

Onboard with Alchemy Help

Use this document as your quick start guide to learn about the Alchemy Training System with video tutorials and articles. These courses, videos and articles provide a great introduction to Alchemy, no matter your role. They will provide information on how to get started with each Alchemy component you need.

Use this
Guide to

Gain Knowledge Use the links that follow and learn at your own pace

Begin with the *Getting Started* link, then find suggested content for your role below:



Getting Started *Start here*

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Administrators

For users with administrative access to Manager



Facilitators/Trainers

The basics for group based training

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Content Developers

Content Customization basics with Creator



Coaches

Facilitating observations using Coach

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Playbook

Create, deliver and track job specific training with Playbook




Additional Alchemy Resources

Information about the Alchemy Culture Kit and Alchemy Communications

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Help & Support

 (888) 988-8832

 Support@IntertekAlchemy.com

 IntertekAlchemy.com

GETTING STARTED

These courses, as well as knowledge checks, are available through the eLearning Course Catalog under Alchemy Resources or through the Alchemy Help website. To learn how to use and access eLearning, we recommend starting your experience with the following courses:

[What is the Alchemy Training System?](#)

ADMINISTRATORS

For users with administrator access to Manager, these courses cover the basic functions for managing your training program. There are different levels to admin access. For more information regarding access levels, [click here](#).

The Alchemy Training System

- [1.Video: What is the Alchemy Training System?](#)
- [2.Video: What is Alchemy Manager](#)

Managing Users

- [1.Video: How to Manage the User Listing](#)
- [2.Video: Creating Groups in Manager](#)
- [3.Video: Validating Users](#)
- [4.Article: Validating Users/Preventing Duplicates](#)
- [5.Article: Learning Plan Options](#)

Reports

- [1.Video: What are my reporting options?](#)
- [2.Video: Organize reporting with Learning Plans](#)

Managing Content

- [1.Video: What are my Content Customization Options?](#)
- [2.Video: Tracking Outside Training with ILT Courses](#)
- [3.Video: Validating Content with Tests and Evaluations](#)

How to Organize Time Sensitive Trainings

- [1.Video: Identifying Learning Plans that Work for You](#)
- [2.Video: Creating Fixed Date Learning Plans](#)
- [3.Article: Create a Repeating Fixed Date Learning Plan](#)
- [4.Video: Creating Relative Date Learning Plans](#)
- [5.Video: Creating Relative Repeating Learning Plans](#)
- [6.Video: How to Edit and Retire Learning Plans](#)
- [7.Alchemy Manager: Using Learning Plans to Centralize Playlists](#)

Additional Alchemy Components: Coach, Playbook
Your organization may not utilize these components. For more information regarding Coach and Playbook, contact your Account Manager.

Coach

- [1.Article: How to Get Started with Coach](#)
- [2.Video: Building a Coach Observation](#)
- [3.Video: Best Practices - Coach Reports](#)

Playbook

- [1.Video: What is Playbook](#)
- [2.Article: How to Build and Assign Job Qualifications in Manager](#)

FACILITATORS/TRAINERS

These courses provide an overview of how to set up group training with Alchemy Player. Player Facilitators will need some equipment to conduct training, including: a training computer with Player installed on it and a kit with remotes, base station and USB cord. If you have questions about equipment, contact your Alchemy administrators or Account Manager.

Group Based Training Set Up

- [1.Video: How to Set up Group Based Training with Player](#)
- [2.Video: Best Practices for Setting Up Your Training Space](#)
- [3.Article: Downloading Updates](#)

Group Training Basics

- [1.Article: Facilitating Group Trainings](#)
- [2.Article: Presentation Options](#)
- [3.Article: Using Video Captions in Player](#)
- [4.Article: Remote Troubleshooting](#)
- [5.Video: Setting Up Kiosk Mode](#)

Additional Information

These videos provide context how Player and Manager connect and may not be relevant for all Facilitators.

[Video: Using Learning Plans to Centralize Playlists](#)

[Video: Validating Users](#)

CONTENT DEVELOPERS

These courses provide an overview of Content Customization options and introduce how to use Creator to create company-specific training from scratch, translate courses and how to add tests and evaluations.

- [1.Video: What are my Content Customization Options?](#)
- [2.Video: Customizing an Alchemy Course](#)
- [3.Video: Building a Course from Scratch](#)
- [4.Video: Making Content Look Like an Alchemy Course](#)

- [5.Video: Translating a Course in Creator](#)
- [6.Video: Publish Content in Player and eLearning](#)
- [7.Video: Validating Content with Tests and Evaluations](#)



COACHES

These courses cover how to facilitate observations using Alchemy Coach. *Note: Anyone who will be doing observations with the Coach app will need Coach Admin access. Not all customers have purchased Coach. For more information, contact your Account Manager.

[1.Video: Big Picture with Coach in Context](#)

[2.Video: How to Build a Coach Observation](#)

[3.Article: Facilitating a Single User Observation](#)

[4.Article: Facilitating a Multi-User Observation](#)



PLAYBOOK USERS

These courses provide an overview of how to create, deliver, and track job specific training with Playbook. For more information about how to use Playbook, click on the Playbook icon next to the Playbook Users title.

[1.Article: Playbook Overview](#)

[2.Video: What is Playbook?](#)

[1.Article: How to Build a Playbook Course in Manager](#)

[2.Article: How to Build a Playbook Course in Playbook](#)

ALCHEMY RESOURCES

To learn about Alchemy tools that further help cultivate a culture of safety, and a continuous learning environment contact your Account Manager.