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# ***HLC Curricula Management***

HealthStream Learning Center™

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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.



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## 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.

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## 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 non-sequential 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.

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## 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.

An orange asterisk (\*) indicates a required field.

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.

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.



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

The screenshot shows the 'Add a Curriculum' page with the following fields and options:

- Name:** Safety Curriculum (marked with an orange asterisk as required)
- Description:** This curriculum contains safety courses.
- Default Categories:** all employees (with a 'Select Categories' link below)
- Default Certificate:** HealthStream\_default
- Keywords:** (empty text area)
- Development Status:** In Development
- ☐ Curriculum content completed sequentially

Buttons at the bottom: Save, Save and Add Another, Cancel.

An orange asterisk (\*) indicates a required field.

**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.

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

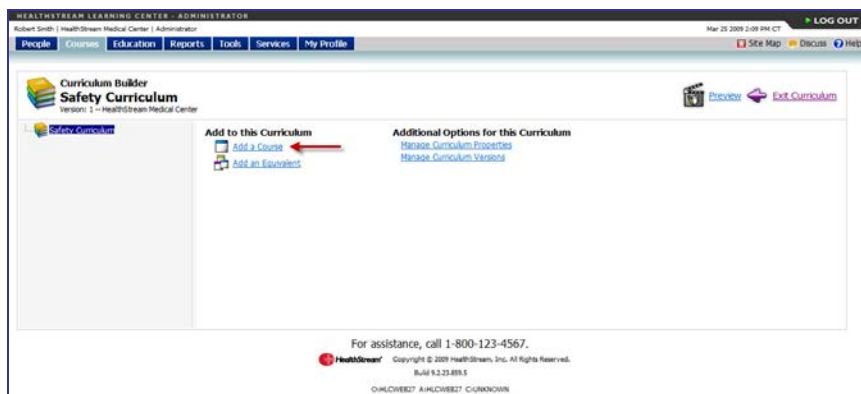
**Tip:** Consider creating a certificate template especially for curricula. For additional information, see *Adding a Certificate Template* in the *HLC CE Credit Management* user guide.

- In the **Keywords** text area, enter keywords to assist students and administrators in curriculum searches. Separate multiple keywords with commas.
- In the **Development Status** list, select the development status. Available statuses are the same as those used for HLC courses.
- 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.



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

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.

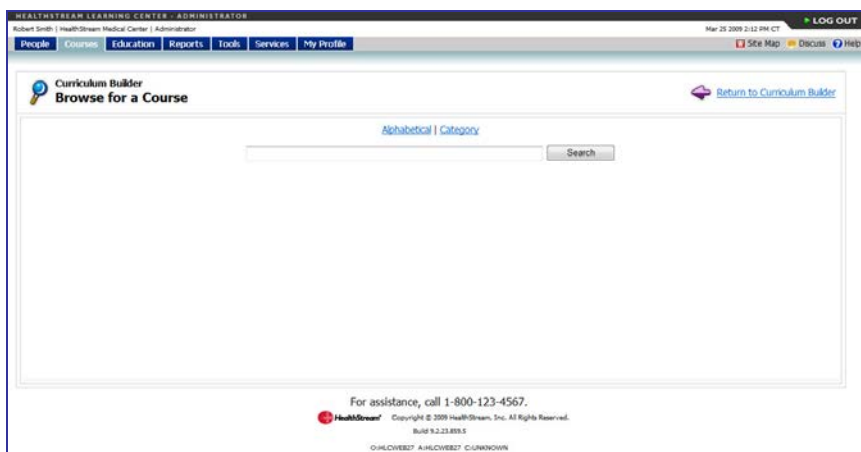
**Note:** To return to the original curriculum, you must return to the **Courses** tab and click **Manage Curricula**. See *Searching for a Curriculum* in this document.

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

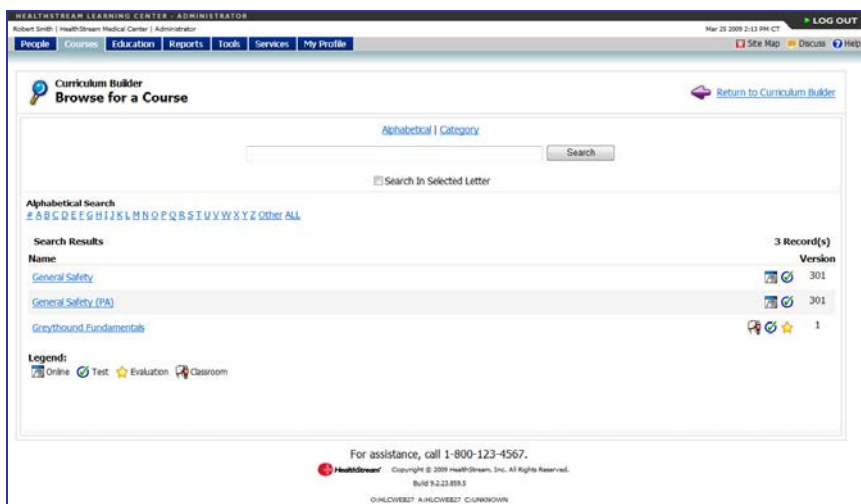
## Adding Courses to the Curriculum

### 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.



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



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

**HealthStream Learning Center - Administrator**

Robert Smith | HealthStream Medical Center | Administrator

Mar 23 2009 2:14 PM CT

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Curriculum Builder  
Safety Curriculum  
Version: 1 - HealthStream Medical Center

Preview Exit Curriculum

**General Safety**

Required \*

Description: This course provides the student with common safety hazards within the health 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 elevated risk for exposure to hazards Understand measures for safeguarding against different types of hazards Distinguish biological, chemical, psychological, physical and environmental hazard types.

Default Categories: Healthcare Organizations  
Healthcare Professionals  
HealthStream  
Regulatory - Core Regulatory  
Acute Care Regulatory

Default Certificate: HealthStream\_default

Development Status: Approved

Owner: Healthstream

Recognize completion up to: 0 days before enrollment in the course. Don't require student to complete course again.

Note: Students enroll in a course within a curriculum when they click the course's enroll button on the Curriculum Details page.

Delete Save Save and Add Another Cancel

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

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Build 9.2.23.859.5  
O:HLCWEB27 A:HLCWEB27 C:UNKNOWN

5. In the **Course Properties** box, click **Preview** to view course details, including learning objectives and associated continuing education (CE) credit, if applicable.

**Course Details**  
**General Safety**  
Estimated Course Length: 30 minutes

**Course Learning Activities**

You are enrolled in this course. Click the "Course Overview" link above to review the course description, learning objectives, and all available CE credit prior to beginning the learning activities below. (For CE Credit Information, scroll down.)

Learning Activity	Status	Score	Last Accessed
General Safety*	Not Yet Started		
Exam*	Not Yet Started		

**Continuing Education Credit Information**

The list below shows the CE credit for which you qualify, based upon your professional license information in the system. If there is another credit listed on the Course Overview screen for which you qualify, update your professional license information by clicking the "Maintain Disciplines and Licenses" link below (if available) or by contacting your administrator.

Credit Name	Units	License #	Credit Expires On
Not For Credit	0.00 Not For Credit	12345	1/10/2010

**Legend:**  
\*Required for Course Completion  
Online Test

Enrollment Identifier: ci:5479a3a-1971-11de-9079-0015171350b3|ca:518b443-d506-437c-bfaf-40f83ba0ffe7|v:1301

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

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O:HLCWEB27 A:HLCWEB27 C:UNKNOWN

An orange asterisk (\*) indicates a required field.

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.

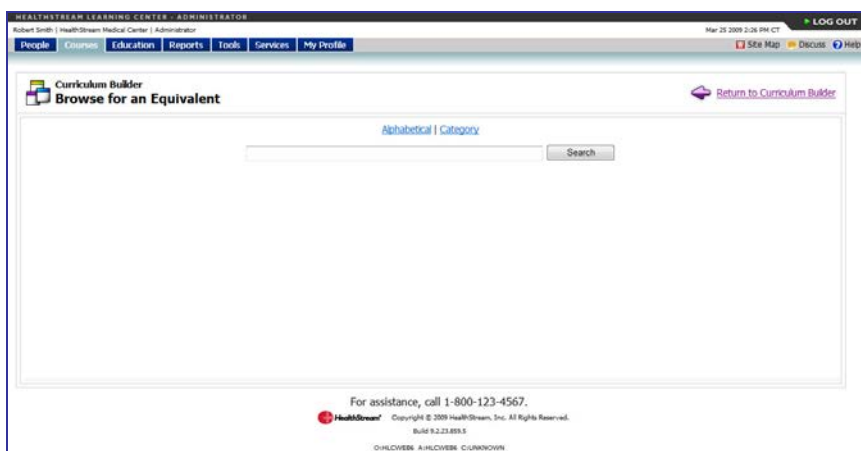
#### **After you have added all of the courses and equivalents**

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.

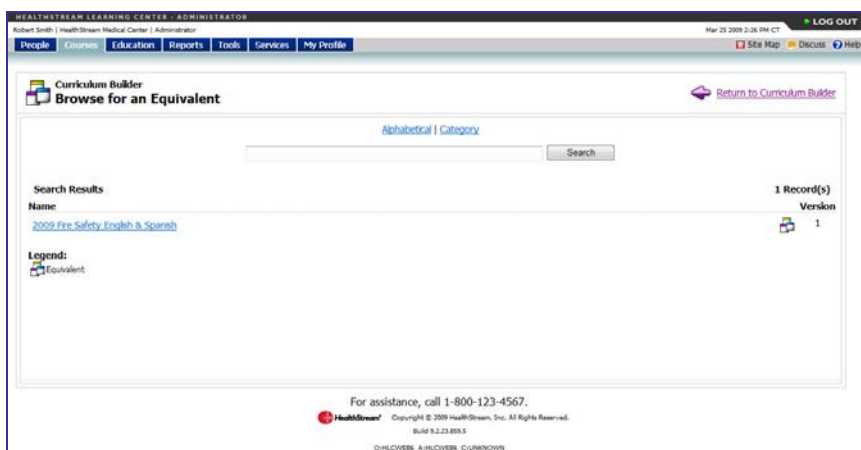
## Adding Equivalents to the Curriculum

### 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.



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



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

HEALTHSTREAM LEARNING CENTER - ADMINISTRATOR

Robert Smith | HealthStream Medical Center | Administrator

Mar 23 2009 2:03 PM CT

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Curriculum Builder  
Safety Curriculum  
Version: 1 - HealthStream Medical Center

2009 Fire Safety English & Spanish

Description: Choose the course with the appropriate language for you. You only need to complete one course.

Default Categories: 2009 Compliance

Development Status: Approved

Owner: HealthStream Medical Center

Recognize completion up to: 0 days before enrollment in the equivalent or its courses. Don't require student to complete equivalent or course again.

Note: Recognize completion up to date applies to the equivalent and the courses within it. Students enroll in an equivalent when they click the equivalent's Enroll button on the curriculum detail page. Students enroll in a course within an equivalent when they click the course's Enroll button on the Equivalent Details page.

Delete Save Save and Add Another Cancel

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

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CHLOVER AHS/COVER C/UNKNOWN

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

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

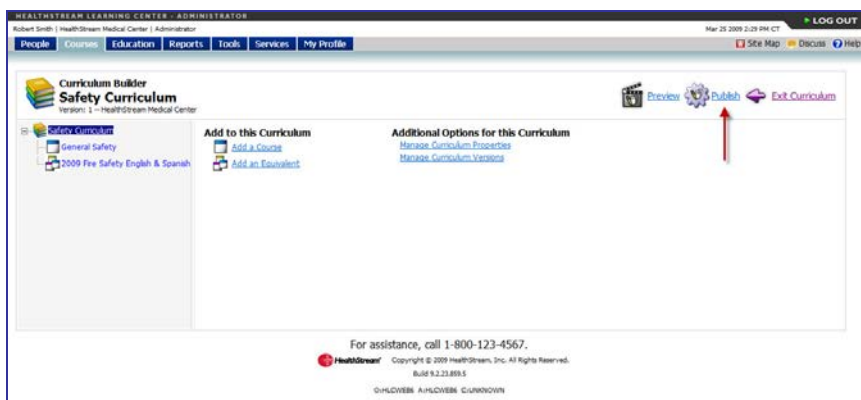
## Publishing a Curriculum

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.

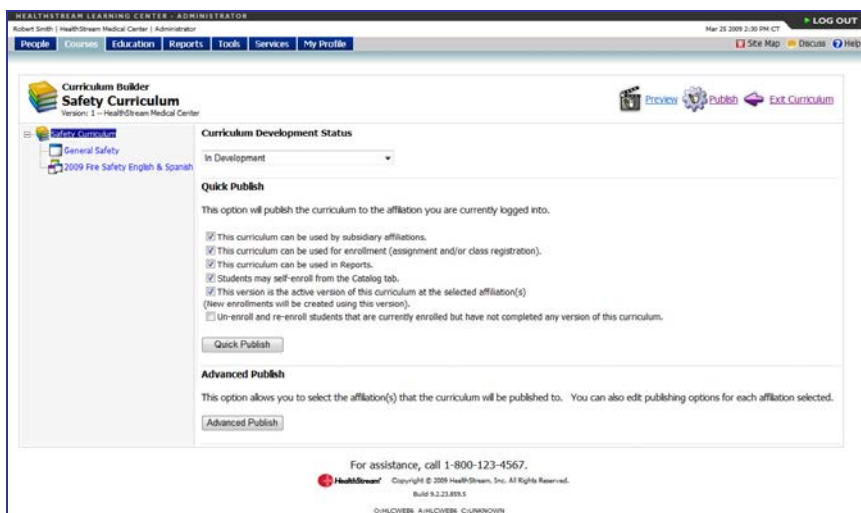
**Note:** Once a curriculum is published, you cannot add, delete or rearrange the courses or equivalents within the curriculum.

### 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.



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



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**.

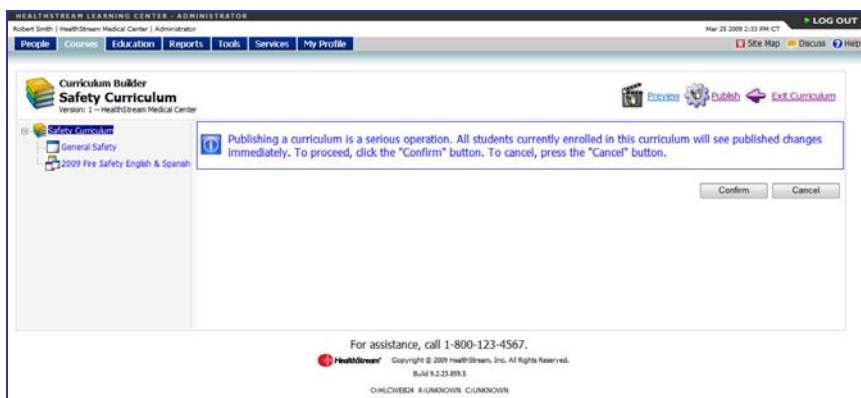
The screenshot shows the 'Curriculum Builder' interface for 'Safety Curriculum'. The 'Curriculum Development Status' is set to 'In Development'. The 'Quick Publish' section contains the following options:

- ☒ This curriculum can be used by subsidiary affiliations.
- ☒ This curriculum can be used for enrollment (assignment and/or class registration).
- ☒ This curriculum can be used in Reports.
- ☒ Students may self-enroll from the Catalog tab.
- ☒ 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.

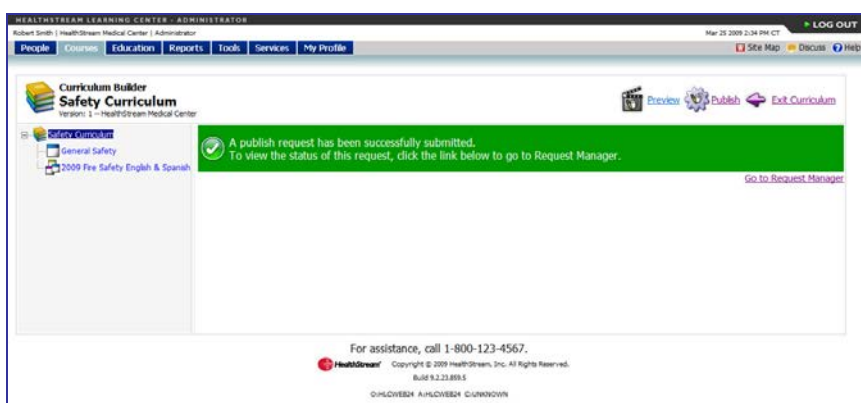
Buttons for 'Quick Publish' and 'Advanced Publish' are visible. The 'Advanced Publish' section is partially visible below.

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.
6. 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 re-enroll 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.



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



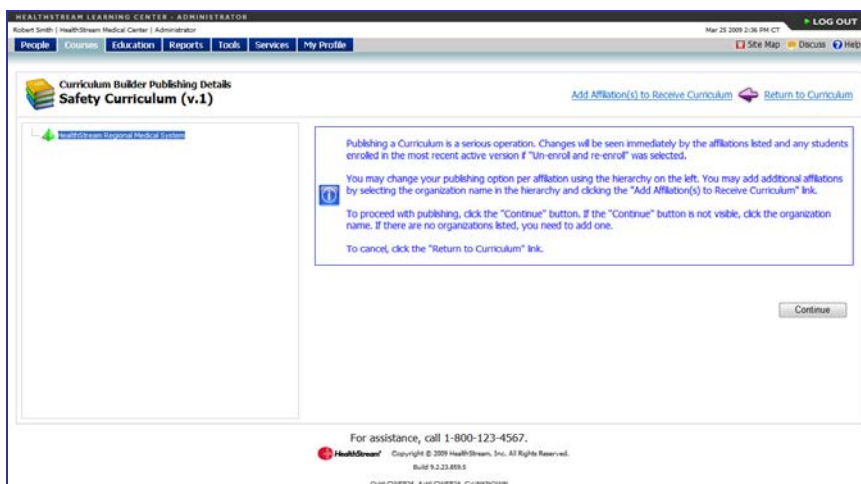
9. To view the status of your publish request, click **Go to Request Manager**.

## 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

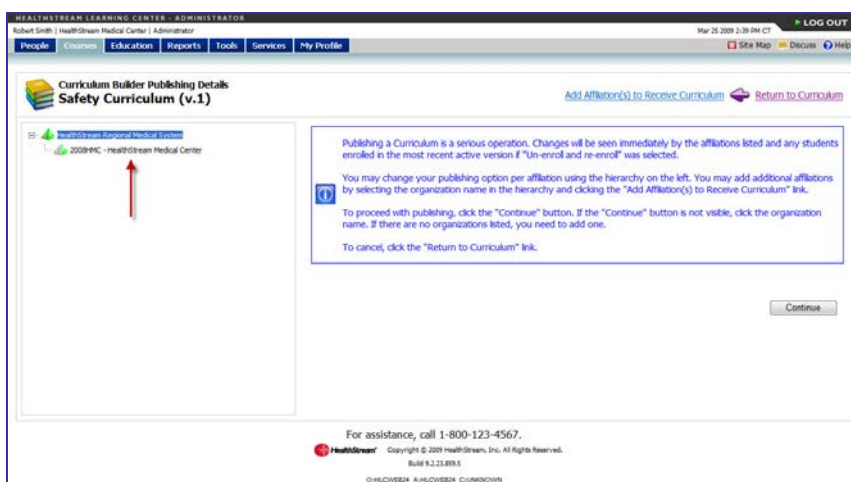
1. Click **Advanced Publish**. A warning page appears, as shown below.



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



- Search your organizational hierarchy for the desired subsidiary affiliation(s) using alphabetical, word search, or hierarchy search.
- Click **Search**. The search results appear in the **Search Results** box.
- 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.
- Click **Select**. The selected affiliations will appear in the hierarchy tree on the left.



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.

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.

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

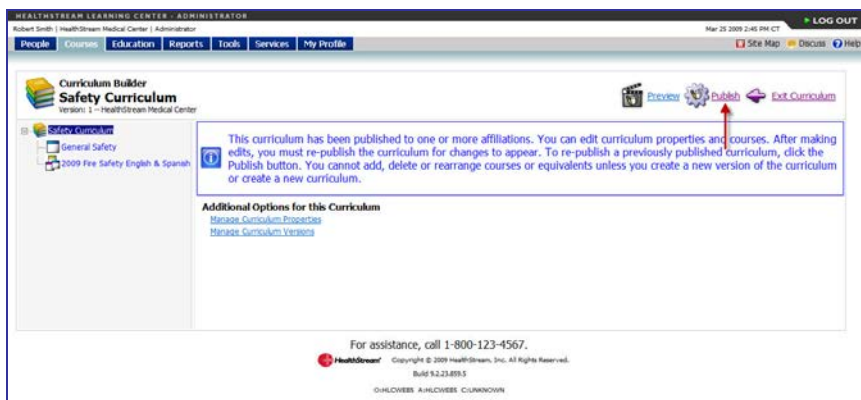
10. To view the status of your publish request, click **Go to Request Manager**.

## Republishing a Curriculum

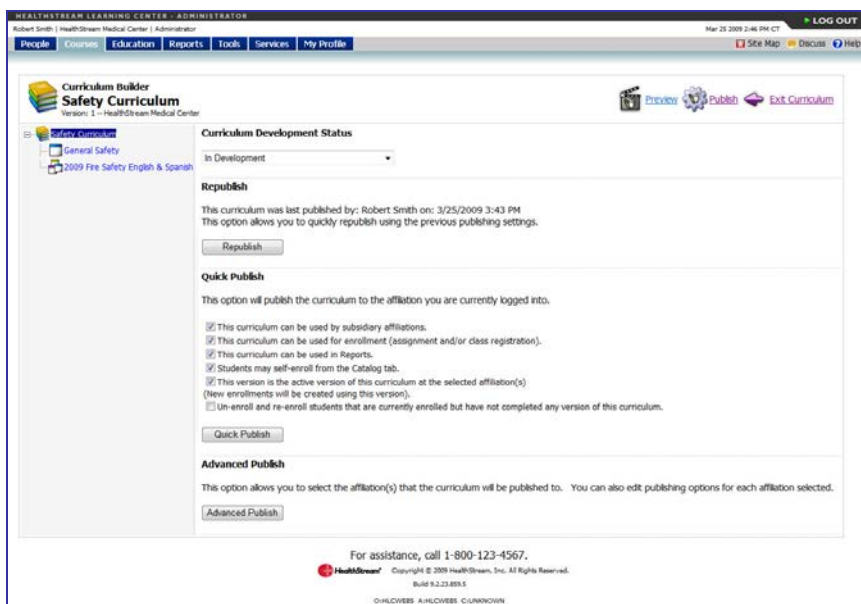
If edits are made to a published curriculum, the curriculum must be republished to activate changes.

### To republish a curriculum

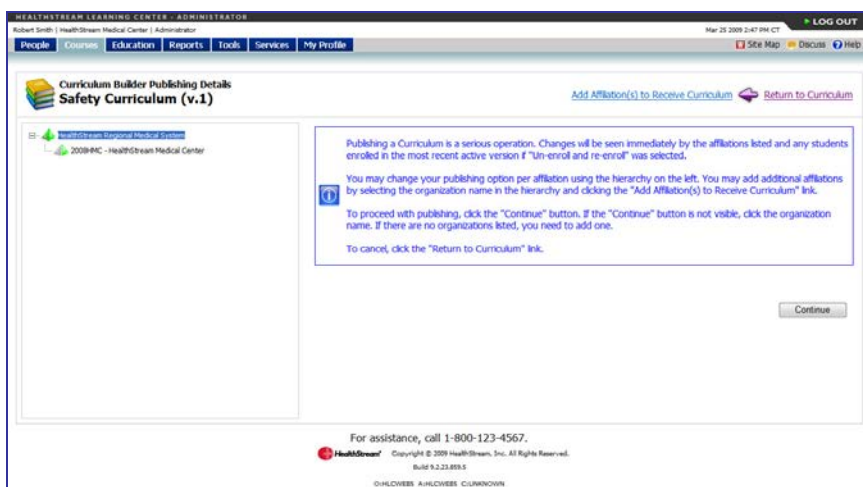
1. Search for the curriculum that you want to republish. See *Searching for a Curriculum* in this document for details on conducting a curriculum search. The **Curriculum Builder** page appears.



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



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



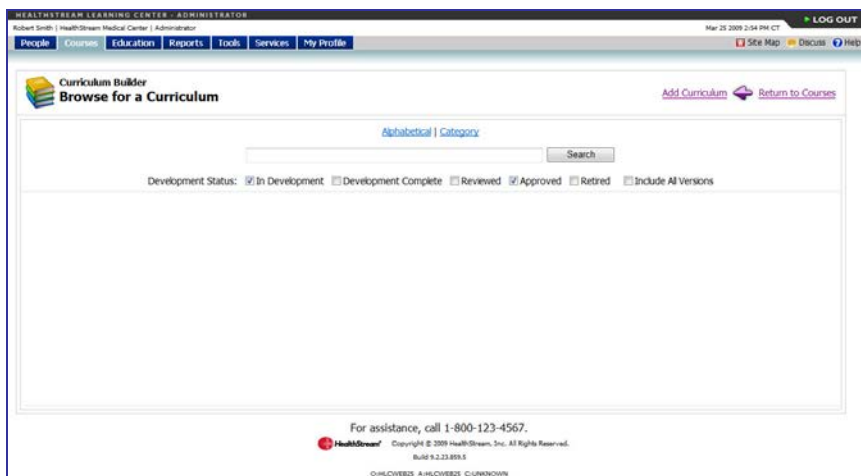
5. Click **Continue**. If you choose, you can use the **Quick Publish** or **Advanced Publish** options to change the publish settings for the curriculum. See *Quick Publish* and *Advanced Publish* in this document.

**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

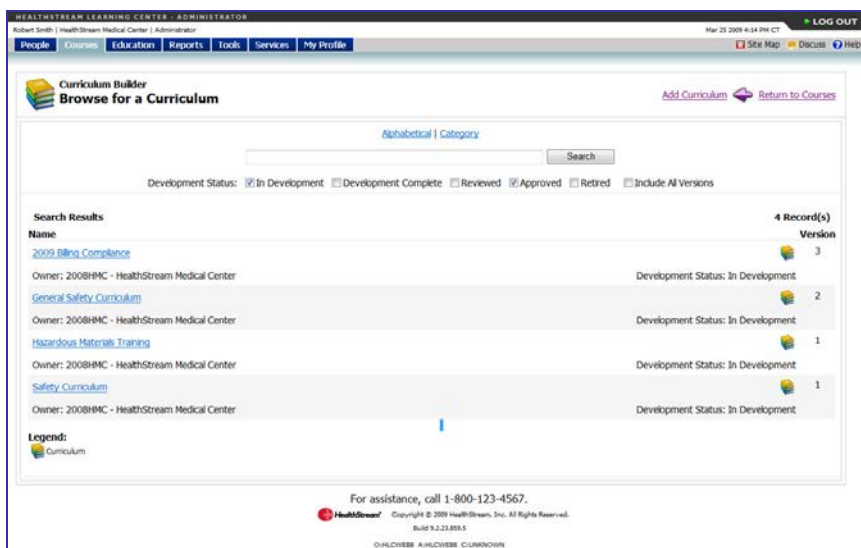
1. On the **Courses** tab, click **Manage Curricula**. The **Browse for a Curriculum** page appears.



2. 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.



4. Click the name link of the desired curriculum. The **Curriculum Builder** page appears.

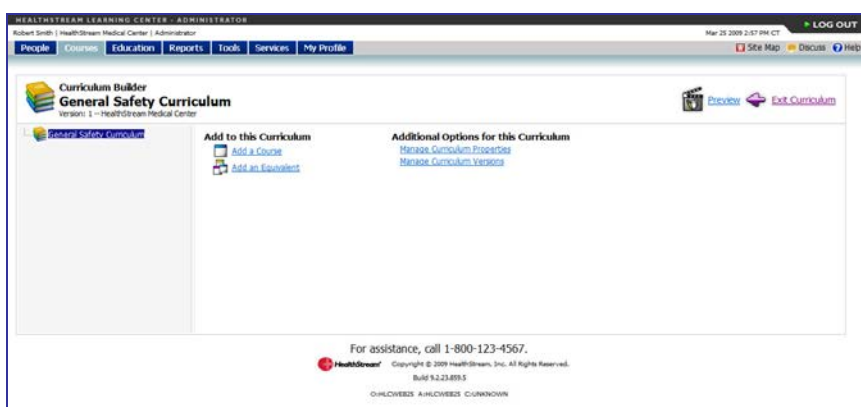
## Editing a Curriculum

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.



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 curricula are completely distinct in the system, with no relationship between them.

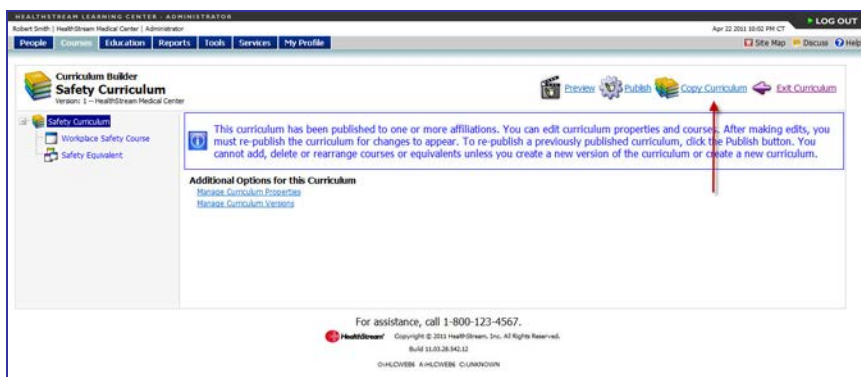
### Copying a Curriculum vs. Creating a New Curriculum Version

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).

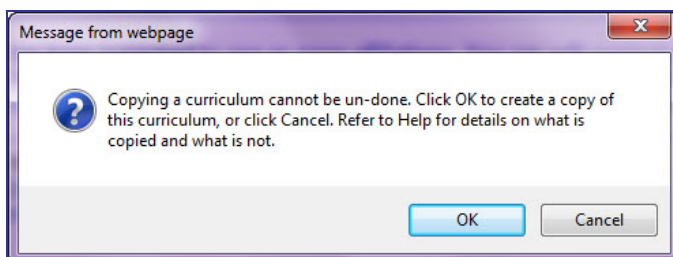
Since the copied curriculum is not related to the original, the copy will not substitute for the original in assignments, exemptions, or reports. If you need to make changes to an existing curriculum and wish to keep assignments, exemptions, and reporting unchanged, you should consider creating a new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

- 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.

The screenshot shows the 'Curriculum Builder' interface for 'Safety Curriculum COPY'. The page is titled 'Curriculum Properties' and includes a sidebar with navigation links: 'People', 'Courses', 'Education', 'Reports', 'Tools', 'Services', and 'My Profile'. The main content area contains the following fields:

- Name:** Safety Curriculum COPY
- Description:** This is a safety curriculum.
- Created By:** Robert Smith
- Created On:** 4/22/2011
- Last Updated:** Robert Smith, 4/22/2011
- Last Published:**
- Default Categories:** new
- Default Certificate:** \_HealthStream\_default
- Keywords:**
- Development Status:** In Development
- ☐ Curriculum content completed sequentially

At the bottom of the page, there is a footer with contact information: 'For assistance, call 1-800-123-4567.' and 'HealthStream' logo. The page also includes a 'LOG OUT' button in the top right corner and a 'Save' button at the bottom right.

- Change the curriculum name as needed.
- 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.

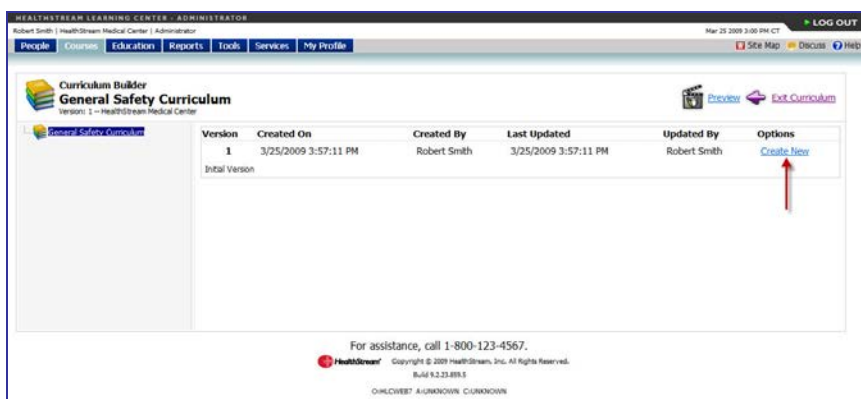
## Creating the New Version

### To create a new curriculum version

- 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.



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



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

HEALTHSTREAM LEARNING CENTER - ADMINISTRATOR

Robert Smith | HealthStream Medical Center | Administrator

Mar 23 2009 3:02 PM CT

LOG OUT

People Courses Education Reports Tools Services My Profile

Site Map Discuss Help

Curriculum Builder  
General Safety Curriculum  
Version: 1 - HealthStream Medical Center

Preview Exit Curriculum

Curriculum Version Confirmation

- If you confirm that you want to version this Curriculum, an exact copy of the Curriculum will be created with a new version number.
- Use the notes below to describe the new version.

Notes: \*

Required \*

Confirm Cancel

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

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Build 9.2.23.893.5  
O:HL0WEEF A:HL0WEEF C:UNKNOWN

An orange asterisk (\*) indicates a required field.

- In the **Notes** text area, enter notes about the new curriculum version.
- 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.

HEALTHSTREAM LEARNING CENTER - ADMINISTRATOR

Robert Smith | HealthStream Medical Center | Administrator

Mar 23 2009 3:04 PM CT

LOG OUT

People Courses Education Reports Tools Services My Profile

Site Map Discuss Help

Curriculum Builder  
General Safety Curriculum  
Version: 2 - HealthStream Medical Center

Preview Exit Curriculum

General Safety Curriculum

Add to this Curriculum

- Add a Course
- Add an Equivalent

Additional Options for this Curriculum

- Browse Curriculum Properties
- Manage Curriculum Versions

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

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Build 9.2.23.893.5  
O:HL0WEEF A:HL0WEEF C:UNKNOWN

- 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.



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



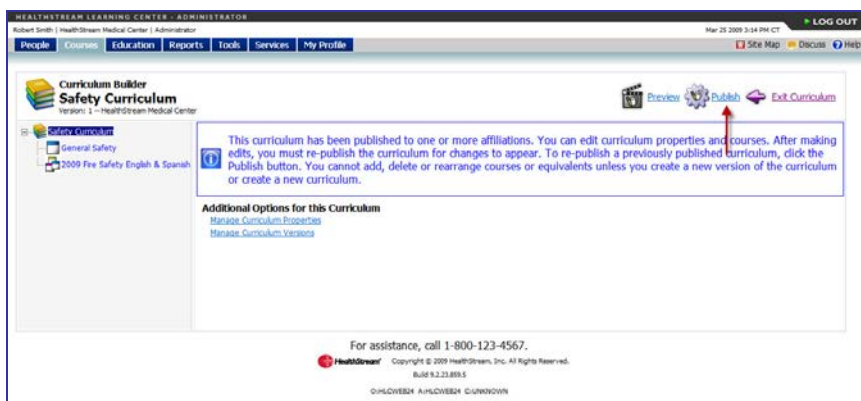
5. Click **Save**.

## Retiring a Curriculum

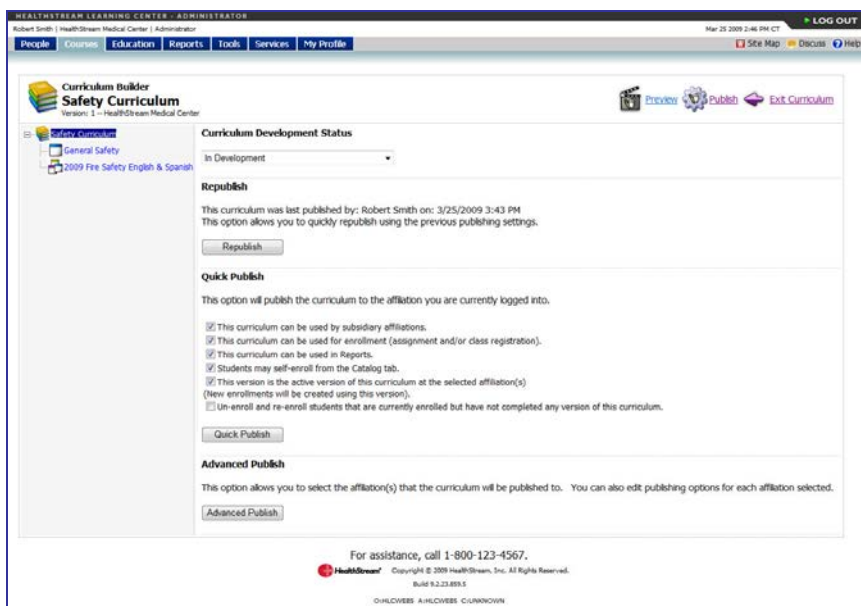
Curricula may be retired in the HLC. Retiring a curriculum involves manually changing the curriculum development status to **Retired** and clearing certain publish options prior to republishing the curriculum.

### 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.



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



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.