



Create Fixed Date Learning Plans

Quick Guide



1

Navigate to **Activities – Learning Plans**. Click the blue + button in the bottom right corner.



2

For **Learning Plan Type** click **Fixed Date**. To learn more Learning Plans, consult the Alchemy Help Center.



3

Give your Learning Plan a unique title. **Best Practice: this should be easy to identify and search.**



4

Add a time frame, if applicable. This includes date and time. This can be changed at any time.



5

Add a Late Completion window to allow for additional time. This can allow flexibility to your learners and admins.



6

Decide if the Learning Plan is available in Alchemy Player. Select the worksite(s) where the Learning Plan will be available.



7

Under **Required activities**, click +/- **Activities**. Click the boxes on activities that you want added, then click **Apply**.

ADD

8

Check the details for your Learning Plan. If everything is correct, click **ADD**



9

You may now subscribe users to the Learning Plan. Review *The Hep Center for more information*.