
About the HealthStream Learning Center

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.

Contents

Administrator Overview of the HealthStream Learning Center	1
Administrator Access and Privileges.....	2
Navigating the HLC	3
Customizing the HLC	4
Administrator Show Me How Modules.....	5
Accessing Online Help	6
Printable User Guide	8
Logging into the HLC.....	9
Login Options	9
Resetting Passwords	10
Logging out of the HLC	11
Menu Bar.....	12
Site Map	13
Text Sizing	14
Keyboard Shortcuts.....	15
Spell Check.....	16
Using the WYSIWYG Editors	17
Editing Text.....	17
Inserting Code Snippets	17
Inserting Images	17
HLC Calendar Tool	19
Searching for Courses, Curricula, and Equivalentents	20
Searching by Name or Keyword	20
Searching by Partial Keyword and Wildcard	21
Searching By Category	23
Searching Alphabetically.....	25
Words Excluded from Search	26

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.

Administrator Overview of the HealthStream Learning Center

The HealthStream Learning Center (HLC) allows administrators, depending on their role and affiliation, to develop, manage, assign and track completion of educational learning for their institutions. The key features include:

- Access to a comprehensive library of online courses
- Ability to assign courses, equivalents, and curricula for student (employee) completion
- Course, equivalent, and curriculum development tools that allow educators to create education that utilizes a blended learning approach
- Administrator control over student class registration
- Online transcript management
- Compliance tracking and reports

Administrator Access and Privileges

As an HLC administrator, you will be responsible for many of the day-to-day HLC management functions, depending on your administrator role.

You may be able to perform a variety of tasks including:

- Managing students (employees)
- Managing student groups
- Managing other administrators
- Creating courses
- Creating equivalents
- Creating curricula
- Managing annotations
- Managing course categories
- Managing CE credit functionality
- Creating student assignments
- Entering learning events
- Managing buildings and resources
- Managing job titles and departments
- Generating reports
- Maintaining your administrator account information

Note: Depending on your administrator role and affiliations, you may or may not be able to perform all of the functions outlined in this Help documentation.

Navigating the HLC

Throughout the HLC you will see special function buttons (**Save, Update, Pause, Next, Exit, Logout**). Whenever you make changes or choose to exit the system, *be sure* to use the special function buttons as opposed to clicking the **X** in the upper right-hand corner of the page. Using the special function buttons ensures that your work is saved to the system.

Customizing the HLC

Most HLC functionality is enabled by default. Functionality can be modified by customer request to meet your institution's specific needs. For instance, certain pages can be enabled and disabled as needed.

To request feature/function customization, contact your HLC support service.

Administrator Show Me How Modules

There is a library of online tutorials reviewing key administrator topics called Show Me How modules, complete with animated graphics and spoken instructions. These tutorials are available from within the HLC by clicking the Show Me How icon (pictured to the right) from main tab pages.



The complete library is available under the Administrator References section in the online Help system. Show Me How modules can be stopped, forwarded, reversed or restarted as desired. In addition to the administrator topics, there is also a Show Me How available for students from the student HLC login.

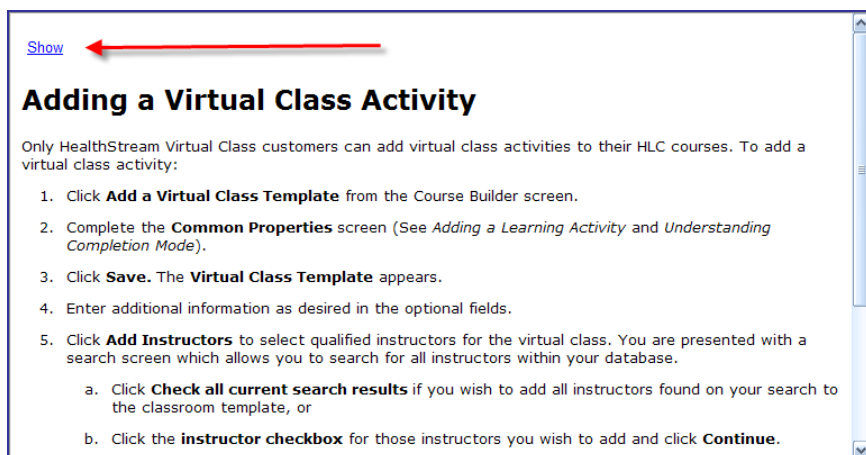
Accessing Online Help

Tip: You may press **Alt+H** to access Help via your computer keyboard.

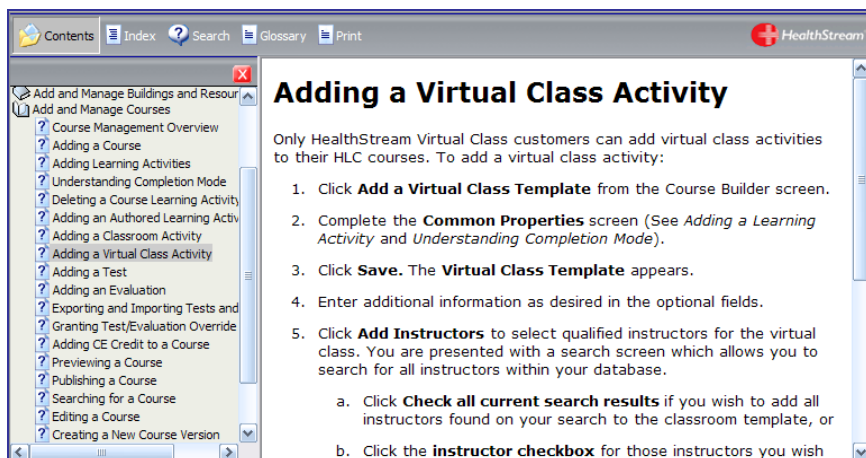
The context-sensitive online Help system includes Help topics that provide step-by-step instructions and reference information. Help can be accessed by clicking the **Help** icon in the upper right-hand corner of any HLC page, or by clicking **Search Online Help** from the **Services** tab. Depending on which page you are on when you access the Help, a topic relevant to where you are in the HLC will display. From any topic in the Help system, you may access any of the five main areas/features of the Help. The five main areas/features of this help system are:

- Contents
- Index
- Search
- Glossary
- Print

When accessing Help from the **Help** icon, you must click **Show** in the upper left-hand corner to display the main Help functions and the Help navigation tree, as illustrated below.



When accessing Help from the **Services** tab, those features are automatically displayed.



Contents

The **Contents** tab presents the online Help system grouped in a series of books in an outline format. Clicking a book opens it to reveal all topics it contains. Clicking a topic displays it in the right-hand panel of the Help system. Clicking a book again will close it in order to collapse all of the topics back into the book.

Index

The **Index** tab contains a list of clickable keywords. Clicking a keyword displays all topics that contain the selected keyword. You may also search for a keyword by typing it into the **Type in the keyword to find** box (or typing a portion of the keyword). As you type, the closest matching keyword is highlighted. Clicking a topic displays it in the right-hand panel of the help system.

Search

The **Search** tab enables entering search terms into the **Type in the word(s) to search for** box and pressing **Enter**. A list of matching topics appears beneath the **Search** field. Clicking a topic displays it in the right-hand panel of the help system.

Glossary

The **Glossary** tab contains a list of words, each accompanied by the definition. Clicking a word displays its definition at the bottom of the Glossary panel.

Print


The **Print** tab enables printing the current topic that is displayed in the Help system. Click **Print** to bring up the Print window, where you can specify your printer settings.

Note: In addition to printing the current topic within this online Help system, a printable user guide is also available. The printable user guide contains page images, a table of contents, and index.

Printable User Guide

In addition to online, context-sensitive Help, you can access a printable PDF user guide from within the Help system.

To access the user guide

1. Open Online Help by clicking the **Help** icon  from any page.
2. Click **Show**.
3. From the navigation tree on the left, click **Printable User Guides**. The following guides are available:
 - Getting Started Guide
 - WYSIWYG Editor User Guide
 - Administrator User Guides
 - Student User Guide
 - Reports Guide
 - Completion Data Export Report Dictionary

Note: You can also access the user guide from the **Services** tab by clicking the **User Guide** link.

Logging into the HLC

The HealthStream Learning Center™ is a highly secure website. You must have a user ID and password to access the system.

- Use of the following ways to access the HLC:
 - Open Internet Explorer and type the web address (also called a URL) provided by your administrator (for example: www.healthstream.com/hlc/FacilityName).
 - You may have an HLC icon on your PC desktop or your institution's intranet. If so, double-click the HLC icon. The **Login** page appears.

- In the **User ID** box, enter your user ID.
- In the **Password** box, enter your password. Passwords are case-sensitive.

Note: If you have forgotten your password, enter your user ID and click **Password Reminder** (if available).
- Click **Login**. The **Site Map** appears by default unless you have more than one role within the system that share the same User ID and password (see *Login Options* below). See *Site Map* in this document for details on the Site Map.

Login Options

You may have more than one role in the HLC, both of which use the same user ID and password for access. When logging in, you will be presented with the **Select Affiliation** page and will choose which role you wish to log into. After completing HLC activities in one role, you may wish to switch to the other role.

To switch access between roles

- Click the **Role** name (**Student** or **Administrator**) to the right of your name and institution. The **Select Affiliation** page appears.



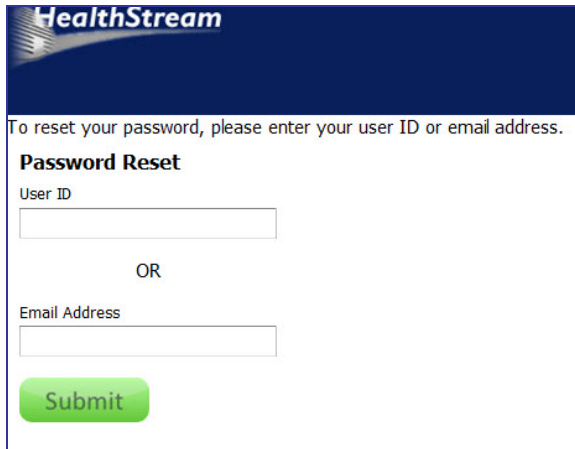
- Click **Administrator** or **Student** beside the desired institution.
- Select the **Make this my default selection on this computer** check box for your choice to be remembered on the computer you are on.
- Click **Proceed with Login** to log in as either a student or administrator, depending upon the selection you made in step 2.

Resetting Passwords

If available, you may also reset your password. The Password Rest feature is an optional HLC feature that can be enabled for your organization.

To reset your password

1. Click the **Forgot Your Password?** link on the login screen. The **Password Reset** page appears.



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To reset your password, please enter your user ID or email address.

Password Reset

User ID

OR

Email Address

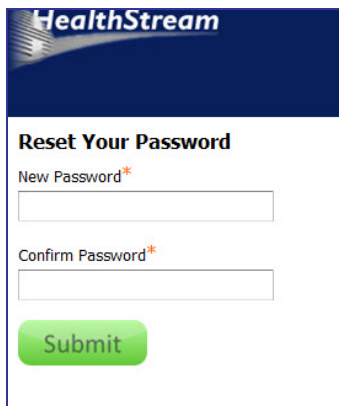
Submit

Note: This link will only appear if the password reset feature is available to you via your user role.

2. Enter either the user ID or email address for your account.
3. Click **Submit**. The HLC emails a confirmation of the password reset request to the email address on file for your account. This email includes instructions and a link to complete the password reset process.

Note: You must have a unique email address on file in order to receive the email. If your account does not have an email address on file, or if the submitted email address is associated with more than one account, an error message will display. Contact your administrator for assistance.

4. Click the link provided in the email. The **Reset Your Password** page appears.



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Reset Your Password


New Password*

Confirm Password*

Submit

5. In the **New Password** box, enter a new password.
6. In the **Confirm Password** box, enter the new password again.
7. Click **Submit**. A success message will display if your new password meets the rules set for passwords at your organization.
8. Click **Login Now**. You are returned to the HLC log in page, where you can enter the user ID and new password.

Logging out of the HLC

Click  on the right-hand side of the menu bar when you wish to exit the system. If you do not exit, the system will automatically log you out after 20 minutes by default. The administrator logout time can be changed by contacting your HealthStream Support Service.

Menu Bar

The menu bar of the HLC is divided into eight main tabs:




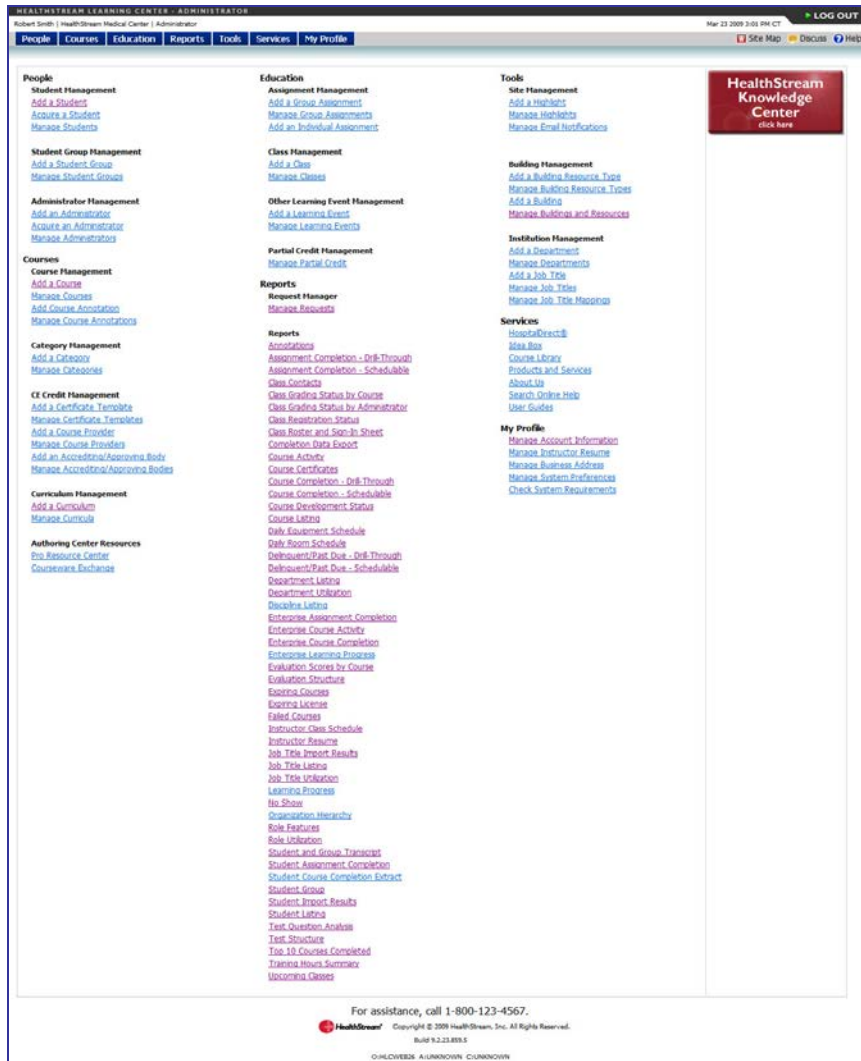
- **People** - Includes student, student group and administrator management functionality
- **Courses** - Includes course, equivalent, and curriculum development, category management, annotations management, and CE credit management functionality
- **Education** - Includes assignments, class management, and learning event functionality
- **Reports** - To access people, course, education, and tools reports, as well as the HLC Request Manager
- **Tools** - Includes building resource and institution management functions.
- **Services** - To access online Help, HealthStream resources, HospitalDirect[®] management, the HealthStream Customer Community and the Idea Box for submitting enhancement requests.
- **Competency** - To access the HealthStream Competency Center (HCC). Note that this tab is enabled for HCC customers only.
- **My Profile** - To access account information, instructor resume, business address, and system preferences.

In addition you will see a **Site Map** link, the **Discuss** link (to access the Customer Community), the **Help** icon, and a **Log Out** button in the menu bar.

Site Map

Tip: You press **Alt-8** to access the Site Map via your computer keyboard.

The Site Map for administrators provides quick access to all features and functions available from the main tab pages. The Site Map icon  is available throughout the HLC.



HEALTHSTREAM LEARNING CENTER ADMINISTRATOR

Home | HealthStream Medical Center | Administrator | **LOG OUT**

Mar 23 2009 3:03 PM CT


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

People

- Student Management**
 - [Add a Student](#)
 - [Assign a Student](#)
 - [Manage Students](#)
- Student Group Management**
 - [Add a Student Group](#)
 - [Manage Student Groups](#)
- Administrator Management**
 - [Add an Administrator](#)
 - [Assign an Administrator](#)
 - [Manage Administrators](#)
- Courses**
 - Course Management**
 - [Add a Course](#)
 - [Manage Courses](#)
 - [Add Course Annotation](#)
 - [Manage Course Annotations](#)
 - Category Management**
 - [Add a Category](#)
 - [Manage Categories](#)
 - CE Credit Management**
 - [Add a Certificate Template](#)
 - [Manage Certificate Templates](#)
 - [Add a Course Provider](#)
 - [Manage Course Providers](#)
 - [Add an Accredited/Approving Body](#)
 - [Manage Accredited/Approving Bodies](#)
 - Curriculum Management**
 - [Add a Curriculum](#)
 - [Manage Curricula](#)
 - Authoring Center Resources**
 - [Pro Resource Center](#)
 - [Courseware Exchange](#)
- Education**
 - Assignment Management**
 - [Add a Group Assignment](#)
 - [Manage Group Assignments](#)
 - [Add an Individual Assignment](#)
 - Class Management**
 - [Add a Class](#)
 - [Manage Classes](#)
 - Other Learning Event Management**
 - [Add a Learning Event](#)
 - [Manage Learning Events](#)
 - Partial Credit Management**
 - [Manage Partial Credits](#)
 - Reports**
 - Request Manager**
 - [Manage Requests](#)
 - Reports**
 - [Assignments](#)
 - [Assessment Completion - Drill-Through](#)
 - [Assignment Completion - Schedulable](#)
 - [Class Contacts](#)
 - [Class Grades Status by Course](#)
 - [Class Grades Status by Administrator](#)
 - [Class Registration Status](#)
 - [Class Roster and Sign-In Sheet](#)
 - [Completion Date Export](#)
 - [Course Activity](#)
 - [Course Certificates](#)
 - [Course Completion - Drill-Through](#)
 - [Course Completion - Schedulable](#)
 - [Course Development Status](#)
 - [Course Listing](#)
 - [Daily Equipment Schedule](#)
 - [Daily Room Schedule](#)
 - [Delinquent/Part Due - Drill-Through](#)
 - [Delinquent/Part Due - Schedulable](#)
 - [Department Listing](#)
 - [Department Utilization](#)
 - [Disables Listing](#)
 - [Enterprise Assignment Completion](#)
 - [Enterprise Course Activity](#)
 - [Enterprise Course Completion](#)
 - [Enterprise Learning Progress](#)
 - [Evaluation Scores by Course](#)
 - [Evaluation Structure](#)
 - [Expired Courses](#)
 - [Expired License](#)
 - [Failed Courses](#)
 - [Instructor Class Schedule](#)
 - [Instructor Resume](#)
 - [Job Title Import Results](#)
 - [Job Title Listing](#)
 - [Job Title Utilization](#)
 - [Learning Progress](#)
 - [No Show](#)
 - [Organization Hierarchy](#)
 - [Role Features](#)
 - [Role Utilization](#)
 - [Student and Group Transcript](#)
 - [Student Assignment Completion](#)
 - [Student Course Completion Extract](#)
 - [Student Group](#)
 - [Student Import Results](#)
 - [Student Listing](#)
 - [Test Question Analysis](#)
 - [Test Structure](#)
 - [Top 10 Courses Completed](#)
 - [Training Hours Summary](#)
 - [Upcoming Classes](#)
 - Tools**
 - Site Management**
 - [Add a Highlight](#)
 - [Manage Highlights](#)
 - [Manage Email Notifications](#)
 - Building Management**
 - [Add a Building Resource Type](#)
 - [Manage Building Resource Types](#)
 - [Add a Building](#)
 - [Manage Buildings and Resources](#)
 - Institution Management**
 - [Add a Department](#)
 - [Manage Departments](#)
 - [Add a Job Title](#)
 - [Manage Job Titles](#)
 - [Manage Job Title Mapping](#)
 - Services**
 - [HospitalDirect](#)
 - [Add a Bill](#)
 - [Course Library](#)
 - [Products and Services](#)
 - [About Us](#)
 - [Search Online Help](#)
 - [User Guides](#)
 - My Profile**
 - [Manage Account Information](#)
 - [Manage Instructor Resume](#)
 - [Manage Business Address](#)
 - [Manage System Preferences](#)
 - [Check System Requirements](#)

HealthStream Knowledge Center
click here

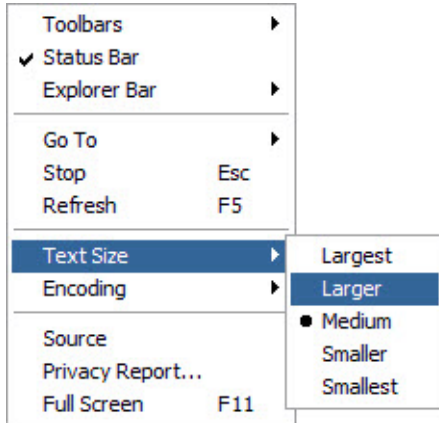
For assistance, call 1-800-123-4567.

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Text Sizing

To resize the displayed text in the HLC, from the Internet Explorer menu bar click **View > Text Size** and select the desired text size from the list of available size options.




Tip: If your mouse has a scroll wheel on top, you can hold down your computer's Ctrl key and scroll with your mouse (up or down) to increase or decrease text size.


Keyboard Shortcuts

The HLC has been designed to support keyboard shortcuts. Use the following keyboard shortcuts in the Administrator application to access different areas of the HLC.

Area of the HLC	Keyboard Shortcut	Description
People	Alt+O	Manages students, student groups, administrators, and roles.
Courses	Alt+C	Manages courses, curricula, accreditations, categories, and annotations.
Education	Alt+E	Manages assignment, class scheduling, and learning events.
Reports	Alt+R	Accesses reports.
Tools	Alt+T	Manages organization and institution information, buildings, and resources.
Services	Alt+V	Accesses additional HealthStream products and services.
My Profile	Alt+I	Manages profile information and preferences.
Site Map	Alt+8	Accesses the Site Map containing links to all HLC features. (The 8 is the same as *, which is used as the Site Map icon.)
Discuss	Alt+D	Manages discussions pertaining to functionality with HealthStream and other users.
Help	Alt+H	Accesses help on the HLC for students and administrators.
Yes	Alt+Y	Selects the Yes option in a Session Timeout Warning.
No	Alt+N	Selects the No option in a Session Timeout Warning.
Save	Alt+S	Saves the page you've edited or the record you've added (for pages which contain a Save button) or starts a search (for pages which contain a Search button).
Save and Add Another	Alt+Z	Selects the Save and Add Another option on this page.
Cancel	Alt+.	Selects the Cancel option on this page.
Highlight	Alt+G	Selects the Highlight greeting for both students and administrators.
Select	Alt+L	Triggers Select button.
Continue	Alt+,	Triggers Continue button.
Top of page	Home Key	Brings you to the top of the page. Place cursor outside of text fields and press Home .
Bottom of page	End Key	Brings you to the bottom of the page. Place cursor outside of text fields and press End .

Spell Check

To the right of many open-text fields within the HLC you will find the spell-check icon . The HLC dictionary includes over 160,000 words, including over 16,000 medical terms. To spell-check text entered into a text field.

Click . The spell-check window appears.

- If no spelling errors are detected, the *Spell Check is Complete* message appears. Click **OK**.
- If a word is misspelled, a list of suggested spellings appears. Select the desired word choice from the list, and click either **Change** or **Change All** to replace all instances of the misspelled word.
- If you do not wish to change a word's spelling, click **Ignore** or **Ignore All**.

Using the WYSIWYG Editors

Throughout the HLC you will find editing windows that use a WYSIWYG (What You See Is What You Get) format. Within these editing fields, you can format text exactly as you wish it to appear for students.

WYSIWYG editing windows are used for crafting:

- Annotations
- Test Questions
- Test Answers
- Test Answer Rationale
- Certificate Templates
- Evaluation Questions
- Evaluation Answers
- Edit Text

Editing Text


To edit text in the WYSIWYG editor

1. Type the desired text into the editing window.
2. Utilize the desired editing tools to format text, including font size, color, bold, justification etc. To edit specific text, first highlight the text.

Inserting Code Snippets

Some editing windows include Code Snippets, or placeholders for text that will be drawn into the page from other places within the HLC. Code snippets are used for instance, to customize certificates generated from a certificate template.

To insert a code snippet into a WYSIWYG window

1. Place your cursor within the WYSIWYG window where you wish the code snippet to appear.
2. Click the code snippet icon  to reveal the code snippet list.
3. Click the desired code snippet. It will be placed within the WYSIWYG window.

Tip: When inserting more than one code snippet next to each other, be sure to use the space bar to create a space between the two code snippets so that the text from each is appropriately separated.

Inserting Images

Images can be inserted into WYSIWYG fields. Images must be hosted in an images directory on the Internet, such as your organization's web server. This process allows the images to be viewed by students while also appearing on certificates, annotations, assessments and reports (such as Test Question Analysis). The HLC cannot access files and images hosted behind a firewall (e.g., on an intranet, shared network directory, or on a personal computer) therefore, images hosted via any of these sources will not appear. Reports will show the 'Alt Text' if used (described below) in place of the image if an image is not accessible by the HLC.

Note: The Authoring directory (FTP) is not recommended for image hosting since performance may be adversely affected.

Supported image formats include JPG, GIF, or PNG graphic. Animated GIFs may be used, but only the first frame will be visible within printed reports. Flash files (.SWF) are not usable at this time.

To add an image

Once the image is hosted on an Internet web server, browse to the image using Internet Explorer, there are two ways to add an image within the HLC:

- Drag the image or its icon (in a web directory or file folder) from one browser window into the editor in the HLC.
- Copy the image from a web page into the editor in the HLC.

To label an image for a report

1. Once an image has been added, right-click on the image.
2. Click **Set Image Properties**.
3. Enter text next to **Image Alt Text** (up to 150 characters) and optionally, a **Long Description** (up to 30,000 characters). This text should simply describe the image. If it is used for a test question, be careful not to reveal the answer to a test question the image represents (for example, Correct Answer or EKG Strip: Atrial Flutter). When a user's mouse hovers of the image, the image label appears.
4. Click **OK**. The text is embedded in the source code of the item where the image resides.


Note: Please remember to observe copyright permissions when using images other than your own.

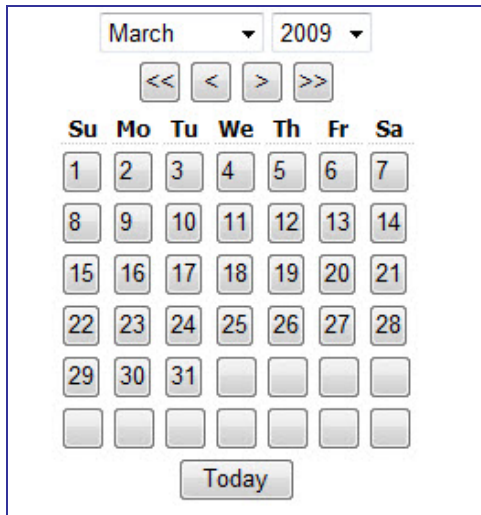
For additional information about the WYSIWYG editor, see the *WYSIWYG Editor User Guide* under the **PDF User Guides** section of the online Help system.

HLC Calendar Tool

A calendar tool can be found throughout the HLC adjacent to date selection fields. Date selections can be manually populated by typing dates in using the MM/DD/YYYY format, or by clicking the calendar tool and selecting the desired date.

To use the calendar tool for date selection

1. Click the calendar tool icon adjacent to a date selection field.  The calendar displays today's month and year.



2. In the month list, select the desired month or use the forward or back single arrows to change the month selection.
3. In the year list, select the desired year, or use the forward or back double arrows to change the year selection.
4. Click the desired day. That date will populate the date selection field.

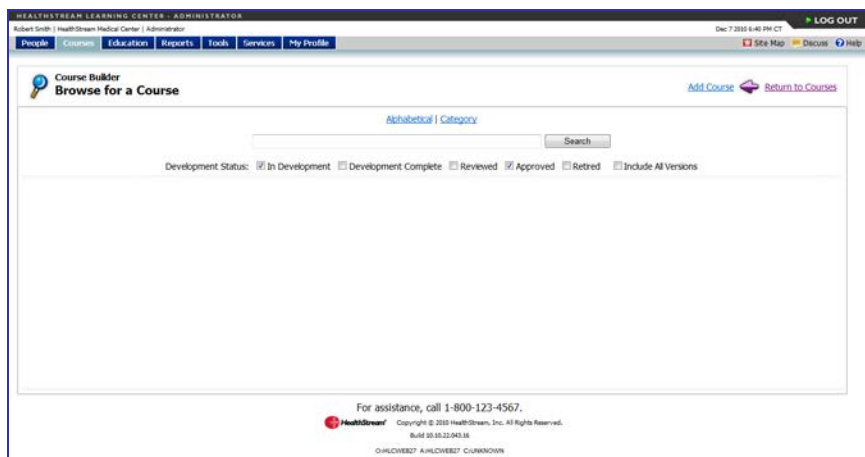
Tip: You may also click the **TODAY** button at the bottom of the calendar tool as a shortcut for selecting today's date.

Searching for Courses, Curricula, and Equivalents

Adding or managing courses, curricula, and equivalents in the HealthStream Learning Center requires use of the HealthStream search engine. A variety of search methods can be used to make locating the content of your choice easier and more efficient.

The HealthStream search engine page is presented with slight changes during the following processes:

- Adding or Managing Assignments (both Group Assignments and Individual Assignments)
- Managing Courses
- Managing Curricula
- Managing Equivalents



Searching by Name or Keyword

Courses, curricula, and equivalents can be searched by name or keyword. When creating content, each record is given a title, description, and keywords. When you use the HealthStream search engine, the system looks for matches in the **Title**, **Description**, and **Keywords** fields in the applicable content type. The system searches for **exact matches** to the words you enter.

To search courses, curricula, or equivalents by name or keyword

1. Access the appropriate **Search** page.
 - To search courses, on the **Courses** tab, click **Manage Courses**.
 - To search curricula, on the **Courses** tab, click **Manage Curricula**.
 - To search equivalents, on the **Courses** tab, click **Manage Equivalents**.
2. Enter the name or keyword in the search field.
3. In **Development Status**, select the check boxes to indicate the development statuses that you want to include in the search. For example, if you'd like to search only content set to the **Approved** status, clear all check boxes except the **Approved** check box.

Note: You can also select the **Include All Versions** check box to search for all versions of the content instead of only searching for the currently active version.

- Click **Search**. The system searches titles, descriptions, and keywords for **exact matches** to the words you entered. Results display in alphabetical order. Keyword matches in the title of the content will appear highlighted in yellow.

If multiple pages of content are returned in the results, click the page numbers or arrows to navigate through the pages.

- Click > to proceed to the next page of results.
- Click < to return to the previous page of results.
- Click << to jump to the first page of results
- Click >> to jump to the last page of results

Select an alternate value in the **Results per page:** field to display more or less results on a single page. The default value is 25.

- Click the name of the desired course, curricula, or equivalent to proceed.

Note: The search field can be left blank. This will return a listing of all course, curricula, or equivalents that match the development statuses included in the search.

Searching by Partial Keyword and Wildcard

Searching by name or keyword returns exact matches on the search terms you enter. To search for courses, curricula, or equivalents with a partial keyword, the wildcard character is used. This allows you to refine your search by including variations on keywords and compound words.

To search by partial keyword

- Access the appropriate **Search** page.
 - To search courses, on the **Courses** tab, click **Manage Courses**.
 - To search curricula, on the **Courses** tab, click **Manage Curricula**.
 - To search equivalents, on the **Courses** tab, click **Manage Equivalents**.
- In the search field, enter the part of the name you'd like to search and then enter an asterisk (*), also known as the wildcard character, immediately following the last letter.

For example: **heal***.

The screenshot shows a search interface with a search field containing the text 'heal*' and a 'Search' button. Above the search field are links for 'Alphabetical' and 'Category'. Below the search field is a row of checkboxes for 'Development Status': 'In Development' (checked), 'Development Complete', 'Reviewed', 'Approved' (checked), 'Retired', and 'Include All Versions'.

- In **Development Status**, select the check boxes to indicate the development statuses that you want to include in the search. For example, if you'd like to search only content set to the **Approved** status, clear all check boxes except the **Approved** check box.

Note: You can also select the **Include All Versions** check box to search for all versions of the content instead of only searching for the currently active version.

4. Click **Search**. The system searches titles, descriptions, and keywords for **partial matches** that include the **exact sequence of letters before the asterisk wildcard character**. Results will display in alphabetical order. Keyword matches in the title of the content appear highlighted in yellow.

For example, the following results are returned when searching for heal*:

The screenshot shows the HealthStream Learning Center Course Builder interface. The search results are displayed in a table with columns for Name, Version, and Development Status. The results are sorted alphabetically and include courses like 'Cultural Competence: Providing Culturally Competent Care (PA)', 'Hand Hygiene', 'Healthcare-Associated Infection', and 'HIPAA'.

Name	Version	Development Status
Cultural Competence: Providing Culturally Competent Care (PA)	603	Approved
Hand Hygiene	602	Approved
Hand Hygiene (PA)	301	Approved
Healthcare-Associated Infection	603	Approved
Healthcare-Associated Infection (PA)	603	Approved
HIPAA	602	Approved

If multiple pages of content are returned in the results, click the page numbers or arrows to navigate through the pages.

- Click > to proceed to the next page of results.
- Click < to return to the previous page of results.
- Click << to jump to the first page of results
- Click >> to jump to the last page of results

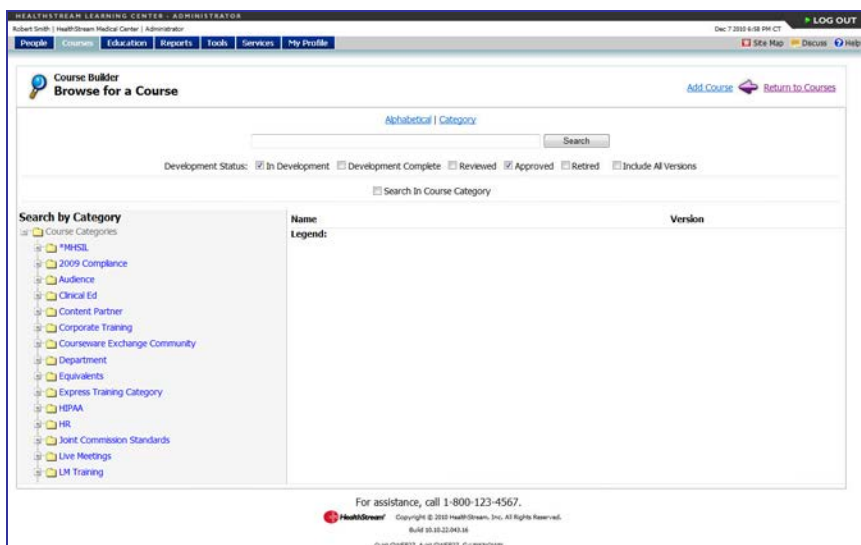
Select an alternate value in the **Results per page:** field to display more or less results on a single page. The default value is 25.

5. Click the name of the desired course, curricula, or equivalent to proceed.

Searching By Category

To search courses, curricula, or equivalents by category

1. Access the appropriate **Search** page.
 - To search courses, on the **Courses** tab, click **Manage Courses**.
 - To search curricula, on the **Courses** tab, click **Manage Curricula**.
 - To search equivalents, on the **Courses** tab, click **Manage Equivalents**.
2. Click the **Category** link found above the search field. The screen displays with the available categories displayed on the left in the **Search by Category** area, as shown below.



3. Browse the list of categories. Click the + sign next to a category name to display the sub-categories found within it.

Note: For faster browsing, press the <Ctrl+F> key combination on your keyboard to open your browser's **Find** function. Use the **Find** function to quickly search the displayed text on the page for your category name.

4. In **Development Status**, select the check boxes to indicate the development statuses that you want to include in the search. For example, if you'd like to search only content set to the **Approved** status, clear all check boxes except the **Approved** check box.

Note: You can also select the **Include All Versions** check box to search for all versions of the content instead of only searching for the currently active version.

5. Click the category or sub-category name of your choice. The content found in that category appears in the results pane on the right.

If multiple pages of content are returned in the results, click the page numbers or arrows to navigate through the pages.

- Click > to proceed to the next page of results.
- Click < to return to the previous page of results.
- Click << to jump to the first page of results
- Click >> to jump to the last page of results

Select an alternate value in the **Results per page:** field to display more or less results on a single page. The default value is 25.

6. Click the name of the desired course, curricula, or equivalent to proceed.

With a category selected and its content displaying in the results pane, you may search the results to narrow down to the course, curricula, or equivalent of your choice.

To do so

1. Enter the name of the content in the search field.
2. In **Development Status**, select the check boxes to indicate the development statuses that you want to include in the search. For example, if you'd like to search only content set to the **Approved** status, clear all check boxes except the **Approved** check box.

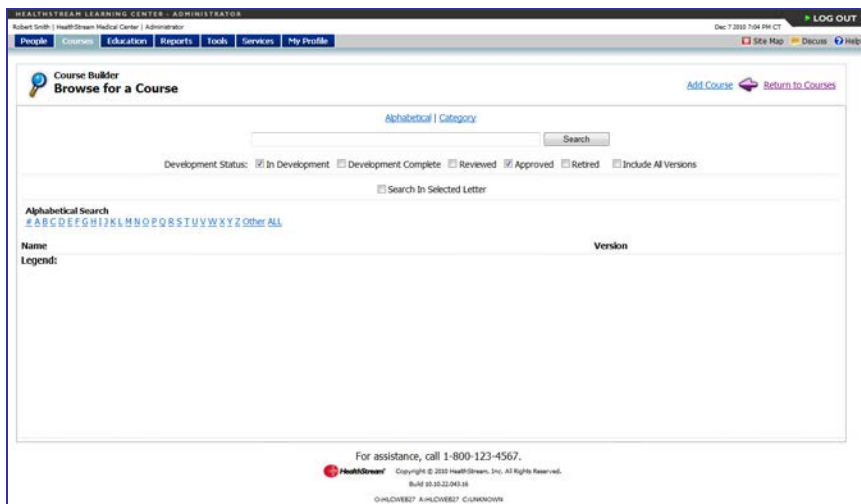
Note: You can also select the **Include All Versions** check box to search for all versions of the content instead of only searching for the currently active version.

3. Select the **Search In Course Category** check box. This indicates that the search should only include courses in the currently selected category.
4. Click **Search**. Results will display in alphabetical order.
5. Click the name of the desired course, curricula, or equivalent to proceed.

Searching Alphabetically

To search courses, curricula, or equivalents alphabetically

1. Access the appropriate **Search** page.
 - To search courses, on the **Courses** tab, click **Manage Courses**.
 - To search curricula, on the **Courses** tab, click **Manage Curricula**.
 - To search equivalents, on the **Courses** tab, click **Manage Equivalents**.
2. Click the **Alphabetical** link found above the search field. The page displays as shown below.



3. In **Development Status**, select the check boxes to indicate the development statuses that you want to include in the search. For example, if you'd like to search only content set to the **Approved** status, clear all check boxes except the **Approved** check box.

Note: You can also select the **Include All Versions** check box to search for all versions of the content instead of only searching for the currently active version.
4. Click the letter of the alphabet to display all content that begins with that letter. Results display in alphabetical order.
 - Click the **#** to display content beginning with numerals.
 - Click **Other** to display content beginning with non-alphanumeric characters.
 - Click **All** to display all content.

If multiple pages of content are returned in the results, click the page numbers or arrows to navigate through the pages.

- Click **>** to proceed to the next page of results.
- Click **<** to return to the previous page of results.
- Click **<<** to jump to the first page of results
- Click **>>** to jump to the last page of results

Select an alternate value in the **Results per page:** field to display more or less results on a single page. The default value is 25.

- Click the name of the desired course, curricula, or equivalent to proceed.

With an alphabetic value selected and its content displaying in the results area, you may search the results to narrow down to the course, curricula, or equivalent of your choice.

To do so

- Enter the name of the content in the search field.
- In **Development Status**, select the check boxes to indicate the development statuses that you want to include in the search. For example, if you'd like to search only content set to the **Approved** status, clear all check boxes except the **Approved** check box.

Note: You can also select the **Include All Versions** check box to search for all versions of the content instead of only searching for the currently active version.

- Select the **Search In Selected Letter** check box. This indicates that the search should only include courses in the currently selected letter.
- Click **Search**. Results display in alphabetical order.
- Click the name of the desired course, curricula, or equivalent to proceed.

Words Excluded from Search

When searching courses, curricula, or equivalents, there are a number of words that are excluded from returning search results. Searches comprised of only excluded words will return no results. If these words are included in a search along with valid search terms, they will not affect the search results in any way. For example, searching for **about fire safety** returns the same results as searching for **fire safety**.

Words Excluded from Search									
about	after	all	also	am	an	and	another	any	are
as	at	be	because	been	before	being	best	better	between
both	but	by	came	can	come	comes	coming	could	did
do	does	doing	done	each	else	for	from	get	gets
getting	got	gotten	had	has	have	having	he	her	here
hers	him	himself	his	how	if	in	into	is	its
like	liked	liken	likes	liking	made	make	makes	making	many
may	me	might	mine	more	most	much	must	my	myself
never	now	of	on	only	or	other	others	our	out
outed	outing	outs	over	overed	overing	overs	said	same	saw
say	saying	says	see	seeing	seen	sees	shall	she	should
since	so	some	still	stilled	stiller	stillest	stilling	stills	such
takable	take	taken	takes	taking	than	that	the	their	them

Words Excluded from Search									
then	there	these	they	this	those	through	to	too	took
under	up	upper	us	use	very	want	was	way	ways
we	well	welled	welling	wells	were	what	when	where	which
while	who	will	with	would	you	your			

