#	myCHU HealthStream.
	CREATING AN ILT CLASS **CHECKLIST:**

1. 2.	**Prior to Creating a Class:** Ensure a Course has already been created and is in HS Confirm your Administrator Access in HS as an HLC Instructor Rights
3.	**Login:** Login to HealthStream(HS) as Administrator CHSorg – Catholic Health System – Org Level Proceed with Login
4.	**Add a Class:** Education > Class Management> Add a Class
5.	**Browse for a Course:** Select the Course associated with your class (usually the exact name) *Example:* RN Orientation ILT Class. If you can't locate a course associated with your class, after doing a thorough search, you need to submit a request for an ILT Course Creation
6.	**CLASS SCHEDULING – CLASS MANAGEMENT ADD A NEW CLASS**

	ITEM CHECKLIST:		**ITEM CHECKLIST:**
6a.	**Name this Class:** [Class Name] ILT Class *Example:* RN Orientation ILT Class	6b.	**Student Schedule Access:** *Select 1:* Allow Self Registration View Info Only Not Shown: Admin Use Only
6c.	**Minimum Size Maximum Size:** Set enrollments Ensure your reserved room/location is large enough to hold the maximum size for your class *Example:* Room 1E holds 7 people Class Maximum Size can't exceed 7.	6d.	**Waitlist:** Leave as default/do not check box
6e.	**Instructors:** Search Instructors Add Instructor(s)	6f.	**Class Notes** Add if desired (will be displayed to students in Class Details view)
6g.	**Web Meeting URL (if a web meeting)** Enter URL here (include no spaces) Test URL	6h.	**Class Sessions** [Start Date] [End Date] [Start Time] [End Time] Add Session
6i.	**Add Resource(s):** Resource Name/Number: Enter CHARTC Checkmark which room – Example: CHARTC 1A Continue	6j.	**Save:** Select Save button

Quick Notes:
Student Schedule Access:
Allow Self Registration – students can view and register
View Info Only – allows students to see when classes are scheduled to occur but does not allow self-registration
Not Shown: Admin Use Only – hides all classes from student viewing
Class Sessions:
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.
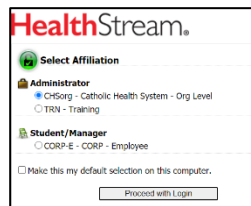
Creating a New Class or Copying an Existing Class in HealthStream (HS)

Items needed prior to creating a class:

- Submit a request for an ILT Course Creation – a Course must be created and published first prior to creating a class
- QSARF submitted and approved for "Admin HLC - Instructor Rights" for designated <u>individual</u> creating the class and running rosters
- QSARF submitted and approved for "Admin HLC - Instructor Rights" for <u>instructor</u>
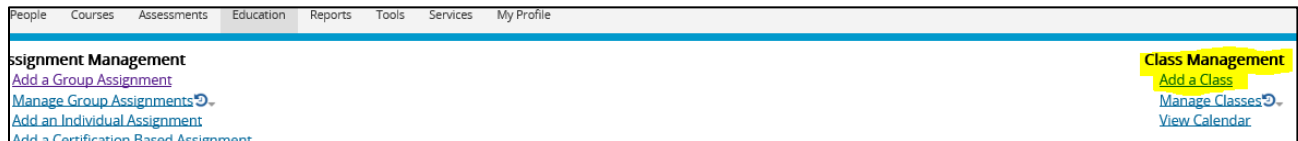
Part A: CREATING A CLASS

Step 1:   Login to HealthStream
           -Select Affiliation (Administrator)

When Creating a Class you always need to be at the CHSorg –Catholic Health System – Org Level as shown in the box above

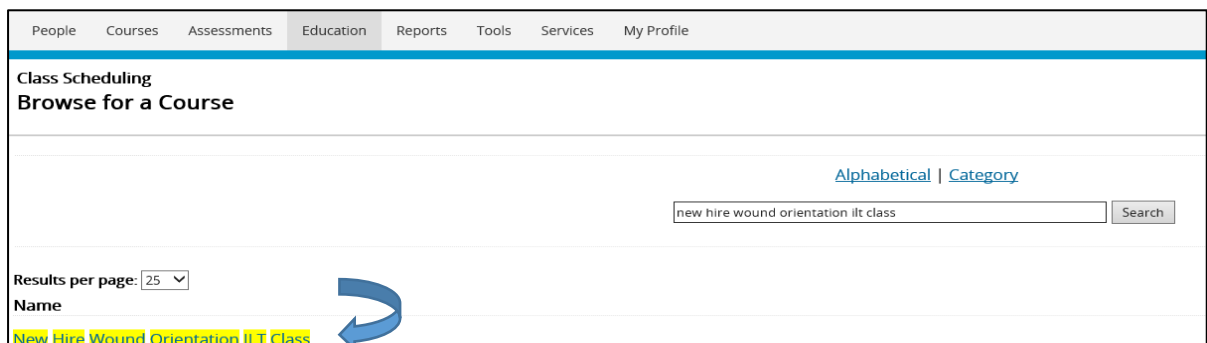Step 2:   Education > Class Management > Add a Class

Browse for a Course page appears

Step 3: Search for the course to which you want to add classes to (i.e. New Hire Wound Orientation ILT Class).

Step 4: When the course appears select it.

The Class Management page will then appear

Step 5: Select **"Add New Class"**

Add a Class page will appear

Step 6: Creating your class

Here you will enter the following:

> Class Name- **IMPORTANT NOTE: THE CLASS NAME SHOULD BE THE SAME AS THE COURSE NAME. There are rare exceptions that the class name may differ, for example when a class runs more than one day in one session i.e. Cardiac Rhythm Day 1 of 3.**

> **Minimum Size and Maximum Size***Note: Minimum Size can stay at the 0 default

> **Waitlist** (optional)

> **Instructor:** Once an instructor has Admin HLC - Instructor Rights, you will search for the instructor(s) and select. You can select more than 1 instructor for the same course.

> **Web Meeting URL:** If using a web meeting you can add the link in this box and Test URL. Make sure there are no extra spaces in the Web Meeting URL when adding the link or the link will not work

> **Student Schedule Access**:
>   a. Allow Self Registration – students can view and register
>   b. View Info Only – allows students to see when classes are scheduled to occur but does not allow self-registration
>   c. Not Shown: Admin Use Only – hides all classes from student viewing
>
>   Select which option you want to display-keeping in mind if you want students to register for the class or only if want them to be able to view it.

> **Class Sessions** enter Start Date Time and enter End Date Time then select **"Add Session"** now you can add the resource (room) if room is set/secured

> You can then **Save** the class or **Save and Add Another.** By selecting Save and Add Another, this allows you to save the current class you just created and add another new class with the same name, allowing you to input all the necessary data i.e. day/time.

The difference between Save and Add Another and Copying a Class (See Part B below) is that in copying a class you are copying the exact information (including date/time) and adjusting it, whereas, when you Save and Add Another you are creating a new class with the same class name but entering the data yourself (date/time) .

Side 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.

Once, you completed all the directions in PART A, and you select "Save" the following notification appears:

Now that your class has been created you need to maintain the class registration, attendance and or grading.

The instructor or designee will be responsible for maintaining the class registration and taking attendance/grading. It is a requirement that attendance/grading is marked as completed as soon as class has ended, as this affects an associate's transcripts, reports, and other items. If no one attended the class, the class Grading Status still needs to be checked off as complete, as soon as the class timeframe has ended.

PART B: COPY A CLASS THAT IS ALREADY CREATED IN HS

To add (copy) a class that already is in HS follow these steps:

Step 1: Log in as Administrator

Step 2: Education Tab > Manage Classes

Step 3: Enter Class Name or Instructor Name > Search

Step 4: Select Class and Copy (shown below)

Step 5: Once a class has been **copied** change everything that is needed, (refer to Step 6 in PART A) and remove the word **COPY** which has now appeared at the end of the Course Name.

PART C: VIEWING CLASSES

To view a specific class or classes that you entered you can do the following once you login as Administrator.

Education>Manage Classes>Search for Class Name or Instructor Last Name

Make sure when you do a search for classes you remove the Class Affiliation box and make sure you have just **"Select All"** selected. If you do not remove the checkmark as shown below before Kenmore Hospital, nothing will show when you search for your classes.