Evolution

Orientation Guide V11

Essential information for Coordinators using Evolution for the first time.

Contents

Introduction

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

* All purchasing organisations are entitled to receive a free, online orientation.

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.

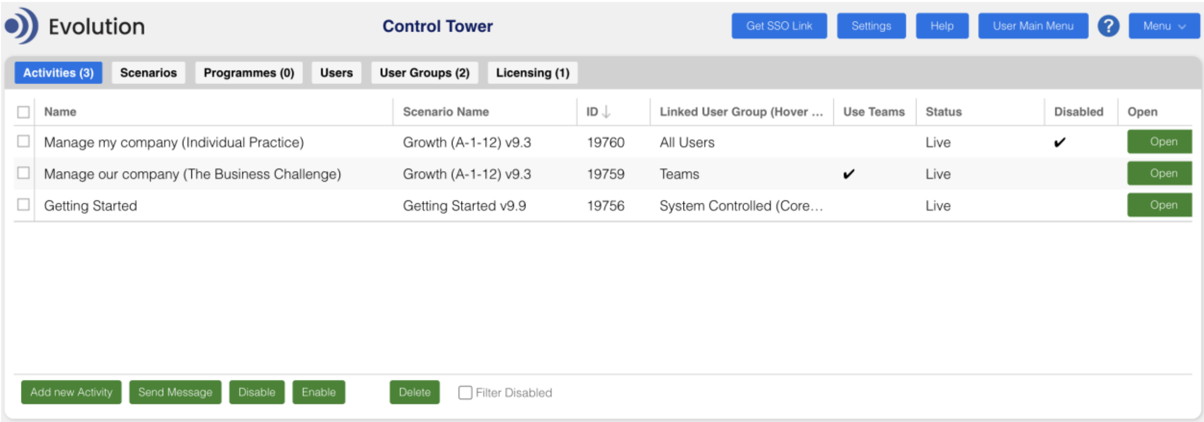
Whether your learning programmes are based around shared experiences in physical classrooms or independent learning via web-based platforms, Evolution's Control Tower has the versatility to adapt to your requirements.

Whenever an organisation/institution purchases 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.

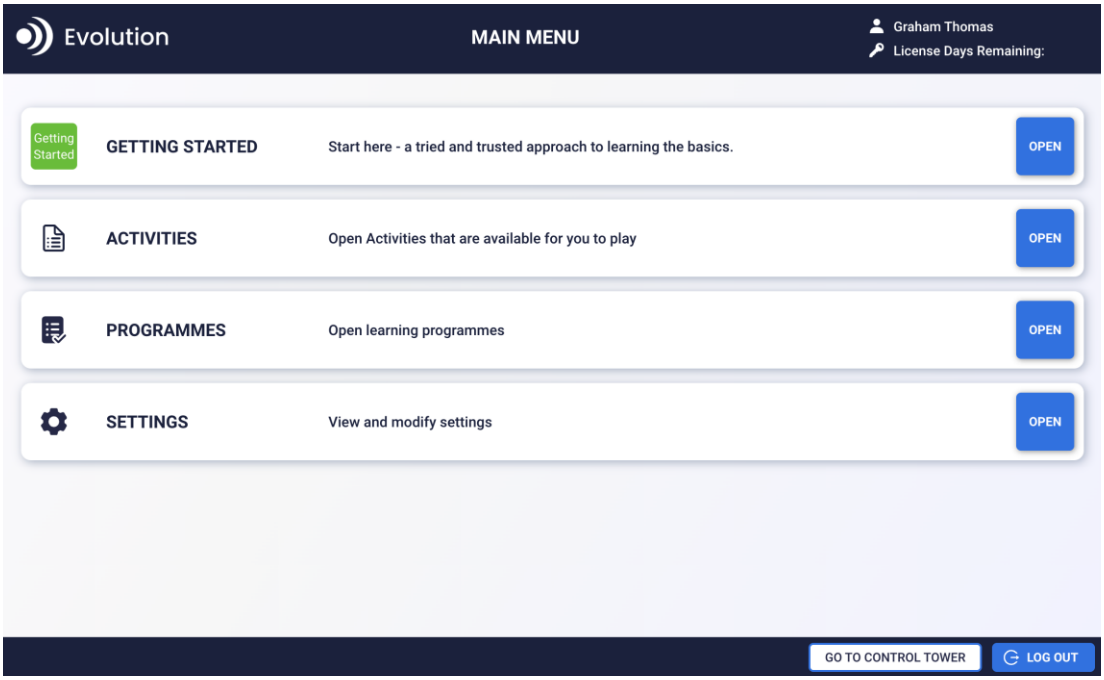
The platform consists of two separate 'interfaces' for the coordinator and user respectively.

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.

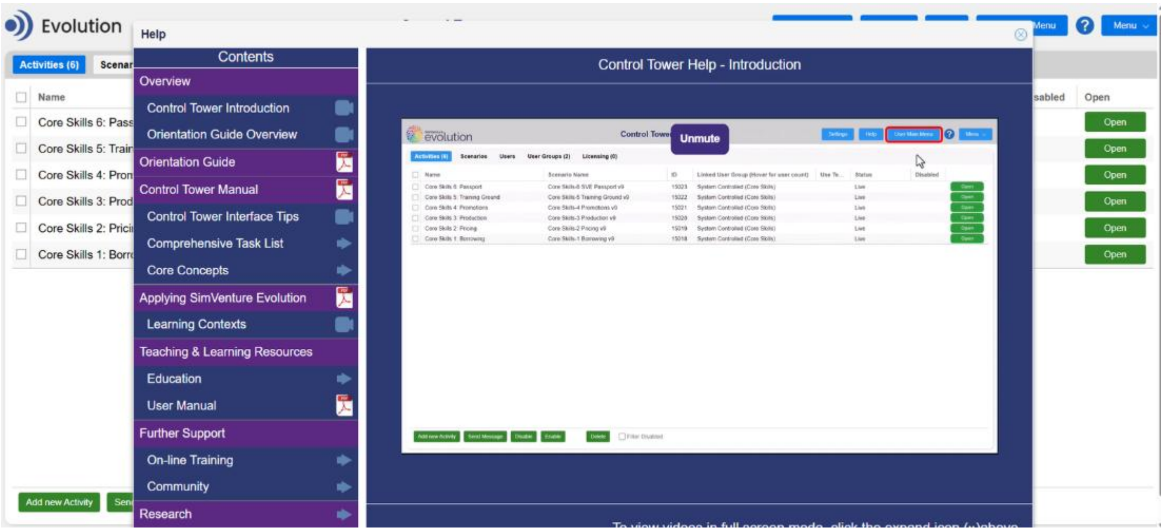


Your department has a standard setup that includes an orientation activity called Getting Started designed to bring new users to a basic level of competency in working with the simulation.

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

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

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

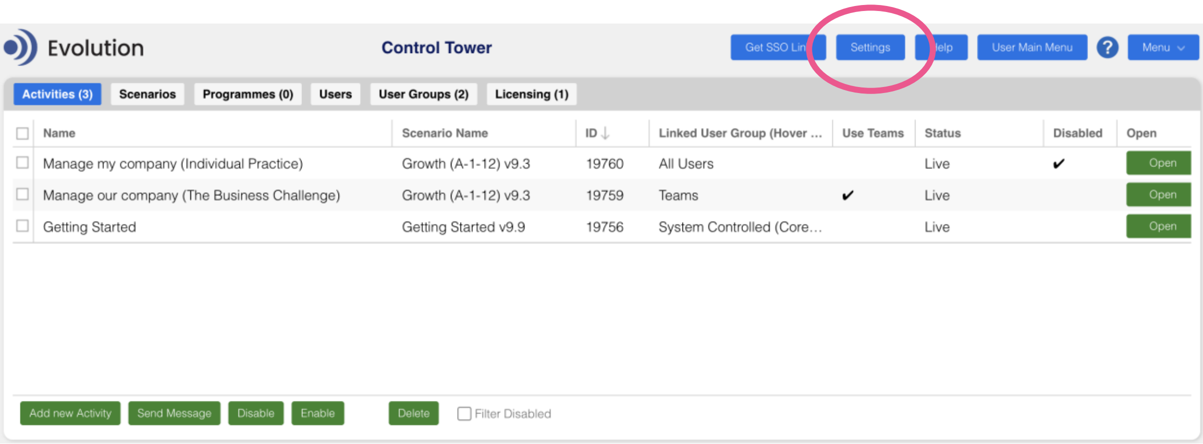
The Control Tower interface is the first thing you will see when you log in using your Coordinator credentials. To access the User Interface and simulation itself, you can click the 'User Main Menu' button in the top right corner of your screen. To navigate back to the Control Tower from the User Main Menu, click 'Go To Control Tower' at the bottom of your screen.

Accessing and updating your account

You will receive your 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.

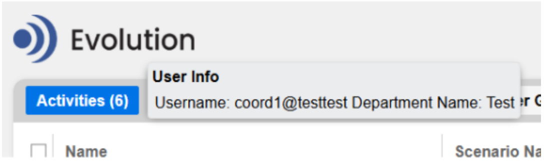
Here, you can also change your preferred Language and Currency within the simulation. Remember to click 'Submit Changes' at the bottom of the pop-up window when you're done.

The Control Tower toolbar

The Control Tower toolbar refers to the top row of coloured buttons in the top left and right corner. This contains a number of buttons providing access to admin functions related to your personal account and user accounts.

On the next page, we provide a tour of each tab and a quick overview of what they do. For further support on these tabs, please contact your Learning Development Manager.

Logo: Hover over the icon to see the Username and Department you are logged into.



Get SSO Link: Click to get a unique link to share with users that can sign up using SSO (Single Sign-on).

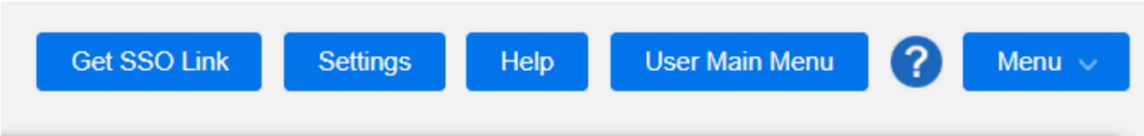
Settings: Click to view a range of options relating to your user profile.

Help: Click to view all Control Tower help text and videos.

User Main Menu: Click to view the User Interface. (You will only see Activities here that you are included in as a participant.)

Question mark button: Click to view help relating to the page currently being viewed.

Menu: Click to view a dropdown list of options.



Activities: Click to view the list of activities you currently have assigned in your Department. You can also create new Activities here by clicking on 'Add new Activity' on the bottom left.

Scenarios: Click here to view the list of potential Activites you can create. Each one has a brief description of the scenario that would play out.

Programmes: Click to view a list of Programmes you currently have assigned in your Department.

Users: Click to view a list of all the Users currently in your department. As users sign up to Evolution, you will see them appear in this list. Here, you will also assign licenses to users so that they can access the Activities and simulation itself.

Please Note: If you do not assign a license to a user, they will not be able to access any of the Activities you create. See page 8 for more information on how to assign a license.

User Groups: Click to view the current groups you have in your Department. Here, you can create teams, just click 'Add new User Group' on the bottom left and make sure to select the small circle next to 'Multiple users per team'.

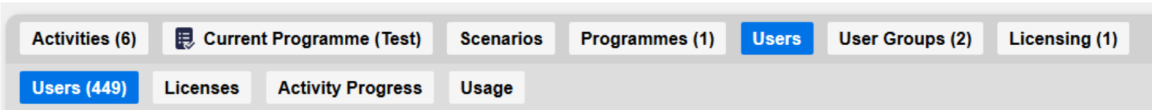
Licensing: Click to view your Department and License information such as how many licenses you have and their expiration date.

Assign licenses and view user usage

At the beginning, you will have been given either a sign up document 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 and 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.

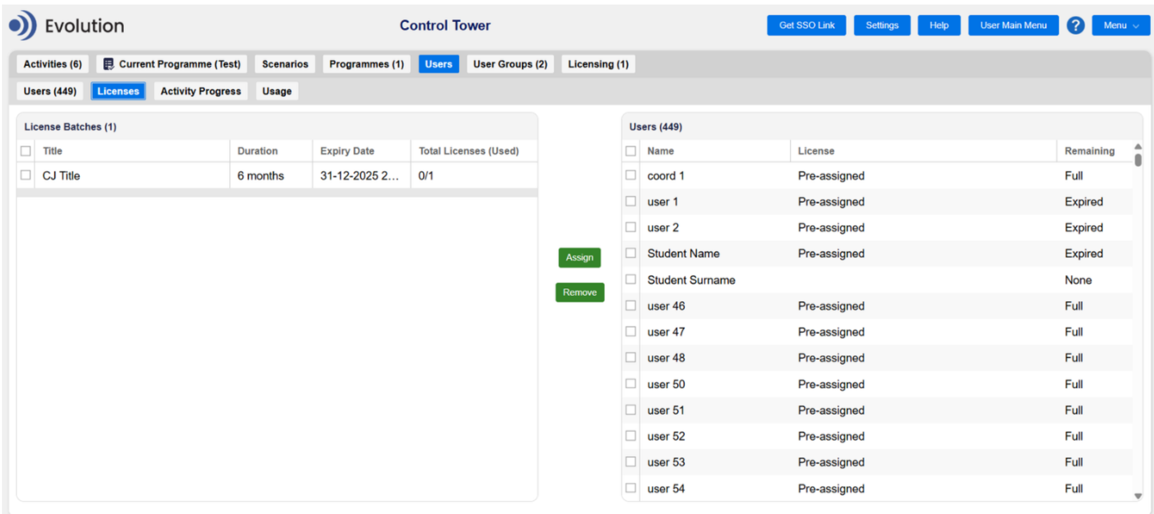


Users: Click to view the list of users currently in your Department. By clicking 'View' on the right side of the user, you can view more information on this user and also change their password.

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).



Activity Progress: Click to view how far along in each activity a user is.

Usage: Click to view how long a user has spent on Evolution, including how many rewinds and changes they have made within the simulation overall.

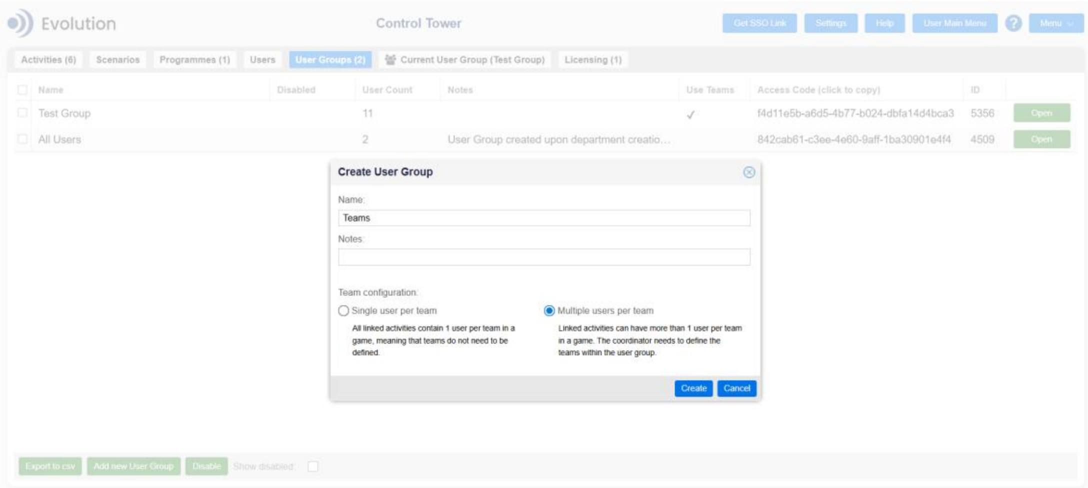
How to create teams

Users on Evolution can work individually and/or within teams. By working in teams, users can allocate certain company positions offered within Evolution and work individually, remotely, and at the same time as their team members.

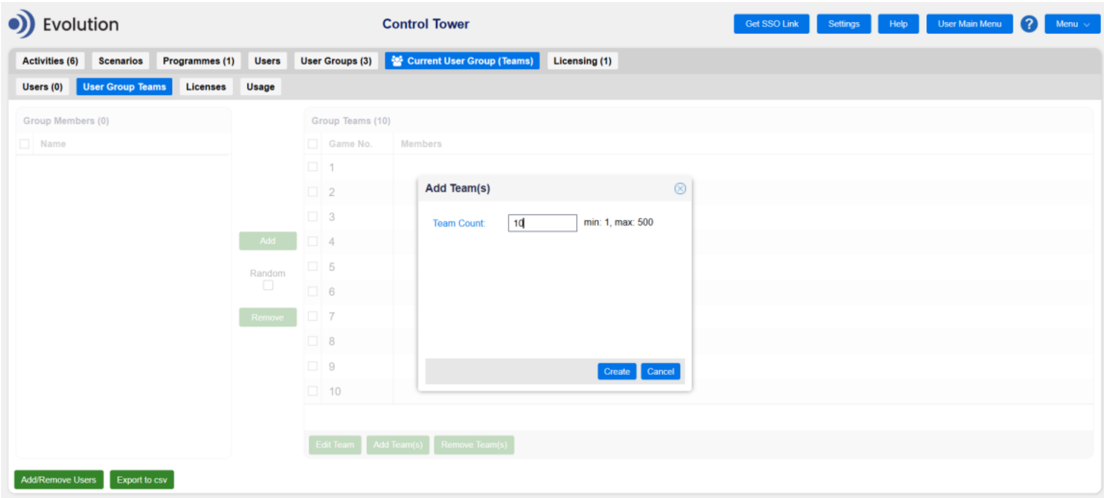
Working in teams is also a great option if you are running a competition.

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

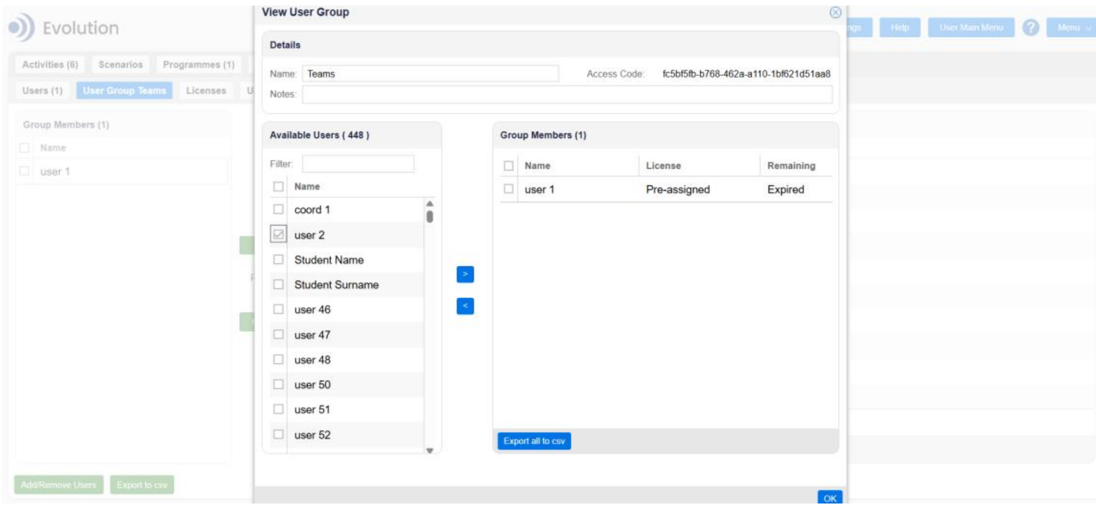
1. On the top tabs, go to 'User Groups'
2. Click 'Add New User Group' on the bottom left
3. Name your group appropriately, so you know that it is used for teams
4. Click the circle next to 'Multiple users per team'



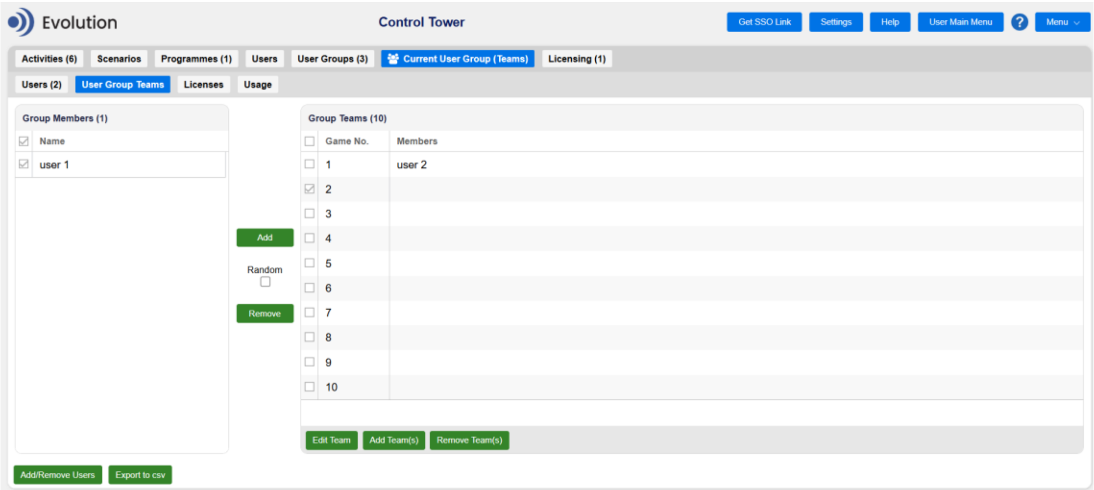
5. Click 'Create'
6. Click the tab that says 'User Group Teams'
7. You will see that the screen is now split into 2 sections; 'Group Members' and 'Group Teams'. Within the 'Group Teams' section, click 'Add Team(s)' on the bottom.
8. Type in the number of how many teams you would like and then click 'Confirm'.



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'.



How to create an Activity

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.

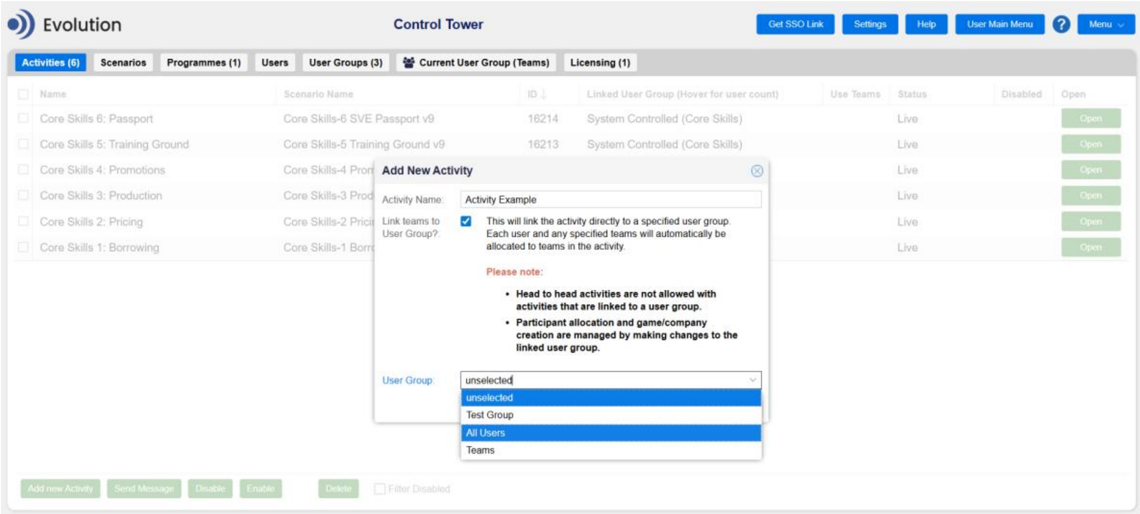
The external trading environment: 'blue ocean' or highly competitive market environments.

Activities can be added to the system to reflect the specific needs of your programme of work. Your Learning Development Manager will guide you through this process during your initial training and support call.

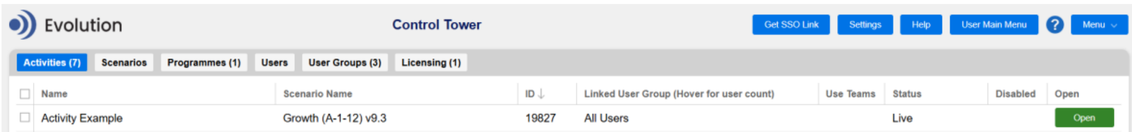
Further details of how to set up activities are also included in the Control Tower Manual for reference.

In general, to set up an activity:

1. Go to the 'Activities' tab
2. Click 'Add New Activity' on the bottom left
3. A pop up will appear. Fill in the 'Activity Name' section and from the drop down options next to 'User Group', select 'All Users' (or the relevant user group depending on if you had created teams or separate groups).



4. On the left, select the scenario you would like to set up. You can view the list of scenarios within each list by clicking the plus button next to their name.
5. Once you have chosen your scenario, click 'Next' on the bottom right of your screen.
6. Change the Settings as you prefer (or not at all). More information on these settings can be found in the Control Tower Manual.
7. Click 'Next' on the bottom right.
8. If you're happy with all the details, click 'Make Activity Live' in the bottom middle.
9. That's the activity now set up. You will see it appear in the list under the 'Activities' tab.
   Please Note: it may take a few seconds for the activity to become available to users. The activity will be available when the 'Status' changes to 'Live'.



Further support

Further Evolution guides, manuals, and materials can be found on our website here: https://simventure.com/products/evolution/business-simulator-resources/

Evolution video resources for students can be found on our YouTube channel here: https://www.youtube.com/watch?v=R6pRkTBpqiM&list=PLSsP2bQOgaaDXPvs_KlxGKsp15diOdQMm

Finally, if you have any queries or questions regarding Evolution, you can email us at evolution@simventure.co.uk