

# 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



HealthStream®

Select Affiliation

**Administrator**

- CHSorg - Catholic Health System - Org Level
- CORP-E - CORP - Employee

Student/Manager

- CORP-E - CORP - Employee
- TRN - Training

Make this my default selection on this computer.

Proceed with Login

## Search Group Assignments

Click Education tab > Manage Group Assignments



myCHU HealthStream®

Michael DiFonzo | Catholic Health System - Org Level | Administrator

People Courses Assessments **Education** Reports Tools Services My Profile

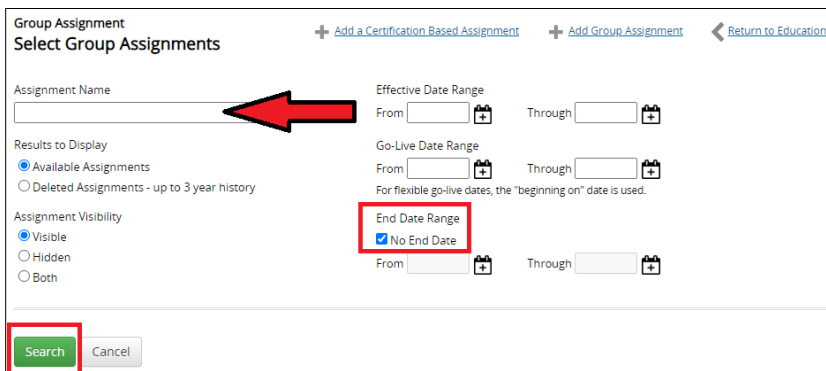
Assignment Management

- [Add a Group Assignment](#)
- [Manage Group Assignments](#) ←
- [Add an Individual Assignment](#)
- [Add a Certification Based Assignment](#)

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.



Group Assignment

Select Group Assignments

Assignment Name  ←

Effective Date Range

From  Through

Results to Display

- Available Assignments
- Deleted Assignments - up to 3 year history

Assignment Visibility

- Visible
- Hidden
- Both

Go-Live Date Range

From  Through

For flexible go-live dates, the "beginning on" date is used.

End Date Range

- No End Date

From  Through

Search Cancel

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

Search Cancel

Results per page: 100

<< Previous 1 2 3 4 5 6 7 8 9 10 Next >>

4659 Record(s)

Name ↑	Type	Last Updated	Updated By	Affiliation
01420 MS 101	One-time	10/14/2020	John Jankowiak	Institution
0 20210101 Vendor Risk Management Tool (Rsam) Training - Group 02 *	One-time	12/31/2020	Michael DiFonzo	Institution
0 20210201 Vendor Risk Management Tool (Rsam) Training - Group 03 *	One-time	12/31/2020	Michael DiFonzo	Institution
0 202103 Annual Mandatory for Home Care (501_601_602) *	One-time	8/30/2021	Michael DiFonzo	Institution
0 20210301 Vendor Risk Management Tool (Rsam) Training - Group 04 *	One-time	12/31/2020	Michael DiFonzo	Institution
01052021 Epic STS AMB OB/GYN Provider EUPA & EVAL *	One-time	1/5/2021	Elizabeth K Kay	Institution
01072021 clindoc Nurse 100 Day 1 *				

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.

<a href="#">0 20210101 Vendor Risk Management Tool (Rsam) Training - Group 02 *</a>	One-time	12/31/2020	Michael DiFonzo	Institution
<a href="#">0 20210201 Vendor Risk Management Tool (Rsam) Training - Group 03 *</a>	One-time	12/31/2020	Michael DiFonzo	Institution
<a href="#">0 20210301 Vendor Risk Management Tool (Rsam) Training - Group 04 *</a>	One-time	12/31/2020	Michael DiFonzo	Institution
<a href="#">EPIC - CASE MANAGER ACCESS 2.0 JE *</a>	One-time	3/17/2021	Michael DiFonzo	Institution
<a href="#">EPIC - PCT INPATIENT PATIENT CARE TECHNICIAN/ NURSE ASSISTANT 2.0 JE *</a>	One-time	3/25/2021	Michael DiFonzo	Institution
<a href="#">202103 CBC/LTC Assignments *</a>	One-time	3/24/2021	Michael DiFonzo	Institution
<a href="#">EPIC - CROSS SPECIALTY RESIDENT ACCESS 2.0 JE *</a>	One-time	3/23/2021	Michael DiFonzo	Institution

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).

Group Assignment Management

Edit Group Assignment

Name this Assignment \*

Appears in search results and certain reports.

202103 CBC/LTC Assignments

Description

Search Visibility

Hide this Assignment from search results.

Owner: Catholic Health System - Org Level

Created By: Michael DiFonzo on 3/22/2021 12:21 PM

Updated By: Michael DiFonzo on 3/24/2021 8:13 AM

Content and Audience

Learning Items \*

Emergency Preparedness 2021 - CBC/LTC Exemptions  Yes

Trauma Informed Care 2021 - CBC/LTC Exemptions  Yes

Target Audience \*

20210322 CBC/LTC

## 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.

### Dates and Settings

Set the Assignment Window

**Assignment Type**  
How often should this assignment occur?

One-Time Assignment  
 Recurring Assignment

**Go-Live Date \***  
When should this assignment first appear on each person's To-Do list?

Fixed: Go-live on

Flexible: Go-live  days after each individual's  beginning

**Due Date \***  
For recurring assignments, this is the initial due date.

Due on

Due  days

**End Date *Optional***  
Prevent satisfaction of this assignment after this date.

End on

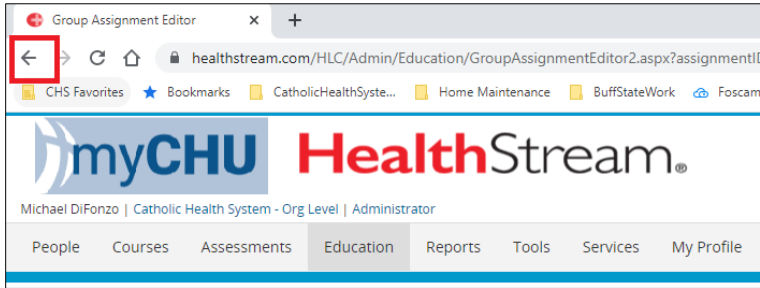
Expand the Assignment Window

**Effective Date \***  
The assignment begins looking for completions from this date forward.  
By setting this to an earlier date, existing completions will satisfy this assignment.

Apply completions since

## Return to Search Results

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



If in 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.

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