

Creator

Standards, Tips and Tricks

Here are some standards and best practices to help make the program work its best.

Naming Conventions

Having a standard naming convention is highly recommended

The following items must be unique:

- Courses names
- Course codes
- Learning Plans
- Groups

Pictures: Standards

- For best results, Alchemy recommends photos used are 1440 x 1080 pixels
- Take pictures or source photos legally online

Voice Overs: Minimum Standards

- Microphones vary widely in cost and sound quality
 - Headsets can be used (not recommended)
 - Alchemy recommends the Blue Yeti
- Voiceover software varies widely on ease of use and ability
 - Can use built in software on computer
 - Alchemy recommends Audacity (free software download)

File Size: Minimum Standards

Client Media Download

- File size cannot exceed 512MB
- Alchemy recommended method

Manual distribution

- Only recommend for files larger than 512B
- Limited only by computer's capacity
- Harder to track downloads, replicate and distribute

eLearning

- If used on your site, recommend to publish to eLearning when creating course

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Character Limits (aim for half the limit)

- Point Slides: 280 Characters
- Question Text: 276 Characters
- Answer Text: 100 Characters
- Game show Text: 80 Characters

Question Recommendations

- One question per learning objective
- Remedial questions for higher stakes sessions; otherwise optional
- Five Lightning Round Questions, if option is selected

Videos: Minimum Standards

- Windows Movie files (.wmv) or .mp4 files allowed
 - .mp4 files are smaller
- For best results in high definition, Alchemy recommends using 16:9 (widescreen) videos with 1080-pixel resolution
- Shorter videos split across multiple slides work best (around 5 minutes per video)

Passing Percentage: Minimum Standards

- Defaults to 80% when adding courses to Manager
- Set requirements according to one of the following levels:
 - Company
 - Departments
 - Course/Job duty being covered