Welcome to your

intertek alchemy

Getting Started Guide

October - 2021

Contents

NOTES:

Training Agenda

LET'S GET STARTED

Session 1

- Alchemy Overview
- Player: Facilitate Training
- Courseware: Alchemy Content
- Manager: User Management and Reports

Session 2

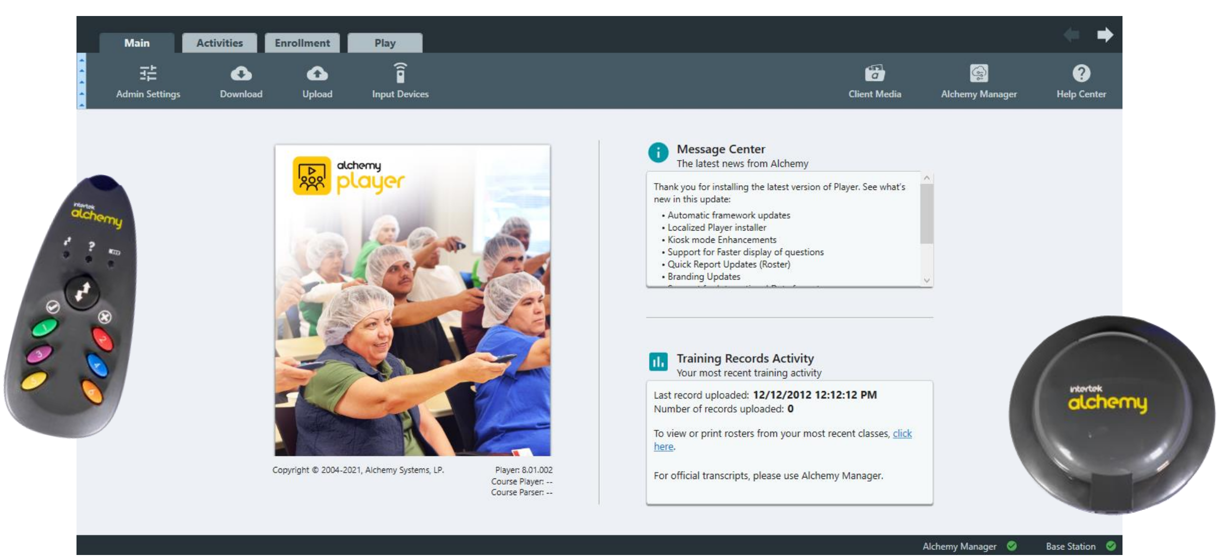
- Manager: eLearning and Learning Plans
- Creator: Content Builder
- Review: Pull It All Together

NOTES:

Player: Set up Group Training

***Player** is installed on training computers to PLAY your activities; communicates with Manager over an internet connection but also allows groups/individuals to complete training offline.*

1. **Main Tab**
   a. Click **Download** to retrieve new users and activities
   b. Open **Admin Settings** to make changes to Player
      i. Player Admin password is **<u>alchemy</u>**
   c. Confirm that **Base Station** is connected and that Player sees **Alchemy Manager**
2. **Activities Tab**
   a. Expand **Categories** by clicking blue chevron arrow on the left
   b. Click on an information icon to view course information
   c. **Save** the list of "Scheduled Activities" as a **Playlist**
3. **Enrollment Tab**
   a. Enroll everyone in the group in the training session
   b. Each student will receive a remote
   c. Select the Facilitator
4. **Play Tab**
   a. In **Playlist Controls** adjust the following settings:
      i. Language
      ii. Subtitles
      iii. Remediations
      iv. Game Show
      v. Audience Responses

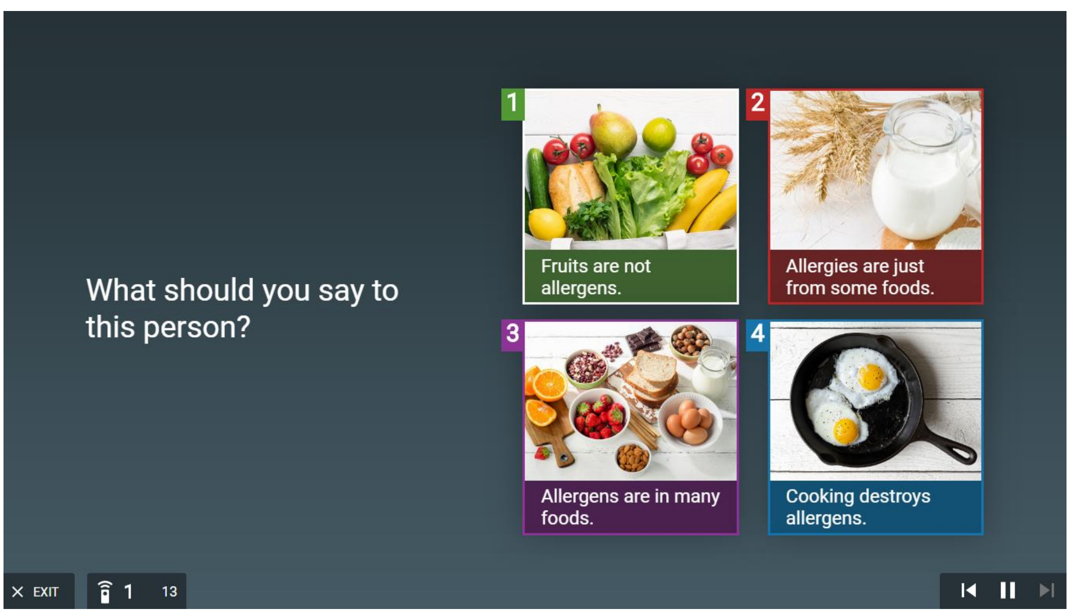


NOTES:

Player: During a Group Course

FACILITATOR FUNCTIONS

1. **Pause & Play**
    a. Use the buttons at the bottom of the screen to pause and resume the course
    b. Press the rewind button to review content (as far back as the previous question)
2. **Audience Responses**
    c. After each question, the **Audience Response Results** graph will appear
    d. Options may be set in Admin Settings
    e. Graph may be closed manually or through auto-close setting
3. **Manage Remotes** (see Player Tip on page 5 for more details)
    a. Open the **Manage Remotes** window
    b. Display shows remotes that have not answered
    c. Here you can:
        i. **Change Remote** if a remote is not functioning
        ii. **Remove user** if a user needs to leave the course (The user will receive a status of *In Progress*)



NOTES:

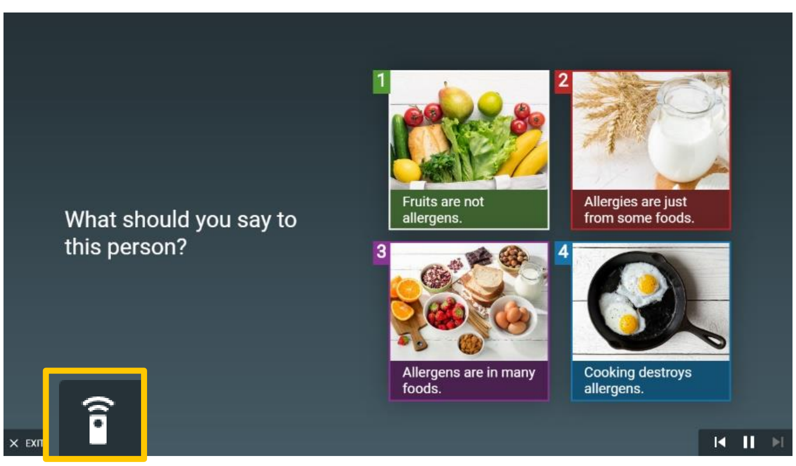
Player Tip: Troubleshooting Remotes

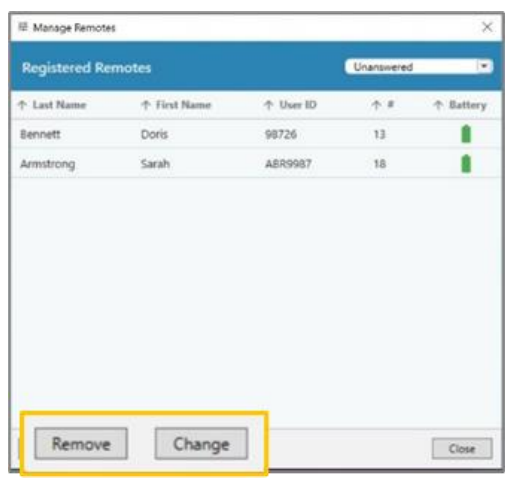
ISSUE: REMOTE STOPS WORKING MID-SESSION

- Solution: Switch out a remote on the Question Screen
  - Choose another Remote (not already in use)
  - Select the **Manage Remotes** icon; select the name of the user, then select **Change**
  - Have the user pick up the new remote then press the registration button
  - Wait for the screen to indicate the remote has been assigned
  - Select **Close** and continue with the course

ISSUE: USER NEEDS TO LEAVE MID-SESSION

- Solution: Remove the user from the session
  - From the Question screen, select the **Manage Remotes icon**
  - From the Registered Remotes box, select the name of the person leaving the session, select **Remove**
  - Verify this action, then select **Close**



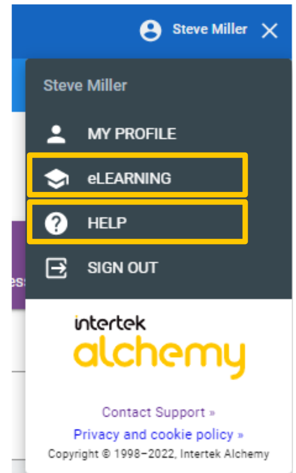


NOTES:

Manager

MANAGE USERS AND RUN REPORTS

***Manager** is your company-specific website to assign training, run reports, and access eLearning*



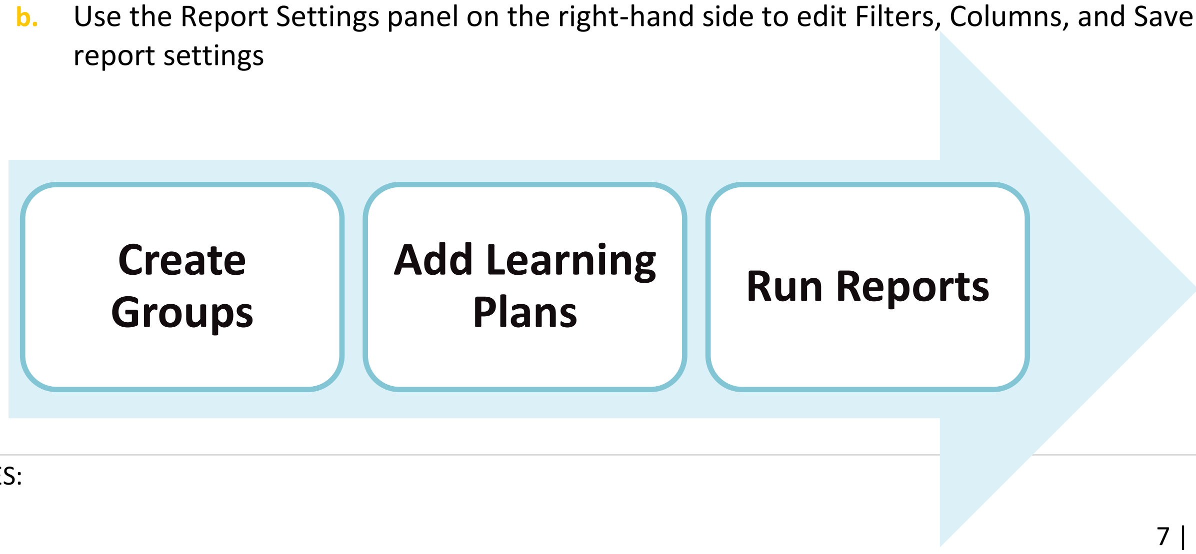
1. **Home**
    a. Click the **?** icon in bottom left corner for **Help, Support, and New Features**
    b. Click on your name in the **top right corner**
    c. Select **Help** to access the Help Center
2. **eLearning**
    a. Click your name (top right corner) and select **eLearning**
    b. My Courses displays your assigned courses. Click the Play button to run course
    c. Users who are not admins will login to Manager and access only their eLearning dashboard
3. **Users**
    a. To switch from eLearning back to your Admin home page, click on your name in the top right corner and click on **Admin**
    b. From the **navigation panel** on left hand side, click on **Users**, select **User Listing**
    c. Find a user's transcript by clicking on **username**, select **Transcript** tab
        i. Click the activity name to open the **Test Results**
    d. To add a new user, select **Add User** from the Navigation OR select the Blue + Button in the bottom right corner
    e. To view Archived Users, click **Filter**, check the box to include Archived Users, click **Apply**
4. **Reports: User Status**
    a. This report is useful for seeing who has completed a certain course; or it used for audits to pull training records for specific users and/or specific courses
    b. From **Run Reports**, select **User Status Report**
        i. Select All Users or a Group (webpage will then refresh)
        ii. To select multiple users, **hold down the Ctrl key**
    c. In **Course Categories**, choose a Category (webpage will refresh again)
        i. Select a course or courses under the category
        ii. Select Format and click **Submit**
5. **Reports: Training Records SMART Report** SMART
    a. This report is useful for seeing all training records. As a SMART report, it allows greater control over your filters and columns but may take up to 24 hours to update
    b. From **Run Reports**, select **Training Records**. Use the Report Settings panel on the right to edit Filters, Columns, and Save report settings.

NOTES:

Manager: Learning Plans

SET GOALS WITH LEARNING PLANS

1. **Groups**
   a. Navigate to **Users** in left hand panel and select **Groups**
   b. Click the blue **+** button at the bottom right to create a new group
   c. Add Members by clicking the "+/- Members" banner at the top of the Members tab
   d. Select **Group Admins** tab and the "+/- Group Admins" banner
      i. Note: only Group Admins can manage the group, assign learning plans to the group, and run reports on the group
2. **Learning Plans**
   a. From the **Activities** drop down menu in the left hand Navigation panel, click on **Learning Plans**
   b. Click the blue **+** button at the bottom right to add a new learning
   c. Select Fixed Date Learning Plan
   d. Select your Learning Plan timeframe, Late Completion window
   e. Click **+/- Activities** to add activities
   f. **Add** the learning plan – then select **Subscriptions** tab at the top
   g. Subscribe individual users (to manually add/remove users from a Learning Plan) or click **+/- Groups** (to automatically add/remove users based on their Group)
3. **Reports: Learning Plan Matrix**
   a. Navigate to **Reports**, then **Run Reports**
   b. Select Learning Plan Matrix report
   c. Choose Learning Plan, Group, format
4. **Reports: Learning Plan Progress SMART Report** SMART
   a. From **Run Reports**, select the Learning Plan Progress Smart Report
   b. Use the Report Settings panel on the right-hand side to edit Filters, Columns, and Save report settings



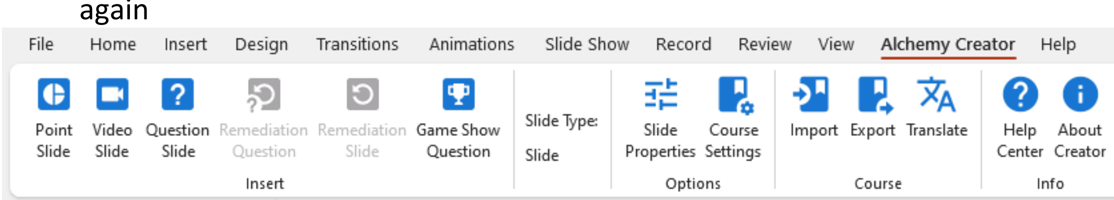
NOTES:

Creator

CUSTOMIZE TRAINING ACTIVITIES

***Creator** is a PowerPoint Add-on for CREATING your custom content.*

1. **Build Content**
    a. In a new PowerPoint Presentation, choose a subject for a simple training and use your first slide as your Title Slide (Note: in Slide Properties panel, an option is to “Make Full Screen”)
    b. Add **Point Slides** with images and explanation of the content in the **Slide Text** in the **Slide Properties** panel (Tip: make the images the full size of the slide)
        i. BONUS: Add voiceover to the slides from the **Slide Properties** panel
2. **Add Questions**
    a. Add a **Question Slide**
    b. In the Slide Properties panel, select **Options** to adjust options
        i. Type your Question text, Answer options text, and select correct answer (Optional: add voiceover). Add pictures as needed.
    c. In slide Properties panel, select **Preview**
    d. BONUS: Hover your mouse over the slide input icons to learn more about Remediation Questions, Game Show, etc. Need Help? Click **Help Center**.
3. **Export**
    a. **Save** the PowerPoint as a PPTX
    b. **Export** the PowerPoint to save it as a **.SISTEM** file (also known as the Alchemy Creator Document file)
    c. **Preview** your course
        i. Note: If there is an error on your preview, edit the PowerPoint, re-save it and export again



4. **Add to Manager**
    a. In your Manager website, navigate to Activities, select **Courses** and then select the blue “+” button at the bottom right
    b. Course Type: **Alchemy Creator**
        i. Add course name, Choose Worksite the course is available to, attach the **.SISTEM** file (Alchemy Creator Document file)
        ii. Make sure it will be available for eLearning and Player
    c. Download the course into Player

NOTES:

Notes & Additional Resources

This section includes resources that will help you with implementation and with Getting Started with Alchemy!

You might use these resources by:

- Printing them to share with others or use as a guide
- Bringing them to your meetings about training and using Alchemy
- Referencing them after your training

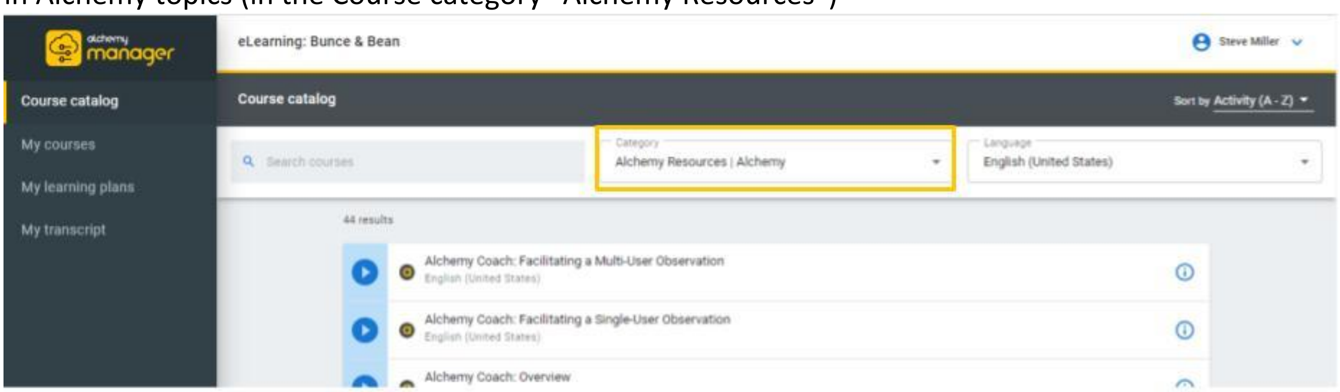
NOTES:

intertek alchemy

Implementation Best Practices

GETTING STARTED

1. **Get Started!**
    a. **Start using Player and eLearning** to complete trainings – you don't need to be perfect at everything to get started.
    b. **Start running reports** – the more courses you do, the more records you have for reports.
2. **Make a Plan!** Some good discussion questions for your Implementation team include:
    a. How will we tell people about Alchemy and how to use it?
    b. When creating Learning Plans, useful things to discuss include:
        i. What groups do we need to train?
        ii. What do I need to see in a Report? And which Reports in Manager will give me that information?
        iii. Tip: remember that you have options - SMART Reports, Scheduled Reports, and Dashboard charts are all options that pull employee and training data in various formats (visit the Help Center for details)
        iv. How do we want to schedule training? (This will help you think about how you will use Learning Plans to create that schedule)
        v. What Learning Plans make the most sense to start with based on our goals?
3. **Use your Alchemy resources** to make Alchemy work for you!
    a. **Mastering Alchemy Series:** there are some helpful videos in eLearning to train your admins in Alchemy topics (in the Course category "Alchemy Resources")



    b. **Getting Started** resources in the Help Center (see Page 5 for directions to access Help)
    c. **See page 12** of this Getting Started Guide for a list of resources

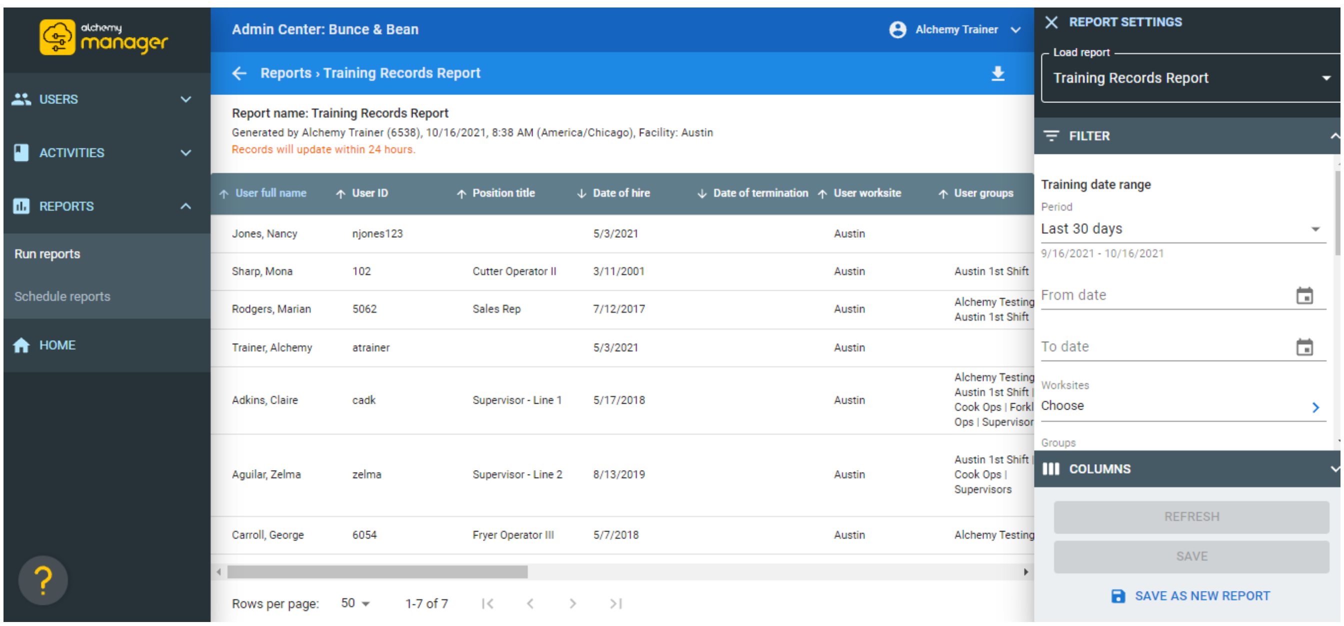
NOTES:

Helpful Information: Manager Reports

TWO REPORT TYPES: SMART VS. LEGACY

SMART

1. An Alchemy **SMART report** (with purple "SMART" icon next to the report name) includes a Report Settings panel, which allows for greater customization of Report filters and columns in the report (including the order of the columns)
    a. Note: SMART reports can take up to 24 hours to update data



2. All **Legacy reports** (that do not have the SMART icon) update as soon as training records are uploaded or synced with Manager
    a. Most also include the ability to **"Schedule"** a report, which will email reports on a selected schedule
        i. At the end of a report, click the "**Submit and Schedule**" button
        ii. Set the Start Date, End Date, frequency, and email address(es)
        iii. Select "**Save and Run**" to run the report now, or "**Save as New**" to save the schedule to be emailed later

NOTES:

Helpful Information: Considerations while using Creator

- **Translate**: This will only translate text in the **Slide Properties** and **Course Settings**, text on slides themselves will not be translated
  - **Best practice**: Always have a native speaker review the translated material before exporting as a course
- **Adding Voiceover**
  - If voiceover is added, slides will default to automatically advance
  - Microphone icon: add voiceover directly to the slide
  - Speaker icon: Add pre-recorded voiceover file
- **Remediation Question**:
  - Must immediately follow a Question Slide and will include a **Remediation Slide** for instruction, followed by the **Remediation Question Slide**

Best Practices

- Microphones
  - Professional USB Mic using cardioid setting for voice over
  - Alchemy Training uses the Blue Yeti mic
- Voice over
  - Creator audio or third-party audio
  - Alchemy Training uses Audacity for third-party audio
- Audacity
  - Record individual tracks for each slide
  - Select File -> Export to save
  - Record all tracks, then edit them
  - Unwanted noise through the entire track? Use Edit -> Noise Reduction
  - Unwanted noise in a specific section? Select the Silence Audio button
  - Level the entire track with the Effect -> Compressor option
  - Select File -> Export to save edits
- Photos
  - Source your own or buy online
  - Alchemy uses shutterstock.com
  - Min size rec: 800 x 600
- Video
  - .wmv or .mp4 files allowed
  - Alchemy Training uses Camtasia to edit videos
  - Min size recommendation 800 x 600
  - If using a smart phone, film horizontally
  - Shorter videos work best (+/- 5 minutes)

NOTES:

Helpful Information

ASSISTANCE AVAILABLE

Call our Client Support Team

1-888-988-8832

M-F, 3AM-7PM, US Central

View Article & Videos

in Alchemy Help Center

Located within Manager

Email our Team

support@alchemysystems.com

Account Manager

____

____

NOTES: