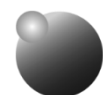


SimVenture evolution



Orientation Guide v8



Venture
Simulations

This document is intended as the first point of reference for anyone acting as a Coordinator with SimVenture Evolution for the first time.

As a support document to accompany your **free Orientation session**, it covers the essential first steps involved in setting up the system, as well as information about how to apply the technology to suit your needs.

Contents

The sections highlighted blue represent the core content of the Orientation session.

Introduction

The Control Tower Interface

Accessing the Control Tower	➡	P4
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Initial Setup


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Identifying your specific needs	➡	p10
Creating a new Activity	➡	p11

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The content of this document is also covered in a number of videos which can be viewed wherever you see this icon (click the icon to open the video in a new browser window).



 Ctrl + Click this Icon to return to the Contents page.

Introduction

SimVenture Evolution is a highly versatile platform which can be used in a variety of ways to create learning opportunities to suit a broad range of contexts.

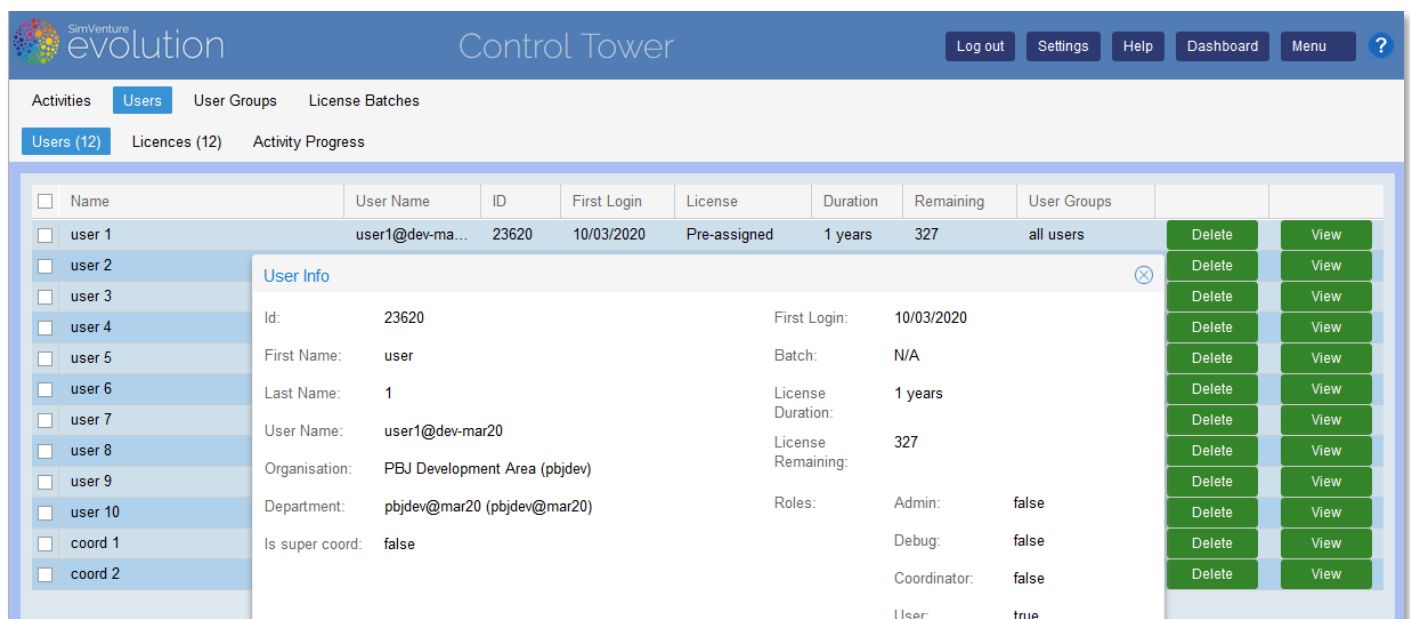
The simulation has been designed to accommodate the needs of customers who are seeking to replicate the challenges of running real commercial ventures, so it provides depth and complexity within the context of one type of company and uses different starting points to provide a wide variety of challenge.

Your own, secure workspace

Whenever an organisation purchases SimVenture Evolution, we create a new area within our database to keep information relating to that organisation ordered, labelled and ring-fenced securely within our servers. 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' within each organisation.

Departments are simply discreet working spaces for each particular group of coordinators and users within your organisation. Each time you purchase SimVenture Evolution Licenses, a new Department will be created to accommodate your new programme.

You can see the names we assign to your Organisation and Department by clicking 'View' alongside any User listed within the Users tab of the Control Tower.



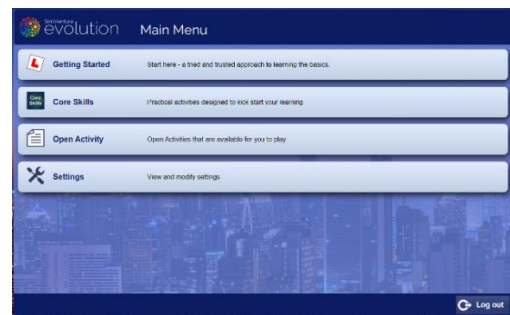
Name	User Name	ID	First Login	License	Duration	Remaining	User Groups	Delete	View
user 1	user1@dev-ma...	23620	10/03/2020	Pre-assigned	1 years	327	all users	Delete	View
user 2								Delete	View
user 3								Delete	View
user 4								Delete	View
user 5								Delete	View
user 6								Delete	View
user 7								Delete	View
user 8								Delete	View
user 9								Delete	View
user 10								Delete	View
coord 1								Delete	View
coord 2								Delete	View

On occasions it may be useful for you to communicate this to us so that we can provide you with technical and administrative support.

The on-line platform consists of two separate 'portals' each accessed with a user name and password.

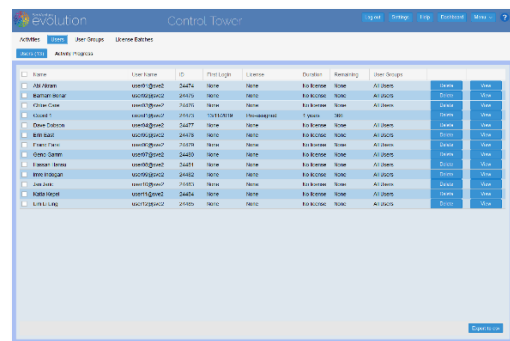
Dashboard

Provides user access to activities and control over their account profile, as well as all the information needed to help them understand the simulation.



Control Tower

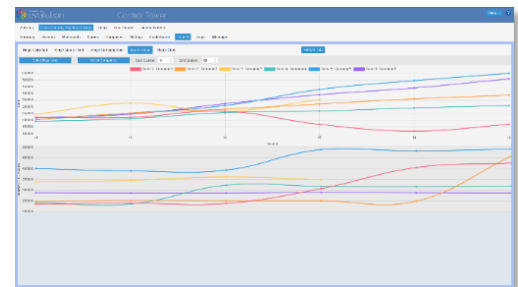
Used by the coordinator to set up, organise, monitor and interact within the platform to control how users engage with the simulation.



The Control Tower has been designed to focus on the needs of the coordinator as a facilitator of learning.

Your purchase comes with a standard setup that includes induction activities (Core Skills) 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 and manage their progress via the Control Tower.

The Help button within the Control Tower provides access to all the resources available to support you in working with SimVenture Evolution.



The Control Tower Interface

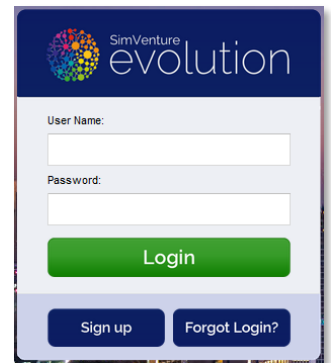
Accessing the Control Tower

On completion of your Orientation session you will receive an email containing your login credentials.

Access your Coordinator Account via this URL:

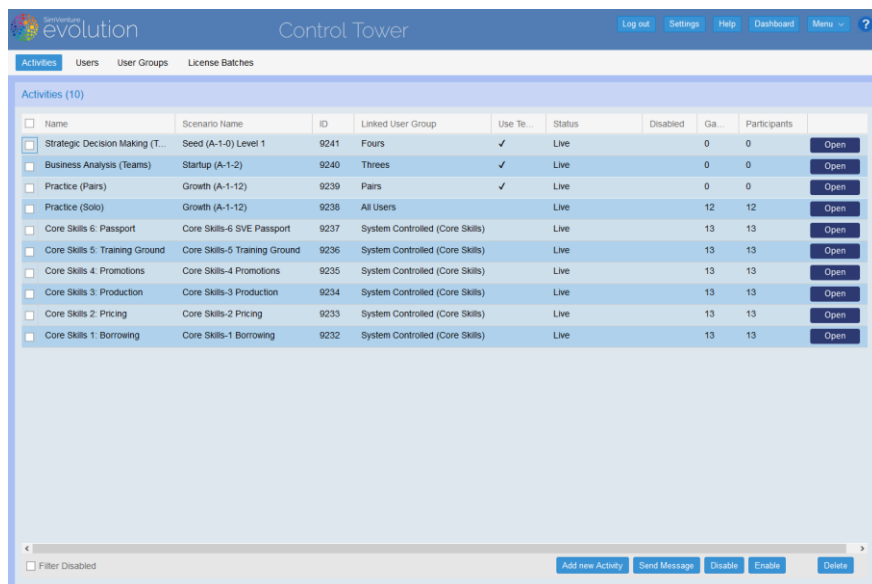
<https://server.simventure.co.uk/SimVenture/>

Using the User Name and Password* provided by your Learning Development Manager..



SimVenture evolution login form with fields for User Name, Password, and buttons for Login, Sign up, and Forgot Login?

On logging in, the Control Tower opens on the Activities tab.



Name	Scenario Name	ID	Linked User Group	Use Te...	Status	Disabled	Ga...	Participants	
<input type="checkbox"/> Strategic Decision Making (T...	Seed (A-1-0) Level 1	9241	Fours	✓	Live	0	0	0	Open
<input type="checkbox"/> Business Analysis (Teams)	Startup (A-1-2)	9240	Threes	✓	Live	0	0	0	Open
<input type="checkbox"/> Practice (Pairs)	Growth (A-1-12)	9239	Pairs	✓	Live	0	0	0	Open
<input type="checkbox"/> Practice (Solo)	Growth (A-1-12)	9238	All Users		Live	12	12	12	Open
<input type="checkbox"/> Core Skills 6: Passport	Core Skills-6 SVE Passport	9237	System Controlled (Core Skills)		Live	13	13	13	Open
<input type="checkbox"/> Core Skills 5: Training Ground	Core Skills-5 Training Ground	9236	System Controlled (Core Skills)		Live	13	13	13	Open
<input type="checkbox"/> Core Skills 4: Promotions	Core Skills-4 Promotions	9235	System Controlled (Core Skills)		Live	13	13	13	Open
<input type="checkbox"/> Core Skills 3: Production	Core Skills-3 Production	9234	System Controlled (Core Skills)		Live	13	13	13	Open
<input type="checkbox"/> Core Skills 2: Pricing	Core Skills-2 Pricing	9233	System Controlled (Core Skills)		Live	13	13	13	Open
<input type="checkbox"/> Core Skills 1: Borrowing	Core Skills-1 Borrowing	9232	System Controlled (Core Skills)		Live	13	13	13	Open

 * We strongly recommend that you click 'Settings' and change your password before proceeding any further.

Manage your Coordinator Account

Your Coordinator account is created with a 'Standard Setup' (see also p9).

Check your profile settings to ensure that they are correct and secure.

(CT-M-1)





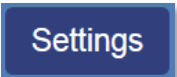
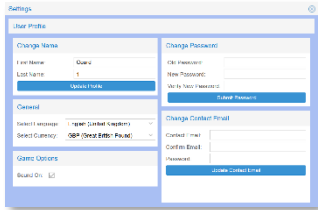
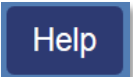
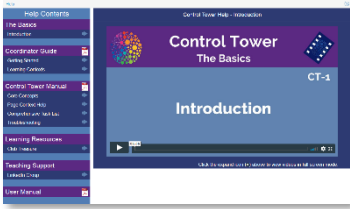



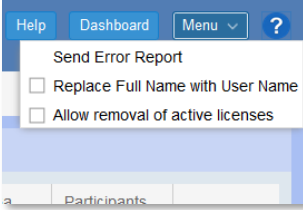



(1:43)

The Control Tower Interface

The Control Tower Header

The Control Tower Header contains a number of buttons providing access to admin functions and help.

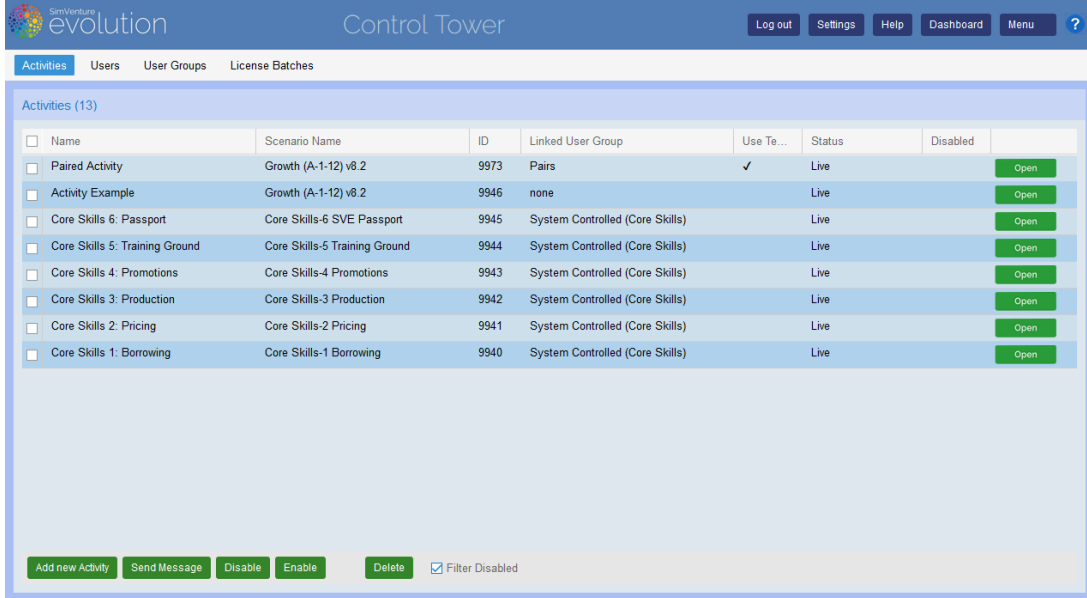
 Control Tower Log out Settings Help Dashboard Menu ?			
Logo		Hover over the icon to see the User Name you are logged in as.	
Log Out Button		Click to log out of the platform.	
Settings Button		Click to view a range of options relating to your user profile.	
Help Button		Click to view all Control Tower help text and videos.	
Dashboard Button		Click to open your personal Dashboard.	
Menu Button		Click to view a dropdown list of options.	
Help Button		Click to view help relating to the page currently being viewed.	This information relates solely to the functionality of the page.

The Control Tower Interface

The Control Tower Tab Rows

Tab rows provide access to the 4 main sections of the Control Tower.

Main Tab row

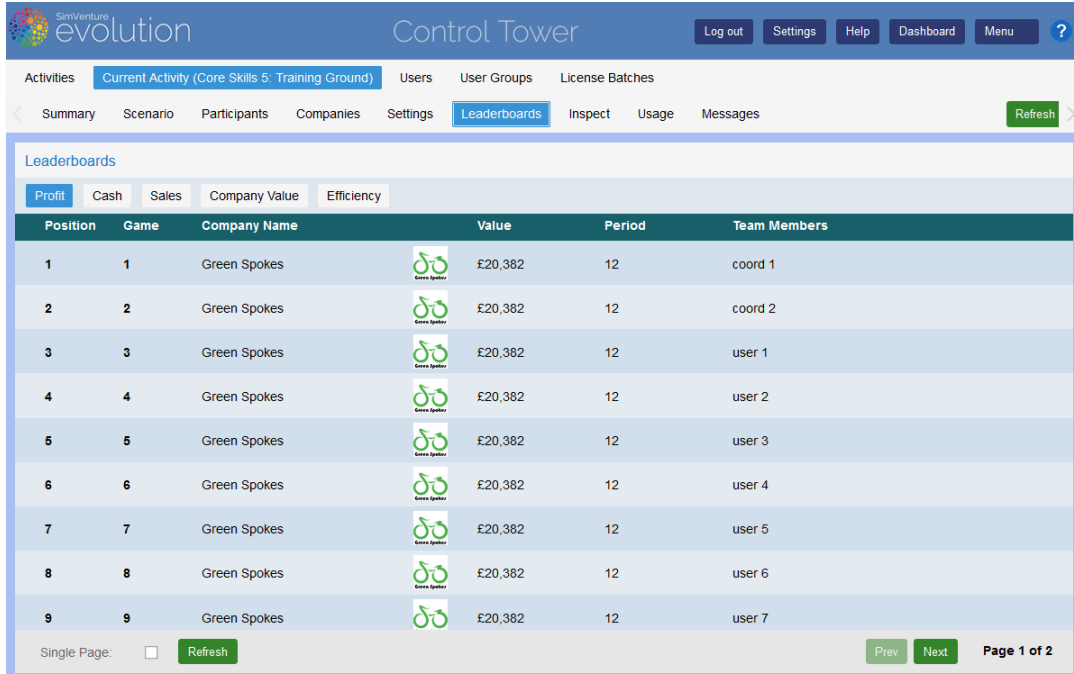


The screenshot shows the 'Control Tower' interface with the 'Activities' tab selected. The main content area displays a table of activities with columns: Name, Scenario Name, ID, Linked User Group, Use Te..., Status, Disabled, and an 'Open' button. The table lists 13 activities, including 'Paired Activity', 'Activity Example', and various 'Core Skills' activities. At the bottom, there are buttons for 'Add new Activity', 'Send Message', 'Disable', 'Enable', 'Delete', and a checkbox for 'Filter Disabled'.

Name	Scenario Name	ID	Linked User Group	Use Te...	Status	Disabled	
<input type="checkbox"/> Paired Activity	Growth (A-1-12) v8.2	9973	Pairs	✓	Live		Open
<input type="checkbox"/> Activity Example	Growth (A-1-12) v8.2	9946	none		Live		Open
<input type="checkbox"/> Core Skills 6: Passport	Core Skills-6 SVE Passport	9945	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 5: Training Ground	Core Skills-5 Training Ground	9944	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 4: Promotions	Core Skills-4 Promotions	9943	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 3: Production	Core Skills-3 Production	9942	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 2: Pricing	Core Skills-2 Pricing	9941	System Controlled (Core Skills)		Live		Open
<input type="checkbox"/> Core Skills 1: Borrowing	Core Skills-1 Borrowing	9940	System Controlled (Core Skills)		Live		Open

Secondary Tab Rows

When an 'Open' button is clicked (to open an Activity or User Group), a second row of tabs opens to provide access to further pages within a section.



The screenshot shows the 'Control Tower' interface with the 'Activities' tab selected and the 'Current Activity (Core Skills 5: Training Ground)' sub-tab active. The main content area displays a 'Leaderboards' section with tabs for 'Profit', 'Cash', 'Sales', 'Company Value', and 'Efficiency'. The 'Profit' tab is selected, showing a table with columns: Position, Game, Company Name, Value, Period, and Team Members. The table lists 9 entries for 'Green Spokes' with a value of £20,382 and a period of 12. At the bottom, there are buttons for 'Single Page', 'Refresh', 'Prev', 'Next', and 'Page 1 of 2'.

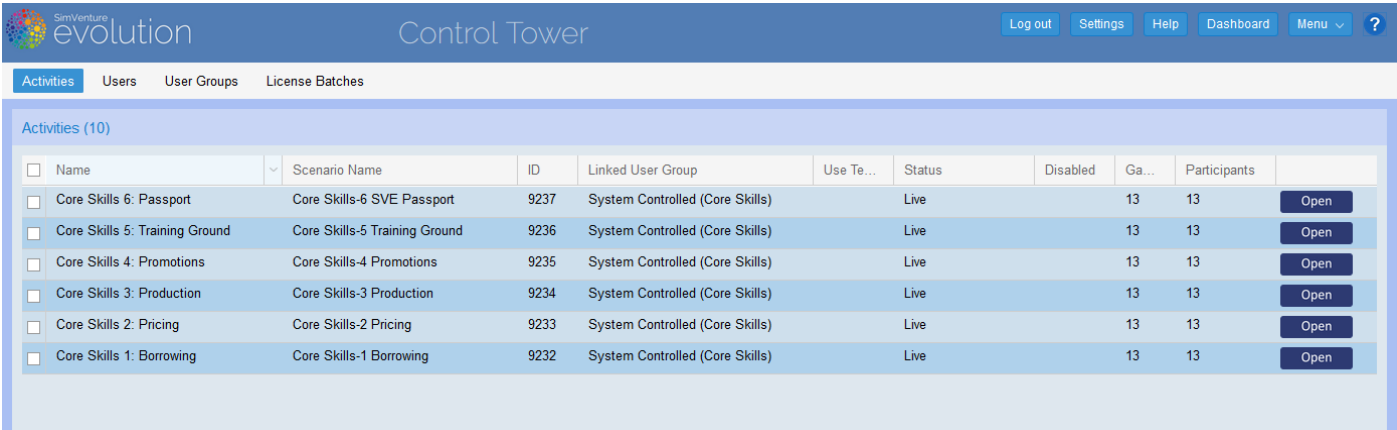
Position	Game	Company Name	Value	Period	Team Members
1	1	Green Spokes	£20,382	12	coord 1
2	2	Green Spokes	£20,382	12	coord 2
3	3	Green Spokes	£20,382	12	user 1
4	4	Green Spokes	£20,382	12	user 2
5	5	Green Spokes	£20,382	12	user 3
6	6	Green Spokes	£20,382	12	user 4
7	7	Green Spokes	£20,382	12	user 5
8	8	Green Spokes	£20,382	12	user 6
9	9	Green Spokes	£20,382	12	user 7

The Control Tower Interface

Checking the 'Standard Setup'

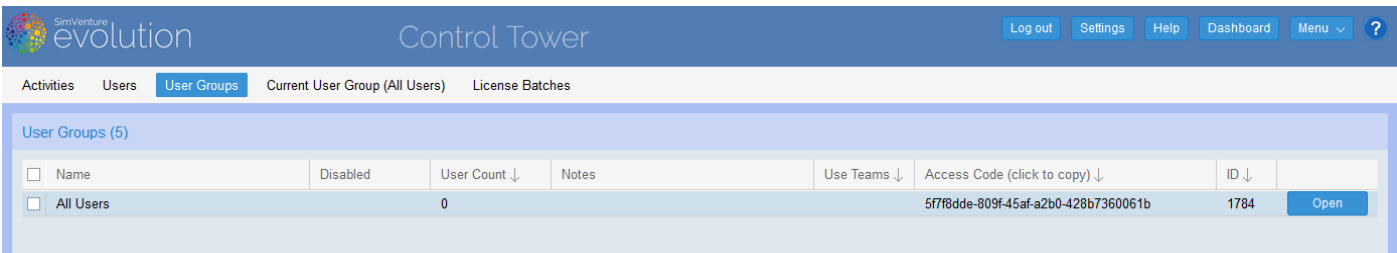
Following your purchase, a 'Department' is created within which your Coordinator account functions. To get you started, your Department has a *Standard Setup* which consists of the following.

Core Skills Activities: *Core Skills-1* to *Core Skills-6*



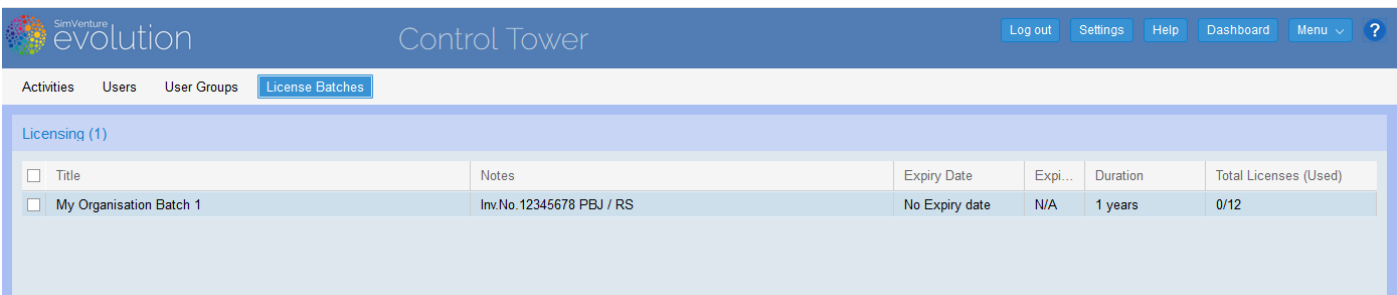
<input type="checkbox"/>	Name	Scenario Name	ID	Linked User Group	Use Te...	Status	Disabled	Ga...	Participants	
<input type="checkbox"/>	Core Skills 6: Passport	Core Skills-6 SVE Passport	9237	System Controlled (Core Skills)		Live		13	13	Open
<input type="checkbox"/>	Core Skills 5: Training Ground	Core Skills-5 Training Ground	9236	System Controlled (Core Skills)		Live		13	13	Open
<input type="checkbox"/>	Core Skills 4: Promotions	Core Skills-4 Promotions	9235	System Controlled (Core Skills)		Live		13	13	Open
<input type="checkbox"/>	Core Skills 3: Production	Core Skills-3 Production	9234	System Controlled (Core Skills)		Live		13	13	Open
<input type="checkbox"/>	Core Skills 2: Pricing	Core Skills-2 Pricing	9233	System Controlled (Core Skills)		Live		13	13	Open
<input type="checkbox"/>	Core Skills 1: Borrowing	Core Skills-1 Borrowing	9232	System Controlled (Core Skills)		Live		13	13	Open

A User Group: *All Users* (unpopulated until User Signup is complete see p22)



<input type="checkbox"/>	Name	Disabled	User Count	Notes	Use Teams	Access Code (click to copy)	ID	
<input type="checkbox"/>	All Users		0			5f7f8dde-809f-45af-a2b0-428b7360061b	1784	Open

A License Batch: Containing the licenses you have purchased



<input type="checkbox"/>	Title	Notes	Expiry Date	Expi...	Duration	Total Licenses (Used)
<input type="checkbox"/>	My Organisation Batch 1	Inv.No.12345678 PBJ / RS	No Expiry date	N/A	1 years	0/12

Orientation Guide
Initial Setup

Typical delivery process

SimVenture Evolution is used by a broad range of organisations in many different contexts, to achieve a wide range of learning objectives. There are however, two common approaches that we have identified through working in partnership with our clients. They are provided here as a starting point around which you can shape your own programme of work.

1 or 2 Day Session	Extended Programme ¹
Guided Learning Facilitator led /Place-based Facilitator control over path and pace	Blended Learning Facilitated / on-line & place based Some element of learner control over time, place, path and pace
User Induction	
Introduction + Walkthrough Videos*	Introduction + Walkthrough Videos*
Q&A	Facilitator presentation / introduction + Q&A
Core Skills Activities 1- 4* (Individual) + Group Debrief	Core Skills Activities 1- 4* (Individual) + Group Debrief
Introductory Activities	
CS-5 exploration (Individual)	CS-5 exploration (Individual)*
CS-6 + discussion	CS-6 + submission
Further Progression	
Practice activity (Growth Scenario / Team)	Form teams + assign appropriate study materials
Debrief	Presentation / Discussion / Feedback
Major activity / competition (Team)	Practice activity (Growth Scenario / Team)
Assessment / Debrief	
Assignments/Presentations/Debrief/Review/Results	Assessment activity (Individual / Team)
	Assignments/Presentations/Debrief/Review/Results

*These elements could be completed independently as preparation for the session or programme.

¹ A fully resourced, extended [Study Programme](#) has been created by the SimVenture Team which can be used as a template upon which to base your own programme.

The programme's content has been fully approved and delivered as a course by a UK Higher Education institution.

Orientation Guide Initial Setup

User Induction

Resources: All accessible by each User from within their personal Dashboard.

Introduction: Walkthrough Videos + User Manual

Core Skills Activities: Core Skills-1 to Core Skills-6

Core Skills 1 to 4 include very short, focused tasks which demonstrate key principles and allow the User to learn actively with the support of written and video instructions.

Introductory Activities

Resources: All accessible by each User from within their personal Dashboard.

Practice Activities: Based on Core Skills 5 – Training Ground and CS-6 SVE Passport

Core Skills 5 presents Users with a more open-ended opportunity to explore the simulation

Core Skills 6 is an on-line assessment that covers the main learning objectives of Core Skills 1 to 5. It is designed to provide an indication that a User understands the basics of how the simulation works and is ready to proceed with more in-depth learning within subsequent Activities.

Users complete assessment and receive an email notification of their result which then acts as their 'Passport'. The assessment can be completed multiple times if necessary.



Further Progression

Resources: All accessible by each User from within their personal Dashboard.

Programme Specific Activities: Based on a range of scenarios as appropriate to the session / programme

Once Users have a grasp of the basic functionality of the simulation, they generally engage with short, closely framed Activities focused on the specific requirements of their programme of work. Typically, though not exclusively, the simulation is used to cover a wide range of business topics:

Entrepreneurship / Startup / General Business Acumen / Employability / Specific Business Topics / Soft Skills

These activities are often conducted in teams (normally 2-6 per team), providing the opportunity for peer learning and interaction. Usually the Activities undertaken are differentiated so that progression is achieved over the available time period.

Differentiation can be achieved through:

Activity modification: access to rewind facilities - cash levels - varied activity length

Learning context: individual/team working - short/long time availability – provision of extra resources

Expected outcomes: introduction of competition – benchmarks - high/low targets

Assessment:

The content and structure of assessment is largely determined by the organisation running the programme / session although this generally incorporates some or all the following:

Presentation / Reflective Journal / Report Writing

Orientation Guide
Initial Setup

 **Identifying your specific needs**

Through discussion with your SimVenture Learning & Development Manager (LDM) we can ensure that everything you need is set up before you commence.

Effective, experiential learning with SimVenture Evolution is always the product of thorough and timely planning.

Further details on creating your own Activities and the variety of ways these can be used are included on p16.

Ordinarily this should be completed within the Orientation session but your LDM will determine if this will be possible and if not, will arrange a time to complete this process with you.




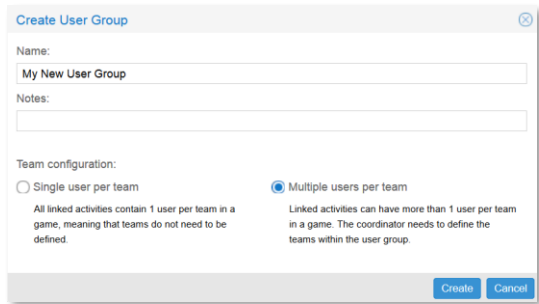
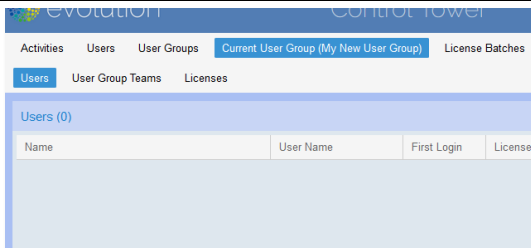
Orientation Guide Initial Setup

Creating a new Activity

Activities can be added to the system to reflect the specific needs of your programme of work.

The following extract from the Control Tower Manual shows how to set up a new activity based on User Groups which reflect how you wish to organise learners within your programme.

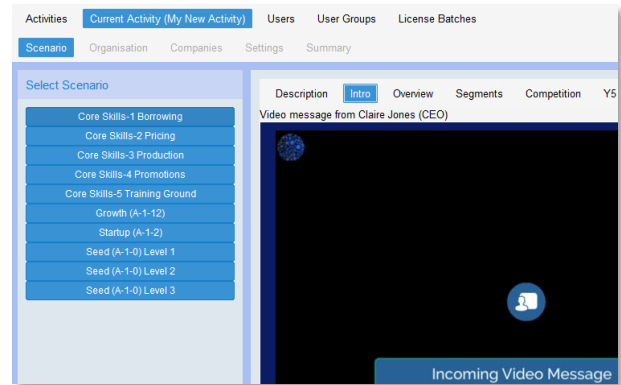
Extract from Control Tower Manual

Add a new User Group		
1. Open the 'User Groups' Tab		
2. Click 'Add new User Group'		
3. Create a name and add notes if you wish		
4. Check the 'Multiple Users per Team' radio button		
5. Click 'Create'		
You User Group is now created within the system and a new tab is displayed to showing the name of the User Group.		

Add a new Linked Activity	
1. Open the Activities tab.	<div>ActivitiesUsersUser GroupsLicense Batches</div>
2. Click the 'Add New Activity' button.	<div>Add new Activity</div>
3. Name the Activity	<div><div>Add New Activity</div><div>Activity Name: <input type="text" value="My New Activity"/></div><div>Link teams to User Group?: <input checked="" type="checkbox"/> This will link the activity directly to a specified user group. Each user and any specified teams will automatically be allocated to teams in the activity. Manual modification of the participants will be disallowed. Please note - head to head activities are not allowed with linked user groups.</div><div>User Group: <div>unselectedunselectedAll UsersPairs</div></div><div>ConfirmCancel</div></div>
4. Select linking options	
5. Select which User Group to link the Activity to	
If you haven't yet created your User Group, click cancel and do so before returning to this section.	
6. Confirm your selection	<div>Confirm</div>
On confirmation, a second row of tabs is displayed and the upper tab row shows the name of your Activity.	<div><div>SimVenture evolutionControl Tower</div><div>ActivitiesCurrent Activity (My New Activity)UsersUser GroupsLicensing</div><div>ScenarioOrganisationTeamsSettingsSummary</div></div>

Orientation Guide

7. Select the Scenario on which the Activity will be based.



Clicking an item in the 'Select Scenario' panel will display more details about that Scenario. The content available within the Scenario Briefing can be viewed by clicking the tabs within the right-hand panel.

8. Click 'Next' to confirm your selection.

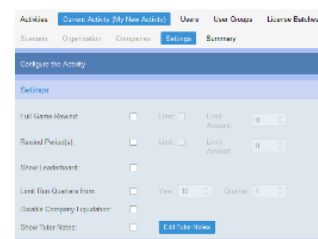
Selected Scenario: Growth (A-1-12)

next

On confirmation, the system will begin the process of setting up your Activity to match the setup of the User Group to which it is linked. This process will take time to complete, depending on the size of the User Group.

9. Configure the Activity Settings

(See 'Activity settings explained' (below) for more details.



A range of settings is available to allow you to control the way the Activity is configured. Hovering over each option will display an explanation of each setting (see also Activity Settings)

10. Click 'Next' to confirm your selection.

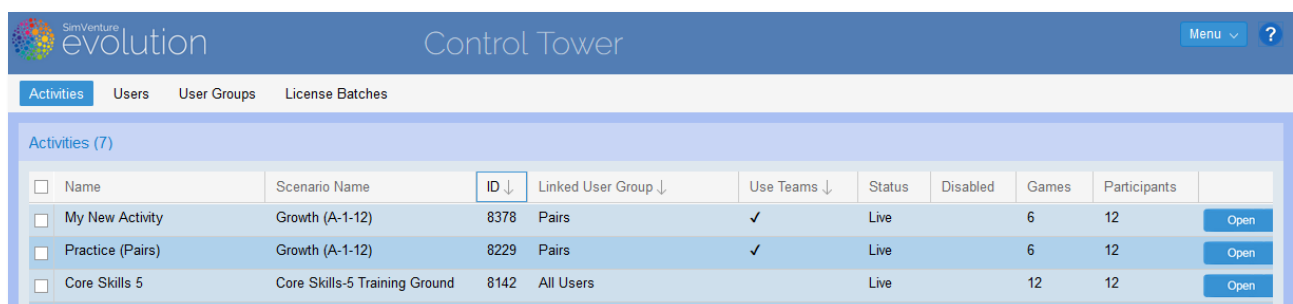
next

Activity details are provided for you to check. You can return to the 'Settings' at this point or edit the name of your activity but you cannot change the associated Scenario or User Group. If you need to do this you will need to start the process again and delete the Activity made in error.

11. Click 'Make Activity Live'

Make Activity Live

The status of your activity will be displayed in the Activities tab as 'Creating Live Activity' whilst it is added to the system's database. On completion of this process it will be marked 'Live' in the Status column and will be available to participants.



Name	Scenario Name	ID	Linked User Group	Use Teams	Status	Disabled	Games	Participants	
My New Activity	Growth (A-1-12)	8378	Pairs	✓	Live		6	12	Open
Practice (Pairs)	Growth (A-1-12)	8229	Pairs	✓	Live		6	12	Open
Core Skills 5	Core Skills-5 Training Ground	8142	All Users		Live		12	12	Open

You may choose not to make the Activity live at this stage. It will still be visible in the Control Tower but it's status will be 'Awaiting Go Live' and it will not be accessible to Users

Extract from Control Tower Manual Ends

Orientation Guide

Next Steps

User Signup and Licensing

The system should now be set up ready for your programme of work so you can begin the process of enrolling users into your department.

This is done by sending each User a PDF document (example shown right) explaining the process and containing a unique Access Code.

On completion of the licensing process, your Users will be able to access to the Core Skills activities (outlined on Page 9 link) which they should complete to prepare them for working with the simulation.



Each step is covered in a video (click the icon to view in a browser window).

Manage User Signup

Your learners will need to sign up in order to be included as users within your department.

You are provided with information to guide them through the process and the Control Tower gives you the ability to monitor and manage their access to the simulation.

(CT-M-2)



(1:23)

Manage User Licensing

Once users have completed signup they will *only* have access to the 'Walkthrough Videos', providing an overview of the simulation.

Assign user licenses in order to give them full access to activities within the simulation.

(CT-M-3)



(1:12)