myCHU HealthStream: Ending Group Assignments 2021.09.17

You must have the correct Administrator role.

Action Items

Action Items for Past Assignments:

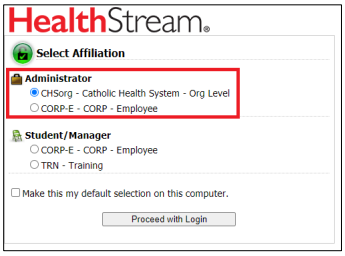
1) Select Hide this Assignment from search results
2) Enter an End Date to Prevent satisfaction of this assignment and remove overdue alerts.

Action Items for New Assignments:

1) Enter a unique identifier to the Assignment Name (to assist in searches)
2) Enter an End Date (required)

End Date Process

Login as Administrator



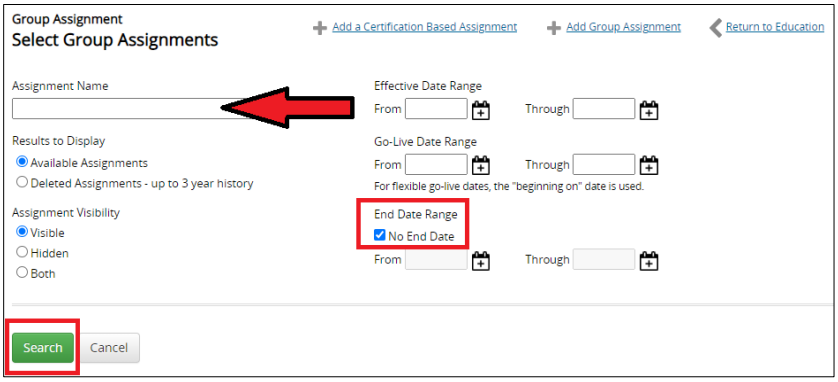
Search Group Assignments

Click Education tab > Manage Group Assignments

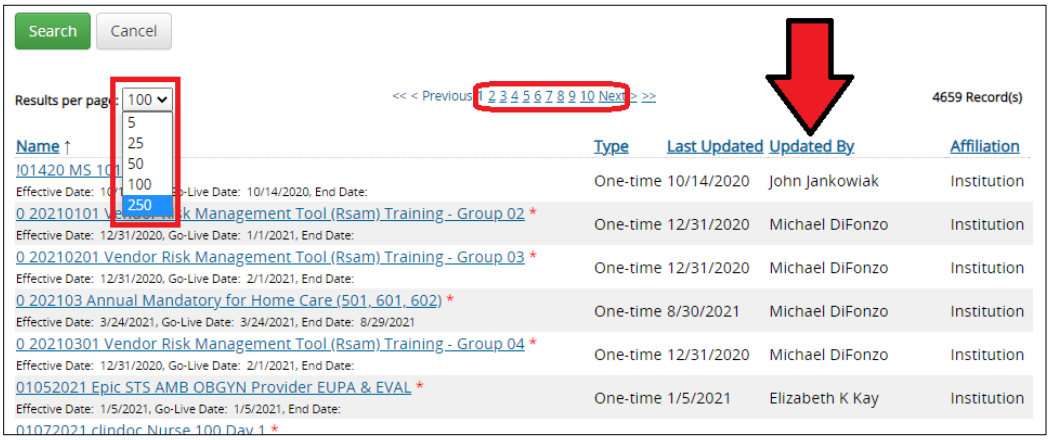
Select the option for End Date Range > No End Date. This will filter the list to display only assignments that do not have an End Date.

Click Search. All assignments with no End Date will now display.

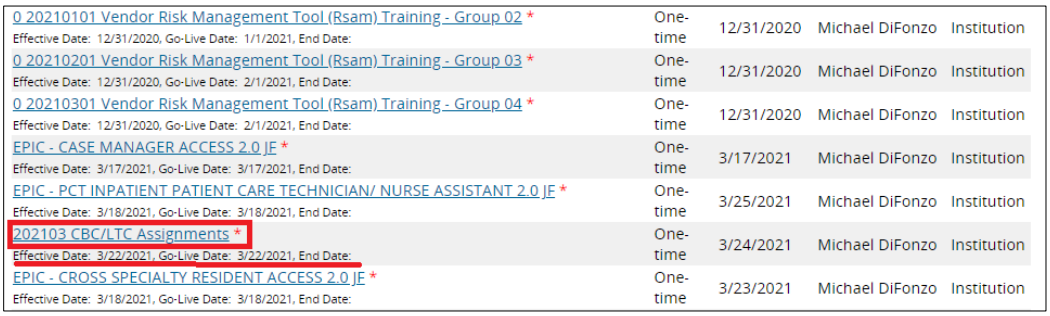
In the future, you may want to name the assignments with your username or another unique identifier that you can type into the Assignment Name field to filter the list even further.



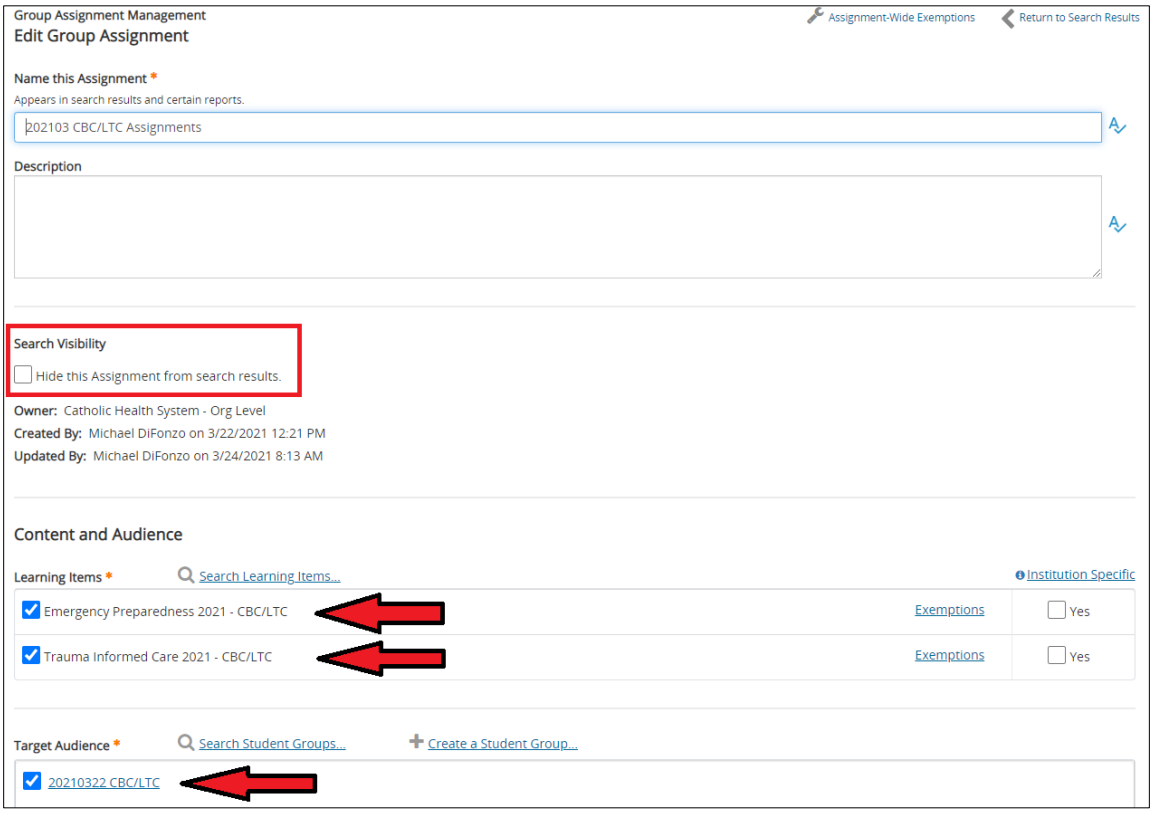
Change Results per page to 250 > click Updated By to sort by your assignments > click on a numbered page to go to your assignments.



Assignments will be sorted by who updated the assignment. Review the Go-Live Date of when the assignment was assigned and that there is no End Date. Click on an assignment to edit.



Scroll down to Search Visibility. Select Hide this Assignment from search results (recommended practice is to do this only for assignments that you have ended).



End Date

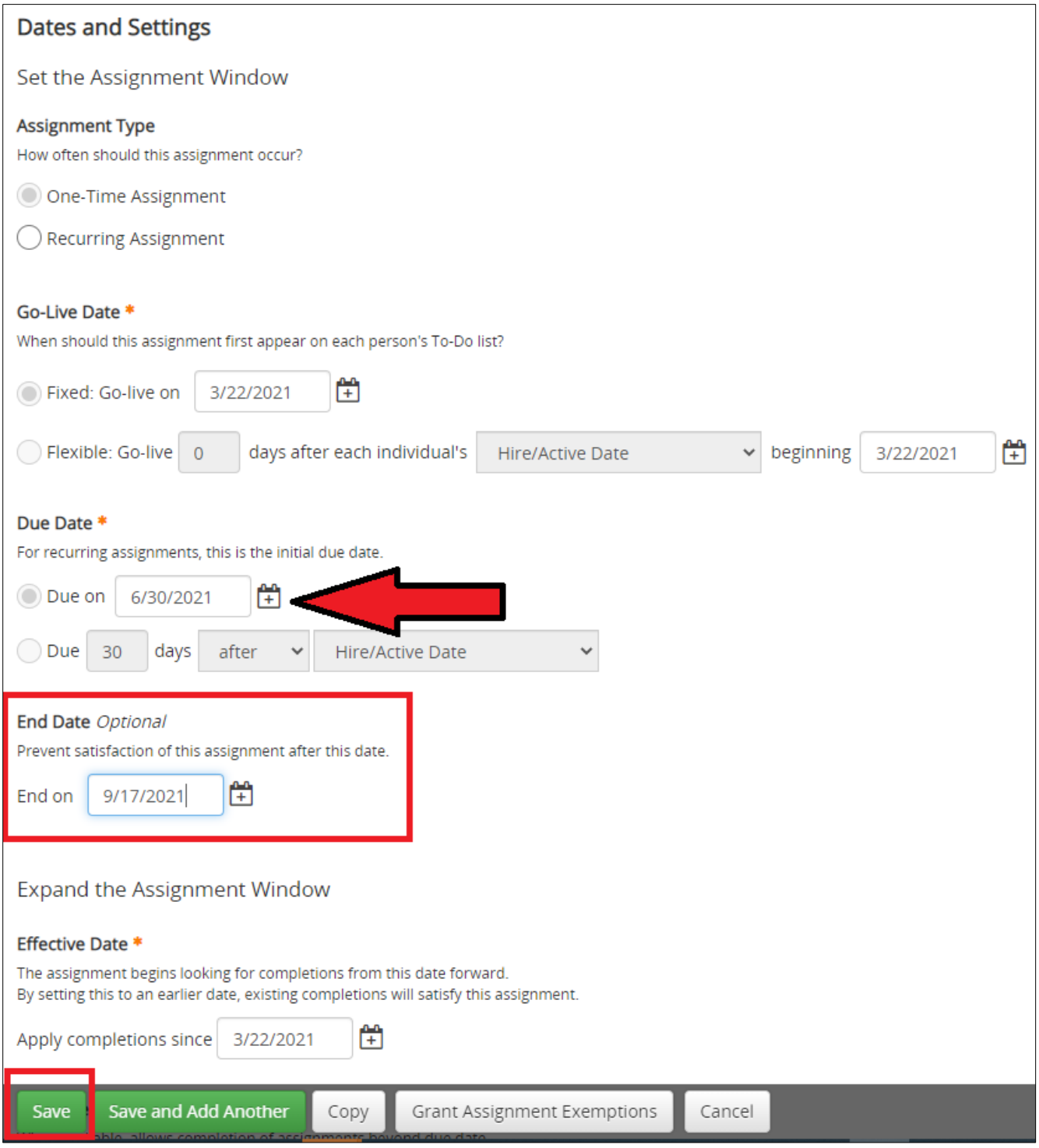
Scroll to Due Date. Review that the Due Date has expired and verify you want to end this assignment.

Scroll to End Date. Enter an End Date to prevent satisfaction of this assignment after this date. This will remove the assignment from the students' assigned To Do list and remove any overdue alerts.

For past assignments, you can enter today's date to end immediately. For assignments that you create in the future, you can enter a date in the near future for when you would like the assignment to end automatically.

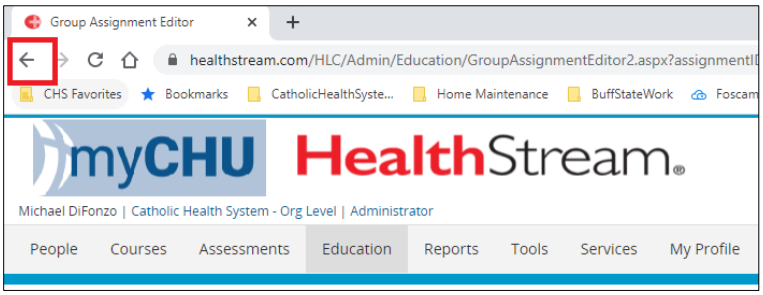
This removes ALL of the Learning Items (courses) listed under Content and Audience AND for everyone listed under the Target Audience (see image above).

Click Save.

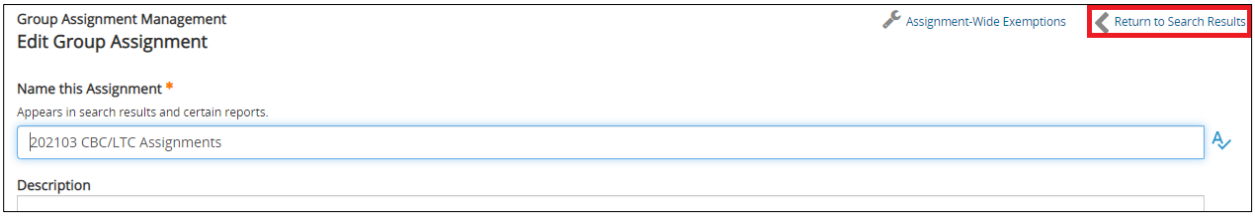


Return to Search Results

Click Back button on the Browser bar to return to the sorted search results.



If the future, you can click Return to Search Results IF you used a unique identifier in the Assignment Name. DO NOT click this if your assignment names do not contain your name or another identifier.



Click on the next assignment that you want to end. Repeat the above process until all assignments have an end date.

0 20210101 Vendor Risk Management Tool (Rsam) Training - Group 02 * Effective Date: 12/31/2020, Go-Live Date: 1/1/2021, End Date:	One-time	12/31/2020	Michael DiFonzo	Institution
0 20210201 Vendor Risk Management Tool (Rsam) Training - Group 03 * Effective Date: 12/31/2020, Go-Live Date: 2/1/2021, End Date:	One-time	12/31/2020	Michael DiFonzo	Institution
0 20210301 Vendor Risk Management Tool (Rsam) Training - Group 04 * Effective Date: 12/31/2020, Go-Live Date: 2/1/2021, End Date:	One-time	12/31/2020	Michael DiFonzo	Institution
EPIC - CASE MANAGER ACCESS 2.0 JF * Effective Date: 3/17/2021, Go-Live Date: 3/17/2021, End Date:	One-time	3/17/2021	Michael DiFonzo	Institution
EPIC - PCT INPATIENT PATIENT CARE TECHNICIAN/ NURSE ASSISTANT 2.0 JF * Effective Date: 3/18/2021, Go-Live Date: 3/18/2021, End Date:	One-time	3/25/2021	Michael DiFonzo	Institution
202103 CBC/LTC Assignments * Effective Date: 3/22/2021, Go-Live Date: 3/22/2021, End Date:	One-time	3/24/2021	Michael DiFonzo	Institution
EPIC - CROSS SPECIALTY RESIDENT ACCESS 2.0 JF * Effective Date: 3/18/2021, Go-Live Date: 3/18/2021, End Date:	One-time	3/23/2021	Michael DiFonzo	Institution
0 202103 Annual Mandatory for Home Care (501, 601, 602) * Effective Date: 3/24/2021, Go-Live Date: 3/24/2021, End Date: 8/29/2021	One-time	8/30/2021	Michael DiFonzo	Institution
10082020 Epic PB Insurance Follow Up LIVE ONLINE * Effective Date: 10/8/2020, Go-Live Date: 10/8/2020, End Date:	One-time	10/8/2020	Michael DiFonzo	Institution
10052020 EUPA EVAL Epic PB Charge Review LIVE ONLINE * Effective Date: 9/9/2020, Go-Live Date: 10/5/2020, End Date:	One-time	10/5/2020	Michael DiFonzo	Institution
10022020 EUPA EVAL Epic AMB Nurse Triage LIVE ONLINE * Effective Date: 9/9/2020, Go-Live Date: 10/2/2020, End Date: 10/9/2020	One-time	10/6/2020	Michael DiFonzo	Institution