



ONLINE LEARNING MANAGEMENT SYSTEM (HEALTHSTREAM)— VIEW ONLY ADMINISTRATOR KEY POINTS

Go to: www.healthstream.com/hlc/bshsi

User ID, Password: Lawson employee number

Select: Administrator

To look up individual employee accounts:

- Select <People> on the left of the blue tabs toward the top of the Internet window.
- Select <Manage Students>.
- Type in the last name of the employee in the last name field, then select <Search>.
- Click on the name of the employee.
- On the left, click on <My Learning> to review what is currently assigned to this employee.
- On the left, click on <My Transcript> to review what courses this employee has completed.

To look up all individuals in departments you manage:

- Select <People> on the left of the blue tabs toward the top of the Internet window.
- Select <Manage Students>.
- Leave all fields blank, select <Search>.
- You should see a full listing of employees in your departments.

To generate reports from the Reports Tab

- Under people reports, select <Student and Group Transcript Report>.
 - Select date range (recommend fiscal year).
 - For students/employees, select <Search Students> leaving all fields blank.
 - Select <check all> at the bottom of the page (as applicable).
 - Select <Continue>.

- Under education reports, select <Assignment Completion (Schedulable) Report>
 - In the date range field, enter a date in the “from” field, in the to field you must enter the assignment end date (12/31/2010), or you will not have valid report results.
 - Select an assignment and type in the name of the ConnectCare assignment as it appears on the ConnectCare curriculum document (or type in ConnectCare and select the relevant assignment).
 - Click on the name of the assignment to select it, click on <Select> at bottom of page.
 - The student field will automatically populate based on assignment selected, <Continue>.
 - The report is now generated. At the top of the page, select <Export, Format: CSV>, export and save. You will now be able to configure the document using excel.
 - By closing the window (clicking on x in upper right corner) you will return to the report feature in HealthStream. Click on <Schedule Report> in upper right corner to automatically schedule this report to come to you. Complete the required fields.

- Under education reports, select <Class Registration Status Report>
 - Leave all field blanks, then click on <Search>.
 - Check all (for entire departments), then select <Continue>.
 - Select date range of interest.
 - Select any session start date within range.
 - Select <All Students>, then click on <continue>.