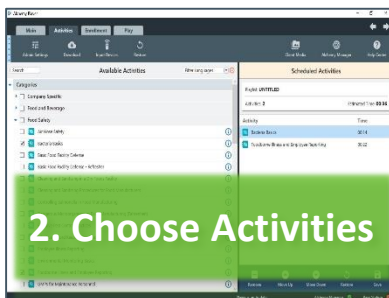


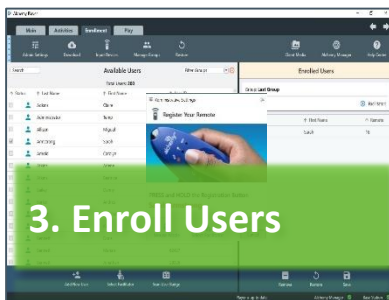
Welcome to Player Facilitation! The start up steps for facilitators are on this page. The next page covers the flow of a training session along with options for mid-session trouble-shooting.



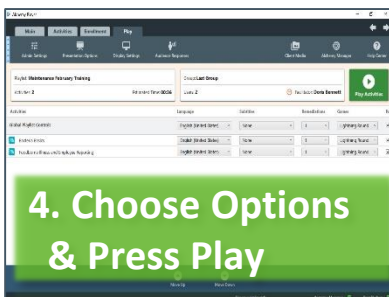
- Download current Users, Activity List, and Available Client Media from the pop-up window or by selecting **Download** in Player Admin ribbon
- Navigate Player by selecting the tabs or arrows at the top of the page



- Navigate to the **Activities** tab
- Under **Available Activities** select the arrows to expand the Category / Sub-Category sections
- Check the box to the left of the desired activity or select an available Playlist
- Click the info 'i' button to view the description of an activity



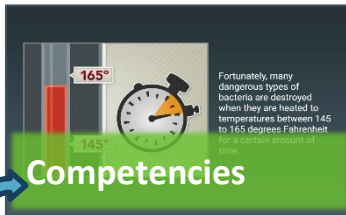
- Navigate to the **Enrollment** tab
- Select Facilitator for the training session
- For each participant, select their name from the Available Users. Direct user to press and hold the registration button on the remote. (For a single user use Kiosk Mode.)



- Navigate to the **Play** tab
- Use the Global Playlist Controls to manage options for the current session, or use the selections to the right of the course name to adjust individual activities
- Select **Play Activities** to start selected items



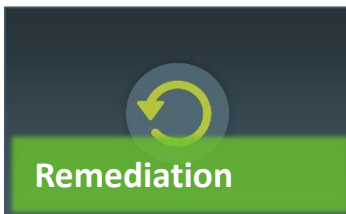
- Alchemy Courses begin with an introduction/video
- Each Course requires 100% participation and competency, and Remediations are available for incorrectly answered questions



- Each instructional section covers one or two course competencies
- One or more questions will follow each instructional section



- Users press the corresponding answer number on their remotes
- **To switch out a remote control, select the Input Devices icon in the Q&A screen**
- Once the question is answered, another competency will be covered



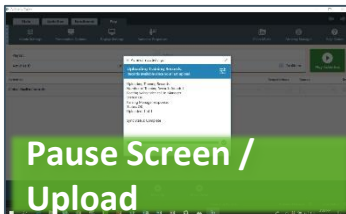
- If a user answers incorrectly, the program may review the competency again and follow up with a different question.
- Individual answers are recorded and viewable in Manager



- All competencies are reviewed at the end of the session



- The Lightning Round is an **optional** game show of yes/no questions
- The first user who answers the most questions correctly wins the Lightning Round
- These answers are not recorded and do not effect users grades



- On the Pause screen, select **Continue** to advance to the next activity, or select the **Edit** button to edit Activities and Users
- **At the end of the playlist, an automatic upload occurs - ensure that the Sync Status is Complete (you should see a check mark)**