SimVenture evolution

Control Tower Manual

Venture Simulations

This document is intended as a reference manual to support coordinators in making full use of the extensive functionality of the SimVenture Evolution.

It covers the core concepts which underpin the system as well as comprehensive coverage of the tasks that can be carried out within the Control Tower.

If you are using SimVenture Evolution for the first time, we recommend that you start by reading the *Coordinator Guide* which covers the first steps involved in setting up the system and applying the technology to suit your specific needs.
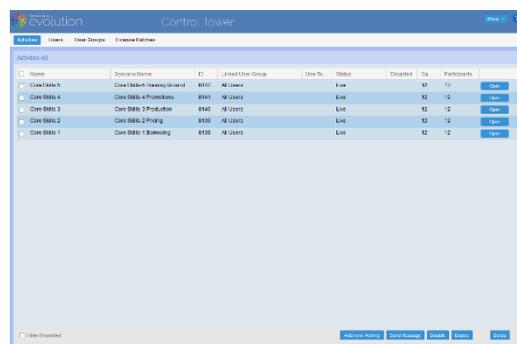
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Control Tower Manual

Introduction

The SimVenture Evolution Control Tower has been designed to focus on the needs of the coordinator as a facilitator of learning. It allows you to set up, organise, monitor and interact within the on-line platform to control how Users engage with the simulation.

Your purchase comes with a standard setup that includes introductory *Core Skills* activities to give users a basic understanding of the simulation.

Further activities can be created within the Control Tower, using pre-configured scenarios contained within the platform.

Once you have assigned them with a license, users access activities via their personal dashboard, whilst you can monitor their progress via the Control Tower.
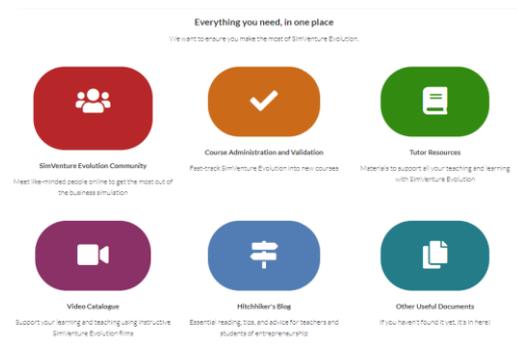
All the content included within this document is also available within the Control Tower itself.

A broad range of resources are available via this link:

[SimVenture Club Treasure](#)

These downloadable resources provide detailed guidance to support activities in a range of topics.

Core Concepts

Department

Whenever an organisation purchases SimVenture Evolution, we create a new space within our database to keep information relating to that organisation ordered, labelled and ring-fenced within the system.

Within each organisation we often find different groups of people use the simulation for slightly different purposes, or that they work with cohorts that change annually. So to avoid clutter, we create 'departments' for each organisation. This is simply a discreet working space for a particular group of coordinators and users within your organisation.
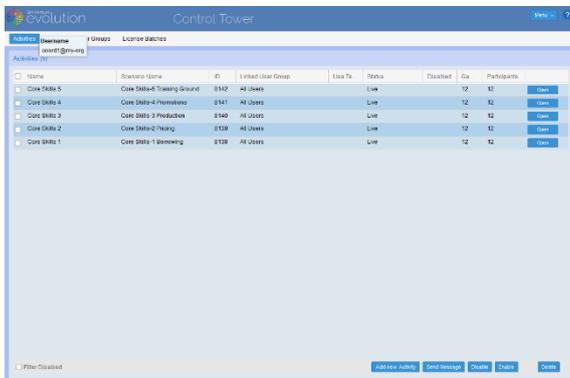
You won't ever need to manage your department (that's our job) but it's useful for the purposes of this manual that you understand the concept, so that we can make references to it in the text.
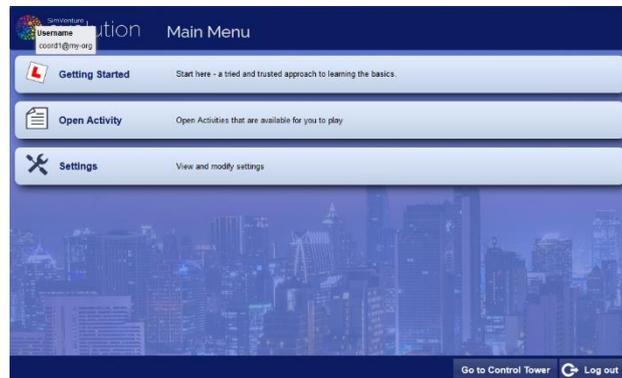

Coordinator

Coordinators are effectively a special class of user. Their accounts are created as part the 'standard setup' and in addition to all the rights and characteristics of a user, coordinators are also able to set up and manage activities for users within their department.

When a coordinator logs into the system they access the Control Tower by default. Coordinators also have access to their own dashboard, which is identical to that of a user.

Coordinators' Default Interface   **Coordinators' Dashboard Interface**

Version 6

Core Concepts

User

Someone who has a registered account within the system is known as a user. On receiving instructions from a Coordinator, individuals complete the registration process which begins with an on-line 'Sign up' form.

They are subsequently assigned a license by their Coordinator after which they can open and run activities within their own user interface (Dashboard) for the duration of their license.

User access is wholly controlled by their coordinator(s) via the Control Tower.

The unique 'Access Code' contained within the instructions links users with the coordinator's department in the system.

On successful submission of the form, users are able to view 4 short 'Walkthrough Videos' to introduce them to the simulation but at this stage they will not be able to access Activities.

As Users sign up they are automatically listed within the Control Tower and can then be assigned a license by their coordinator to complete their registration.

Once user registration is complete, every user has access to the Core Skills activities which guide them through the basics of working with the simulation.

Coordinators can then create further activities for users to undertake as individuals or groups.
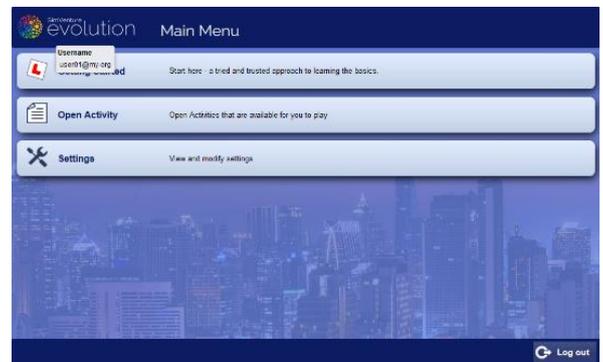
Users have the following unique data which **cannot be amended** within the system:

Username: A unique name created by the user in the sign up form which is used when logging into the system.

ID: A unique numeric identifier created by the system on successful submission of a sign up from.

The following data **can be amended** by the user from within their account settings:

Name: The first and last name of the user, created on sign up.

General: Language & Currency settings selected from available options.

Game Options: Toggling of sound used within the simulation interface.

Password: Created by the user on sign up and used for logging into the system.

The coordinator cannot view the password but is able to change individual user passwords from within the Control Tower.

Contact Email: The address used by the system to communicate directly with users in relation to technical errors.

Core Concepts

Licensing

As users sign up, they are automatically listed within the Control Tower as part of your department. At this stage they are able to access their dashboard and view the 'Walkthrough Videos' but are not yet able to open activities within the system.

This two-stage process allows the coordinator to manage the process and ensure that licenses (and access to activities) are allocated appropriately before they are activated.

Sign ups made in error can be deleted and new users can be added to the system at any time. Any unused licenses can be transferred for use at a later date by contacting the SimVenture Team.

License Batches

A license batch is a group of licenses created by the SimVenture Team when you purchase the simulation. The license batch will be visible within the Control Tower as part of your 'Standard Setup'.

License

A license is assigned to a user by a coordinator, from within the Control Tower. Each time limited license allows a user full access to their own user interface (dashboard). Users can then access the introductory, 'Core Skills' activities as well as activities available at the discretion of the coordinator.

Unused licenses can be removed from one user and reassigned to another user from within the Control Tower.

Each license has the following attributes:

Batch name	The name of the batch that contains this license
Notes	
Duration	A length of time in years, months, weeks and days. This is the length of time that the license remains valid after the user with the license first opens any activity.
Expiry Date	A fixed end date, after which the license will be invalid.
Remaining	The number of days remaining that the license will be valid. This takes into account both the duration and the expiry date. If it shows full then the license has not yet been used.

Core Concepts

User Group

User Groups are 'templates' which define different ways to organise users When a coordinator creates an activity, it can be linked to one of these templates to determine how the users within the activity are organised.

An 'All Users' group is created as part of your 'Standard Setup', allowing you to manage the allocation of licenses within a single interface.

Coordinators can also create further user groups which allow them to organise users in different ways to accommodate a variety of learning contexts.

User groups fall into 2 categories:

Single User per Team *A single format accommodates individual work.* The system automatically creates a **one-to-one correspondence** between Users and Teams. The Activity contains enough games for every individual to participate in **'teams' of one**. Only 1 user group of this kind is needed.	User Group *'All Users'* 6 Games / 6 Teams
	Game 1
	Game 2
	Game 3
	Game 4
	Game 5
	Game 6

Multiple User per Team *Customisable formats accommodate group work.* The **coordinator defines the number of teams** that are created within the Activity. The **coordinator defines which Users make up each team**. Multiple user groups of this kind are needed to reflect each of the required configurations.	User Group *'Pairs'* 3 Games / 3 Teams	User Group *'Threes'* 2 Games / 2 Teams
	Game 1	Game 1
	Game 2	
	Game 3	Game 2

In addition to providing a central interface from which to manage licensing, the 'All Users' group can be linked to activities which are intended for individual work.

If multiple activities are linked to the same user group, they will all reflect the structure of that user group.

⚠️ If the structure of a user group is changed, all activities linked to that user group will be automatically changed to reflect the new structure.

Core Concepts

User Group Team

User group teams are created by coordinators during the setup of a 'Multiple User per Team' user group. They define how individual users are organised within the user group and this organisation is then replicated in any linked activities.

User group teams can be edited at any time to accommodate new users or create alternative teams.

⚠️ Caution! A change made to the structure of a user group team will reorganise the team structure within any activity linked to the user group.

Core Concepts

Scenario

Scenarios are created by the SimVenture Team to provide different business contexts and challenges within the simulation. They're used as templates upon which coordinators can base new activities.

Each scenario defines the internal and external context of the virtual company, for instance, one scenario features a company with a single employee, no product and no market share in its first year of trading. The virtual company in another scenario has 11 employees and a successful product achieving 11% market share as it enters its third year of trading.

New scenarios are added to the system on a regular basis to broaden the application of the simulation and present different levels of challenge for users.

Scenarios fall into 2 categories:

Standard Scenarios can contain any number of games in which one, user run company competes against a number of computer controlled companies within the same virtual market.

Head-to-Head Scenarios contain a single game in which a maximum of ?? user run companies each competing within the same virtual market.

Scenarios have the following attributes:

starting quarter (eg. Y3Q1) situation and

maximum duration of the activity are defined by selecting a scenario, holding all the information needed to set up games in an activity for a particular business situation.

company resources

competitive environment

It also defines the starting quarter and the number of quarters that the activity will last for. Each game in an activity is initialised as a copy of the scenario template.

Included within the scenario is a briefing section consisting of information to outline the starting position of the company within the scenario. Additional information to guide and support the user is also included, dependent on the nature of the scenario.

Core Concepts

Activity

An activity is set of games all based on the same scenario and using the same configuration. Generally, activities are linked to a user group in order to determine the way that users are organised within the activity.

Activity Linking

An activity can be set up to link directly to a user group. The participants, games and teams are now managed automatically by the computer to match the equivalent settings in the user group. This allows a coordinator to concentrate on the user group, making changes as and when required. Each change will then be reflected in the link activity. It also means that a user group can be re-used for multiple activities, saving time, especially for large activities.

This feature is only available for non-head to head scenarios. A head to head activity would need to use the manual system with the coordinator assigning participants and team members directly in the activity.

Game

A game is single instance of a simulated business environment. There can be many games within each activity. Each game consists of a number of companies, some of them controlled by teams and others controlled by the computer. Each game can run independently of the other games in an activity. The game can only run the quarter (run the simulation to process user decisions) when all human teams have elected to run the quarter.

Company

A company is a single trading entity within a game. There can be multiple companies within a game, some of them controlled by human teams and others by the computer.

Team

A team represents the user(s) who are allocated to run one of the companies within an activity. Teams can be made up of single or multiple users. Where multiple users work within a team, they are all able to access the company separate machines.

Page Context Help

Learning about interface functionality

Clicking the Help button opens a window that relates specifically to the Control Tower page you are currently working in.

The content of this window is designed to help you understand the functionality of the page and includes:
- an overview of the contents of the page
- a list of the tasks that can be carried out within the page
- details on how to carry out each task

The list provided on the next page outlines all the key tasks that are included within the Page Context Help. The list is structured to reflect the order in which coordinators typically undertake these tasks:

Setup – Essential Tasks – Additional Tasks

The list also indicates the page within the interface where each task can be carried out for quick reference.

A trouble shooting section is also included to cover common issues.

Comprehensive Task List
Setup

Task	Page Location
Manage your Coordinator Account	
Change coordinator password	*Settings Button*
Change coordinator name	
Change language and currency settings	
Change coordinator contact email	
Manage User Signup	
Monitor User Signup	*User Group / Open 'All Users' / Licenses*
Manage User Licensing	
Identify License Batch Details	*License Batches*
Assign User Licenses	*User Group / Open 'All Users' / Licenses*

Essential Tasks

Customise your setup	
Add a new User Group	*User Groups / 'Add new User Group'*
Add a new Linked Activity	*Activities / 'Add new Activity'*
Monitor	
Monitor Performance Data	*Activities / Open Activity / Inspect*
View a Company within an Activity	*Activities / Open Activity / Companies / 'Open'*
View the Leaderboard for an Activity	*Activities / Open Activity / Leaderboards*
Monitor Activity Usage Data	*Activities / Open Activity / Usage*
Interact	
Amend Existing Activities	*Activities / Open Activity*
Disable/Enable an Activity	*Activities / Check Activity / 'Disable' or 'Enable'*
Batch rewind games within an Activity	*Activities / Open Activity / Companies / 'Batch Rewind'*
Add/remove company cash within an Activity	*Activities / Open Activity / Companies / 'Modify Companies'*

Additional Tasks

Manage Existing Activities	
Open an existing Activity	*Activities / 'Open'*
Edit an Activity Name	*Activities / Open Activity / Summary / 'Edit Name'*
View and Edit the Settings of an existing Activity	*Activities / Open Activity / Settings*
Delete an Activity	*Activities / Check Activity / 'Delete'*
Export the Team set up for an Activity	*Activities / Open Activity / Companies / 'Actions' – Export all*
Add a new 'Unlinked' Activity	*Activities / 'Add new Activity'*
Add a new Linked Activity	*Activities / 'Add new Activity'*
Manage Existing User Groups	
Edit User Group name	*User groups / Open User Group / 'Add/Remove Users'*
Enable/Disable user Groups	*User Groups / Check User Group(s) / 'Disable'*
Edit User Group teams	*User groups / Open User Group / User Group Teams*
Add members to a User Group	*User groups / Open User Group / 'Add/Remove Users'*
Export User Group Details	*User groups / Open User Group / 'Export to csv'*
Monitor User Details	*Users / 'View'*
Amend User Licensing	*User Group / Open 'All Users' / Licenses*
Remove Active Licenses	*'Menu' – Check 'Allow removal of active license's*
Toggle view to show full names / user names	*'Menu' – Check 'Replace Full Name with User Name'*
Manage User Accounts	
Delete Users	*Users / 'Delete'*
Export User Lists	*Users / 'Export to csv*

Troubleshooting

What?	Action / Page Location
Reset a User password	*CT / Users / 'View'*
User message 'No Valid License'	User does not have a current license. navigate to: *User Group / Open 'All Users' / Licenses*
User can't see activities in their dashboard	Activity may be disabled. Go to the Activities tab to check status.
Override rewind settings	*CT / Activities / 'Open' / Companies / 'Open' / Menu* Coordinators are given rewind permissions even when these are not included within the Activity's Settings.
The page appears to have layout errors.	Refresh browser window Log out & back in
Send an Error Report	*'Menu' – Send Error report*