
HLC Classes Management

HealthStream Learning Center™



Administrator access to features and functions described in the HLC Help documentation is dependent upon the administrator's role and affiliation. Administrators may or may not have full access.

Contents

Classes Overview	1
Adding a Class	2
Part 1: Finding the Course	2
Part 2: Setting the Class Properties	4
Part 3: Setting the Virtual Class Properties	5
Part 4: Adding Instructors and Notes	6
Part 5: Adding Sessions and Resources	6
Designating a Recorded Virtual Class for Student Self-registration.....	8
Searching for a Class.....	9
Editing a Class	11
Registering Students for a Class.....	12
Managing Class Registrations	17
Managing a Waitlist.....	19
Grading a Class.....	21
Copying a Class	23
Deleting a Class	25

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.

Classes Overview

A class is an instructor-led learning activity added to an administrator-developed course. Classes must be scheduled (date and time) and instructors, locations, and necessary resources must be identified for each class. Classes can be held as live, instructor-led events, or as virtual class webinars.

Time Zones

When scheduling class dates and times, you will be presented with a drop-down list of global time zones from which to choose. There is no global standard for time zones. These time zones are based upon the standardized lists found in Windows, however the time zone abbreviations are unique to HealthStream. HealthStream leverages the time zone controls within Windows, which allows for accommodation of both global and unusual time zones for example, Arizona).

For a complete listing of HealthStream time zone abbreviations, see *HLC Time Zone Abbreviations* in the Administrator Help.

Adding a Class

Courses created in the HLC may include classroom activities. If a classroom activity is added to a course, classes must be scheduled once the course is published. Upon course publishing, you will be prompted to schedule classes. You may do so by clicking the class scheduling link from the course publishing page, or by returning to the Add a Class feature at any time.

Adding a class consists of five parts:

Part 1: Searching for the Course

Part 2: Setting the Class Properties

Part 3: Setting the Virtual Class Properties

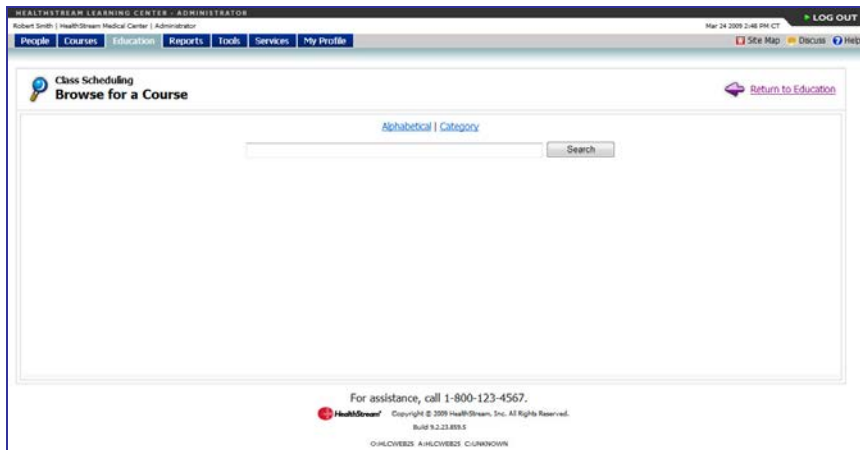
Part 4: Adding Instructors and Notes

Part 5: Adding Sessions and Resources

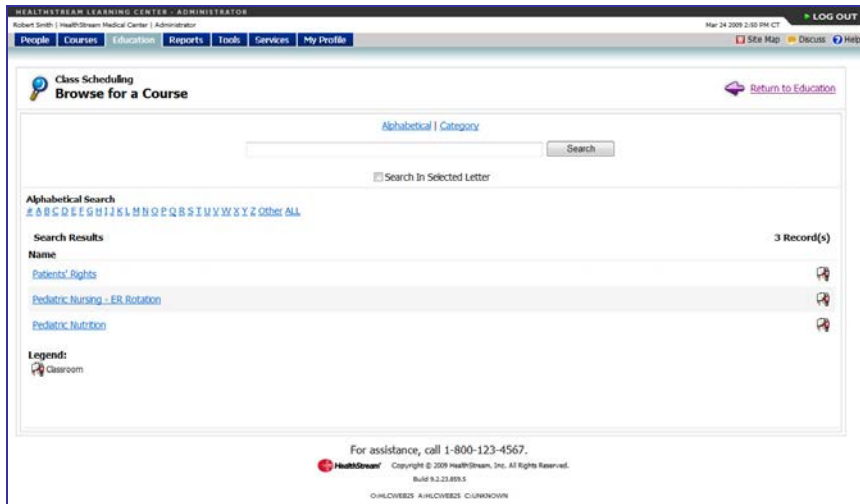
Part 1: Searching for the Course

To search for the course

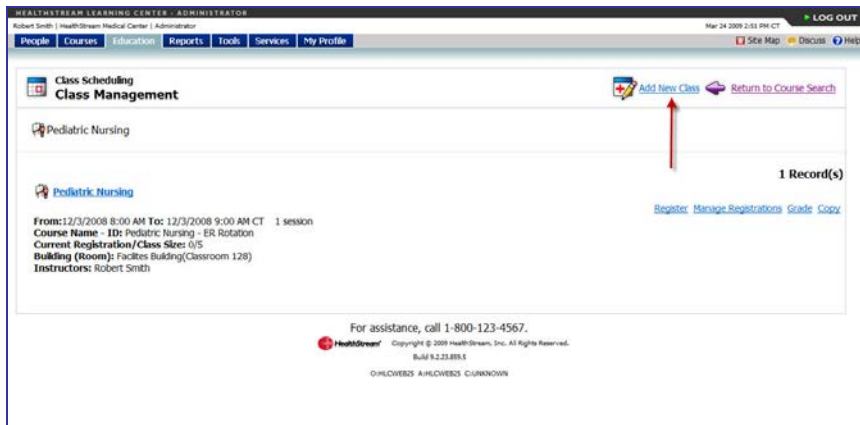
1. On the **Education** tab, click **Add a Class**. The **Browse for a Course** page appears.



- Search for the course to which you want to add classes. You can search by typing in the course name, whole word or partial word + wildcard or keyword, or by searching alphabetically or by category. A listing of all courses matching your search criteria is displayed.



- Click the name of the desired course. The **Class Management** page appears with the name of the classroom activity (as was entered on the class **Common Properties** page).



Note: If there is more than one classroom activity within the course, a list of classroom activities is presented with their names hyperlinked. Click the name link of the class learning activity you wish to schedule and the **Class Scheduling** page appears.

- Click **Add New Class**. The **Create Class** page appears and includes information from the classroom template created when the course was developed.

An orange asterisk (*) indicates a required field.

Part 2: Setting the Class Properties

To set the class properties

- In the **Class Name** box, change the class name, if desired.
- In the **Minimum Size** and **Maximum Size** boxes, change the minimum size and maximum size of the class, if desired.
- You have the option to determine when registration will no longer be allowed by placing a desired number of days before the start date in the **Remove student "Register" option** box.
- You have the option to determine when dropping a class will no longer be allowed by placing a desired number of days before the start date in the **Remove student "Drop" option** box.
- Select the **Waitlist** check box if you wish to have a waitlist for the class. (See *Managing a Waitlist* in this document for details on managing a waitlist.)
- In the **Schedule Access** list, select the desired access. Valid options are as follows:
 - Allow Students to Register for Class** – allows students to view scheduled classes and self-register for the class of their choice by clicking the **Register** link.
 - Allow Students to View Class Schedule Only** – allows students to see when classes are scheduled to occur but does not allow self-registration. When this option is selected, students will see the following message: "There are no classes currently scheduled for this activity, or, students have not been given access to the class schedule. Please contact your supervisor or HealthStream administrator for assistance."
 - Do Not Show Class Schedule** – hides all scheduled classes from student viewing. This is useful for class schedules managed by administrators, instructors, etc.

Note: Students can view only upcoming classes in the catalog. If an administrator enters a class that was held in the past, it will not appear on the upcoming class schedule.

Part 3: Setting the Virtual Class Properties

To set the virtual class properties

1. If you are adding a virtual class you may have additional options, depending on your web-based conference/meeting software. These options include **Record this Class?** and **Passcode**.

Web-based Conference Meeting Software Supported by the HLC			
Meeting Software	Record this Class? option supported?	Passcode option supported?	Instructors per Class
Centra	Yes	Yes	Several
GoToMeeting	No <i>This platform supports recording the meeting to a local PC only and requires manual configuration using its own system options.</i>	Yes	One <i>Limited to a single instructor whose account must be configured directly on GoToMeeting prior to class.</i>
Live Meeting	Yes	No	Several
WebEx	No <i>This platform supports recording the meeting to a local PC only and requires manual configuration using its own system options.</i>	Yes	Several

Note: One web meeting platform can be implemented for an entire organization.

2. Select the **Record this Class?** check box if you want your web meeting software to record the audio and video of the virtual class. When selected, students who attend the class will be able to access the recording from their transcript.

When this option is present, the most recently recorded class will appear on the class schedule as a self-register option, allowing students to view the recorded class in lieu of attending a live virtual class. To disable this, clear the **Record this Class?** check box after the class ends for each class. Students who attend a live virtual class will still be able to access the recording from their transcript as long as it remains on the web meeting server.

Note: Online recordings are stored on the web meeting software's servers, not on HealthStream's servers. Depending upon your license agreement with your web meeting software's vendor, recordings may remain for a limited time only (for example, one year). The HLC does not automatically remove links to recordings that are no longer available.

3. Select the **Passcode** check box if you want students to enter a passcode prior to entering the live virtual class event. Generally, this is used when the **Schedule Access** option is set to **Allow Students to View Class Schedule Only** or **Do Not Show Class Schedule**. (When students choose to register for and view the recorded class, they are not prompted to enter the passcode.


Part 4: Adding Instructors and Notes

To add instructors and notes

1. The **Instructors** box is populated by qualified instructors who were added when the class template was created. Clear the check boxes of the names of those instructors who will not teach this specific class. If another instructor from your institution is needed, and the **Use Only Qualified Instructors** check box on the class template was not selected, you will see an **Add Instructor(s)** link with which you can search for additional instructors for the class (See *Adding a Classroom Activity* in the *HLC Courses Management* user guide). To search within your organizational hierarchy for instructors (if applicable) click **Search Organization** in the upper right-hand corner. From this page you can search by name, user ID, or administrator role.

Note: If you are scheduling a virtual class and you use GoToMeeting, you must (1) have the instructor account set up in advance on your GoToMeeting account and (2) select only one instructor for the class.


2. If the **Use Only Qualified Instructors** check box was selected on the class template, you will be able to clear all but one of the qualified instructor check boxes.
3. In the **Class Notes (to students)** box, enter any class notes you would like the student to see.

Tip: Click  if you want to check the spelling of the notes.

Part 5: Adding Sessions and Resources

To add sessions and resources

1. In the **Class Session** area of the page, enter the start date and start time, and end date (which may be the same as the start date) and end time.

Tip: Pressing the <Tab> key will populate date of the **End Date** box to the same date as the **Start Date** box, and will populate the end time to one hour past the start time. Either can be manually adjusted as necessary by typing in values, using the calendar tool, or the time list. You can also click  to select the date.

2. In the **Time Zone** list, select the class time zone. For additional information on time zone selection, see *Classes Overview* in this document and *HLC Time Zone Abbreviations* in the HLC Administrator Help file.

Note: The student will see the class time, adjusted to the time zone noted on the student's record. For example: If the student record indicates Mountain Time as the student's time zone, and a class is scheduled for 10:00 a.m. Eastern Time, the student will see the class time as 8:00 a.m. (the Mountain Time equivalent). Also, time zones auto-adjust for the Daylight Savings Time, where applicable.

- Click **Add Session**. The **Create Class** page refreshes, displaying the added session in the **Class Sessions** section.

The screenshot shows the 'Create Class' page with the following details:

- Class Information:**
 - Class Name: Pediatric Nursing
 - Minimum Size: 2, Maximum Size: 5
 - Remove student "Register" option: ___ days before Start Date
 - Remove student "Drop" option: ___ days before Start Date
 - Waitlist: This class has a waitlist
 - Schedule Access: Allow Students to Register for Class
 - Instructors: Robert Smith (selected)
 - Class Notes: (to students)
- Class Sessions:**

Start Date Time	End Date Time	Time Zone	Options	Resources
4/1/2009 12:00 AM	4/30/2009 12:00 AM	CT	Edit Delete Add resource(s)	

A red arrow points to the 'Add Session' button at the bottom right of the table.

- Click **Add Resources**. The **Browse for Resource** page appears.

The screenshot shows the 'Browse for Resource' page with the following details:

- Resource Information:**
 - Resource Name/Number: [Text Field]
 - Resource is a: Room Equipment All Resources
 - Resource Type: Select [Dropdown]
 - Required Capacity: [Text Field]
 - Handicap Accessibility: Handicap Accessible Not Handicap Accessible Both
 - Location is: Indoor Outdoor Both

A 'Search' button is located at the bottom right.

- Search for the desired resources, such as rooms and equipment that you want to associate with the class.
- Select the resource and click **Continue**. You are returned to the **Edit Class** page.
- Repeat the previous step to add more resources, if needed.
- If there is only one session for the class, click **Save**. If the class includes more than one session, proceed to the next step before clicking **Save**.

Note: A class can include one or more sessions. Attendance and grading however, occurs at the class level, not the session level. If you wish to track attendance and grading for each session, you must create a separate class for each.
- To add additional sessions for the new class, click **Add Session** and enter the start and end dates and times.
- Once all entries for the new class have been made, click **Save** or click **Save and Add Another** if you wish to create an additional class. Or, you may click **Copy** to create a duplicate of the class settings to use as a template for a new class.

Designating a Recorded Virtual Class for Student Self-registration

If your organization's web meeting system supports recordings with the HLC, students can be permitted to self-register for a previous virtual class and view the recording (either as an alternative to, or in absence of, an upcoming virtual class live event).

The HLC supports access to server-based virtual class recordings via the following products:

- Cisco WebEx
- Microsoft LiveMeeting
- Saba Centra

Whenever one or more virtual classes have the **Record this class?** check box selected, the latest (most recently completed) virtual class will appear on the **Class Schedule** for students. This will appear below any upcoming classes on the schedule in a section labeled **Recorded Class**. If none of the virtual classes have the **Record this class?** check box selected, then the **Recorded Class** option will not be displayed.

Students may register for the recorded class by selecting either **Session 1 Recording** or **Register and View** in the **Recorded Class** section.

Note: Recorded classes ignore the **Waitlist** and the **Schedule Access** settings. If the recorded class happens to be full, the class will appear on the schedule as **FULL**. If the class is set up with a waitlist, the student cannot be added to it. Recordings will appear on the **Class Schedule** for student self-registration even if **Schedule Access** is set to **Allow students to view class schedule only** or **Do not show class schedule**. If you do not need a recorded class to be available for student enrollment, clear the **Record this Class** check box.

Once a student clicks either link they will be registered for the class and the recording will open in a new window.

To complete the recorded class, the student must be graded for the class by an administrator. Until then, they will appear as **In Progress** on the course and registered in the class.

Tip: If there is a need to designate an older recorded virtual class as the recorded class for which students may register, then the more recent recorded virtual class (or classes) will need to have the **Record this class?** check box cleared. Students who attended a live virtual class that was recorded will retain access to their specific session's recording through the **My Transcript** page, even after the check box has been cleared.

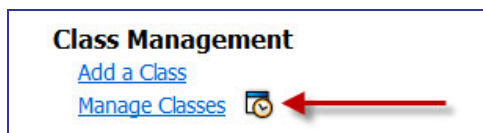
To prevent students from having a **Recorded Class** option on the class schedule for a particular course, all virtual classes that have been recorded must have the **Record this class?** setting cleared. Students who attended the virtual class will still be able to access the recording from their **My Transcript** page as long as the recording remains on the web meeting provider's server.

Searching for a Class

To search for a class

1. On the **Education** tab, click **Manage Classes**. The **Search for Classes** page appears.

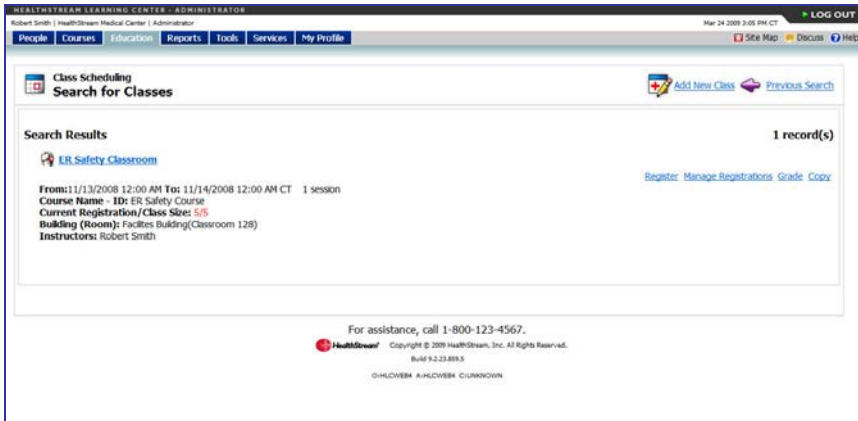
Note: You may also click the **Most Recently Edited** icon to the right of the **Manage Classes** link to view and access direct links to the 10 most recently edited classes.



2. Enter desired search criteria. By default only the current organizational level and below will be searched for classes. To look for classes above the current level in the organizational hierarchy deselect all the affiliations. To look for a class at a particular level in the organizational hierarchy, click **Search Affiliations** and select the affiliations in which you wish to search for classes.

Note: You may also filter your search by **Grading Status: Any, Grading Complete (Hidden) or Grading Not Complete (Visible)**. Selecting the **Grading Complete for This Class** check box when grading a class automatically moves the class to **Hidden** status.

3. Click **Search**. A list of all classes meeting your specified search criteria will appear.



Editing a Class

To edit a scheduled class

1. Perform a class search. See *Searching for a Class* in this document for details on conducting a class search.
2. Click the name link of the desired class. The **Edit Class** page appears.

The screenshot displays the 'Edit Class' page with the following details:

- Class Name:** ER Safety Classroom (marked with an orange asterisk)
- Minimum Size:** 2
- Maximum Size:** 5
- Remove student "Register" option:** 0 days before Start Date
- Remove student "Drop" option:** 0 days before Start Date
- Waitlist:** This class has a waitlist
- Schedule Access:** Allow Students to Register for Class
- Instructors:** Smith, Robert
- Class Sessions:** 11/13/2008 12:00 AM to 11/14/2008 12:00 AM, CT, Central Time
- Resources:** Classroom 128

An orange asterisk (*) indicates a required field.

3. Make desired edits.
4. Click **Save** to save the changes or click **Save and Add Another** if you wish to add an additional new class immediately.

Tip: After students have registered or have been registered for the class, the **Roster** icon is visible at the top of the screen. When clicked, it pre-configures the Class Roster and Sign-In Sheet report with the selected class.

Registering Students for a Class

If you wish to have certain students attend a specific class, you may register them for the class. You may do so if the student has been assigned the course. You can also register unassigned students.

Note: Registering a student for a class enrolls the student in the associated course (if they are not already enrolled). The course enrollment will appear in the **Elective Learning** area of the student's **My Learning** page. If the associated course is part of a non-sequential curriculum that is on a student's **My Learning** page, the registration will be associated with the course within the curriculum (even if the curriculum is assigned).

Student registration becomes enabled when a class is added (see *Adding a Class* in this document). You can register students as soon as a new class is saved, or return to the class at a later time (see *Searching for a Class* in this document) to access the **Registration** link.

To register students for a class

1. Save a new class or search for an existing class. (See *Searching for a Class* in this document for details on conducting a class search.)

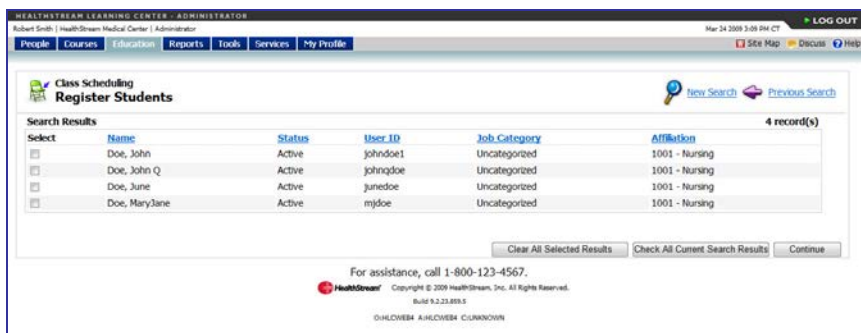
The screenshot shows the 'Edit Class' page in the HealthStream Learning Center Administrator interface. The page is titled 'Class Scheduling Edit Class'. The 'Class Information' section includes fields for Class Name (ER Safety Classroom), Minimum Size (2), Maximum Size (5), and options for 'Register' and 'Drop' buttons. The 'Instructors' section shows 'Smith, Robert' as the instructor. The 'Class Sessions' section shows a session for 11/13/2008 12:00 AM to 11/14/2008 12:00 AM in CT, with Classroom 128 as the resource. A red arrow points to the 'Register' button in the top navigation bar.

2. On the **Edit Class** page, or from the return search page, click **Register**. The **Register Students** page appears.

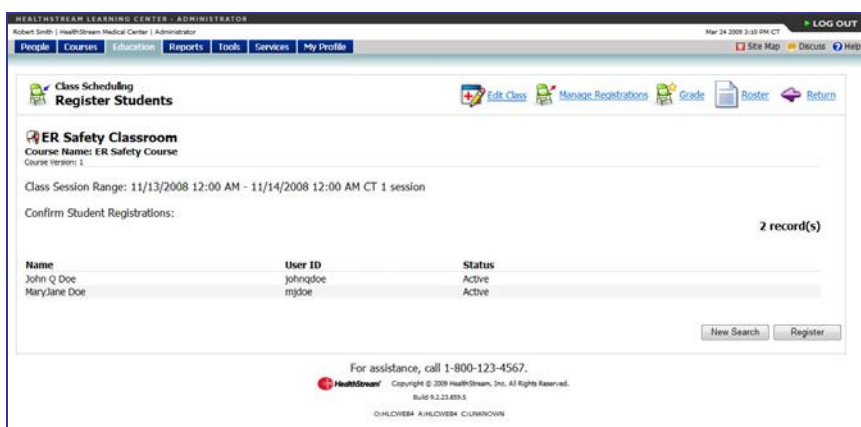
The screenshot shows the 'Register Students' page in the HealthStream Learning Center Administrator interface. The page is titled 'Class Scheduling Register Students'. It features search fields for Last, First, Middle, and User ID(s). There is a status filter with radio buttons for Active, Inactive, and Both Active and Inactive. A 'Search' button is located at the bottom right of the search area.

To register individual students

1. Perform a student search. See *Searching for a Student* in the *HLC Student Management* user guide for details on conducting a student search. A listing of all students matching your search criteria appears.



2. Select the check box(es) to the left of the students' names you wish to register for the class, or click **Check All Current Search Results**.
3. Click **Continue**. A confirmation of all selected students appears. To alter your student selections, click **Return** and perform a new student search.

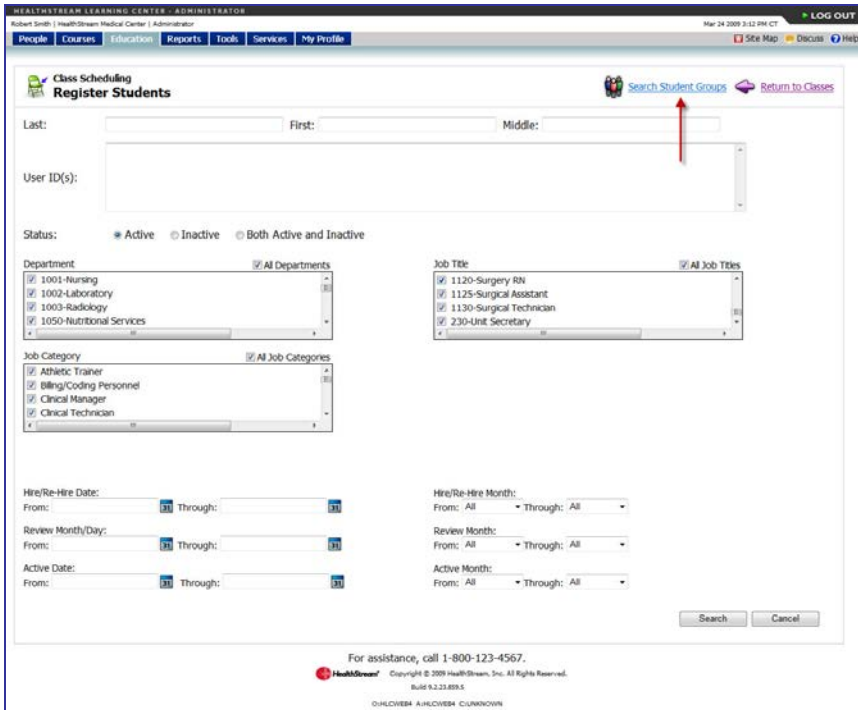


9. Click **Register**. The registration request is submitted to Request Manager.
10. To add more students to the registration list, click **Manage Registrations**. The **Manage Student Registrations** page appears.
11. Click **Register** and follow the instructions above.

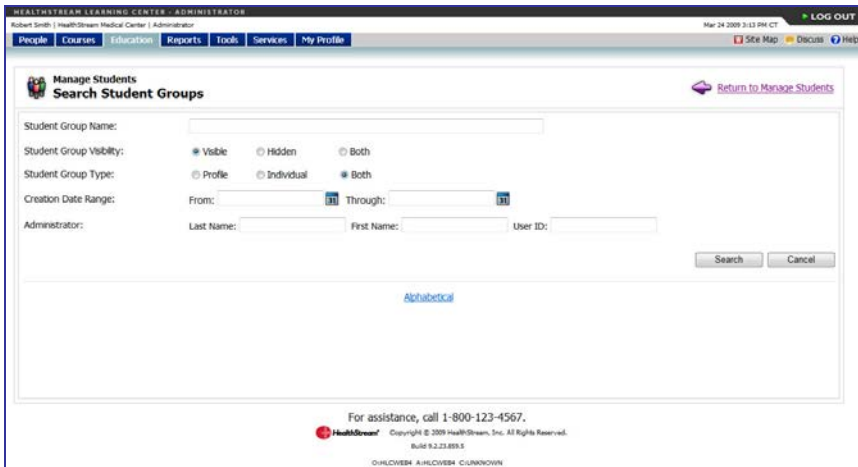
Tip: After students have registered or have been registered for the class, the **Roster** icon is visible at the top of the screen. When clicked, it pre-configures the Class Roster and Sign-In Sheet report with the selected class.

To register students using student groups

1. On the student search page, click **Advanced Search**. The advanced search options on the **Manage Students** page displays.



2. Click **Search Student Groups**. The **Search Student Groups** page appears.



- Perform a student group search. See *Searching for a Student Group* in the *HLC Student Group Management* user guide for details on conducting a student group search. A list of matching student groups appears.

HEALTHSTREAM LEARNING CENTER - ADMINISTRATOR

Robert Smith | HealthStream Medical Center | Administrator | Mar 24 2009 3:14 PM CT | LOG OUT

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

Manage Students
Search Student Groups [Return to Manage Students](#)

Student Group Name:

Student Group Visibility: Visible Hidden Both

Student Group Type: Profile Individual Both

Creation Date Range: From: Through:

Administrator: Last Name: First Name: User ID:

[Alphabetical](#) 5 Record(s)

Name	Type	Count	Affiliation	Last Updated	Updated By
<input type="checkbox"/> Hazardous Materials Trainees	Profile	5	Institution	3/16/2009 3:34:00 PM	Robert Smith
<input type="checkbox"/> Hazmat Review	Individual	1	Institution	3/24/2009 9:26:00 AM	Robert Smith
<input type="checkbox"/> Hazmat Trainees	Profile	287	Institution	10/18/2008 7:30:00 PM	Robert Smith
<input type="checkbox"/> Nursing Management	Profile	287	Institution	11/21/2008 2:12:00 PM	Robert Smith
<input type="checkbox"/> Nursing Trainees	Individual	7	Institution	3/16/2009 3:40:00 PM	Robert Smith

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

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Build 9.2.23.835.5
0-HLCWEB4 A-HLCWEB4 C-UNKNOWN

- Select the check box(es) to the left of the student groups you wish to register for the class.

- Click **Select**. The advanced search page appears with the student groups that you selected now checked in the **Student Group** box.

- Click **Search**. A listing of students from the selected student groups appears.

Select	Name	Status	User ID	Job Category	Affiliation
<input type="checkbox"/>	Doe, John	Active	john doe1	Uncategorized	1001 - Nursing
<input type="checkbox"/>	Doe, John Q	Active	john qdoe	Uncategorized	1001 - Nursing
<input type="checkbox"/>	Doe, MaryJane	Active	mjdoe	Uncategorized	1001 - Nursing
<input type="checkbox"/>	Peters, Thomas	Active	tpeters	Uncategorized	1001 - Nursing
<input type="checkbox"/>	Roe, John	Active	johnroe	Uncategorized	1001 - Nursing

- Select the check box(es) to the left of the students' names you wish to register for the class, or click **Check All Current Search Results**.
- Click **Continue**. A confirmation of all selected students appears. To alter your student selections, click **Return** and perform a new student search.
- Click **Register**. The registration request is submitted to Request Manager.
- To add more students to the registration list, click **Manage Registrations**. The **Manage Student Registrations** page appears.
- Click **Register** and follow the instructions above.

Tip: After students have registered or have been registered for the class, the **Roster** icon is visible at the top of the screen. When clicked, it pre-configures the Class Roster and Sign-In Sheet report with the selected class.

Managing Class Registrations

To manage class registrations

1. Perform a class search. See *Searching for a Class* in this document for details on conducting a class search.
2. Click **Manage Registrations** from either the search return page or by clicking the name link of the class to access the **Edit Class** page. A listing of all registered students appears. A waitlist may also appear at the bottom of the page (see *Managing a Waitlist* in this document).

The screenshot displays the 'Edit Class' page in the HealthStream Learning Center Administrator. The page title is 'Class Scheduling Edit Class'. The class name is 'ER Safety Classroom'. The page includes fields for 'Minimum Size' (2) and 'Maximum Size' (5). There are options to 'Remove student "Register" option' and 'Remove student "Drop" option', both set to 0 days before the start date. A 'Waitlist' checkbox is checked, and the 'Schedule Access' is set to 'Allow Students to Register for Class'. The 'Instructors' list includes 'Smith, Robert'. The 'Class Sessions' table shows a session starting on 11/13/2008 at 12:00 AM and ending on 11/14/2008 at 12:00 AM in the CT time zone, with 'Classroom 128' as the resource. The page has 'Save', 'Save and Add Another', and 'Cancel' buttons at the bottom.

To register additional students

Click **Register** and follow the procedure to register students for class (see *Registering Students for a Class* in this document).

Tip: After students have registered or have been registered for the class, the **Roster** icon is visible at the top of the screen. When clicked, it pre-configures the Class Roster and Sign-In Sheet report with the selected class.

To drop students from the class

Select the check box(es) to the right of the student's name in the *Drop* column, then select one of the following two options:

- Click **Drop from Class** if you wish to remove the student from the active class roster but keep the student enrolled in the course.
- Click **Drop and Un-enroll From Course** if you wish to remove the student from the class roster and un-enroll him/her from the course.

Dropping a student from a completed class may affect student course completions. For example:

- A course contains a single classroom learning activity.
- A student completes the classroom activity and therefore completes the course.
- The student is subsequently dropped from the completed class.

- The class completion is removed, as is the course completion. The course is removed from the student's transcript. If the course was originally assigned, it will reappear in the **Assigned Learning** area on the **My Learning** page (unless the due date has passed, in which case the assignment's due date/end date rules apply). If the course was elective or enrolled, it returns to the **Elective Learning** area of the **My Learning** page.
- If the course completion was bridged to any curricula or equivalents whether they are in progress or completed, they will be re-evaluated. It is possible for completed curricula and equivalents to return to a student's **My Learning** page for completion when a course completion has been deleted.

Managing a Waitlist

When scheduling a class, you may choose to add a waitlist for class registration (see *Adding a Class* in this document). If a waitlist is added, it will appear at the bottom of the class registration page, and will populate when more students are registered for or have self-enrolled in the class than the maximum class capacity allows. Students who are waitlisted will see the **Waitlisted** designation on their **My Learning** pages.

Note: When students are first registered for class, if more students than the maximum capacity allows are registered at one time, students will move to the active roster in alphabetical order. Once the roster is filled, the remaining students will appear in alphabetical order on the waitlist. Subsequently registered students will appear at the bottom of the waitlist, and will be moved from the top of the waitlist to the active roster as space becomes available.

To access the waitlist

1. Perform a class search. See *Searching for a Class* in this document for details on conducting a class search.
2. Click **Manage Registrations** from either the search return page or by clicking the name link of the class to access the **Edit Class** page. A listing of all registered students appears. A waitlist appears at the bottom of the page.

The screenshot shows the 'Edit Class' page in the HealthStream Learning Center Administrator. The class name is 'ER Safety Classroom'. The minimum size is 2 and the maximum size is 5. There are options to remove students from the 'Register' or 'Drop' lists. The waitlist is currently empty. The class sessions table shows one session for 11/13/2008 12:00 AM to 11/14/2008 12:00 AM in CT, with Classroom 128 as the resource. The page includes a 'Save' button and a 'Save and Add Another' button.

To replace a student from the active roster with the student at the top of the waitlist

1. Select the check box(es) in the *Drop* column to the right of the student's name on the active roster.
2. Click either **Drop From Class** or **Drop and Un-enroll From Course**. The student will be removed from the active roster, and the student previously at the top of the waitlist will be moved onto the active roster and will appear in alphabetical order.

Tip: After students have registered or have been registered for the class, the **Roster** icon is visible at the top of the screen. When clicked, it pre-configures the Class Roster and Sign-In Sheet report with the selected class.

To remove a student from the waitlist

1. Select the check box(es) in the *Remove* column to the right of the student's name on the waitlist.
2. Click **Remove**.

Tip: After students have registered or have been registered for the class, the **Roster** icon is visible at the top of the screen. When clicked, it pre-configures the Class Roster and Sign-In Sheet report with the selected class.

To force a student from the waitlist onto the active roster

1. Select the check box(es) in the *Force* column to the right of the student's name on the waitlist.
2. Click **Force**. The student will be moved onto the active roster and will appear in alphabetical order.

Note: Forcing students onto the active roster permanently increases the maximum class capacity.

Tip: After students have registered or have been registered for the class, the **Roster** icon is visible at the top of the screen. When clicked, it pre-configures the Class Roster and Sign-In Sheet report with the selected class.

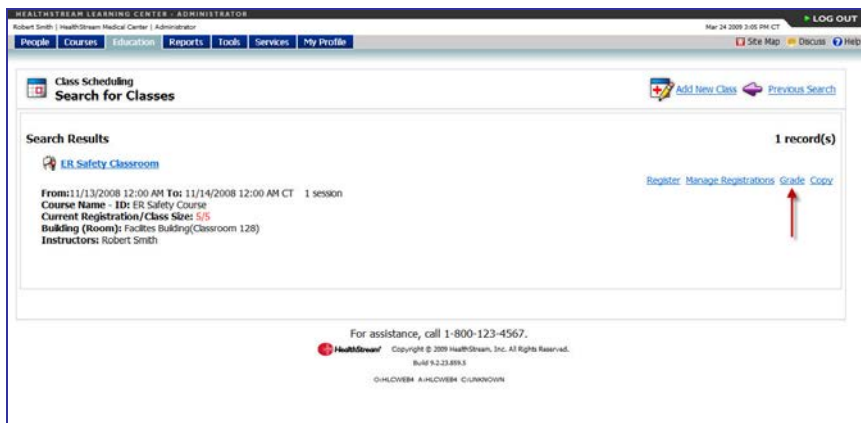
Grading a Class

Once a class start date and time has arrived, the **Grade** link becomes available. Classes must be graded for the system to give students credit for successful class completion.

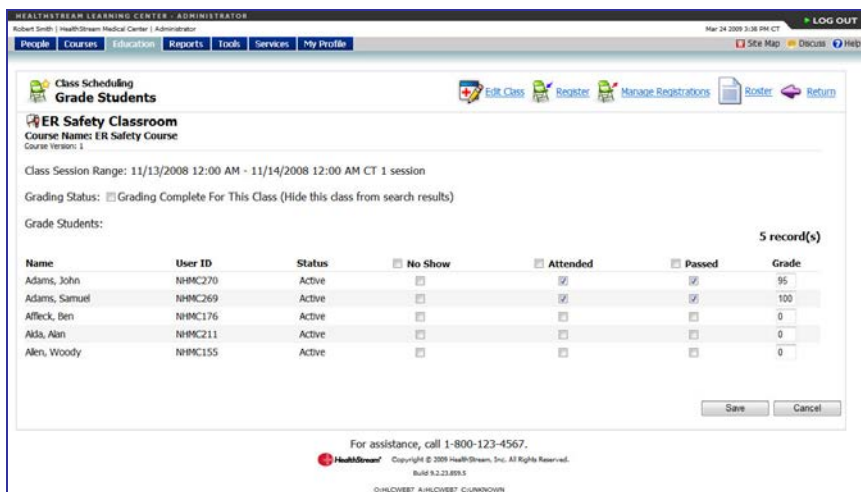
Note: Prior to grading a class, review the class learning activity **Completion Mode** and **No Show** option.

To grade a class

1. Perform a class search. See *Searching for a Class* in this document for details on conducting a class search.



2. Click the **Grade** link to the right of the class you wish to grade. The **Grade Students** page appears, including a list of students who were registered for the class.



3. Select **Grading Complete for This Class**. This will hide the graded class from routine class searches. Hidden classes are, however, always retrievable.
4. Select the desired class grade status for each student:
 - **No Show** – Student did not attend or complete the class (see information below)
 - **Attended** – Student was present at class (required for a **Completion Required** class learning activity)
 - **Passed** – Student attended and achieved a defined outcome for the class

- **Grade** – Student attained a specific % grade for the class. A grade must be added if the class learning activity is **Pass Required**, includes a minimum passing score, or has an assigned score percent weight.

Note: If a class learning activity is **Pass Required**, a percent grade must be entered that is equal to or greater than the **Minimum Passing Score** for the class. Clicking the **Passed** check box alone does not meet the completion mode passing requirement. If **Passed** is checked, but the score entered is less than the required minimum, the student fails the class and the course.

5. Click **Save**.

Note: You can add and grade more students for a class after the class has taken place (for instance, walk-ins) by registering and then grading the additional students.

Tip: After students have registered or have been registered for the class, the **Roster** icon is visible at the top of the screen. When clicked, it pre-configures the Class Roster and Sign-In Sheet report with the selected class.

No Show Grading

Grading a student as **No Show** has implications based upon the class learning activity **Completion Mode** and the **No Show Rule** selected on the class learning activity **Common Properties** page.

Key points:

- If a class learning activity completion mode is **Not Required**, students complete the class by default, regardless of the associated **No Show Rule**. No grading is needed.
- If the class learning activity completion mode is **Completion Required** or **Pass Required**, and the **No Show Rule** is **Student Fails the Course**, students graded as **No Show** will fail the class and fail the course.

If the course was assigned, it will be reassigned and all learning activities will require completion, including those already completed in the failed course.

If the course was elective, the student may choose to re-enroll.

- If the class learning activity completion mode is **Completion Required** or **Pass Required**, and the **No Show Rule** is **Student is Incomplete**, students graded as **No Show** will be unable to proceed through the course. The student is unable to select another class however, the student does not have to retake previous learning activities. The course does not fail and does not have to be re-assigned or re-enrolled in.

To enable students to attend a subsequent class and continue through the course, do not grade the student as **No Show**. Drop the student from the missed class using the Manage Registrations feature. This will allow for student registration into another class.

- Students graded as **No Show** will appear on the No Show report for that class. If the grade status is changed to **Passed** or **Attended** or if the student is dropped from the class, students will be removed from the No Show report.
- If the No Show grade results in course failure (see second bullet above), the student's course failure will appear on the Failed Courses report.

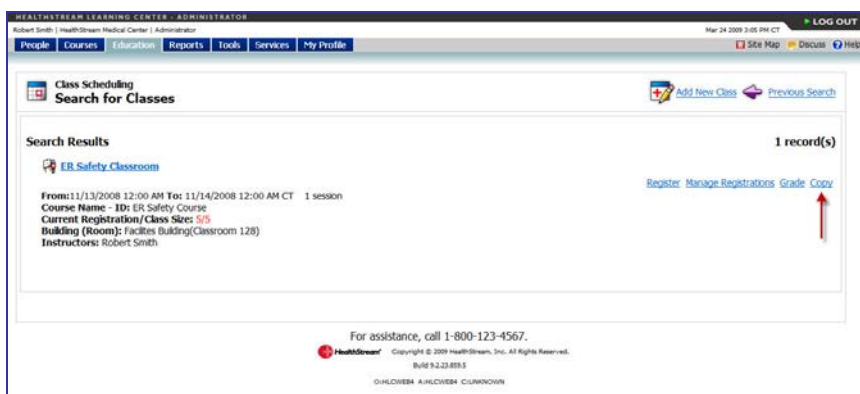
Note: Class grading can be changed at any time (for example, from **No Show** to **Attended** or **Passed**). Consider how changing a class grade will impact the student's course and report statuses.

Copying a Class

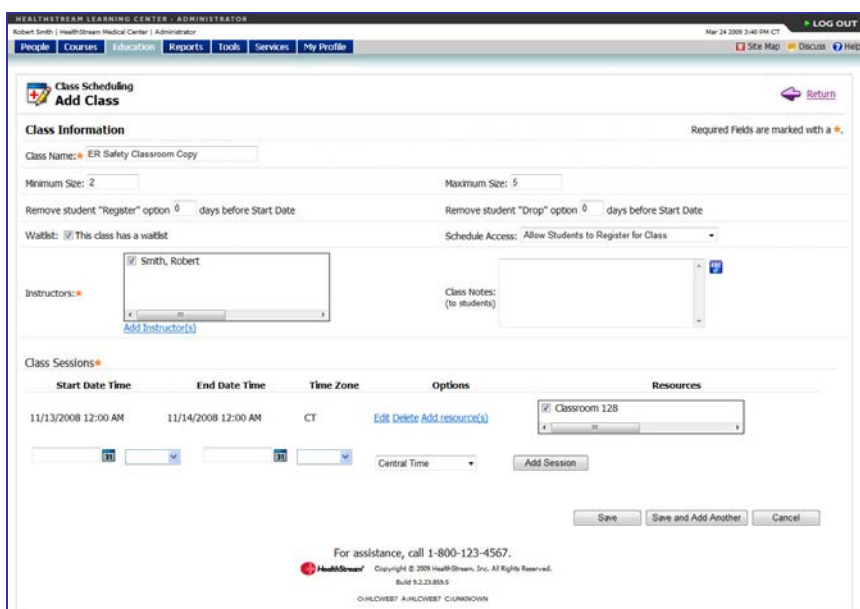
If you wish to offer a class more than once, you can use the class copy feature to create the additional classes.

To copy a class

1. Perform a class search. See *Searching for a Class* in this document for details on conducting a class search.
2. Click **Manage Registrations** from either the search return page or by clicking the name link of the class to access the **Edit Class** page. A listing of all registered students appears. A waitlist may also appear at the bottom of the page (see *Managing a Waitlist* in this document).



3. Click **Copy** from the class search return or the **Edit Class** page. An exact copy of the original class appears, with the name of the class changed to **[Original Class Name] Copy** on the **Add Class** page.



An orange asterisk (*) indicates a required field.

Note: Student registrations and waitlists from the original class are not copied.

4. Edit class information as needed. For instance, you may clear the instructor listed for the original class and replace with a new instructor by clicking the **Add Instructors** link and performing an instructor search.

5. Click **Edit** to edit the class sessions, changing the start and end dates to the dates for the new class. You may also edit start and end times, if needed.
6. Click **Update**.
7. Clear the check box(es) next to resources that will not be needed for the new class.
8. Click **Add Resources** to select resources for the new class.
9. Perform a resource search. See *Searching for a Building Resource* in the *HLC Building and Resource Management* user guide for details on conducting a building resource search. A listing of resources matching your search criteria appears.
10. Select the check box(es) beside the desired resource(s).
11. Click **Continue**. The new resources will appear in the **Resources** box.
12. Click **Save** to save the class copy. If students are given full access to register for classes, they can select from all available classes created by copying the original class.

Deleting a Class

To delete a class

1. Perform a class search. See *Searching for a Class* in this document for details on conducting a class search.
2. Click the name of the desired class. The **Edit Class** page appears.

The screenshot displays the 'Edit Class' page in the HealthStream Learning Center Administrator interface. The page title is 'Class Scheduling Edit Class'. The class name is 'ER Safety Classroom'. The page includes fields for 'Minimum Size' (2) and 'Maximum Size' (5). There are options to 'Remove student "Register" option' and 'Remove student "Drop" option', both set to 0 days before the start date. A 'Waitlist' checkbox is checked, and the 'Schedule Access' is set to 'Allow Students to Register for Class'. The 'Instructors' list includes 'Smith, Robert'. The 'Class Sessions' table shows a session starting on 11/13/2008 at 12:00 AM and ending on 11/14/2008 at 12:00 AM in the CT time zone. The 'Resources' list includes 'Classroom 128'. At the bottom, there are 'Delete', 'Save', 'Save and Add Another', and 'Cancel' buttons. The footer contains contact information for HealthStream and copyright details.

3. Click **Delete**. A confirmation prompt appears.
4. Click **OK** to delete the class.

Deleting a class may affect student course completions. For example:

- A course contains a single classroom learning activity.
- A student completes the classroom activity and therefore completes the course.
- The class the student completed is subsequently deleted.
- The class completion is removed, as is the course completion. The course is removed from the student's transcript. If the course was originally assigned, it will reappear in the **Assigned Learning** area on the **My Learning** page (unless the due date has passed, in which case the assignment's due date/end date rules apply). If the course was elective or enrolled, it returns to the **Elective Learning** area of the **My Learning** page.
- If the course completion was bridged to any curricula or equivalents whether they are in-progress or completed, they will be re-evaluated. It is possible for completed curricula and equivalents to return to a student's **My Learning** page for completion when a course completion has been deleted.

