



SimVenture



Validate

# **Validate Orientation**

**A guide for Administrators and Educators  
using Validate for the first time.**

**A SimVenture Guide V2**



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## Introduction

This document is intended as the first point of reference for anyone acting as an Administrator or Educator in Validate.

As a support document to accompany your free training session\*, it covers the essential first steps involved in accessing the administrator panel and getting your learners started with Validate.

\*All purchasing organisations are entitled to receive a free online training session.

Validate is a highly engaging startup ideas and business validation online platform designed for educational purposes.

The platform supports learners to ideate, plan, test, and share their business or project ideas, whilst allowing educators and admin to monitor learner progress and engagement.

Learners can work individually or in teams (per project) and can create as many projects that they like within the platform.

You can also utilise all areas within Validate for learning purposes ideation, canvas, tests, portfolio – or simply choose one section to focus on (e.g. the Business Model Canvas). Validate gives you flexibility so it can fit around your curricular, extra-curricular, or workplace training needs.

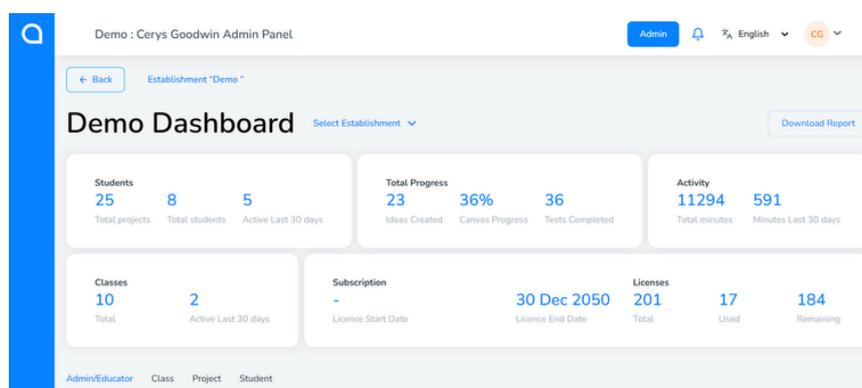


## Validate Admin Panel Introduction

The admin panel within Validate is where educators and administrations can:

- Create classes
- Invite learners to the platform
- Monitor learner engagement and progress
- View advanced learner data
- View software license data

To access the Validate Admin Panel you must be set up with an Administrator or Educator account type on Validate.



## Account Types: Validate Administrator or Educator

There are two Validate account types that can access the Admin Panel of Validate: Administrator and Educator. The differences between these two account types are outlined below:

- **Administrator:** has access to all organisation/institution data and also has the ability to add and/or delete Educators from the account.
- **Educators:** only has access to data relevant to the learner activity that they are involved in on Validate. Educators cannot see, add, or delete other Educators or Administrators from the organisation/institution account.

## How to get an Administrator or Educator Validate account

If your organisation/institution is new to Validate, a SimVenture team member will be in contact to set up the Administrator/s on your account.

Once an organisation/institution has an Administrator set up on Validate, it is that person (or people) you should contact to get additional Educators set up on Validate.

Additional Administrators will need to be set up by the SimVenture team.

Admins and Educators can also sign up using SSO (Single Sign-On) now. A SimVenture team member will provide a unique link that can be used to sign up as an Admin using SSO. Educators can then receive a similar unique link from their Admin to sign up with SSO.



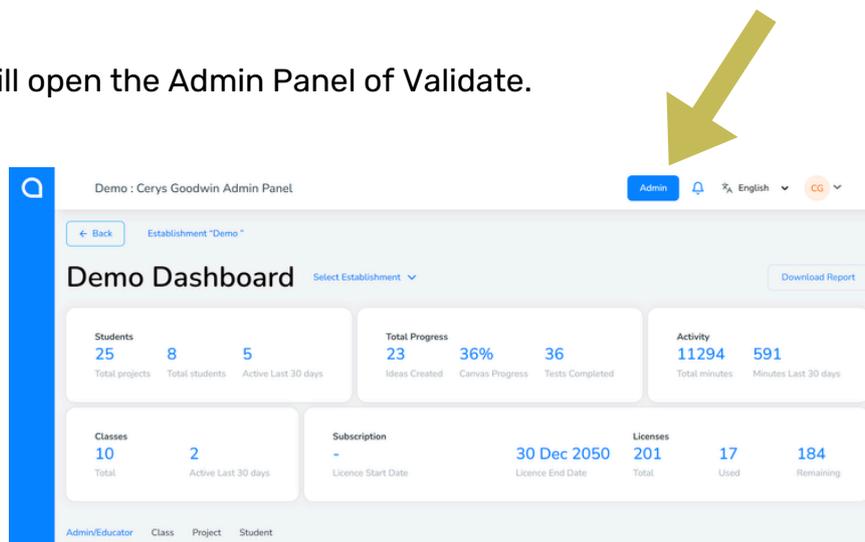
## How to access the Validate Admin Panel

To login to your Validate Admin Panel, go to: <https://app.validatestartup.com/>

Type in your login credentials (email address and password) and select 'Log In'. This will open the learner facing part of Validate, which you are also free to use as you wish.

To access the Validate Admin Panel, go to the top right-hand corner of the screen and click the blue button that says either 'Admin' or 'Educator' (the words shown depend on the type of account you have).

Once clicked this will open the Admin Panel of Validate.



## Tour the Validate Admin Panel

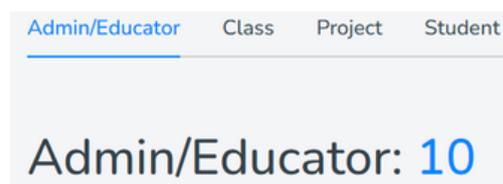
While the Validate Admin Panel is slightly different for Administrators and Educators, the general layout and navigation is the same.

Get a tour of the Validate Admin Panel on [video here](#). 

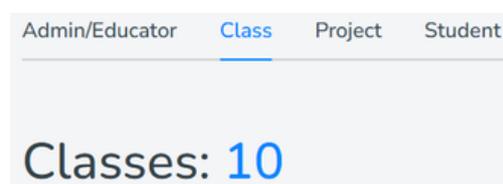
When you first log in to the Admin Panel, you will see some overview analytics at the top of the screen. If you are an Administrator, this data will be representative of everyone in the organisation/institution who uses or has used Validate. In comparison, if you are an Educator, this data will be representative of every learner you are connected to on Validate.

Underneath the overview analytics are some additional tabs, including:

**Admin/Educator:** Only Administrator account types will be able to view this tab. This tab will list out all the Administrators and Educators in your organisation/institution that have a Validate account.



**Classes:** This lists the classes within Validate. If you are an Administrator this will show all Classes for the institution/organisation. If you are an Educator this will show only the Classes that you have access to/have been involved in.



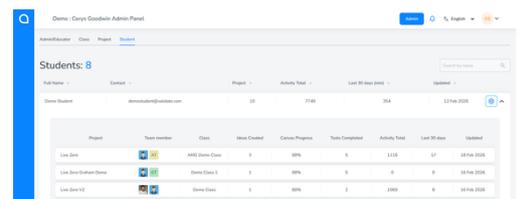
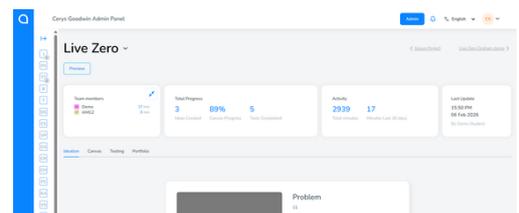
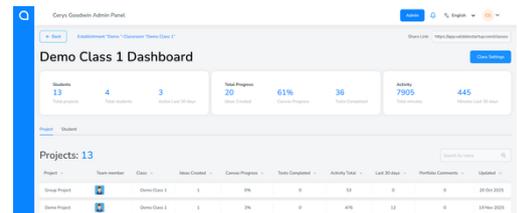
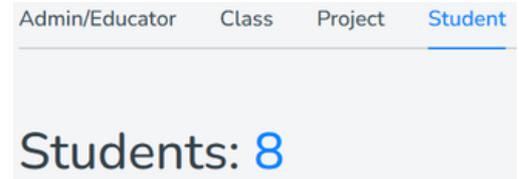
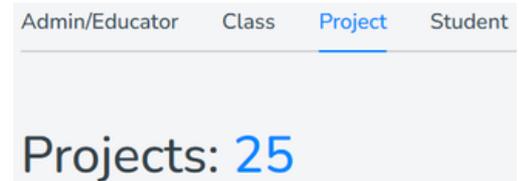


**Projects:** This lists all Projects learners have created within Validate. If you are an Administrator this will show all Projects for the institution/organisation. If you are an Educator, this will show all Projects for the learners you are connected to on Validate.

**Students:** This lists all Students within Validate. If you are an Administrator this will show all Students for the entire institution/organisation that have a Validate account. If you are an Educator, this list will show all Students you are connected to on Validate.

Clicking on an item within one of the lists above will show you further details, for example:

- By clicking on a Class from within the list of Classes, a new screen will open showing all the Projects and Students that are linked to that particular Class. It will also show overview data at the top of the screen for that Class.
- By clicking on a Project from the list of Projects, you can view the work that has been completed in all four sections of Validate for that Project by switching between the Ideation, Canvas, Testing and Portfolio buttons. You'll also be able to view overview details of that project. This detail includes listing the students who have worked on the project, total project progress, and the amount of time in minutes the students (as a group and individually) have spent working on the project.
- By clicking on a Student from the list of Students, a dropdown will appear showing the project/s they are working on. You can again click on one of these projects, which will take you to the same screen as mentioned above that contains more information about the Project.



## How to add learners to Validate

The great news about Validate is that setting up learners on the platform is simple. Assuming your institution/organisation has available Validate software licenses for learners, the steps are as follows:

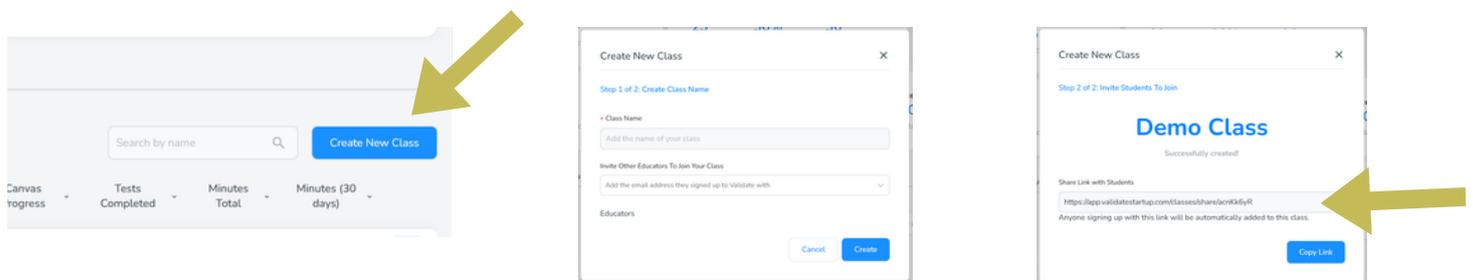
1. Create a new class for the planned activity
2. Copy the unique class link
3. Share this unique class link with learners
4. Learners create their own accounts using the unique class link
5. **If using SSO (Single Sign-on)**, then learners will click the "Sign in with Microsoft" button instead of creating their own account.

Check with your institution/organisation Validate Administrator if you are unsure of how many software licenses are available for use. To purchase more Validate software licenses, please contact [sales@simventure.co.uk](mailto:sales@simventure.co.uk).

## How to create a class on Validate

To create a Class on Validate, so you can invite learners to create their own accounts, follow these steps:

1. Sign in to Validate Go to the Admin/Educator Panel Click on the 'Class' tab
2. Click the blue button that says '**Create New Class**' and a pop-up window will appear
3. Enter a name for your class (e.g. this could be the module name and year, the name of an extracurricular programme and year, or the name of the corporate training programme you're running).
4. If you are working with other educators on this programme of activity, you also have the option to add them to the class on Validate so they can also view student activity. Please note, they will need to already be setup with an Administrator or Educator account on Validate for this to work. If they are, simply click the dropdown menu and this will add them to the list of educators involved in this Validate activity. You can select as many Educators as you like.
5. Once these two fields have been completed click the 'Create class' button.
6. The next screen shown in the pop-up window will include the title of your class and a grey box with a unique link.
7. **Highlight the unique link and copy it.**
8. Share this unique link with the learners you would like added to the class by pasting it into a relevant communication channel (e.g. email/moodle/whatsapp/facebook group etc.)



When learners click this link they will be taken to a sign up page where they can create their own Validate accounts.

If you would like to provide learners with step-by-step instructions on creating their account, simply [click here for a helpful tutorial you can share](#).

Once a learner has created a Validate account, their details will appear in the Admin Panel of Validate within the Class you created.

**Please Note:** Learners should use this unique link once each to create their account only. Once their accounts have been created, they will be able to log in to Validate using the normal web link: [https://app.validatestartup.com/onboarding/sign\\_in](https://app.validatestartup.com/onboarding/sign_in)

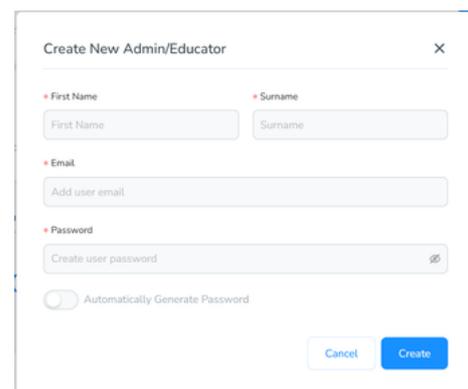


## How to add an Educator on Validate

**Please Note:** Only Validate Administrators can add new Educators to their institution/organisation account.

If you are an Administrator and would like to add a new Educator to Validate, follow these steps:

1. Sign in to Validate
2. Go to the Admin panel
3. Click on the 'Admin/Educator' tab
4. Click the 'Create new Admin/Educator' blue button. A pop-up window will appear with form fields to complete.
5. Enter the new Educator's details into the form fields. You can either choose a Password by typing in to the form field, or you can toggle the 'Automatically generate a password' button to auto-generate a new password for the Educator. You will however have to copy the password, so you can give it to the educator.
6. Click the 'Create' button once complete. The new Educator will now appear in your list of Admin/Educators on Validate
7. Share the login details created (email address and password) with the new Educator. They will be able to log in to Validate by entering their login credentials through this web link here: [https://app.validatestartup.com/onboarding/sign\\_in](https://app.validatestartup.com/onboarding/sign_in)



Create New Admin/Educator

• First Name  • Surname

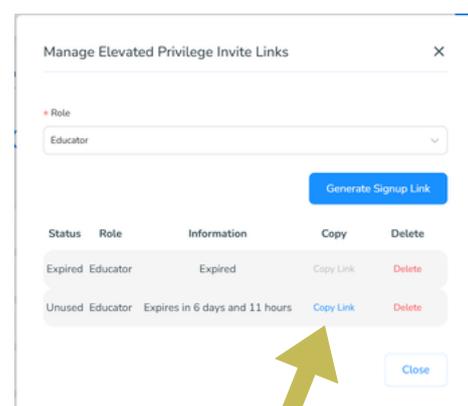
• Email

• Password

Automatically Generate Password

**If using SSO (Single Sign-on),** then follow the steps below:

1. Click on the 'Admin/Educator' tab
2. Click the 'Invite Links' blue button. A pop-up window will appear
3. From the drop-down options, select 'Educator'
4. Click 'Generate Signup Link'
5. Click **'Copy Link' within the grey box** that has just appeared in the pop-up window
6. Share this link with the new Educator.
7. The Educator should then sign up to Validate by clicking the 'Sign in with Microsoft' button at the bottom of the page
8. Once signed up, they can then continually use the 'Sign in with Microsoft' button to access their account



Manage Elevated Privilege Invite Links

• Role

Status	Role	Information	Copy	Delete
Expired	Educator	Expired	<a href="#">Copy Link</a>	<a href="#">Delete</a>
Unused	Educator	Expires in 6 days and 11 hours	<a href="#">Copy Link</a>	<a href="#">Delete</a>

**Please Note:** these steps will not work if your establishment does not have SSO (Single Sign-on) enabled. Check with the SimVenture team if you are unsure if you can use SSO.



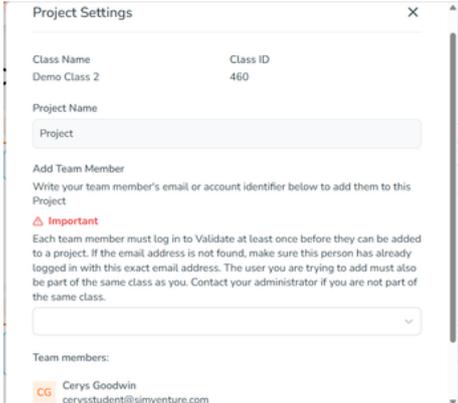
## How to set learners up to work in teams in Validate

Whether you choose teams for your learners to work in or they can choose their own teams to work in, linking learners up to work on a project together in Validate is simple. It is however managed from the learner side of the platform, not from the Validate Admin Panel.

As such, we recommend following the below steps to ensure setting your learners up to work in teams is a smooth process.

Firstly, follow the steps to 'How to create a class on Validate' and ensure all learners within your class have created accounts on Validate. Once all learners have an account on Validate, follow the steps below.

1. Be clear on who is working in what team.
2. Ask each team to select one 'team leader'. This is a learner within the team who will create the team on Validate.
3. Request that all team members give the 'team leader' the email addresses they used for creating their Validate account.
4. The team leader then creates a new project on Validate, clicks on the settings cog for that project, and enters their team members' email addresses into the 'Add Team Member' field one by one. **Please note:** The email addresses must match the email address they use for Validate



Project Settings

Class Name: Demo Class 2      Class ID: 460

Project Name: Project

Add Team Member

Write your team member's email or account identifier below to add them to this Project

**Important**

Each team member must log in to Validate at least once before they can be added to a project. If the email address is not found, make sure this person has already logged in with this exact email address. The user you are trying to add must also be part of the same class as you. Contact your administrator if you are not part of the same class.

Team members:

- CG Cerys Goodwin  
cerysstudent@simventure.com

Once this process is complete, all learners should see this project appear in their projects drop-down menu and will be able to work simultaneously on this project while logged into their own Validate account.

If you would like to send a step-by-step process to learners on this process, simply [click this link here](#) for a helpful resource you can share.

## Further support

For further support please contact the Validate support team via [validate@simventure.co.uk](mailto:validate@simventure.co.uk).