to change the publish settings for the curriculum. See *Quick Publish* and *Advanced Publish* in this document.

Note: By default, the **Un-Enroll and Re-enroll Students that are currently enrolled but have not completed any version of this curriculum** check box is not selected. Selecting the box will require students to be re-enrolled in the curriculum. Students will not have to re-take any courses in the curriculum that they have completed unless the course effective date within the curriculum is changed to a date after the original course completion. In-progress courses will need to be restarted.

Searching for a Curriculum

To search for a curriculum

1. On the Courses tab, click Manage Curricula. The Browse for a Curriculum page appears.

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ople Courses Education Reports Tools	Services My Profile	🖸 Ste Map 😐 Discuss 🕢 H
Curriculum Builder Browse for a Curriculum		Add Curriculum 🗇 Return to Courses
	Alphabetical Category	
Development Status:	Search	de Al Versions
	Canada Canada anta Canada Cata Cata	
	For assistance, call 1-800-123-4567.	
	HealthStream' Copyright © 2009 HealthStream, Snc. All Rights Reserved. Build 9.2.23.859.5	

 Conduct a curriculum search. Search alphabetically, by category, whole word or partial word + wildcard. You can also narrow your search by selecting a development status and checking the corresponding check boxes. By default, curricula marked **Retired** are filtered out of your search criteria, however, you can select to include retired curricula by selecting the check box. You may also choose only retired curricula by clearing all other development status check boxes.

Note: You can also select the **Include All Versions** check box to search for all versions (not just the currently active version) of the curriculum.

3. Click **Search**. The system will return a listing of all curricula that match your search criteria.

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Search Results						4 Re	cord(s)
lame							Version
2009 Billing Compliance						ę	3
Owner; 2008HMC - HealthStream Medical Center						Development Status: In Development	
General Safety Curriculum							2
Owner: 2008HMC - HealthStream Medical Center						Development Status: In Development	
Hazardous Materials Training							1
Owner: 2008HMC - HealthStream Medical Center						Development Status: In Development	
Safety Curriculum							1
Owner: 2008HMC - HealthStream Medical Center						Development Status: In Development	
egend:							
Curriculum							
		For assistance, call					
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4. Click the name link of the desired curriculum. The Curriculum Builder page appears.

Editing a Curriculum

Curricula can be edited as needed. You can edit a curriculum at any time as long as the curriculum has not been published. If the curriculum has been published, it must be republished after edits are made to activate the changes.

Curricula always use the active version of a course or equivalent. If a course or equivalent is updated and republished, all curricula containing the course or equivalent will use the new active version. Students enrolled in a course or equivalent that is republished will be subject to the same un-enroll and re-enroll rules, no matter if the student enrolled in the course itself or as part of a curriculum.

To edit a curriculum

1. Search for the curriculum that you want to edit. See *Searching for a Curriculum* in this document for details on conducting a curriculum search. The **Curriculum Builder** page appears.

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		For assistance, call 1-800-123-4567. Morent Capyolic E 200 hadrillanas, los. A Kajlis Rearval. Bull 5322875 Originates Ancientes Controlment	

- 2. Make desired edits to the curriculum.
- 3. Click **Save**. If the curriculum was previously published, it must be republished to activate changes.

Note: You cannot add, delete or rearrange courses or equivalents within a curriculum that has already been published. To add, delete or rearrange courses or equivalents, you must create a new curriculum version (see *Creating a New Curriculum Version* in this document).

Copying a Curriculum

You may choose to copy a curriculum when you need to create a new curriculum quickly using components of an existing published curriculum.

A copied curriculum exists in the HLC as a new, independent curriculum. The curriculum from which the copy was made remains unchanged in the system; it simply acts as a template for the new curriculum. Once the copy is made, the two curriculua are completely distinct in the system, with no relationship between them.

Copying a Curriculum vs. Creating a New Curriculum Version

Copying a curriculum is a shortcut for adding a new curriculum. The feature is designed to let you use an existing curriculum as a time-saving template. When a curriculum is copied, the courses and/or equivalent in the original curriculum are also mapped to the new curriculum. The courses and equivalents themselves are not copied (changes to any course would be reflected in both curricula).

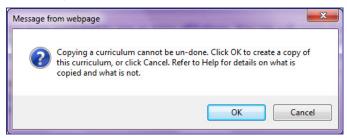
Since the copied curriculum is not related to the original, the copy will not substitute for the original in assignments, exemptions, or reports. If you need to make changes to an existing curriculum and wish to keep assignments, exemptions, and reporting unchanged, you should consider creating a new curriculum version instead.

To copy a curriculum

1. Search for the published curriculum that you want to copy. See *Searching for a Curriculum* in this document for details on conducting a curriculum search. The **Curriculum Builder** page appears.



2. Click Copy Curriculum. A confirmation prompt appears.



Note: After you click **OK** to confirm, the new curriculum will be created in your system. Click **OK** only if you are certain you wish to create a copy of this curriculum.

3. Click OK.

4. The **Curriculum Properties** page for the new curriculum will be displayed in **Curriculum Builder**. The name of the new curriculum will be the original curriculum name with the word **COPY** appended to the end.

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y Curriculum COPY Iorkolace Safety Course	Curriculum Properties		Required A	
afety Equivalent	Name:*	Safety Curriculum COPY	8	
		This is a safety curriculum.	~ 🔛	
	Description:*			
	Created By:	Robert Smith		
	Created On:	4/22/2011		
	Last Updated:	Robert Smith, 4/22/2011		
	Last Published:	2 new		
	Telesconde a	100000		
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- 5. Change the curriculum name as needed.
- 6. Modify the new curriculum's properties as needed and publish when ready. See *Publishing a Curriculum* in this document.

Note: The development status of the new curriculum is automatically set to In **Development**. The curriculum version is set to one, regardless of what the original curriculum's version was when it was copied.

Creating a New Curriculum Version

You may choose to create a new curriculum version, or create a new curriculum when you need to add or delete a course or equivalent, or rearrange the order of delivery.

Consider the following when determining if curriculum versioning or creating a new curriculum is most appropriate:

- Reporting on a curriculum spans all curriculum versions. If you need to report on a curriculum version separately from the previous version or versions, create a new curriculum. The system will view the new curriculum as separate and distinct from other curriculum versions.
- Curriculum versioning does not affect assignments or exemptions.

When a curriculum is published that has two or more versions, only the published version is the active version. The active version of the curriculum is available for assignment and, if enabled, elective enrollment, but does not require existing assignments to be updated.

If it is important to allow student to choose which version to complete, or for administrators to choose which version to assign, consider creating a new curriculum instead of versioning the existing curriculum.

Note: Read the section below, *Un-enroll and Re-enroll Considerations*. When the **Un-enroll and Re-enroll Students from this Version of the Curriculum** check box on the **Publish** page is left unchecked, students currently enrolled in the curriculum will remain enrolled in that version of the curriculum, whereas new enrollments will belong to the new (active) version.

Reports are not version-specific. This means that reports include all versions of a curriculum, active or not. If it is important to make the distinction between versions of a curriculum in reports, consider creating a new curriculum instead of a new version.

Un-enroll and Re-enroll Considerations

If you choose to version a curriculum, consider the implications of the un-enroll and re-enroll selection when the new version is published.

Tip: Before selecting un-enroll and re-enroll, you may want to run the Learning Progress report to see how many students are in progress on the curriculum and will need to restart any courses that are in progress.

If you select the **Un-enroll and Re-enroll Students from this Version of the Curriculum** check box, enrolled students who have not yet completed the curriculum will be enrolled in the new curriculum version.

- The student will be re-enrolled in the curriculum. Students will maintain their progress in the curriculum and will not be required to retake courses they have already completed unless the course effective date in the curriculum is changed to a date after the original course completion. In-progress courses will need to be restarted.
- If the student started a course that is no longer in the new curriculum version, the course will be moved to the **Elective Learning** section of the **My Learning** page. The student may complete the course as an elective or un-enroll from the course.
- If the student started a course within an equivalent that is no longer in the new curriculum version, the equivalent and its associated courses will be moved to the **Elective Learning** section of the **My Learning** page. The student can complete the equivalent course as an elective or can un-enroll from the equivalent.

- Equivalents appear in the **Elective Learning** section of the student's **My Learning** page only when the equivalent:
 - Is removed from a versioned curriculum and one of the equivalent courses has already been started.
 - Is deleted from an assignment and one of the equivalent courses has already been started.
 - When an assignment end date arrives and one of the equivalent courses has already been started.

If you do not select the **Un-enroll and Re-enroll Students from this Version of the Curriculum** check box, all students who have not yet completed the curriculum:

- Will remain in the previous version.
- Will remain in any classes associated with courses in which they are registered.
- Can choose to drop a class registration, but can only reregister for classes associated with the course for the curriculum version they are currently in.

Creating the New Version

To create a new curriculum version

1. Search for the curriculum that you want to version. See *Searching for a Curriculum* in this document for details on conducting a curriculum search. The **Curriculum Builder** page appears.



2. Click Manage Curriculum Versions. A listing of all previous curriculum versions appears.

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			istance, call 1-800-12			
		C HealthStream'	Copyright © 2009 HealthStream Build 9.2.23,819.5	 and, All Rights Reserved. 		
		92.5	LOWER AUNKNOWN CUNKN			

3. Click **Create New** to the right of the curriculum version you wish to replicate. The **Curriculum Version Confirmation** page appears.

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🦾 🧱 Reneral Salety Cumpdam	Curriculum Versi If you confin Use the note	on Confirmation In that you want to version this Curriculum, an exact copy of the Curriculum will be created with a new version number, is below to describe the new version.	Required *	An orange
	Notes:*	- Confirm	Cancel	asterisk (*) indicates a required field.
		For assistance, call 1-800-123-4567.		

- 4. In the **Notes** text area, enter notes about the new curriculum version.
- 5. Click **Confirm**. The curriculum version is incremented by one; in the example below, the curriculum is at Version 2. The new curriculum version is now in edit mode. You can now add, delete, and rearrange courses and equivalents.

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		For assistance, call 1-800-123-4557. Monet Compute II 209 healthman, Sr. & Right Reeved. But 322.8185 GHLONET ANGONET CONSIGN	

6. Publish the new curriculum version. Consider the impact of your un-enroll and re-enroll selection as described above. See *Publishing a Curriculum* in this document.

Changing Curriculum Ownership

Curricula developed at the department level must be removed as a department association before the department can be deleted. To do this, you must identify department-owned curricula by running a Department Utilization report, specifying to include department-owned curricula (see the *Department Utilization Report* in the *HLC Reports* user guide).

Once a curriculum has been identified as being owned by a department you can change ownership of that curriculum to the institution level.

To change curriculum ownership

- 1. Log in as an administrator with institution administrator rights.
- 2. Search for the curriculum for which you want to change ownership. See *Searching for a Curriculum* in this document for details on conducting a curriculum search. The **Curriculum Builder** page appears.
- 3. Click the name of the department-owned curriculum. The following page appears.

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Curriculum Builder Nursing ER Curricu Version: 1 - HealthStream Medical C	ulum	😡 Ownership 箭 Preview 🗇 Ext. Curriculum
🗣 Hursho ER Carriculum	This curriculum was created at the department level. To change ownership of click the Ownership link at the top of the screen.	this curriculum to reside at the institution level,
	For assistance, call 1-800-123-4567.	
	For assistance, call 1-800-123-4567.	

4. Click **Ownership**. The following page appears.

Curriculum Builder Nursing ER Cur	riculum kal Center	🔂 Oxnership 📸 Preview 👄 Ext. Curriculum
📦 Nursing T.R. Gunsculurf	You have selected to change curriculum ownersh when you press the Save button. The process or not wish to change curriculum ownership, press	hip from department-level to institution-level. This change will be committed cannot be undone. If you wish to proceed, press the Save button. If you do the Cancel button.
		Save Cancel
	For assistance, call 1-80	10-123-4567

5. Click Save.

Retiring a Curriculum

Curricula may be retired in the HLC. Retiring a curriculum involves manually changing the curriculum development status to **Retired** and clearing certain publish options prior to republishing the curriculum.

To retire a curriculum

1. Search for the curriculum for which you want to change ownership. See *Searching for a Curriculum* in this document for details on conducting a curriculum search. The **Curriculum Builder** page appears.

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cople Courses Education Repor	ts Tools Services My Profile	🚺 Site Map 👛 Discuss 🕢 H
Curriculum Builder Safety Curriculum Version: 1 – HealthStream Medical Cente		🗑 Ereview 🛞 Bubleh 🔶 Ext. Curriculum
e 👻 etterse enurohte - 🛄 General Safety - 🚰 2000 Fire Safety English & Spanish	This curriculum has been published to one or more affiliations. Yo tion dits, you must re-publish the curriculum for changes to appear. T publish button. You cannot add, delete or rearrange courses or equ or create a new curriculum. Additional Options for this Curriculum Hanace Curriculem Theoretes Hanace Curriculem Verseos	o re-publish a previously published curriculum, click the
	For assistance, call 1-800-123-4567.	nel

2. Click **Publish** (even though the curriculum was previously published and is live). The **Publish** page appears.

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Curriculum Builder Safety Curriculum Version: 1 HealthStream Medical Center	🚺 Preview 🛞 Publish 👄 Ext. Curroakin
े कार्यायक्रमायकार - जित्तालय Safety - क्वी 2009 Fire Safety English & Spanish - क्वी 2009 Fire Safety English & Spanish	Curriculum Development Status In Development Republish This ournoutm was last published by: Robert Smith on: 3/25/2009 3:43 PM This option allows you to quickly republish using the previous publishing settings. Republish
	Quck Publish This option will publish the curriculum to the affiliation you are currently logged into. This curriculum can be used for evolutioned (sangement and/or class registration). This curriculum can be used in reports. Students may adversarial frame functionation at the selected affiliation(s). This curriculum the created using its version). This unreliable the created using its version. This unreliable the created using its version. Un-enroll and re-enroll students that are currently enrolled but have not completed any version of this curriculum. Quck Publish
	Advanced Publish This option allows you to select the affliation(s) that the curriculum will be published to. You can also edit publishing options for each affliation selected [Advanced Publish]
	For assistance, call 1-800-123-4567.

3. In the Development Status list, select Retired.

Note: This selection alone does not retire the curriculum. You must proceed through steps 4, 5, and 6 to retire the curriculum.

4. Under Quick Publish, clear all publish options except This curriculum can be used in Reports and This version is the active version of this curriculum at the selected affiliation(s). This will ensure that while the curriculum is retired, it can still be included in reports as needed.

Note: Students currently enrolled in the curriculum will remain enrolled until they either un-enroll or are un-enrolled by an administrator.

- 5. Click **Quick Publish** or **Advanced Publish** if the curriculum was previously published to subsidiary affiliations and you want the curriculum to be retired for all affiliations.
- 6. Click **Confirm**. The curriculum is no longer available for any use within the HLC, except for reporting purposes.