

Course Catalog

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10/09/22

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NOTE: Time indicated is an "estimate" for a single user to complete a course in mouse mode with one feedback loop shown per question. The actual time necessary to complete a training course will vary dramatically due to numerous factors including:

- Type of computer used
- Type of remote used for training
- Number of users viewing the course
- Number of feedback loops and remediation questions viewed
- Length of time for users to respond to questions

Alchemy Resources

[Alchemy Coach: Facilitating a Multi-User Observation \(UQMMA011\)](#)

Available Locales - English (US)

Estimated Course Time - 2 minutes

This course introduces how an observation on multiple people.

- ✓ Identify a functionality difference between different types of observations.

Alchemy Coach: Facilitating a Single-User Observation (UQMMA010)

Available Locales - English (US)

Estimated Course Time - 3 minutes

This course introduces how an observation is structured in Alchemy Coach.

- ✓ Identify a necessary step to take while facilitating a Coach observation.

Alchemy Coach: Overview (UQMMA006)

Available Locales - English (US)

Estimated Course Time - 4 minutes

This course explains how Alchemy Coach may be used to observe employees and operations in a workplace.

- ✓ Recognize basic functionality of Coach.

Alchemy Communications: Overview (UQMMA038)

Available Locales - English (US)

Estimated Course Time - 4 minutes

This course explores the components of the Alchemy Communications program, which includes huddle guides, posters, and digital videos.

- ✓ Identify elements of the Alchemy Communications programs.

Alchemy Creator: Building a Course from Scratch (UQMMA032)

Available Locales - English (US)

Estimated Course Time - 4 minutes

This course explains how Creator may be used to develop unique trainings tailored to a company that will play in Player and eLearning.

- ✓ Recognize the types of elements that may be added to a Creator course.

Alchemy Creator: Customizing an Alchemy Course (UQMMA031)

Available Locales - English (US)

Estimated Course Time - 5 minutes

This course explains how Creator may be used to customize Alchemy courses.

- ✓ Identify the level of access needed to customize Alchemy courses

Alchemy Creator: Making Creator Content Look Like an Alchemy Course (UQMMA037)

Available Locales - English (US)

Estimated Course Time - 7 minutes

This course explains how Creator may be used to make your custom content mimic the look and feel of Alchemy content.

- ✓ Describe how some of the Creator course building options are used.

Alchemy Creator: Publishing Content in Player and eLearning (UQMMA033)

Available Locales - English (US)

Estimated Course Time - 5 minutes

This course demonstrates how to publish a Creator course that can be played in both Player and eLearning.

- ✓ Recognize how custom content will be played in the Alchemy platform.

Alchemy Creator: Translating a Course (UQMMA039)

Available Locales - English (US)

Estimated Course Time - 3 minutes

This course explores how Creator may be used to translate specific course elements into multiple languages.

- ✓ Identify the parts of a PowerPoint presentation that can be translated in Alchemy Creator.

Alchemy Manager: Building a Coach Observation (UQMMA035)

Available Locales - English (US)

Estimated Course Time - 4 minutes

This course explains how to create custom observations in your Manager site to capture specific processes or behaviors at your facility.

- ✓ Identify where Coach observations are built.

Alchemy Manager: Coach Reports (UQMMA025)

Available Locales - English (US)

Estimated Course Time - 2 minutes

This course explains how to run an observation report once a Coach observation has been completed.

- ✓ Identify the report that provides information about a user's observation status.

Alchemy Manager: Creating Fixed Date Learning Plans (UQMMA019)

Available Locales - English (US)

Estimated Course Time - 5 minutes

This course introduces the benefit of a Fixed Date Learning Plan and how to create one.

- ✓ Identify a step in creating a fixed date learning plan.

Alchemy Manager: Creating Groups (UQMMA018)

Available Locales - English (US)

Estimated Course Time - 3 minutes

This course explains the benefits of organizing learners into groups for tracking training activities.

- ✓ Understand why groups should be used.

Alchemy Manager: Creating Relative Date Learning Plans (UQMMA020)

Available Locales - English (US)

Estimated Course Time - 3 minutes

This course introduces the functionality of a Relative Date Learning Plan and how to create one.

- ✓ Understand the purpose of a Relative Date Learning Plan.

Alchemy Manager: Creating Relative Repeating Learning Plans (UQMMA021)

Available Locales - English (US)

Estimated Course Time - 5 minutes

This course introduces the functionality of a Relative Repeating Date Learning Plan and how to create one.

- ✓ Identify when a Relative Repeating Date Learning Plan is reassigned.

Alchemy Manager: Identifying Learning Plans that Work for You (UQMMA026)

Available Locales - English (US)

Estimated Course Time - 6 minutes

This course outlines some benefits and use cases for various types of learning plans.

- ✓ Identify how a Fixed Date Learning Plan can be used.

Alchemy Manager: Learning Plan Reports (UQMMA027)

Available Locales - English (US)

Estimated Course Time - 6 minutes

This course introduces how learning plans reports can be an integral tool in helping design and execute training goals.

- ✓ Identify a benefit to creating Learning Plans.

Alchemy Manager: Managing the User Listing (UQMMA015)

Available Locales - English (US)

Estimated Course Time - 4 minutes

This course explains how to organize your users through your company's Alchemy manager website.

- ✓ Understand how to search for users in Alchemy Manager.

Alchemy Manager: Organizing Courses with Custom Categories (UQMMA029)

Available Locales - English (US)

Estimated Course Time - 4 minutes

This course explains the purpose of organizing courses into meaningful groupings via custom categories.

- ✓ Understand the importance of creating custom categories.

Alchemy Manager: Overview (UQMMA014)

Available Locales - English (US)

Estimated Course Time - 2 minutes

This course introduces functions of the Manager online administration portal.

- ✓ Recognize the main functionality of Alchemy Manager.

Alchemy Manager: Reporting Options (UQMMA016)

Available Locales - English (US)

Estimated Course Time - 3 minutes

This course introduces the reports in Manager allowing for various levels of detail and formatting flexibility.

- ✓ Identify an example of the types of information that may be reported from Manager.

Alchemy Manager: Retiring and Editing Learning Plans (UQMMA022)

Available Locales - English (US)

Estimated Course Time - 4 minutes

This course explains the benefits of editing learning plans to meet unique training needs.

- ✓ Recognize functionality related to editing a learning plan.

Alchemy Manager: Tracking Outside Training with ILT Courses (UQMMA034)

Available Locales - English (US)

Estimated Course Time - 4 minutes

This course explores the role of an Instructor-led course for tracking training activities that take place outside of Player.

- ✓ Understand why the Instructor Led Training function would be used.

Alchemy Manager: Using Learning Plans to Centralize Playlists (UQMMA028)

Available Locales - English (US)

Estimated Course Time - 2 minutes

This course explains how to create learning plans for a worksite in Manager and push them to Player instances of that worksite

- ✓ Identify where to find learning plans that have been pushed to a worksite.

Alchemy Manager: Using eLearning (UQMMA012)

Available Locales - English (US)

Estimated Course Time - 5 minutes

This course explains how to use eLearning for completing training courses in Alchemy Manager.

- ✓ Identify where to find assigned courses.

Alchemy Manager: Validating Content with Tests and Evaluations (UQMMA036)

Available Locales - English (US)

Estimated Course Time - 5 minutes

This course explains how Creator may be used to make your custom content mimic the look and feel of Alchemy content.

- ✓ Describe how some of the Creator course building options are used.

Alchemy Manager: Validating Users (UQMMA017)

Available Locales - English (US)

Estimated Course Time - 2 minutes

This course explains the purpose of validating a user that has been added and trained in the Alchemy platform.

- ✓ Understand why a user would appear in the validation list.

Alchemy Platform: Content Customization Options (UQMMA030)

Available Locales - English (US)

Estimated Course Time - 4 minutes

This course explores the various ways training content may be customized.

- ✓ Identify examples of how content may be customized in the Alchemy platform.

Alchemy Platform: Introduction (UQMMA004)

Available Locales - English (US)

Estimated Course Time - 4 minutes

This course introduces the components of the Alchemy platform.

- ✓ Identify the parts of the platform that can be used to facilitate training.

Alchemy Platform: Preparing for Your Alchemy Training Day (UQMMA003)

Available Locales - English (US)

Estimated Course Time - 4 minutes

This course introduces how the Alchemy platform can be used to facilitate training.

- ✓ Recognize where information can be stored.

Alchemy Platform: Setting Up Alchemy Out of the Box (UQMMA002)

Available Locales - English (US)

Estimated Course Time - 5 minutes

This course introduces what you can expect to receive as part of the Alchemy platform and how to set it up.

- ✓ Identify an element of the Alchemy platform.

Alchemy PlayBook: Overview (UQMMA042)

Available Locales - English (US)

Estimated Course Time - 7 minutes

This course explains how Playbook maybe used to capture institutional knowledge and train workers in a way that is meaningful and effective.

- ✓ Recognize the purpose of Alchemy Playbook.

Alchemy Player: Managing Mid-Session Changes (UQMMA008)

Available Locales - English (US)

Estimated Course Time - 4 minutes

This course introduces the types of changes that may be made while a training session is in progress.

- ✓ Identify when a remote may be switched or a user removed while playing a course.

Alchemy Player: Setting Up Kiosk Mode (UQMMA009)

Available Locales - English (US)

Estimated Course Time - 3 minutes

This course explains the purpose of Kiosk Mode in Player, and how to set it up.

- ✓ Understand why Kiosk mode may be used.

Alchemy Player: Setting Up Your Training Space (UQMMA013)

Available Locales - English (US)

Estimated Course Time - 3 minutes

This course explains how a room should be set up to conduct a group training session.

- ✓ Identify the presentation elements to check before starting a training session.

Alchemy Player: Using Captions in Player Videos (UQMMA007)

Available Locales - English (US)

Estimated Course Time - 2 minutes

This course explains the difference between captions and subtitles, and how to enable them in Player.

- ✓ Understand how to enable captions for courses in Player.

Alchemy Player: Using Player to Facilitate Training (UQMMA005)

Available Locales - English (US)

Estimated Course Time - 5 minutes

This course explains how the features in Alchemy Player are structured.

- ✓ Recognize basic functionality of Player.

Mastering Alchemy - Exam Master - Coach (UQMMA0303E)

Available Locales - English (US)

Estimated Course Time - 2 minutes

Final Exam to check knowledge of Coach.

- ✓ This is a general quiz

Mastering Alchemy - Exam Master - Creator (UQMMA0302E)

Available Locales - English (US)

Estimated Course Time - 5 minutes

Final Exam to check knowledge of Creator

- ✓ This is a general quiz

Mastering Alchemy - Exam Master - Manager (UQMMA0301E)

Available Locales - English (US)

Estimated Course Time - 7 minutes

Final Exam to check knowledge of Manager

✓ This is a general quiz

Mastering Alchemy - Exam Master - Platform (UQMMA0304E)

Available Locales - English (US)

Estimated Course Time - 4 minutes

Final Exam to check knowledge of the Alchemy Platform

✓ This is a general quiz

Mastering Alchemy - Exam Master - Player (UQMMA0300E)

Available Locales - English (US)

Estimated Course Time - 2 minutes

Final Exam to check knowledge of Player

✓ This is a general quiz