Adding a Group Assignment

To add a group assignment:

1. On the Education tab, click Add a Group Assignment. The Add a Group Assignment page appears.

2. In the Name box, enter the group assignment name.

3. In the Description box, enter a description of the group assignment, if desired. The assignment description will appear on the Assigned Courses report.

4. Select the Hide the Assignment from Search Results check box if you do not want the assignment to appear in search results. This only applies to searches for which the Visible option has been selected. Searches for which the Hidden or Both option is selected will return the assignment, whether this check box is selected or not.

5. Select items to assign.

   5.1. From the Courses, Curricula, or Equivalents box, click Select to open a search page.

   5.2. Enter search criteria and click the search button.

   5.3. From the search results list, select the check box next to the items you want to add.

   5.4. Click the Select button to add the items and return to the assignment editor page.

6. Specify the student groups that will receive the assignment.

   • Click the Search Student Groups to add existing student groups.

   • Click Add New Student Group to create a new student group to receive the assignment.
7. In the **Effective Date** box, change the effective date, if desired. The effective date is the date on which the assignment begins, and the date from which the system begins looking for completions of the assigned learning items. The effective date defaults to today’s date, but can be back-dated to accept prior completions to satisfy the assignment. **Note:** Each learning item within a curriculum includes an effective date that can be set to X number of days prior to enrollment in the course or equivalent within the curriculum (the relative effective date). Enrollment occurs when a student clicks the **Enroll** button for a course, equivalent, or equivalent course within the curriculum. Additionally, each learning item can be set to allow the assignment effective date (the fixed effective date) to serve as the effective date for the learning item. If the assignment effective date option is used, the relative effective date (if added) will only apply if the curriculum is chosen as elective learning from the student **Catalog** tab.

8. In the **Start Date** box, change the start date, if desired. The start date is the date on which assigned items will appear to students. The start date defaults to tomorrow’s date but can be changed to today’s date or a date in the future. The start date can be set in the past, as long as it is set to on or after the effective date.

9. In the **End Date** box, enter an end date, if desired. Once an assignment end date arrives, the assigned items cannot be completed to satisfy the assignment and the student is marked as **Delinquent** on assignment-related reports. Items that have not been started will be removed from the student's view entirely. In-progress items will become elective learning: students can complete it at their convenience (elective learning does not have a due date) or unenroll from it.

10. If you do not want the assignment to be automatically reassigned on failure, clear the **Automatically reassign course if student fails** check box. You can only edit this option for single- and multiple-course assignments: if the assignment contains curricula or equivalents, you cannot change this setting.

11. Click **One-Time Assignment** or **Recurring Assignment** to indicate the assignment type. Curricula and equivalents can be included in one-time assignments only. If you select recurring assignment, the page will refresh and additional recurring assignment options are displayed.

   - Select a recurrence interval by entering a numeric value and selecting the desired interval from the list (for example, recurs every 2 years).
• If you select Recurring Assignment based on Original Due Date, then you may enter an optional grace period (in days) in the Grace Period box, if desired.

• The recurrence date defaults to 180 days but can be changed if desired. The recurrence date is the date on which the next assignment instance will appear on a student's My Learning page.

12. In the Due Date box, enter date on which the assignment is due. The due date can be either a fixed calendar date, or can be set to a date relative to each assigned student's hire/re-hire or review date.

13. Click Save.

When you click Save, the system will begin processing the assignment and associated student groups in the background. You can leave the page or close your browser without affecting the process. If you remain on the page, you can check the processing progress by clicking the Refresh button to update the percent complete display.

Assignments, Active Dates, and Due Dates

By default, a student’s hire/re-hire date and the active date are the same. This can change if, for example, the student changes departments. In such a case, the active date might be changed to the date when the transfer took effect. If you select the Hire/Active Date option when setting a relative due date, the system will base the assignment’s due date on either the hire/re-hire date or the active date, whichever is greater.

Recurring Assignment Options

When creating recurring assignments, there are two recurrence options to determine how you want the system to calculate the assignment’s recurring due dates:

• Original Due Date – Select this option to set the recurring due date to the value you select in the assignment builder Due Date section. It can be a fixed date, in which case the assignment will always be due on the same date for all students, or a relative date based on the hire/active, review, or birth date. If you select the Hire/Active Date option, the system will base the assignment’s due date for each student on either his or her hire/re-hire date or active date, whichever is greater.

• Previous Completion Date—Select this option to calculate the assignment’s recurring due date based on each student’s last completion date. If a student has no previous completions for the assignment, or if a
student’s last assignment is in a delinquent state and the assignment’s initial due date is based on hire/active date, then the system will base the assignment’s initial due date on either the hire/re-hire date or the active date, whichever is greater. Subsequent due dates will be based on the previous completion date.

**Tips**

- Assignments can be made visible or hidden at any time. You may wish to hide assignments that are no longer active as a way of removing them from routine group assignment search. The default group assignment search selection is visible, however hidden assignments can also be searched, and assignments can be changed from visible to hidden at any time.

- You can click [ ] to select the date.

**Related Topics**

- [Group Assignments Overview](http://www.healthstream.com/hlchelp/AdministratorDefault/AdminTopics/Assignments/A...)
- [Searching for a Group Assignment](http://www.healthstream.com/hlchelp/AdministratorDefault/AdminTopics/Assignments/A...)
- [Editing a Group Assignment](http://www.healthstream.com/hlchelp/AdministratorDefault/AdminTopics/Assignments/A...)
- [Copying a Group Assignment](http://www.healthstream.com/hlchelp/AdministratorDefault/AdminTopics/Assignments/A...)
- [Deleting a Group Assignment](http://www.healthstream.com/hlchelp/AdministratorDefault/AdminTopics/Assignments/A...)
- [Preventing Failed Courses From Being Automatically Reassigned](http://www.healthstream.com/hlchelp/AdministratorDefault/AdminTopics/Assignments/A...)

Some of the features described in this online help system are optional or role-specific, and might not be available to you.

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