

Manager

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 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