

Manager

Character Length Limits

There are character length limits when creating Company Specific Content within Manager. Staying within these limitations will ensure fields are displayed appropriately within reports as well as Player.

Company Specific Course Fields

Create a Course

General Information

Course Name	<input type="text"/>	<i>required</i>
	Tip: For consistency, your Course Name should be written in the same language as the language used for the course.	
Course Type	Company-Specific (Player)	
Language	<input type="text" value="English (United States)"/>	<i>required</i>
Worksite	<input type="text" value="Austin"/>	<i>required</i>
	Please select the worksite(s) for this Course.	
Credit Hours	<input type="text" value="1.0"/>	<i>required</i>
Estimated Duration	<input type="text"/>	minutes <i>required</i>
Course Code	<input type="text"/>	<i>required</i>
	Course Code is not editable after the course is created.	
File Delivery Method	<input type="radio"/> Manual delivery: copy manually to Player Client Media <i>required</i> <input type="radio"/> URL <input type="radio"/> Upload file: distribute automatically to Player Client Media <input type="radio"/> No file associated with this training event	

Fields	Characters (including spaces)
Course Name	254
Course Code	50
Filename	50

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Character Length and Question Limits

There are character length limits when creating Company Specific Test & Evaluations within Manager. Staying within these limitations will ensure fields are displayed appropriately within reports as well as in Player. Additionally, the number of questions and participants must be taken into consideration in large training sessions.

Test and Evaluation Fields

New Question

Question Type	True/False	
Question	<input type="text"/>	<i>required</i>
Answer 1	True	<i>required</i>
Answer 2	False	<i>required</i>
Correct Answer	<input type="text" value="- CHOOSE ONE -"/>	<i>required</i>

Fields	Characters (including spaces)
Questions	423
Answers	121 (only 108 visible in Player)
Number of Q/A Allowed	Dependent on enrollees

Test and Evaluation Question Limits

Test/Eval Questions are limited to 4000, divided by number of participants.

For example, a standard group of 30 participants can take tests with up to 133 questions in Player because $4000/30 = 133$ questions.

($4000 / 1$) = **4000** questions available

($4000 / 30$) = **133** questions available

($4000 / 60$) = **66** questions available

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Character Length Limits

There are character length limits when creating and administering Company Specific Observations within Manager and the Coach. Staying within these limitations will ensure fields are displayed appropriately.

This tool is only available if you have access to Coach for your Manager site.

Observation Fields

Corrective Actions

Enter Corrective Actions here for observation.

Coach Completes Corrective Action

Allow Coach to mark Corrective Actions complete on device

Include Positive Reinforcement

Require a Positive Reinforcement Message after Successful Observation

Positive Reinforcement Message

Select to include Positive Reinforcement as part of observation.

Completion Message

Enter message to show upon a compliant observation.

Fields	Characters (including spaces)
Observation Instructions	2500
Corrective Actions	2500
Positive Reinforcements	2500
Completion Message	400
Questions	400