

Creator

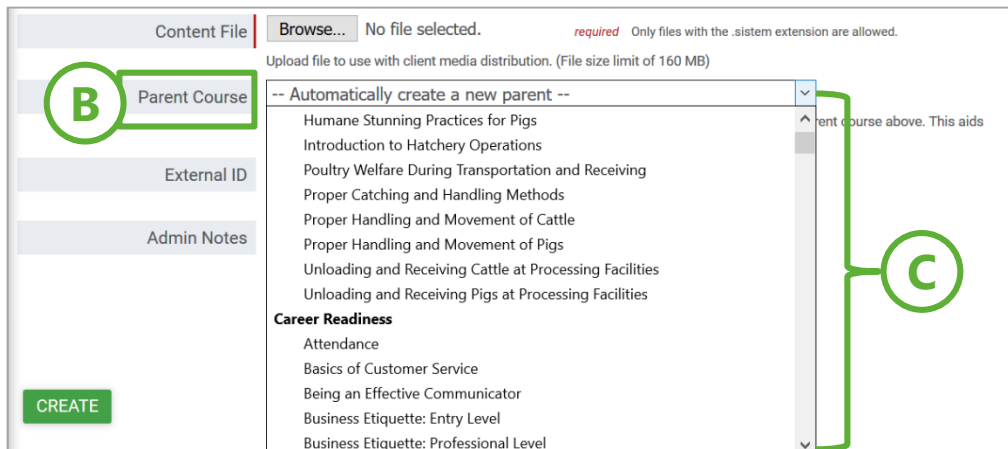
Parent-Child Option For Edited Alchemy Courses

When you edit an Alchemy course you create a company-specific Creator course, which enables you to make that edited course the child of the original Alchemy course.

Refer to the Parent-Child chart below to identify available Parent-Child relationships.

Assign Alchemy Parent to edited Creator course

- A. Add a Creator, Company Specific, or ILT course in Manager
- B. Click on the Parent Course drop-down
- C. Choose the Alchemy course from the subcategorized list



Parent – Child Limitations

- **Alchemy courses** CANNOT be made the child of any course
- **Company-Specific, Creator, and ILT courses** CAN be made the child of any course

Child Course	Relationship	Parent Course
Creator course	→ → → →	Alchemy course
Company-Specific course	→ → → →	Alchemy course
ILT	→ → → →	Alchemy course
Creator course	← ← → →	Creator course
Company-Specific course	← ← → →	Creator course
Company-Specific course	← ← → →	Company-Specific course
ILT	← ← → →	Creator course
ILT	← ← → →	ILT
Company-Specific course	← ← → →	ILT

Creator

Parent-Child Option for Alchemy Refresher Courses

If you are comfortable with affirming that an Alchemy Refresher course satisfies the same requirements of the related Standard Alchemy course, then you can use the import feature of Creator and create a Parent-Child relationship between Alchemy's Standard and Refresher courses.

Requirements

- Creator
- Alchemy Manager access: Creator Content Admin
- Administrative permission: Depends on location

Instructions

- Step 1: Create a blank PowerPoint
- Step 2: Use the Import feature to download an Alchemy Refresher course
 - Option: Edit / Add / Delete / Translate slides as needed
- Step 3: Export Course & Review
- Step 4: Build a new **Creator** Course in Manager
 - From the Parent Course drop-down, choose the corresponding standard-length Alchemy Course
- Step 5: Download course to Player computer(s)

Considerations

Player Best Practice

- Facilitators **MUST** use the Creator version of the Refresher Course; consider using a **Custom Category** and/or a **Playlist** of the Company Specific Refresher Courses to ensure consistency

Naming Convention Best Practice

- Follow your company's naming convention; include the word '**Refresher**' in the title.

Learning Plan Best Practice

- If you had standard-length only and Refresher-only Learning Plans, review these to see if they should be combined
- Remember to assign the **standard-length Alchemy Course** to the Learning Plan