

Learning Plan Playlists

Playlists based on your Learning Plans can now be downloaded to Player! **See instructions for adding Learning Plan playlists to Player on the next page.**

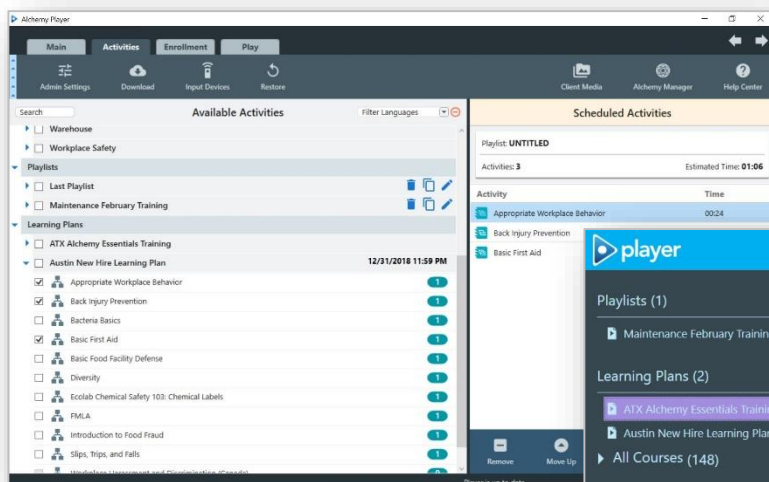
New Concept: Use Learning Plans to centralize your training playlists

You can guide Player facilitation from your main office by creating Learning Plans in Manager, assigning plans to specific worksites, and having local worksite download the playlist in Player. These new Learning Plan playlists can be used in both group-based training sessions with the remotes and in Kiosk mode. Here are a few things to keep in mind:

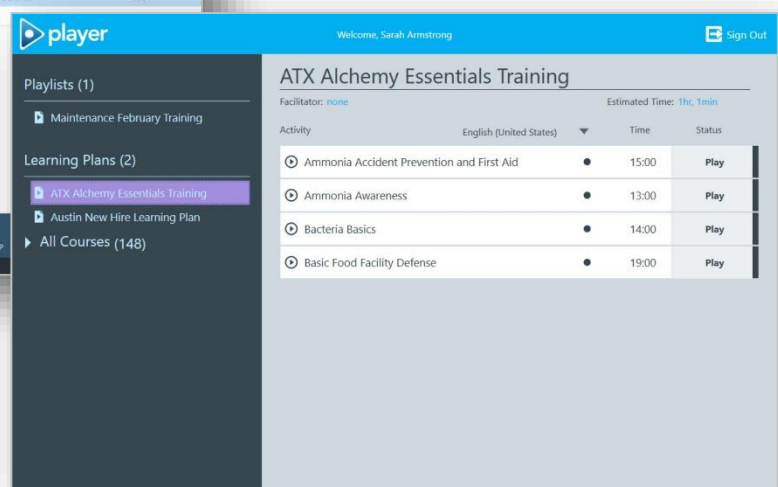
- You determine which Learning Plan playlists appear in Player
 - You can choose to remove a Learning Plan playlist from Player at any time
- Only active Learning Plans will appear in the listing
 - If your Learning Plan has a due date, then that date will also appear
- Learning Plan playlists will only display items that can be delivered through Player
- Learning Plan subscriptions and reports are only viewed and edited through Manager

Best Practices for facilitating training with Learning Plan playlists:

- Determine first which Learning Plans are appropriate for your Player facilitation
 - In most cases, a playlist should not exceed the length of a single training session
 - Learning Plans with a large number of courses generally would not work well as a playlist
 - **You may wish to create a series of smaller Learning Plans for facilitation, and a separate, all-encompassing Learning Plan for reporting**
- Use good naming conventions to guide your facilitators (eg, ATX Facilitation Safety)
- Communicate Learning Plan assignments with your training facilitators
- Consider creating Learning Plans with Player-only content



NOTE: This option is only available in Player 7.0+



Learning Plan Playlists

Download and use a Learning Plan playlist in Player:

- A. In Manager, create a Learning Plan
 - Assign the Learning Plan to specific Worksites
 - Download in Player
- B. In Player, navigate to the **Activities** tab and locate the **Learning Plans** category.
- C. To add the entire playlist (recommended), select the **check box** next to the Learning Plan.
 - To add individual activities, expand the list of activities by selecting the **Arrow** icon next to the Learning Plan; check the box(es) of the activities to be added
- D. Selected activities will appear in the **Scheduled Activities** listing

The image shows two screenshots from the Alchemy software. The top screenshot is the 'New Fixed Date Learning Plan' form in the Admin Center. It includes fields for Name (English/Spanish), Start Date, Due Date, and Follow-up Relative Date. A green box labeled 'A' highlights the 'Show plan in Alchemy Player for these worksites' dropdown menu, which lists various worksites like Austin, Brampton, and Chicago. The bottom screenshot is the Alchemy Player interface. It shows the 'Activities' tab with a list of 'Available Activities' and a 'Scheduled Activities' panel on the right. A green box labeled 'B' points to the 'Activities' tab. A green box labeled 'C' highlights the 'Learning Plans' section in the 'Available Activities' list, where 'ATX Alchemy Essentials Training' is checked. A green box labeled 'D' highlights the 'Scheduled Activities' panel, which shows a playlist named 'UNTITLED' with four activities: Ammonia Accident Prevention and First Aid, Ammonia Awareness, Bacteria Basics, and Basic Food Facility Defense.