



Assignment Completion – Schedulable Report

To begin, access HealthStream as an Administrator:

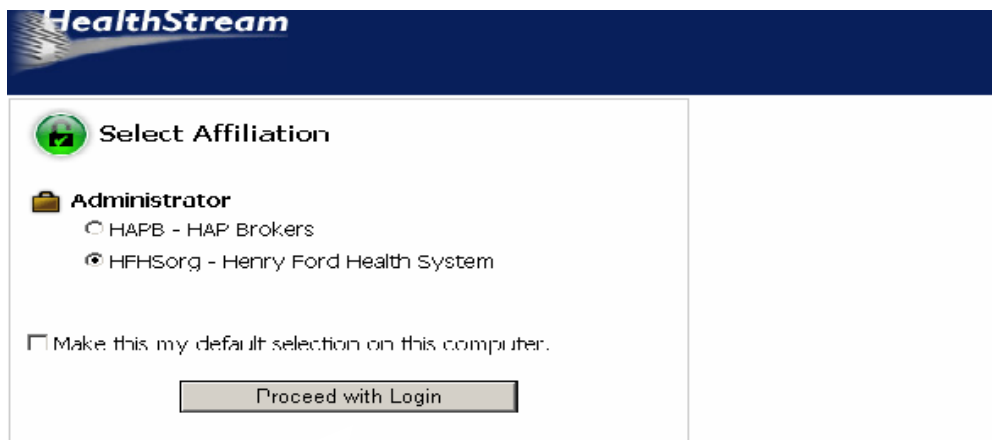
Click on the Internet to access the Henry home page


<http://henryfordconnect.com/university>

Enter your Username (six digit employee number) and enter your Password (last four of your SSN) then click on Login.



Select your Affiliation (if required).



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Build 7.1.8.890

0:HLCWEB28 A:HLCWEB28 C:UNKNOWN

Click on Proceed with Login after Affiliation is selected.

You will then be logged in as an Administrator for your area.
Click on the Reports tab.

Lamya Gorgees | Henry Ford Health System | administrator | Mar

People	Courses	Education	Reports	Tools	Services	My Profile
People Student Management Manage Students Student Group Management Add a Student Group Manage Student Groups Administrator Management Add an Administrator Acquire an Administrator Manage Administrators	Courses Course Management Add a Course Manage Courses Add Course Annotation Manage Course Annotations	Education Assignment Management Add a Group Assignment Manage Group Assignments Add an Individual Assignment Class Management Add a Class Manage Classes Other Learning Event Management Add a Learning Event Manage Learning Events Reports Request Manager Manage Requests	Tools Building Management Add a Building Resource Type Manage Building Resource Types Add a Building Manage Buildings and Resources Institution Management Add a Department Manage Departments Add a Job Title Manage Job Titles Manage Job Title Mappings Services			

Select Assignment Completion – Schedulable.

Lamya Gorgees | Henry Ford Health System | Administrator | Mar

People	Courses	Education	Reports	Tools	Services	My Profile
Request Manager Manage Requests	People Reports Discipline Listing Expiring License Group Transcript Instructor Resume Koe Features Koe Utilization Student Group Student Import Results Student Listing	Education Reports Assignment Completion - Schedulable Assignment Listing Class Contacts Class Registration Status Class Roster and Sign-in Sheet Course Certificates Course Completion - Schedulable Delinquency - Schedulable Failed Courses Instructor Class Schedule No-Show Student Transcript (Admin View) Upcoming Classes	Course Reports Annotations Course Development Status	Tools Reports Department Listing		

Select your reporting criteria.

- Select your Sort option, Date range, and Search for Course. Please note: the date range must include the due dates for the assigned courses.
- Click on Search for a Course and either click on Search or enter the name of the course.
- Click on Search for Students to select your students for reporting.
- Select Excel-Compatible if you would like it exported to an Excel file.
- Click Continue.

People
Courses
Education
Reports
Tools
Services
My Profile

[Site Map](#)
[Discuss](#)
[Help](#)

Reports

[Exit Report](#)

Assignment Completion - Schedulable

Sort By:

Department, Student, Course ▼

Due Date Range:

Current Year ▼

From:

Through:

Courses:

[Select Courses and Students from an Assignment](#)
[Search for Course](#)

Students

[Select a Student Group](#)
[Search for Students](#)

Format Options:

Include Page Breaks
 Do Not Include Page Breaks (Excel-Compatible)



NOTE:

Assignment Completion - Schedulable Report .CSV Option

Excel option has been replaced with a direct .CSV export option. CSV (comma separate values) files are raw data files that can be easily imported into Excel and other applications.

NOTE: The Assignment Completion Report displays completion activity tied to specific assignment criteria and is based on the assignment due date.

Select CSV (comma-separated values) and click Export.

Export Format: CSV (Comma-separated values)  [Export](#)  [Print](#)

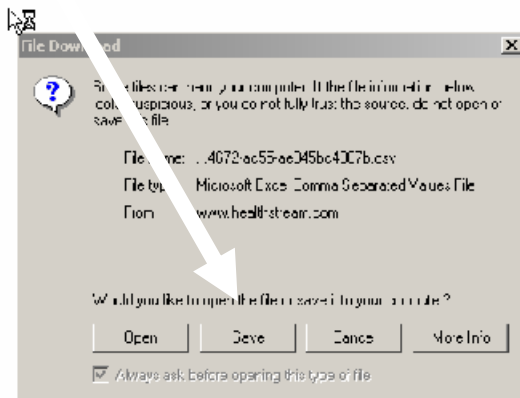
Corporate Services
Assignment Completion Report

Date Range: 7/1/2006 Through: 8/31/2007
 Delivered 8/31/2007
 Data as of 8/30/2007 12:00 AM

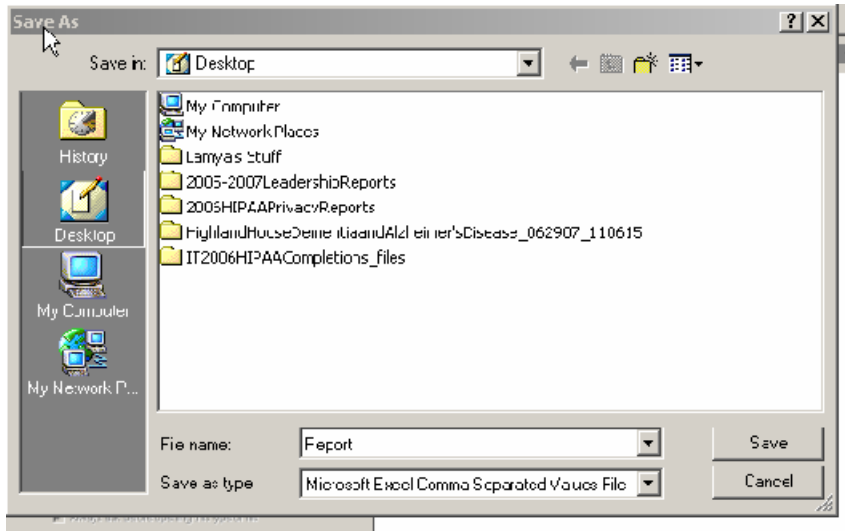
Template: Department, Student, Course

Department	Student	Course	Due Date	Completion Date	Completion Status
101300-Administration	Doe, John	Emergency Preparedness, Environmental and Personal Safety	2/5/2007	2/5/2007	Completed On Time
101300-Administration	Doe, John	Ergonomics	2/5/2007		Past Due

Click Save to save the report to your desktop or home drive.




Name your Report and click Open when saving is complete.



Make any modifications needed and Save as an Excel file.

	A	B	C	D
1	Corporate Services			
2	Assignment Completion Report			
3	Date Range: 7/1/2006 Through 8/31/2007			
4	Delivered 8/31/2007			
5	Template: Department, Student, Course			
6	Department:	Student	Course	Date
7	10100-Administrator	Doe, John	Emergency Preparedness, Environmental	2/5/2
8	10100-Administrator	Doe, John	Emergencies	2/5/2

If you would like to schedule the report (automatically runs for you), select Schedule this Report.

Reports
Assignment Completion - Schedulable [Schedule this report](#)  [Export report](#)

Sort By:

Due Date Range: Current Year From: Through:

Courses: [Select Courses and Students from an Assignment](#) [Search for Course](#)

- Emergency Preparedness, environmental and Personal Safety
- Ergonomics
- Henry Ford Health System - 2006 HIPAA PRIVACY

Select your criteria and then click Save.

Scheduling
Assignment Completion - Schedulable - Created [Return to Scheduled Tasks](#)
Mar. 06 2007 11:02:20 AM

Request Name: Required Fields are marked with a *

Email Address: Multiple email addresses must be separated by semi-colons.

Report Format:

Choose whether to run this scheduled task daily, weekly, monthly or quarterly.

Daily

Weekly

Sun Mon Tue Wed Thu Fri Sat

Monthly

1st day of month

Last day of month

Specific day of month

Quarterly

1st day of quarter

Last day of quarter

Specific day of quarter

Note: quarters are defined as calendar quarters.

Schedule Start Date: *

Schedule End Date: *

Note: Scheduled tasks are processed nightly between Midnight and 8 AM ET.