

Wegas

# Trainer checklist

*Version 3.0 – January 2021*

## URLs

The serious games platform: [wegas.albasim.ch](http://wegas.albasim.ch)

General information about AlbaSim: [www.albasim.ch](http://www.albasim.ch)

## General Interface

The screenshot shows the WEGAS Trainer interface. At the top, there is a navigation bar with a hamburger menu, a 'TRAINER' profile icon, and user information 'DOMSCEN' and 'EN'. Below this is a 'Current sessions' section with an 'ADD SESSION' button and a search bar. The sessions are listed in a table:

| Session Name          | Date       | Access Key                        | Settings | Archive | Monitor |
|-----------------------|------------|-----------------------------------|----------|---------|---------|
| Demo33                | 12/07/2016 | demo33-yk                         | ⚙️       | 🗑️      | 👤       |
| Unige - cas santé16-2 | 11/21/2016 |                                   | ⚙️       | 🗑️      | 👤       |
| comem 44              | 09/27/2016 | !! Comem : sept 2016-janvier 2017 | ⚙️       | 🗑️      | 👤       |
| demo4                 | 09/26/2016 |                                   | ⚙️       | 🗑️      | 👤       |

Callouts explain the following features:

- Switch between workspaces: Player / Trainer / Scenarist:** Points to the 'TRAINER' profile icon in the top navigation bar.
- Manage access key:** Points to the 'demo33-yk' text in the first session row.
- Manage session settings:** Points to the gear icon in the first session row.
- Monitor training session:** Points to the person icon in the first session row.
- Archive your past sessions to keep your workspace in a clean state:** Points to the trash can icon in the second and third session rows.
- Archived sessions. Players can still access them:** Points to the '12 ARCHIVED SESSIONS' button at the bottom right.

## Creating a session

### 1. Create a new session

- Optional: modify the access key, which was generated automatically, in order to adapt it to your needs. This is possible via the “session settings” button.

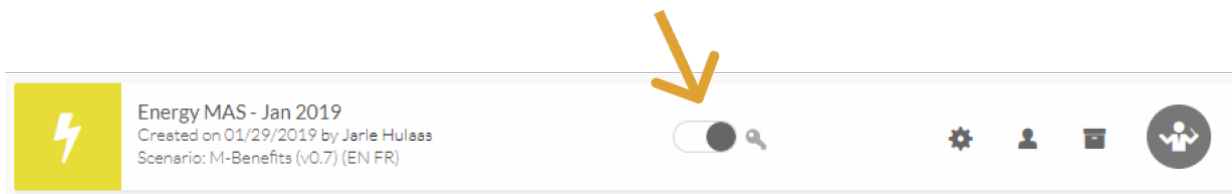
### 2. Provide connexion information to participants

- *If you do yourself the demo on how to join the game*
  - *see next page*
- *If you want the students to create their account and join the game before the training*
  - *Send to students the document "Account and access"*
  - *In the "Advanced Properties" tab of the game, set the game on "Read only", so participants will not be able to play before the training will begin*

### 3. Disable the “access key”

Once all participants have joined the game, disable the access key:

- This prevents new users from joining the session (it may be reopened anytime). Already enrolled players will be able to finish their session normally.



### 4. Access the trainer dashboard



## Provide connexion information to participants

### 1. Give the link

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address **www.albasim.ch** => Login

(or directly **wegas.albasim.ch**)

### 2. Each participant logs in with a personal account

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Each participant will have to create a personal account the first time.

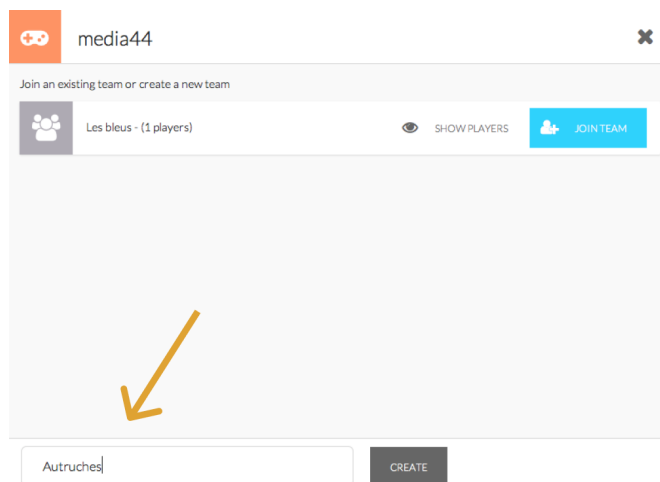
Personal accounts allow the trainer to know the composition of each team and students to recover forgotten passwords or to join several simulations with the same account.

### 3. Create and join team

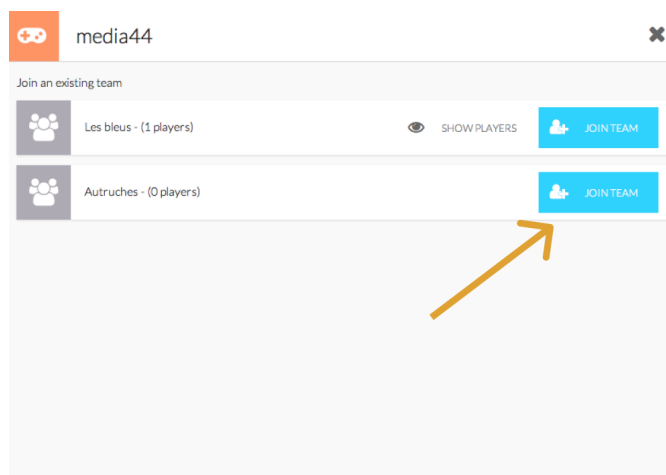
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→ Each participant enters the access key

→ One of the team members creates the team :



→ Each participant joins the relevant team:



# Trainer Dashboard: Leading the training session

## Overview

The screenshot shows the Trainer Dashboard interface. At the top, there are tabs for 'Overview', 'Properties', and 'Statistics'. Below these, there are two main team cards: 'Petra's Team' and 'GPN team'. Each card has a 'Monitoring' table and an 'Actions' section. Callouts point to specific features: 'Click to refresh information' points to a 'Refresh' button; 'Impact team's simulation' points to a speech bubble icon; 'Send a real email to the team' points to an envelope icon; 'View team's simulation' points to a magnifying glass icon; and 'View details about a team and access trainer's personal notes' points to a 'Details' link.

| Petra's Team |        | Monitoring |         |       |          |           |      | Actions |       |      |
|--------------|--------|------------|---------|-------|----------|-----------|------|---------|-------|------|
| Phase        | Period | Questio... | Quality | Costs | Schedule | Directors | Team | Refresh | Email | View |
| Execu...     | 9      | 0/0        | 108     | 147   | 100      | 119       | 108  |         |       |      |

| GPN team |        | Monitoring |         |       |          |           |      | Actions |       |      |
|----------|--------|------------|---------|-------|----------|-----------|------|---------|-------|------|
| Phase    | Period | Questio... | Quality | Costs | Schedule | Directors | Team | Refresh | Email | View |
| Execu... | 8      | 1/1        | 106     | 114   | 110      | 122       | 113  |         |       |      |

## Properties

### Advancement limit

At the creation of the game, the game is limited to the first phase.

To unlock the following phases, click on the box corresponding to the period that should be accessible to the teams (in the example above, the teams can advance up to third period of the Execution phase).

### EVM

Toggles the display of the EVM tab among players.

### Autoreservation

In this mode, it is no longer necessary to book resources in the Resources chart. Simply assign tasks to resources and they will work based on the Gantt chart.

This mode is useful for short training, such as postgraduate courses or executive training for companies. For more information, refer to the user manual “planning-autoreservation”.

### Show Assigned Wages

By unchecking the box, the column "Assigned wages" in the "Activities" tab is no longer visible.

Allows you to let the students do the calculations themselves.

## Force question replies

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If activated, students will have to answer all questions before being allowed to move to the next phase. May be interesting to deactivate for demo purposes.

## Read Only

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By selecting "Read Only", the simulation is accessible to the students, but they cannot perform irreversible actions (answers to questions and actions, changes of periods).

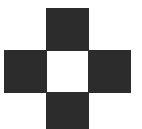
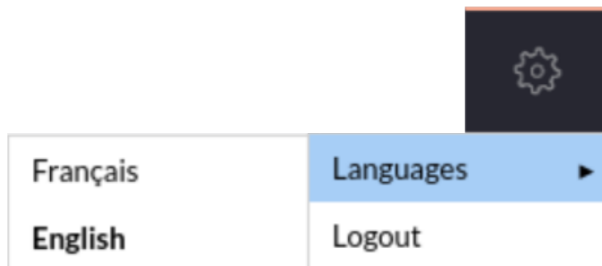
## Languages available to players

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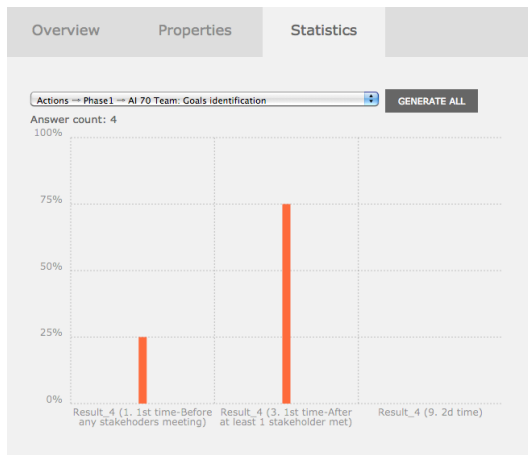
Some scenarios, including Artos and NPO, are multilingual. It is possible here to restrict the languages available to players.

If several languages are checked, each player can choose his or her language in the parameter menu.

In the example above, a player may play in French or English, but not in German:



## Statistics



### View student response statistics

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Select a question from the drop-down list or use the "Generate all" button to generate statistics for all questions.

