

# Manager

## Instructor-Led Training (ILT)

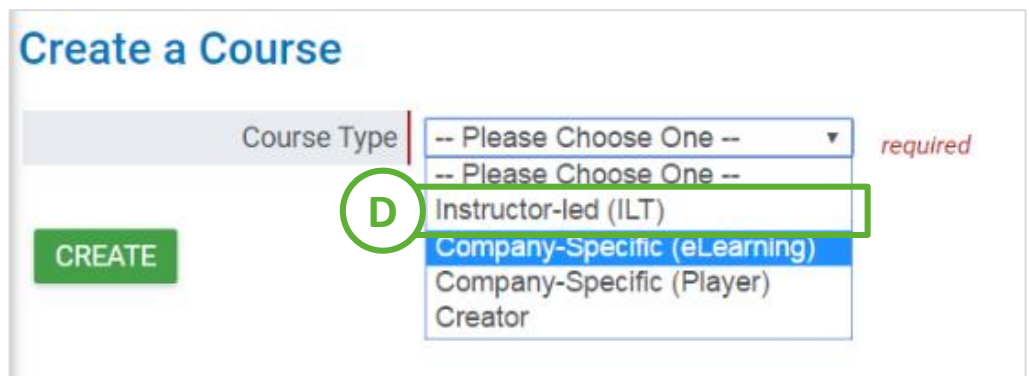
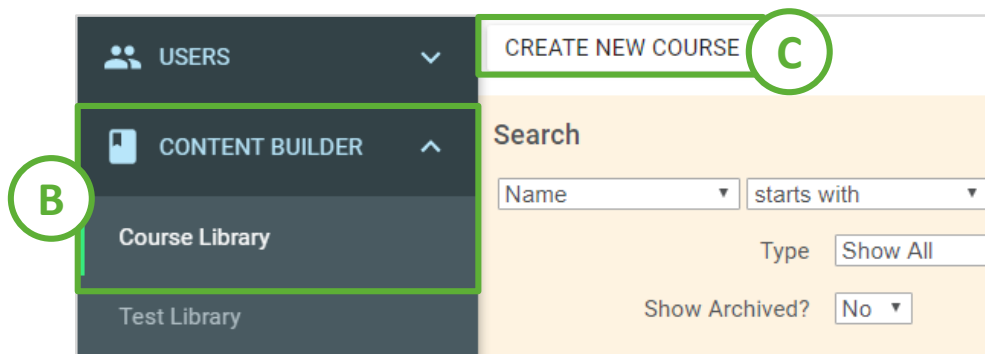
An Instructor-led course may be used to track activities outside of Player. It is important to note that an ILT consists of the Course and the individual class times. This tip sheet includes instructions for adding a class at the time of the course creation, as well as instructions for adding a class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



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- E. Fill in the required fields for both the Course and the initial Class (see description of fields below)
- F. Click Create

**E**

**General Information**

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

**Course Type** | Instructor-led (ILT)

**Language** | English (United States) required

**Worksite** | Atlanta (Poultry) required  
Austin  
Brampton (CanadaPoultryAW)  
Calgary (CanadaDry)  
Charlotte (PoultryAW)  
Chicago (BeefPork)  
Clovis (Dairy)  
Corporate  
Please select the worksite(s) for this Course.

**Credit Hours** | 1.0 required

**Course Code** | ILTTIPSHEET2017 required  
Course Code is not editable after the course is created.

**Parent Course** | -- Automatically create a new parent -- required  
If completing this course satisfies the requirements of another course, please select the parent course above. This aids reporting and learning plan setup.

**External ID** | Optional Field: Used for cross referencing with an external system.

**Create a Class Session**

Enroll learners, add a facilitator, and create more sessions using the Classes tab (after pressing Create).

**Start Date** | 08/02/2017 8 :00 AM required

**End Date** | 08/02/2017 5 :00 PM required  
Dates are in your preferred timezone: America/Chicago

**F** **CREATE**

- Type in a unique **Course Name**, making sure to follow your company's naming convention
- Confirm that "**Instructor-led**" was selected for the Course Type
- Select the course **Language** from the drop down
- Select the **Worksite** for which the class is intended
- Enter the number of **Credit Hours** that will be given for course completion. Default for courses is recommended **1.0**
- Select the **Course Code** text box and enter a unique alphanumeric code to help you identify the course (once the course is created you will not be able to edit the Course Code)
- If the course you are creating is intended to fulfill a training requirement for an existing course, make a selection from the **Parent Course** drop-down menu.
  - If the course you are creating is intended to fulfill a *new* training requirement, do not choose anything from this drop-down
- Enter a **Meeting Date**, **Meeting Start Time**, and **Meeting End Time** for the course (Please refer to the Courses Overview section of the Help button for general information on parent and child courses.)

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### 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

PROPERTIES	DESCRIPTION	CLASSES	PARENT	RELATED COURSES
<b>Search</b> Name <input type="text"/> starts with <input type="text"/> Show Archived? <input type="text" value="No"/> <input type="button" value="FILTER"/> <input type="button" value="RESET"/> <input type="button" value="CREATE A CLASS"/>				
1 rows in search result.				
Code	Name	First Meeting	Delivery	Actions
ILTTIPSHEET2017	ILT Tip Sheet Training	8/2/2017	Other	<input type="button" value="EDIT"/> <input type="button" value="ARCHIVE"/> <input type="button" value="CANCEL"/>

- C. Select the **Edit Roster** Tab
- D. Select 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

PROPERTIES	EDIT ROSTER	
<b>Search</b> Last Name <input type="text"/> starts with <input type="text"/> Groups/Worksites consist of any <input type="text" value="System Groups"/> Showing <input type="text" value="All"/> Show Archived <input type="text" value="No"/> <input type="button" value="FILTER &amp; SAVE"/> <input type="button" value="CLEAR FILTER"/>		
667 rows in search result.		
<input type="checkbox"/> Name	User ID	<input type="checkbox"/> Status
<input type="checkbox"/> Abbott, James	ABR2823	
<input type="checkbox"/> Abbott, Roxanne	37434	

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In the Roster Status column, status will be marked "Complete" by default, underlined with a dotted blue line to indicate that it is editable.

<input type="checkbox"/>	↑ Name	User ID	↑ Status	Date
<input checked="" type="checkbox"/>	Abbott, James	ABR2823	<b>A</b> <u>Complete</u>	8/2/2017 5:00 pm

If you need to change the status to In Progress, do the following:

- Select the "Complete" Status,
- In the drop down box select "In Progress"
- Then select **OK** to save your changes

<input type="checkbox"/>	↑ Name	User ID	↑ Status	Date
<input checked="" type="checkbox"/>	Abbott, James	ABR2823	<b>B</b> <b>C</b> Complete ▼ Complete In Progress	8/2/2017 5:00 pm
<input checked="" type="checkbox"/>	Adkins, Claire	252677	OK CANCEL	8/2/2017 5:00 pm

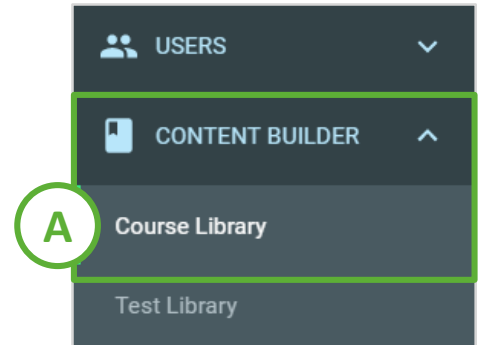
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## ILT – Add a Class to an Existing Course

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 **Content Builder** and select **Course Library**
- B. Use the Search field to find the Course
  - Option: Choose Instructor-Led (ILT) from the Type drop-down
- C. Choose the course and select **Edit**



**Search**

Name  contains  and  
Code  starts with

Type

Show Archived?

**FILTER** **RESET**

1 rows in search result.

Code	Name	Type	Worksite	Category	Actions
ILTTIPSHEET2017	ILT Tip Sheet Training	ILT	Austin	Company Specific	<b>EDIT</b>

### Part 2: Document User Attendance

- A. Select the **Classes** Tab
- B. Select the **Create a Class** Button

**CLASSES**

**CREATE A CLASS**

**SEARCH**

Name  starts with

Show Archived?

**FILTER** **RESET**

1 rows in search result.

Code	Name	First Meeting	Delivery	Actions
ILTTIPSHEET2017	ILT Tip Sheet Training	8/2/2017	Other	<b>EDIT</b> <b>ARCHIVE</b> <b>CANCEL</b>

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## ILT – Add a Class to an Existing Course

### Part 2: Document User Attendance, continued

- 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

**C** Create a Class

**Basic Information**

Class Name | GH Zamboni Certification

**Contact Information**

Facilitator | None

**Meeting Information**

Start Date | 08/01/2017 | 8 | 00 | AM | *required*

End Date | 08/01/2017 | 3 | 00 | PM | *required*

Dates are in your preferred timezone: America/Chicago

**D** SAVE

- E. Select the **Edit Roster** Tab

**E** EDIT ROSTER

**G** FILTER & SAVE CLEAR FILTER

668 rows in search result.

<input type="checkbox"/>	Name	User ID	Status
<input type="checkbox"/>	Abbott, James	ABR2823	

- 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

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## Instructor-Led Training (ILT)

### Part 2: Document User Attendance, continued

In the Roster Status column, status will be marked "Complete" by default, underlined with a dotted blue line to indicate that it is editable.

<input type="checkbox"/>	↑ Name	User ID	↑ Status	Date
<input checked="" type="checkbox"/>	Abbott, James	ABR2823	<b>H</b> <u>Complete</u>	8/2/2017 5:00 pm

- H. Select the "Complete" Status
- I. In the drop down box select "In Progress" (or change to "Complete" if the User has completed the course at a later date)
- J. Then select **OK** to save your changes

<input type="checkbox"/>	↑ Name	User ID	↑ Status	Date
<input checked="" type="checkbox"/>	Abbott, James	ABR2823	<b>I</b> <b>J</b> Complete Complete In Progress	8/2/2017 5:00 pm
<input checked="" type="checkbox"/>	Adkins, Claire	252677		8/2/2017 5:00 pm

OK CANCEL