

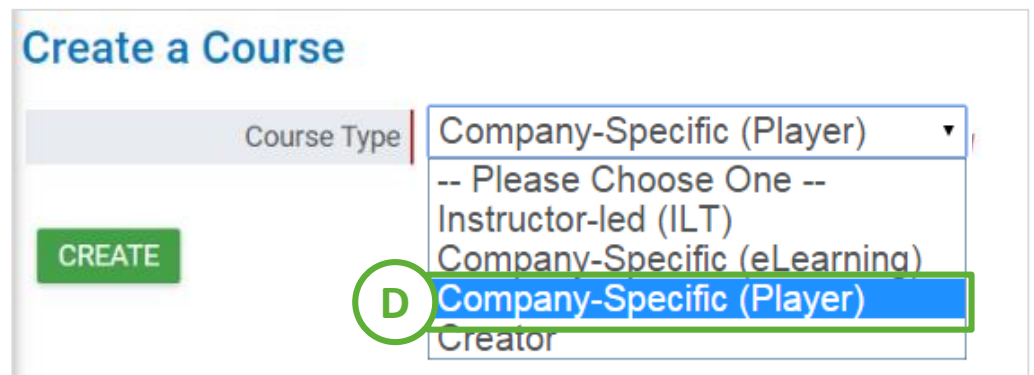
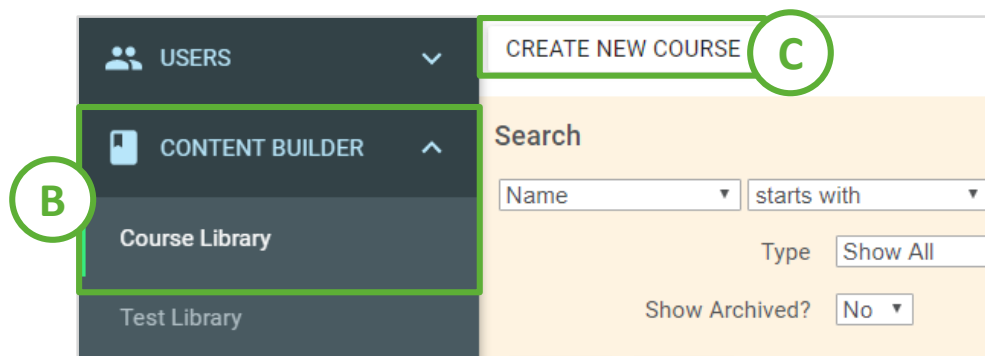
# Manager

## Adding a Company Specific Course URL

This option enables clients to view web content within Player while attendance and date / time information is tracked. Additionally, a test can be linked to this content (see page 3).

### Create 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. Select **Content Builder** and select **Course Library**
- C. Select **Create New Course** button
- D. In the Course Type dropdown select Company-Specific (Player)



# Manager

## Adding a Company Specific Course

### Create Course, cont'd

- E. Fill in **ALL** required fields.
  - For the File Delivery Method, choose URL
  - Enter an absolute URL (ex: <https://www.google.com>)
- F. Options: Choose a Parent Course, External ID and add any Admin Notes
- G. Select Create

**General Information**

Course Name  *required*  
Tip: For consistency, your Course Name should be written in the same language as the language used for the course.

Course Type

Language  *required*

Worksite  *required*  
Atlanta (Poultry)  
Austin  
Brampton (CanadaPoultryAW)  
Calgary (CanadaDry)  
Charlotte (PoultryAW)  
Chicago (BeefPork)  
Clovis (Dairy)  
Corporate

File Delivery Method  Manual delivery: copy manually to Player Client Media  
 URL  
 Upload file: distribute automatically to Player Client Media  
 No file associated with this training event

File Delivery URL  *required*

Parent Course

External ID

Admin Notes

**CREATE**

**E** (points to Course Name, Language, Worksite, File Delivery Method, and File Delivery URL)

**F** (points to Parent Course, External ID, and Admin Notes)

**G** (points to the CREATE button)

*Trainer Tip: Validate your training sessions by linking a Test or Evaluation to your course.*

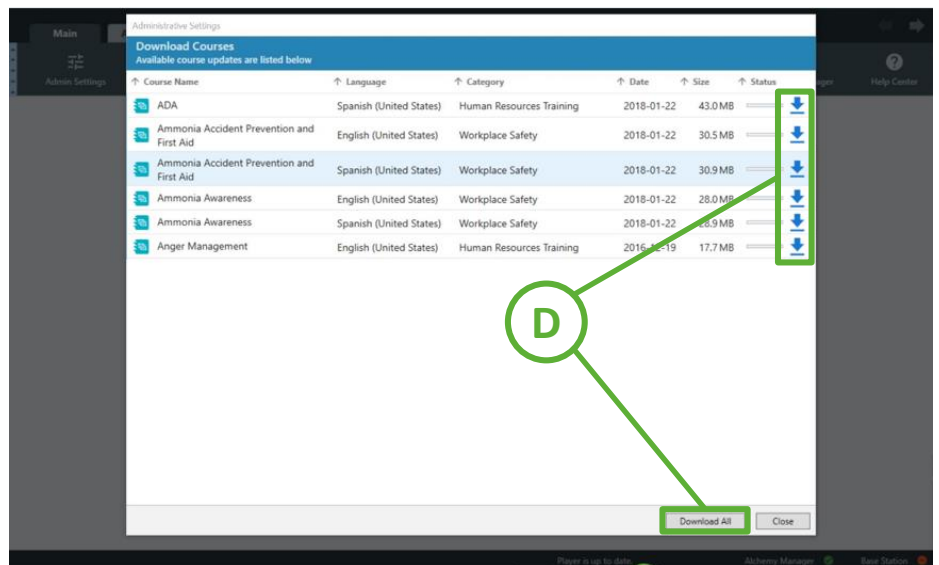
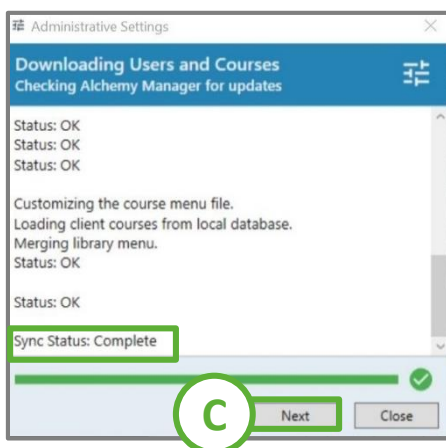
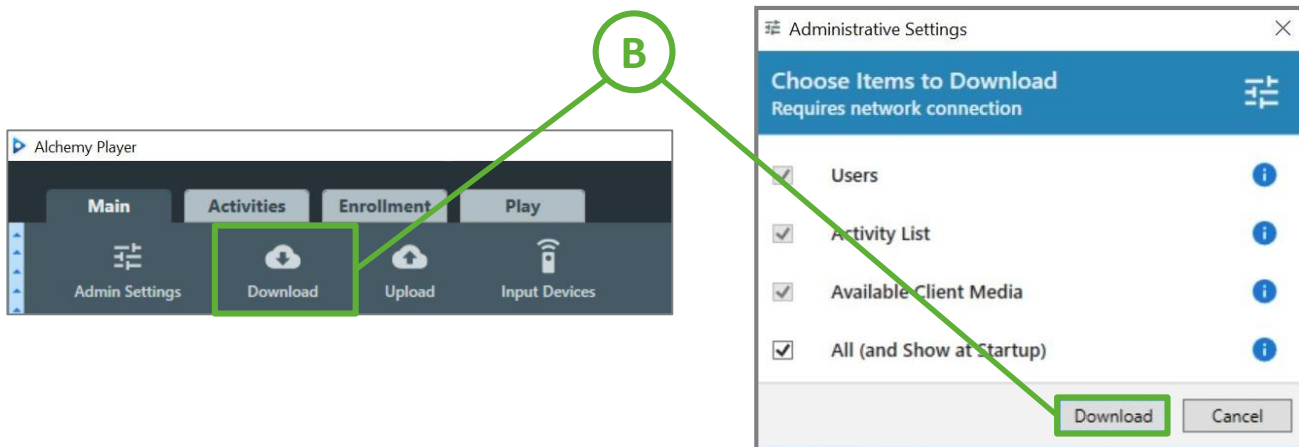
# Player

## 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.



# Manager

## Linking a Test to a Course

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

### Linking 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: select the **Edit** Button
- D. In the Properties tab, set a minimum passing score for the test
- E. Select the **Save** Button

### Edit Course : Alchemy Systems Overview (SCORM 2004) (TSCORM04) Parent : Alchemy Systems Overview (SCORM 2004)

The screenshot displays the course management interface. At the top, there are four tabs: PROPERTIES, DESCRIPTION, TESTS (highlighted with a green box and labeled 'A'), and EVALUATIONS. Below the tabs, a message icon indicates 'Test # copied to draft Test # 416'. The 'Draft Tests' section shows a table with one entry: 'Test # 416 (Draft Last Modified 2/10/2017)'. To the right of this entry are four buttons: PUBLISH, VIEW, ABANDON, and EDIT (highlighted with a green box and labeled 'C'). Below the 'Draft Tests' section is the 'Archived Tests' section, which is currently empty. The 'Creating a New Test' section features a dropdown menu set to '- CHOOSE ONE -' and a 'COPY TEST' button. At the bottom left, a 'CREATE NEW TEST' button is highlighted with a green box and labeled 'B'. A green arrow points from this button to the 'TESTS' tab. Below the 'Creating a New Test' section is the 'Properties' section for a draft test. It has a 'PROPERTIES' tab (labeled 'D') and a 'Pass Percentage' field set to '80.00'. Below the field is a note: 'Enter percentage between 0 and 100. Updating this value will...'. At the bottom of the 'Properties' section is a 'SAVE AND PUBLISH' button, with the 'SAVE' part highlighted by a green box and labeled 'E'. A green arrow points from the 'CREATE NEW TEST' button to the 'EDIT' button in the 'Draft Tests' section.

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

*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)*

# Manager

## Linking an Evaluation to a Course

An Evaluation is a way to survey your users to get their opinions on various topics. You can create your own custom Evaluations through Manager.

### Linking an Evaluation to a Course

- A. Immediately after creating a course, select the **Evaluations** tab.
- B. Scroll to the bottom of the page and select the **Create New Evaluation** button.
- C. The screen will refresh and create a Draft Evaluation: Select the **Edit** button.
- D. In the Properties tab, select whether the Evaluation will be anonymous or not.
- E. Select the **Save** button.

The screenshot shows the 'EVALUATIONS' tab selected. The interface is divided into sections: 'Published Evaluations' (None), 'Draft Evaluations' (one draft), and 'Archived Evaluations' (None). The draft evaluation is 'Evaluation # 417 (Draft Last Modified 2/10/2017)'. Below this are buttons for 'PUBLISH', 'VIEW', 'ABANDON', and 'EDIT'. At the bottom, there is a 'Creating a New Evaluation' section with a dropdown menu set to '-- CHOOSE ONE --' and a 'COPY EVALUATION' button. The 'CREATE NEW EVALUATION' button is highlighted with a green box and a circled 'B'. A green arrow points from 'CREATE NEW EVALUATION' to 'EDIT'. Another green arrow points from 'EDIT' to 'EVALUATIONS'.

The screenshot shows the 'PROPERTIES' tab for an evaluation. The 'Anonymous' setting is set to 'No'. The 'SAVE AND PUBLISH' button is highlighted with a green box and a circled 'F'. A green arrow points from the 'SAVE AND PUBLISH' button to the 'Anonymous' dropdown menu.

# Manager

## Linking an Evaluation to a Course

### Linking an Evaluation to a Course, cont'd:

- H. Navigate to the **Questions** tab
- I. Select the **Add New Question** button
- J. Scroll down and choose **Question Type**, then select **Next**
  - Likert options allow you to use scaled responses as answer choices
- K. Type in the question and answer choices.
- L. Select the **Save** button
  - Option: Click the Preview tab to review your questions
- M. Select **Publish** from the Questions tab
- N. Launch your Player and Download

**Evaluation for [Alchemy Systems Overview \(SCORM 2004\) \(TSCORM04\)](#)**

PROPERTIES QUESTIONS **H**

ADD NEW SECT **I** ADD NEW QUESTION PUBLISH **M**

There are no records.

**New Question**

Question Type **J** *required*

- CHOOSE ONE --
- CHOOSE ONE --**
- True/False
- 2 Answer Multiple Choice
- 3 Answer Multiple Choice
- 4 Answer Multiple Choice
- 5 Answer Multiple Choice (eLearning/Player 5.0+)
- 6 Answer Multiple Choice (eLearning/Player 5.0+)
- 4 Answer Likert
- 5 Answer Likert (eLearning/Player 5.0+)
- 6 Answer Likert (eLearning/Player 5.0+)

**New Question**

Question Type 4 Answer Likert

Question		<i>required</i>
Answer 1	Strongly Agree	<i>required</i>
<b>K</b> Answer 2	Agree	<i>required</i>
Answer 3	Disagree	<i>required</i>
Answer 4	Strongly Disagree	<i>required</i>

**L** SAVE CANCEL