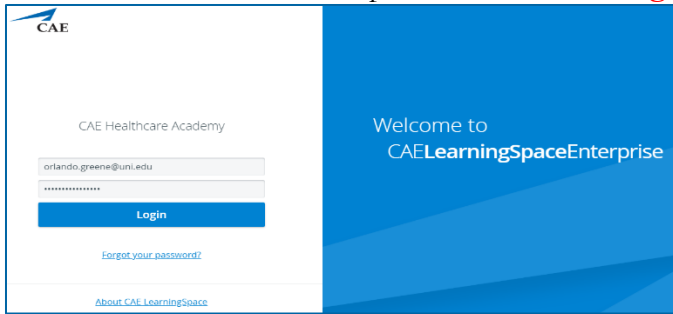


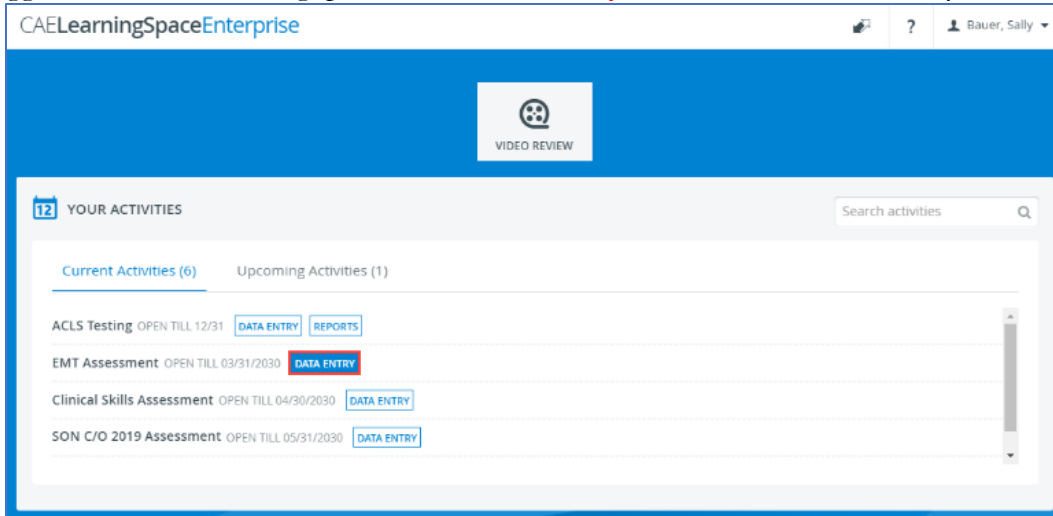
CAE Student Virtual Simulation Encounters

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**:



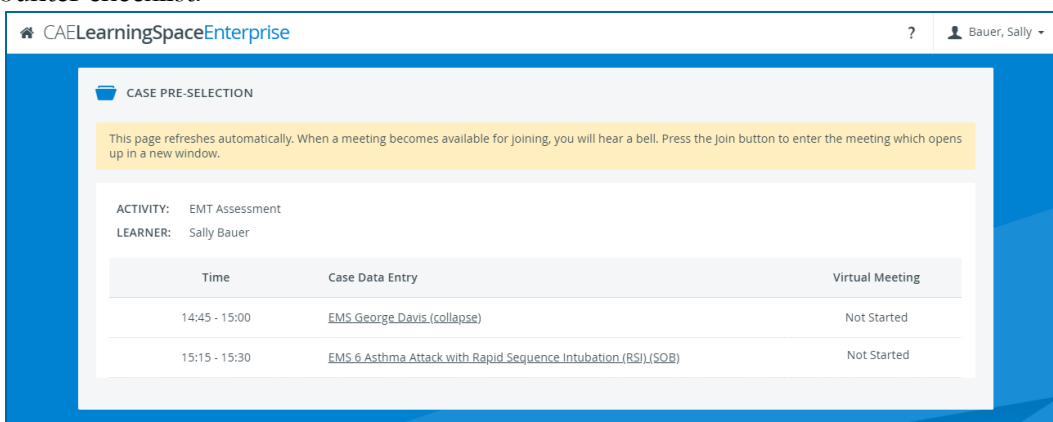
The login page for CAE Healthcare Academy. It features a blue header with the CAE logo. Below the logo, the text 'CAE Healthcare Academy' is displayed. There is a login form with two input fields: one for the email address (pre-filled with 'orlando.greene@uni.edu') and one for the password (masked with dots). A blue 'Login' button is positioned below the password field. Below the button, there is a link for 'Forgot your password?' and a link for 'About CAE LearningSpace'.

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



The dashboard for CAE LearningSpaceEnterprise. It features a blue header with the CAE logo and a user profile dropdown for 'Bauer, Sally'. Below the header, there is a 'VIDEO REVIEW' button. The main content area is titled 'YOUR ACTIVITIES' and includes a search bar. It lists several activities with their respective 'DATA ENTRY' and 'REPORTS' buttons. The activities are: ACLS Testing (OPEN TILL 12/31), EMT Assessment (OPEN TILL 03/31/2030), Clinical Skills Assessment (OPEN TILL 04/30/2030), and SON C/O 2019 Assessment (OPEN TILL 05/31/2030). The 'DATA ENTRY' button for the EMT Assessment activity is highlighted with a red box.

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.



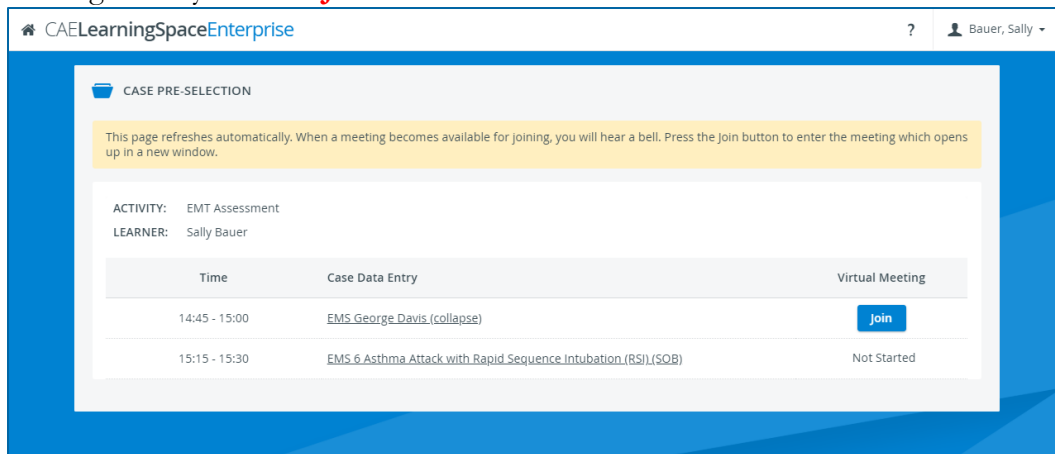
The 'CASE PRE-SELECTION' page. It features a blue header with the CAE logo and a user profile dropdown for 'Bauer, Sally'. Below the header, there is a 'CASE PRE-SELECTION' button. The main content area includes a message: 'This page refreshes automatically. When a meeting becomes available for joining, you will hear a bell. Press the Join button to enter the meeting which opens up in a new window.' Below this message, there is a table with the following data:

Time	Case Data Entry	Virtual Meeting
14:45 - 15:00	EMS George Davis (collapse)	Not Started
15:15 - 15:30	EMS 6 Asthma Attack with Rapid Sequence Intubation (RSI) (SOB)	Not Started

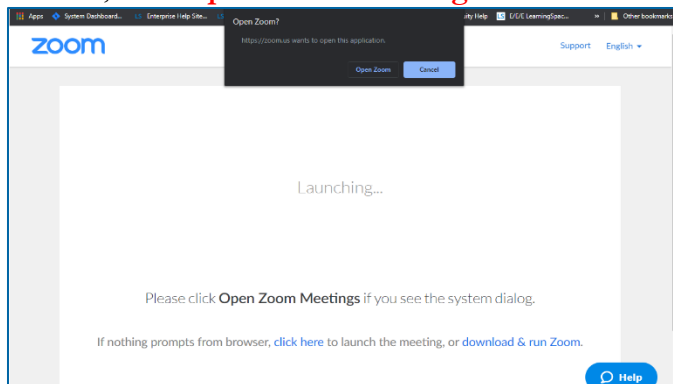
After clicking **Submit** on your pre-encounter checklist, the **Dashboard** screen will return.

- 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 start 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.

