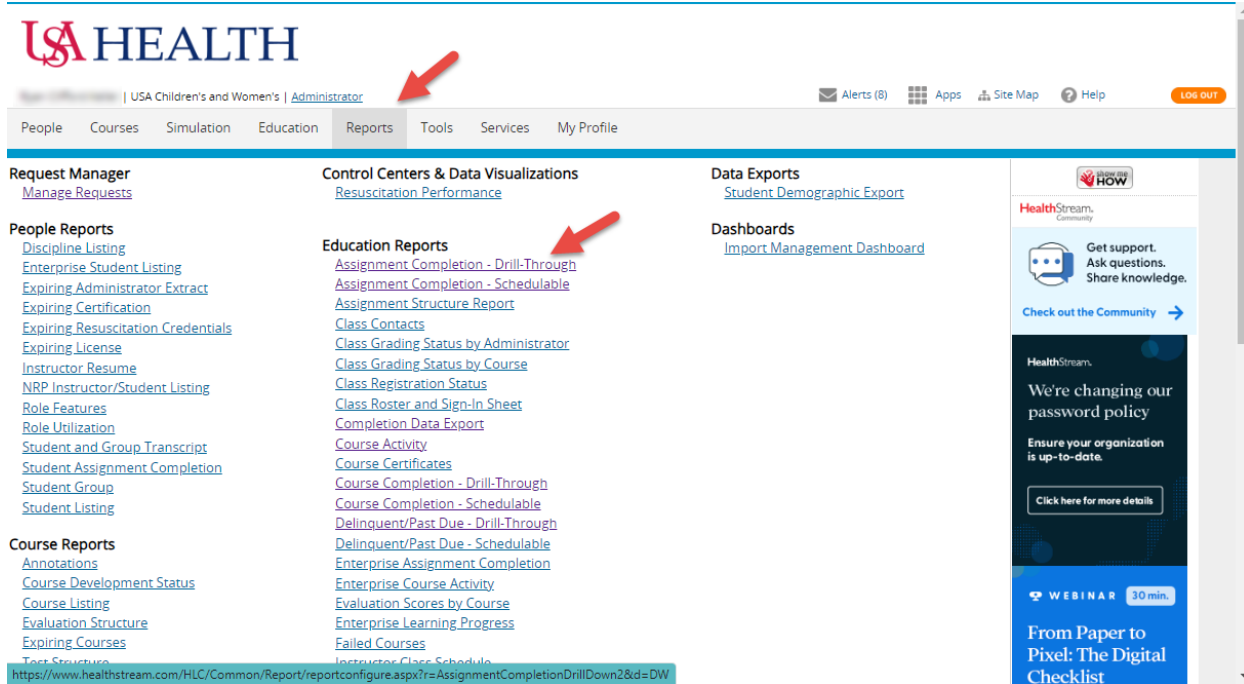
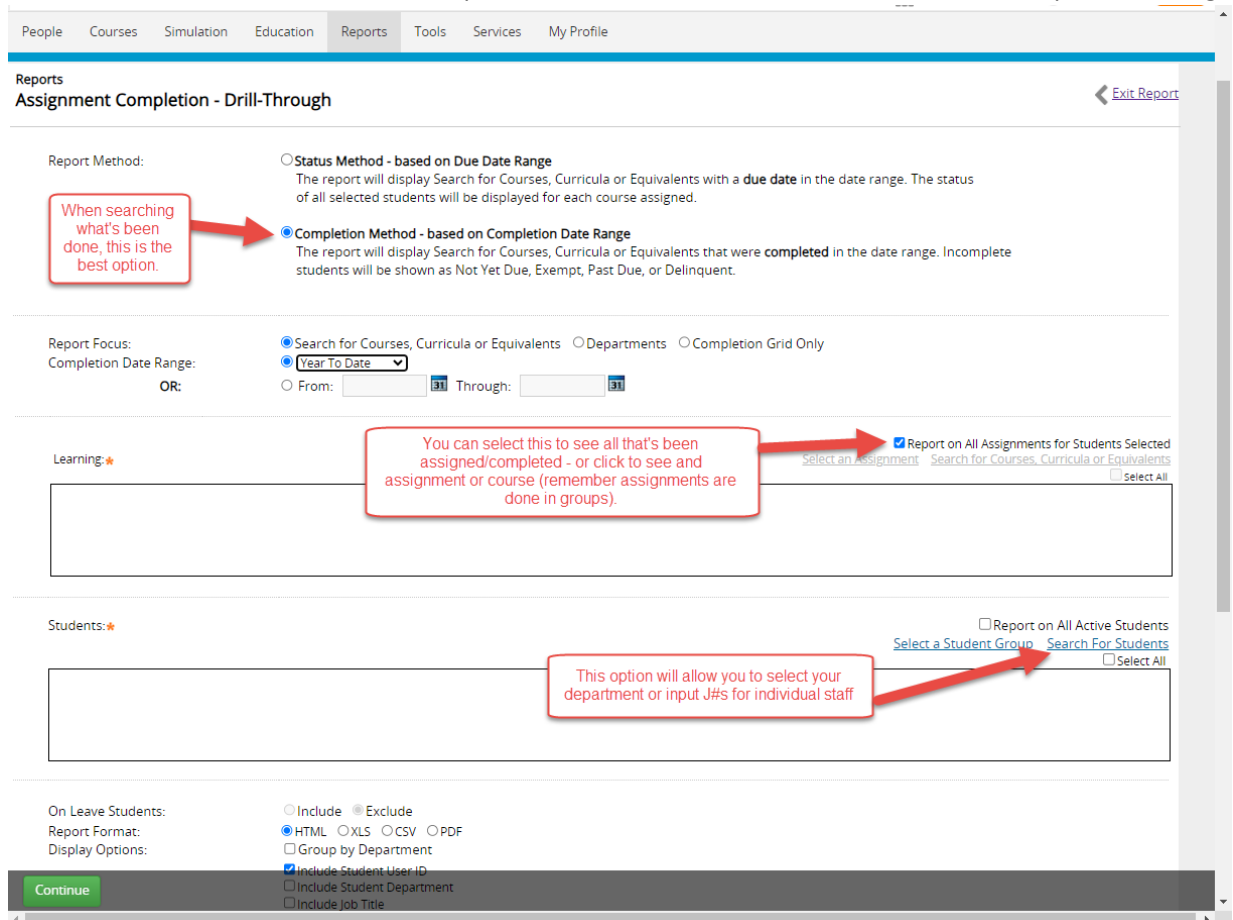


This How-To will cover running a progress report on individual staff in HealthStream

1). The best method for finding information individual staff in HS is the **Assignment Completion - Drill-Through** option.



2). After selecting this, you'll be presented with a number of options for the report output. "Completion Method" focuses on what the staff members have completed, whereas "Status Method" focuses on independent assignments.



3). After selecting what assignments/courses you are interested in reviewing status of and then inputting the staff members to be included in the report (you can add them by department, individual J#s/names, or creating a group), you'll select the details of what's included in the report and sorting options.

Students:★  Report on All Active Students  
[Select a Student Group](#) [Search For Students](#)  
 Select All

On Leave Students:  Include  Exclude  
Report Format:  HTML  XLS  CSV  PDF  
Display Options:  Group by Department  
 Include Student User ID  
 Include Student Department  
 Include Job Title  
 Include Status By Department Layer  
Score Not Yet Due As:  Not Yet Due  Completed On Time  Delinquent  Not Scored  
Display Criteria:  Summary  Detailed Appendix  
Sort Detail Pages By:  Name  Status  
Sort Order:  Ascending  Descending

[Show Basic Options...](#)

[Continue](#)

Remember, to get individuals' data, you'll want to have this selected. Also, keep in mind - HS refers to all being assigned courses as "students"

4). Upon clicking the **Continue** button at the bottom left, the report will run and open the results in a separate tab within the browser. Click on this tab to view and be sure to select **View Completion Grid** to view individuals' data.

**REPORT**Print | Export ▾

## Assignment Completion Report - Drill-Through

REPORT GENERATED: Jul 24, 2023, 11:24 am ET

View Report Settings

USA Children's and Women's

### Summary (Based on Completion Date)

Completion Date Range: Jan 01, 2023 through Jul 24, 2023  
Data as of: Jul 24, 2023, 1:00 am ET  
Report Generated: Jul 24, 2023, 11:24 am ET

Scores		Unique Students Involved: 9
<b>Total Completed:</b>	<b>92.19%</b>	<a href="#">View Completion Grid ▾</a>
On Time:	48.44%	
Late:	43.75%	
Failed:	0.00%	
<b>Not Yet Due:</b>	<b>0.00%</b>	
<b>Past Due:</b>	<b>7.81%</b>	
<b>Delinquent:</b>	<b>0.00%</b>	
<b>Total:</b>	<b>100.00%</b>	
<b>Exempt:</b>	<b>0</b>	

Report Description: Completion Method

This report displays all assignments completed in the date range. Incomplete assignments that intersect the date range (that is, the **assignment go-live date falls before or during the date range and the end date falls during or after the date range**) are also displayed in the lower layers of the report. The Completion Grid presents detailed status for all selected students. **NOTE:** If an assigned course was completed outside the date range specified, it will not be included in this report.

**REPORT TOTALS**

COMPLETIONS

5). Clicking the **View Completion Grid** begins the report generation for individual data; keep in mind, this process often takes a while to complete – if the system seems “stuck,” give it a moment to process. This report should give you a detailed report as shown below:

Report Description: Completion Method

This report displays all assignments completed in the date range. Incomplete assignments that intersect the date range (that is, the **assignment go-live date falls before or during the date range and the end date falls during or after the date range**) are also displayed in the lower layers of the report. The Completion Grid presents detailed status for all selected students. **NOTE:** If an assigned learning items and/or assessments was completed outside the date range specified, it will not be included in this report.

REPORT TOTALS												
	2023 EMTALA EDUCATION	2023 HIPAA ANNUAL TRAINING USA HEALTH	ATTENDANCE POLICY USA HEALTH	EMPLOYEE EDUCATION (CW)	HIPAA PRIVACY AND SECURITY USA HEALTH	LEARNING PLAN: NON-CLINICAL PART 1	LEARNING PLAN: NON-CLINICAL PART 2	MOSAIC: PREVENT DISCRIMINATION AND HARASSMENT TOGETHER	MOSAIC: PREVENT SEXUAL VIOLENCE TOGETHER	MRI SAFETY LEVEL 1	RESPIRATORY PROTECTION USA HEALTH	RL6 EDUCATI FOR ALL USA HEALTH
ALL DEPARTMENTS	87.50%	100.00%	88.89%	100.00%	100.00%	100.00%	50.00%	100.00%	100.00%	100.00%	100.00%	87.50%

DEPARTMENT H902676-STERILIZATION CW

STUDENT, USER ID, JOB TITLE	2023 EMTALA EDUCATION	2023 HIPAA ANNUAL TRAINING USA HEALTH	ATTENDANCE POLICY USA HEALTH	EMPLOYEE EDUCATION (CW)	HIPAA PRIVACY AND SECURITY USA HEALTH	LEARNING PLAN: NON-CLINICAL PART 1	LEARNING PLAN: NON-CLINICAL PART 2	MOSAIC: PREVENT DISCRIMINATION AND HARASSMENT TOGETHER	MOSAIC: PREVENT SEXUAL VIOLENCE TOGETHER	MRI SAFETY LEVEL 1	RESPIRATORY PROTECTION USA HEALTH
JOB TITLE: 5583-STERILE PROCESSING TECH I	Past Due 06/30/2023	Not Assigned	Past Due 07/07/2023	Completed Late 06/06/2023 Completed On Time 06/06/2023	Completed Late 06/06/2023	Completed Late 06/09/2023	Past Due 06/16/2022	Completed Late 06/06/2023 Completed Late 06/06/2023	Completed Late 06/06/2023	Not Assigned	Completed Late 06/06/2023
JOB TITLE: 30318-ASSISTANT MGR STERILE PROCESSING	Completed Late 07/10/2023	Completed On Time 06/07/2023	Completed Late 07/10/2023	Completed On Time 06/07/2023	Not Assigned	Completed On Time 06/07/2023	Completed On Time 06/07/2023	Not Assigned	Not Assigned	Completed On Time 06/07/2023	Completed On Time 06/07/2023
JOB TITLE: 5504-ENVIRONMENTAL SERVICES AIDE I	Not Assigned	Not Assigned	Completed Late 07/11/2023	Not Assigned	Completed On Time 07/11/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned
JOB TITLE: 5583-STERILE PROCESSING TECH I	Completed Late 07/21/2023	Not Assigned	Completed Late 07/21/2023	Completed On Time 05/30/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned

**STATUS CHEET SHEET:**

**Past Due** – this assignment has been assigned, the “student” has not completed it, and the due date has passed

**Completed on Time** – the assignment was assigned and completed before the due date (if there are multiple lines, it means that the assignment was assigned by more than one group assignment – it will show up this way in the report, but should not appear as more than one assignment in the students’ To Do lists)

**Completed Late** – the assignment was assigned and completed, but was completed after the due date of the assignment

**Not Assigned** – this student would not have been assigned the course – this is usually due to groups that are based on job title and/or department