
HLC Student 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.

Student Management

In the HLC, you can add students, and view information about students and their courses.

Adding a Student




Students can be added to your HLC automatically via your regularly-scheduled data import or manually by an administrator. If you have questions about data import, contact your HLC support service.

To manually add a student

1. On the **People** tab, click **Add a Student**. The **Add a Student** page appears.

An orange asterisk (*) indicates a required field.

2. In the **Last Name**, **First Name**, and **Middle Name** boxes, enter the student's last, first, and middle names.
3. In the **User ID** box, enter the student's user ID, following your institution's procedure for assigning user IDs.
4. In the **Password** box, enter the student's password, following your institution's procedure for password creation.
Note: Passwords are case-sensitive.
5. In the **Confirm Password** box, retype the password exactly as you did in the **Password** box.
6. In the **Password Reminder** box, enter a phrase that will help the student remember his or her password, if desired.
7. In the **Email** box, enter the student's e-mail address if desired.
Note: For students to receive e-mail notifications from the HLC, an e-mail address is required.

8. In the **Time Zone** list, select the time zone in which the student works. This value defaults to the institution's time zone. Entering the student's time zone allows the system to synchronize times for classroom and virtual class activities that span more than one time zone.
Note: Students will see class times adjusted to their time zone. However, assigned courses are always due at 11:59 PM Eastern Time, regardless of the student's time zone.
9. Leave the **Allow this student to access the system** check box selected for active students.
10. Optionally, select the student's supervisor by clicking **Click here to select** beside the **Supervisor/Manager** label. This allows you to select any other student in this institution as the student's supervisor. (See *Selecting a Student Supervisor/Manager* immediately following this procedure.)
Note: Your institution may request up to four custom fields be added for additional student demographic data. If added, the custom fields will appear in the **Manage a Student** area below **Supervisor/Manager**. They may appear as lists (required field) or text fields (optional field).
11. In the **Hire/Re-hire Date** box, enter the student's hire or rehire date.
Tip: You can also click  to select the date.
12. In the **Review Month/Day** box, enter the month and day for student review, if desired.
Tip: You can also click  to select the date.
13. In the **Department** list, select the student's department. Departments are sorted by department code (if used).
14. In the **Job Title** list, select the student's job title. Job titles are sorted by job code (if used).
15. In the **Active Date** box, note that the active date defaults to the hire/re-hire date that you entered, but may be adjusted to denote status changes such as department transfers or return from leave of absence. Before adjusting a student's active date, see important information in *Understanding Active Date Changes* in this document.
Tip: You can also click  to select the date.
16. In the **Student Notes** box, enter any notes to the student, if desired. Notes can be edited at any time.
17. In the **Roles** box, note that the **Student** role is checked by default.
18. Click **Save** to save the new student to the system or click **Save and Add Another** if you wish to add another student.

Selecting a Student Supervisor/Manager

If you wish to utilize the HLC supervisor/manager Notifications feature (when available), a supervisor/manager must be identified for your students. From the student general information page, you can identify a student's specific supervisor or manager.

To select a student supervisor/manager

1. On the student's **General Information** page, click **Click here to select** beside the Supervisor/Manager label. The **Select Student Supervisor** page appears.

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Robert Smith | HealthStream Medical Center | Administrator

Mar 28 2009 4:07 PM CT

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People Courses Education Reports Tools Services My Profile

See Map Discuss Help

Student Management

Select Student Supervisor

Advanced Search Return to People

Last: First: Middle:

User ID(s):

Status: Active Inactive Both Active and Inactive

Search Cancel

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

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2. Perform a search to identify the supervisor/manager. The system searches students within your database.

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See Map Discuss Help

Student Management

Select Student Supervisor

New Search Previous Search

Search Results 4 record(s)

| Name | Status | User ID | Job Category | Affiliation |
|-------------------------------|--------|---------|---------------|----------------|
| Doe, John | Active | john1 | Uncategorized | 1001 - Nursing |
| Doe, John Q | Active | johnq1 | Uncategorized | 1001 - Nursing |
| Doe, Jane | Active | jane1 | Uncategorized | 1001 - Nursing |
| Doe, MaryJane | Active | mj1 | Uncategorized | 1001 - Nursing |

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- Click the name of the desired supervisor from the list of matching search results. The system returns to the **Add a Student** page with the previously selected supervisor now displayed next to the **Supervisor/Manager** label.

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Mar 26, 2009 4:06 PM CT

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Site Map Discus Help

Student Management

Add a Student

Return to People

General Information Required Fields are marked with a *.

Last Name: *

First Name: *

Middle Name:

User ID: *

Password: *

Confirm Password: *

Password Reminder:

Email:

Time Zone: * Central Time

Allow this student to access the system.

Institution Information

Supervisor/Manager: [MaryJane Doe](#) [Clear](#)

Hire/Re-hire Date: * 3/26/2009

Review Month/Day: 3/26

Department: * Select a department

Job Title: * Select a job title

Active Date: * 3/26/2009

Student Notes:

Role Information

Roles: * Student

Save Cancel

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

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To change the selected supervisor/manager

- On the student's **General Information** page, click the name link of the supervisor/manager.
- Perform a search to identify the new supervisor/manager.
- Click the name of the desired supervisor from the list of matching search results. The system returns to the **Add a Student** page with the previously selected supervisor now displayed next to the **Supervisor/Manager** label.

To remove a supervisor/manager selection

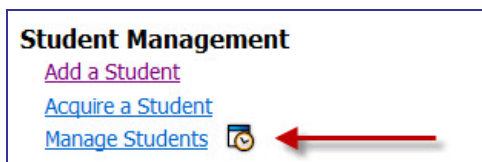
On the student's **General Information** page Click **Clear** next to the name of the supervisor/manager. The previous supervisor/manager is now deleted and can be replaced at any time by selecting a new supervisor/manager.

Searching for a Student

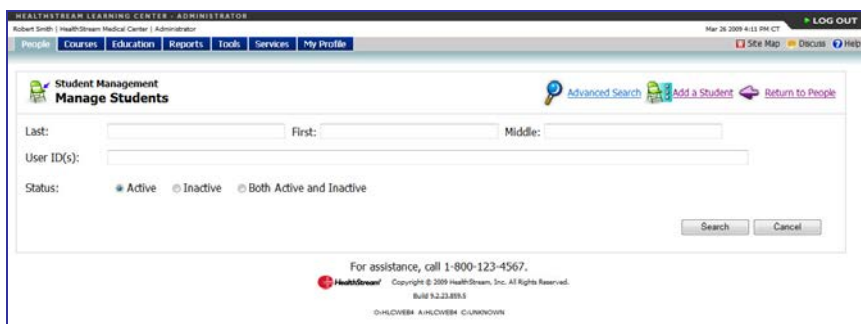
To search for a student

On the **People** tab, click **Manage Students**.

Tip: Clicking the **Recent Items** icon displays a list of the ten most recently edited student records.



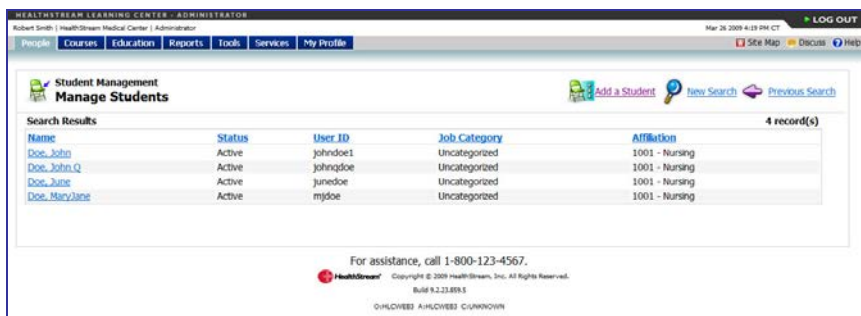
The **Manage Students** page appears.



The **Manage Students** page is divided into two sections. The top half of the page enables searching active and/or inactive students by name or user ID. The bottom half of the page is made visible by clicking **Advanced Search** and is used to further define your student search.

Basic Search

1. Enter the search criteria. You may search for students by last, first, and middle names, user ID(s), and status. There is no minimum number of characters you must enter into a search field. To narrow search results, simply enter more characters in a search field. You may also enter more than one user ID by separating each with a comma.
2. Click **Search**. The page refreshes, displaying matching search results.



3. Click the name link of the desired student.

Advanced Search

1. Click **Advanced Search** to reveal the bottom half of the search page, as shown below.

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Site Map Discuss Help

Student Management Manage Students

Search Student Groups Add a Student Return to People

Last: _____ First: _____ Middle: _____

User ID(s): _____

Status: Active Inactive Both Active and Inactive

Department: All Departments

1001-Nursing 1002-Laboratory 1003-Radiology 1010-ER Training

Job Title: All Job Titles

1120-Surgery RN 1125-Surgical Assistant 1130-Surgical Technician 230-Unit Secretary

Job Category: All Job Categories

Athletic Trainer Billing/Coding Personnel Clinical Manager Clinical Technician

Hire/Re-Hire Date: From: [01] Through: [31]

Review Month/Day: From: [01] Through: [31]

Active Date: From: [01] Through: [31]

Hire/Re-Hire Month: From: All Through: All

Review Month: From: All Through: All

Active Month: From: All Through: All

Search Cancel

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This section of the search page contains additional filters, which enable you to further refine your search. You can search for students within specific departments, job categories, job titles, and if available, custom filters. You can also search within specific date ranges.

This page defaults to allow you to search through all departments, job categories, and job titles, and all custom filters, if available. If you want to search for a specific department, for example, simply clear the **All Departments** check box and select the desired check boxes within the **Department** box.

2. Click **Search**. The page refreshes, displaying matching search results.

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Site Map Discuss Help

Student Management Manage Students

Add a Student New Search Previous Search

Search Results 4 record(s)

| Name | Status | User ID | Job Category | Affiliation |
|-------------------------------|--------|-----------|---------------|----------------|
| Doe, John | Active | john1001 | Uncategorized | 1001 - Nursing |
| Doe, John Q | Active | johnq1001 | Uncategorized | 1001 - Nursing |
| Doe, Jane | Active | janedoe | Uncategorized | 1001 - Nursing |
| Doe, MaryJane | Active | mjd1001 | Uncategorized | 1001 - Nursing |

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3. Click the name link of the desired student.

Viewing Student Information

Administrators can view information about students from the **Manage a Student** page. To access this page, perform a student search.

The screenshot displays the 'Manage a Student' page for a student named MaryJane Doe. The page is organized into three main sections:

- General Information:** Contains fields for Last Name (Doe), First Name (MaryJane), Middle Name, User ID (mydoe), Password, Confirm Password, Password Reminder, Email (mydoe@healthstream.com), Time Zone (Central Time), Last Modified Date (8/20/2009), and Last Modified By (Robert Smith). There is a checkbox for 'Allow this student to access the system.' and a note that 'Required fields are marked with an *'.
- Institution Information:** Includes Supervisor/Manager (with a 'Click here to select.' link), Hire/Re-hire Date (11/20/2008), Review Monthly/Day, Department (1001-Nursing), Job Title (240-Nurse Manager), Job Category (Uncategorized), and Active Date (11/20/2008). There is also a 'Student Notes' text area.
- Role Information:** Shows a list of roles with checkboxes:
 - HCC Employee/HLC Student
 - HCC-Department Manager
 - HCC-Department Manager/HLC Student
 - Student

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The footer includes contact information: 'For assistance, call 1-800-123-4567.' and copyright information: 'Copyright © 2009 HealthStream, Inc. All Rights Reserved. Build 09.11.24.789.3'.

From the student's general information page, you can view the following student information:

- Student Assignments
- Student My Learning Page
- Student Transcript
- Student Assignment Report
- Student's Student Groups
- Student License Information
- Student Personal Address and Phone

Viewing a Student's Assignments

Administrators can view student assignment information.

To view a student's assignments

1. Perform a student search. See *Searching for a Student* in this document for details on conducting a student search.
2. Click the name link of the desired student from the list of matching search results. The **Manage a Student** page appears.

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Dec 23 2009 9:27 AM CT

LOG OUT

People Courses Education Reports Tools Services My Profile

Site Map Decals Help

Student Management

Manage a Student

Promote to Administrator Return to People

MaryJane Doe

Assignments

My Learning

My Transcript

Assignment Completion Rpt.

Student Groups

License Information

Personal Address & Phone

Badge

General Information

Required Fields are marked with a *

Last Name: Doe

First Name: MaryJane

Middle Name:

User ID: mjdoe

Password: *****

Confirm Password: *****

Password Reminder:

Email: mjdoe@healthstream.com

Time Zone: Central Time

Last Modified Date: 8/20/2009

Last Modified By: Robert Smith

Allow this student to access the system.

Institution Information

Supervisor/Manager: [Click here to select.](#)

Hire/Re-hire Date: 11/20/2008

Review Month/Day:

Department: 1001-Nursing

Job Title: 240-Nurse Manager

Job Category: Uncategorized

Active Date: 11/20/2008

Student Notes:

Role Information

Roles:

HCC Employee/HLC Student

HCC-Department Manager

HCC-Department Manager/HLC Student

Student

Save Cancel

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OVERLOADED #HLCOVERSE CURRINOWIN

3. Click **Assignments** in the left-hand navigation tree.



The **View Student Assignments** page appears.

| Item Name | Item Type | Assignment Type | Options |
|---|------------|-----------------|---------|
| <input type="checkbox"/> Advance Directive Assignment Name: Adv. Consent , Assigned By: Patzy Cline | Course | Group | Exempt |
| <input type="checkbox"/> Back Safety Assignment Name: General Assignment , Assigned By: Carla Sherrick | Course | Individual | Exempt |
| <input type="checkbox"/> Back Safety Assignment Name: Orientation , Assigned By: Patzy Cline | Course | Group | Exempt |
| <input type="checkbox"/> Back Safety Assignment Name: Orientation-old emp. , Assigned By: Patzy Cline | Course | Group | Exempt |
| <input type="checkbox"/> Back Safety Assignment Name: Safety Courses - Emergency Dept. , Assigned By: Shayna Hansen | Course | Group | Exempt |
| <input type="checkbox"/> Corporate Compliance: A Proactive Stance Assignment Name: Orientation , Assigned By: Patzy Cline | Course | Group | Exempt |
| <input type="checkbox"/> Corporate Compliance: A Proactive Stance Assignment Name: Orientation-old emp. , Assigned By: Patzy Cline | Course | Group | Exempt |
| <input type="checkbox"/> Electrical Safety Assignment Name: General Assignment , Assigned By: Carla Sherrick | Course | Individual | Exempt |
| <input type="checkbox"/> Electrical Safety Assignment Name: Safety Courses - Emergency Dept. , Assigned By: Shayna Hansen | Course | Group | Exempt |
| <input type="checkbox"/> Fire Safety Assignment Name: General Assignment , Assigned By: Carla Sherrick | Course | Individual | Exempt |
| <input type="checkbox"/> Fire Safety Assignment Name: Safety Courses - Emergency Dept. , Assigned By: Shayna Hansen | Course | Group | Exempt |
| <input type="checkbox"/> General Hospital Safety Assignment Name: General Safety , Assigned By: Robert Smith | Course | Group | Exempt |
| <input type="checkbox"/> General Safety Assignment Name: General Safety , Assigned By: Robert Smith | Course | Group | Exempt |
| <input type="checkbox"/> General Safety Assignment Name: Safety Courses - Emergency Dept. , Assigned By: Shayna Hansen | Course | Group | Exempt |
| <input type="checkbox"/> HRH - Authoring Center Training Assignment Name: Exp. Assignment , Assigned By: Patzy Cline | Course | Group | Exempt |
| <input type="checkbox"/> New Employee Orientation Curriculum 2010 Assignment Name: New Employees , Assigned By: Patzy Cline | Curriculum | Group | Exempt |
| <input type="checkbox"/> New Hire Orientation - Policies & Procedures 2009 Assignment Name: New Employees Orientation , Assigned By: Patzy Cline | Course | Group | Exempt |
| <input type="checkbox"/> New Hire Orientation Training - 2009/2010 Assignment Name: New Employee Orientation , Assigned By: Patzy Cline | Course | Group | Exempt |
| <input type="checkbox"/> Sample Course Assignment Name: H1 - Team Concepts , Assigned By: Patzy Cline | Course | Group | Exempt |

Legend: Curriculum Course

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OHL00000000 A HLC00000000 CUMMINS

- This page is divided into four columns: *Item Name*, *Item Type*, *Assignment Type*, and *Options*.
- To see details about an assignment, click the assignment name associated with the selected course, equivalent, or curriculum. See the *HLC Assignments Management* user guide for further details about assignments.
- To exempt the student from a course that is part of a group assignment, click **Exempt** under the *Options* column. For more information about exemptions, see *Creating Assignment Exemptions* in the *HLC Assignments Management* user guide.

Viewing a Student's My Learning Page

To view a student's My Learning page

1. Perform a student search. See *Searching for a Student* in this document for details on conducting a student search.
2. Click the name link of the desired student from the list of matching search results. The **Manage a Student** page appears.

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Robert Smith | HealthStream Medical Center | Administrator

Dec 23 2009 9:27 AM CT

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People Courses Education Reports Tools Services My Profile

Site Map Discuss Help

Student Management

Manage a Student

Promote to Administrator Return to People

MaryJane Doe

Student

Assignments

My Learning

My Transcript

Assignment Completion Rpt.

Student Groups

License Information

Personal Address & Phone

Badge

General Information

Required Fields are marked with a *

Last Name: Doe

First Name: MaryJane

Middle Name:

User ID: mjdoe

Password: *****

Confirm Password: *****

Password Reminder:

Email: mjdoe@healthstream.com

Time Zone: Central Time

Last Modified Date: 8/20/2009

Last Modified By: Robert Smith

Allow this student to access the system.

Institution Information

Supervision/Manager: [Click here to select.](#)

Hire/Re-hire Date: 11/20/2008

Review Month/Day:

Department: 1001-Nursing

Job Title: 240-Nurse Manager

Job Category: Uncategorized

Active Date: 11/20/2008

Student Notes:

Role Information

Roles:

HCC Employee/HLC Student

HCC-Department Manager

HCC-Department Manager/HLC Student

Student

Save Cancel

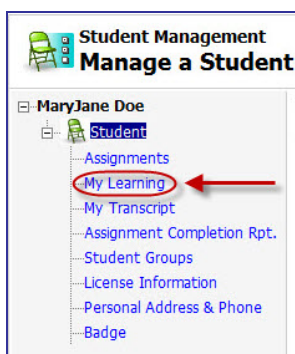
For assistance, call 1-800-123-4567.

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OHLC000005 A-HLC000005 CUNNINGHAM

3. Click **My Learning** from the left-hand navigation tree.



The **View Student Learning** page appears.

Assigned Learning

| Name | Due Date | Status | Last Accessed |
|--|------------|----------|---------------|
| <input type="checkbox"/> HRH - Authoring Center Training | 8/18/2009 | Assigned | |
| <input type="checkbox"/> General Hospital Safety | 12/31/2009 | Assigned | |
| <input type="checkbox"/> General Safety | 12/31/2009 | Assigned | |
| <input type="checkbox"/> Back Safety | 1/1/2010 | Assigned | |
| <input type="checkbox"/> Corporate Compliance: A Proactive Stance | 1/1/2010 | Assigned | |
| <input type="checkbox"/> Sample Course | 1/1/2010 | Assigned | |
| <input type="checkbox"/> Back Safety | 1/21/2010 | Assigned | |
| <input type="checkbox"/> Electrical Safety | 1/21/2010 | Assigned | |
| <input type="checkbox"/> Fire Safety | 1/21/2010 | Assigned | |
| <input type="checkbox"/> General Safety | 1/21/2010 | Assigned | |
| <input type="checkbox"/> Advance Directives | 8/19/2010 | Assigned | |
| <input type="checkbox"/> New Hire Orientation - Policies & Procedures 2009 | 8/19/2010 | Assigned | |
| <input type="checkbox"/> New Hire Orientation Training - 2009/2010 | 8/19/2010 | Assigned | |

Elective Learning

| Name | Enrolled By | Status | Last Accessed |
|--|---------------|-----------------|---------------|
| <input type="checkbox"/> All Employee Orientation Training | Administrator | In Progress | 11/23/2009 |
| <input type="checkbox"/> Blood Glucose Monitor Review | Administrator | In Progress | 11/03/2009 |
| <input type="checkbox"/> Clinical Documentation | Self | Not Yet Started | 11/02/2009 |
| <input type="checkbox"/> Emergency Training | Self | In Progress | 11/23/2009 |
| <input type="checkbox"/> Equivalent Sample A | Self | In Progress | 09/25/2009 |
| <input type="checkbox"/> ER Safety Course | Self | In Progress | 09/25/2009 |
| <input type="checkbox"/> Hazardous Materials Training | Self | Not Yet Started | 09/25/2009 |
| <input type="checkbox"/> Hazard Communication | | | |
| <input type="checkbox"/> Personal Protective Equipment | | | |
| <input type="checkbox"/> Pediatric Intubation - Nurse Training | Administrator | In Progress | 12/04/2009 |
| <input type="checkbox"/> Workplace Safety Course | Self | In Progress | 11/23/2009 |

Upcoming Assignments

| Name | Due Date | Status | Available Date |
|------|----------|--------|----------------|
|------|----------|--------|----------------|

Legend: Curriculum Course Expand List Collapse List

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 OHLCOVEB2 A HLCOVEB2 CLUNNOVIN

This view includes up to six sections:

- **Assigned Learning** - including name, due date and status, and last accessed date.
- **Elective Learning** - including name, enrolled by, status, and last accessed date.
- **Institution-Specific Assignments** – including name, institution, due date, and status.
- **Upcoming Classes** – including start date and time, class name, session, status, and options.
- **Choose a Class** – including course name and learning activity.
- **Upcoming Assignments** - including name, due date, status, and available date.

Note: Upcoming Assignments are courses that are included in a recurring assignment, that are not yet available under **Assigned Learning** on the student's view of the **My Learning** page, as dictated by the recurrence date. For additional information, see *One Time vs. Recurring Assignments* in the *HLC Assignments Management* user guide.

Viewing a Student's Transcript

To view a student's transcript

1. Perform a student search. See *Searching for a Student* in this document for details on conducting a student search.
2. Click the name link of the desired student from the list of matching search results. The **Manage a Student** page appears.

HEALTHSTREAM LEARNING CENTER - ADMINISTRATOR

Robert Smith | HealthStream Medical Center | Administrator

Dec 23 2009 9:27 AM CT

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People | Courses | Education | Reports | Tools | Services | My Profile

Site Map | Discus | Help

Student Management

Manage a Student

[Promote to Administrator](#) [Return to People](#)

MaryJane Doe

- Student
- Assignments
- My Learning
- My Transcript
- Assignment Completion Rpt.
- Student Groups
- License Information
- Personal Address & Phone
- Badge

General Information

Required Fields are marked with a *

Last Name: Doe

First Name: MaryJane

Middle Name:

User ID: mpjoe

Password: *****

Confirm Password: *****

Password Reminder:

Email: mpjoe@healthstream.com

Time Zone: Central Time

Last Modified Date: 8/20/2009

Last Modified By: Robert Smith

Allow this student to access the system.

Institution Information

Supervisor/Manager: [Click here to select.](#)

Hire/Re-hire Date: 11/20/2008

Review Month/Day:

Department: 1001-Nursing

Job Title: 240-Nurse Manager

Job Category: Uncategorized

Active Date: 11/20/2008

Student Notes:

Role Information

Roles:

- HCC Employee/HLC Student
- HCC-Department Manager
- HCC-Department Manager/HLC Student
- Student

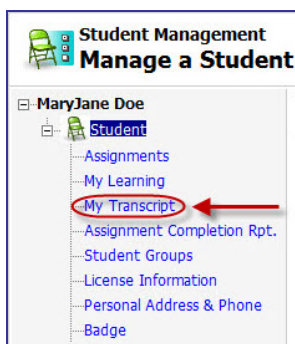
Save Cancel

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

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OHLCWEBE A HLCWEBE CLUNKDOWN

3. Click **My Transcript** in the left-hand navigation tree.



The **View Student Transcript** page appears.

The screenshot displays the 'View Student Transcript' page for MaryJane Doe, covering the period from Dec 24, 2008, to Dec 23, 2009. The interface includes a navigation menu on the left and a main content area with a date range selector and a table of completed courses.

| TOTALS FOR MARYJANE DOE | | CONTINUING EDUCATION CREDIT EARNED | | | |
|-------------------------|----------------|------------------------------------|-------------------|---------------|---------|
| COMPLETIONS | ESTIMATED TIME | CREDIT UNITS | DISCIPLINE | NUMBER EARNED | COURSES |
| 16 | 8:12 | Not For Credit | Registered Nurses | 0.00 | 3 |

| Name | Est. Time* | Score | Completion Date |
|---|--------------------|-------------------|-------------------|
| Pediatric CPR | 0:00 | 0 | 11/30/2009 |
| LEARNING EVENT COMMENTS ADMINISTRATOR-ENTERED New learning event for Pediatric CPR course. | | | |
| Safety Curriculum | | | 09/25/2009 |
| 2009 Fire Safety English | 0:05 | 100 | 09/25/2009 |
| General Safety | 0:35 | 100 | 09/25/2009 |
| Hazard Communication | 0:51 | 90 | 09/25/2009 |
| Fire Safety | 0:45 | 80 | 08/20/2009 |
| Electrical Safety | 0:35 | 100 | 08/20/2009 |
| Fire Safety | 0:45 | 80 | 08/20/2009 |
| Electrical Safety | 0:35 | 90 | 08/20/2009 |
| Back Safety | 0:40 | 100 | 08/20/2009 |
| CREDIT TYPE | CREDIT UNITS | DISCIPLINE | LICENSE # (STATE) |
| Not For Credit | .00 Not For Credit | Registered Nurses | 12345 (TN) |
| Advance Directives | 0:50 | 80 | 08/20/2009 |
| Hazard Communication | 0:51 | 90 | 04/24/2009 |
| Hazardous Materials Training | | | 04/03/2009 |
| Personal Protective Equipment | 0:50 | 80 | 04/03/2009 |
| CREDIT TYPE | CREDIT UNITS | DISCIPLINE | LICENSE # (STATE) |
| Not For Credit | .00 Not For Credit | Registered Nurses | 12345 (TN) |
| Hazard Communication | 0:50 | 90 | 04/03/2009 |
| CREDIT TYPE | CREDIT UNITS | DISCIPLINE | LICENSE # (STATE) |
| Not For Credit | .00 Not For Credit | Registered Nurses | 12345 (TN) |
| Workplace Safety Course | 0:00 | 0 | 03/26/2009 |
| LEARNING EVENT COMMENTS ADMINISTRATOR-ENTERED | | | |

* Estimated Time stated in hours:minutes format.

Legends:
■ Curriculum ■ Course

The transcript includes five columns:

- *Name* – linked to display CE credit information and certificates
- *Est. Time* – an estimation of the length of time taken to complete the course (if available) will appear in hrs:mins
- *Score* – if an overall score was calculated for the course
- *Completion Date* – the date of course completion
- *Learning Event Comments* – if the completion was earned via a learning event
- Administrator-entered or Student-entered notation for learning events

Note: If the transcript includes learning events, the notation – ADMINISTRATOR-ENTERED or STUDENT-ENTERED – will appear to the right of the date awarded. Comments entered by the administrator will also be visible beneath the learning event name.

If the course includes continuing education (CE) credit for which the student qualified, the CE credit information will be displayed under the course information, including credit type, units, discipline, license number (if stored in the system) and state.

4. The transcript can be narrowed to a specific date range by selecting a date range from the **Date Range** list. The page will refresh to display the date range chosen.

- The transcript can be customized and printed as a report by clicking **Customize and Print**.

Note: The student-entered learning events feature is optional and may not be enabled at your institution.

Viewing a Student's Assignment Report

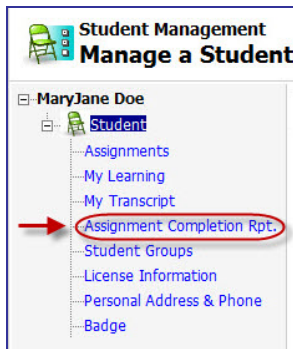
Administrators can view a student's assignment report.

To view a student's assignment report

- Perform a student search. See *Searching for a Student* in this document for details on conducting a student search.
- Click the name link of the desired student from the list of matching search results. The **Manage a Student** page appears.

The screenshot displays the 'Manage a Student' page in the HealthStream Learning Center Administrator interface. The page is titled 'Student Management Manage a Student' and includes a navigation menu on the left with options like 'Assignments', 'My Learning', 'My Transcript', 'Assignment Completion Rat.', 'Student Groups', 'License Information', 'Personal Address & Phone', and 'Badge'. The main content area is divided into three sections: 'General Information', 'Institution Information', and 'Role Information'. The 'General Information' section includes fields for Last Name, First Name, Middle Name, User ID, Password, Confirm Password, Password Reminder, Email, Time Zone, Last Modified Date, and Last Modified By. The 'Institution Information' section includes fields for Supervisor/Manager, Hire/Re-hire Date, Review Month/Day, Department, Job Title, Job Category, and Active Date. The 'Role Information' section includes a list of roles with checkboxes, such as 'HCC Employee/HLC Student', 'HCC-Department Manager', 'HCC-Department Manager/HLC Student', and 'Student'. The page also features a 'Save' button and a 'Cancel' button at the bottom right. The footer contains contact information for assistance and copyright details for HealthStream, Inc.

- Click **Assignment Completion Rpt.** from the left-hand navigation tree.



The **Student Assignment Completion** page appears.

The screenshot displays the 'Student Assignment Completion' report configuration page. It includes a search bar for students, a list of selected students (MaryJane Doe), and several filter options:

- Score Not Yet Due As: Not Yet Due, Completed On Time, Delinquent, Not Scored
- Due Date Range: Last 12 Months, OR: From: 12/23/2008, Through: 12/23/2009
- Presentation: Standard Report, Data Tables Only (no headers)
- Display Options: Include User ID, Include Job Title

 A 'Continue' button is located at the bottom right of the form area.

- Set the parameters for the Student Assignment Completion report and click **Continue**. The report appears in a new window. See the *Student Assignment Completion Report* in the *HLC Reports* user guide for more details.

Viewing a Student's Student Groups

To view a student's student groups

1. Perform a student search. See *Searching for a Student* in this document for details on conducting a student search.
2. Click the name link of the desired student from the list of matching search results. The **Manage a Student** page appears.

HEALTHSTREAM LEARNING CENTER - ADMINISTRATOR

Robert Smith | HealthStream Medical Center | Administrator

Dec 23 2009 9:27 AM CT

LOG OUT

People Courses Education Reports Tools Services My Profile

Site Map Discards Help

Student Management

Manage a Student

Promote to Administrator Return to People

MaryJane Doe

Student

Assignments

My Learning

My Transcript

Assignment Completion Rpt.

Student Groups

License Information

Personal Address & Phone

Badge

General Information

Required Fields are marked with a *

Last Name: Doe

First Name: MaryJane

Middle Name:

User ID: mpjdoe

Password: *****

Confirm Password: *****

Password Reminder:

Email: mpjdoe@healthstream.com

Time Zone: Central Time

Last Modified Date: 8/20/2009

Last Modified By: Robert Smith

Allow this student to access the system.

Institution Information

Supervision/Manager: [Click here to select.](#)

Hire/Re-hire Date: 11/20/2008

Review Month/Day:

Department: 1001-Nursing

Job Title: 240-Nurse Manager

Job Category: Uncategorized

Active Date: 11/20/2008

Student Notes:

Role Information

Roles:

HCC Employee/HLC Student

HCC-Department Manager

HCC-Department Manager/HLC Student

Student

Save Cancel

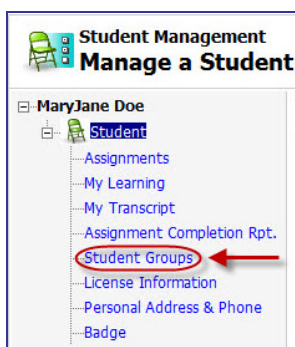
For assistance, call 1-800-123-4567.

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3. Click **Student Groups** from the left-hand navigation tree.



The **View Student Group Information** page appears, listing student groups to which the student belongs, including the student group name, type, status, and visibility.

| Student Group Name | Type | Status | Visibility |
|----------------------------------|------------|--------|------------|
| All Enterprise Students | Profile | Active | Visible |
| Demonstration Group for Research | Profile | Active | Visible |
| Emergency Room Trainers | Individual | Active | Visible |
| Emergency Room Trainers | Profile | Active | Visible |
| Enterprise Group | Profile | Active | Visible |
| Enterprise Group 2 | Profile | Active | Visible |
| General Safety Trainers | Profile | Active | Visible |
| Hazard Review | Individual | Active | Visible |
| Hazard Trainers | Profile | Active | Visible |
| Nursing Management | Profile | Active | Visible |
| Profile | Profile | Active | Visible |
| Sample Student Group | Individual | Active | Visible |
| St. Thomas Org Group | Profile | Active | Visible |
| Test for Training | Profile | Active | Visible |

- To view student group details, click the name link of the student group. The **Edit a Student Group** page appears.

Student Group Information

Student Group Name: * Demonstration Group for Research

Student Group Type: * Profile

Notes:

Hide this student group from search results.

Created By: Noser, Tom
Created On: 4/1/2009
Updated By: Noser, Tom
Updated On: 4/1/2009

Continue Cancel

An orange asterisk (*) indicates a required field.

For additional information about student groups, see the *Student Groups Overview* topic in the HLC online Help.

Viewing a Student's License Information

By default, students who are licensed healthcare professionals can store license and discipline information in the HLC. Storing this information enables the system to issue appropriate CE credit for course completion.

To view a student's license information

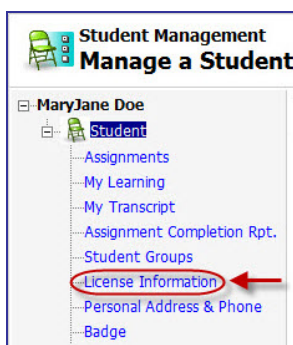
1. Perform a student search. See *Searching for a Student* in this document for details on conducting a student search.
2. Click the name link of the desired student from the list of matching search results. The **Manage a Student** page appears.

The screenshot shows the 'Manage a Student' page for 'MaryJane Doe'. The page is divided into several sections:

- General Information:** Includes fields for Last Name (Doe), First Name (MaryJane), Middle Name, User ID (mjdoe), Password, Confirm Password, Password Reminder, Email (mjdoe@healthstream.com), Time Zone (Central Time), Last Modified Date (8/20/2009), and Last Modified By (Robert Smith). There is a checkbox for 'Allow this student to access the system.' which is checked.
- Institution Information:** Includes fields for Supervision/Manager (Click here to select), Hire/Re-hire Date (11/20/2008), Review Month/Day, Department (1001-Nursing), Job Title (240-Nurse Manager), Job Category (Uncategorized), Active Date (11/20/2008), and Student Notes.
- Role Information:** Includes a list of roles with checkboxes:
 - HCC Employee/HLC Student
 - HCC-Department Manager
 - HCC-Department Manager/HLC Student
 - Student

At the bottom of the page, there are 'Save' and 'Cancel' buttons. A footer note says 'For assistance, call 1-800-123-4567.' and 'HealthStream Copyright © 2009 HealthStream, Inc. All Rights Reserved. Build 09.11.24.793.3 OHLCOVEBS A HLCOVEBS CLUNKOWN'.

3. Click **License Information** from the left-hand navigation tree.



The **View Discipline/License Information** page appears.

The screenshot shows the HealthStream Learning Center Administrator interface. At the top, there is a navigation bar with tabs for 'People', 'Courses', 'Education', 'Reports', 'Tools', 'Services', and 'My Profile'. The main content area is titled 'Student Management' and 'View Discipline/License Information'. A sidebar on the left lists navigation options for 'MaryJane Doe', including 'Student', 'Assignments', 'My Learning', 'My Transcript', 'Assignment Completion Rpt.', 'Student Groups', 'License Information', 'Personal Address & Phone', and 'Badge'. The main content area displays a table with the following data:

| Discipline | State/Province | Country | License Number | Expiration Date |
|-----------------------------------|----------------|---------------|----------------|-----------------|
| Registered Nurses | TN | United States | 12345 | Feb 02 2009 |

At the bottom of the page, there is a footer with the text: 'For assistance, call 1-800-123-4567.' and 'HealthStream Copyright © 2009 HealthStream, Inc. All Rights Reserved. Build 09.11.24.783.3 O:\HLCWEB\A\HLCWEB28\CLUNKDOWN'.

Viewing a Student's Personal Address & Phone

If the student has entered personal address information from the student login, administrators can view this information.

To view a student's personal address and phone information

1. Perform a student search. See *Searching for a Student* in this document for details on conducting a student search.
2. Click the name link of the desired student from the list of matching search results. The **Manage a Student** page appears.

HEALTHSTREAM LEARNING CENTER - ADMINISTRATOR

Robert Smith | HealthStream Medical Center | Administrator | Dec 23 2009 9:27 AM CT | LOG OUT

People | Courses | Education | Reports | Tools | Services | My Profile | Site Map | Discuss | Help

Student Management
Manage a Student

MaryJane Doe

Assignments
My Learning
My Transcript
Assignment Completion Rpt.
Student Groups
License Information
Personal Address & Phone
Badge

General Information Required Fields are marked with a *

Last Name: Doe
First Name: MaryJane
Middle Name:
User ID: mjdoe
Password: *****
Confirm Password: *****
Password Reminder:
Email: mjdoe@healthstream.com
Time Zone: Central Time
Last Modified Date: 8/20/2009
Last Modified By: Robert Smith
 Allow this student to access the system.

Institution Information

Supervision/Manager: [Click here to select.](#)
Hire/Re-hire Date: 11/20/2008
Review Month/Day:
Department: 1001-Nursing
Job Title: 240-Nurse Manager
Job Category: Uncategorized
Active Date: 11/20/2008
Student Notes:

Role Information

Roles:

- HCC Employee/HLC Student
- HCC-Department Manager
- HCC-Department Manager/HLC Student
- Student

Save Cancel

For assistance, call 1-800-123-4567.
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OHLCOVEBS A HLCOVEBS CLUNNOVIN

3. Click **Personal Address & Phone** in the left-hand navigation tree.



The **Manage Student Mailing Address** page appears.

The screenshot shows the 'Manage Student Mailing Address' page for a student named MaryJane Doe. The page is part of the HealthStream Learning Center Administrator interface. The top navigation bar includes 'People', 'Courses', 'Education', 'Reports', 'Tools', 'Services', and 'My Profile'. The main content area is titled 'Student Management' and 'Manage Student Mailing Address'. A sidebar on the left lists navigation options: Student, Assignments, My Learning, My Transcript, Assignment Completion Rat., Student Groups, License Information, **Address, Contact & Email**, and Badge. The main form is titled 'Address Information' and includes a checkbox for 'Include address information' which is checked. The form fields are: Address1 (123 Main Street), Address2 (empty), City (Nashville), State (Tennessee), Country (United States), Zip Code + Ext (37211), Phone, Phone Ext, and Fax. There are 'Save' and 'Cancel' buttons at the bottom right of the form. At the bottom of the page, there is a footer with the text 'For assistance, call 1-800-123-4567.' and the HealthStream logo and copyright information: 'Copyright © 2009 HealthStream, Inc. All Rights Reserved. 04/01/09 10:13:43 AM'. The browser's address bar shows 'http://localhost:8080/healthstream-administrator/'.

Editing a Student Record

As needed, you can edit information on the student's general information page.

To edit a student record

1. Perform a student search. See *Searching for a Student* in this document for details on conducting a student search.
2. Click the name link of the desired student from the list of matching search results. The **Manage a Student** page appears.

The screenshot displays the 'Manage a Student' interface for 'MaryJane Doe'. The form is organized into three main sections: 'General Information', 'Institution Information', and 'Role Information'. Each section contains various input fields, many of which are marked with an orange asterisk (*) to denote required fields. The 'General Information' section includes fields for name, user ID, password, email, and time zone. The 'Institution Information' section includes supervisor, hire date, review date, department, job title, and active date. The 'Role Information' section includes a dropdown for roles, with 'Student' selected. The interface also features a sidebar with navigation options, a top navigation bar, and a footer with contact and copyright information.

An orange asterisk (*) indicates a required field.

3. Make the desired changes.
 4. Click **Save** to save the edits or click **Save and Add Another** if you wish to add another student.
- Note:** By default, you cannot edit the student's user ID. Also, passwords are always encrypted. You cannot view a student's password but can reset a new password.

Inactivating/Reactivating a Student

Students cannot be deleted from the HLC once a student record is created. Students can, however, be inactivated in the system. Inactive students cannot access the HLC and they will not appear on selected reports. They will also be removed from all student groups and from classes for which they are registered.

To inactivate a student

1. Perform a student search. See *Searching for a Student* in this document for details on conducting a student search.
2. Click the name link of the desired student from the list of matching search results. The **Manage a Student** page appears.

HEALTHSTREAM LEARNING CENTER - ADMINISTRATOR
Robert Smith | HealthStream Medical Center | Administrator
Mar 23 2009 3:11 PM CT
LOG OUT

People Courses Education Reports Tools Services My Profile
See Map Discuss Help

Student Management
Manage a Student
Promote to Administrator Return to People

MaryJane Doe
Assignments
My Learning
My Transcript
Assignment Completion Rpt.
Student Groups
License Information
Personal Address & Phone

General Information Required Fields are marked with a *

Last Name: Doe
First Name: MaryJane
Middle Name:
User ID: mjdoe
Password: *****
Confirm Password: *****
Password Reminder:
Email:
Time Zone: Eastern Time
Last Modified Date: 3/23/2009
Last Modified By: Robert Smith
 Allow this student to access the system.

Institution Information

Supervisor/Manager: [Click here to select.](#)
Hire/Re-hire Date: 11/20/2008
Review Month/Day:
Department: 1001-Nursing
Job Title: 240-Nurse Manager
Job Category: Uncategorized
Active Date: 11/20/2008
Student Notes:

Role Information


Roles: Student

Save Cancel

For assistance, call 1-800-123-4567.
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OH/LOVSEB A/H/COVSEB C/UNKNOWN

3. Clear the **Allow this student to access the system** check box.

General Information Required Fields are marked with a *.

| | |
|---|---|
| Last Name:* | <input type="text" value="Doe"/> |
| First Name:* | <input type="text" value="MaryJane"/> |
| Middle Name: | <input type="text"/> |
| User ID:* | <input type="text" value="mjdoe"/> |
| Password:* | <input type="password" value="••••••••"/> |
| Confirm Password:* | <input type="password" value="••••••••"/> |
| Password Reminder: | <input type="text"/> |
| Email: | <input type="text" value="mjdoe@healthstream.com"/> |
| Time Zone:* | <input type="text" value="Central Time"/> |
| Last Modified Date: | 8/20/2009 |
| Last Modified By: | Robert Smith |
| <input type="checkbox"/> Allow this student to access the system.  | |

4. Click **Save**. The student is now inactive in the system.

Note: If a student is also an administrator, inactivating the student record does not prevent administrator access to the system. To prevent administrator access, the administrator role must be deleted (See *Deleting an Administrator Record* in the *HLC Administrator Management* user guide). All access (including administrator access) can be disabled for all roles when inactivations are facilitated via the data import file instead of inactivated manually.

To reactivate a student

1. Perform a student search. See *Searching for a Student* in this document for details on conducting a student search.

Tip: You can use **Inactive** as a student search criterion.

2. Click the name link of the desired student from the list of matching search results. The **Manage a Student** page appears.

HEALTHSTREAM LEARNING CENTER - ADMINISTRATOR
Robert Smith | HealthStream Medical Center | Administrator
Mar 23 2009 3:11 PM CT
LOG OUT

People Courses Education Reports Tools Services My Profile
Site Map Discuss Help

Student Management
Manage a Student
Promote to Administrator Return to People

MaryJane Doe
Assignments
My Learning
My Transcript
Assignment Completion Rpt.
Student Groups
License Information
Personal Address & Phone

General Information Required Fields are marked with a *

Last Name: Doe
First Name: MaryJane
Middle Name:
User ID: mjdoe
Password: *****
Confirm Password: *****
Password Remander:
Email:
Time Zone: Eastern Time
Last Modified Date: 3/23/2009
Last Modified By: Robert Smith
 Allow this student to access the system.

Institution Information
Supervisor/Manager: [Click here to select.](#)
Hire/Re-hire Date: 11/20/2008
Review Month/Day:
Department: 1001-Nursing
Job Title: 240-Nurse Manager
Job Category: Uncategorized
Active Date: 11/20/2008
Student Notes:


Role Information
Roles: Student

Save Cancel

For assistance, call 1-800-123-4567.
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OHLOVEBEE AHLOVEBEE CLUNNOVIN

3. Select the **Allow this student to access the system** check box.

General Information Required Fields are marked with a *.

| | |
|--|---|
| Last Name:* | <input type="text" value="Doe"/> |
| First Name:* | <input type="text" value="MaryJane"/> |
| Middle Name: | <input type="text"/> |
| User ID:* | <input type="text" value="mjdoe"/> |
| Password:* | <input type="password" value="••••••••"/> |
| Confirm Password:* | <input type="password" value="••••••••"/> |
| Password Reminder: | <input type="text"/> |
| Email: | <input type="text" value="mjdoe@healthstream.com"/> |
| Time Zone:* | <input type="text" value="Central Time"/> |
| Last Modified Date: | 8/20/2009 |
| Last Modified By: | Robert Smith |
| <input checked="" type="checkbox"/> Allow this student to access the system.  | |

4. Click **Save**. The student is now reactivated and can access the system. Once reactivated, the student is returned to profile student groups for which criteria are met. (See *Adding a Profile Student Group* in the *HLC Student Group Management* user guide.) The student is not automatically returned to any individual student groups, and is not reregistered for any classes.

Active Date Changes

The purpose of the active date (field on the student record) is to provide a mechanism by which a student's assignments may be re-set based upon that date. The active date may be utilized to track student status changes including department changes, job title changes, or returns from leave of absence (LOA). It is important to note that all assignment due dates are re-calculated when the active date is changed. The active date can be changed via the data import file or be changed manually on the student's record by an administrator.

New assignment due dates are calculated when the student's designated active date is changed to a date subsequent to the student's hire/ re-hire date and there are past due assignments on student's **My Learning** page. If the active date is edited for a student record, all assignments will be adjusted based upon the newly entered active date. This action prevents students with status changes (for example, transferring to a new department) from becoming immediately delinquent.

Important: Past due assignments from a one-time assignment with a fixed due date are removed from the student's **My Learning** page. All other assignment due dates are recalculated, and assignments considered past due prior to the edit of the active date will display newly calculated due dates that are subsequent to the active date. If the active date is prior to the due date of any previously-delivered assignments, the assignment will be removed from the student's **My Learning** page.

Note: The active date must be set to the hire/re-hire date or a date thereafter. When a student record is imported, the active date is defaulted to the hire/re-hire date unless the active date field is included in the data import. If a subsequent import is received for the same student reflecting a new hire/re-hire date with no active date field, the active date will default to that date.

Any subsequent import that includes a hire/re-hire date but not an active date will not affect the manually-changed active date, as long as that date is after the hire/re-hire date. Import files that contain active dates will override manual active date changes.

Additional Student Management Functions

From the **Manage a Student** page, administrators can promote a student to an administrator. For more information, see *Adding an Administrator* in the *HLC Administrator Management* user guide.

From the administrator view of student assignments, administrators can add an individual assignment. For more information, see *Adding an Individual Assignment* in the *HLC Assignments Management* user guide.

