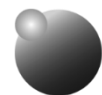# SimVenture evolution

Orientation Guide v10

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.

Contents

Document Navigation and Links

➡ Click to navigate directly to each section.

⬆ Click to return to the Contents page.

▶ Click to view videos in a new browser window.

* All purchasing organisations are entitled to receive a free, on-line orientation.

⬆Introduction

SimVenture Evolution is a highly versatile on-line platform which can be used to create engaging learning contexts in a broad range of corporate training and education settings.

It simulates a bicycle manufacturing company, trading in a dynamic market environment and places users at the heart of the decision making process.

The depth of the simulated environment means that it can support learning in a wide range of contexts. Activities can be set up to meet a broad range of learning objectives by using different starting points to maintain variety, challenge and engagement.

So whether your learning programmes are based around shared experiences in physical classrooms or independent learning via web-based platforms. Or indeed anything in between, SimVenture Evolution's Control Tower has the versatility to adapt to your requirements.
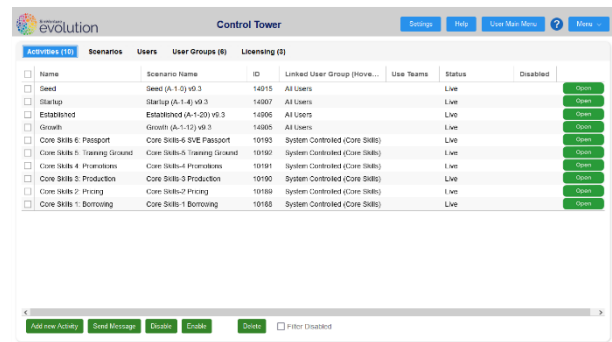

Your own, secure workspace

Whenever an organisation purchases SimVenture Evolution, we create a new 'Department' within our database. Information relating to the activities, users and licenses within your organisation is always available via the platform, password protected and ring-fenced securely on our servers.

The platform consists of two separate 'interfaces' for the coordinator and user respectively.
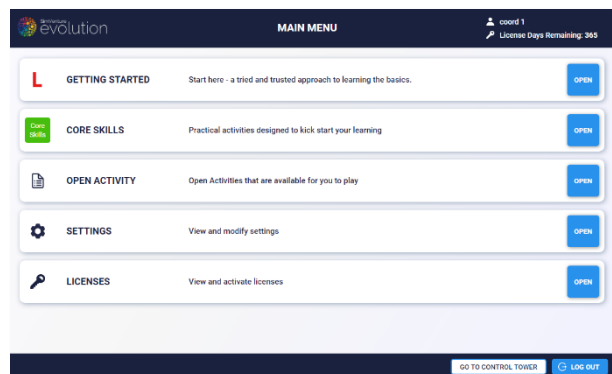
The Control Tower is your personal, password protected access to your department. It allows you to manage how users within the department engage with the simulation. From here you can set up, organise, monitor and interact within the platform.

The User Main Menu button within the interface allows you to see the simulation from a User's perspective.

When users login they access their Main Menu directly, providing them with all the information needed to help them understand the simulation, as well as access to activities and their account profile.
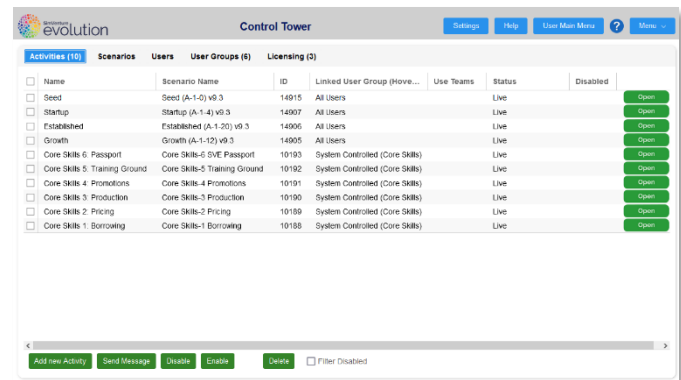
⬆ Introduction

Standard setup and induction

Your department has a standard setup that includes induction activities designed to bring new users to a basic level of competency in working with the simulation.

It also includes a User Group and a License Batch in preparation for user signup and licensing.

User Signup & Licensing

Users sign up via their web browser, using a document that we will provide for you. This guides users through the online signup process, using a unique code to identify them with your department.

As they complete the process, each user is added to your list within the Control Tower and once you have assigned them a license, they are given full access to the system.

Extensive Coordinator Help

The Help section within the Control Tower provides access to all the resources available to support coordinators whilst they are working with SimVenture Evolution, including more details on the tasks briefly outlined here.

And where applicable, an orientation session with one of our highly experienced Learning Development Managers will introduce you to the platform and ensure that everything is in place to accommodate your programme of work.
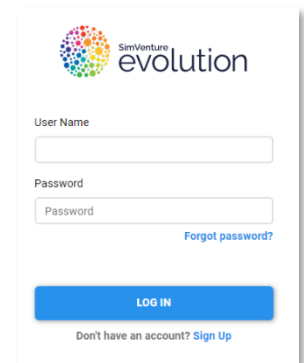
⬆The Control Tower Interface

Accessing the Control Tower

On receiving your personal login credentials, you can access your Coordinator Account via this URL:

https://server.simventure.co.uk/SimVenture/
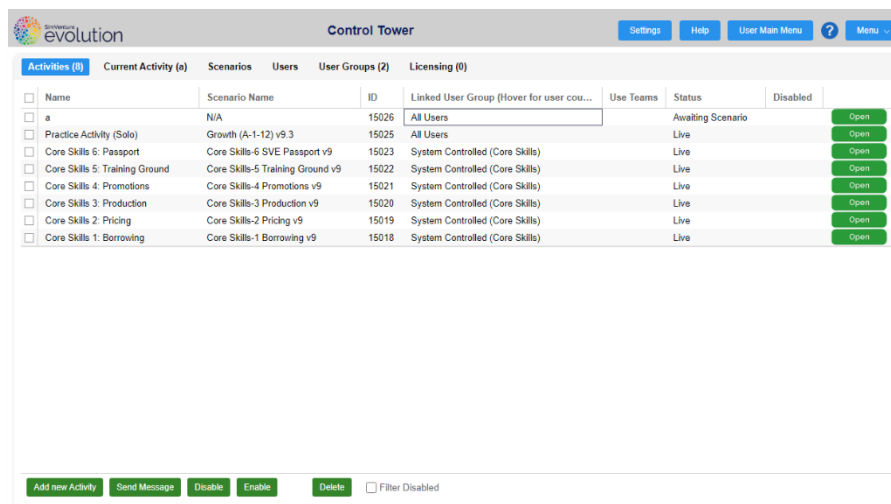
(Users and other coordinators in your department access the system in the same way.)

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

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

(CT-M-1)

Change Coordinator Account Settings

Your Coordinator account is created with a 'Standard Setup' (see also p8).

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

(1:09)

⬆ The Control Tower Interface

The Control Tower Toolbar

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

Logo		Hover over the icon to see the Username you are logged in with.	
Settings Button	Settings	Click to view a range of options relating to your user profile.	
Help Button	Help	Click to view all Control Tower help text and videos.	
User Main Menu Button	User Main Menu	Click to view the User Interface. (You will only see Activities here that you ae included in as a participant.)	
Page Context Help Button	❓	Click to view help relating to the page currently being viewed.	This information relates to functionality within the current Control Tower page.
Menu Button	Menu ⌄	Click to view a dropdown list of options.	
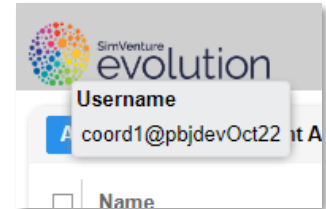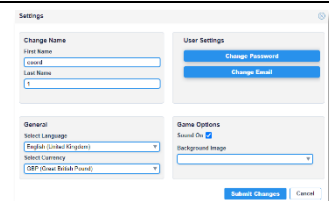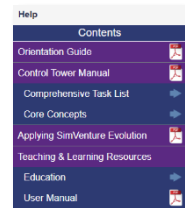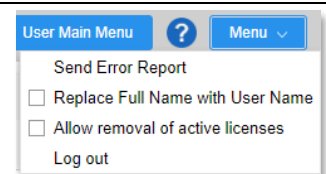
⬆ The Control Tower Interface

The Control Tower Tab Rows

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

Main Tab row
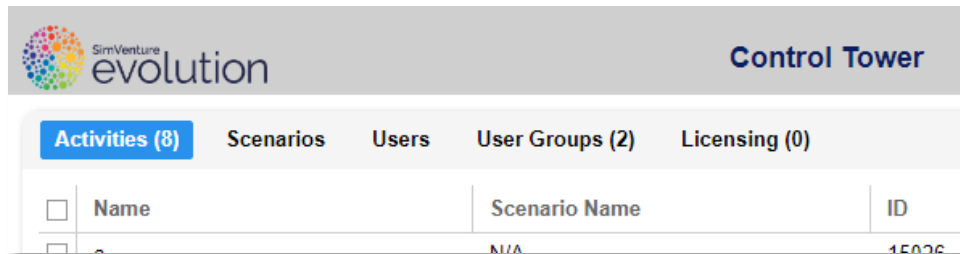
Secondary Tab Rows

When an Activity or User Group is opened, a second row of tabs displays, providing access to further pages within a section.
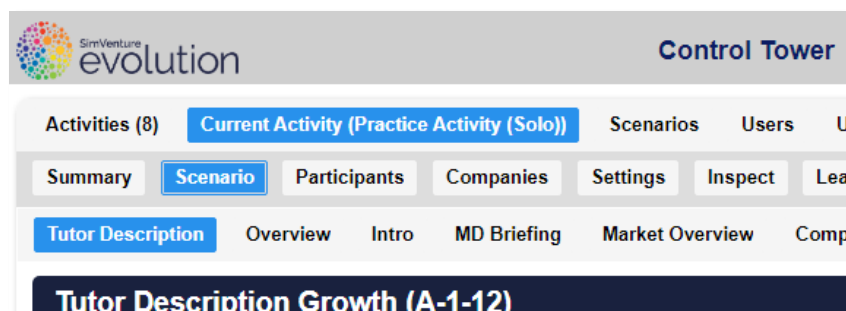
Buttons

The green buttons within the interface allow various tasks to be undertaken. The interface often requires selections to be made using the checkboxes and buttons to allow you to move 'objects' between two panels.

More details on using the functionality of the interface are provided within the 'Control Tower Interface Tips' section of the Control Tower Manual.

⬆ 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*

	Name	Scenario Name	ID	Linked User Group (Hover for use…	Use Te…	Status	Disabled	
☐	Core Skills 6: Passport	Core Skills-6 SVE Passport v9	15023	System Controlled (Core Skills)		Live		Open
☐	Core Skills 5: Training Ground	Core Skills-5 Training Ground v9	15022	System Controlled (Core Skills)		Live		Open
☐	Core Skills 4: Promotions	Core Skills-4 Promotions v9	15021	System Controlled (Core Skills)		Live		Open
☐	Core Skills 3: Production	Core Skills-3 Production v9	15020	System Controlled (Core Skills)		Live		Open
☐	Core Skills 2: Pricing	Core Skills-2 Pricing v9	15019	System Controlled (Core Skills)		Live		Open
☐	Core Skills 1: Borrowing	Core Skills-1 Borrowing v9	15018	System Controlled (Core Skills)		Live		Open

A User Group: *Titled 'All Users' (to accommodate your Users when they signup to the system).*

	Name	Disabled	User Count	Notes	Use Teams	Access Code (click to copy)	ID	
☐	All Users		5	User Group created upon de…		0640013f-8033-4496-bb56-7b418bb0489f	4190	Open

A License Batch: Containing the licenses you have purchased, ready to assign to your users.

	Title	Notes	Expiry Date	Expired	Duration	Total Licenses (Used)
☐	est	cccc	No Expiry date	N/A	1 months	1/1
☐	new		No Expiry date	N/A	6 months	4/7

⬆ 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. Your LDM's experience in setting up the simulation for use within a variety of contexts will provide you with some structure around which you can create the setup that is right for you.

Ordinarily this discussion will be completed within the Orientation session or as part of any training package you have purchased. Where applicable, your LDM will be in touch to arrange a time to complete this process with you.

⬆ 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 whilst working alongside our customers. They are provided here as a starting point around which you can shape your own programme of work in discussion with your LDM.

1 or 2 Day Session	Extended Programme[1]	
Facilitator led /Place-based Facilitator control over path and pace	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 'Passport' + discussion	CS-6 'Passport' + submission	
Further Progression		
Practice activity (Growth Scenario / Team)	Practice activity (Growth Scenario / Team)	
Debrief	Form teams + assign appropriate study materials	
Major activity / competition (Team)	Presentation / Discussion / Feedback	
	Repeat as appropriate.	
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.

⬆ Initial Setup

User Induction

Resources: *All accessible by each User from within their Main Menu.*

> **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.

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 Main Menu.*

> **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 session timing - provision of extra resources

> **Expected outcomes**: introduction of competition – benchmarks – target setting

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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 or Assignment Writing

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⬆ Initial Setup

Creating Your Own Activities

Activities are based on Scenarios that are provided as standard within the system. The Scenario you choose will depend on the type of challenges you want to present in the Activity.

The range of Scenarios vary in a number of ways:

Stages in the business life-cycle - a start up or an established company that has been trading for many years.

The internal resources of the company – a small company with limited resources or a market dominant powerhouse

The external trading environment - 'blue ocean' or highly competitive market environments

Activities can be added to the system to reflect the specific needs of your programme of work. Your LDM will guide you through this process during your Orientation Session.

Details of how to set up activities are included in the Control Tower Manual for reference.

Further details on the variety of ways Activities can be used are included in the Applying SimVenture Evolution document, which can also be accessed from within the Control Tower Help section.

⬆ Next Steps

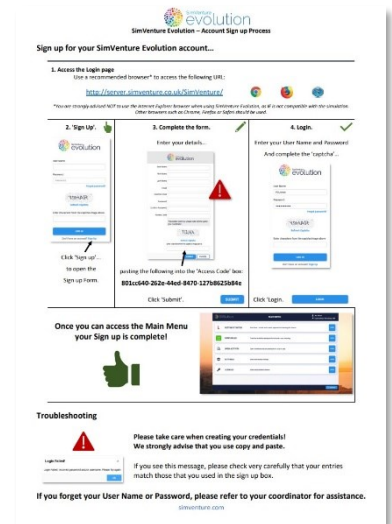## User Signup and Licensing

Signup

After setting up the system ready for your programme of work 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 signup process and containing a unique Access Code. This code is generated as part of your department's standard set up and enables the system to identify the User as belonging to your department.

Once users have completed signup they have access to the 'Getting Started' section of their main menu. This allows them to view the 'Walkthrough Videos' and User Manual to introduce them to the simulation.

Access to activities is not available until Users have been assigned a License.

Coordinators complete this process from within the Control Tower allowing them to act as the 'gatekeeper' for their department.

More detailed instructions on signup and licensing (as well as every other task that can be undertaken within the Control Tower) are provided in the 'Comprehensive Task List' section of the Control Tower Help.