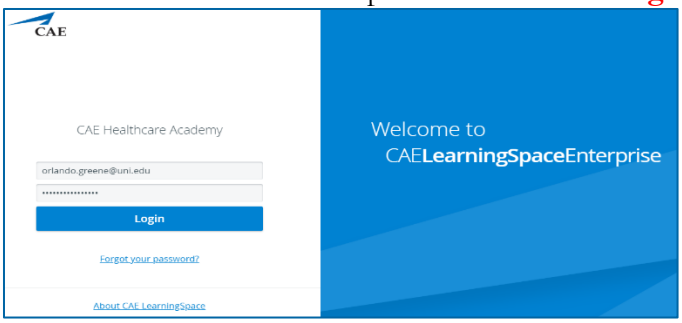
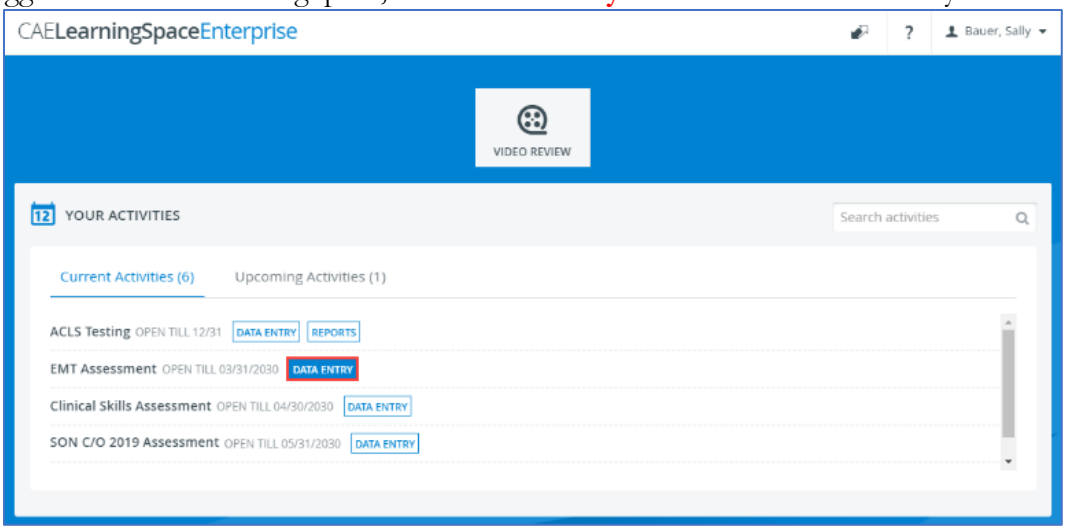
CAE Student Virtual Simulation Encounters

1. Open Google Chrome Browser, go to CAE LearningSpace - https://cae.simcenter.gvsu.edu/

2. Enter your GVSU email address and password and click **Login**:

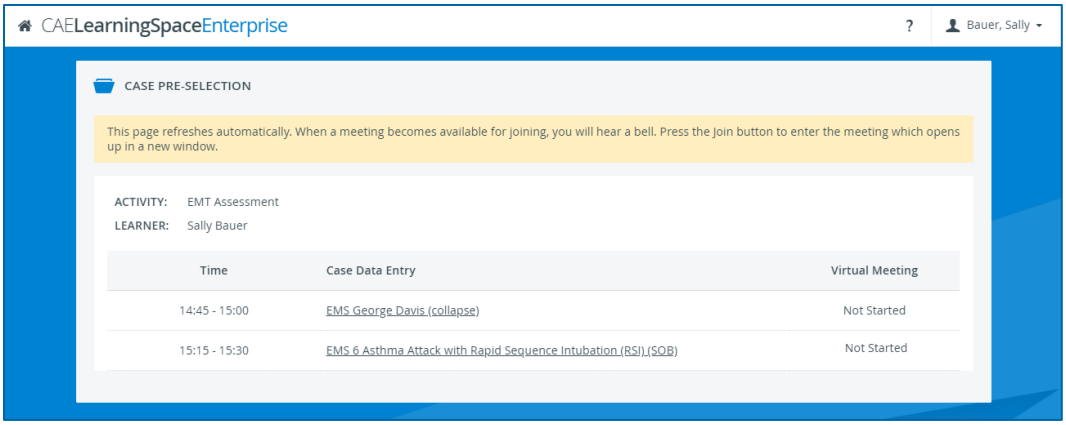


3. Once logged into CAE LearningSpace, select **Data Entry** next to the current activity.



4. Once **Data Entry** is selected the **Case Pre-Selection** will be visible.
   If the SP has not started the virtual encounter yet, *Not Started* will be displayed.

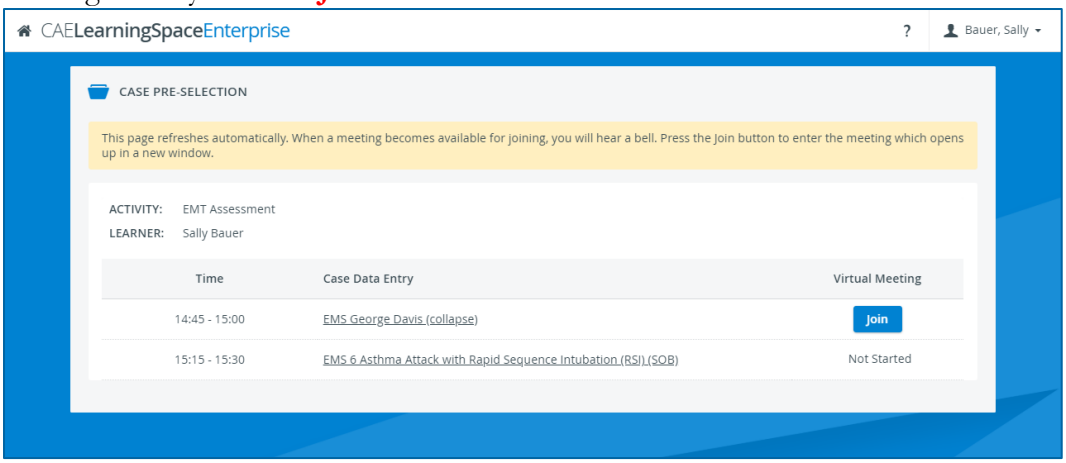
   a. **Click on the name of the upcoming case** before the virtual meeting starts, to access the pre-encounter checklist.



   After clicking **Submit** on your pre-encounter checklist, the **Dashboard** screen will return.

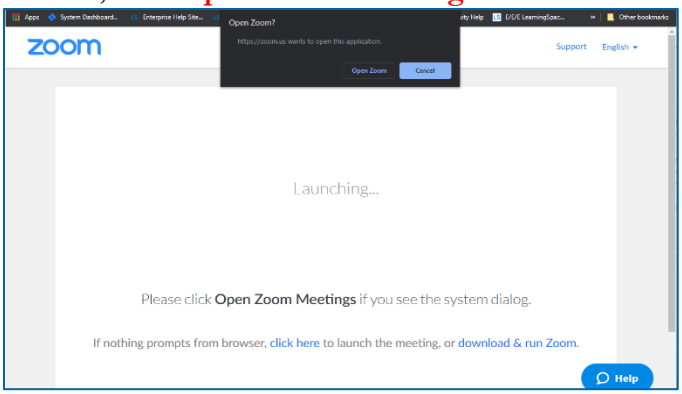
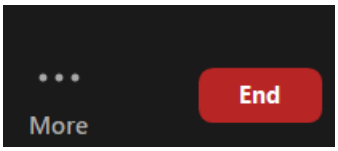
   b. Click on **Data Entry** once again next to the current activity to return to the **Case Pre-Selection** page.

5. Wait for the SP to starts the virtual encounter, then the **Join** button will appear next to the upcoming case. The **Case Pre-selection** page will constantly refresh itself. There will be a short chime when the meeting is ready with the **Join** button.



6. Pressing the **Join** button will redirect to the Zoom's **Launch Meeting** tab inside the browser. **Disable** the pop-up blocker in Chrome.

7. On the new tab, click **Open Zoom Meeting** and the virtual encounter will begin.



8. At the conclusion of the encounter, click **End** in the lower right corner of Zoom.