HealthStream Connect Administrator User Guide

HealthStream Learning CenterTM



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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.

Administrator Overview of HealthStream Connect

HealthStream Connect is a professional services engagement between HealthStream and your organization in which we allow your users to access HealthStream-hosted courses from within your primary Learning Management System (LMS). The HealthStream Product Integration team will work closely with your learning and technical team, as well as your LMS vendor, to create a successful integration that enables your organization to schedule, deliver, and track many of HealthStream's courses seamlessly via your primary LMS.

Benefits to your organization include:

- A proven integration methodology based on an established industry standard that allows you to work with one vendor HealthStream to access quality healthcare content from over 30 leading content publishers.
- Facilitates assignment and tracking of HealthStream-hosted courses through your primary LMS using learning industry standard AICC guidelines.
- Unique reports available through the HealthStream Connect platform.

HealthStream Connect Process Overview

All communication between HealthStream Connect and the primary LMS are accomplished via AICC standards. For more information about AICC compliance, please visit www.aicc.org.

Implementation

- 1. The HealthStream Product Integration Manager provides course structure files to the administrator for the contracted courseware.
- 2. The administrator provides the course structure files to the primary LMS manager/vendor.
- 3. The primary LMS manager/vendor works with the administrator to setup the courseware via either the Course Structure File Import method or the URL Launch Method. (These methods are covered in more detail in the Connect Course Implementation Specifications section of this document).
- 4. The courses are configured and the administrator makes the courses available to students via the primary LMS.

Student Utilization

- 1. The student accesses the course via the primary LMS.
- 2. The primary LMS sends a call to HealthStream Connect to start the course session.
- 3. Behind the scenes, HealthStream Connect requests AICC information from the primary LMS. The primary LMS sends back the parameters of the course session, including the session ID, the user ID, lessons status, and the AICC_URL to which Connect should report results of the session.
- 4. If the student is accessing HealthStream Connect courseware for the first time, a user account is created in the Connect site so that the student's completions can be tracked correctly.

5. The HealthStream Connect switchboard page displays to the student in a new window. The switchboard page (shown below) displays the title and status of the course to the student. The student clicks the course name to view the course.

Community Hospital				Exit
This is a custom message that a Course Name	Status	Previous Comple Click links below to	tions	
Fire Safety (PA)	In Progress	Course Name	Estimated Length	Date Awarded*
Maintain Discipline and License	Information	Fire Safety (PA)	56	2/09/2011 09:55 AM
_		Fire Safety (PA)	40	2/09/2011 09:42 AM
		*All times listed in I	Eastern time zone.	

- 6. Within the primary LMS, the course status is set as In Progress.
- 7. The student interacts with the course and generates a status by exiting, completing, passing, or failing the course (depending on the course design).
- 8. The course status is recorded in the HealthStream Connect site.
- 9. HealthStream Connect communicates an updated status and score (if applicable) back to the primary LMS relative to the structure of that course and how the student terminated the course. This status is communicated via the AICC URL previously provided by the primary LMS.
- 10. The primary LMS updates the student's course status accordingly.
- 11. The student exits the course and is returned to the Connect Switchboard page. The page now displays the updated course status and certificate of completion (if applicable).

Single-Enrollment Session Courses

Depending on the details of your implementation, certain courses may be setup for single-enrollment within HealthStream Connect. This feature can help prevent unintended student enrollment and license consumption.

With single-enrollment, the Connect Switchboard page behaves differently when a student has previously failed or completed the course. If, when the course session is created, the primary LMS communicates a lesson status of "failed" or "completed" to HealthStream Connect, the Connect Switchboard page displays the course name as a disabled link. In this case, the student is prohibited from launching the course again.

Note: It is the responsibility of the primary LMS to manage when and how often the student can enroll in the course. According to AICC standards, the following must occur in order for single-enrollment courses to function properly:

- After the student's initial course session, the primary LMS must update the course status based upon the data passed back from HealthStream Connect. This is indicated in step 15 of the process above.
- The primary LMS must pass a lesson status of "failed" or "completed" to HealthStream Connect when Connect responds to any secondary course launch request, as indicated in step 7 of the process above. This process is documented in more detail in document number CMI001 ("AICC/CMI Guidelines for Interoperability") at www.aicc.org: "On re-entry into the AU, the CMI passes the previous status returned by the AU."

Administrator Access and Privileges

As a Connect administrator, you will be responsible for many of the day-to-day platform management functions.

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

- Managing students (employees)
- Managing other administrators
- Managing annotations
- Generating reports
- Maintaining your administrator account information

Navigating HealthStream Connect as an Administrator

Throughout HealthStream Connect you will see special function buttons (for example, **Save**, **Update**, **Pause**, **Next**, **Exit**, **Logout**, etc.). 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.

Logging into HealthStream Connect as an Administrator

There are two ways to access HealthStream Connect

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

HealthStream	
Login User ID: Password:	Beatlastean
Every Comment of the second se	
	Copyright & 2009 Huidh Grean, Inc. Al Rohn Resrved. Build 55.12-27853 OneContEllis AukContEllis Cutentroom

- 2. In the User ID box, enter your user ID.
- 3. 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). If you have forgotten your user ID, contact your administrator.

4. Click Login. The Site Map appears by default.



Logging Out of HealthStream Connect

Click LOG OUT on the right-hand side of the menu bar when you wish to exit the system.

LOG OUT

If you do not exit, the system will automatically log you out after a period of time, as determined by your administrator.

Note: Throughout HealthStream Connect you will see special function buttons (or example, **Save**, **Update**, **Pause**, **Next**, **Exit**, **Logout** etc.). 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.

Menu Bar

The menu bar of HealthStream Connect is divided into five main tabs:

- **People** Includes student and administrator management functionality.
- Courses Includes course and annotations management.
- Education This tab is disabled for HealthStream Connect customers.
- **Reports** To access people, course, education and tools reports, as well as HealthStream Connect Request Manager.
- **Tools** Includes institution management functions.
- Services To access Online Help, HealthStream resources, and the Idea Box for submitting enhancement requests.
- My Profile To manage your administrator account and system login preference.

People Courses Education Reports Tools Services My Profile

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.

Feb 10 2011 4:34 PM ET		GOUT
FED 10 2011 4:34 PM E1		
	🐮 Site Map	🕜 Help

Site Map

LOG OUT Apr 19 2011 12:43 PM CT People Courses Education Reports Tools Services My Profile 🛛 Scheduled Maintenance Reminder - April 21, 2011 (Admins) 🖬 Site Map 🕜 Held People Reports Education Reports WOH hedulable Expiring License HealthStream Knowledge **Tools Reports** Student and Group Transcript Center Student Listing Course Reports HealthStrea e-Catalog Course Listing Expiring Courses Important Memo from AHA about HeartCode Courseware Update HealthStream LIVE! FREE Webinar Can You Survive the Impending Medicaid Cuts?

Tip: You may use the Alt+8 key combination to access the Site Map.

The Site Map for administrators provides quick access to all features and functions available from the

main tab pages. The Site Map icon and link are available throughout HealthStream Connect.

Dec 18 2009 7:35 AM PT	UΤ
😿 Site Map 🕢	Help

Text Sizing

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

Toolbars	+		
Quick Tabs	Ctrl+Q		
Explorer Bars	+		
Go To	+		
Stop	Esc		
Refresh	F5		
Zoom	÷		
Text Size	+		Largest
Encoding	÷.		Larger
Style	+	۲	Medium
Caret Browsing	F7		Smaller
Source		L	Smallest
Security Report			
International Website Address			
Webpage Privacy Policy			
Full Screen	F11		

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

HealthStream Connect includes keyboard shortcuts. Use the following keyboard shortcuts to access different areas of HealthStream Connect.

Area	Keyboard Shortcut	Description
People	Alt+O	Manage students, student groups, administrators, and roles.
Courses	Alt+C	Manage courses.
Reports	Alt+R	Access reports.
Tools	Alt+T	Manage institution information.
Services	Alt+V	Access additional HealthStream products and services.
My Profile	Alt+I	Manage profile information and preferences.
Site Map	Alt+8	Site map containing links to all HealthStream Connect features. (The 8 is the same as *, which is used as the Site Map icon.)
Help	Alt+H	Access the Online Help system.
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	Select the Save and Add Another option on this page.
Cancel	Alt+.	Selects the Cancel option on the current page.
Select	Alt+L	Triggers the Select button.
Top of Page	Home key	Press the Home key to go to the top of the page. Place cursor outside of text fields and press Home .
Bottom of Page	End key	Press the End key to go to the bottom of the page. Place cursor outside of text fields and press End .

Using the WYSIWYG Editors

Throughout the HealthStream Connect administrator interface 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.

Note: In HealthStream Connect, WYSIWYG editing windows are used for crafting Annotations on HealthStream Regulatory courses. See the *Connect Annotations Management* guide for more information.

Editing Text

To edit text using the WYSIWYG editor

- 1. Type **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 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 annotations, assessments and reports (such as Test Question Analysis). HealthStream Connect cannot access files and/or 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 HealthStream Connect.

Note: 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

There are two ways to add an image within HealthStream Connect. Once the image is hosted on an Internet web server (details provided within "Image Location" section above), browse to the image using Internet Explorer.

- 1. **Drag & Drop** the image or its icon (in a web directory or file folder) from one browser window into the editor in HealthStream Connect, or
- 2. Copy & Paste the image from a web page into the editor in HealthStream Connect.

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, **Long Description** (optional, 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 (e.g. Correct Answer or EKG Strip: Atrial Flutter). When a user's mouse hovers of the image, the image label now 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.

HealthStream Connect Calendar Tool

A calendar tool can be found throughout HealthStream Connect 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. If the calendar displays today's month and year.



- 2. Click the **month** dropdown to select the desired month, or use the **forward or back** single arrows to change month selection.
- 3. Click the **year** dropdown to 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 use the Today button at the bottom of the calendar tool as a shortcut for selecting today's date.

Managing Your Administrator Profile

By default, you can manage all administrator account information except your User ID.

To manage your administrator profile

1. On the **My Profile** tab, click **Manage Account Information**. The **Manage Account Information** page appears.

My Profile Manage Account	t Information	Return to My Profile	
General Information	Required Fields are marked with a *.		
Last Name: +	Fisher		
First Name:	Jeff		
Middle Name:			
User ID: *	EHC260		
Password:			
Confirm Password:*	•••••		An orange
Password Reminder:			asterisk (*)
Email:*	me@here.com		indicates a
Time Zone:*	Pacific Time •		required field.
Last Modified Date:	12/1/2009		
Last Modified By:	Tyra Banks		
		Save Cancel	
	For assistance, call 1-800-123-4567.	mrved.	
	Build 29.3124-7853 DHLCWERS AHLCWERS CHARONOVIN		

- 2. Make the desired edits, noting that by default you cannot edit your user ID.
- 3. Click Save.

Managing Your System Preference

The system preference selection allows you to set your personal preferences when administering HealthStream Connect.

The default **Login** page allows you to determine which page will appear upon administrator login.

To select your preference

1. On the **My Profile** tab, click **Manage System Preferences**. The **Manage System Preferences** page appears.

My Profile Manage System Prefer	ences	Return to Ny Profie	
Preference Information	Required Fields are marked with a *.		
Default Login Screen: *	 People Courses Education Reports Tools Services My Profile 		An orange asterisk (*)
Default Report Views® Select how you would like to view th Options" available @ Show Basic Options only	Site Map user interface of all reports when the report has "Show Additional Show All Options (Basic and Additional Options)	Sare Cancel	indicates a required field.
	For assistance, call 1-90 Hubblevand Copyright 5 200 Hubb Aud 0512-5785 OHICHES AHSCHES	nam, Inc. Al Rights Reserved.	

- 2. Click the desired default login page.
- 3. Click Save.

To select your default report view

- 1. Click the desired default report view:
 - Show Basic Options only (default setting) Only the essential report options are displayed when the report is selected.
 - Show All Options (Basic and Additional Options) All report options are displayed when the report is selected.
- 2. Click Save.

Checking System Requirements

If you experience problems navigating HealthStream Connect or if the system is not running as expected, contact your HealthStream support service. Your support representative may ask that you perform a system check on the computer you are using to help determine the cause of the problem.

To perform a system check

1. On the My Profile tab, click Check System Requirements. The browser check window appears.

our prod	duct. If you are having any pr ommended standards, pleas	r settings! We believe this will as oblems <u>and</u> you show a deficienc	ssist you in having a great experience with y indicated by an 📥 on any of upport group or HealthStream Customer
		ed, many of your items may rende	er as a 😨
louoo		sa, many or your nome may remae	
tatus			
\checkmark	Student meets the recom	mended system requirements	
	Administrator meets the r	ecommended system requireme	nts
\checkmark	Administrator meets mer	econimended system requiremen	
Status	Item Description	Recommended	Your System
Ø	Internet Browser	MS Internet Explorer 5.5 or above	IE 8.0
0	Operating System	Microsoft Windows 2000 or above	Microsoft Windows Vista
0	Popup Blocking	Disabled	Disabled
0	Cookies	Enabled	Enabled
0	JavaScript	Enabled	Enabled
0	Student Connectivity	128Kb/s (16 KB/s) or above	4213440 bits/sec (514.34 KBytes/sec)
0	Administrator Connectivity*	240Kb/s (30 KB/s) or above	4213440 bits/sec (514.34 KBytes/sec)
0	Screen Resolution	1024 X 768 pixels	1280 X 800 pixels
0	Macromedia Flash	7.5.1 or above	Version 10 (Version 10,0,12,36)
	Adobe Acrobat Reader*	6.0 or above	Installed (Version 8.1.3)
0			
	d Department Administrators only		Run Test Aga

- 2. Note features marked with a red X, as this indicates items for which the computer does not meet minimum requirements for HealthStream Connect to function properly.
- 3. Report all red X items to your HealthStream support service.

Note: The browser check may also be accessed by clicking **Check System Requirements** (if available) on the **My Profile** page of the student or administrator login.

Administrator Management

HealthStream Connect offers one administrator role. The Connect administrator has access to all features and functions within the Connect platform, as outlined in the Connect Administrator User Guides.

The following outlines key points related to administrator management within HealthStream Connect:

- Administrators can be given access to the entire institution, or to specified departments or subsidiary affiliations.
- Administrators have access to add and manage other Connect administrators. Administrator management can be enabled for all administrators. However, administrators can only add or manage other administrators at or below their own level of access. Access is defined by enabled features.

Adding an Administrator

1. On the **People** tab, click **Add an Administrator**. The **Add an Administrator** page appears.

Add an	Administrator	Return to People
General Information	Required Fields are marked with a *.	
.ast Name: 🔺	I	
First Name: *		
liddle Name:		
Jser ID:*		
Password: *		
Confirm Password: *		
Password Reminder:		
imal: *		
Time Zone:*	Central Time -	
Role Informat	ion	
toles:*	Connect Administrator Connect Administrator With Data Export HLC - Associate Administrator - Ful Access Notification Manager	
Affiliations: *	Centre Instruction Departments Forection Control N(A TriestabAlance	
		Save Save and Add Another Cancel

- In the Last Name, First Name, and Middle Name boxes, enter the administrator's last, first, and middle names.
- 3. In the **User ID** box, enter the user ID that this administrator will use to log into HealthStream Connect.
- 4. In the **Password** box, enter the password that this administrator will use to log into HealthStream Connect.
- 5. In the **Confirm Password** box, reenter the password.
- 6. In the **Password Reminder** box, enter a password reminder.
- 7. In the **Email** box, enter an email address.
- 8. In the Roles box, select the Connect Administrator role by checking the desired check box.

9. In the **Affiliation** box, select the administrator affiliation; either **Institution** or **Departments**. If you select **Departments**, then select the check boxes next to the desired departments.

Note: If you wish to separate administrator access by institution or department, you must work with your Product Integration Manager to import student data into your HealthStream Connect site or manually edit your student records.

10. Click Save.

Searching for an Administrator

To search for an administrator

1. On the **People** tab, click **Manage Administrators**. The **Manage Administrators** page appears.

		🖬 Silte Map 📁 Discuss			
Administrator Management Manage Administrators		2	Add an Administrator	Return to Per	ople
.ast:	First:	Middle:			
lser ID(s):					
				-	
tole	Z All Roles				
Connect Administrator	(E) Al Nores				
Connect Student					
e	,				
Annage Hierarchy					
Manage Hierarchy				Cancel	

- 2. Enter search criteria, such as name, User ID or department affiliation.
- 3. Click Search. A listing of administrators matching the search criteria appears.
- 4. Click the administrator name in the left-hand column to access the administrator record.

Administrator Management Manage Administrators		Add an Administrator 👂 New Search <	Previous Search
Results per page: 100 🔻		-	10 Record(s)
Name	User ID	Affiliation	
Carla, Sherrick	carlasherrick	CPP - Connect Pilot Packet	
Connect, Connect	connect	CPP - Connect Pilot Packet	
Hansen, Shayna	shansen	CPP - Connect Pilot Packet	
Hunt, Sophia	shunt	CPP - Connect Pilot Packet	
Keyser, Peggy S	p325557	CPP - Connect Pilot Packet	
Leftwich, Michael	mleftwich	CPP - Connect Pilot Packet	
Paul, Chris	chrispaul	CPP - Connect Pilot Packet	
Price, Evan C	evanprice	CPP - Connect Pilot Packet	
Russell, Mary Kay	mkrussel	CPP - Connect Pilot Packet	
Winter, Peggi	pwinter	CPP - Connect Pilot Packet	

Editing an Administrator Record

To edit an administrator record

- 1. Perform an administrator search. See *Searching for an Administrator* in this document for details on conducting an administrator search.
- 2. Click the administrator name link. The Manage an Administrator page appears.

HEALTHSTREAM LEARNING CENTER Shayna Hansen Connect Pilot Packet Administr			Apr 19 2011 3:39	PM CT
People Courses Education	Reports Tools	Services My Profile	Scheduled Maintenance Reminder - April 21, 2011 (Admins)	🖾 Site Map 🕤 Help
Administrator Managem				<u>Return to People</u>
- Michael Leftwich - Reference - Michael Leftwich - Reference - Michael Leftwich - Michael Leftwich	General Information		Required Fields are marked with a \star .	
····· My Learning ····· My Transcript	Last Name:*	Leftwich		
License Information Personal Address & Phone	First Name:*	Michael		
🖃 🚔 Administrator	Middle Name:			
Business Address & Phone	User ID:*	mleftwich		
	Password:*	•••••		
	Confirm Password:*	•••••		
	Password Reminder:			
	Email:*	me@here.com		
	Time Zone:*	Central Time	•	
	Last Modified Date:	2/4/2011		
	Last Modified By:	Sherrick Carla		

- 3. Make the desired edits.
- 4. Click Save.

Deleting an Administrator Record

To delete an administrator record

1. Perform an administrator search. See *Searching for an Administrator* in this document for details on conducting an administrator search.

Note: An administrator cannot delete his or her own administrator role.

2. Click the administrator name link. The Manage an Administrator page appears.

eople Courses Education	Reports Tools	Services My Profile	Scheduled Mantenance Reminder - April 21, 2011 (Adminstration of the second) 🖬 Site Map 🕤 Hel
Administrator Managem Manage an Admin	ent Istrator			Return to People
Michael Leftwich	General Information		Required Fields are marked with a *.	
- Hy Learning - Ny Transcript	Last Name: *	Leftwich		
- License Information	First Name:*	Michael		
Personal Address & Phone	Middle Name:			
Resume Business Address & Phone	User ID: *	mleftwich		
Business Audress & Prione	Password: *			
	Confirm Password: *			
	Password Reminder:			
	Email:*	me@here.com		
	Time Zone:*	Central Time	•	
	Last Modified Date:	2/4/2011		
	Last Modified By:	Sherrick Carla		
	Role Informat	ion		

3. Click **Delete** at the bottom of the page.

Note: If the administrator is also a student, deleting the administrator role does not affect student access. To prevent student access to HealthStream Connect, the student role must be inactivated. See *Inactivating/Reactivating a Student* in the *Student Management* user guide.

Adding a Student

New students are added to your HealthStream Connect site automatically when a student accesses a Connect course via your primary LMS. The seamless login setup between your primary LMS and your HealthStream Connect site automatically creates student records in the Connect system.

Once student records are created, course completion data is tracked to these records. Any time a Connect course is launched from your LMS, your LMS passes authentication data to HealthStream Connect. HealthStream Connect uses this data to ensure the course activity is tracked to the appropriate student record.

Student Management

While student records are added automatically to HealthStream Connect when theys launch HealthStream Connect courseware from your primary LMS, you may wish to access student records in HealthStream Connect in order to verify the following, if necessary:

- Student completions in Connect match what is being recorded in your primary LMS.
- Student records are being created successfully from your primary LMS.
- Student Discipline and License Information is recorded correctly in order to issue proper credit for continuing education courses.

While your HealthStream Connect platform includes access to other functions of student management, these functions are **unnecessary and should not be used**. These functions include:

• Editing student records

Editing student records is unnecessary, as student records are managed automatically by the data passed to HealthStream Connect from your primary LMS.

- Activating and inactivating student records
 This functionality is unnecessary in HealthStream Connect, as you should manage active and inactive student records through your primary LMS.
- Adding personal address and phone information to a student record While HealthStream Connect can record address and phone information within a student record, this data serves no purpose. Use your primary LMS to record personal demographic data.
- Viewing a student's assignments via the My Learning page In the HealthStream Learning Center, the My Learning page is the primary display of a student's assigned and elective learning. However, as a HealthStream Connect user, you will make all assignments via your primary LMS. While you can view a student's My Learning page from the student record, the data here is unnecessary for your purposes.

Searching for a Student

To search for a student

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

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



2. The Manage Students page appears.

	LEARNING CENTER - ADMI rect Pilot Packet Administrator	NISTRATOR	Apr 19 2011 1:06	PM CT
People Cour	ses Education Report	s Tools Services My Profil	e 🚦 Scheduled Maintenance Reminder - April 21, 2011 (Admins) 🔣 Site Map 👩 Help
	nt Management age Students		Advanced Search 🕂 Add a Student	Return to People
Last: User ID(s):		First:	Middle:	
Status:		e ⊚ Both Active and Inactiv	re .	
			Search	Cancel
		Build	© 2011 HealthStream, Inc. All Rights Reserved. 11.01.12.413.24 HLCWEB4 C:UNKNOWN	

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

- 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.

ast:		First:	Middle:		
ser ID(s):					
tatus:	Active O Inactive	Both Active and Inactive			
epartment		2 Al Departments			
0000-tCU					
1001-Nursing 1002-Laboratory		-			
1002-Laboratory		-			
				Search	Cancel
			all 1-800-123-4567.		

This section of the search page gives you the ability to refine your search within departments.

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.

Note: Department data will not be available unless it is manually entered or if you elect to import student data into the system.

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

		👹 Search Student Groups 👂 New Search 🗇 Previous Search
		8 record(s)
Status	User 10	Affiliation
Active	EHC349	7350 - Finance
Active	EHC350	7350 - Finance
Active	EHC343	7350 - Finance
Active	EHC348	7350 - Finance
Active	EHC344	7350 - Finance
Active	EHC346	7350 - Finance
Active	EHC345	7350 - Finance
Active	EHC347	7350 - Finance
)	For assistance, call 1-800-123-4567.	
	Active Active Active Active Active Active Active	Active BIC349 Active BIC350 Active BIC343 Active BIC343 Active BIC344 Active BIC344 Active BIC344 Active BIC345 Active BIC345 Active BIC345 Active BIC345 Active BIC345 Active CINC345 Active BIC345 Active CINC345 Active BIC345 Active BIC345

3. Click the name link of the desired student.

Viewing Student Information

Administrators can view information about students from the student's general information page. To access this page, perform a student search.

tudent Management Ianage a Student	t			Promote to Administ	rator 숙 🛚	leturn to Peo
Adams Student	General Information		Required Fields are	e marked with a *.		
 My Learning My Transcript 	Last Name: *	Adams				
License Information Personal Address & Phone	First Name: *	Amy				
	Middle Name:					
	User ID:*	28196				
	Password: *	•••••				
	Confirm Password: *	•••••				
	Password Reminder:					
	Email:					
	Time Zone:*	Eastern Time		-		
	Last Modified	2/2/2011				
	Date: Last Modified By:	HSTM Connect Applicati	on			
		t to access the system.				
	Institution Inf					
	Supervisor/Manage	r: <u>Click her</u>	e to select.			
	Department: *	DeptCod	de-DeptName	•		
	Job Title:*	JobCode	⊧-JobTitle	•		
	Job Category:	Uncateg	orized			
	Student Notes:			ĵ		
	Role Informat	on				
	Roles:*	E HD E	nect Student Express Student - Student			
		×		*		
				_	Save	Cancel

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

- Student Courses
- Student Transcript
- Student Personal Address and Phone

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.

Student Management Manage a Student	t				omote to Administ	rator 🔶 I	Return to People
Amy Adams ar 🌺 <mark>Student</mark>	General Information			Required Fields are	marked with a *.		
 My Learning My Transcript 	Last Name: *	Adams					
License Information Personal Address & Phone	First Name: *	Amy					
Personal Address & Phone	Middle Name:						
	User ID:*	28196					
	Password: *	•••••					
	Confirm Password: *	•••••					
	Password Reminder:						
	Email:						
	Time Zone:*	Eastern Time			•		
	Last Modified Date:	2/2/2011					
	Last Modified By:	HSTM Connec	t Application				
	Alow this stude		system.				
	Institution In						
	Supervisor/Manag	er:	Click here to				
	Job Title:*		DeptCode-De				
	Job Tue:		Uncategorize		•		
	Student Notes:		Uncategorize	9	*		
	Role Informat	tion					
	Roles: *		Connect HD Expre HLC - Sto	ess Student	,		
						Save	Cancel

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



The View Student Transcript page appears.

HEALTHSTREAH LEARNING CENTER Shayna Hansen Connect Pilot Packet Administre People Courses Education		Apr 19 2011 1:28 PM	CT LOG OUT
	20, 2010 - Apr. 19, 2011	Customize & Print 🔶	
Jennifer Middle Burgin Student My Learning My Learning My Learning Lycanse Information Personal Address & Phone	Date Range: Last 12 Months OR: From: TOTALS FOR JENNIFER MIDDLE BURGIN COMPLETIONS ESTIMATED TIME 0 0:00 Name	Through: J Ga Est. Time & Score Completion	Date
		etions for the date range specified. Jate range may return data.)	
	HoddGrean Copyright & 2011 Health Build 10.0.1243.24 OHLCWERK AURCWERK CI		,

The transcript includes five columns:

- *Name* linked to display CE credit information and certificates
- *Estimated Length* 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
- *Date Awarded* the date of course completion

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

Viewing a Student's License Information

By default, students who are licensed healthcare professionals can store license and discipline information in HealthStream Connect. Storing this information enables the system to issue appropriate CE credit for course completion. To review how students add license information to their HealthStream Connect record, see the *Managing Discipline and License Information* section of this document.

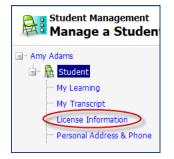
To view a student's license information

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.

Student Management Manage a Studen	t		Promote to Administrator	Return to People
Amy Adams	General Information		Required Fields are marked with a *.	
My Learning My Transcript.	Last Name:*	Adams		
	First Name:*	Amy		
	Middle Name:			
	User ID:*	28196		
	Password: *			
	Confirm Password: *	•••••		
	Password Reminder:			
	Email:	-		

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



The View Discipline/License Information page appears.

View Discipline/Licens	se Information				Return to People
ennifer Middle Burgin	Discipline	State/Province	Country	License Number	Expiration Date
Ny Learning	Other	TN	United States		

Instructing Your Students to Use HealthStream Connect

For students, the change in user experience when using HealthStream Connect is minimal. The process is designed to add only one step to the process they are used to using with your primary LMS.

HealthStream provides a short Web-based tour of Connect functionality that you may provide to students in advance of assigning Connect courses, if you wish. This tool can be accessed at http://www.healthstream.com/content/training_media/connect_switchboard_page.swf.

The process of utilizing HealthStream Connect for students works as follows:

- 1. The student accesses the assignments you make via your primary LMS.
- 2. If the student is accessing HealthStream Connect courseware for the first time, a user account is created in the Connect site. The primary LMS passes basic student data to HealthStream, including the student's name and user ID.
- 3. The HealthStream Connect switchboard page displays to the student in a new window. This page displays:
 - Your organization's name
 - A message, which can be customized to your organization.
 - The title of the course.
 - The status of the course.
 - A list of the student's previous course completions.
 - A link to maintain displine and license information.

HealthStream					
Community Hospi	tal			🔶 Exit	
This is a custom message th	at any customer can provide t	o all students that take	Connect courses.		
Course Name Fire Safety (PA)	Status In Progress	Previous Complet Click links below to Course Name		Date Awarded*	
Maintain Discipline and Lice	ense Information	Fire Safety (PA)	56 40	2/09/2011 09:55 AM 2/09/2011 09:42 AM	
		*All times listed in E	astern time zone.		
This is a custor	•	Can provide to all stude ht © 2011 HealthStream, Inc. All Righ id 10.11.23.877.21		t courses.	
(•

- 1. The student clicks the course name to view the course.
- 2. HealthStream Connect communicates the course status to the primary LMS. The course status is set as In Progress.
- 3. The student interacts with the course and generates a status by exiting, completing, passing, or failing the course (depending on the course design).
- 4. The course status is recorded in the HealthStream Connect site.
- 5. HealthStream Connect communicates an updated status back to the primary LMS relative to the structure of that course and how the student terminated the course. The primary LMS updates student's course status accordingly.

In informing your students to use HealthStream Connect, you may wish to:

- Notify them of the HealthStream Connect switchboard page, which will display in advance of their Connect course. They must click the Course Name on the Switchboard page to begin their course.
- Notify them that they can click the Maintain Discipline and License Information link to store details about their professional licensure status. This information can be used to issue appropriate credit for continuing education courses. Refer to the Managing Discipline and License Information section below.
- Notify them that they can view their previous completions and click any Course Name in this section to access relevant certificates related to their creation.

Managing Discipline and License Information

The Discipline and License Information area allows details about professional licensure status to be stored so that that HealthStream Connect can issue appropriate credit for continuing education courses. Students accessing HealthStream Connect courseware can input and manage information for one or more licenses.

On the Connect Swithchboard page that displays in advance of the Connect Course, the student will click **Manage Discipline and License Information** to view the **Discipline/License Information** page.

To add information for a professional license

1. On the View Discipline/License Information page, click Add Discipline/License. The Add Discipline/License page appears.

My Profile Add Discipline/Licens	e Information	View Disciplines List 🔶 Return to Course
If you are a licensed nurse in California , must provide the required licensure infor To input your license information:	F lorida , or Iowa and you <u>want to receive continuinc</u> mation below.	education credit where applicable, you
 Select the state in which you are lik Select your license discipline (Nurse Enter your license number. Enter your national license number Enter your license expiration date. Select SAVE to complete your entri You may enter new license information o License Information" link on the "My Prof 	, Pharmacist, Physical Therapist, etc.). ; if applicable. y. • update your existing license information at any time	by returning to the "Maintain Discipline and
Discipline/License Information		Required Fields are marked with a *.
State/Province:*	Select a State/Province	
Country:*	United States -	
Discipline:*	Select a Discipline	▼
License Number:		
Expiration Date:	31	
		Save Cancel

2. In the **State** list, select the state in which you are licensed.

Note: If you are licensed in another country, select that country from the list (the default is United States) before selecting the state or province from the State list.

3. In the **Discipline** list, select your license discipline.

- 4. In the License Number box, enter your license number.
- 5. In the **Expiration Date** box, enter the expiration date of your license.

Note: Although **License Number** and **Expiration Date** are not required fields, some CE accrediting/approving bodies require this information on CE certificates. For your license number and/or expiration date to appear on certificates you have earned for CE course completion, you must enter your license number and/or license expiration date.

6. Click **Save** to save your license information to the system.

If you have more than one professional license, you can click **Add Discipline/License** and follow the steps above to enter another license.

To edit existing license information

1. On the **View Discipline/License Information** page, click the discipline name. The **Edit Discipline/License** page appears.

If you are a licensed nurse in Califon must provide the required licensure To input your license information:	rnia, Florida, or Iowa and you <u>want to receive conti</u> information below.	nuing education credit where applicable, you
 Enter your license number. Enter your national license nu Enter your license expiration 	Nurse, Pharmacist, Physical Therapist, etc.). Imber, if applicable. date.	
 Select SAVE to complete you You may enter new license informat License Information" link on the "My 	ion or update your existing license information at any	time by returning to the "Maintain Discipline and
You may enter new license informat	ion or update your existing license information at any	time by returning to the "Maintain Discipline and Required Fields are marked with a 🕯
You may enter new license informat License Information" link on the "My	ion or update your existing license information at any	
You may enter new license informat License Information" link on the "My Discipline/License Information	ion or update your existing license information at any Profile" tab.	
You may enter new license informat License Information" link on the "My Discipline/License Information State/Province:*	ion or update your existing license information at any Profile" tab.	
You may enter new license informat License Information" link on the "My Discipline/License Information State/Province:* Country:*	ion or update your existing license information at any Profile" tab.	Required Fields are marked with a 🕯

- 2. Make the desired changes.
- 3. Click **Save**. The system returns to the **View Discipline/License Information** page with the revisions to the previously selected license now displayed.

To delete existing license information

- 1. On the **View Discipline/License Information** page, click the discipline name. The **Edit Discipline/License** page appears.
- 2. Click **Delete**. A confirmation prompt appears.
- 3. Click **OK**. The system returns to the **View Discipline/License Information** page with the previously selected license now deleted from the list.

Note: Deleting a license deletes CE credit for prior course completion.

Annotations Management

Annotations are electronic notes that can be added to pages within **HealthStream regulatory course** online content. They are used to customize course content by adding institution or department-specific information. Annotations display as a separate pop-up window over the selected online page.

Note: Annotations are only available for use with the HealthStream regulatory courses. If you are not using Connect to assign HealthStream regulatory courses, this guide is not applicable to you.

Adding an Annotation

To add an annotation

1. On the Courses tab, click Add Course Annotation. The Browse for a Course page appears.

er Epren Hullhare Certer Administrator ple Courses Education Reports Tools Services My Profile			🖸 Site Map 😐 Discuss 🕢 H
Annotation Management Browse for a Course			Return to Courses Main Menu
	Alphabetical Category		
1		Search	
	For assistance, call 1-800-123		

2. Search for the desired HealthStream regulatory course. A listing of all courses matching your search criteria appears.

	Alphabetical Category		
pediatric	Chronores Provide 1	Search	
Search Results			4 Record(s)
tame Developmentally Appropriate Care of the Pediatric Patient			M Ø
Developmentally Appropriate Care of the Pediatric Patient (PA)			M Ø
identifying and Assessing Victims of Child Abuse and Neglect			20 00
Identifying and Assessing Victims of Child Abuse and Neglect (PA)			M Ø
egend: ③ Onine ④ Test			
	For assistance, call 1-800-123-4	567.	
	Copyright @ 2009 HealthStream, Inc.		

3. Click the name link of the course you wish to annotate. A listing of all online content pages appears in the left-hand navigation window of the **Manage Annotations** page.



4. Click the name link of the page you wish to annotate. To preview the page, click **Preview Page**. A preview of the page displays as a secondary pop-up window.

5. Click Add Annotation. The page refreshes and the Annotations tools appear.

an executive and the and approximate and the second s		12/22 BE SHOULD	
9 Workplace Violence, Version: 602	Annotation Details	Required Fields are marked with a *.	
	Annotation Label:*		
Course Rationale - (2 of 4)	Annotation Content: *		
Course Rationale - (2 of 4)	7 B X B & B & B & B & O - P -		
Course Goals - (2 of 4)			
Course Cutshe - (4 of 4) Introduction & Objectives - (1 of 10)			
How Hoh Is the Risk7 - (2 of 10)	x' X, A - Or + Font Name + Size + Panagraph Style + 🔒 +		
Why Are Healthcare Workers at Increased Risk? - (3 c			
Who Is at Greatest Risk? - (4 of 10)			
When 1s the Risk Greatest? - (5 of 10)			
Where Is the Risk Greatest? - (6 of 10)			
What Are the Risks? - (7 of 10)			
Additional Risk Factors - (8 of 10)			
Review - (9 of 10)			
Summary - (10 of 10)			
Distribution & Objectives - (1 of 15)			
CSHA Recommendations - (2 of 15)			
Components of Violence Prevention Programs - (3 of			
Written Plan - (4 of 15)			
Management Commitment - (5 of 15)			4
Employee Involvement - (6 of 15)			An orange
Worksite Analysis - (7 of 15)	/ O G. Words: 0 Characters: 0		
Hazard Prevention & Control (1) - (8 of 15)	A MARINE A M		asterisk (
Representation & Control (2) - (9 of 15)	Make this annotation visible to students		
Rezard Prevention & Control (3) - (10 of 15)	Annotation Audience		indicates a
Health & Safety Training - (11 of 15)	Select Institution or Department *		
Post-Incident Response - (12 of 15)	1423-00000000		required f
Evaluation & Recordkeeping - (13 of 15)	W Institution		
Review - (14 of 15)	Department		
Summary - (15 of 15)	Select AI		
Distroduction & Objectives - (1 of 12)	E 0000-BCU *		
Safety Training - (2 of 12)	1001-Hursing		
Dynamics of Combative Behavior - (3 of 12)	1002-Laboratory		
Tension: Recognition - (4 of 12)	1003-Radology +		
Tension: Response - (5 of 12)			
Deruptiveness: Recognition - (6 of 12)			
Disruptiveness: Response - (7 of 12)			
Volence: Recognition - (8 of 12)	Administrator Notes:		
Volence: Response - (9 of 12)		14	
Reporting - (10 of 12)			
Review - (11 of 12)			
	Delete	Save Cancel	

- 6. In the Annotation Label box, enter a label for the annotation.
- 7. In the Annotation Content box, create the content for the annotation using the WYSIWYG editor. (See *Using the WYSIWYG Editors* in the online Help system.) Text and images may be added.
- 8. The **Make this annotation visible to students** check box is clicked by default. Clearing this box inactivates the annotation.
- 9. Click **Institution** or **Department** to select the annotation audience. If you clicked **Institution**, then all students viewing the online content will see the annotation. This is the default and standard selection with HealthStream Connect.

Note: It is possible to create annotations that are specific to certain **Department** or **Job Categories**. To do so, contact your HealthStream support service, implementation specialist, or account representative to discuss a data import of your student records.

- 10. In the Administrator Notes box, add any notes, if desired.
- 11. Click **Save**. Once the annotation is saved, a yellow sticky note will be attached to the online page in the left-hand navigation window.

Note: If you wish to add more than one annotation to a single page, you may do so. The text for each annotation will appear on a single annotation pop-up.

Searching for an Annotation

To search for an annotation

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

HEALTHSTREAM LEARNING CENTER - ADMINISTRATOR Jeff Fahr Express Healthcare Center <u>Administrator</u>			Dec 29 2009 50:24 AM PT
People Courses Education Reports Tools S	ervices My Profile		🖸 Ste Map 🥌 Discuss 🕢 Help
P Annotation Management Browse for a Course			Return to Courses Main Menu
	Aphabetical Category		
1		Search	
- Mark	For assistance, call 1-800-123-4567	7.	
	HealthStream' Copyright © 3009 HealthStream, Inc. Al R Build 05.11.24.785.3	lghla Raserved.	
	OHILOWEDS AHILOWEDS CIUNKNOWN		

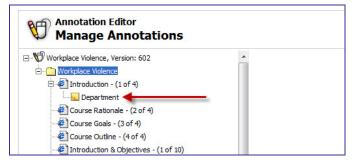
2. Search for the course in which the annotation resides. A listing of all courses matching your search criteria appears.

	Alphabetical	Category	
	pediatric	Search	
Search Results Name			4 Record(s)
Developmentally Appropriate Care of th	ne Pediatric Patient		200
Developmentally Appropriate Care of th	ne Pedatric Patient (PA)		30
Identifying and Assessing Victims of Ch	Id Abuse and Neglect		20
Identifying and Assessing Victims of Ch	Id Abuse and Neglect (PA)		1 Ø
Legend: Doline 🧭 Test			
	For assistance, ca	ll 1-800-123-4567.	
		2009 HaathSteam, Inc. Al Rights Reserved.	
	Build OF	2009 Haath'Sheam, Sn.: Al Rights Raserved. (11:24-786.) CNRB6: CURRONOVIN	

3. Click the name link of the desired course. A listing of all online content pages appears on the left of the **Manage Annotations** page.

Annotation Editor Manage Annotations	Preview Page Add.Annotation Export Import 🗇 Return to Cour
Ioripiace Volence, Vention: 602	
Workplace Walence	
Distribution - (1 of 4)	
Cepartment	
Course Rationale - (2 of 4)	
Course Goals - () of -()	
Course Dutine - (4 of 4)	
Distroduction & Objectives - (1 of 10)	
How High Is the Risk? - (2 of 10)	
Why Are Healthcare Workers at Increased Risk? - (3 c	
Who Is at Greatest Risk? - (4 of 10)	
When Is the Risk Greatest? - (5 of 10)	
Where Is the Risk Greatest? - (6 of 10)	
What Are the Risks? - (7 of 10)	
Additional Risk Factors - (8 of 10)	
Review - (9 of 10)	
Summary - (10 of 10)	
Distroduction & Objectives - (1 of 15)	
OSHA Recommendations - (2 of 15)	
Components of Violence Prevention Programs - (3 of 1	
Written Plan - (4 of 15)	
Management Commitment - (S of 15)	
Employee Involvement - (6 of 15)	
Worksite Analysis - (7 of 15)	
Hazard Prevention & Control (1) - (8 of 15)	
Rezard Prevention & Control (2) - (9 of 15)	
Hazard Prevention & Control (3) - (10 of 15)	
- El Health & Safety Training - (11 of 15)	
Post-Incident Response - (12 of 15)	
Evaluation & Recordweeping - (13 of 15)	
Review - (14 of 15)	
-0 Summary - (15 of 15)	
Introduction & Objectives - (1 of 12)	
Safety Training - (2 of 12)	
Dynamics of Combative Behavior - (3 of 12)	
Tension: Recognition - (4 of 12)	
Tension: Response - (5 of 12)	
Doruptiveness: Recognition - (6 of 12)	
Disruptiveness: Response - (7 of 12)	
Volence: Recognition - (8 of 12)	
Volence: Response - (9 of 12)	
Reporting - (10 of 12)	
* Review - (11 of 12) +	
N	
For assist	ance, call 1-800-123-4567.
	opyright @ 2009 HealthStream, Inc. All Rights Reserved.
	8.44 (9.11.24.786.)
	NEE ANSCHUES CICONTENTI

4. Click the annotation icon (yellow sticky note) to display the desired annotation.



5. The selected annotation displays on the right side of the Manage Annotations page.

Voriplace Violence, Version: 602	Annotation Details	Required Fields are marked with a
TWorkplace Volence	Annotation Label: Department	
Introduction - (1 of 4)	Annotation Content:	
Cepartment		
ourse Rationale - (2 of 4)	つきに、11、11、11、11、11、11、11、11、11、11、11、11、11	
Course Goals - (3 of 4)	□·Ⅱ/U Ⅲ苯基ⅡⅡ 次次任任 ◎·	
Course Outline - (4 of 4)	x' X, -+ A + Ot + Fort lane + Size + Paragraph Style + 🔒 +	
Introduction & Objectives - (1 of 10)	Suitable for nursing students.	
How High Is the Risk? - (2 of 10)		
Why Are Healthcare Workers at Increased Risk? - (3 c		
Who Is at Greatest Risk? - (4 of 10)		
When Is the Risk Greatest? - (5 of 10) Where Is the Risk Greatest? - (6 of 10)		
Where is the Risk Greatest? - (6 of 10) What Are the Risks? - (7 of 10)		
What Are the Roks? - (7 of 10) Additional Risk Factors - (8 of 10)		
Additional Risk Pactors - (d of 10) Review - (9 of 10)		
Summery - (10 of 10)		
Introduction & Objectives - (1 of 15)		
OSHA Recommendations - (2 of 15)		
Components of Violence Prevention Programs - (3 of 3		
Written Plan - (4 of 15)		
Ranagement Commitment - (5 of 15)		
Employee Involvement - (6 of 15)	📌 🚯 🔍 Words: 4 Characters: 29	
/orksite Analysis - (7 of 15)	Make this annotation visible to students	
lazard Prevention & Control (1) - (8 of 15)		
Hazard Prevention & Control (2) - (9 of 15)	Annotation Audience Select Institution or Department	
Razard Prevention & Control (3) - (10 of 15)		
ealth & Safety Training - (11 of 15)	· Institution	
Post-Incident Response - (12 of 15) Evaluation & Recordkeeping - (13 of 15)	O Department	
Review - (14 of 15)	Select Al	
Summary - (15 of 15)	0000-tCU *	
Introduction & Objectives - (1 of 12)	1001-Nursing 10	
Safety Training - (2 of 12)	E 1002-Laboratory	
Dynamics of Combative Behavior - (3 of 12)	T 1003-Radology +	
Tension: Recognition - (4 of 12)	x (m)	
Tension: Response - (5 of 12)		
Disruptiveness: Recognition - (6 of 12)		
Disruptiveness: Response - (7 of 12)	Administrator Notes:	
Volence: Recognition - (8 of 12)		
Volenoe: Response - (9 of 12)		
Reporting - (10 of 12)		
Review - (11 of 12) +		
	Delete	Save Cancel
		L
	For assistance, call 1-800-123-4567.	

Editing an Annotation

To edit an annotation

1. Search for the annotation you want to edit. See *Searching for an Annotation* in this document for details on conducting an annotation search. The **Manage Annotations** page appears.

Oversides Webser Description Description Oversides (164 %) Description	Workplace Violence, Version: 602	Annotation Details	Required Fields are marked with a *.	
And constructions of			Negareo Pieco are nanceo vion a .	
Construction: Or of 9 Construction: (of 0) <				
Constanting () of 4) Constanting () of 4) Constanting () of 4) Constanting () of 4) Constanting () of 5) Constanting () of 10) Constanti				
Construction Conference (14 f) Control to Product to Conference (14 f) Conference (14 f) Control to Product to Conference (14 f) Conf				
Important Objectives (10 f SI) Import on transformation Statement Statement Statement Statement Statement Statement Statement Statement Statement (10 f SI) Import on transformation on Statement Statement Statement Statement Statement Statement (10 f SI) Import on transformation on Statement Statement Statement Statement Statement Statement (10 f SI) Import on transformation on Statement Statement Statement Statement (10 f SI) Import on Statement (10 f SI) Import on Statement (10 f SI) Import Statement Statement (10 f SI)	Course Goals - (3 of 4)	□· B Z U/B B B B B B B B B B E E E 0.		
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Volence: Response - (0 of 12) Preparty - (12 of 12)			121	
El anticipa de la construcción de la constr	Reporting - (10 of 12)			
- • Keven - (11 01 12) *	- Review - (11 of 12) .			
Delete Save Cancel		Delete	Save Cancel	

2. Make the desired edits.

Note: You may clear the **Make this annotation visible to students** check box if you do not want the annotation to be visible to students as they view the online content.

3. Click Save.

Deleting an Annotation

To delete an annotation

1. Search for the annotation you want to delete. See *Searching for an Annotation* in this document for details on conducting an annotation search. The **Manage Annotations** page appears.

Workplace Violence, Version: 602 *	Annotation Details	Required Fields are marked with a
C) Workplace Volence	Annotation Label: Decartment	
B (1) Introduction - (1 of 4)	Annotation Content:	
Epottment		
Course Rationale - (2 of 4)	2 BIX 1 2 3 8 2 2 10 . C. 2	
Course Goals - (7 of 4)	□•■/世界新聞目目体就正正 ◎•	
Course Outline - (4 of 4)	x: X A + Ox + Fort Name + Sec + Paragraph Style + 2 +	
- Distribution & Objectives - (1 of 10)	Suitable for marsing students.	
How High Is the Risk? - (2 of 10)	Surative for marship students.	
- Di Why Are Healthcare Workers at Increased Risk? - (3 c		
- Division Is at Greatest Risk? - (4 of 10)		
When Is the Risk Greatest? - (5 of 10)		
Where Is the Risk Greatest? - (5 of 10)		
What Are the Risks? - (7 of 10)		
Additional Risk Factors - (8 of 10)		
- Review - (9 of 10)		
Summary - (10 of 10)		
Dintroduction & Objectives - (1 of 15)		
COHA Recommendations - (2 of 15)		
Components of Violence Prevention Programs - (3 of 1) Written Plan - (4 of 15)		
Invitten Han - (4 of 15) Management Commitment - (5 of 15)		
Encloyee Involvement - (5 of 15)		
Workste Analysis - (7 of 15)	💉 🗘 🔍 Words: 4 Characters: 29	
Hazard Prevention & Control (1) - (8 of 15)	Make this annotation visible to students	
All Hazard Prevention & Control (2) - (9 of 15)	Annotation Audience	
Hazard Prevention & Control (3) - (10 of 15)	Select Institution or Department 🔶	
Health & Safety Training - (11 of 15)		
Post-Incident Response - (12 of 15)	· Institution	
Evaluation & Record keeping - (13 of 15)	O Department	
Review - (14 of 15)	Select Al	
- Summary - (15 of 15)	🖾 0000-ICU	
1ntroduction & Objectives - (1 of 12)	1001-Nursing	
Safety Training - (2 of 12)	1002-Laboratory	
Dynamics of Combative Behavior - (3 of 12)	1003-Radology +	
Tension: Recognition - (4 of 12)	e	
Tension: Response - (5 of 12)		
Disruptiveness: Recognition - (6 of 12)		
Deruptiveness: Response - (7 of 12)	Administrator Notes:	
Volence: Recognition - (8 of 12)		
Volence: Response - (9 of 12)		
Reporting - (10 of 12)		
Review - (11 of 12) *		
	Delete	Save Cancel

- 2. Click **Delete**. A confirmation prompt appears.
- 3. Click **OK** to delete the annotation.

Exporting and Importing Annotations

Annotations created in one version of a HealthStream regulatory course can be exported (saved) outside HealthStream Connect and then imported into another version of the course.

Note: To move annotations from one course version to another, you must export the annotations from the current active course version prior to publishing the new course version.

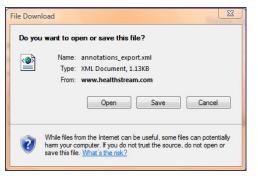
Exporting Annotations

To export annotations

1. Search for the annotations you want to export. See *Searching for an Annotation* in this document for details on conducting an annotation search. The **Manage Annotations** page appears. The navigation tree in the left-hand side outlines each course page. Existing annotations are represented by a yellow note icon attached below the corresponding page.

Workplace Volence, Version: 602	Annotation Details	Required Fields are marked with a
C Workplace Volence	Annotation Label:* Department	
O Introduction - (1 of 4)	Annotation Content:*	
- Carlos Bargete Breend		
Course Rationale - (2 of 4)	7 B 1 A 1 A 3 B 6 2 8 10 - 0 - 2	
Course Goals - (3 of 4)	□・1/10/新業準備目(決決任法)◎・	
Course Outine - (4 of 4)	x X -A A + On + Port Name + Size + Paragraph Style + 2 +	
- Plantoduction & Objectives - (1 of 10)	Suitable for nursing students.	
How High Is the Risk? - (2 of 10)	Control for Internet Control.	
Why Are Healthcare Workers at Increased Risk? - (3 c		
Who Is at Greatest Risk? - (4 of 10)		
When Is the Risk Greatest? - (5 of 50)		
Where Is the Risk Greatest? - (6 of 30)		
What Are the Risks? - (7 of 10)		
Additional Risk Factors - (8 of 10)		
Review - (9 of 10)		
Summary - (10 of 10) Introduction & Objectives - (1 of 15)		
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Corponents of Violence Prevention Programs - (1 of 1)		
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Management Commitment - (5 of 15)		
Employee Involvement - (6 of 15)	A Q. Words 4 Characters 29	
Workste Analysis - (7 of 15)	 M mordel 4 Characterio 29. 	
Hazard Prevention & Control (1) - (8 of 15)	Make this annotation visible to students	
Plazard Prevention & Control (2) - (9 of 15)	Annotation Audience	
Hazard Prevention & Control (3) - (10 of 15)	Select Institution or Department ·	
Health & Safety Training - (11 of 15)	# Institution	
Post-Encident Response - (12 of 15)		
Evaluation & Recordkeeping - (13 of 15)	Department	
Review - (14 of 15)	E Select AI	
- E Summary - (15 of 15)	C 0000-ICU	
Distroduction & Objectives - (1 of 12)	1001-Nursing	
Safety Training - (2 of 12)	1002-Laboratory	
Dynamics of Combative Behavior - (3 of 12)	T 1003-Radology	
Tension: Recognition - (4 of 12)	1 · · · ·	
Tension: Response - (5 of 12)		
Disruptiveness: Recognition - (6 of 12)		
Disruptiveness: Response - (7 of 12)	Administrator Notes:	
Volence: Recognition - (8 of 12) Volence: Response - (9 of 12)		
Volence: Response - (9 of 12) Reporting - (10 of 12)		
Review - (11 of 12)		
e neven (11 01 12)		
	Delete	Save Cancel

2. Click Export. The File Download prompt appears.



3. Click Save. The Save As dialog appears.

Favorite Links		Name	Date modified	Туре	Size	
 Documents Recent Places Desktop Computer Recently Changed Pictures More w 			No items	match your s	earch.	
Folders	^					

- 4. Select a desired location, for example, your desktop, to save the annotations file. The file format is .XML. You may rename the file prior to saving, but must preserve the .XML file extension.
- 5. Click **Save**. The file containing the course annotations is now available for import into another course.

Importing Annotations

Note: In order to import annotations into the new course version, you will first need to publish the new course version to your HLC. (See *Publishing Updated Versions of HealthStream Regulatory Courses* in the *Connect Courses Management* user guide.)

To import annotations into another course

1. Search for the course into which you want to import the annotations. See *Searching for an Annotation* in this document for conducting an annotation search. The **Manage Annotations** page appears. The navigation tree in the left-hand side outlines each course page.

Manage Annotations		
🕼 Workplace Notence, version: 502	Annotation Details	Required Fields are marked with a
R- 🛄 Workplace Weierce	Annotation Label: Department	
S-Datriduction - (1 of 4)	Arrestation Content:	
Contraction	2 8 1 1 3 5 3 3 3 5 5 1 9 - N - B	
Course Rationale + (2 of 4)		
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Course Outline (* of 4)	A B. A. A. A. Constructioner in Date & Period and State & 2 +	
E) Introduction & Objectives - (1 of 10)	Suitable for nursing students	
How High Is the Risk? - (2 of 18)		
Why Are Healthcare Workers at Increased Risk? - () c		
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Employee Envolvement - (6 of 15)	/ O Q. Words: 4 Overatives: 29	
Workstee Analysis - (7 of 1%		
Prazard Preventon & Control (1) - (8 of 15)	Make this annotation visible to students	
Fazerd Preventen & Control (2) - (9 of 15)	Annotation Audience	
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Preath & Safety Training - (11 of 15)		
Post-Encident Response - (12 of 15)	Institutor	
Evaluator & Recordweping - (13 of 15)	C Department	
Reven - (14 of 15)	E Select Al	
- D Summary - (15 of 15)	E 0000-acu *	
Entraduction & Objectives - (1 of 12)	1001-Nursing	
Safety Training - (2 of 12)	E 1002-Laboratory	
Dynamics of Combative Bahavior - (1 of 12)	E 1003-Radelogy -	
Tensot: Recognition - (4 of 12)		
Tarsion: Lasponse - (5 of 12)		
Danptveness: Recognition - (5 of 12)		
Danptvenesa: Response - (7 of 12)	Administrator Notes:	
Volence: Recognition - (8 of 12) Volence: Response - (9 of 12)		
Voence: Response - (9 of 12) Preporting - (00 of 12)		
Reporting - (10 of 12) Reven - (11 of 12)		
Chever - 1116-19		
	Defeta	Save Cancel
	For assistance, call 1-800-123-4567.	Save Cancel

2. Click Import. The Load Import File page appears.

e to import:		Browne	
# Auto-Map 🙁 Leave Uni	Auto-Map 🙁 Leave Unmapped		
			Load Cancel

- 3. Browse from the file location, for example, your desktop, for the .XML annotations file you wish to import into the course. Once the file is located, the **Load Import File** page refreshes, displaying the path to the file in the **File to import** box.
- 4. Click Load. A report will generate displaying the annotations within the file.
- 5. Click the annotations to review their contents.
- 6. Map the annotations to the appropriate new course page by dragging the annotations into place. **Note:** Unmapped annotations will not be imported.
- 7. Click **Continue**. The **Manage Annotations** page appears for the new course. From here, you can create additional annotations, change the target audience, and make any other desired annotation edits. Annotations are now visible to students within the annotations' targeted audience.

Note: You may also export annotations and import them into another, unrelated course if desired.

Updated: August 2011

Reports

Tip: You may use Alt+R to access Reports via your computer keyboard.

HealthStream Connect offers several reports. These are divided into groups based on the Connect tab they most closely represent. Reports will open in a new window. Several reports allow for scheduling and alternative formats, such as PDF, and Excel.

Report Viewer

The **Report Viewer** appears whenever a report is generated. Using the **Report Viewer**, you have the following options:

- Save the report locally to your computer or network drive
- Print the report

Copy the report web address (URL) and share (for example, via email)

People Reports

The following reports are available from the **People Reports** section of the **Reports** tab:

- Discipline Listing Report
- Expiring License Report
- Student and Group Transcript Report
- Student Listing Report

Discipline Listing Report

The Discipline Listing report lists all licensure disciplines used in the HLC. This listing is not configurable. It is available by default for administrators and students (under the **My Profile** tab).

To create a report

From the Reports tab, click the Disciplines Report link. The Disciplines Report appears.

Export Format: HTML 4.0	ealthStream
DISCIPLINES LIST	
Report Date:	Mar 26, 2009
Accountants and Auditors	
Also known as: Not Available	
Description:	
Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Insta advise on systems of recording costs or other financial and budgetary data.	all or
More Info: http://www.bls.gov/soc/soc_b2b1.htm	
State - Specific Codes:	
None Specified	
Acupuncturists	
Also known as: Health Services	
Description:	
This segment also includes practitioners of alternative medicine, such as acupuncturists, homeopaths, hypnotherapists, and naturopaths.	
More Info: http://www.bls.gov/oco/cg/cgs035.htm	
State - Specific Codes:	
Florida (AP)	
Advanced Practice Nurses	
Also known as: Registered Nurses	

Timing	Formats
Real-time	HTML Adobe PDF Microsoft Excel

Expiring License Report

The Expiring License report lists students whose license(s) are expired or about to expire. The report includes all students for the administrator's affiliation (for example, institution or allocated departments).

Note: Data for this report is pulled from the **License/Discipline Information - Expiration Date** field entered by the student. The license expiration date is not a required field for license/discipline information. This data will not be available unless entered manually or provided via student data import.

To create a report

1. From the **Reports** tab, click the **Expiring License** link. The **Expiring License Report** page appears.

HEALTHSTREAM LEARNING CENTER Sel Faher Express Healthcare Center Advocation People Courses Education	tar	Dec 29 2009 11:12 AM PT	Discuss 🕑 He
Reports Expiring License	Report	4	Exit.Report
Date Range:	© From: In Through: In		
Disciplines:	Select Al Accountants and Austors Acquancturists Advanced Practice Nurses Anstituses Technologists and Technicians -		
Display options:	II Include User ID II Include licenses with no expiration date		
Sort By:	🗇 Name 🗇 User ID 🗇 Discipline 💮 Department 🔹 Expiration Date		
Sort Direction:	Ascending Descending		
			Continue
	For assistance, call 1-800-123-4567.		
	Copyright © 2009 HealthStream, Snc. All Rights Reserved.		
	8-4d 08.11.24.788.3		
	CHILCWEBS AHILCWEBS CICONTENTS		

- 2. Enter a **Date Range** by typing in specific dates (or using the calendar icon to browse for dates), or select a relative date range from the drop-down menu.
- 3. Select individual **Disciplines** to include on the report by clicking the checkbox next to each, or select all disciplines by clicking the checkbox next to **Select All**.
- 4. Select from the available **Display Options**: Include User ID.
- 5. Select to **Sort By** Name, User ID, Discipline, Department, or Expiration Date (default) by clicking a radio button next to one of the options.
- 6. Select a Sort Order by clicking the radio button next to Ascending or Descending.
- 7. Click the **Continue** button. The report appears in a new window.

Timing	Formats	Related Reports
Current as of 12 a.m. EST	HTML Adobe PDF Microsoft Excel	Discipline Listing

Student and Group Transcript Report

The Student and Group Transcript report generates one or more student transcripts with the option to include active and inactive students.

To create the report

1. On the **Reports** tab, click **Student and Group Transcript Report**. The **Student and Group Transcript** page appears.

Tip: This report is also accessible by clicking **My Transcript** from the left-hand navigation tree of a student's **General Information** page.

opress Healthcare Center Administry	tor .	Dec 22 2009 10110 AM PT
Courses Education	Reports Tools Services My Profée	🖸 Ste Map 🛑 Decuss 🕥 H
Reports Student and Grou	p Transcript	🗢 Ext. Report
Report View:	Completion Date O Completion Name (Alphabetical)	
Date Range:	Last 12 Months •	
OR:	From: Through:	
Students:		Report on Al Active Students Select a Student Group Search For Students
		Select Al
1		
Completions To Include: Show Additional Options.	* AI Assgned only Eective only Learning Events only	
Completions To Include: Show Additional Options.		Continue
	- For assistance, call 1-800-123-4567.	Continue
	•	Continue

- 2. In Report View, click Completion Date or Completion Name (Alphabetical).
- 3. In the **Date Range** list, select the range of dates that you want to use in the report. You can select the date range from the list, or enter the dates in the **From** and **Through** boxes. The default is **Last 12 Months**.
- 4. In Students, select the Report on All Active Students check box.

	f			Dec 22 2009 10:13 AM PT
Courses Education R	rports Tools Services	My Profile		💟 Ste Map 🥌 Discuss 🕥 H
Reports Student and Group	Transcript			🗢 Ext.Report
Report View:	Completion Date	Completion Name (Alphabel	ical)	
Date Range:	Last 12 Months	s •		
OR:	6 From:	Through:	50	
Students:				Report on Al Active Students Select a Student Group Search For Students
Student Criteria Select	ed			Select Al
Completions To Include:		only Bective only Learn	ng Events only	
Completions To Include:		only	ng Events only	Continue
Completions To Include:		For assistance,	call 1-800-123-4567.	
Completions To Include:		For assistance,		

Note: If you search for and select specific students for the report and use the current report configuration for future scheduled reports, only those students selected in the original configuration will be included.

- 5. In **Completions To Include**, click **All**. HealthStream Connect does not allow filtered reporting based on the other available options.
- 6. Click **Continue**. The report will open in a secondary window.

Timing	Formats	Related Reports
Real-time	HTML	Course Completion - Schedulable

Student Listing Report

The Student Listing report displays all students based on selected criteria.

To create the report

1. On the **Reports** tab, click **Student Listing**. The **Student Listing** page appears.

Faher Express Healthcare Center /	desiriatrator		Dec 29 2009 11/15 AM PT	LOG OUT
eople Courses Educat	ion Reports Tools Serv	kes My Profile	Ste Map	Discuss Hell
Reports Student Listin	ng		4	Exit Report
Student Criteria:	Select	Select Student Criteria		
Display Options:	Include User ID			
Sort By:	Student Name O User	ID 💿 Job Title 💿 Job Category Name 💿 Department		
				Continue
		For assistance, call 1-800-123-4567.		
		HealthStream' Copyright © 2009 HealthStream, Inc. All Rights Reserved.		
		Build 08.11.24.788.3		
		OHILOWEDE AHLOWEDE CICONTENTS		

2. Click **Select Student Criteria** to select the students for the report. The Search Students page appears.

Faher Express Healthcare Co	NG CENTER + ADHINISTRATOR eter <u>Administrator</u>				Dec 2	2009 12:00 PM PT
eople Courses E	ducation Reports Tools Ser	vices My Profile				🖸 Ste Map 😐 Discuss 💽
Search Stude						🔶 Return
ast:		First:	Middle:			
User ID(s):						*
Status:	Active Inactive Both	Active and Inactive				
 ✓ 0000-ICU ✓ 1001-Nursing ✓ 1002-Laboratory ✓ 1003-Radiology 		(B)				
e[
ire/Re-Hire Date:		53	Hire/Re-Hire Mo			
rom:	Through:	040	From: All	· Through:	- BA	
teview Month/Day:			Review Month:			
from:	Through:	10	From: All	 Through: 	All •	
ctive Date:			Active Month:			
rom:	Through:	11	From: All	Through:	All 🔫	
					Sear	ch Cancel
		GHalthStream' Copyright &	all 1-800-123-4567. 2009 HeathStreem, Inc. Al Rights Reserved. AL 34-2013			
		OHLOWED AH				

3. Enter search criteria.

4. Click **Search**. You are returned to the **Student Listing** page where the phrase *Student Criteria Selected* now appears next to **Student Criteria**.

HEALTHSTREAM LEARNING CO			LOG OUT
3eff Fisher Express Healthcare Center A		Dec 29 2009 12:02 PH PT	A REAL PROPERTY OF THE REAL PR
People Courses Educati	on Reports Tools Services My Profile	🖸 Ste Map	Discuss Help
Reports Student Listin	ng	¢	Ext.Report
Student Criteria:	Select Student Critera Selected		
Display Options:	Include User ID		
Sort By:	Student Name User ID Job Tite Job Category Name Department		
			Continue
	For assistance, call 1-800-123-4567.		
	Copyright @ 2009 HealthStream, Inc. All Rights Reserved.		
	Build 09.11.24.789.3		
	OVALOWER AVALOWER COONTENTS		

Note: If you search for and select specific students for the report and use the current report configuration for future scheduled reports, only those students selected in the original configuration will be included.

- 5. In **Display Options**, select the **Include User ID** check box if you want to include the students' user IDs in the report.
- 6. In Sort By, select Student Name (default), User ID, Job Title, Job Category Name, or Department.

Note: Job Title, Job Category Name, and Department data will not be available unless entered manually or provided via student data import. You may wish to Sort By Student Name or User ID.

7. Click **Continue**. The report appears in a new window.

Timing	Formats	Related Reports
Real-time	HTML CSV	Student and Group Transcript

Course Reports

The following reports are available from the **Course Reports** section of the **Reports** tab:

- Annotations Report
- Course Listing Report
- Expiring Courses Report

Annotations Report

The Annotations report provides a view of annotations for one or more courses. You can view active annotations, inactive annotations, or both. The report shows all annotations whether they're institution-wide, department-specific or job category specific.

To create the report

1. On the Reports tab, click Annotations. The Course Annotations page appears.



2. Click **Select Courses** to select one or more courses to appear on the report. Only courses that can be annotated can be selected. See *Searching for Courses for a Report* in this document. You are returned to the **Course Annotations** page with the names of the courses that you selected in the **Courses** box.

Course Annotations		Stat Report
Courses:	Select Courses	
Advance Directives Black Safety		
1		
Annotations to Include:	Active Inactive Both	
Periodicity to product	Active O blocker O block	
		Continu
	For assistance, call 1-800-123-4567.	
	Generation Copyright @ 2009 HealthStream, Inc. All Rights Reserved.	
	Build 09.11.24.789.3	
	OHLOWEDS AHLOWEDS CICONTENTS	

- 3. In Annotations to Include, select Active, Inactive, or Both.
- 4. Click **Continue**. The report appears in a new window.

Timing	Formats	Related Reports
Real-time	HTML	Course Listing

Course Listing Report

The Course Listing report displays a printable list of all courses active in HealthStream Connect, with the option to filter courses that contain specific types of learning activities.

To create the report

1. On the **Reports** tab, click **Course Listing**. The **Course Listing** page appears.

EALTHSTREAM LEARNING CENTER - ADHINI	Der 29 2009 11:17 AM	LOG OUT
Pater Express Healthcars Center <u>Administrator</u> People Courses Education Reports	Tools Services My Profile	
Reports Course Listing	4	Exit Report
Include Courses that contain the following	learning activity types: VI Online	
	12 Test	
	2 Evaluation	
Display Options:	Display Course Details	
		Continue
	For assistance, call 1-800-123-4567.	
	HealthStream' Copyright © 2009 HealthStream, Inc. All Rights Reserved.	
	8.4d 09.11.24.709.3	
	OHLOWER AHLOWER CONTENTS	

- 2. In **Include courses that contain the following learning activity types**, all learning activity types are checked by default. Clear any of these check boxes to filter the report, but at least one must be selected.
- 3. In **Display Options**, select the **Display Course Details** check box if you wish to see the details of the course.
- 4. Click **Continue**. The report appears in a new window.

Timing	Formats	Related Reports
Real-time	HTML Adobe PDF Microsoft Excel	Expiring Courses

Expiring Courses Report

The Expiring Courses report displays a list of courses that are set to expire between the next 30 days to the next 365 days. This includes third party content that has a contract and expiration date.

To create the report

1. On the **Reports** tab, click **Expiring Courses**. The **Expiring Courses** page appears.

HEALTHSTREAM LEARNING	CENTER ADMINISTRATOR	9	LOG OUT
Jeff Fisher Express Healthcare Center	1 Administrator	Dec 29 2009 11:17 AM PT	
People Courses Educ	ation Reports Tools Services My Profile	🖸 Ste Map	Poscuss 🕢 Help
Reports Expiring Con	urses	4	Exit.Report
Date Range:	👁 30 days 💿 60 Days 💿 90 Days 💿 180 Days 💿 1 Year		
Sort By:	Course Name Cexpiration Date		
			Continue
	For assistance, call 1-800-123-4567.		
	HealthStream' Copyright © 2009 HealthStream, Snc. All Rights Reserved.		
	8-44 09.11.24.799.3		
	OFFLOWER APPLOYER CONTENTS		

- 2. In Date Range, select 30 days, 60 days, 90 days, 180 days, or 1 Year.
- 3. In Sort By, select Course Name or Expiration Date.
- 4. Click **Continue**. The report appears in a new window.

Timing	Formats
Real-time	HTML Adobe PDF Microsoft Excel

Education Reports

The following report is available from the **Education Reports** section of the **Reports** tab:

Course Completion - Schedulable

Course Completion – Schedulable Report

The Course Completion – Schedulable report lists students who have completed any of the selected learning items or lists all students regardless of their completion status.

To create the report

 On the Reports tab, click Course Completion – Schedulable. The Course Completion – Schedulable page appears.

Express Healthcare Center Admin			1	Dec 29 2009 11:20 AM PT	
Courses Education	Reports Tools Services My Profile			Ste Map	Discuss
Reports Course Complet	on - Schedulable			4	Ext Repo
Report Order:	Department, Student, Course -				
Students to Include:	All Selected Students O Students with completions	only 💿 Incomplete Students only	/		
Completions Types:	Al Courses O Assigned only O Elective and Enro	ed only			
Completion Date Range:	Current Year +				
OR:	From: Itrough:	51			
Courses:				Report	
			Select Courses and Students from an	Assignment Searc	h for Cour
-					
Students:				Report on Al A	
Students:			Select a Sti	Report on Al A	for Stude
Students:			Select a St		for Stude
Students:	Include Student User ID		Select a Sti		for Stude
	■ Include Student User ID Include Student User ID		Select a St		for Stude
Display Options:			Select a St		n for Stude
Display Options:	Include Page Break after each group	nce, call 1-800-123-4567.			n for Stude
Display Options:	Include Page Break after each group	nce, call 1-800-123-4567.			

- 2. In the **Report Order** list, select the order in which you want the data to appear in the report.
- 3. In Students to Include, select All Selected Students, Students with completions only, or Incomplete Students only.
- 4. In Learning to Include:, select All Learning.

Note: HealthStream Connect does not allow filtered reporting based on these other options.

5. In the **Completion Date Range** list, select the range of dates that you want to use in the report, or enter the months in the **From** and **Through** boxes. The default is **Current Year**. The report will look for instances of the selected courses that were completed within this range.

 In Learning, select the Report on All Courses check box if you want the report to include all available courses within HealthStream Connect, or click Search for Courses to search for and select specific courses. See Searching for Courses for a Report in this document. You are returned to the Course Completion – Schedulable page with the courses that you selected in the Courses box.

Course Comple	etion - Schedulable	🔶 Ext Repo
Report Order:	Department Student Course -	
Students to Include:	Al Selected Students	
Completions Types:	Al Courses O Assigned only O Elective and Enrolled only	
Completion Date Range		
OR		
Courses:		Report on Al Cour
	Sele	ct Courses and Students from an Assignment Search for Cour
🗵 Sample Course 🔞		✓ Select
Students:		Select a Student Group Search for Stude
Students:		Select a Student Group Search for Stude
		Select a Student Group Search for Stude
Display Options:	Include Student User ID	Select a Student Group Search for Stude
	⊠Include Student User ID IZ Include Page Break after each group	Select a Student Group Search for Stude
Display Options:		Select a Student Group Search for Stude
Display Options:	I Include Page Break after each group For assistance, call 1-800-123-4567.	Report on Al Active Stude Select a Student Group Search for Stude Select
Display Options:	🗵 Include Page Break after each group	Select a Student Group Search for Stude Select

7. In Students, select the Report on All Active Students check box if you want the report to include all active students within HealthStream Connect, or click Search for Students to search for and select specific students. See Searching for Students for a Report in this document. You are returned to the Course Completion – Schedulable page with the students that you selected in the Students box.

Course Complet	tion - Schedulable	🗢 Exit Report
Report Order:	Department, Student, Course •	
Students to Include:	Al Selected Students O Students with completions	noky 👘 Incomplete Students only
Completions Types:	Al Courses Assigned only Elective and Enrole	
Completion Date Range:	Current Year ·	
OR:	From: Through:	50
Courses:		Report on Al Cour
		Select Courses and Students from an Assignment Search for Courses
Sample Course		V Select
Students:		
	ad 4	Select a Student Group Search for Stude
Students:	ied 👞	Select a Student Group Search for Stude
Student Criteria Select Select Display Options:	E Include Student User ID	☐ Report on Al Active Study Select a Student Group Search for Study ⊠ Select
I Student Criteria Select	aren ar	Select a Student Group Search for Stude
Student Criteria Select Select Display Options:	E Include Student User ID	Select a Student Group Search for Stude 1975 Select
Student Criteria Select Select Display Options:	☐ Include Student User ID ⊠ Include Page Break after each group For assista	Select a Student Group Search for Stud IZ Select nce, call 1-800-123-4567.
Student Criteria Select Select Display Options:	☐ Include Student User ID ⊠ Include Page Break after each group For assista	Select a Student Group Search for Student 1975 Select

Note: If you search for and select specific students for the report and use the current report configuration for future scheduled reports, only those students selected in the original configuration will be included.

- 8. In **Display Options**, select the **Include Student User ID** check box if you want to include the user ID in the report.
- 9. In **Format Options**, select **Include Page Break after each group** if you want a page break between groups.
- 10. Click **Continue**. The report appears in a new window.

Tip: Because the report opens in a new window, after you close the window you can edit your report criteria and create another report.

Timing	Export Formats
Current as of 12 a.m. EST	HTML Adobe PDF Microsoft Excel

Tools Reports

The following report is available from the **Tools Reports** section of the **Reports** tab:

Department Listing

Department Listing Report

The Department Listing report allows you to view all departments in HealthStream Connect.

Note: Department data will not be available unless entered manually or provided via student data import.

To create the report

1. On the **Reports** tab, click **Department Listing**. The **Department Listing** page appears.

Departm	ent Listing	Ext Report
Sort By:	Department Code O Department Name	
		Contin
	For assistance, call 1-800-123-4567.	
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	Build 04.11.24.788.3	

- 2. In Sort By, select Department Code or Department Name.
- 3. Click **Continue**. The report appears in a new window.

Timing	Formats
Real-time	HTML Adobe PDF Microsoft Excel

Additional Procedures for Creating Reports

The following section contains procedures that are required by several reports. They are included here to avoid repetition.

Searching for Courses for a Report

To search for courses for a report

1. Click Search for Courses. The Browse for a Course page appears.

Course Certificate Report Browse for a Course		Return to Course Certificate
	Alphabetical Category	
		Search
	For assistance, call 1-800-123-4567.	
	🕞 HealthStream Copyright © 2009 HealthStream, Inc. Al Rights Reserve	d.
	Build 05.31.24.289.3	

Note: The report from which you came to this page is reflected at the top of the page. The functionality of this page is the same regardless of which report you are creating.

- 2. Search for the desired course by typing the course name, or browse for courses using the **Alphabetical** or **Category** search.
- 3. Click **Search**. A list of courses matching your search criteria appears.
- 4. Select the check box(es) next to the course(s) that you want to use in the report.
- 5. Click **Select**. The system returns to the report configuration page with the courses in the **Courses** box.

Searching for Students for a Report

To search for students for a report

1. Click Search for Students. The Search Student(s) page appears.

	*
From: All	gh: All 👻
Review Month:	
From: All Throug	gh: All 🔹
Active Month:	
From: All • Throug	ph: A8 •
	Search Cancel
	From: All Through Active Month:

- 2. In the Last, First, and Middle boxes, enter the last, first, and middle names of the student that you want to select.
- 3. In the User ID(s) box, enter the student's user ID.
- 4. Select which departments, job titles, and job categories you want to search from the appropriate sections.
- 5. Select whether you want to search according to a student's hire month and date, rehire month and date, review month or day, or active date or month from the appropriate sections.

Note: This data may only be available if it was manually entered or if you elected to import student data into HealthStream Connect. It may be necessary to search students by name or User ID.

- Click Search. The results appear in the Search Results box.
 Note: Clicking Search without entering a search term will return all students in the system.
- 7. In the **Search Results** box, select the check boxes next to the students that you wish to include.
- 8. Click **Continue**. The system returns to the report configuration page with the selected students in the **Students** box.