SIMULATONiQ™ Enterprise

Simple Session

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Contents

Simple Session

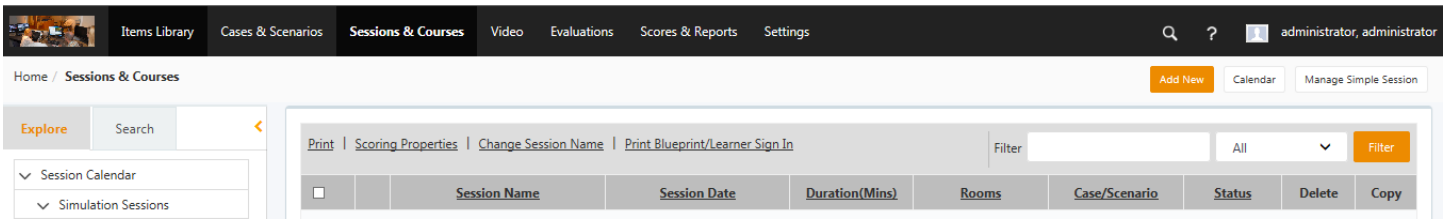
The SIMULATIONiQ™ Enterprise Simple Session feature enables Administrators and Faculty to quickly schedule a session by selecting only the following:

- start date/time
- participants
- cases/scenarios

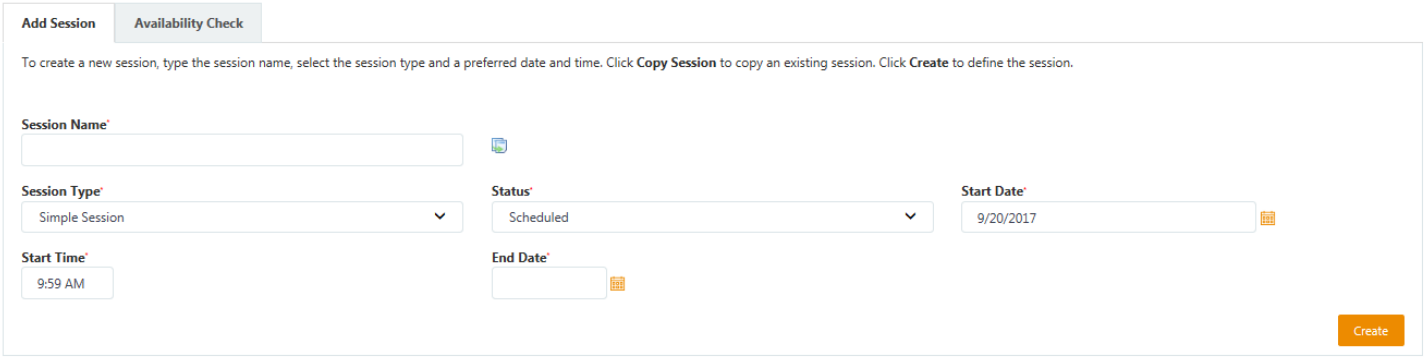
This document defines the steps to schedule, record, and evaluate a simple session. **IMPORTANT!** A Simple Session removes the requirement of assigning learners to a specific room and allows the evaluator to select the learner from the list of participants. ***Note***: This requires computers dedicated to the exam/simulation room for the length of the session.

Scheduling a Simple Session

Simple Sessions can be scheduled for one day or can span multiple days.



1. Click **Sessions & Courses** > **Simulation Sessions > Add New**.

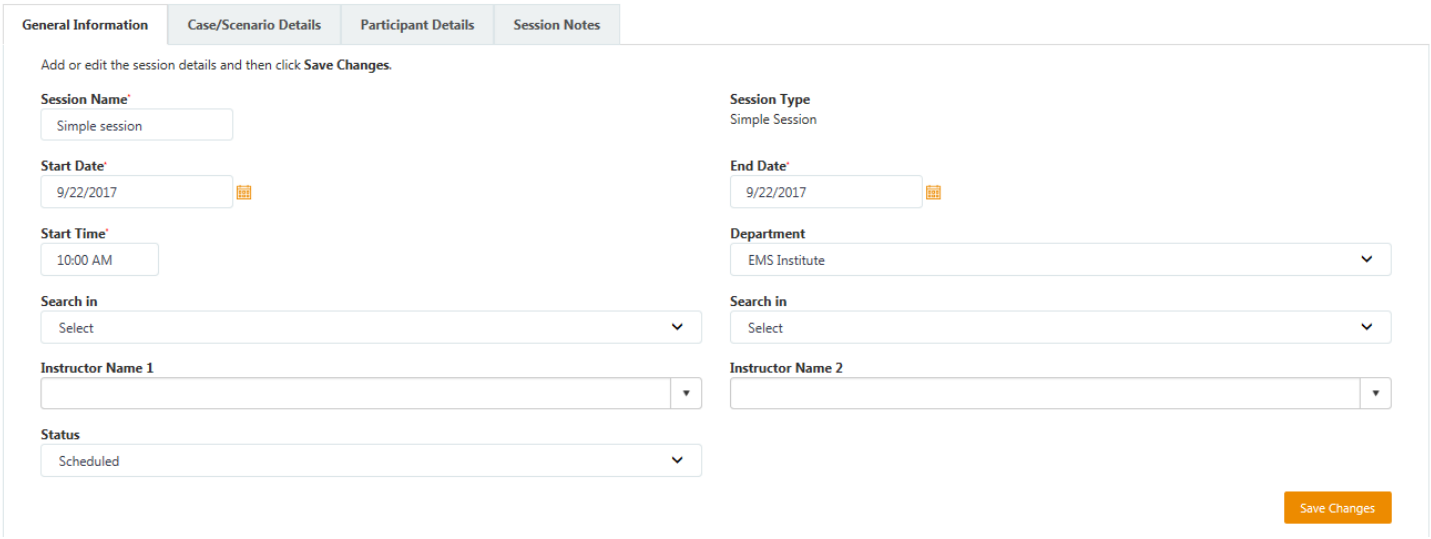


2. Enter the **Session Name, Start Date, Start Time,** and **End Date**. ***Note***: The Simple Session does not have to start at the same time each day—enter the Start Time in AV Control when recording the simple sessions.

3. In the **Session Type** field, select **Simple Session**.

4. Click **Create**.

General Information



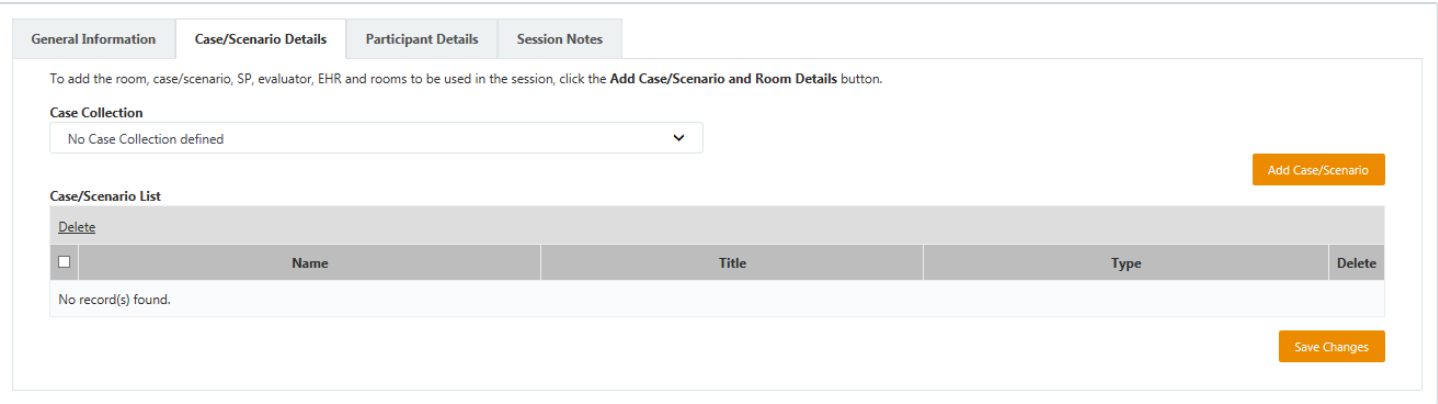
Complete the following to add an evaluator and additional evaluators (optional*) to the session:

Field	Description
Department	Select an organizational unit.
Search in	Select Learner, Educator, SP, or Administrator to filter the Instructor Name field.
Instructor Name 1	Select the instructor name*.
Search in	Select Learner, Educator, SP, or Administrator to filter the Instructor Name field.
Instructor Name 2	Select the instructor name*.

***Additional evaluators (optional) can complete a Simple Session Evaluation from the Dashboard. See **Evaluator Dashboard** below for more information.

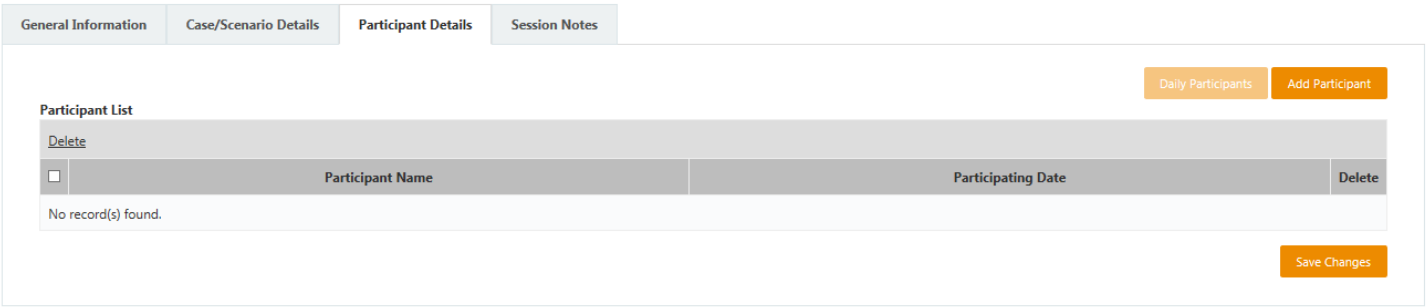
Case/Scenario Details

Cases/scenarios for the simple session can be added individually or as part of a case collection.



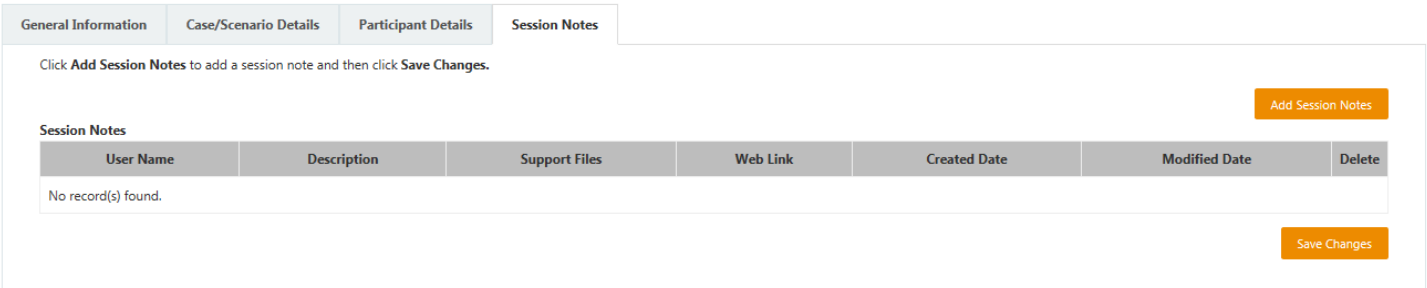
1. Click **Add Case/Scenario** to assign the cases or scenarios to the simple session.
2. Click the checkboxes next to the cases/scenarios to be used in the simple session and then click **Save Changes**.

Participant Details



1. Click **Add Participants** to search for and assign participants and/or Learner Groups to the simple session.

Session Notes (Optional)



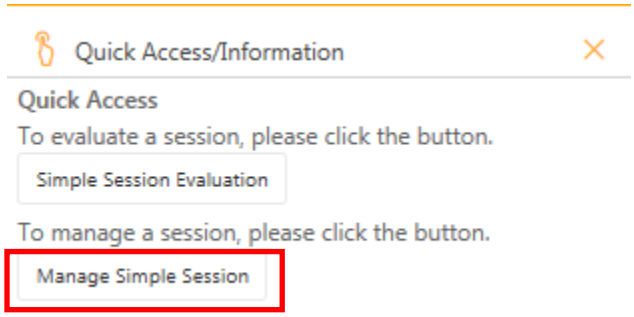
The Administrator or Faculty can add notes to this optional section before, during or after a session:

- Add notes or comments about the session set-up.
- Add existing support files from the Items Library. ***Note***: The support files will be copied when the session is copied.
- Lock the Session Note so other users cannot edit the text or support files. If the note is locked, only the user who created the note can edit or delete it. Other users can read the note or access the support files.
- View the support file(s) and the date(s) added to the session on the Session Summary pop-up.

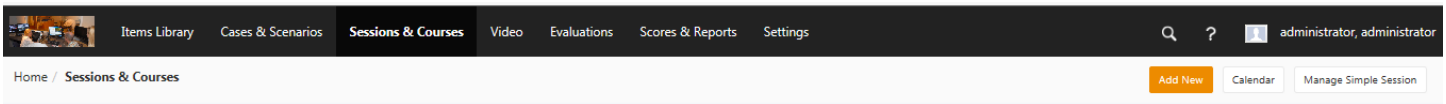
Session Notes appear in the Session Summary when clicking on the Simulation Session on the Center Calendar.

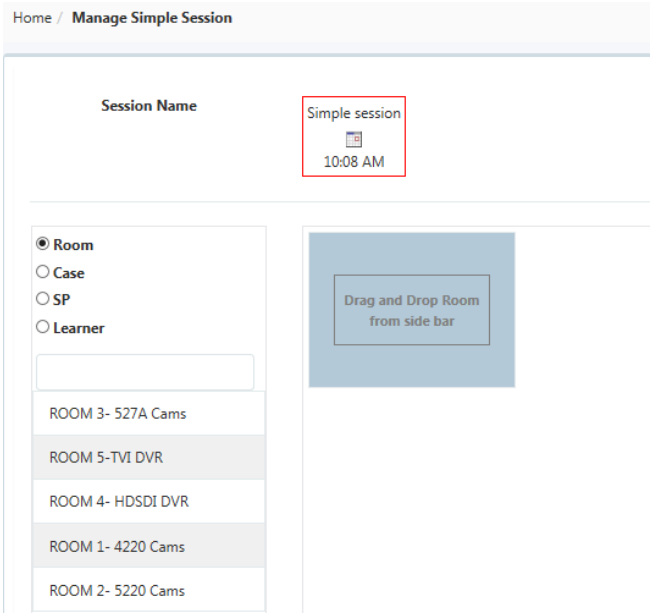
Manage Simple Session

To assign a room, case, SP and learner to a simple session, follow the steps below:



1. Click **Manage Simple Session** from the **Dashboard** or from **Sessions & Courses**.

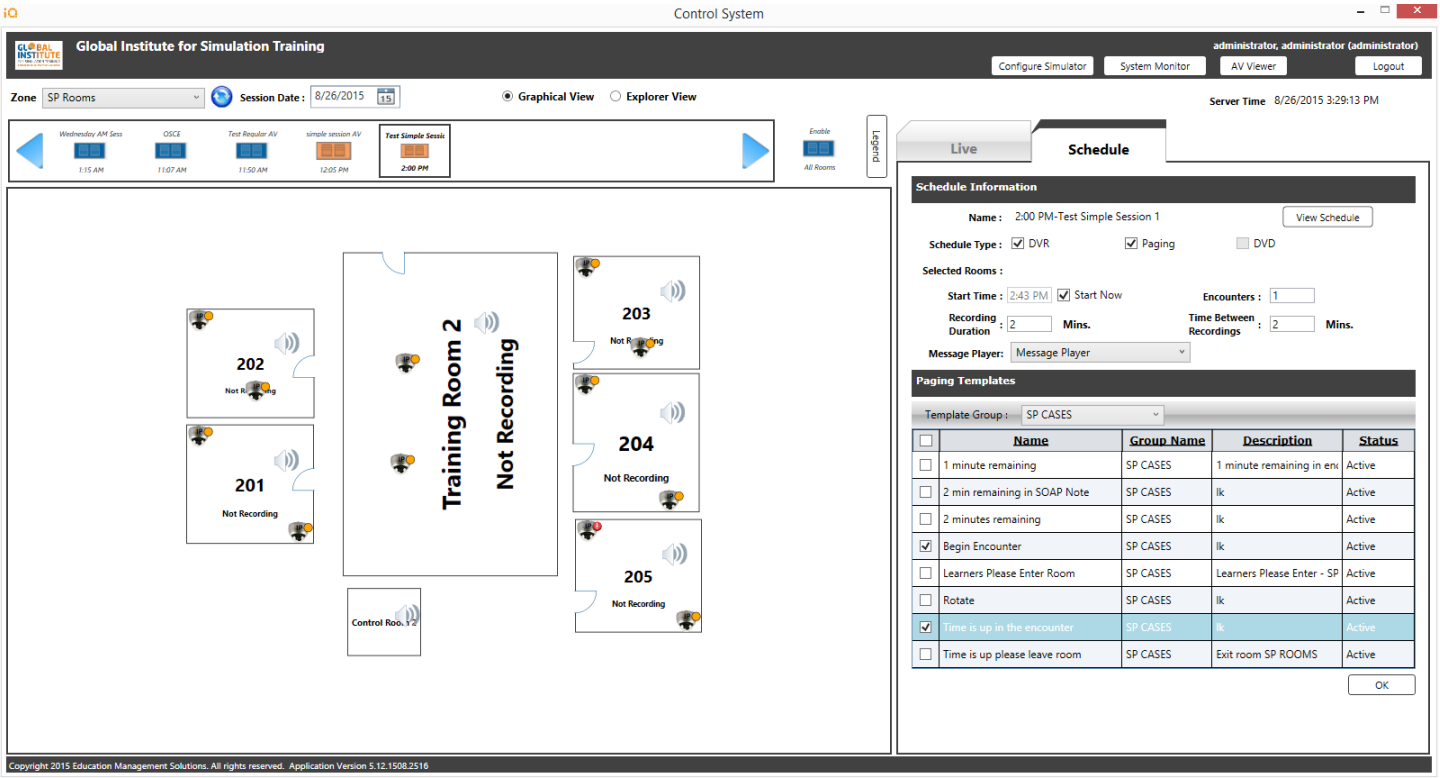




2. Select the **Simple Session** icon from the top of the screen.
3. Click and drag a Room and drop in the box. Add additional rooms as needed.
4. Click a Case, SP or Learner as needed and drag to the desired box.

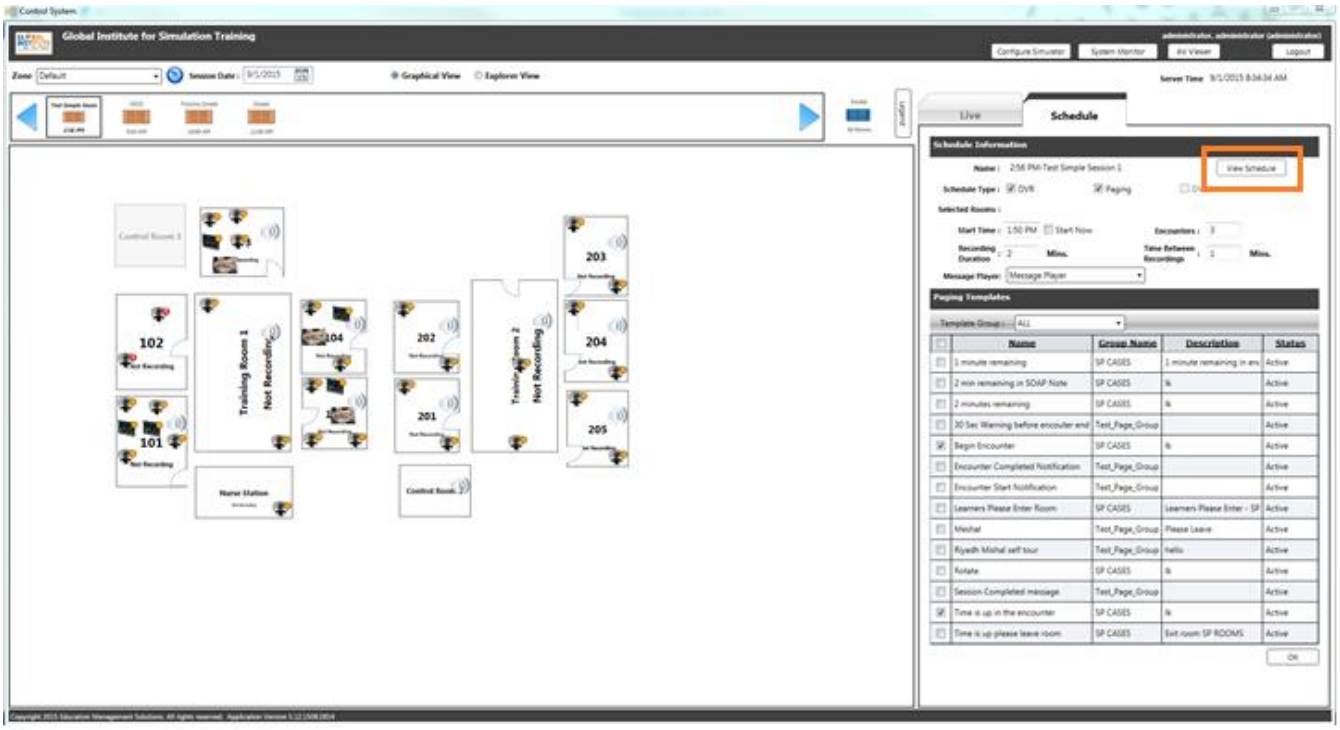
Recording a Simple Session from AV Control

IMPORTANT! You must start the recording prior to the SP/Evaluator selecting the participant's checklist in order for the video to be indexed automatically.

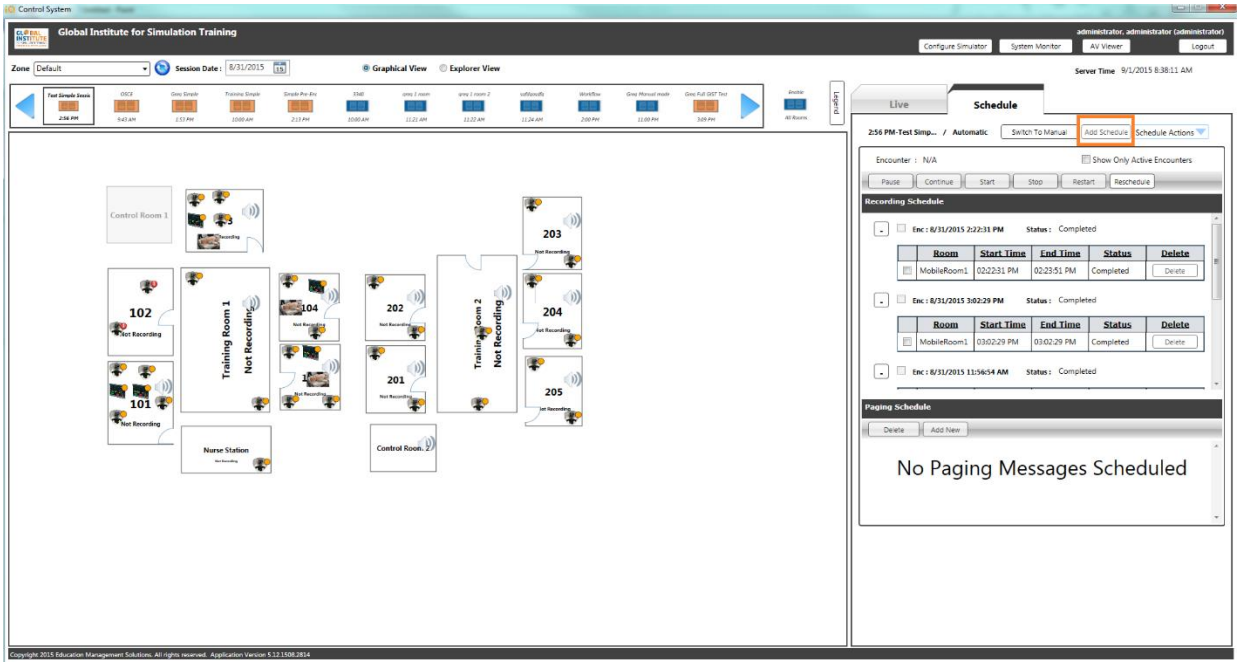


1. Click the **orange** Simple Session icon from the top bar.
2. Click the **room(s)** from the graphical view.
3. Click the **Paging** checkbox in the Schedule Type field (optional) to display the available paging templates. Click the checkbox next to the paging message and then click **OK** to add the paging template.
4. Enter the **Start Time** for the recording. Click the **Start Now** checkbox to begin recording immediately.
5. Enter the number of **Encounters**.
6. Enter the **Duration** of the recording.
7. Enter the number of minutes between encounters in the **Time Between Recordings** field.
8. Select **OK** to add the recording schedule to that session.

Viewing encounters that have already occurred



1. Click the **orange** Simple Session icon from the top bar.
2. Click the **room(s)** from the graphical view.
3. Click **View Schedule**.

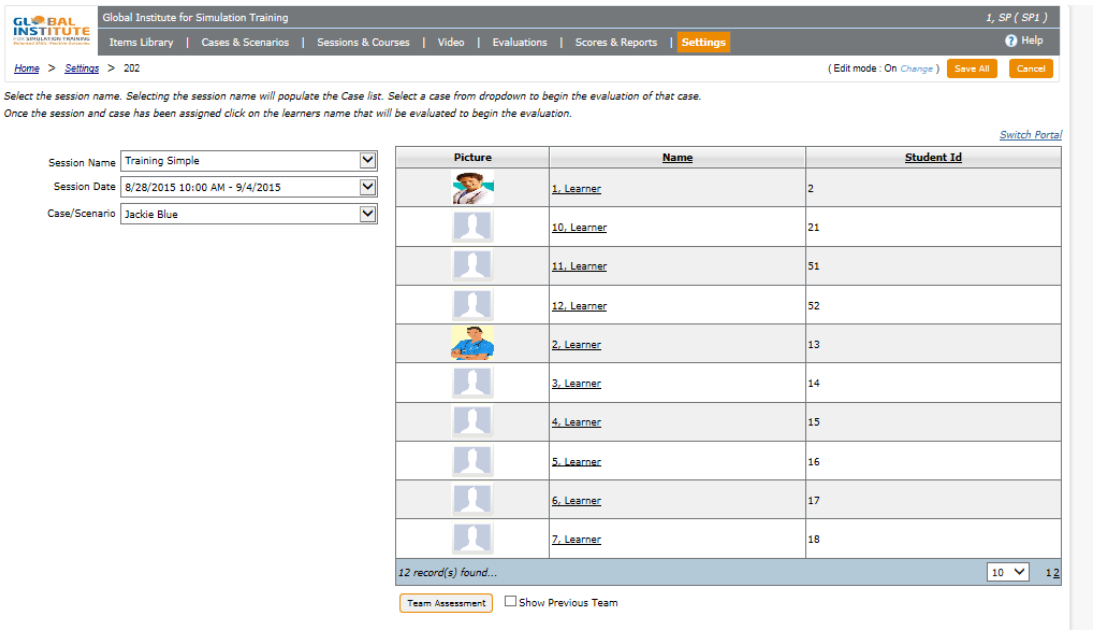


4. Click **Add Schedule** to create a new encounter in the session.

Evaluating the Simple Session from the Dashboard

Dedicated Dashboard - SP

SPs evaluate Simple Sessions from dedicated workstations. The SP is identified by logging into the PC assigned to the room. Selecting the Simple Session identifies what session is in the room, which cases are identified in the selected session, and the participants assigned to the Simple Session.



1. Logging into the dedicated dashboard identifies the SP in the room.

2. Select the Simple Session from the **Session Name** dropdown, which:
   - Identifies what session is running in the room.
   - Populates the user list with all the participants who have been assigned to that session.

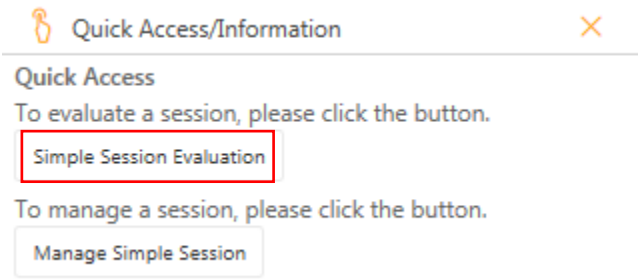
3. Select the Case from the **Case** dropdown. The case list only displays the cases that have been selected for the Simple Session.

4. Click the learner's **Name** link. ***Note***: The role field will only appear for a Scenario.

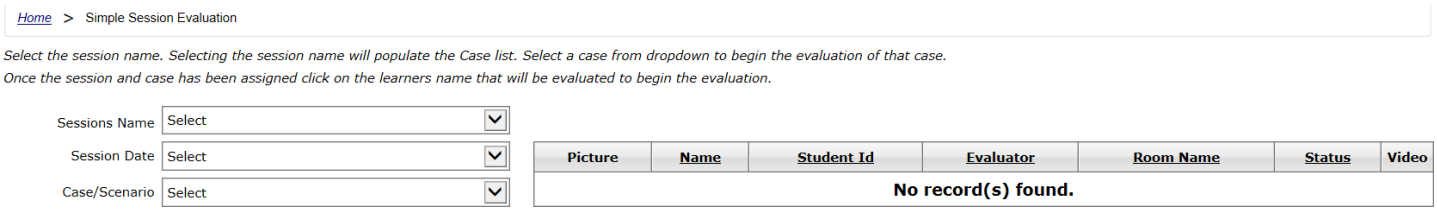
5. The evaluation screen appears with the checklist for the SP to complete and all information will get indexed to the current recording if it exists or the last completed recording (first preference to the current recording).

Evaluator Dashboard

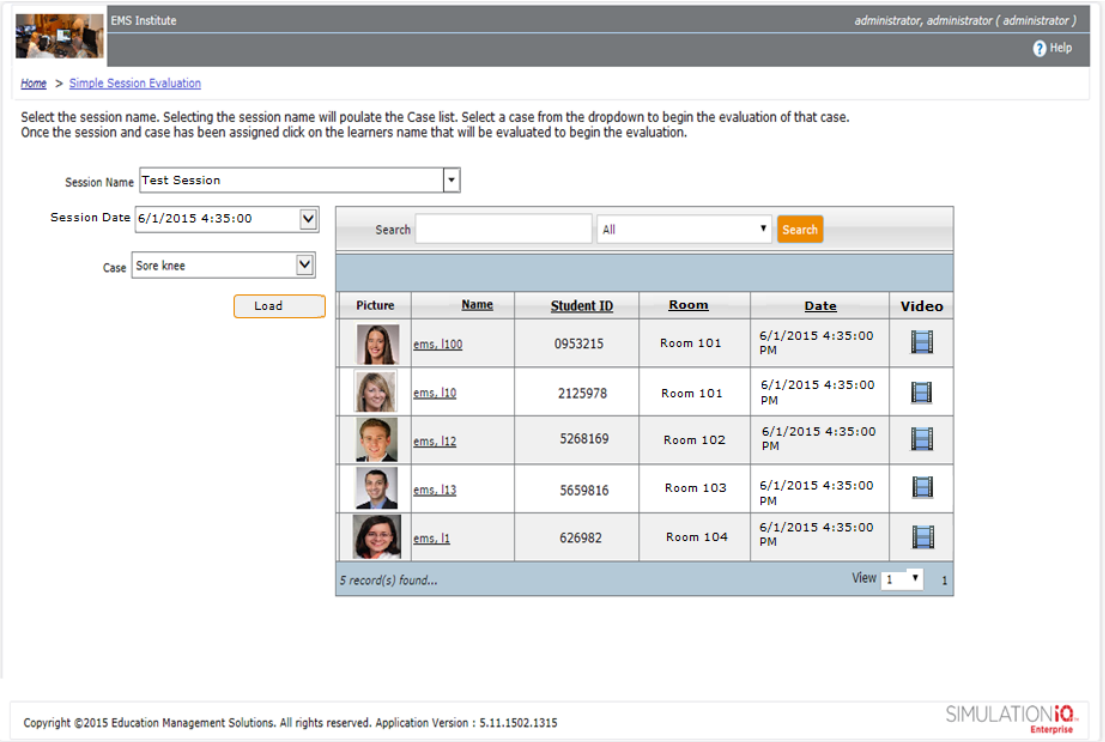
IMPORTANT! If additional evaluators (optional) were added to the Simple Session, they can access the evaluation from the Dashboard AFTER the SP's evaluation has been submitted from a dedicated workstation.



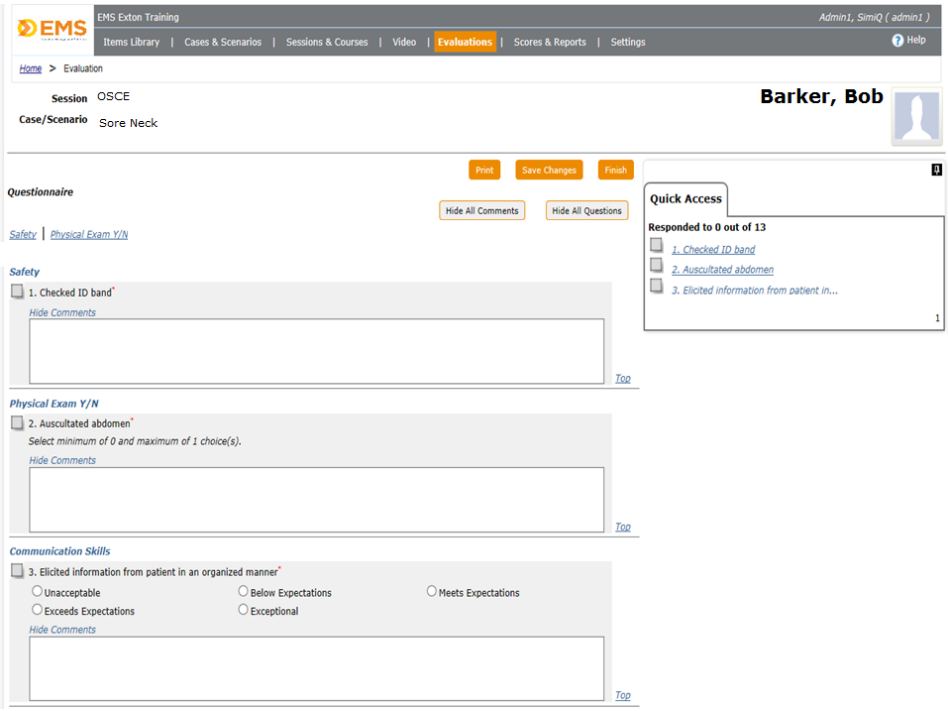
1. Click **Simple Session Evaluation** after the encounter has ended.



2. Select the **Session Name, Session Date**, the **Case/Scenario** and then click **Load**. The list of pending evaluations appears.



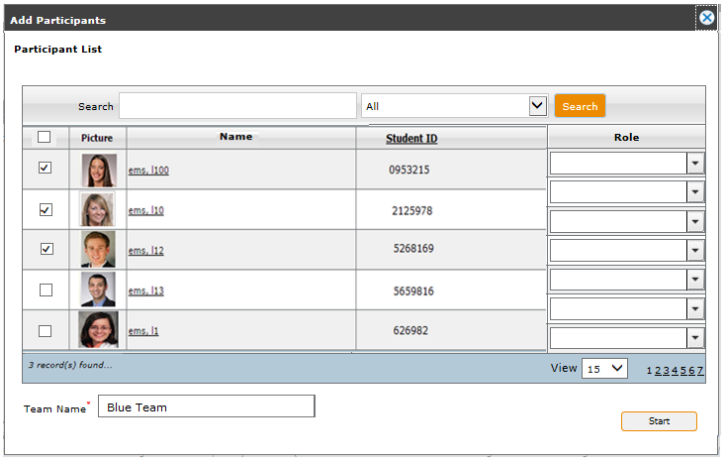
3. Click the **Learner's Name** to complete the evaluation.



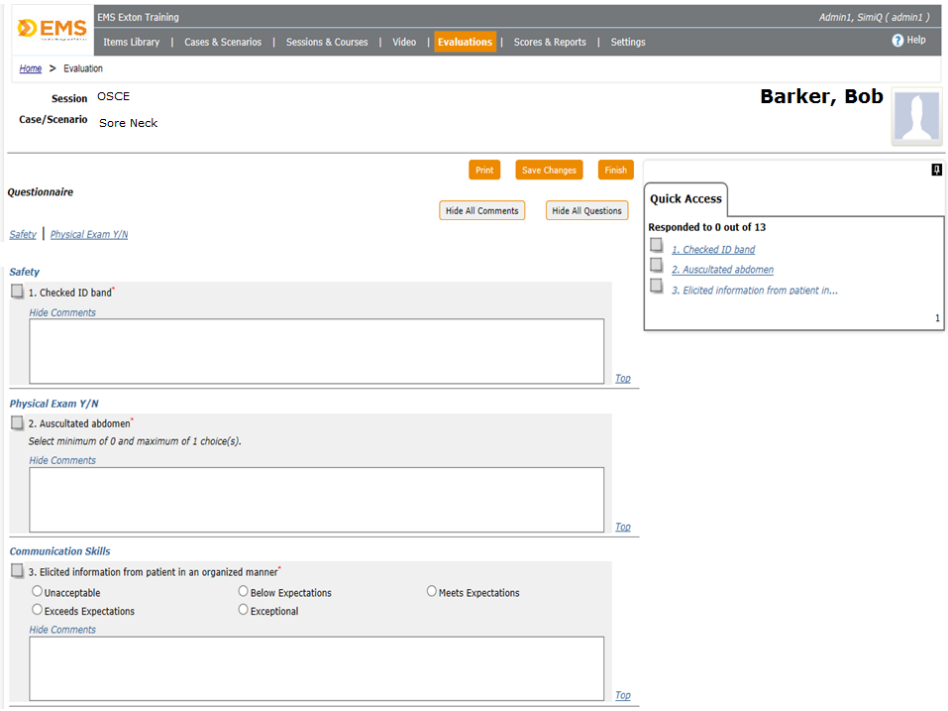
4. Click **Finish**. The dedicated dashboard appears.

Team Assessment

1. Click **Team Assessment** to start a team session evaluation.

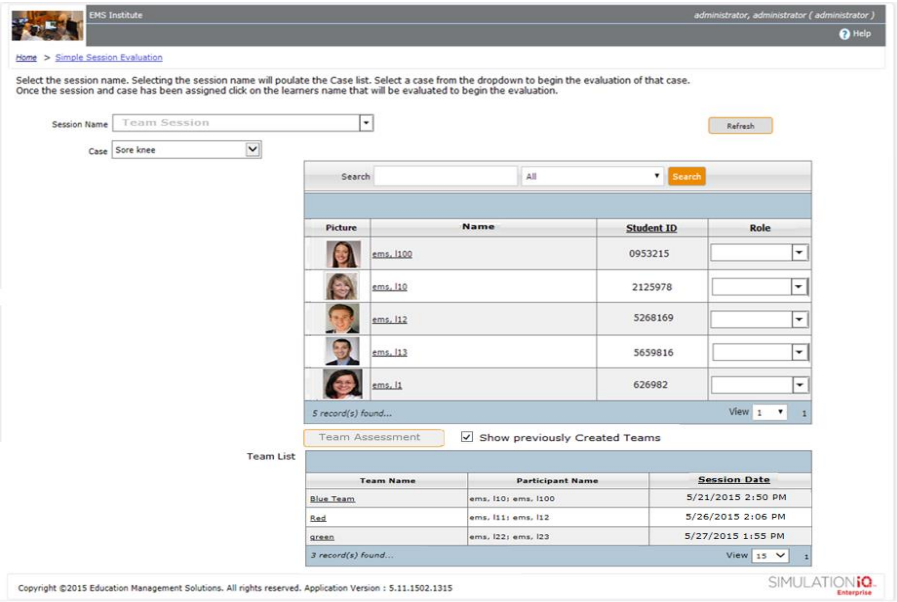


2. Click the checkboxes to select the team members and select the role (if applicable).
3. Enter a team name.
4. Click **Start** to begin the team evaluation.

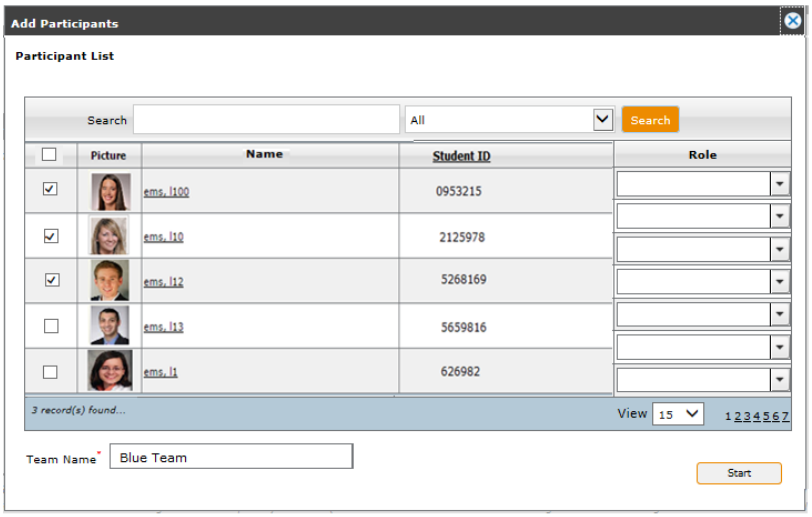


5. Click **Finish**. The dedicated dashboard appears.

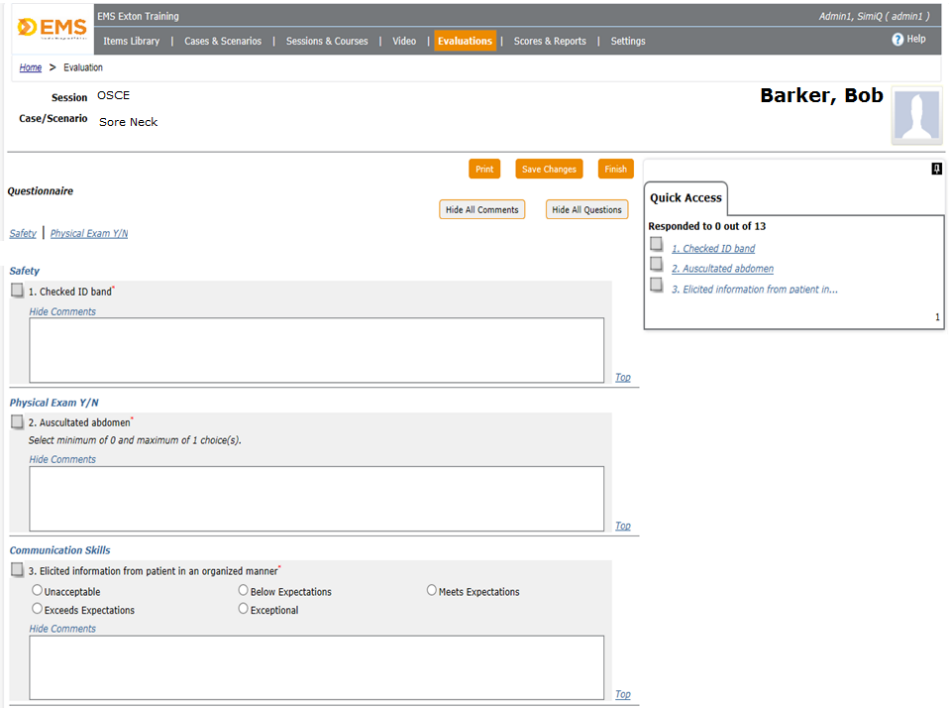
Team Assessment – Existing Team



1. Click **Show previously created teams** to view the list of teams that have been used in the past for the selected session.
2. Click a previously used team from the Team List.



3. Update the participants or change the team name as needed.
4. Click **Start** to begin the team evaluation.

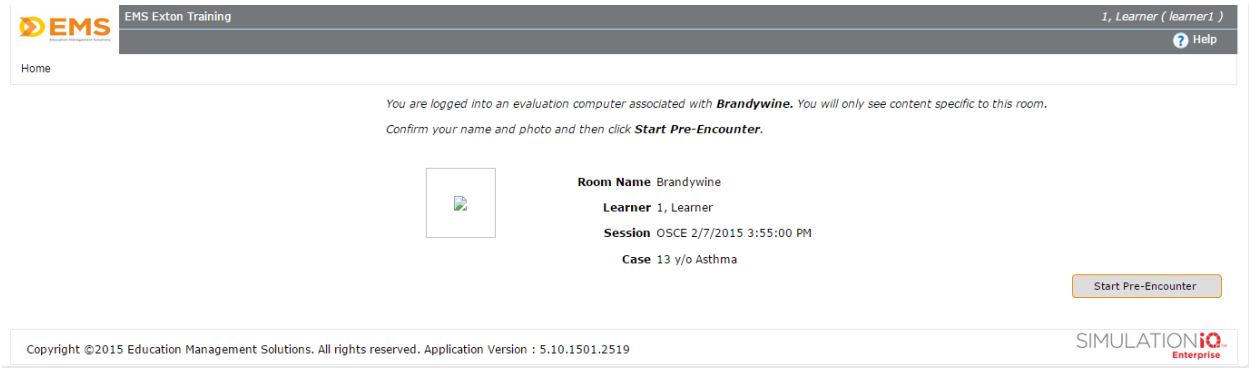


5. Click **Finish**. The dedicated dashboard appears

Learner Dedicated Dashboard Log In

IMPORTANT! There is no change to the way a learner accesses the pre/post encounter.

When a learner logs into a dedicated room PC for Pre/Post Encounter, they will be assigned to that room. The Pre/Post Encounter information will be available to the learner after the SP selects the case that is in the room and the learner clicks Start Pre/Post Encounter.



If the SP has not signed into the room and selected the case in the room, then a “Please wait for the Case to be made available” message appears for the student.