

# Manager

## Adding a Company Specific Course

A Company Specific Course (CSC) is a custom course viewed in Player. These courses are based on multimedia materials that you create and load onto your training computer, such as a PowerPoint show or video.

### Key Concepts

#### File Delivery Method

There are two ways to deliver your content to your training computer – Client Media Distribution (CMD) and Manual Delivery. The chart below highlights the difference between the two methods

File Delivery Method	CMD	Manual
Course is created in Manager	✓	✓
Content is uploaded to Manager	✓	✗
Download saves content to Client Media folder	✓	✗
Content will download to multiple computers	✓	✗
Content will download to multiple worksites	✓	✗
Content can be shared through Manager	✓	✗
Copies of previous versions saved on Manager	✓	✗
Content is manually saved to Client Media folder	✗	✓
File size limit of 256 MB	✓	✗

#### Creator

This PowerPoint plug-in allows you to develop custom courses that mimic the look and feel of Courseware

#### Client Media Folder

*Company Specific Course (CSC) content is saved in this folder, which is found on your computer's Desktop*

#### Using the Manual Delivery option?

Manually save a copy of your content in the Client Media Folder

#### Linked Tests & Evaluations

Once you've created the CSC, you will have the option to link a test and / or an evaluation to this course

#### Related Courses

Courses listed under the same **Parent** are referred to as "child" or "related" courses (Optional Field: If completing this course satisfies the requirements of another course, select the parent course from the drop down of courses in your library)

*Questions about which options are best for you?  
Contact your Account Manager!*

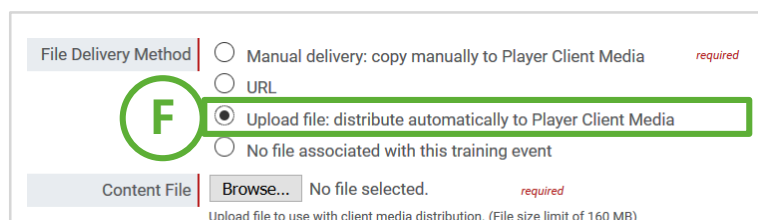
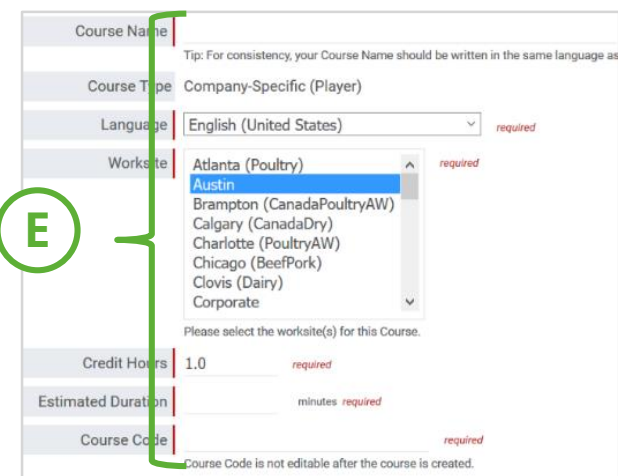
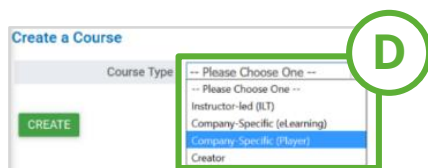
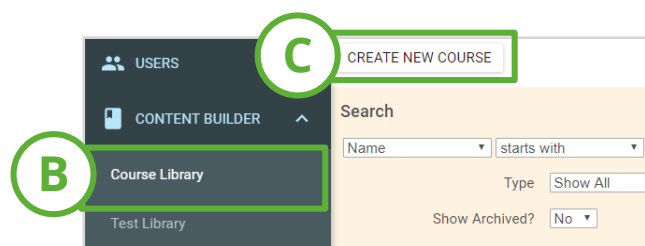
# Manager

## Adding a Company Specific Course

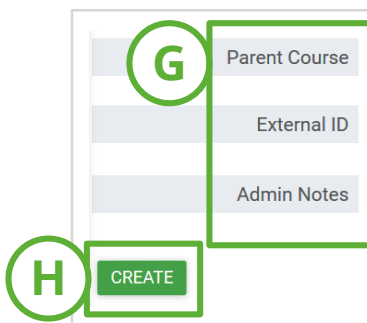
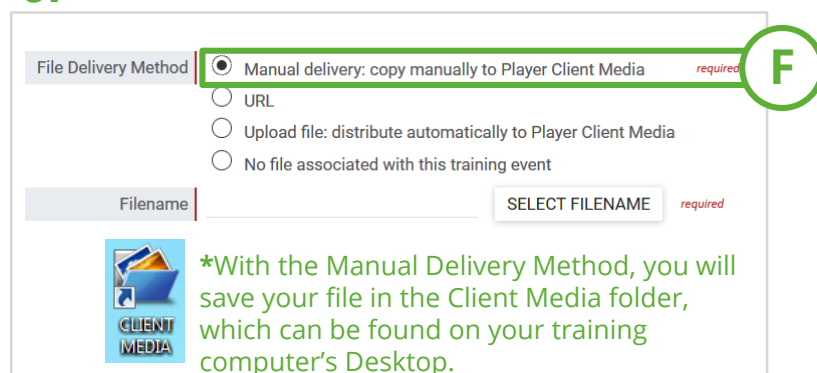
Filename cannot contain spaces. Also, PowerPoint files that are not enhanced with Creator should be saved with the PowerPoint Show extension (.ppsx).

### Create a Course

- A. Navigate to [www.sistemlms.com/companyname](http://www.sistemlms.com/companyname) and log in with Supervisor Developer access (most admins have this level of access)
- B. Navigate to Content Builder and select Course Library
- C. Select the Create New Course button
- D. Choose your Course Type:
  - Instructor-led (ILT), Company-Specific (eLearning), Company-Specific (Player), or Creator
- E. Fill in **ALL** required fields
- F. For Company-Specific (Player) and Creator courses, choose Upload file: distribute automatically to Player Client Media
  - i. Select Choose File to upload file
  - ii. For eLearning courses, select the Browse button and load your SCORM.zip file
- G. Option: Choose a Parent Course, External ID and add any Admin Notes
- H. Select Create



or



*Trainer Tip: You can link a Test or Evaluation to the Course by using the corresponding Test or Evaluation Tabs*

# Manager

## Link a Test to a Course

Validate Company Specific Courses by linking a Test to the Course.

### Link a Test to a Course

- A. Immediately after creating a course, select the Tests tab
- B. Scroll to the bottom of the page and select the **Create New Test** button
- C. The screen will refresh and create a Draft Test then select the **Edit** Button
- D. In the Properties tab, set a minimum passing score for the test
- E. Select the **Save** Button

The screenshot displays the 'TESTS' tab in the Manager interface. The 'TESTS' tab is highlighted with a green box and a circled 'A'. Below it, the 'Draft Tests' section shows a test entry 'Test # 345 (Draft Last Modified 11/4/2016)' with buttons for 'PUBLISH', 'VIEW', 'ABANDON', and 'EDIT'. The 'EDIT' button is highlighted with a green box and a circled 'C'. At the bottom of the 'TESTS' tab, a 'CREATE NEW TEST' button is highlighted with a green box and a circled 'B'. Below the 'TESTS' tab, the 'Properties' sub-tab is shown with a 'Pass Percentage' field set to '80.00', highlighted with a green box and a circled 'D'. Below the field, a 'SAVE AND PUBLISH' button is highlighted with a green box and a circled 'E'.

*Trainer Tip: To add a test to an existing course, find the course in [Course Library](#) and select Edit. To change the minimum passing score, copy the Test to a draft, edit and then re-Publish the Test*

# Manager

## Link a Test to a Course

### Link a Test to a Course, cont'd:

- F. Navigate to the Questions tab and select the **Add New Question** button
- G. Scroll down and choose **Question Type**, then select **Next**
- H. Type in question and answers, then choose the correct answer from the drop-down box
- I. Select **Save**
- J. Preview your questions, then select **Publish**
- K. Launch your Player and Download

The screenshot shows the 'New Question' form in the Manager interface. The interface has three tabs: PROPERTIES, QUESTIONS, and PREVIEW. The QUESTIONS tab is active. Below the tabs are buttons: ADD NEW SECTION, ADD NEW QUESTION (circled in green with 'F'), PUBLISH (circled in green with 'J'), and SHOW LIBRARY. The 'New Question' form contains: Question Type: 4 Answer Multiple Choice (circled in green with 'G'); Question: Where is Alchemy located? (required); Answer 1: San Francisco, CA (required); Answer 2: Austin, TX (required, circled in green with 'H'); Answer 3: London, England (required); Answer 4: Alaska (required); Correct Answer: - CHOOSE ONE - (required). At the bottom are buttons: SAVE (circled in green with 'I') and CANCEL.

*Trainer Tip: If you are linking an Evaluation, select the Evaluations tab instead of the Tests tab, and in lieu of setting a passing score, set Anonymous to Yes or No (All other steps are the same)*

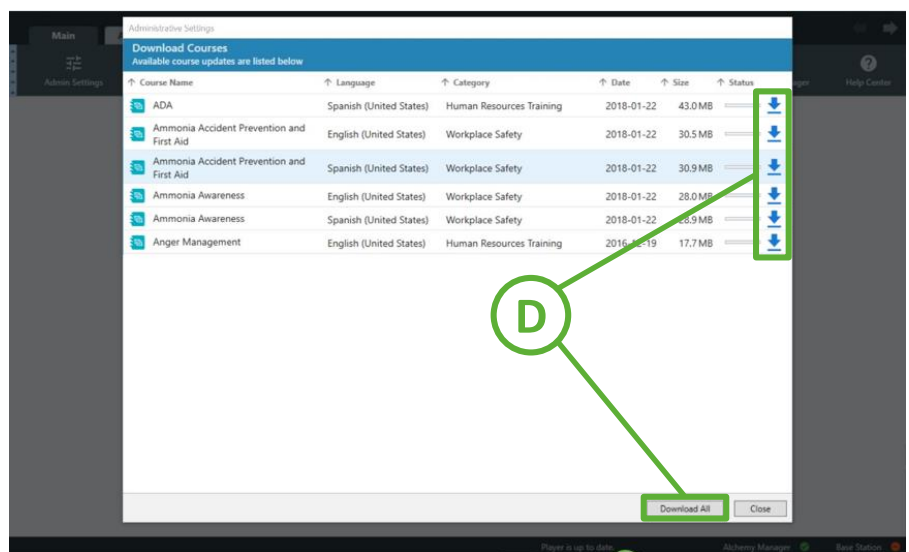
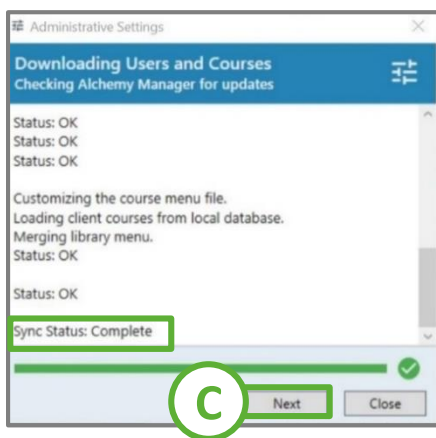
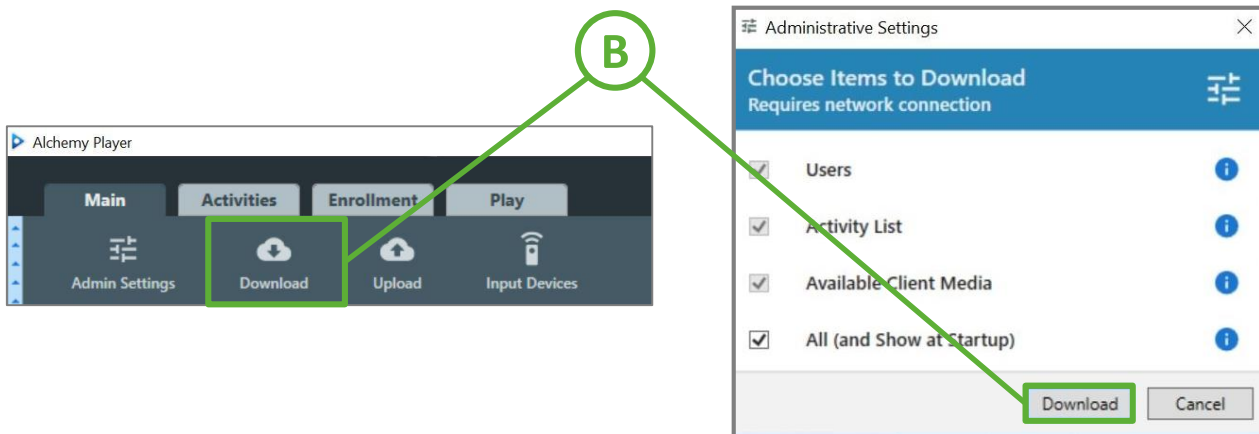
# Player

## Download a Company Specific Course

This is a guide for downloading Company Specific Courses within Player. If you are using the Manual Delivery option to deliver your course's file to the Client Media Folder, you can ignore steps C through E, and close once the Download is complete.

### Download Course

- A. Launch Player
- B. From the main tab select the **Download** icon, then select **Download**
- C. Once the Sync Status is complete, select **Next**
- D. Click the blue arrows next to the course(s) that you need in the Download Courses window, or select **Download All**
- E. A full status bar with a green check next to the selected course indicates the course has been successfully downloaded. Then close out of this screen. The newly downloaded course(s) will now be available in the **Activities** tab.



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## *Instructor-Led Training (ILT)*

An Instructor-led course may be used to track activities outside of Player. It is important to note that an ILT consists of the Course and the individual class times. This tip sheet includes instructions for adding a class at the time of the course creation, as well as instructions for adding a class to an existing course.

### **Adding ILT Courses in Alchemy Manager - Compliance**

Our platform is designed to comply with 21CFR11 the FDA regulation for Electronic Records; Electronic Signatures. An administrator with sufficient access to Alchemy Manager can create ILT Courses and can add Class times and Roster associations; however, Manager does not allow any administrator to add themselves to an ILT class Roster. This is to ensure compliance with '21CFR11.200 (a) (3) Misuse requires collaboration of two (2) or more individuals'.

#### **Part 1: Creating the Course and Initial Class**

- A. Select the **Content Builder** Category
- B. Select the **Course Library** Link
- C. Select the **Create New Course** Button
- D. Select **Instructor-led (ILT)** from the Course Type drop-down menu
- E. Fill in the required fields for both the Course and the initial Class (see description of fields below)
- F. Click Create

#### **Part 2: Track User Attendance in the Classes tab**

- A. Select the **Classes** Tab
- B. Select the **Edit** Button under the Actions column for that Class
- C. select the **Edit Roster** Tab
- D. Check the check box next to the user(s) attending the class (if you have groups created you can use the filter at the top of the page to sort by that group)
- E. Select the **Filter & Save** Button
- F. In the Status column, it will automatically add as "Complete"
  - If the meeting will occur in the future (and you want to mark Complete at a later date):
    - i. Select the "Complete" Status
    - ii. In the drop down box select "In Progress" (or change to "Complete" if the User has completed the course at a later date)
    - iii. Then select **OK** to save your changes

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## *ILT – Add a Class to an Existing Course*

An Instructor-led course may be used to track activities outside of Player. Follow these steps to add an Instructor-led course.

### Part 1: Finding the Course

- A. Select the **Content Builder** Category
- B. Select the **Course Library** Link
- C. Use the Search field to find the Course
  - Option: Choose Instructor-Led (ILT) from the Type drop-down

### Part 2: Document User Attendance

- A. Select the **Classes** Tab
- B. Select the **Create a Class** Button
- C. Fill in the required fields on the Create a Class page
  - Best Practice: Give the new ILT class a unique name
- D. Select Save
- E. Select the **Edit Roster** Tab
- F. Check the check box next to the user(s) attending the class (if you have groups created you can use the filter at the top of the page to sort by that group)
- G. Select the **Filter & Save** Button