

# Manager

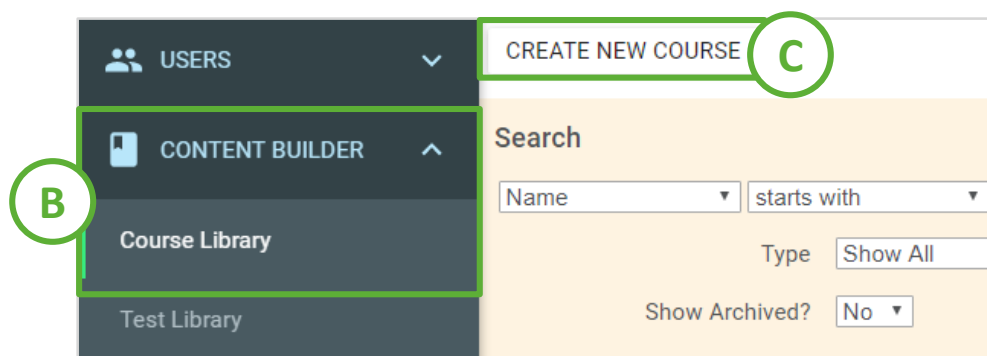
## Adding Company Specific eLearning (SCORM) Courses

This information will enable you to add your own **SCORM** content to Manager for use in eLearning. Review the specific Alchemy tip sheet for your eLearning authoring tool\* for recommended settings.

Once you've created and published your content with an approved authoring tool, log into your Manager website with your User ID and Password, and then follow these directions.

### Create Course

- A. Navigate to [www.sistemlms.com/companyname](http://www.sistemlms.com/companyname) and log in with Supervisor Developer access (most 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 (eLearning)



\*Approved eLearning Authoring tools for use with eLearning:

- Articulate Presenter '09
- iSpring Presenter 5
- Adobe Captivate 5

Check with Alchemy Support for the current list of updated / approved versions of these programs

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## Adding Company Specific eLearning (SCORM) Course

### Create Course, cont'd

- E. Fill in **ALL** required fields.
  - Under SCORM package, select the Browse or Choose File button, then choose the zipped file that was created with your eLearning authoring tool
- F. Options: Choose a Parent Course, External ID and add any Admin Notes
- G. Select Create

The screenshot shows a course creation form with the following fields and annotations:

- E**: A bracket groups the following fields: Course Name (required), Course Type (Company-Specific (eLearning)), Language (English (United States), required), and Worksite (Atlanta (Poultry), Austin, Brampton (CanadaPoultryAW), Calgary (CanadaDry), Charlotte (PoultryAW), Chicago (BeefPork), Clovis (Dairy), Corporate, required).
- F**: A bracket groups the following fields: Parent Course (-- Automatically create a new parent --), External ID, and Admin Notes.
- G**: A box highlights the **CREATE** button.

Other visible fields include: SCORM package (Upload a ZIP package: Choose File, No file chosen, File size limit of 160 MB; Choose the publisher: Unknown/Other), Course includes Resume? (No), Estimated Duration (minutes, required), and Course Code (required). A tip for Course Name is provided: "Tip: For consistency, your Course Name should be written in the same language as the language used for the course."

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

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## 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)

PROPERTIES DESCRIPTION **A** TESTS EVALUATIONS

**i** Test # copied to draft Test # 416

General Information

Draft Tests

Test # 416 (Draft Last Modified 2/10/2017) PUBLISH VIEW ABANDON **C** EDIT

Archived Tests

None

Creating a New Test

- CHOOSE ONE --

COPY TEST

**B** CREATE NEW TEST

**D** PROPERTIES

Pass Percentage 80.00  
Enter percentage between 0 and 100. Updating this value will

**E** SAVE AND PUBLISH

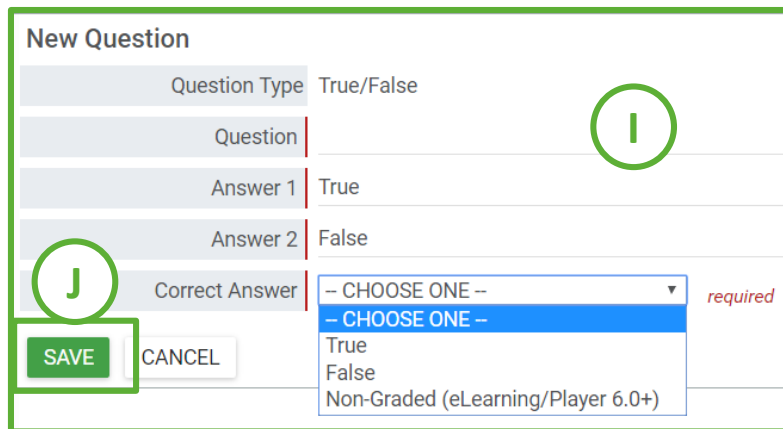
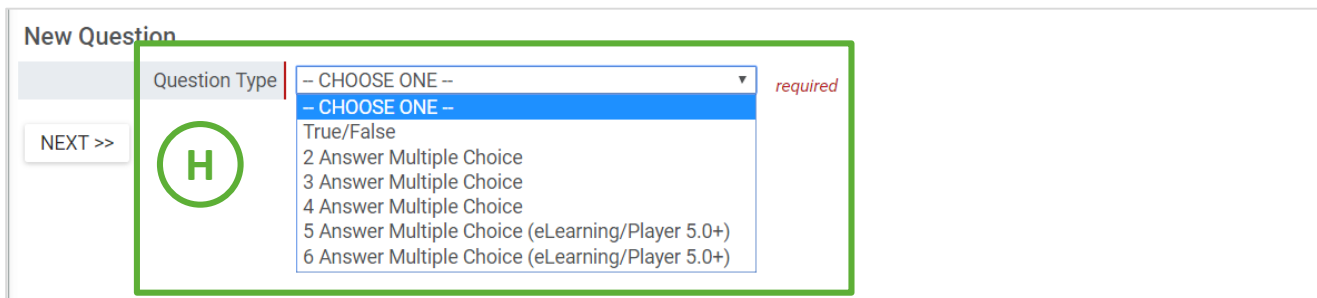
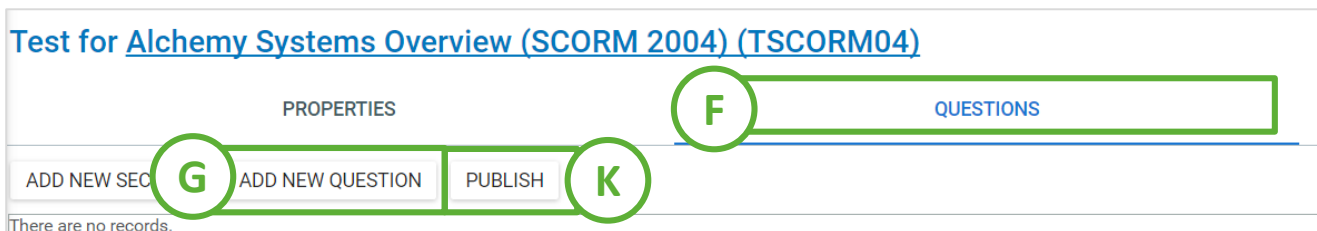
*Trainer Tip: To add a test to an existing course, find the course in [Course Library](#) and select Edit. To change the minimum passing score, copy the Test to a draft, edit and then re-Publish the Test*

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## 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)*

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## 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 Evaluations' section shows 'Evaluation # 417 (Draft Last Modified 2/10/2017)' with buttons for 'PUBLISH', 'VIEW', 'ABANDON', and 'EDIT'. The 'Creating a New Evaluation' section has a dropdown menu set to '-- CHOOSE ONE --' and a 'COPY EVALUATION' button. At the bottom, there is a 'CREATE NEW EVALUATION' button. Green callouts A-F highlight the 'EVALUATIONS' tab, 'CREATE NEW EVALUATION' button, 'Draft Evaluations' section, 'EDIT' button, 'CREATE NEW EVALUATION' button, and 'EDIT' button respectively.

The screenshot shows the 'PROPERTIES' tab for an evaluation. The 'Anonymous' setting is set to 'No'. At the bottom, there is a 'SAVE AND PUBLISH' button. Green callouts E and F highlight the 'Anonymous' dropdown and the 'SAVE AND PUBLISH' button respectively.

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## 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

The screenshot shows the 'Evaluation for [Alchemy Systems Overview \(SCORM 2004\) \(TSCORM04\)](#)' interface. The 'QUESTIONS' tab is active, indicated by a circled 'H'. Below the navigation bar, the 'ADD NEW QUESTION' button is circled with an 'I'. The 'New Question' form is shown with the 'Question Type' dropdown menu open, displaying various options. The '4 Answer Likert' option is circled with a 'J'. Below the dropdown, the 'NEXT >>' button is visible. The 'New Question' form is further detailed with a circled 'K' next to the 'Answer 2' field, which contains the text 'Agree'. The 'SAVE' button is circled with an 'L', and the 'PUBLISH' button is circled with an 'M'.

There are no records.

**New Question**

Question Type: -- CHOOSE ONE -- (required)

- 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+)

NEXT >>

**New Question**

Question Type: 4 Answer Likert

Question	Answer	required
	Strongly Agree	required
	Agree	required
	Disagree	required
	Strongly Disagree	required

SAVE CANCEL