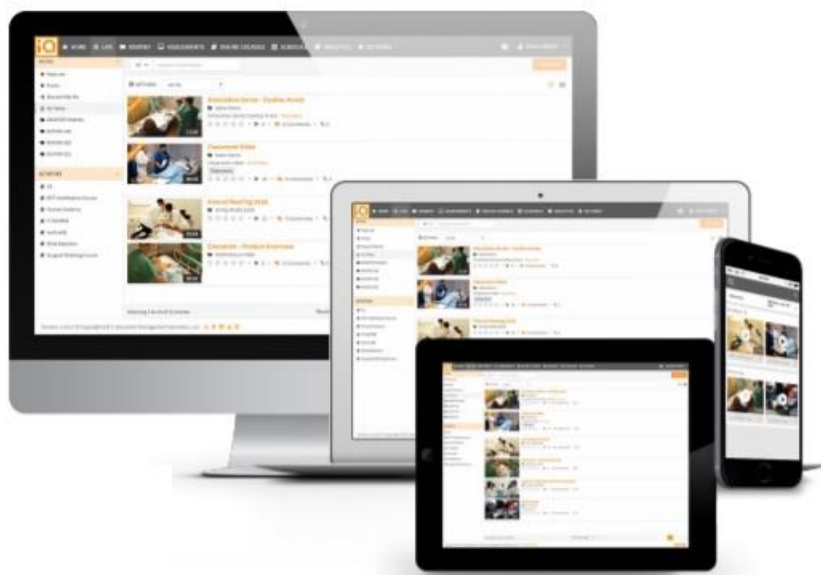


SIMULATIONiQ™ AV Cloud



SIMULATIONiQ™
AV Cloud

Learner User Guide

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Learner Workflow

1. Define Settings	
Media Management	
<input type="checkbox"/>	Activity: Create user-defined video activities.
<input type="checkbox"/>	Folders: Create folders to organize your media library.
<input type="checkbox"/>	Tags: Create keywords to identify, organize, and make searching for videos easier.
<input type="checkbox"/>	Multimedia: Upload video, audio, media links, and document files and then map to one or more courses.
2. Add Media	
<input type="checkbox"/>	Click Debrief > Add Media to upload video, audio, media links, and document files to your Media or Course library.
3. Playback Videos	
<input type="checkbox"/>	Click Debrief > select Media or Courses > select the folder , and then click the Play icon. Note: For Courses videos, click the camera view icons and the video windows to toggle between camera views.
<input type="checkbox"/>	(Optional) Click Edit in Video Editor to clip or create a series of clips of any video in My Media or Courses .
4. Bookmark Video & Add Notes	
<input type="checkbox"/>	Mark specific points within the recording as either General, Important, Interesting or Unclear. Click the bookmark to add your notes.
5. Post Comments	
<input type="checkbox"/>	Post comments about videos as needed.
6. Complete Quizzes & Surveys	
<input type="checkbox"/>	Complete the in-video quizzes and surveys Faculty have added.
7. View Live Streaming and Live Online Classes (where available)	
<input type="checkbox"/>	Click Live > Live Streaming to view recordings scheduled to stream live.

Login


Access SIMULATIONiQ AV Cloud from your LMS or to login directly:

LOGIN

Email

Password

☐ Remember Me

 Login

[Forgot your password?](#)

1. Type your email address and the **Password** listed in your **Welcome to SIMULATIONiQ AV Cloud email** and then click **Login**.

Note: Your welcome email contains a link to activate your account in SIMULATIONiQ AV Cloud. You are responsible for creating, entering, and recalling your own password. **All newly created passwords must include at least 6 characters with at least one lower case letter, one upper case letter, one number and one special character.**

Passwords

Password Requirements

All newly created passwords must include:

- **at least 6 characters**
- **one lower case letter**
- **one upper case letter**
- **one number**
- **one special character.**

Forgot Password

1. Click the **Forgot Password** link.
2. Type your email address and then click **Email Link**. You will receive a link to reset your password.

Change Password

1. Click your user name in the upper right and then click **Change Password**.

Change Password

Email:

Current Password *

New Password *

Confirm Password *

New password must have at least 6 characters with at least one lower case letter, one upper case letter, one number and one special character.

[Change Password](#)

[Back to Home](#)

2. Type your current password, new password and confirm your new password.


Note: All newly created passwords must include at least 6 characters with at least one lower case letter, one upper case letter, one number and one special character.

3. Click **Change Password**.

My Profile

1. Click your user name in the upper right and then click **My Profile**.

My Profile

Email*	<input type="text"/>	 Choose File No file chosen
First Name*	<input type="text"/>	
Last Name*	<input type="text"/>	
Institute	<div>Please select... <small>Institute is required.</small></div>	
Department	<div>Please select...</div>	

2. Update your user profile and then click **Save**.

Settings

Setting	How to
Media Management	
Multimedia	Upload video, audio, media links, and document files and then map to one or more courses.
Media Sources	
Capture Sources	EMS defines the capture sources.
Notifications	
Preferences	<p>Indicate if you want to receive the following notifications at the top of the screen:</p> <p><u>Assessments</u></p> <p>New Assignment: Email notification when a new assignment is created.</p> <p><u>Scheduled</u></p> <p>Online Class invitation: Email notification when an online class is scheduled.</p> <p>Assessment Video Bookmarks: Email notification when a bookmark is added in an assignment.</p>

Live

View Live Streaming

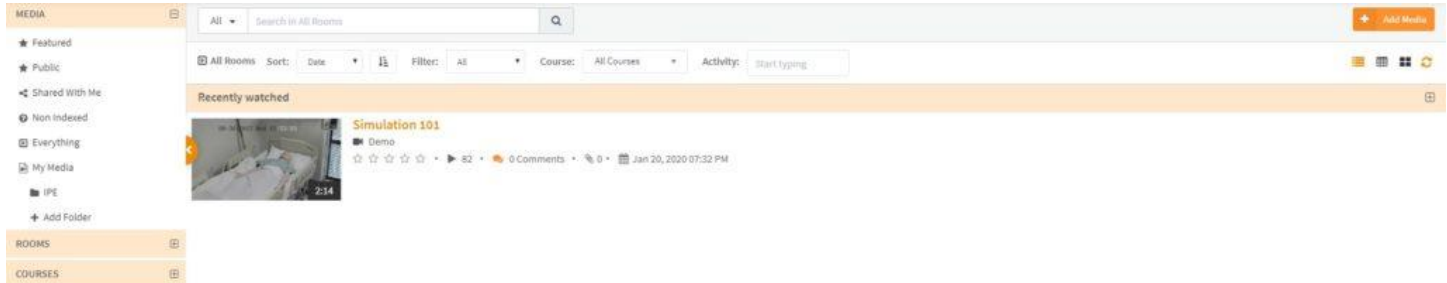
Click **Live > Live Streaming** to view live recordings in progress and those scheduled to stream live.

Note: You can pause and then resume playing live stream recordings.

Live Streaming Video Tabs

Details	Displays the name of the video, video folder, number of plays, edit features, and ability to rate the video (if the Administrator has enabled Allow Media Rating).
Bookmarks	Mark specific points within the recording as either General, Important, Interesting or Unclear. Click the bookmark to add your notes.
Comments	Click Add to post comments.
Quiz	Indicates if there is a quiz associated with the video.
Survey	Indicates if there is a survey associated with the video.

Debrief

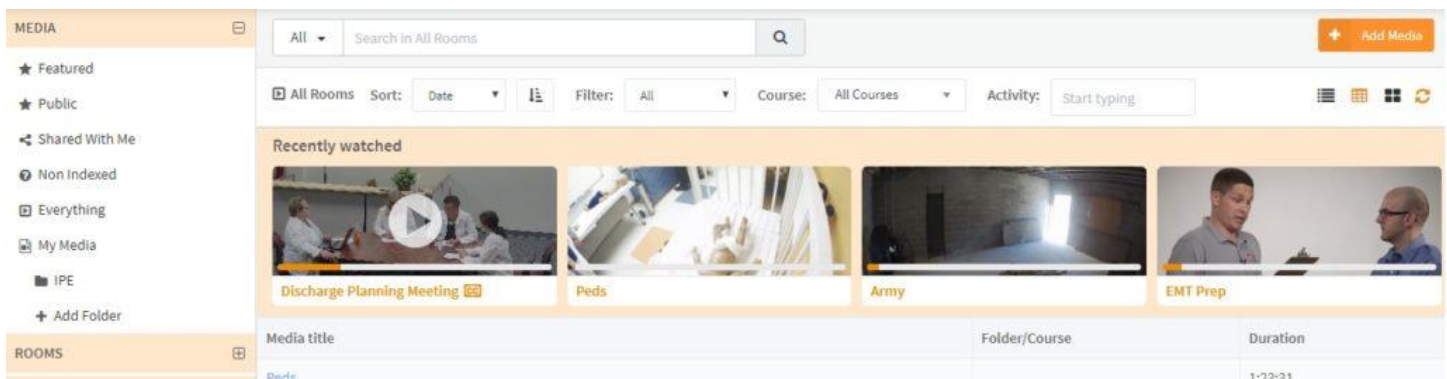


Click **Debrief** to search for and view video recordings and manage your multimedia library.

Search Features - Global Search

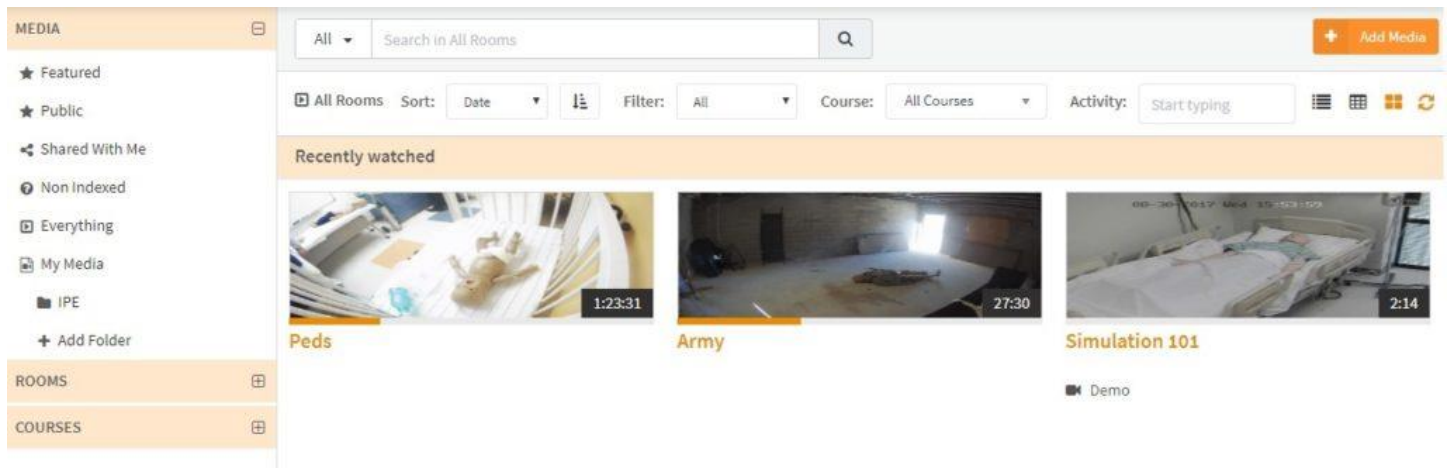
Feature	Description
All	Search All videos by keywords
Sort	Sort My Media, Everything and My Lectures by Date, Duration, Name or Rating.
Ascending/Descending	Sort the list in ascending or descending order.
Filter	Filter by All videos, Last 7 days, Last 30 Days, or by a specific date range.
User (Everything folder only- Administrator only)	Filter by a specific user.

Grid View



Click the **Grid View** icon to view folder contents in a table format.

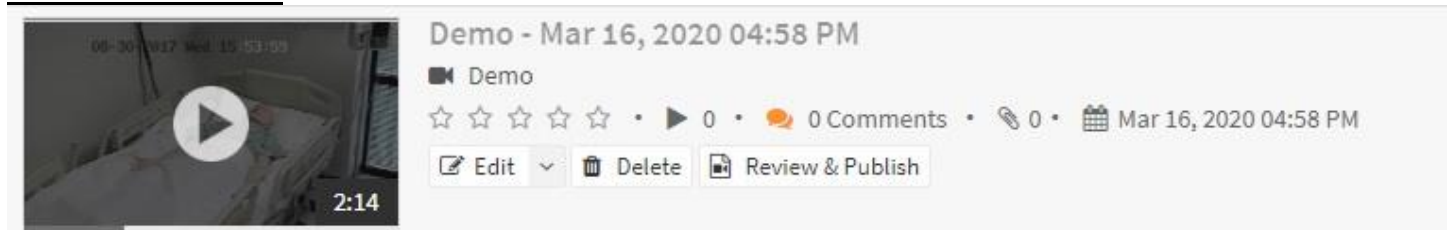
Box View



Media

Add, view and share media files and manage your media library and view media files shared with you.

Review and Publish



1. Click **Review & Publish** next to recording with a Pending Review status. **Note:** You can also click **Play** and then click **Edit in Video Editor**.
2. Use the video editing tool to clip or create a series of clips of the recording before publishing to learners.
3. Use the left slider button to set the beginning of the clip and then use the right slider button to set the end point of the clip.
4. Click **Clip** to create a clip from the overall video file. Click **Play Selection** to view the clipped video.
5. You can create multiple clips from the video that can be played together as one file. The clip(s) appears at the bottom of the screen.
6. Hover your mouse over the clips to change the order of the clips or delete and add more clips.
7. Click **Play All Clips** to view the edited video.
8. Click **Upload Clip** to save the clipped video to your computer.
9. Click **Publish** to make the video available to Learners.

Rooms

View video recordings by specific room.

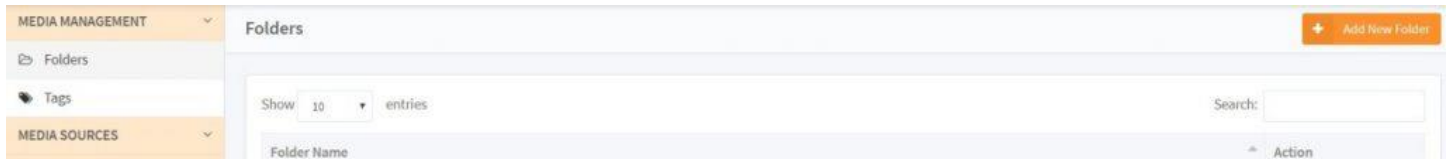
LMS Courses

View video recordings indexed to a specific course.

Create and Manage Folders

To create and manage folders to organize your Media Library:

1. Click **Debrief > Add Folder**.



2. Name the folder and then click **Save**. The folders appear in **Debrief > My Media**.

Add Media

Add Media

×

Select Type *

Video

Audio

Media Link

Folder *

My Media

▼

Select Folder

▼

Add

⬆

Drag & Drop Files here

Or

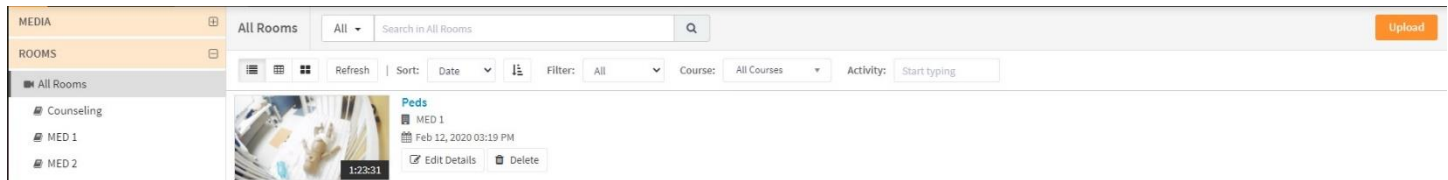
Add files

Cancel

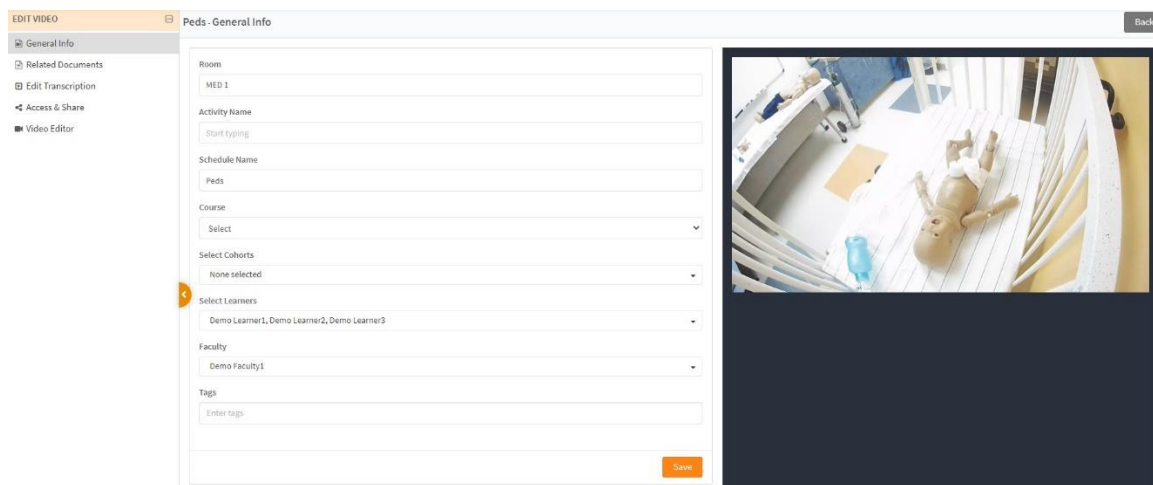
Upload

To add multimedia files to your Media Library, click **Debrief > Upload** to upload video, audio, media links, and document files to your media library or course library.

Edit Details



General Info



1. Click **Debrief** and then click **Edit Details**.
2. From the **General Info** tab, edit video details, add Tags to make searching for the video easier (optional), and then click **Save**.

Related Documents

1. Click **Debrief** and then click **Edit Details**.
2. From the **Related Documents** tab, attach .pdf, .docx, .xlsx, .jpeg, .jpg, .png files with the video (optional).

Edit Transcription (additional cost feature)

As an additional cost feature, recordings can be captioned automatically for greater accessibility. The transcript can be edited and learners can search the text by keywords.

1. Click **Debrief** and then click **Edit Details**.
2. Review and edit text while viewing the video and then click **Save**.

Access & Share

IMPORTANT! Video can be shared if the Administrator has enabled **Allow Media Sharing**.

AV Cloud enables the password-protected distribution of video content.

EDIT VIDEO

General Info

Related Documents

Access & Share

Video Editor

Resolutions

Big_Buck_Bunny - Access & Share

Back

Users & Cohorts

Link

Embed

Shared With

Select Cohort

Please select

Select User*

Please select

☐ View

☐ Edit

☐ Download

Share

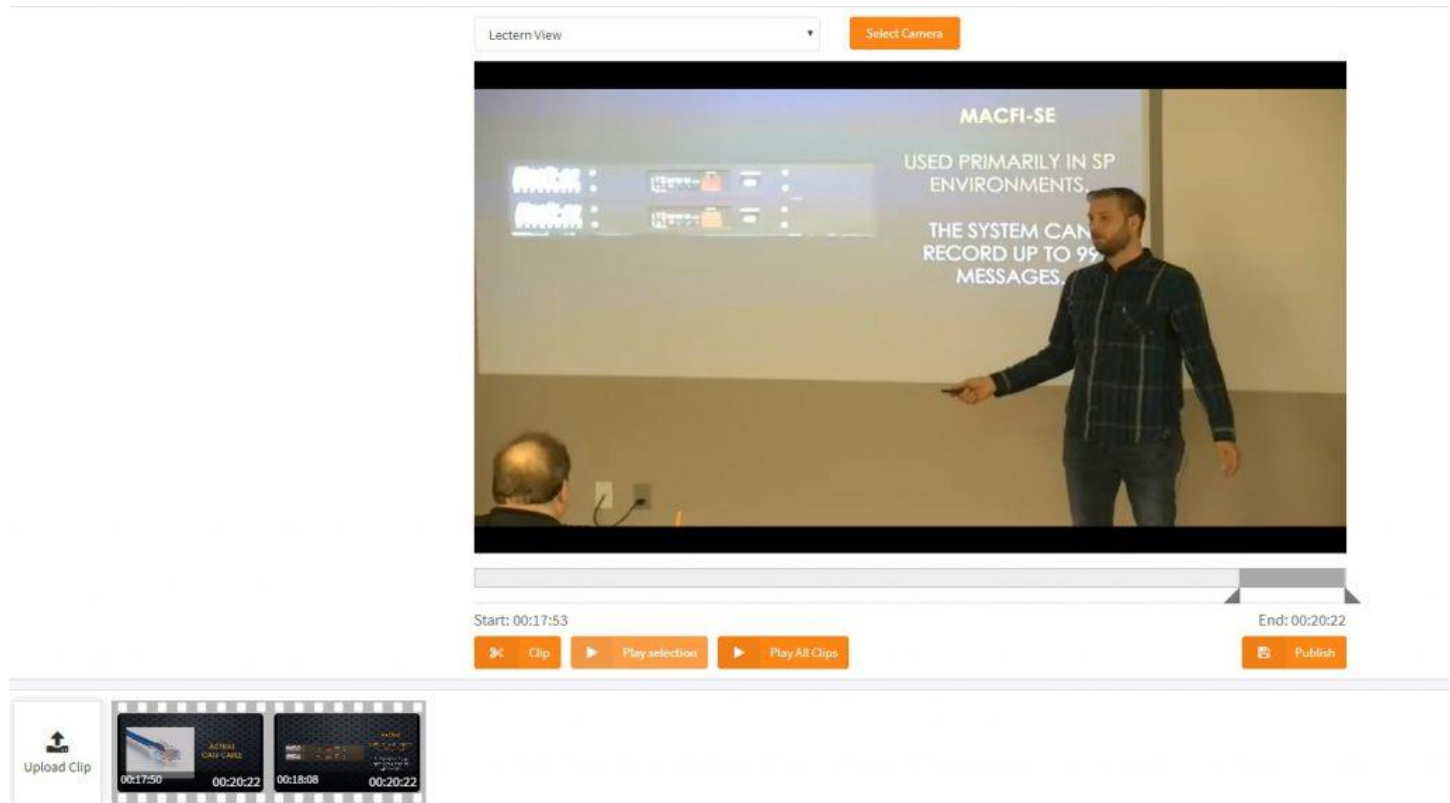
1. Click **Debrief** and then click **Edit Details**. **Note:** Or click **Play** and then click **Share**.
2. From the **Access & Share** tab:

Users & Cohorts	Select the cohort and users and give View-only, Edit, or Download capability.
Link	Email a link to the video. Note: The link will require a valid login to AV Cloud to view.
Embed	Copy the link to the video to embed in your LMS.
Shared With	Lists the Users/Cohorts you have shared the video with and indicates the video access permissions.

3. Click **Share**. Shared videos appear in **Debrief > Shared with Me**.

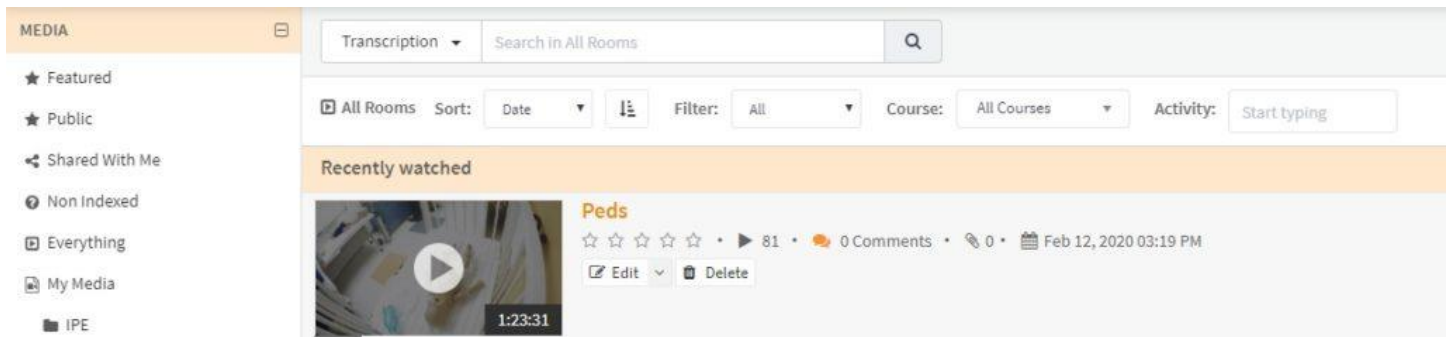
Edit in Video Editor

Use the video editing tool to clip or create a series of clips of the recording before publishing to learners.



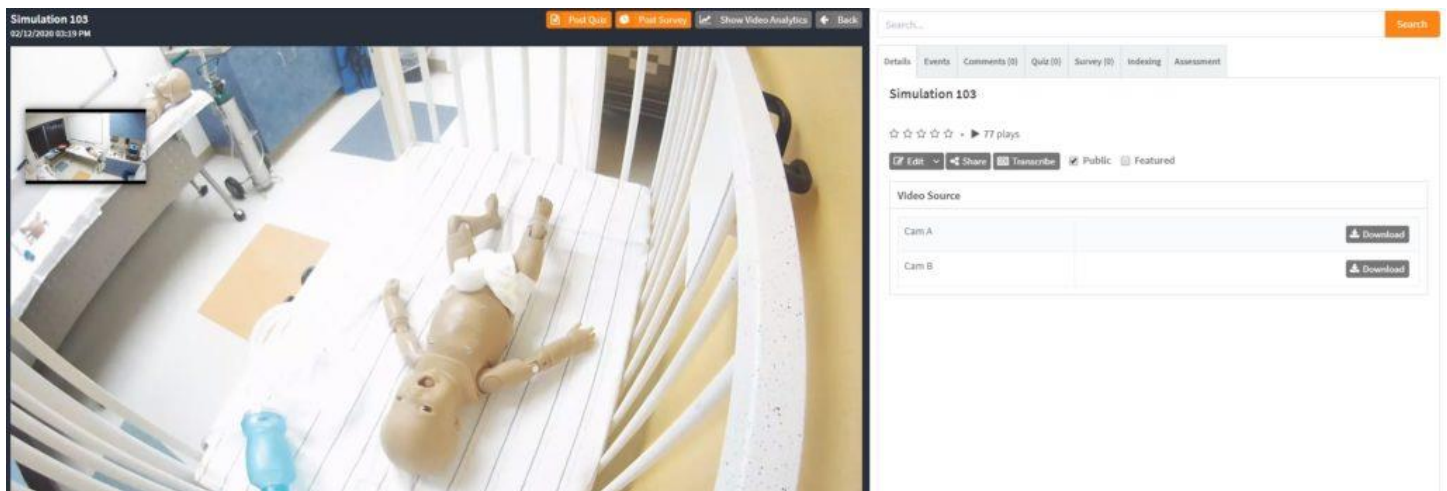
1. Select a camera view and then click **Select Camera**.
2. Use the left slider button to set the beginning of the clip and then use the right slider button to set the end point of the clip.
3. Click **Clip** to create a clip from the overall video file. Click **Play Selection** to view the clipped video.
4. You can create multiple clips from the video that can be played together as one file. The clip(s) appears at the bottom of the screen.
5. Hover your mouse over the clips to change the order of the clips or delete and add more clips.
6. Click **Play All Clips** to view the edited video.
7. Click **Publish** to make the video available to Learners.

Playback Video



Click **Debrief**, select the recording, and then click the **Play** icon.

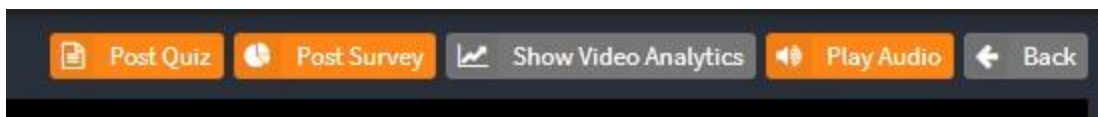
Camera Views



Click the camera views to toggle between views.

IMPORTANT! Camera views appear depending on the viewing profiles enabled by the Administrator and on the configuration of the available cameras within the room the video is recorded.

Play Audio



Click **Play Audio** to switch to audio-only mode.

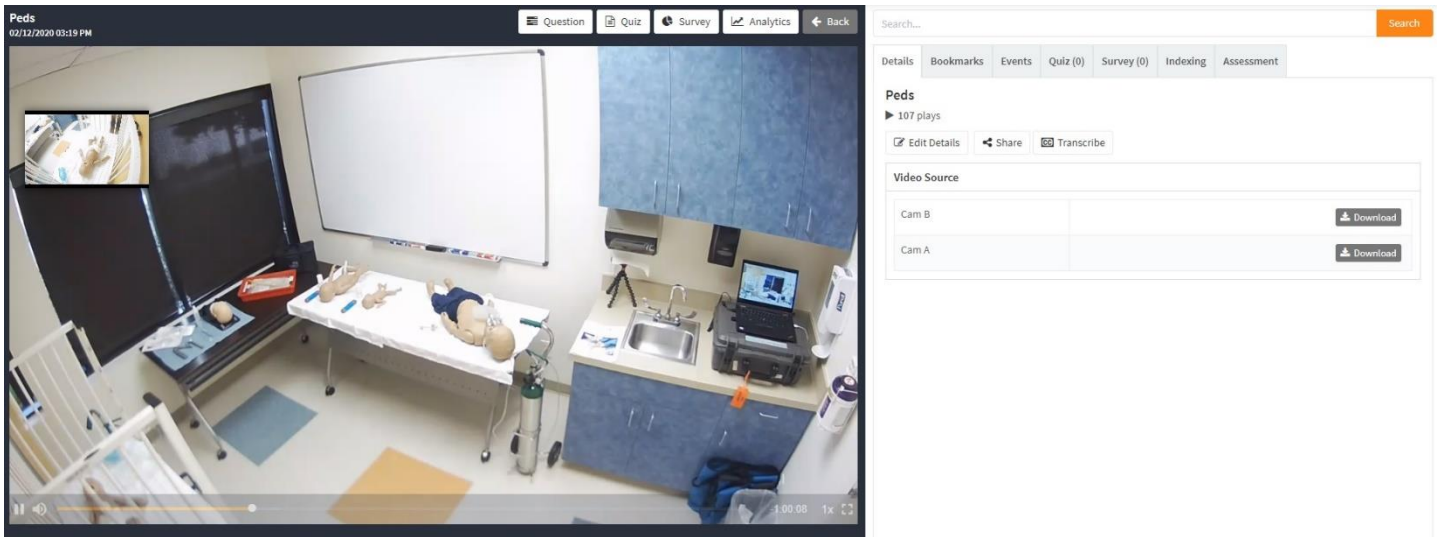
Video Tabs

Details	Displays the name of the video, video folder, number of plays, edit features, and ability to rate the video (if the Administrator has enabled Allow Media Rating).
Bookmarks	<p>Autoplay Bookmark feature displays bookmark feedback at particular points in the video automatically, with the ability to reply to bookmark comments without having to switch between tabs.</p> <ul style="list-style-type: none"> • Add and reply with pre-defined bookmarks and comments (See Settings > Media Management > Bookmarks > Add Bookmark). • Record video and audio clips, add and reply to comments (IMPORTANT! You must allow camera and microphone access). • Upload multimedia files, either new or from your multimedia library.
Events	Simulator Events: Displays simulator events if integrated with SIMULATIONiQ Mobile or SIMULATIONiQ Portable.
Quiz & Survey	Indicates if there is a quiz and/or survey associated with the video.
Indexing	<p>Click to add/update the following:</p> <ul style="list-style-type: none"> • Activity • Course • Cohort • Learners • Faculty • Tags
Assessment	Complete an assessment while reviewing the video. See Assessments for more information.

Share and Embed Video

IMPORTANT! Video can be shared if the Administrator has enabled **Allow Media Sharing**.

AV Cloud enables the password-protected distribution of video content.



1. Click the **Share** icon within the video you want to share.

Share



Users & Cohorts
Link
Embed
Shared With

Select Cohort
Please select

Select User
Please select

☐ View
☐ Edit
☐ Download

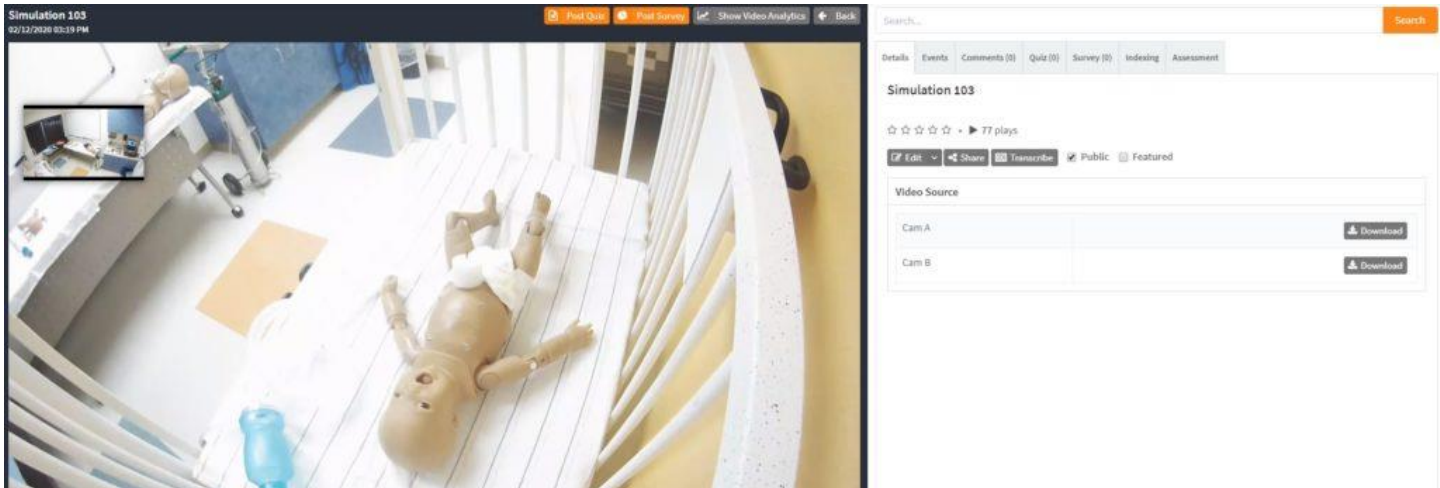
Cancel
Share

Users & Cohorts	Select the cohort and users and give view-only, edit, or download capability.
Link	Email a link to the video. Note: The link will require a valid login to AV Cloud to view.
Embed	Copy the link to the video to embed in your LMS.
Shared With	Lists the Users/Cohorts you've shared the video with and indicated the video access permissions.

2. Click **Share**. Shared videos appear in **Debrief > Shared With Me**.

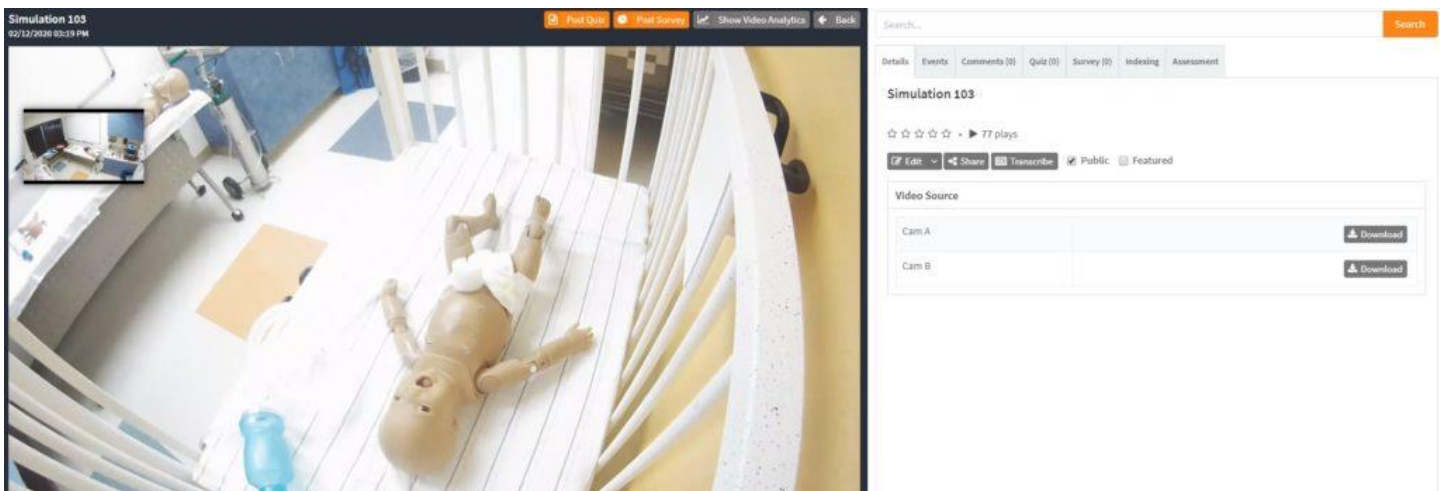
Download Video

IMPORTANT! Video can be downloaded if the Administrator has enabled **Allow Media Download**.



1. To download video, click **Debrief** and then click **Play** for the video you want to download.
2. Click **Download** and then click the arrow next to the file name at the bottom of the screen.
3. Click **Show in Folder** and then save the file.

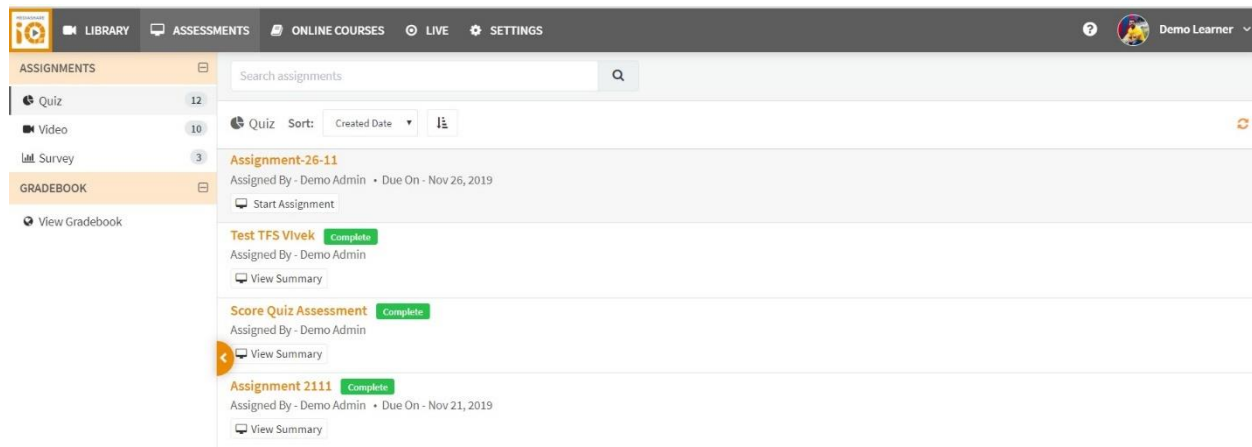
Mark Video Public or Featured



If you are the owner of the video, the **Public** checkbox appears. Click the **Public** checkbox to make the video visible to all SIMULATIONiQ AV Cloud users.

If the Public checkbox is checked, then the **Featured** checkbox appears. Click the **Featured** checkbox to allow the video to be accessible to any user on the Login screen. (Login not required)

Assessments



Use the **Assessments** module to enable users to manage learner evaluations, assignments and surveys from a single location:

- **Learners** complete assignments (quiz, video, survey) and track progress with a gradebook that displays all assignments, due dates and scores.

Workflow: Learner

Menu	Feature	Description
ASSIGNMENTS <ul style="list-style-type: none"> Quiz 12 Video 10 Survey 3 	Assignments	<ul style="list-style-type: none"> Complete assignments (quiz, video, survey) and track assignment due dates. View a summary of completed quizzes, videos, and surveys and the Q&A threads associated with each assignment.
GRADEBOOK <ul style="list-style-type: none"> View Gradebook 	Gradebook	View a comprehensive list of grades for checklists, rubrics and quizzes associated with assignments and courses (optional).

Assignments

Complete Assignments (*Learners*)

ASSIGNMENTS

Quiz 14

Video 10

Survey 3

GRADEBOOK

View Gradebook

Search assignments

Quiz

Sort: Created Date

add assign

Assigned By - Demo Admin

Start Assignment

Test 11-28 Complete

Assigned By - vivek fac

View Summary

Learners can complete **Assignments** (quiz, video, survey) and track assignment due dates.

Gradebook

Gradebook							
Show	10	entries	Search:				
Assignment / Evaluation Name	Course	Type	Due Date	Score	Narrative	Created on	
Test QA Quiz Assignment	...	Quiz	...	0/0	...	12/02/2019	
Test Ad hoc Rubric Evaluation	...	Rubric	...	88/100	Negligible feedback needed on first draft	11/29/2019	

Click **View Gradebook** to view a summary of completed quizzes, videos, and surveys and the Q&A threads associated with each assignment.

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Courses	10	Public	18
Details	7	Quiz	7
Download Video	18	Review and Publish	9
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Featured	18	Survey	7
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