Evolution

Control Tower Manual V11

A comprehensive guide for Evolution educators using the business simulation.

Contents

Accounts and Licenses

Activities and the Simulation

Further Support and Guidance

Introduction

This document supports coordinators in making full use of the extensive functionality of the online business simulation, Evolution.

If you are using Evolution for the first time, we recommend that you start by reading the Orientation Guide which covers the first steps involved in setting up the system to suit your specific needs.

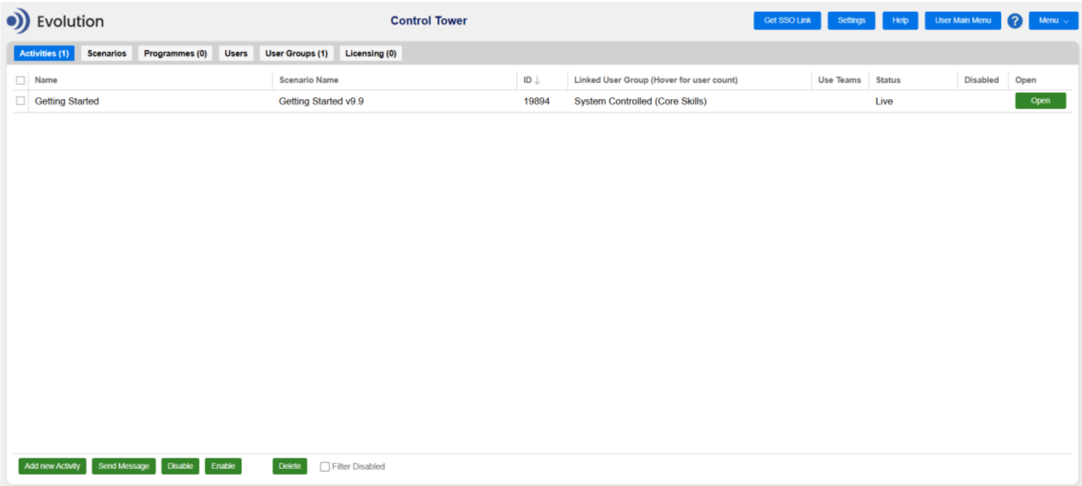
The contents of this guide will help you with:

- Navigating the administrative functions of the Control Tower
- Manging your Coordinator account
- Managing User accounts
- Setting up and managing activities from the scenarios

If you have a question about the Control Tower that isn't covered in this guide, please get in touch with your Learning Development Manager for further support or email us at evolution@simventure.co.uk and we will get back to you as soon as possible.

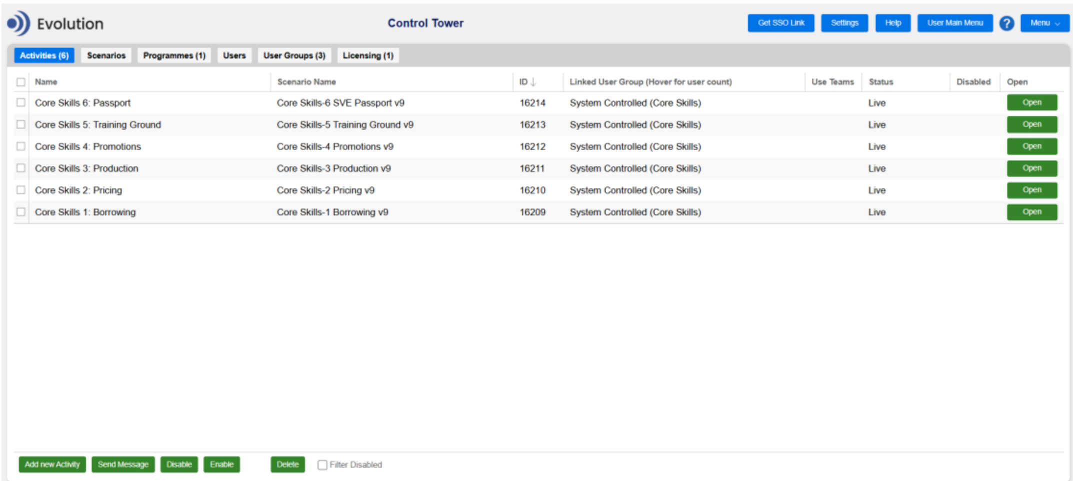
The Control Tower interface

Every time you log into your coordinator account, this is the first page that you will see:



Your department has a standard setup that includes an orientation activity called Getting Started designed to bring new users to a basic level of competency in working with the simulation.

If you have specifically opted for the Core Skills package, you will see a different default list of activities that looks like this:



Throughout this guide, we will refer to the top row of buttons as the Toolbar. For a quick overview of what each button does, please refer to our Orientation Guide document which can be found on the same website page as this guide.

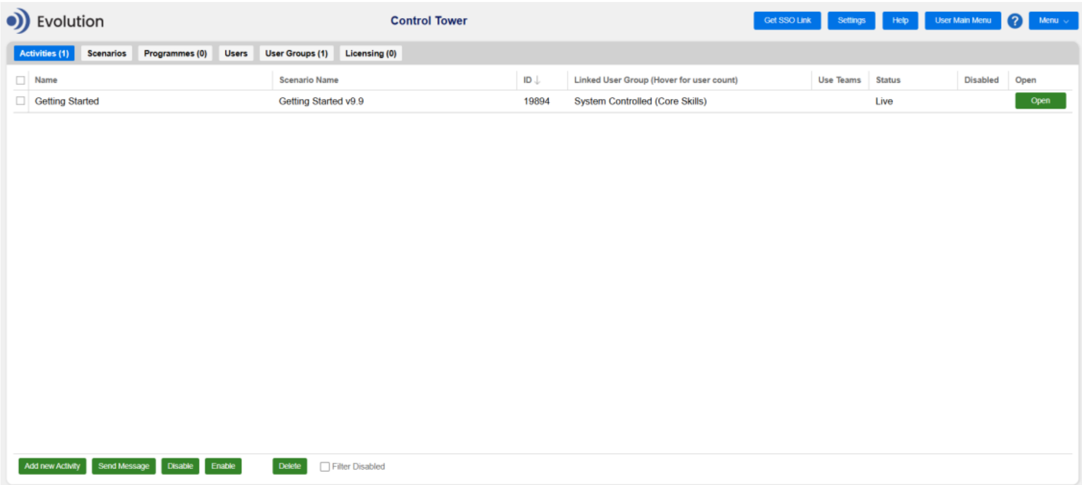
Accessing and updating your coordinator account

You will receive your coordinator login details from a SimVenture team member. 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 access your department through the same link but with their own provided/created credentials.

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

You can check and change your account details by clicking on the 'Settings' button in the top right corner. A pop-up window will appear.



Please Note: We strongly recommend that you change your password before proceeding any further.

Here, you can also change your preferred Language and Currency within the simulation. Remember to click 'Submit Changes' at the bottom of the pop-up window when you're done.

To access the User Interface and simulation itself, you can click the 'User Main Menu' button in the top right corner of your screen. To navigate back to the Control Tower from the User Main Menu, click 'Go To Control Tower' at the bottom of your screen.

User sign-up via Single Sign-On

Single Sign-On (SSO) is the preferred method for users to register to use Evolution.

SSO provides a very secure method of access to Evolution using your users own organisational Microsoft accounts thereby removing any requirement for a separate username and password.

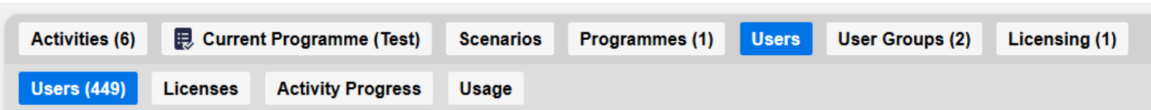
Once your Evolution Department is created and access via SSO verified you will be sent a sign-up document that contains instructions for users and a single SSO weblink. Please share this document with your users and then come back to this page.

Assigning licenses

At the beginning, you will have been given either a sign-up documents (SSO or normal) or Username and Password details for your users. If you were given a sign-up document, please share this document with your users first and then come back to this page.

As they complete the sign-up process, each user is added to your list within the Control Tower. Until users are given a licence they cannot access the Getting Started onboarding activity or any other activities that have been created. Once you have assigned them a license, they are given full access to the system.

Navigate to the Users tab in the top left row of buttons. When you click on this tab, a secondary tab appears below it.

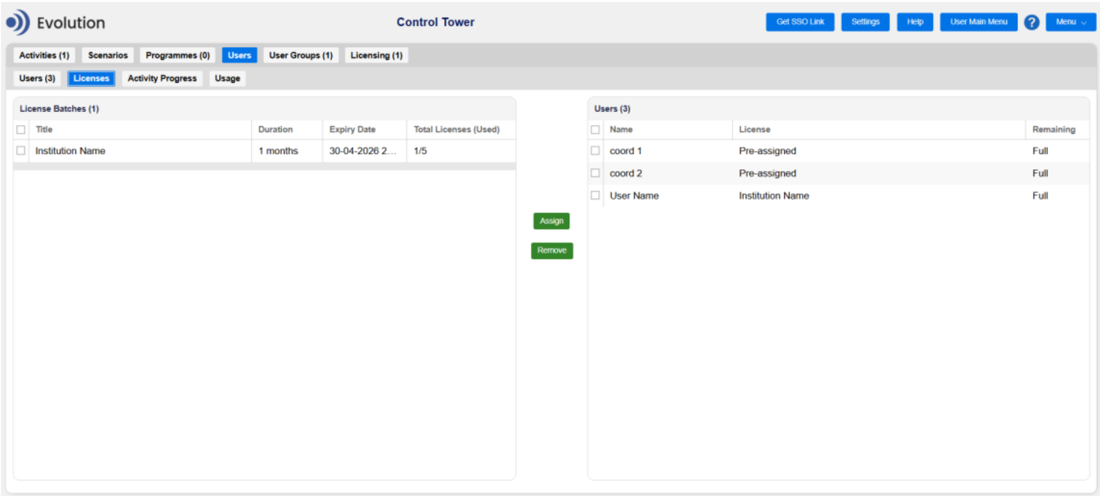


Users: Click to view the list of users currently in your Department. By clicking 'View' on the right side of the user, you can view more information on this user and also change their password.

Licenses: Here you can assign licenses to a user. To assign a license to a user:

1. Select the box next to the 'License Batch' on the left side of the screen. A small tick will appear when selected.
2. Select the box next to the user you want to assign a license to. A small tick will appear when selected.
3. Click 'Assign' in the middle of the screen. This will give that selected user a license. If you want to remove a license from a user, follow the same steps above but click 'Remove' instead.

Please Note: if you were given the User1, User2, etc. setup from the SimVenture team, then the users will automatically be assigned a license. You only need follow these steps if you were given a sign up document (SSO (Single Sign-on) included).



Each time-limited license allows a user full access to their own user interface (dashboard). Users can then access the activities available at the discretion of the coordinator.

A License Batch refers to 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. Each license batch has the following attributes:

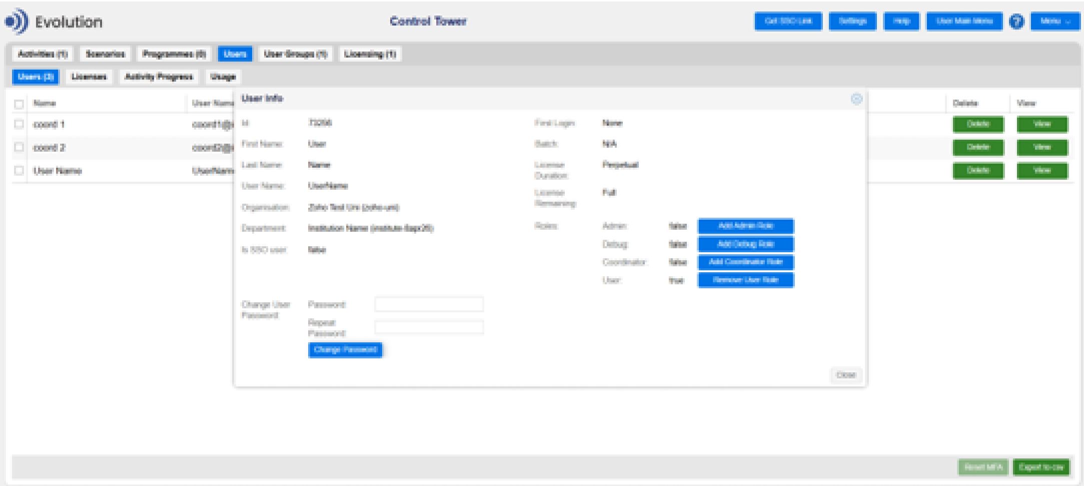
- **Title**: The name of the license batch.
- **Duration**: a length of time in years, months, weeks and days. This is the length of time that the license remains valid after the user with the license first opens any activity.
- **Expiry Date**: a fixed end date, after which the license will be invalid.
- **Total Licenses (Used)**: how many licenses you have available versus how many have already been used/allocated.
- **License**: The name of the license batch that the user is connected to.
- **Remaining**: The number of days before the license will expire and be invalid. This takes into account both the duration and the expiry date. If it shows full then the license has not yet been used.

Please Note: If you opted for the User1, User2, etc. set up, then you will not see a License Batch.

From within this page, you can monitor signup and assign licenses where appropriate. If a signup contains errors or an individual has completed multiple signups, they can be deleted from within the Users tab.

How to delete a user or change their password

Navigate to the Users tab in the top toolbar. Select Users in the secondary toolbar that appears below. Click 'View' next to the user you want to delete or change. A pop-up window will appear that looks like below:



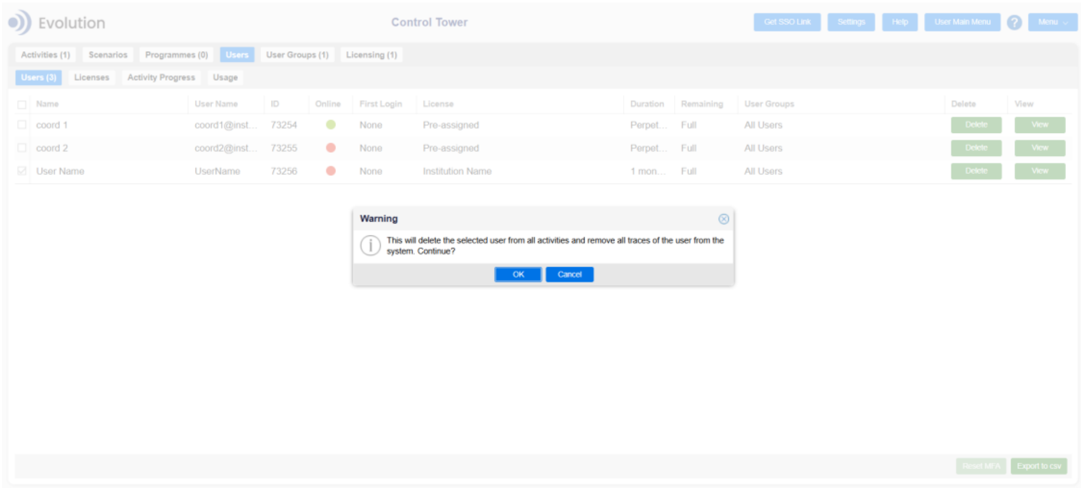
This pop-up window contains information regarding the selected user such as their name, username, organisation and department they are part of, if they are an SSO user, when they first logged in, and how long they have left on their license.

If a user is struggling to change their password themselves, you the coordinator can change their password from the Control Tower.

On the bottom left of the pop-up window, you will see 'Change User Password'. Input the new password you want to give the user and then click 'Change Password'. If done correctly, then you will receive a message that says "Password change successful". Share this new password with your user for them to log in.

If a user has signed up in error, then you can also delete this user.

Within the list of Users, click 'Delete' next to the user you want to remove. A pop-up window will appear to confirm that you wis to delete the user. Click 'Ok' and the user will disappear from your list and will have been removed from your department.



How to create teams and/or assign users into different groups

Users on Evolution can be attached to an activity as a team and choose to allocate any of six named company positions offered within Evolution.

All team members access the same company and any individual can enter decisions and run a quarter.

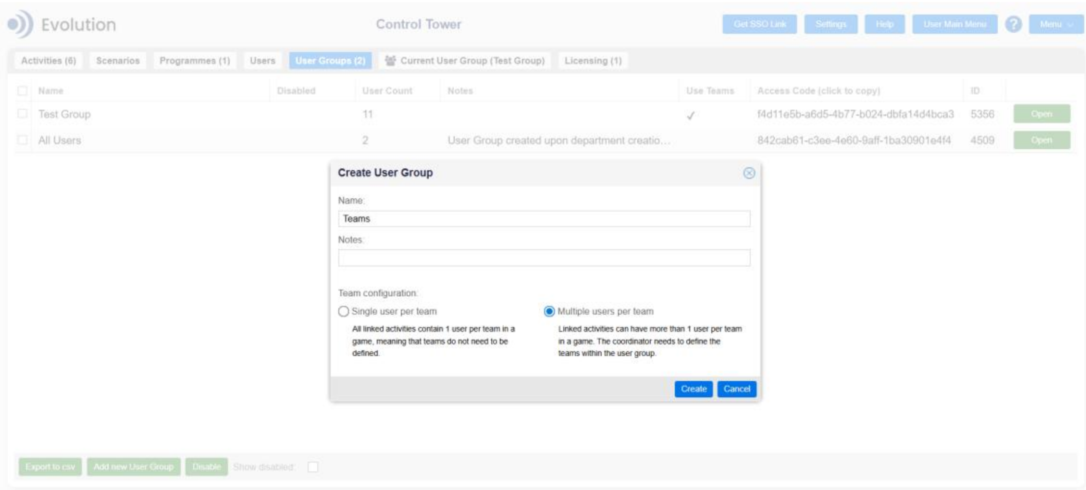
When making decisions in separate business areas, team members should enter and confirm their decisions in the first business area and then enter and confirm their decisions in the next business area. Once all decisions for all business areas have been confirmed any team member can then run the quarter.

Sequential entry of decisions in business areas is required because when decisions are confirmed in a business area, the system refreshes and clears all the other business areas. As a result if decisions have been made in other business areas they are removed.

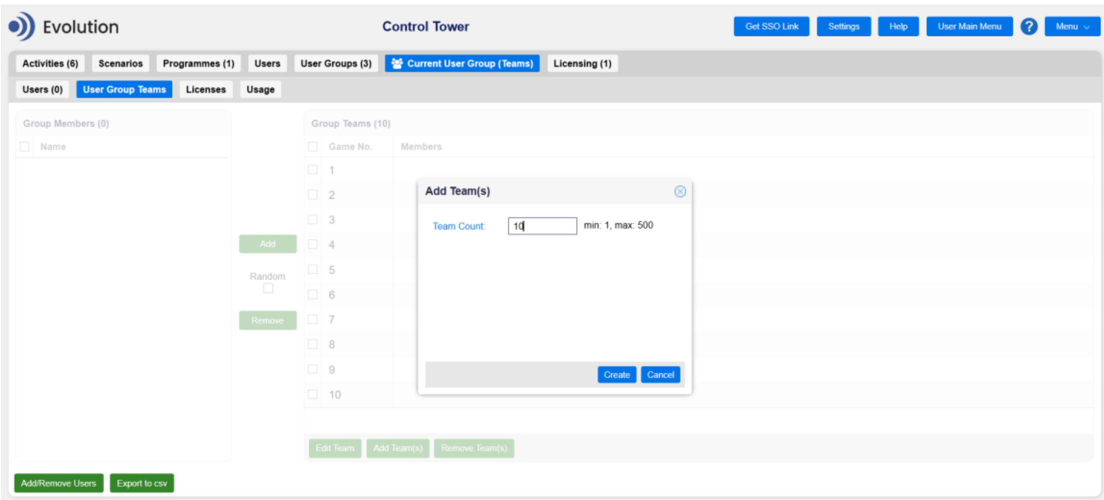
Working in teams is also a great option if you are running a competition.

Please Note: To set up teams, users must first sign up to Evolution. We also recommend that you assign a license to them first.

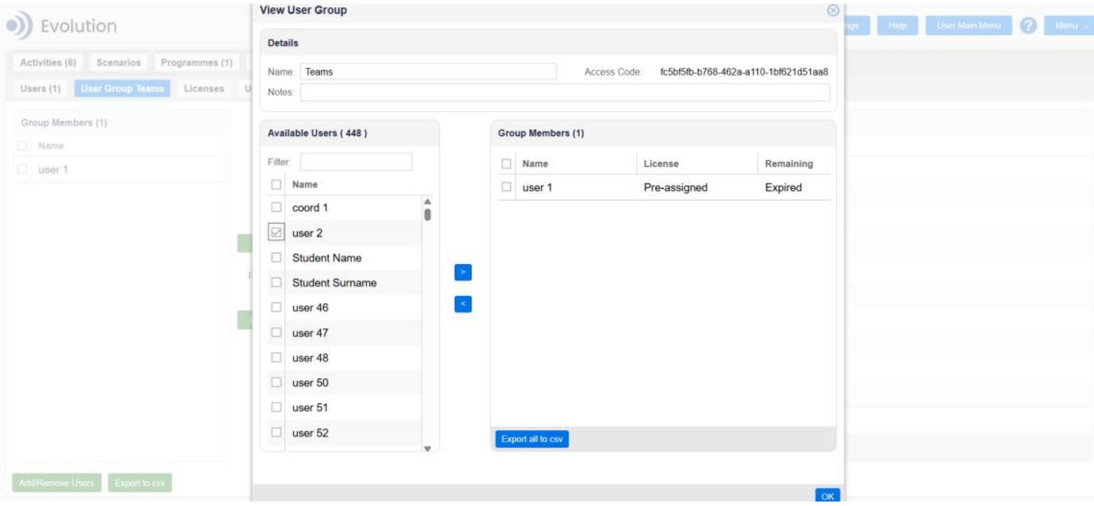
1. On the top tabs, go to 'User Groups'
2. Click 'Add New User Group' on the bottom left
3. Name your group appropriately, so you know that it is used for teams
4. Click the circle next to 'Multiple users per team'



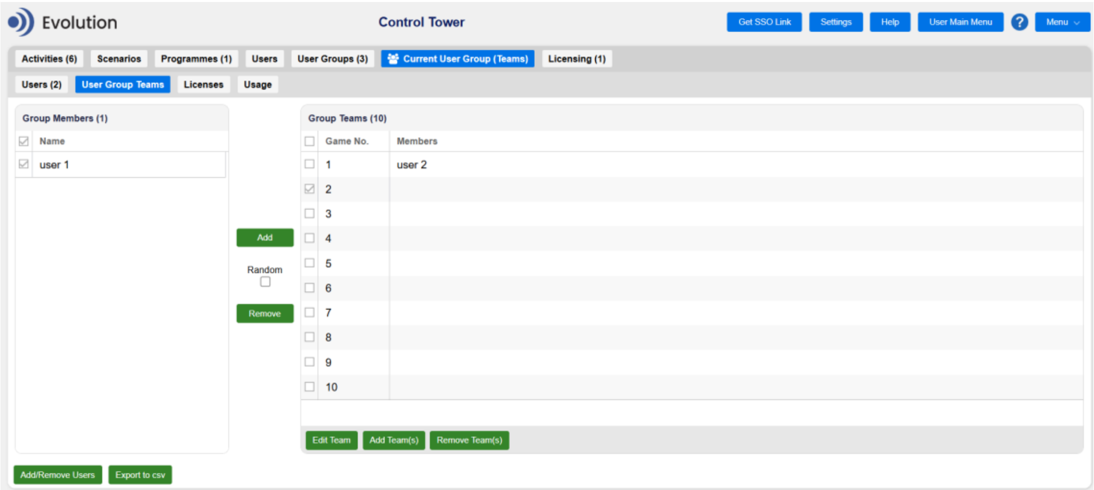
5. Click 'Create'
6. Click the tab that says 'User Group Teams'
7. You will see that the screen is now split into 2 sections; 'Group Members' and 'Group Teams'. Within the 'Group Teams' section, click 'Add Team(s)' on the bottom.
8. Type in the number of how many teams you would like and then click 'Confirm'.



9. Within the 'Group Members' section, click 'Add/Remove Users'.
10. Click the square box next to a user and then the arrow in the middle pointing to the right. This will move the user into the newly created user group so that you can assign them into teams. Click 'OK' when done.

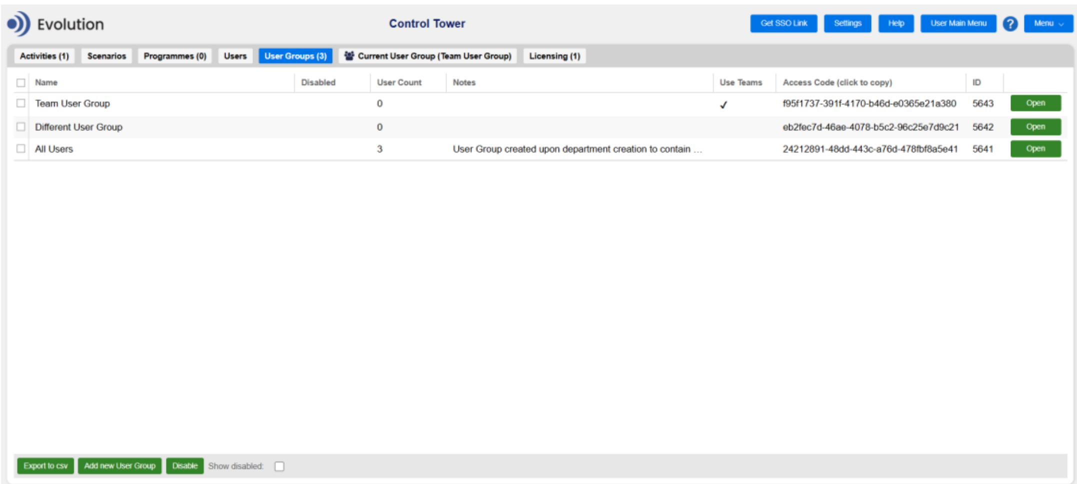


11. Within the 'Group Members' section, click the square box next to the user you want to assign to a team.
12. Click the square box next to the team number you want to assign the user to.
13. Click 'Add' in the middle of the screen. The team member is now assigned into a team. Keep doing this until all users have been allocated into a team.
14. To remove a user from a team, follow the same steps from step 11 but click 'Remove' in the middle instead of 'Add'.



You may want to allow users to access different activities, and/or at different times. In this case, you can also use the User Group functionality to separate your users as preferred.

Follow the same steps as above to Step 5 but make sure you select whether you want teams or not. If you decide to use teams, you will see a tick in the box 'Use Teams'. There will be no tick in this box if you opted for single users.



With these user groups created, you can now assign activities to these groups and separate users as you prefer. When signing up, all users will automatically be assigned into the 'All Users' group. Users can be in multiple user groups at the same time.

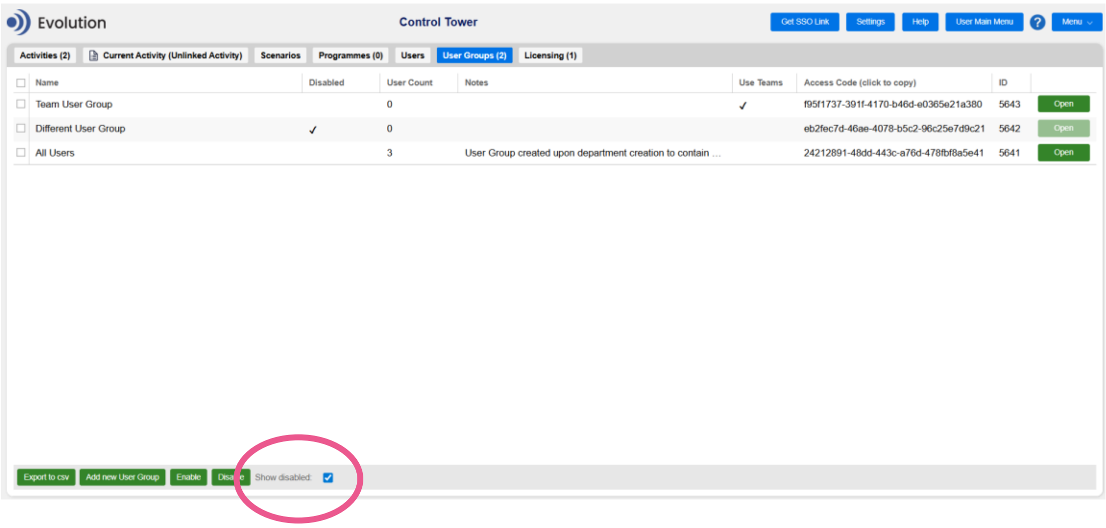
Disable a User Group

Disabling an User Group will hide all linked activities from the users within that group.

You may want to Disable a User Group if you want to temporarily hide or edit the activities connected.

To disable a User Group, follow the steps below:

1. Go to the 'User Groups' tab.
2. Click the grey box next to the User Group you want to disable.
3. Click 'Disable' on the bottom left of your screen.
4. You will receive a pop-up window saying "Are you sure you want to disable selected UserGroups?". Click 'yes'.
5. You will receive another pop-up window saying "Do you want to also disable linked activities?". Click 'yes'.
6. If done currently, the User Group will be gone from your list of groups. If you wish to enable or view the group, click the little box next to 'Show disabled' on the bottom of your page.



7. You will also notice a tick in the 'Disabled' column next to the User Group. If you want to enable the group, simply click the little box next to the group and then click 'Enable' at the bottom of your screen.
8. Click 'Yes' on all of the pop-up windows.

How to create an activity

Whilst the standard setup includes a 'Getting Started' activity designed to help Users familiarise themselves with the simulation, you will probably want to add further Activities to suit the requirements of your own programme of work. We recommend that you use linking to set up your Activities as it simplifies the process and is likely to save time when Participants and Users change at a later stage.

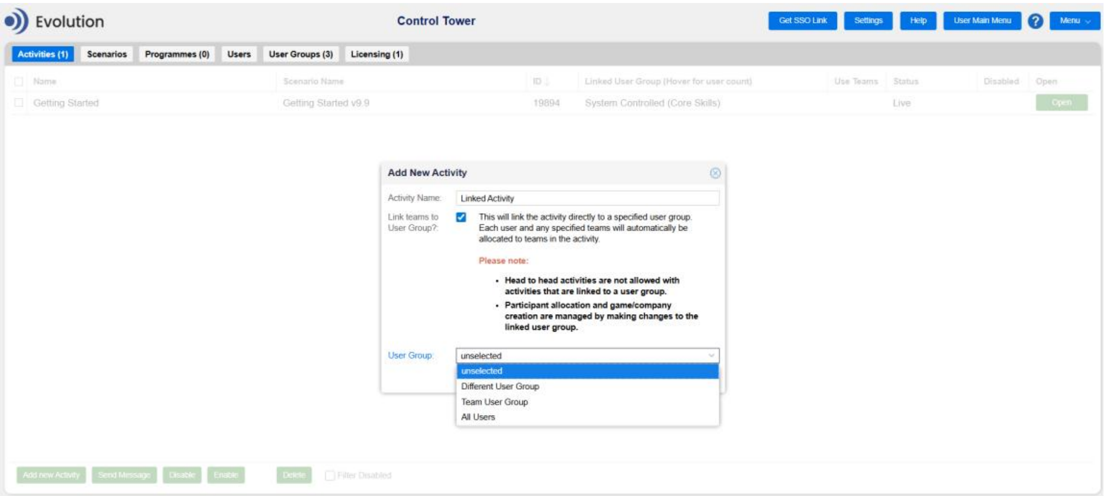
Linking is referred to as the connection between an activity and a User Group, which you will have already created in the previous steps above.

The 'All Users' group can be linked to any Activities that are intended for individual work.

To create Activities where Users work in teams you will need to set up User Groups to reflect the make up of your Teams. A separate User Group will be needed for the team setup you require, but a User Group can be linked to multiple Activities which will all mirror the structure defined within that User Group.

To create an Activity, follow the steps below:

1. Click 'Add New Activity' on the bottom left of your screen
2. A pop-up window will appear. Put in your Activity name (this could be related to your course or work that the users are doing) and choose the User Group you want the Activity connected to.

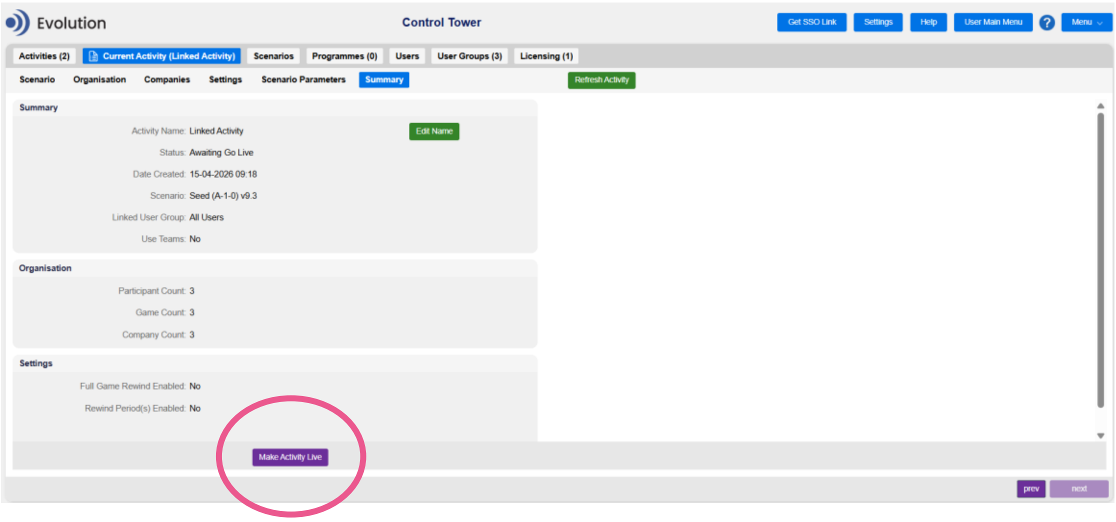


3. Click 'Confirm'.
4. On the left-hand side, you will have the option of multiple different activities. Select an activity and click 'Next' in the bottom right corner.

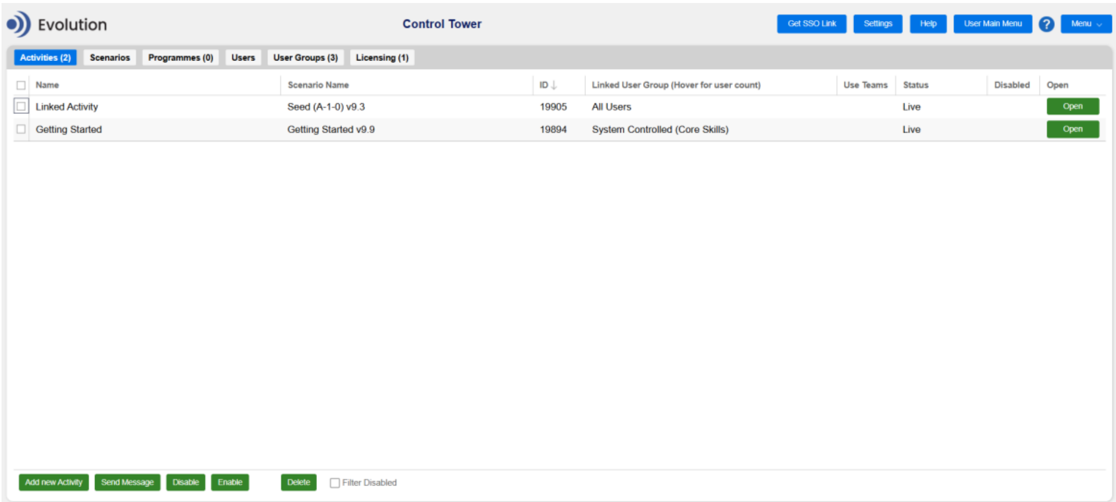
Please Note: If you aren't sure which activity best suits your course/programme, please talk to your SimVenture Learning Development manager. Clicking on an activity will provide more information about the scenario including what tasks the users will expect to encounter.

5. Change the Settings of the Activity as preferred and continue to click 'Next' on the bottom right corner until you get to the Summary page. Please refer to "Settings, Rewinds, and more in an activity" of this document for more information on how to change the settings of an activity.

6. On the Summary page, ensure that you are happy with the set up of the activity and then click ‘Make Activity Live’ at the bottom of your screen.



7. When the activity is ready to use, it will appear in your list of Activities and the Status will say ‘Live’.



If you want to make changes to your activity or check the details after it’s been set up, click ‘Open’ next to the activity. This will allow you to go through and change the settings, name, and further details as you prefer.

Disable or Delete an activity

Say you have a deadline after which Users should no longer have access to the activity. For example, maybe you are running a competition using Evolution and you want people to stop having access to the competition activity after a certain date and time.

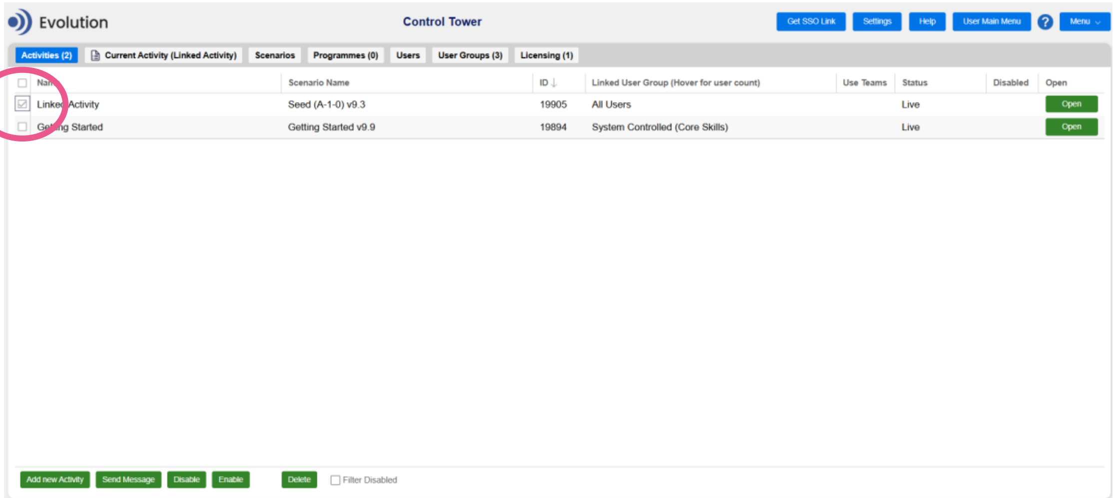
In this case, you can Disable an activity.

Disabling an Activity removes it from the Dashboard of all its participants. This is useful for restricting the number of Activities visible within the Dashboard to avoid confusion. It is also an effective way to control User access to an Activity.

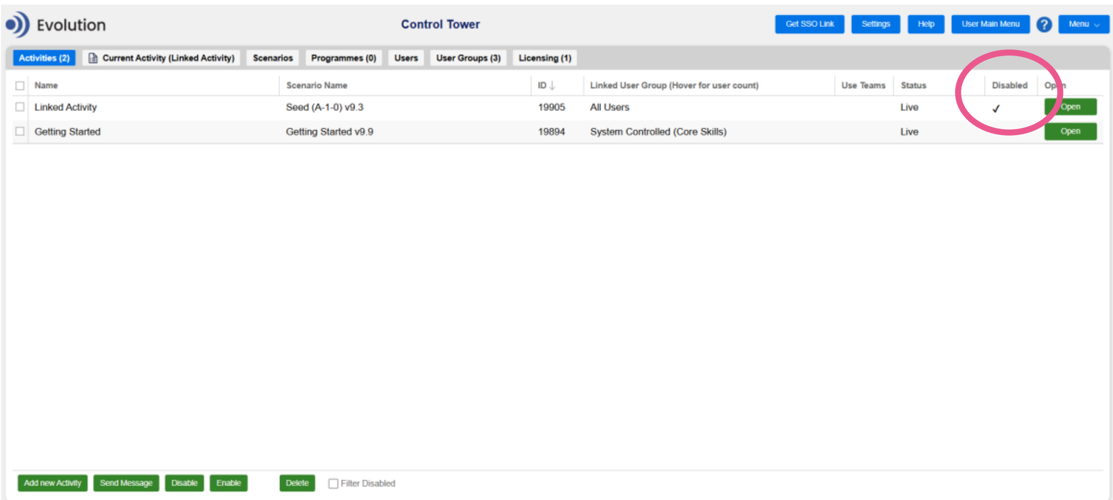
Activities can be disabled at any time (even when the creation process is incomplete) so that Coordinators have full control over what is visible within the Dashboard of Participants.

To disable an activity, follow the steps below:

1. On the 'Activities' tab, click the grey box next to the activity or activities that you want to disable.



2. Click 'Disable' on the bottom left corner of your screen.
3. You will know if the activity has been disabled if there is a tick that appears under the 'Disabled' column on the right of your screen.



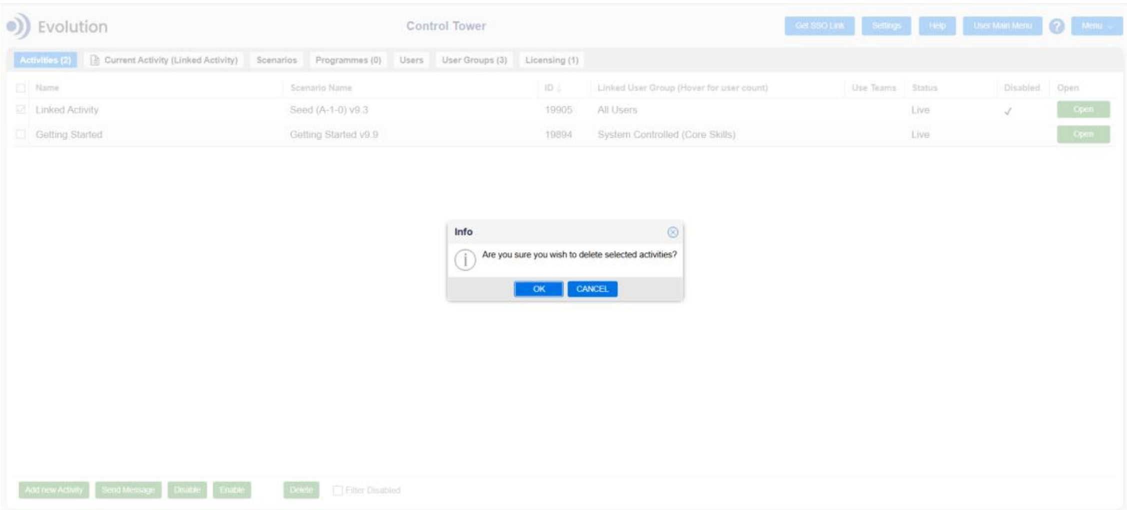
Other times, you may want to remove an activity altogether if you have made a mistake in setting it up or no longer need to use it. The act of deleting an Activity is irreversible so should be approached with caution. On deletion, all data from the

Activity is removed from the system's database and participants will no longer be able to access the Activity.

Please Note: User Groups linked to a deleted Activity will remain within the system. Users included as participants within a deleted Activity will remain within the system.

To delete an activity, follow the steps below:

1. On the 'Activities' tab, click the grey box next to the activity or activities that you want to delete.
2. Click 'Delete' on the bottom left of your screen.
3. A pop-up window will appear to confirm your deletion. Click 'Ok' to delete your chosen activity.



4. The activity should now have disappeared from your list of Activities.

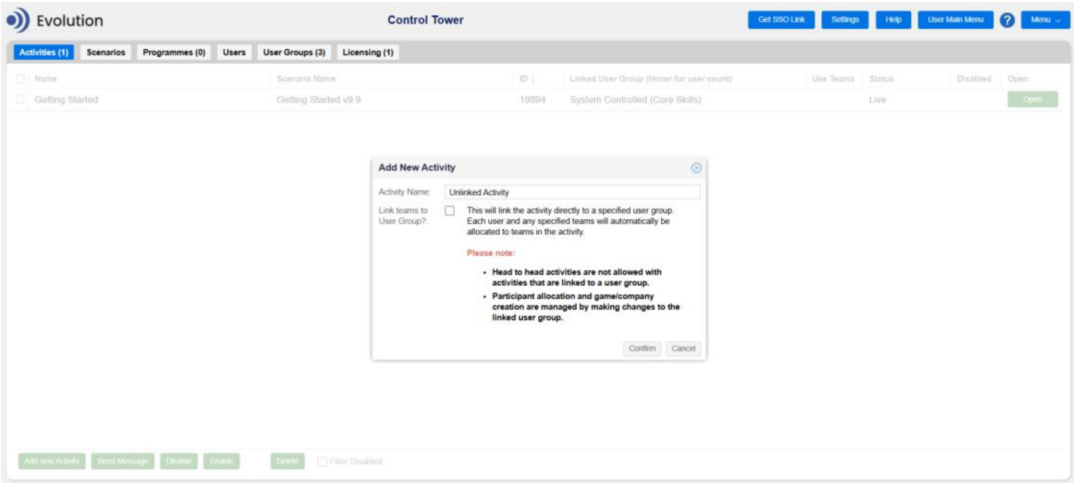
How to create an unlinked activity

An unlinked activity is essentially an Activity that's not connected to a User Group.

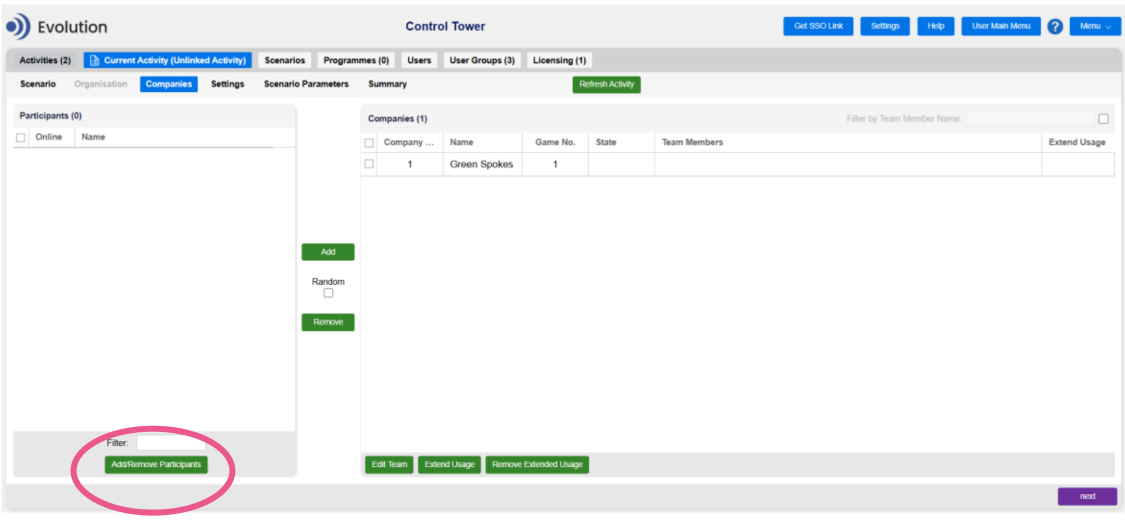
You may choose this option if you only want specific and/or singular teams or Users to access an Activity. For example, you may have given an extension to a participant and don't want other participants to access the simulation anymore. In this case, you can create an Activity that is only assigned to that specific User.

To create an unlinked activity, follow the steps below:

1. On the 'Activities' tab, click 'Add New Activity'.
2. Add in your Activity name and deselect the ticked box next to 'Link teams to user group?'.



3. Click 'Confirm'.
4. Select the activity you want and click 'Next' on the bottom right corner of your screen.
5. If you want to use teams, the next page will ask how many teams you want linked to this activity. Input the number of teams you would like. If you're not sure how many teams you need or if you don't want teams at all, just leave the number at 1.
6. Click 'Next'.
7. The next page is where you can start to add Users to the activity. Click 'Add/Remove Participants' on the bottom left of your screen.



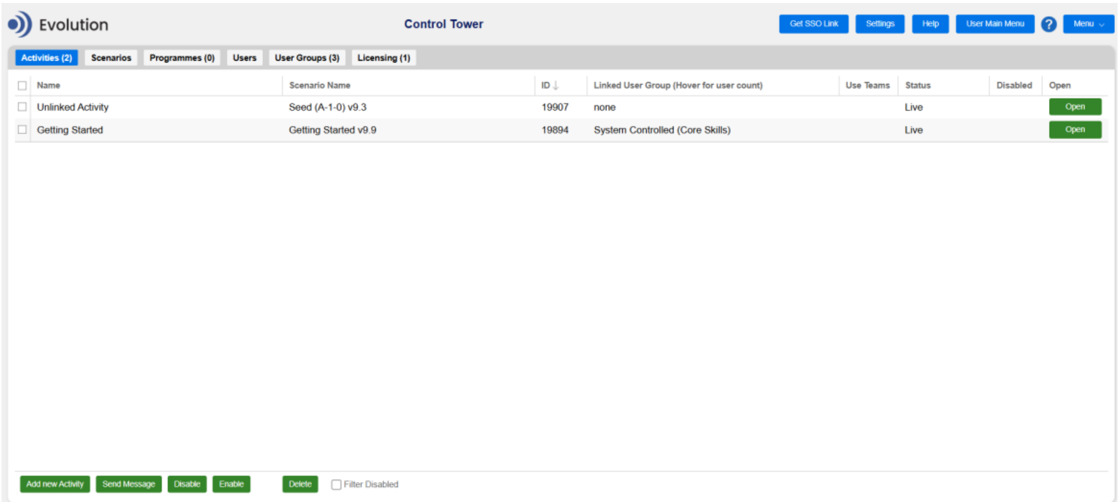
8. Click the grey box next to the Users you want to add to the activity and then click the top green arrow in the middle of the screen to move them over.
9. Click 'Ok' once you moved over all the Users you want.
10. The Users will appear in the list of Participants on the left of your screen. If you want to move them into teams, click the grey box next to their name, click the grey box next to the team you want to put them in, and then click 'Add' in the middle of your screen.

11. Click ‘Next’ when you’re ready.
12. You may get a pop-up window saying “There are still users that have not yet been assigned to a team”. Simply click ‘Ok’ if you do not want to add Users to a team.

Please Note: You can come back to change Users or Teams even after the activity has been made live.

13. Change the Settings as you want and then click ‘Next’.
14. Once you get to the ‘Summary’ page, check that everything is correct and then click ‘Make Activity Live’ on the bottom of your screen.

You will know if an activity is not connected to a User Group if it says ‘none’ underneath the ‘Linked User Group’ column.



If you want to make changes to the activity (such as Users or Teams), simply click ‘Open’ next to the activity and navigate to the relevant tabs as needed.

Settings, Rewinds, and more in an activity

There are many Settings and Parameters that you can add to an activity to enhance the simulation and scenario experience.

When creating an Activity, there will be certain tabs/pages that appear depending on the activity. Below you’ll find a list of these pages and a brief explanation of their purpose and how you can implement them.

On the **Settings** page:

Full Game Rewind: Allows Users to rewind the Activity back to its original starting point. This removes all data and decisions made in any quarters the User has already run. Under this setting Users have access to unlimited full game rewinds. To restrict the number of rewinds available, click the 'Limit' checkbox and use the spinners to specify the maximum number available.

Rewind Period(s): Allows Users to rewind the Activity, specifying how many quarters will be rewound. This removes all data and decisions made in any rewound quarters but leaves any specified actions within the quarter that has been rewound to. To restrict the number of rewinds available, click the 'Limit' checkbox and use the spinners to specify the maximum number available.

Show Leaderboard: Allows Users to view a Leaderboard showing how all the Teams within the Activity are performing in a range of predetermined data items which can be toggled via tabs. A Coordinator can always see the Leaderboard for an Activity from within the Control Tower. Users can access the Leaderboard via the 'Company' section of the simulation.

Limit Run Quarters: Sets a limit at which Users can no longer run the quarter. When the specified Quarter is reached and Users attempt to run the quarter, they receive a message. This setting can be subsequently modified to allow to coordinators to specify the rate at which users progress through an Activity.

Disable Company Liquidation: Allows Participants to run their company without the threat of being made bankrupt if their financial position deteriorates. This facility is provided as a support mechanism for new Users. Ordinarily, warnings are issued by the bank within the simulation to alert Users of impending action, before a withdrawal of banking facilities closes the company.

Show Tutor Notes: Allows Coordinators to add an extra tab within the Briefing of the Activity within which they can include their own notes. Hyperlinks can be included by inserting appropriate HTML code within the 'Edit Tutor Notes' screen.

On the **Scenario Parameters** page:

Starting Cash: Choose how much cash each company will start this activity with. Changing this value won't affect games that are already live and will only affect new games.

Market Size: Choose the number of customers in the market overall at the start of this activity.

To change either of these parameters, click 'Edit Settings' on the bottom left of your screen.

Monitor and view performance/usage of users and activities

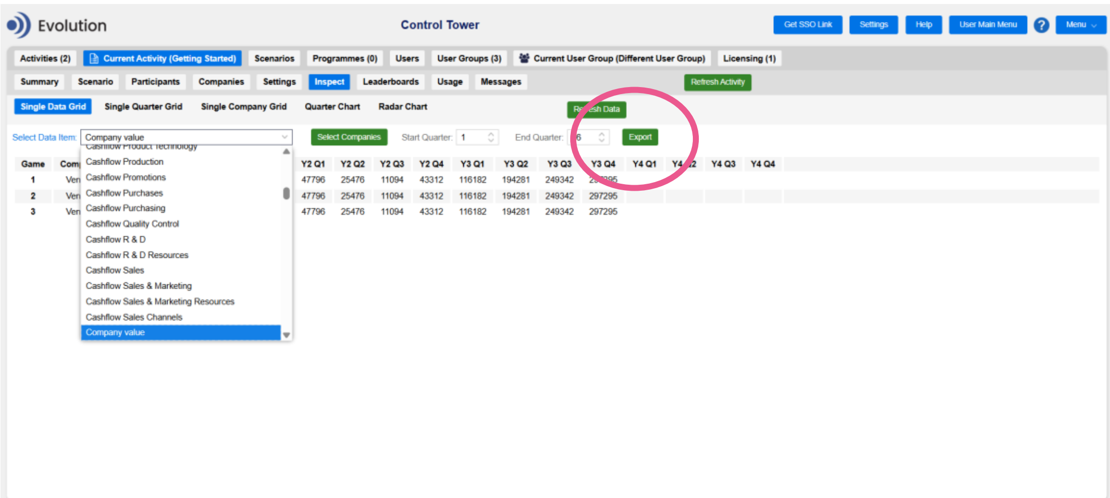
Data relating to how Users are performing within an Activity can be viewed in a range of different formats. This allows coordinators to conduct a general overview across multiple teams or to make a more detailed look at a specific teams' performance.

Within an Activity, you can view the following data:

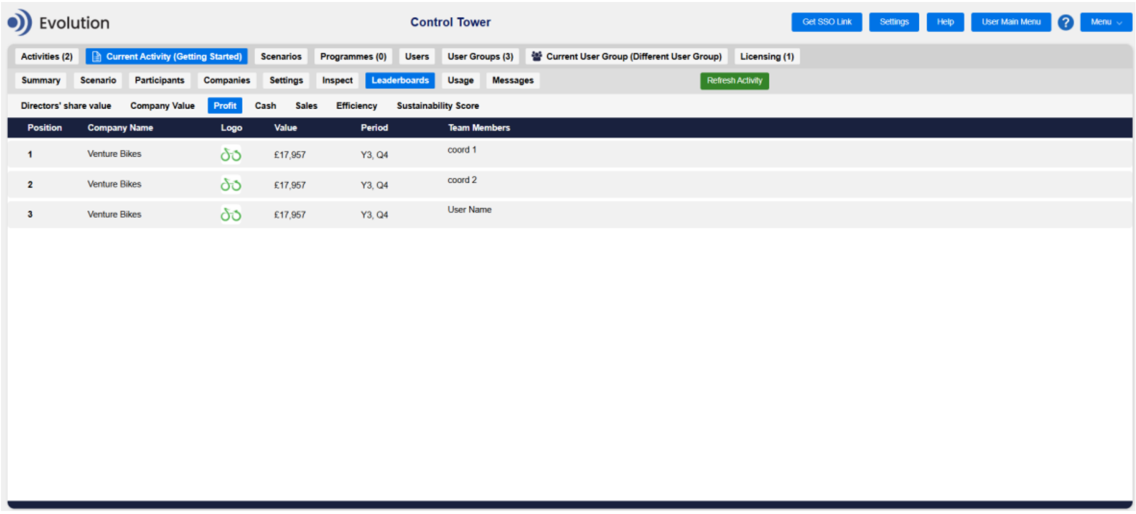
Companies: Within this tab, you can click 'Open' next to the company you want to view and this will open as if you are a member of the team running that company. When you open a company, you are viewing an active game and have full permissions to make changes. Coordinators can also rewind a game from this view even if the Activity has been set up without these permissions for Participants. Users working within the Company will not be aware that you are viewing.

To return to the Control Tower, click the Menu button in the top right-hand corner of the screen and select 'Go to Control Tower'.

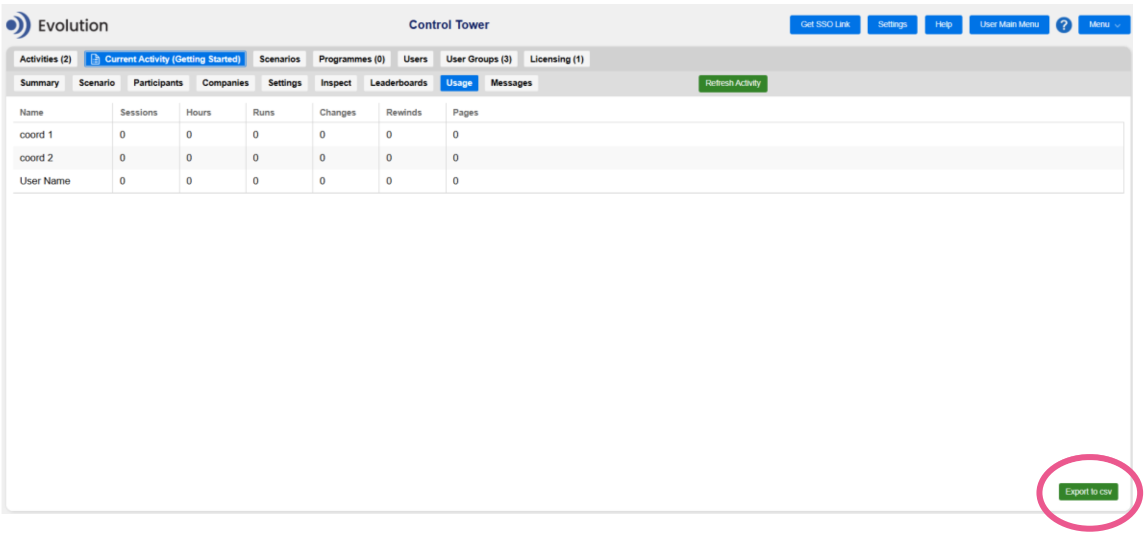
Inspect: On the 'Inspect' tab, you will have the option to view data across all of the specific areas of the simulation such as Cashflow, Production, time spent in specific areas, Morale, Sales, Sustainability, etc. You can also view the data from the starting point of the scenario to the end (e.g. from Quarter 1 ending at Quarter 16). You will also have the option to Export this information by clicking the 'Export' button in the middle of your screen.



Leaderboards: On the 'Leaderboards' tab, you can view the current position, value, and period of each company within the activity including their Company Value, Profit, Cash, Sales, Efficiency, and Sustainability Score.



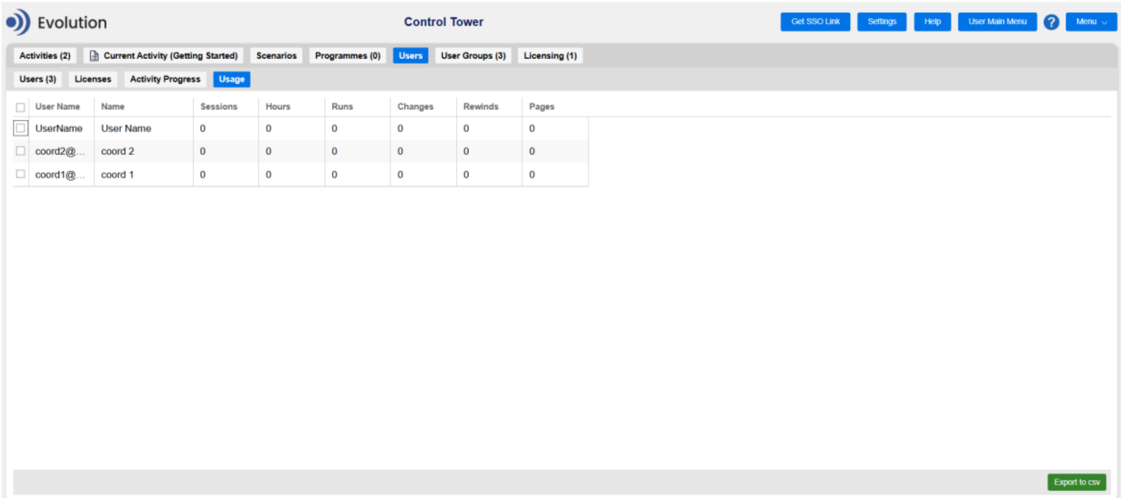
Usage: On the 'Usage' tab, you can view how long each user has spent on this specific activity including how many changes they have made to the simulation and how many Rewinds they have used. You can also export this data to a CSV sheet (Excel) by clicking 'Export to csv' at the bottom right corner of your screen.



Within the main Users tab, you can view the following:

Activity Progress: The data represented here shows the period each User has reached within an activity. If a User has not begun the Activity then no figure is shown. A 'c' indicates that the user has reached the period set as the end point for the activity.

Usage: It is often useful to be able to determine how much time users are spending when working with the simulation. The 'User Usage' facility within the Control Tower allows you to monitor details to gain a sense how your Users are engaging with the simulation across all Activities. Similar to the 'Usage' tab within an Activity, this allows you to view all of the same data but across all Activities that the User is connected to.



Throughout the Control Tower, if you see an 'Export' button on the page, you will be able to export the data shown to a CSV (Excel).

Control Tower interface - navigation tips

Managing the various elements within the Control Tower is made easier if you know a few simple tips which are incorporated within the interface.

Default Page Layouts: Each page displays in a default layout which can usually be amended in different ways to suit your purpose. The layout returns to the default setting each time you start a new session. To reset to the default views without logging out, simply refresh your browser window (F5).

Customising Page Layouts: You can organise pages to suit your requirements in the following ways:

> **Column Sorting** - rearrange the order of items in a list. Each column can be sorted in ascending or descending order by simply clicking the column's title bar.
>
> **Column Sizing** - change the width of a column. To change the width of a column hover over the right-end of a column header and drag to resize the column. A double click sets the column width to accommodate the longest item in the column.
>
> **List Content** - To show or hide columns within a list, hover over the right-end of a column header, click the dropdown and then 'Columns' from the displayed list. Unchecking any item in the list will remove it from view for the current session.

Selection Shortcuts: Keystroke shortcuts help you make selections from a list. By default, each new selection is added as you click the boxes within the list. Other alternatives are:

> **Select All** - Click the column header checkbox to select (or deselect) every item in the list.
>
> **'Fill' Select** - Click a checkbox then press Shift and click another checkbox to 'fill select' all items between the two.

Companies (5) - Linked to usergroup:

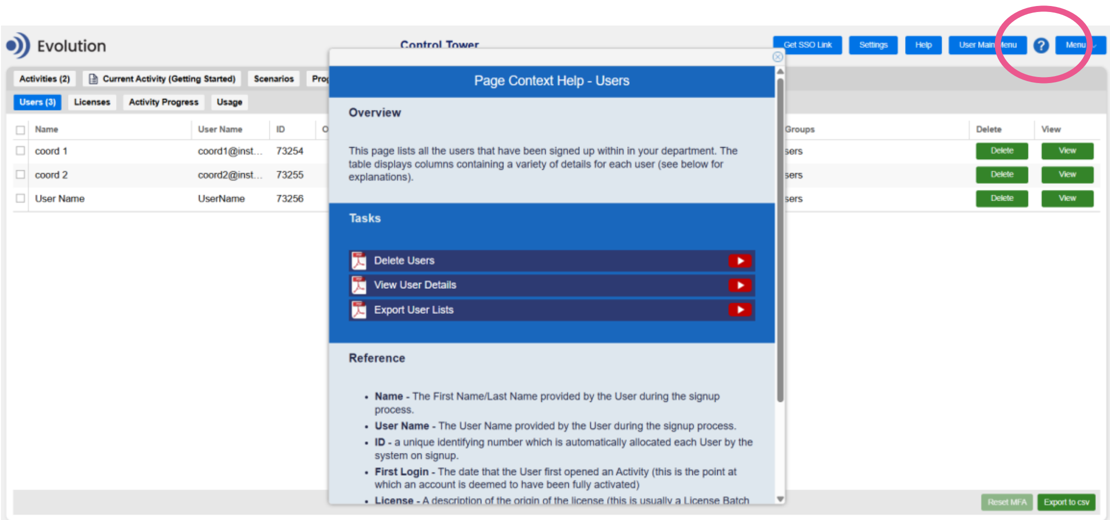
☑	Company ...	Name
☑	5	The A Team
☑	4	Pedal Pushers
☑	3	Cycle Central
☑	2	Best Bikes
☑	1	Go Bikes!

Companies (5) - Linked to usergroup:

☐	Company ...	Name
☐	5	The A Team
☑	4	Pedal Pushers
☑	3	Cycle Central
☑	2	Best Bikes
☐	1	Go Bikes!

Page Context Help: The Page Context Help button opens a window relating specifically to the Control Tower page you are currently working in. The content of this window outlines 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 linking to details on how to carry out each task
- a reference section listing and defining terms used within the current page



Terminology and further explanation

Department: Whenever an organisation purchases Evolution, we create a new 'Department' within our database to keep information relating to that organisation ordered and ring-fenced securely on our servers.

Within each organisation we often find that different groups of people want to use the simulation for slightly different purposes, or that they work with different cohorts within the organisation. To help simplify the administration in these situations we sometimes create multiple Departments within each organisation to reflect the needs of each group.

If you request more than one coordinator account for your department, each coordinator is given password-protected access to the Control Tower and they all see the same content when they access their accounts.

Each time you purchase Evolution licenses, a new Department will be created to accommodate your new programme and new usernames and passwords are provided to ensure secure access to the system.

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.

On occasion, it may be useful for you to communicate some of this information to us so that we can provide you with technical and administrative support.

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.

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 online 'Sign up' form, which automatically enrols them with the All Users' user group. 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 access the 'Getting Started' activity to introduce them to the simulation. 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 'Getting Started' activity 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.

Licensing: 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).

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 the 'Getting Statrted' activity but are not yet able to open other 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'.

User Group: User Groups are the starting point for you to organise how users engage with activities. They enable you to organise the users in your department into various sub-groups, which then act as templates for the Activities that you create.

An 'All Users' group is created as part of your 'Standard Setup'. It contains every user who completes the sign up process using its unique code. Any User Group that you create is a sub-group of the 'All Users' group.

When you create an activity, you will link it to a User Group which acts as the template to define how users are organised within the activity. So by setting up a user group first, you can easily create multiple Activities that all have the same configuration of Users.

User groups fall into 2 categories:

> Single Use Per Team: 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.
>
> Multiple User Per Team: 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.

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.

Activity Linking: An Activity is usually set up to link directly to an existing User Group. The participants, games and teams are then managed automatically by the computer to match the equivalent settings in the User Group.

This allows a coordinator to base multiple Activities on the same User Group, so that the organisation of Participants can be managed in one place.

This feature is not available for Activities based on Head-to-Head scenarios. Their organisation is created using a manual system, with the coordinator assigning participants and team members directly within the setup process.

User Group Teams: User group teams are created by coordinators during the setup of a 'Multiple User per Team' user group. They define how the users within the user group are organised. This organisation is then replicated whenever an Activity is linked to this User Group.

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

A change made to a user group team structure will reorganise the team structure of ALL activity linked to the user group.

Scenarios: 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:

1. 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. These are the most commonly used of our

2. scenarios. They can accommodate individual or team approaches. They are also widely used to run Parallel Competitions where Users all have the same starting point and compete to achieve the best result based on a prescribed data point. For parallel competitions, the Leaderboard is often made visible to Users to allow them to see how they are progressing compared to others within the same Activity. Note that Users do not compete directly against each other within this type of Activity.
3. Head-to-Head Scenarios: contain a single game in which a maximum of 6 Companies (made up of Individuals or Teams) compete within the same virtual market. This means that the progress of each Company within the Activity impacts on the other Companies. This is more like the real world than a Parallel Competition and presents Users with a significantly higher level of challenge. Note that the number of companies that can be run in a Head-to-Head Activity is limited to 6. Also be aware that this format requires all Companies to Run the Quarter before the simulation can progress. In view of the complex nature of this type of Scenario we suggest that you contact your Learning Development manager to discuss set up and administration.

Activity: An activity is set of games, all based on the same Scenario and using the same configuration, into which multiple Users can be included. Generally, activities are linked to a previously created User Group which determines the way that Users are organised within the Activity.

Activities are created, managed and monitored via the Control Tower. The setup process includes Activity Settings and Parameters which vary aspects of the simulated environment. This allows the Coordinator to manipulate the level of challenge for users within the Activity.

Once created, an Activity can be managed to accommodate more or less Users, re-organise Teams and even amend settings.

Please Note: if users have already started the Activity, amendments may adversely affect their progress.

As Users engage with the Activity, Coordinators can easily monitor progress and data from within the Control Tower.

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.

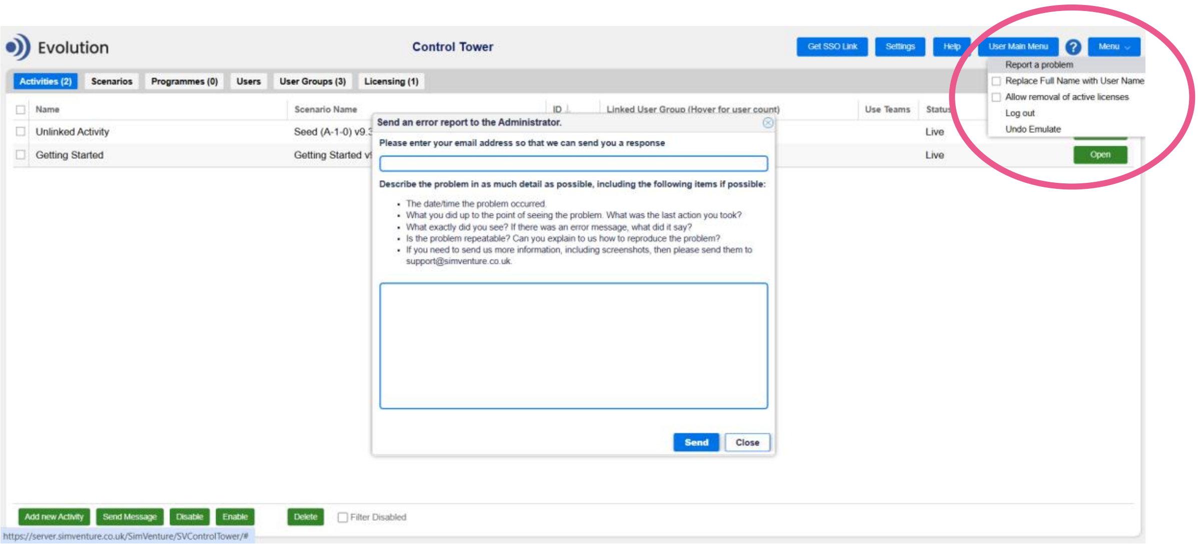
Team: A team represents the user(s) who are allocated to run one of the companies within an activity. Teams can be made up of single or multiple users. Where multiple users work within a team, they are all able to access the company separate machines.

Further support

If ever you encounter a problem or need technical support with Evolution, you can send a report from your account.

Click on Menu in the top right corner of your screen and then click 'Report a problem'.

A pop-up window will appear where you can submit a report to our SimVenture technical team and someone will get back to you as soon as possible.



If you have any other queries about Evolution or just need general support with your set up, please feel free to contact your Learning Development Manager or you can contact our Evolution team at evolution@simventure.co.uk.