# How to assign a course in HealthStream

This guide will walk you through the steps to assign a course/module to an individual in HealthStream LMS. This guide assumes that the individual being assigned has been entered into HealthStream, he/she is entered into the facility/node that the administrator (you) are in, and the course/module in question is available in the node where being assigned.

1). After logging into HealthStream, select the administrator account associated with the node where the individual needing assignment is entered. For this example, University Hospital will be used:
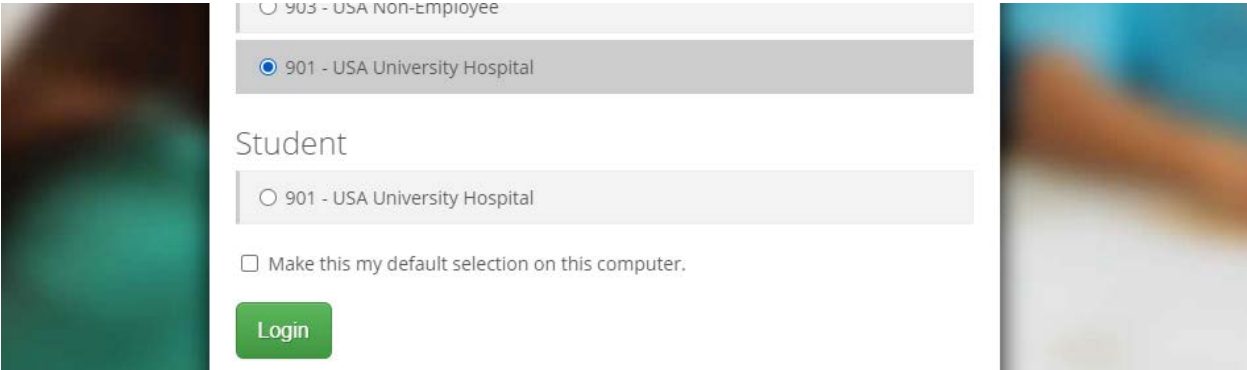
2). Select "Manage Students" – this is the easiest method for assigning to a single individual.
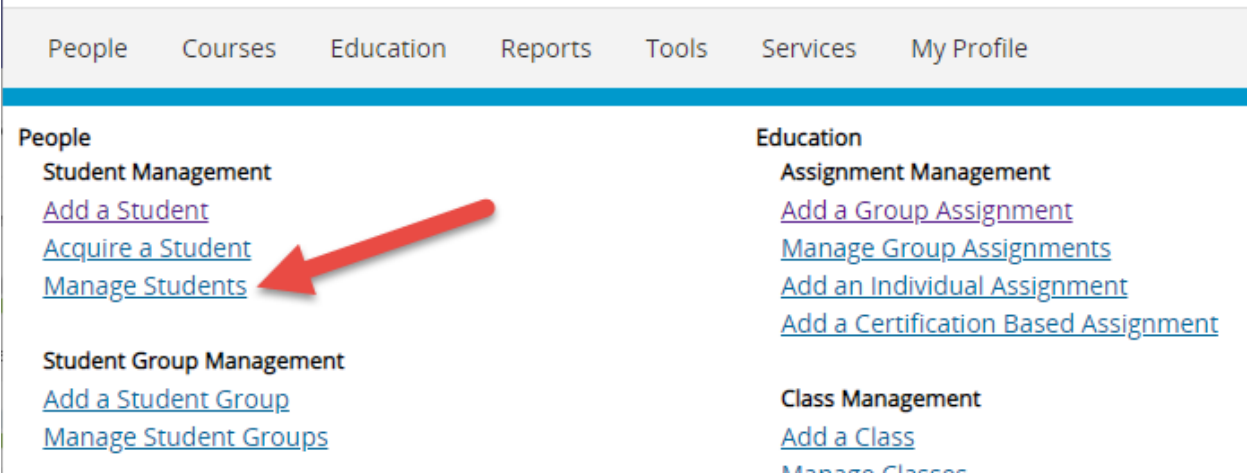
3). Enter the individual needing assignment(s) into the search – note: using the J# of an individual is the best search method (eliminating errors with shortened names, spelling errors, etc.).

4). In the "Assignments" tab on the left hand side of the "Student Management" page (here you can see all assignments that are active for the individual), you can select "+ Add Individual Assignment" to select specific content for assignment.

5). The following screen is for entering the specifics of the assignment(s) being assigned. Note: The "Name the Assignment" line is for entering a title for this assignment or group (as opposed to entering the name of what course/module will be assigned). It is important to list a description briefly detailing reason for assignment and time of assignment.

Once this information is entered, select "Search Learning Items.." to begin inputting the specific course(se) needed.

6). In the Search Learning Items page, input the name of the course needed (Note: if you are unaware of the title, you may enter the primary subject title and scroll through the results given in order to locate the course needed).

Refine Results

Description

| Show | Hide |

Learning Items
☑ Courses
☐ Course Bundles
☑ Curricula
☑ Equivalents

Expiration Date Clear Dates

From [   ] 📅

Through [   ] 📅

[Update]

[HIPAA   ] [🔍]

Results per page: [25 ▾]   << < Previous 1 **2** Next > >>   27 Record(s)

Sort By: [Name A to Z ▾]

☐ 📖 **Employee Education (AmbN)**
Ver. 1: Required employee education.
Owner: University of South Alabama Health System - Org Level   Status: Approved
Contains: 🖥

☐ 📖 **Employee Education (NAR)**
Ver. 2: Regulatory education for USA Health workforce members.
Owner: University of South Alabama Health System - Org Level   Status: Approved
Contains: 🖥

☐ 📖 **FairWarning System for Managers**
Ver. 2: The FairWarning System will provide a means to determine if there is a potential HIPAA issue.

Once you have located the course(s) you wish to add, click on the small square next to the title of the course to select it, then remember to click "Select" at the bottom to finalize the selection.

Contains: 🖥 📝

☑ 📖 **HIPAA Privacy and Security USA Health**
Ver. 7: The Health Insurance Portability and Accountability Act is a US law design
standards to protect patients' medical records and other health information prov
plans, doctors, hospitals and other health care providers.
Owner: University of South Alabama Health System - Org Level   Status: Approve
Contains: 🖥 📝

☐ 📖 **HIPAA: A Guide for Healthcare Workers - 20-943604**

[Select] [Check All Current Search Results] [Clear All Selected Items] ine HIPAA and provide an overview of it
rom enactment of the HITECH Act of 200

This will cause the course(s) to show up in the "Learning Items" window – once all the courses needed to be added are selected, you will then scroll down on the Add Student Assignment page to enter the assignment details.

7). Assignment details include whether the assignment is a one-time or reoccurring assignment (for example, annual training would be considered a "recurring assignment"). Generally, if the assignment is meant to be accessed immediately by the participant, you will enter the current date next to "Fixed: Go-live on" date blank (Note: by clicking on the calendar icon next to this, you can enter the date easily by selecting the day).

If you have a specific due date you wish to enter, you can enter that in the first blank of "Due Date." Generally, HealthStream courses/modules are assigned with a 30-day due date – this can be set by selecting the following option that is already entered to be "Due 30 days after Hire/Active Date."
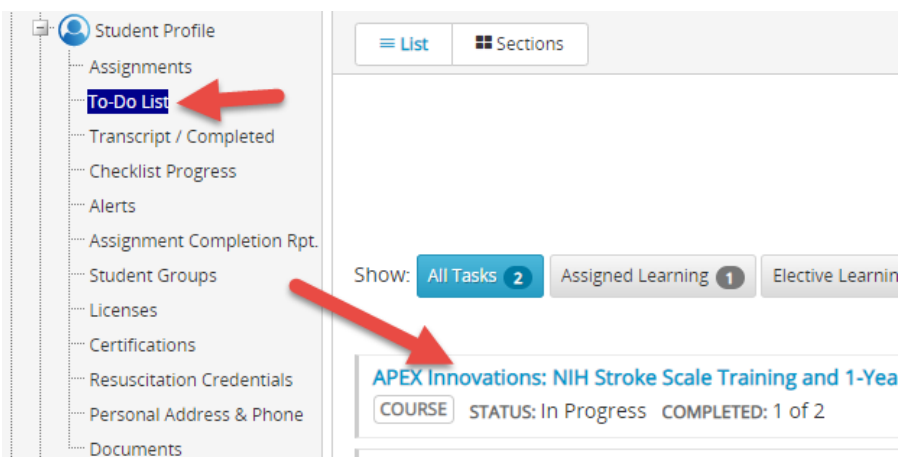
It is recommended to leave the remaining options set as default (with no end date or grace period and automatically reassign the course. Other settings would be in special circumstances.

8). Upon hitting the "Save" button at the bottom of this screen, the assignment will be completed and will appear in the "Assignments" tab of the individual's profile.

To check accessibility to the individual, you can click on "To-Do List" while still in the individual's Student Management Page. You should see the newly assigned course to the right of the navigation tabs (Note: it often takes a small processing time before courses populate the To-Do list – if the newly assigned course(s) does not show up, wait a few minutes and refresh the page to check again).

Once a course appears in an individual's To-Do list, it is accessible by the student for completion.