

Alchemy eLearning User Globalization Options

eLearners have the ability to identify the language in which they'd like to see the Manager eLearning website, and they will also be able to filter courses by preferred language. Please make these instructions available to your eLearners.

Login Page

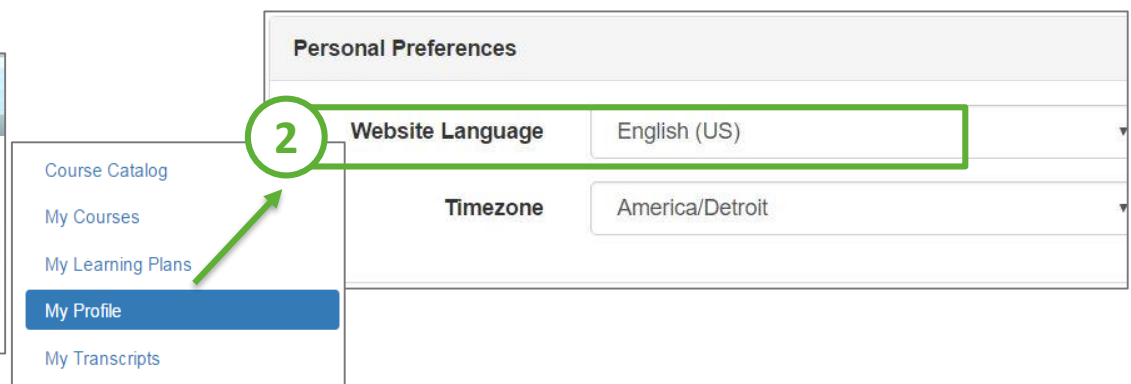
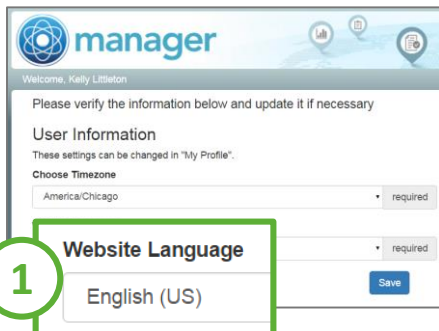
Users can translate their login page to English (US), Espanol (US), Français (CA), or English (UK) on the Alchemy Manager login page by selecting their language choice at the bottom of the screen.



[English \(US\)](#) | [Español \(US\)](#) | [Française \(CA\)](#) | [English \(UK\)](#)

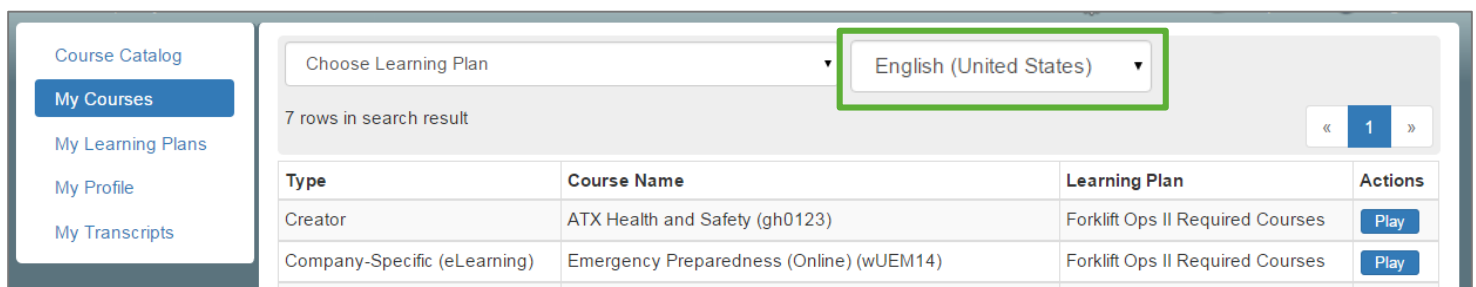
Website Language

1. Users will be automatically asked to identify their preferred website language in Manager version 7.18+
2. Users can also change their Worksite language in the **My Profile** section of the website



Course Language

Users can identify their preferred course language in a drop-down at the top of either the **My Courses** or **Course Catalog** pages; this choice is saved until changed again.



Parent Name Translations

Courses

When building Company Specific Courses in multiple languages, you are likely using the Parent-Child option, which enables you to identify equivalent courses. The Parent Course title is listed in eLearning, which can be problematic for your eLearners that have chosen to view Manger in another language. To prevent this issue, you can translate that Parent Course title so that it can be displayed in the chosen language of your eLearner.

Adding a translated Parent name to a Course

Refer to the Manager – Adding Company Specific Courses tip sheet for more information.

- A. Build your Company Specific Parent and Child Courses
- B. Select the Parent tab (from either Course)
- C. Navigate to the drop-down below the listed Parent Course Name; choose your translation language
 - Currently available: English US, English UK, Spanish US and French
- D. Type in the translated Course Name
- E. Select Apply

Edit Course: ATX Salud y Seguridad (ATXHNS032019)
Parent: ATX Health and Safety

PROPERTIES	DESCRIPTION	EVALUATIONS	PARENT	RELATED COURSES	HISTORY
General Information					
Course Name	ATX Salud y Seguridad				
Language	Spanish (United States)				
Worksite	Austin Houston (Food)				
Passing Score	80.00	%required			
Estimated Hours	1.0	required			
Estimated Duration	30	minutesrequired			
Course Code	ATXHNS032019				
eLearning Distribution Method	Distribution through eLearning (Upload file) required				
Player Distribution Method	Automatically distribute to Client Media (Upload file) required				
Parent Course	ATX Health and Safety				

Edit Course: ATX Salud y Seguridad (ATXHNS032019)
Parent: ATX Health and Safety

PROPERTIES	DESCRIPTION	EVALUATIONS	PARENT	RELATED COURSES	HISTORY
Course Name	English (United States)	ATX Health and Safety			
Course Name	Spanish (United States)	ATX Salud y Seguridad			
Course Name	French (Canada)				

APPLY

Parent Name Translations

Tests & Evaluations

Similar to the Parent-Child option for Company-Specific Courses, there is a Parent-Related option for Tests and Evaluations, and the Parent Test or Evaluation is listed in eLearning. Follow the steps below to provide translated titles for your eLearners

Adding a translated Parent name to a Test or Evaluation

Refer to the Manager – Adding Company Specific Courses tip sheet for more information.

- A. Build your Test or Evaluation
- B. Select the Parent tab
 - If editing a current Test or Evaluation, go to that Library, even if it is linked to a Course
- C. Navigate to the drop-down below the listed Parent Course Name; choose your translation language
 - Currently available: English US, English UK, Spanish US and French
- D. Type in the translated Test or Evaluation Name
- E. Select Apply

Edit Test: Food Safety Quiz (SA20190306102201-718)
Parent: Food Safety Quiz

TESTS	PARENT	RELATED TESTS
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General Information

Test Name | Food Safety Quiz required
Tip: For consistency, your Test Name should be written in the same language as the language used for the Test.

Language | English (United States) required

Worksite | Austin required
Houston (Food)

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

Delivery Method | Deliver to Player and eLearning required

SAVE

Edit Test: Food Safety Quiz (SA20190306102201-718)
Parent: Food Safety Quiz

TESTS	PARENT	RELATED TESTS
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Course Name | English (United States) | Food Safety Quiz required
Spanish (United States) | Concurso de Seguridad Alimentaria

APPLY

Parent Name Translations

Learning Plans

To ensure consistency in the eLearning experience, if you are providing translated Company Specific Course, Test and Evaluation names, the names of your Learning Plan should also be translated.

Adding a translated name to a Learning Plan

Refer to the *Manager – Learning Plan Resource Guide* for more information.

- A. Build your Learning Plan
- B. Navigate to the drop-down below the listed Learning Plan Name; choose your translation language
 - Currently available: English US, English UK, Spanish US and French
- C. Type in the translated Learning Plan Name
- D. Select Apply

Edit Fixed Date Learning Plan: Forklift Ops II Required Courses (Due: 12/09/2019)

DETAILS MANUAL SUBSCRIPTIONS AUTOMATIC SUBSCRIPTIONS ALL SUBSCRIPTIONS HISTORY

Please Note: Making changes to Learning Plans will impact your data. Reports may take up to 1 hour to reflect the changes.

Name	English (United States)	Forklift Ops II Required Courses
B	Spanish (United St: ▼	Operadores de Montac argas II Cursos Requeridos C

Label Forklift Ops II Required Courses (Due: 12/09/2019)