

# **SIMTICS Online Simulations for Healthcare Procedures**

Bridging the gap between theory & practice



## **Instructor Guide: Group Administration & Reporting**

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## 1. Introduction

### 1.1 Overview

The SIMTICS Group Administration and Reporting system is available on request to instructors, clinical coordinators, program directors, training managers, system administrators, and other designated “super-users”.

This system enables authorized users to:

- view and download their learners’ study activity and scores
- create and manage reporting groups, and assign users to groups
- manage user accounts.

The functions that each user is allowed to perform are controlled through different access levels: Group Instructor, Group Administrator, and Domain Administrator.

For a brief visual introduction, please [view the video here](#).

### 1.2 Access levels

Access to the SIMTICS Group Administration and Reporting system is controlled through three user types which have different privilege levels:

- **Group Instructor:** *This is the usual access level provided to instructors. Can view and print reports for designated groups, add a new group, add students to a designated group, remove students from a designated group, view SIMTICS modules allocated to a group. Cannot manage user accounts.*
- **Group Administrator:** For larger schools, this access level has Group Instructor privileges plus can add and modify users, change passwords, add new groups, add/remove SIMTICS modules for a group, change a user’s role in a group.
- **Domain Administrator:** Available on request only, this is a top-level administration privilege to manage all groups across all programs and locations for an institution. In large schools that require many different groups to be set up for different cohorts, programs, campuses, etc., we would recommend that the Domain Administrator is someone who has administration oversight across the institution such as someone in the corporate support office, library, or IT department. The Domain Administrator privilege is granted by the SIMTICS Support Team. *We require that users granted this level of access privilege undertake training in how to use the system and certain responsibilities that they have.*

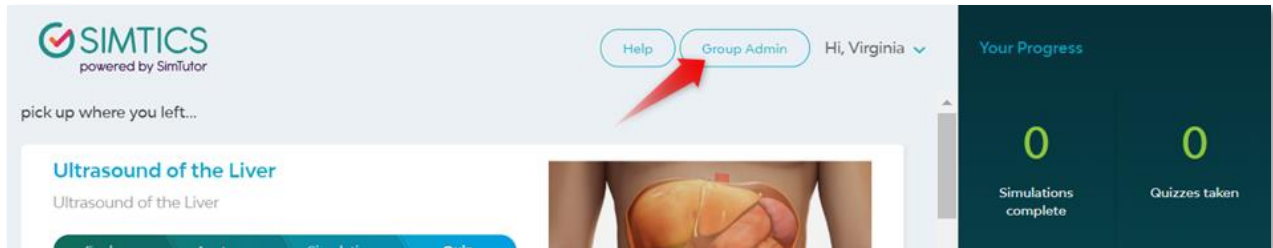
Note that users with Domain Administrator privilege do not appear as users in the Group Management system.

There is one other user type: **Student**. Student users are assigned to groups in order to be visible in the Reports section of the system. Student users do not have access to the Group Administration and Reporting system covered in this guide.

### 1.3 How to log in to the Group Administration & Reporting System

When you have been granted access to the system, go to <https://group.simtics.com> and log in with the username and password that have been assigned to you by the SIMTICS Support Team.

Or if you regularly log in to the SIMTICS application to work with the modules, and you use an account that has instructor privilege, you should see a “**Group Admin**” button at the top of the page to launch the reporting system:



If you're accessing SIMTICS via an LMS (Canvas, Blackboard, Moodle, etc), simply access any module you have set up, and it should log you in automatically with instructor privilege so you can access the Group Admin button (shown above).

If for any reason you are not able to access the system or you simply haven't been given a username and password yet, please contact the Customer Support team via the chat icon on the SIMTICS website at [simtics.com](https://simtics.com).

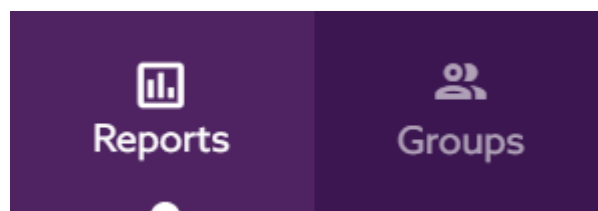
## 2. System Overview

The SIMTICS Group Administration & Reporting system has two main sections for instructors to use:



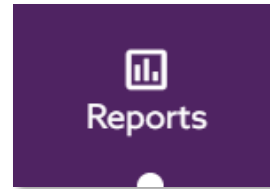
- a. **Reports** – *available to all authorized users*  
View recent activity in your groups, view a student's results and study time, view activity and results for a selected module, print and download activity reports. Note that students must be assigned to a group before you will see them in the reports. Refer to Section 3.
- b. **Groups** – *some functions only available with Group Administrator privilege (this is explained in this document where relevant).*
  - Students must be assigned to a group before you will see them in the Reports section.
  - The Groups section allows you to create a new group, add users to a group, add or remove SIMTICS modules for a group (if authorized), make a group inactive. Refer to Section 4.

The white semi-circle at the bottom of the icon shows which section is currently selected. Click on another icon to move to a different section. The example below shows that the Reports section has been selected:



### 3. Reports: Access Reports on Student Activity

Click on the [Reports] icon at the top of the page.



The Reports section has four tabs:

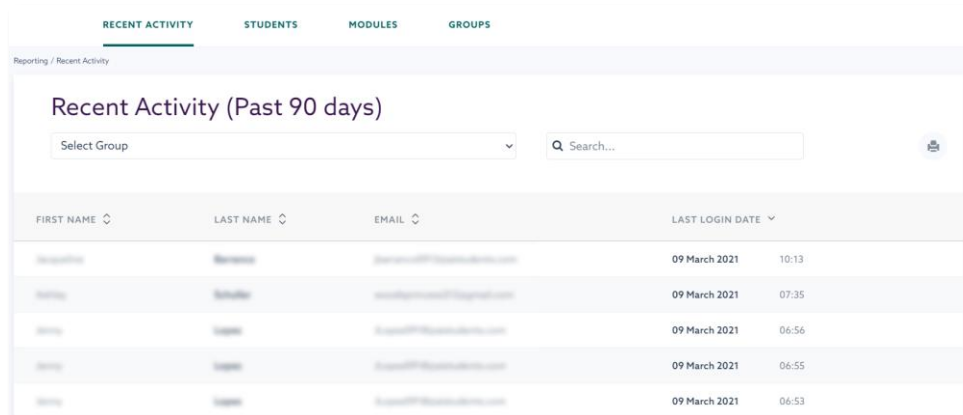


- **Recent Activity** – who has logged in most recently (no activity detail)
- **Students** – view all scores, times, etc. for a selected **student**
- **Modules** – view all scores, times, etc. for a selected **module** across multiple students
- **Groups** – view summary reports for selected **group/s** of students

These options are explained in the following sections.

#### 3.1 Recent Activity tab

The [**Recent Activity**] tab simply displays a list of the users who have logged in most recently. The display is sorted by the last login date/time, with the most recent at the top:



The screenshot shows the "Recent Activity (Past 90 days)" report interface. It includes a "Select Group" dropdown menu, a "Search..." input field, and a table of user login data.

FIRST NAME	LAST NAME	EMAIL	LAST LOGIN DATE	
Isabelle	Bevise	IsabelleB@simtutor.com	09 March 2021	10:13
Isabelle	Bevise	IsabelleB@simtutor.com	09 March 2021	07:35
Isabelle	Bevise	IsabelleB@simtutor.com	09 March 2021	06:56
Isabelle	Bevise	IsabelleB@simtutor.com	09 March 2021	06:55
Isabelle	Bevise	IsabelleB@simtutor.com	09 March 2021	06:53

To see if a specific student has been active in the SIMTICS system recently, type part of their name or email address in the **Search...** box above the user list and hit Enter.

By default, the system displays the users in *all your active groups*. To view recent student logins for a specific group, select that group in the **Select Group** field.

**NOTE: You cannot view any other detail from this report.**

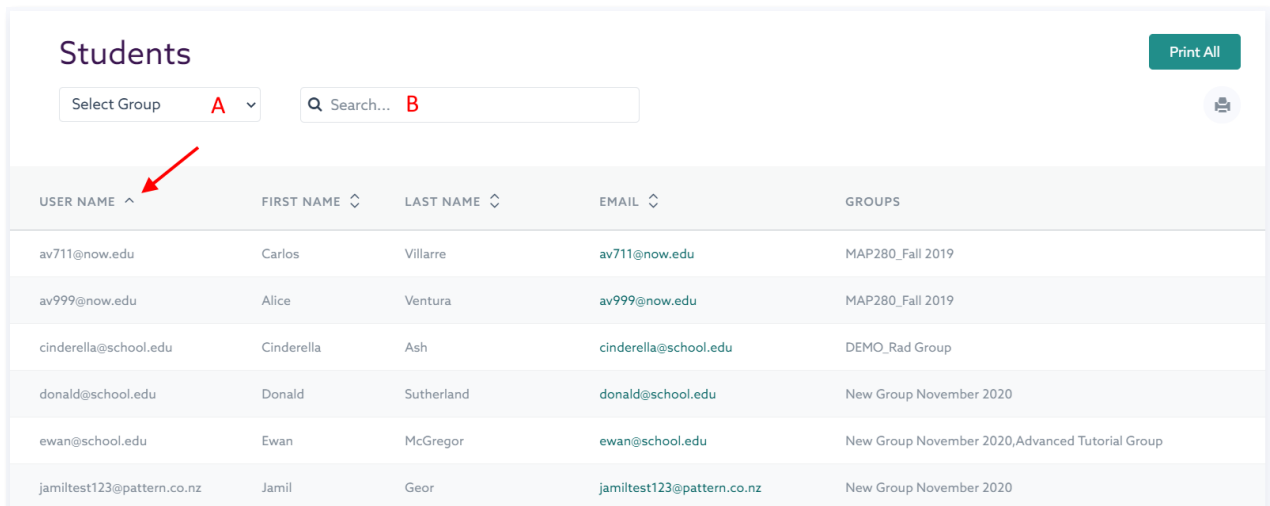
To view more detail, navigate to the [**Students**] tab.

## 3.2 Students tab

The **[Students]** tab allows you to see activity records for any student in your active reporting group(s). Select a student name to see the activity summary and details for that individual.

- To find students in a specific group, select the group name in the **Select Group** box above the user list (labeled “A” in the screenshot below)
- To find a student, type all or part of their name in the **Search** field (labeled “B” in the screenshot below)
- To sort the list, click on any table heading (see red arrow on screenshot below, for an example). Click the heading again to sort in the reverse order.

The following example report lists all users, sorted by User Name:



USER NAME ^	FIRST NAME ⇅	LAST NAME ⇅	EMAIL ⇅	GROUPS
av711@now.edu	Carlos	Villarre	av711@now.edu	MAP280_Fall 2019
av999@now.edu	Alice	Ventura	av999@now.edu	MAP280_Fall 2019
cinderella@school.edu	Cinderella	Ash	cinderella@school.edu	DEMO_Rad Group
donald@school.edu	Donald	Sutherland	donald@school.edu	New Group November 2020
ewan@school.edu	Ewan	McGregor	ewan@school.edu	New Group November 2020,Advanced Tutorial Group
jamiltest123@pattern.co.nz	Jamil	Geor	jamiltest123@pattern.co.nz	New Group November 2020

If the group is large, use the Next and Previous buttons at the bottom of the page to view more pages of results, however, remember that using the **Search...** field will let you quickly find a specific student.

Previous Next

The printer icon at the top right of the screen allows you to print the page of data that is currently displayed on-screen.



### To view an individual student's activity

Click a student's name to see a summary of what they have studied.

The columns display the learner's **Test Mode** simulation scores, quiz scores, date of last completed Test Mode simulation or score, and their total study time for each module.

To recap, SIMTICS simulations have three modes:

- Learn Mode provides guidance and color prompts to help the student while they are learning; they can also move backwards and jump forwards within a scenario
- Practice Mode is like a mock test – the student can select a scenario to practice, but there are no color prompts and the student cannot navigate back and forwards
- Test Mode – similar to Practice Mode, however the student cannot choose which scenario to do - one is randomly selected by the system.

Here is part of an example report for a student:

**Cindy Crawford (MADemo1)** Full Detail Report Daily Time Report

ma.demodata@simtics.com  Start End Download Print

Module Name	Sim Test Best	Sim Test Average	Sim Test Last Session	Sim Test Last Score	Quiz Best	Quiz Average	Quiz Last Session	Quiz Last Score	Total Study Time	Has Certificate	Detail Report
Obtain Pediatric Vital Signs	89.23%	89%	12.03.2015 07:21PM	89.23%	0%	0%		0%	03h 05m 17s		...
Obtain Swabs for Culture	0%	0%		0%	96%	89%	31.03.2015 02:40AM	88%	05h 59m 00s		...
Pediatric Assessment (Infant)	0%	0%		0%	0%	0%		0%	02h 08m 44s		...
Perform Capillary Puncture and Hematology Testing	0%	0%		0%	0%	0%		0%	07h 03m 40s		...
Perform ECG and Interpret	92.96%	93%	19.02.2015 07:38PM	92.96%	80%	80%	19.02.2015 08:11PM	80%	13h 38m 23s		...

The average and best quiz and Test Mode simulation scores are calculated across all completed activities since the student first used SIMTICS. Or you can enter Start date and End date to display only the results during a specific time period.

**Tip:** This report only shows data for Test Mode simulations. For data on completed **Learn Mode** or **Practice Mode** simulations, you can view this in the [Modules] tab which is covered in the next section of this guide.

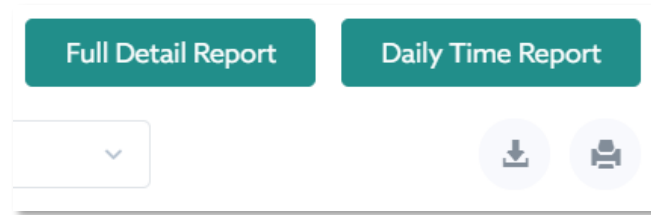
Sort the list by clicking on one of the column headings. Click the heading again to sort the list in the opposite order. (If a column heading has no up/down arrows, you cannot sort on that column.)


To view the student's scores for individual simulation *scenarios* in a module, eg. Scenario 3, scroll down to locate the module and click on the three dots in the right-hand column to view the student's Detail Report for that module.

Note that some modules in Sonography and Radiography have more than one quiz to cover all the material in the text, e.g. Quiz 1, Quiz 2, etc. Scores for each quiz can also be found in the student's Detail Report.



There are more report options at the top of the page:



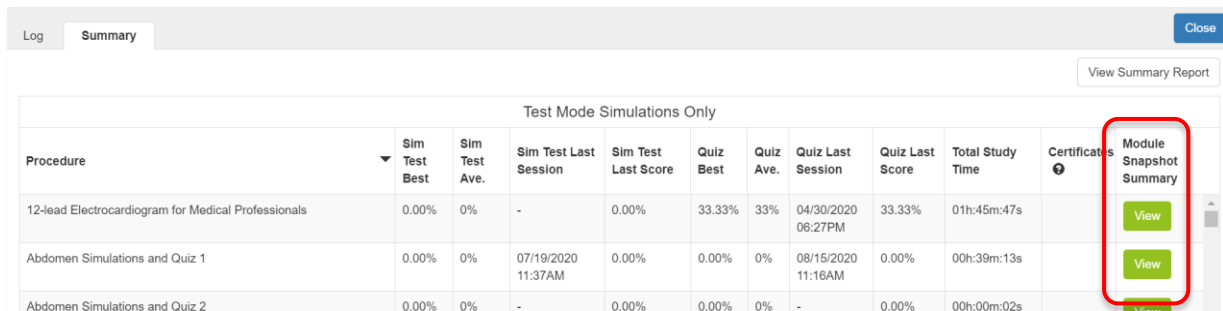
- To download a CSV file of this student’s activity summary, click on the **[Download CSV]** button.
- To print this student’s activity summary, click on the **printer** icon: 
- The **[Full Detail Report]** button displays a *detailed* activity report for this student, for all modules. This report is similar to the Detail Report but covers *all* modules rather than just the selected module. It is described further in the next section.
- The **[Daily Time Report]** gives you a more detailed summary of the student’s time spent studying each module.

### Obtaining proof of module completion from your students – the Module Snapshot

As well as having access to the reporting system to view student activity data, many instructors want their *students* to provide proof of their study activity, to encourage them to take ownership of their learning and achievements.

For this, we recommend that you request students to provide you with a **Module Snapshot Summary** for each module. This 1-page document contains a “snapshot” of the student’s best Test Mode simulation score, best quiz score, and total study time for the module, at the time the snapshot is downloaded. (A sample of the Module Snapshot Summary is provided in the Appendix.)

NOTE: Students can find and view the Module Snapshot Summary in their personal logbook, on the Summary tab (marked in red on the screenshot below):



Procedure	Sim Test Best	Sim Test Ave.	Sim Test Last Session	Sim Test Last Score	Quiz Best	Quiz Ave.	Quiz Last Session	Quiz Last Score	Total Study Time	Certificates	Module Snapshot Summary
12-lead Electrocardiogram for Medical Professionals	0.00%	0%	-	0.00%	33.33%	33%	04/30/2020 06:27PM	33.33%	01h:45m:47s		<a href="#">View</a>
Abdomen Simulations and Quiz 1	0.00%	0%	07/19/2020 11:37AM	0.00%	0.00%	0%	08/15/2020 11:16AM	0.00%	00h:39m:13s		<a href="#">View</a>
Abdomen Simulations and Quiz 2	0.00%	0%	-	0.00%	0.00%	0%	-	0.00%	00h:00m:02s		<a href="#">View</a>

The SIMTICS product also has the concept of a Certificate of Completion. This was introduced primarily for *individual web subscribers* to use (rather than students at customer schools), who wanted to have a record of their study in SIMTICS.

These certificates of completion therefore have fixed, system-wide eligibility criteria for each module:

- minimum 60 minutes study time  
**and**
- minimum 80% score in a Test Mode simulation  
(or for theory-style modules that don't have simulations, then 80% score in a quiz).

These minimum eligibility criteria tend to cause difficulties for students:

1. Certain special modules, such as the hand hygiene simulations, don't contain a full 60 minutes of learning material.
2. Students get confused about the need to achieve a score in a Test Mode *simulation*, and expect their quiz score to count.
3. The scores displayed on a certificate are locked to the date when the student first met the minimum criteria. If they get a better score later, that will not be reflected on the certificate.

For these reasons, we recommend that you use the Module Snapshot Summary as a proof of student learning and scores, which we provide as a better alternative for schools to use.

### Detail Report and Full Detail Report

These reports are the same that the learner has access to from their Logbook screen. In the Group Reporting system, they are specific to the currently selected student.

They both have the same format – the only difference is the data that they contain:

- Detail Report – data for the selected module
- Full Detail Report - all modules studied by the selected student, listed in alphabetical order.

For each module these reports show:

- every login session with date and time, listed in reverse date/time order
- any Learn Mode, Practice Mode or Test Mode simulations and any quizzes completed during each session
- the time taken to complete each activity and the scores achieved
- any errors made in simulations
- total study time for each module.

The Full Detail Report also shows the student's Grand Total Study Time across all modules.

Below is a screenshot showing an excerpt from a Full Detail Report for a student.

User Name: ma.demo1		Report Execution Date: 11/12/2020 02:48PM		
Grand Total Study Time: 78h:42m:01s				
Administer Intradermal Injections				
TOTAL MODULE STUDY TIME: 01h:24m:13s				
Session Start	Session Duration	% Sim Learn Best	% Sim Test Best	% Quiz Best
10/02/2020 04:33PM	00h:17m:12s	0	0	36
<b>Task Type</b>	<b>Scenario</b>	<b>Start</b>	<b>Duration</b>	<b>% Score</b>
Quiz	Owl Quiz	10/02/2020 04:33PM	00h:02m:02s	36
08/16/2019 11:59AM	00h:02m:35s	0	0	60
<b>Task Type</b>	<b>Scenario</b>	<b>Start</b>	<b>Duration</b>	<b>% Score</b>
Quiz	Owl Quiz	08/16/2019 11:59AM	00h:02m:28s	60
02/26/2019 11:30AM	00h:04m:36s	0	0	48
<b>Task Type</b>	<b>Scenario</b>	<b>Start</b>	<b>Duration</b>	<b>% Score</b>
Quiz	Owl Quiz	02/26/2019 11:30AM	00h:03m:34s	48
02/26/2015 07:09PM	00h:01m:51s	0	0	0
02/26/2015 07:09PM	00h:01m:51s	0	0	0
02/26/2015 06:11PM	00h:56m:05s	99	0	0
<b>Task Type</b>	<b>Scenario</b>	<b>Start</b>	<b>Duration</b>	<b>% Score</b>
Learn	2	02/26/2015 06:35PM	00h:16m:40s	99
	<b>Step Name</b>		<b>Error</b>	
	Sc2/Insert syringe		Incorrect	

In this example:

- At the top, we can see that the student's Grand Total Study Time in all SIMTICS modules to date is 78 hours, 42 minutes.
- For the module called Administer Intradermal Injections, the study time so far is 1 hour 24 minutes.
- For that module, the most recent login session was on October 2 at 4.33pm, when the student spent 17 minutes 12 seconds total. Their best quiz score during that session was 36%.
- Below this, it shows that the previous login was on 8/16/2019 when the student completed an Owl Quiz and scored 60%.
- At the end of the report is a session on 2/26/15 which was 56 minutes 5 seconds long.
  - During that session, the student completed a Learn Mode simulation, Scenario 2, which took 16 minutes and 40 seconds. They scored 99%.
  - Below that information is the error they made which meant they did not score 100% - it was the Insert syringe step.

Here is another example, which shows that the student completed a Learn Mode simulation, with only one error (Correct cuff / Incorrect location) and a score of over 98%:

Task Type	Scenario	Start	Duration	% Score
Learn	3	03/12/2015 07:23PM	00h:17m:41s	98.78
	<b>Step Name</b>		<b>Error</b>	
	Sc3/Correct cuff		Incorrect location	

Note that only *completed* activities are scored and recorded in the students' logbooks and shown in these reports. You can also see "attempts" in the Modules tab: select the module, scroll down and click on [Activity Detail] button (covered in the next section of this guide).

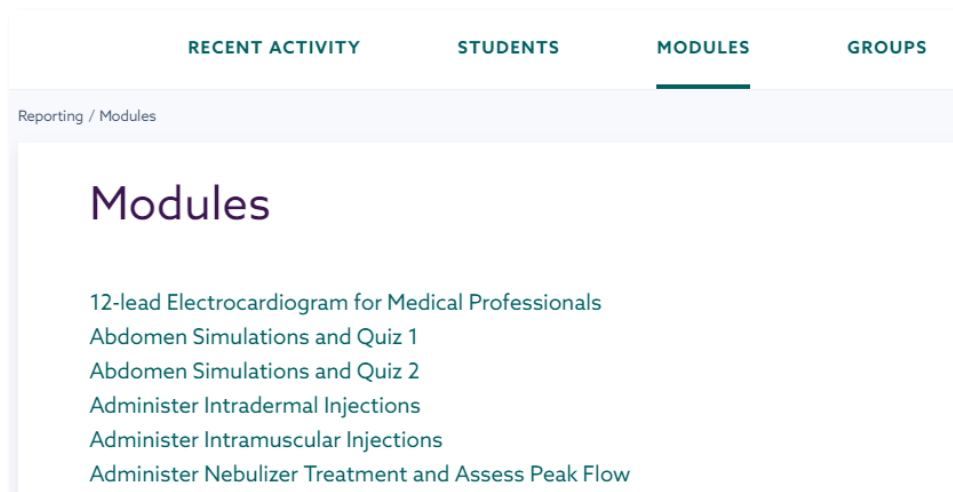
## Daily Time Report

This is another report that the students can download from their SIMTICS Logbook. You may prefer them to send you their own time report, to help increase their self-responsibility, rather than you accessing it yourself.

The report is simply a list of time spent per day, per module. An example is provided in the Appendix of this guide.

## 3.3 Modules tab

The **[Modules]** tab lists all the SIMTICS modules that your groups have access to, for example:



To view your students' activity in a module, click on the relevant module name.

The next screen will display a search screen. The data displayed will be for the currently selected group i.e. if you had selected a group in the Students tab section previously, otherwise it will be for All Groups:



The screenshot shows the 'SIMTICS Group Activity Summary for Module: Perform ECG and Interpret'. It includes a search bar, filters for 'Select Group' (All Groups), 'Display', 'Start', and 'End'. There are buttons for 'Print All' and 'Activity Detail'. Below the filters, there are input fields for 'Min Learn', 'Min Test', 'Min Quiz', 'Max Learn', 'Max Test', and 'Max Quiz'. A table displays student activity data:

First Name	Last Name	Sim Learn Best	Sim Learn Time	Sim Test Best	Sim Test Time	Quiz Best	Quiz Time	Total Study Time
Cindy	Crawford (MADemo1)	100%	00h 59m 39s	92.96%	00h 55m 55s	80%	00h 28m 58s	13h 38m 23s
Alberto	Castilla (MADemo2)	94.74%	00h 22m 00s	0%	00h 00m 00s	68%	00h 12m 55s	00h 47m 22s
Cameron	Diaz (RadDemo3)	0%	00h 00m 00s	0%	00h 00m 00s	0%	00h 00m 00s	00h 00m 00s
Alice	Ventura	0%	00h 00m 00s	0%	00h 00m 00s	0%	00h 00m 00s	00h 00m 00s

To view a different group or All Groups, use the **Select Group** field at the top left of the display to choose the option you require.

The above screenshot shows an example Group Activity Summary for the module called *Perform ECG and Interpret* for all students.

It contains the students' best scores and completion times in a Learn Mode simulation, Test Mode simulation and Quiz for this module. Total Study Time in the module is also included in the right-hand column.

You can use the search fields at the top of the screen to do a more detailed search:

**Display:** Search for a specific Username or part of a Username

**Start/End Date:** Limit the search for activity between the specified dates. For instance, if you had required this module to be completed by a certain date with a minimum score of X%, you could check that the students had all achieved the required score by that date, and not later.

**Activity:** Values for "Activity" are: All, Started or Not Started.  
Choose "Started" to see only students who have worked on this module.  
Choose "Not Started" to see only students who have not been active in this module yet.

**Min/Max XXX:** Find students who have scored *at least* (Min) or *less than* (Max) the % you enter for the selected activity, i.e.

**Min Learn** The minimum Learn Mode simulation score you want to search for, e.g. enter 75% if you want to see students who have scored 75% or more

**Min Test** The minimum Test Mode simulation score you want to search for

**Min Quiz** The minimum quiz score you want to search for

**Max Learn** The maximum Learn Mode simulation score you want to search for, e.g. enter 50% to see students who have scored 50% or less

**Max Test** The maximum Test Mode simulation score you want to search for

**Max Quiz** The maximum quiz score you want to search for

The example below shows a search for students in *all groups* who have scored *minimum 50% in a Learn Mode simulation* for the selected ECG module:

SIMTICS Group Activity Summary for Module: Perform ECG and Interpret

Select Group: All Groups (circled) | Display: Search... | Start: | End: | Print All

Activity: All | Min Learn: 50 (circled) | Min Test: min % for Test Best | Min Quiz: min % for Quiz Best | Activity Detail

Max Learn: max % for Learn Best | Max Test: max % for Test Best | Max Quiz: max % for Quiz Best | Download | Print

As with other reports, you can sort the list by clicking on a column heading. Click the heading again to sort the list in the opposite order. (If a column heading has no up/down arrows, you cannot sort on that column.)

### How to use the search fields on the Modules report

- **To find students with lower scores** – set a % value for one of the Max XXX fields. For example, to find students who scored 60% or less in a Quiz, enter “60” in the Max Quiz field:

Select Group: DEMO\_MA Group | Display: Search... | Start: | End: | Print All

Activity: All | Min Learn: min % for Learn Best | Min Test: min % for Test Best | Min Quiz: min % for Quiz Best | Activity Detail

Max Learn: max % for Learn Best | Max Test: max % for Test Best | Max Quiz: 60 (circled) | Download | Print

- **To find students with higher scores** - set a value in one of the Min XXX fields. For example, to find students who scored 90% or higher in a Test Mode simulation, enter “90” in the Min Test field:

Select Group: DEMO\_MA Group | Display: Search... | Start: | End: | Print All

Activity: All | Min Learn: min % for Learn Best | Min Test: 90 (circled) | Min Quiz: min % for Quiz Best | Activity Detail

Max Learn: max % for Learn Best | Max Test: max % for Test Best | Max Quiz: max % for Quiz Best | Download | Print

- **To find students who have not started on this module yet** – set the Activity field to “Not Started”:

Select Group DEMO\_MA Group ▾ Display  Start  End  [Print All](#)

**Activity** ▾ Not Started ▾ Min Learn  Min Test  Min Quiz  [Activity Detail](#)

Max Learn  Max Test  Max Quiz

This finds all students with zero study time for this module.



To print the data or download a CSV file, use the **Download** and **Print** buttons on the right of the page:

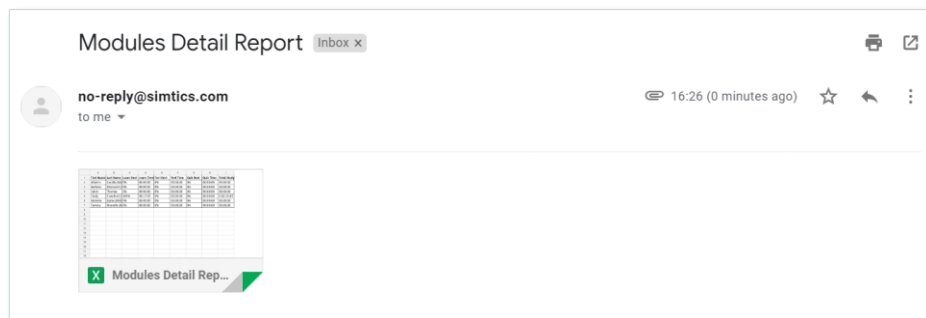


The “printer icon” button will print the current screen of data only.

The **[Print All]** button will save all the current search results in an Excel file and send it to the email address that you specify:

Send to Mail ✕

Email Address



The **[Activity Detail]** button is covered next.



### Activity Detail for a Module

On the right of the Modules page, you can access more detail about the students' quiz and simulation activity in that module.

Click the **[Activity Detail]** button, which is shown in the screenshot to the right. This report can take several seconds for the system to compile and display.

The Activity Detail report shows data about Quiz and Simulation attempts and completions:

Student Simulation and Quiz Activity: Perform ECG and Interpret

DEMO\_MA Group 2 Start End

STUDENT NAME ^	QUIZ ATTEMPTS ^	QUIZZES COMPLETED ^	SIM LEARN ATTEMPTS ^	SIM LEARN COMPLETED ^	SIM TEST ATTEMPTS ^	SIM TEST COMPLETED ^
Alberto Castilla (MADemo2)	5	4	2	1	1	0
Cindy Crawford (MADemo1)	1	1	4	2	3	1
Tammy Wynette (MADemo4)	2	1	0	0	0	0

If a student has not attempted or completed any quizzes or simulations, they will not appear on this report.

### 3.4 Groups tab

In the Reporting area of the system, click on the Groups tab to see reports for specific groups.

RECENT ACTIVITY STUDENTS MODULES **GROUPS**

Reporting / Groups

## Groups

GROUP NAME ^

- Advanced Tutorial Group
- Amol\_Test
- DEMO\_MA Group 2
- DEMO\_Rad Group
- DEMO\_Sono Group
- LTITestGroup
- LTITestGroup2
- MAP280\_Fall 2019

Previous Next

This displays a list of the groups you have access to.



Click on a group name to view the report for that group.

The Group report (example on next page) shows best and average quiz and Test Mode simulation scores, study time and total study time for each student in the selected group.

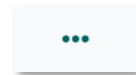
You can report on a specific date range by entering dates in the From: and To: fields near the top of the page:

### Group: DEMO\_MA Group 2

📅 Start ▼

📅 End ▼

If you have concerns about a student's activity or results in a particular module, you can access a Detail Report for that module by clicking on the three dots in the right-hand column.



Here is an example Group Report excerpt – this shows data for the student Alberto Castilla

### Group: DEMO\_MA Group 2

📅 Start ▼

📅 End ▼

📄 🖨️

ALBERTO CASTILLA (MADEMO2)

Module Name	Sim Test Best	Sim Test Average	Sim Test Last Session	Sim Test Last Score	Quiz Best	Quiz Average	Quiz Last Session	Quiz Last Score	Total Study Time	Has Certificate	Detail Report
Perform Venipuncture	0%	0%		0%	0%	0%		0%	00h 00m 00s		
Administer Intramuscular Injections	0%	0%		0%	28%	28%	10.03.2021 04:20PM	28%	00h 04m 45s		⋮
Administer Subcutaneous Injections	0%	0%		0%	0%	0%		0%	00h 00m 00s		
Administer Intradermal Injections	0%	0%		0%	80%	44%	10.03.2021 04:25PM	8%	00h 08m 02s		⋮
Obtain Adult Vital Signs	0%	0%		0%	96%	96%	22.01.2015 08:11PM	96%	04h 54m 42s		⋮

### Important notes re. student activity that may affect reports

- a. Several of the reports only include *Test Mode* simulation scores. Therefore, if a student has only completed Learn Mode or Practice Mode simulations, a 0 score will appear in the “Sim Test” columns.
- b. If the student exits a simulation or quiz before their score is displayed on screen, then the score will not be calculated or recorded in the logbook, and therefore won’t appear in reports. In order for SIMTICS to properly record a score and a completion time, the learner must ensure they see the final score on the screen when they complete a simulation or quiz.
- c. If a student exits “abnormally” from a SIMTICS login session, then the system may not be able to verify their study time for that session, in which case it will not be included in the total study time in the logbook. For instance, this can happen if the student closes their browser tab without logging out of SIMTICS first.

## 4. Groups: Managing Groups

### 4.1 Overview

You can use groups to denote courses, classes, cohorts, campuses, or any other label or tag that you want to use for managing, grouping and reporting on your students. Users can be members of multiple groups if desired, however note that this may cause duplicate records to appear on certain reports, one record per group that the user is a member of.

New users need to be added to a group before you will see them in reports in the Reports section.

The **Groups** section of the system allows you to manage your reporting groups. To navigate there, click the **Groups** icon right at the top of the page.



*Only use this section of the system if you want to make changes to a group. To **view** student data, use the Reports section.*

**For students who access SIMTICS through your LMS**, you probably won't need to use this section of the system. There is a feature in our LMS integration that will automatically create groups based on the name of the course that the students are accessing in the LMS. If this is not currently working for your setup, contact SIMTICS Support to ask for this feature to be enabled.

**For students who access SIMTICS directly** from [new.simtics.com](https://new.simtics.com), they gain access to modules assigned to the group(s) they are in. All users in a group have access to the same set of modules. This module access is normally set up for you by the SIMTICS Support team as part of your onboarding process.

If you wish to be able to manage module access for groups, e.g. to "drip feed" modules to the students as they need them, you will need to request SIMTICS Support to enable this feature for your school.

### 4.2 Administrator access levels for groups:

- **If you have Group Instructor privilege**, you can view reports, and add / remove users in a group, including providing other faculty with Group Instructor privilege only (i.e. same access level as yourself). You may also be able to create a new group, depending on the type of setup your school has.
- **If you have Group Administrator privilege**, you can also:
  - edit a group name
  - add and remove SIMTICS modules for a group, if that feature has been switched on for your school
  - grant Group Instructor and Group Administrator access privileges to other users.

- **If you have been granted *Domain Administrator* privilege by SIMTICS**, you can make any changes desired to any groups and users in your domain. Note that as a super-user, your details will not be listed anywhere in the Group Administration & Reporting system. Your system access is managed by the support team at SimTutor Inc.

### Users can belong to multiple groups

Each user can belong to more than one group.

For instance, a student could belong to a group for the program they are studying and another group for their campus, eg.

- DMS Fall 2020
- North Shore Campus

Or if a student is enrolled in two courses with different instructors, you might have a group for each course, assign the student to both groups, and give each instructor access to the relevant group for the course they teach.

An instructor or administrator can also belong to more than one group.

**Note:** *If a student belongs to more than one group and you select All Groups for a report, then you will see multiple records for that student, one record for each group they are a member of.*

### Group status: Active or Inactive

A group can be either Active or Inactive. Students in an inactive group cannot log in until you set the group's status to Active.

The Inactive group status can be useful if you want to set up a group and send students their access details in advance, but only let them log in after a specific date. In this case you would create the group, leave it Inactive and then make it Active on the relevant date.

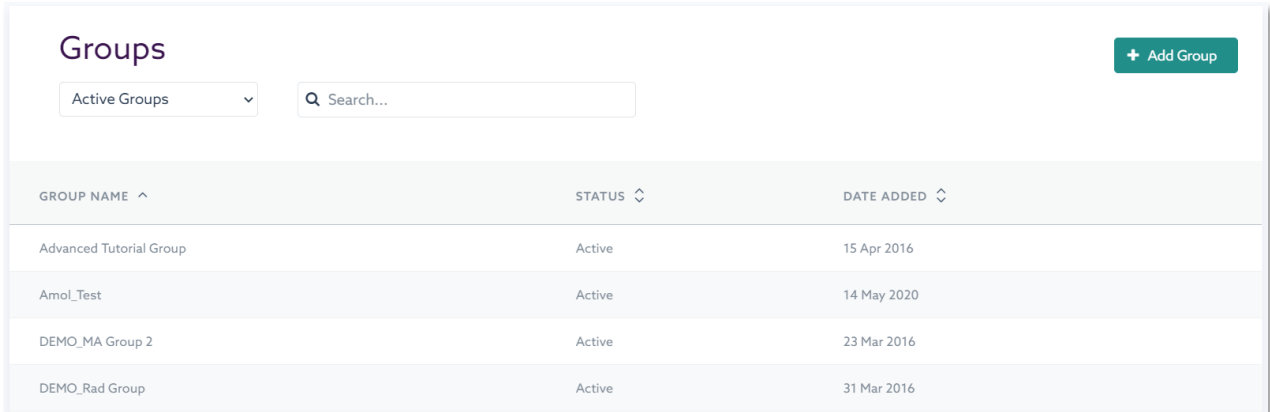
When students graduate, their group can be closed by setting it to the Inactive status.

**Tip:** If a student withdraws from a program and you want to remove them from an active class, we recommend that you:

- set up a group called "Withdrawn" (or similar) and make that group's status *Inactive*
- assign the student to that Inactive group and remove them from the active group
- if you have the required privilege, you could also change the user's password so they can't log in (refer to section 5.4)

### 4.3 Managing groups

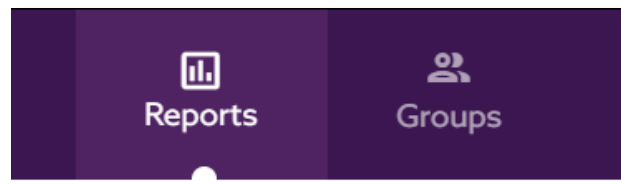
When you go to the Groups section, the system will display a list of the groups you have access to. If there are more groups that can fit on a page, use the Next button at the bottom to move to the next page.



GROUP NAME ^	STATUS ↕	DATE ADDED ↕
Advanced Tutorial Group	Active	15 Apr 2016
AmoL_Test	Active	14 May 2020
DEMO_MA Group 2	Active	23 Mar 2016
DEMO_Rad Group	Active	31 Mar 2016

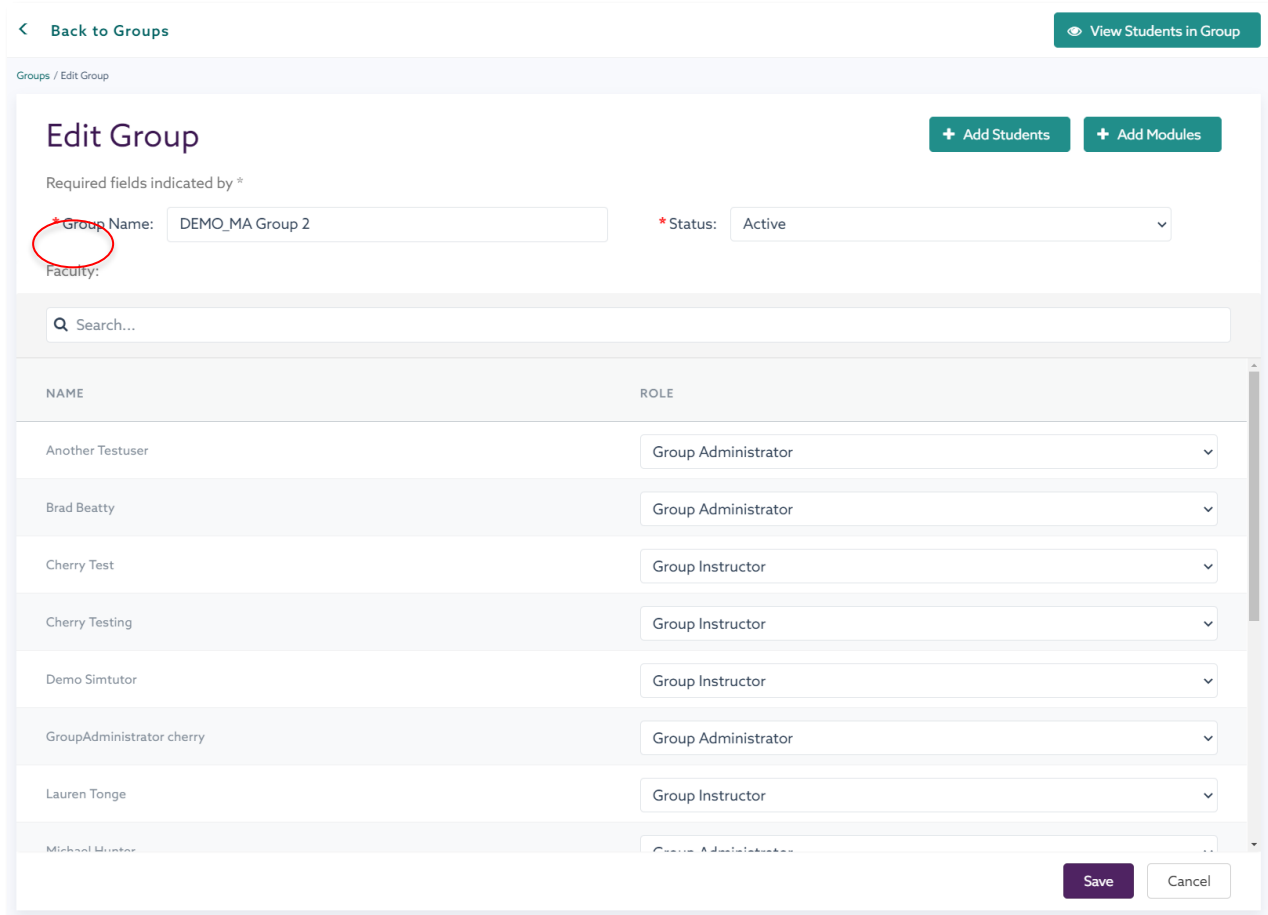
- *Active* groups are displayed by default. To display both active and inactive groups or inactive groups only, choose the desired option from the box under the Groups heading near the top of the page. e.g. Active Groups, All Groups, etc. (By default this will have **Active Groups** pre-selected when you go to this page.)
- Sort the list by clicking on a column heading. Click the heading again to sort the list in the opposite order.
- To make changes to a group, click on the group name in the list.

**Tip:** If you want to view group or student information without changing it, we recommend you do this from the Reports section:



## 4.4 View or change a group's details

When you click a group name to view details, the system will first display “Faculty” (note the heading circled in red in the screenshot below ), which is a list of users who already have Group Administrator or Group Instructor privilege for the group, or who could be eligible for that (i.e. not students):



Back to Groups View Students in Group

Groups / Edit Group

### Edit Group

+ Add Students + Add Modules

Required fields indicated by \*

\* Group Name: DEMO\_MA Group 2 \* Status: Active

Faculty:

Q Search...

NAME	ROLE
Another Testuser	Group Administrator
Brad Beatty	Group Administrator
Cherry Test	Group Instructor
Cherry Testing	Group Instructor
Demo Simtutor	Group Instructor
GroupAdministrator cherry	Group Administrator
Lauren Tonge	Group Instructor
Michael Hunter	Group Administrator

Save Cancel

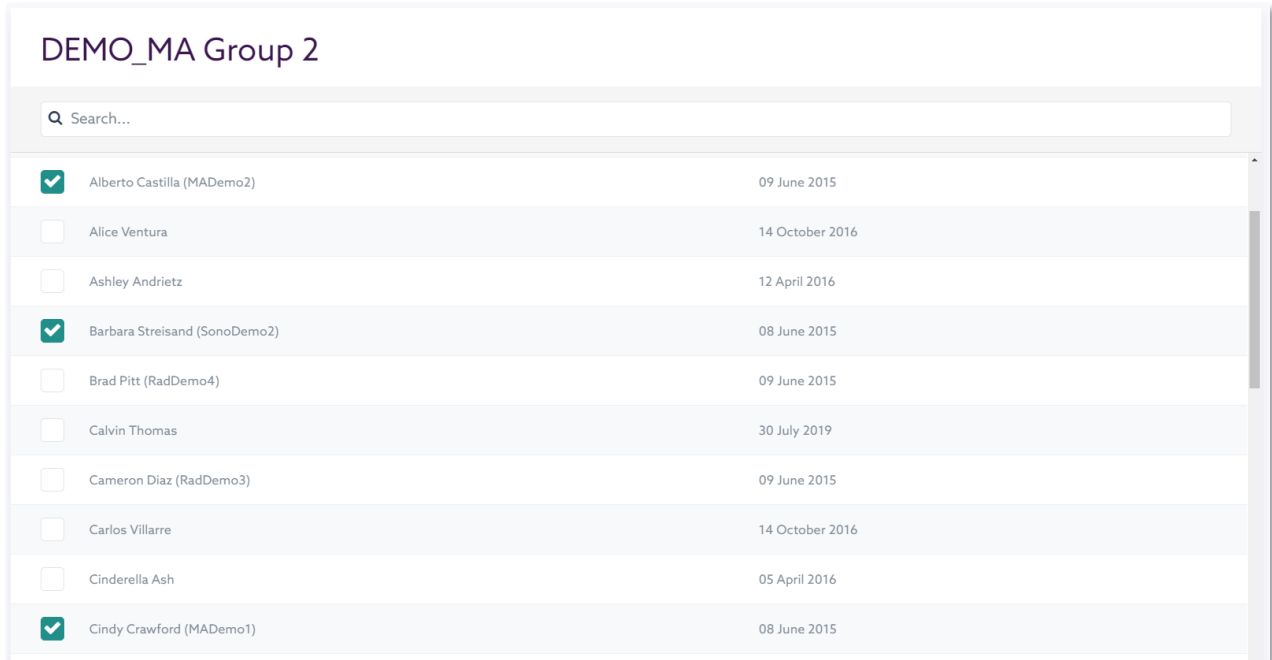
Version 1.1.0.1

- If you make changes on this page, you will need to click [Save] before you can add modules or add students to the group.
- Click [View Students in Group] to simply see the students assigned to the group without making changes.
- Click [+ Add Students] to add or remove the students within that group. More details in the next section of this document.
- The [+ Add Modules] button may not be available on your display. Please refer to the next section of this document.

The Add Students and Add Modules and options are described next.

### Add or remove students from a group

Save previous changes if any, then click [+ Add Students]. Students who are currently in this group will have a check mark next to their names:



DEMO_MA Group 2		
Search...		
<input checked="" type="checkbox"/>	Alberto Castilla (MADemo2)	09 June 2015
<input type="checkbox"/>	Alice Ventura	14 October 2016
<input type="checkbox"/>	Ashley Andrietz	12 April 2016
<input checked="" type="checkbox"/>	Barbara Streisand (SonoDemo2)	08 June 2015
<input type="checkbox"/>	Brad Pitt (RadDemo4)	09 June 2015
<input type="checkbox"/>	Calvin Thomas	30 July 2019
<input type="checkbox"/>	Cameron Diaz (RadDemo3)	09 June 2015
<input type="checkbox"/>	Carlos Villarre	14 October 2016
<input type="checkbox"/>	Cinderella Ash	05 April 2016
<input checked="" type="checkbox"/>	Cindy Crawford (MADemo1)	08 June 2015

To remove a student from this group, click the checkmark next to their name.

Make any changes required and to save your changes, scroll down to the bottom of the screen and click on the **[Save]** button.



### View or change modules for the group

NOTE: This option may not be available to you. The feature needs to be switched on for your school, and also requires Group Administrator privilege.

You do not need this option if your students access SIMTICS through an LMS.

The Add Modules function controls which modules will appear in your reports. If your students **access SIMTICS directly from the SIMTICS website** (not through an LMS), it also controls which modules they have access to.

If you do have access, at the top of the page you will see the [+ Add Modules] button. Click this button to add or edit modules for the group. You will see a display like this:

### DEMO\_MA Group 2

+	<input type="checkbox"/>	Infection Control
-	<input checked="" type="checkbox"/>	Medical Assistant
	<input checked="" type="checkbox"/>	Administer Intradermal Injections
	<input checked="" type="checkbox"/>	Administer Intramuscular Injections
	<input checked="" type="checkbox"/>	Administer Nebulizer Treatment and Assess Peak Flow
	<input checked="" type="checkbox"/>	Administer Subcutaneous Injections
	<input checked="" type="checkbox"/>	Assist with Minor Surgical Procedures
	<input type="checkbox"/>	Assist with Pap Smear
	<input type="checkbox"/>	Irrigate the Ear and Instill Ear Medication
	<input type="checkbox"/>	Irrigate the Eye and Instill Eye Medication
	<input type="checkbox"/>	MA and MLT Comprehensive Review: Quizzes
	<input type="checkbox"/>	MA Comprehensive Review: Administering Medication

A [+] sign next to a name indicates it is a **category** that contains multiple modules – for example, Infection Control in the above screenshot. To view modules in the category, click the down-arrow.

In the screenshot above, the Medical Assistant category has an [-] symbol which indicates the category has been opened to view. Click the [-] symbol to collapse the category again.

The boxes against each category can have one of three values:

- blank – no modules in that category are selected
- green tick – *all* modules in that category are selected
- hollow square – *some* modules in that category are selected (as seen in the screenshot above, for Medical Assistant)

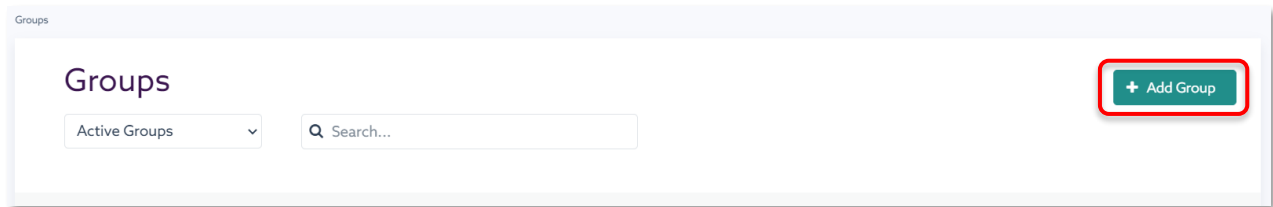
For an individual module, the checkbox can either be blank (module not selected) or checked (module is selected).

Make sure to click [Save] at the bottom of the screen to save any changes you've made.

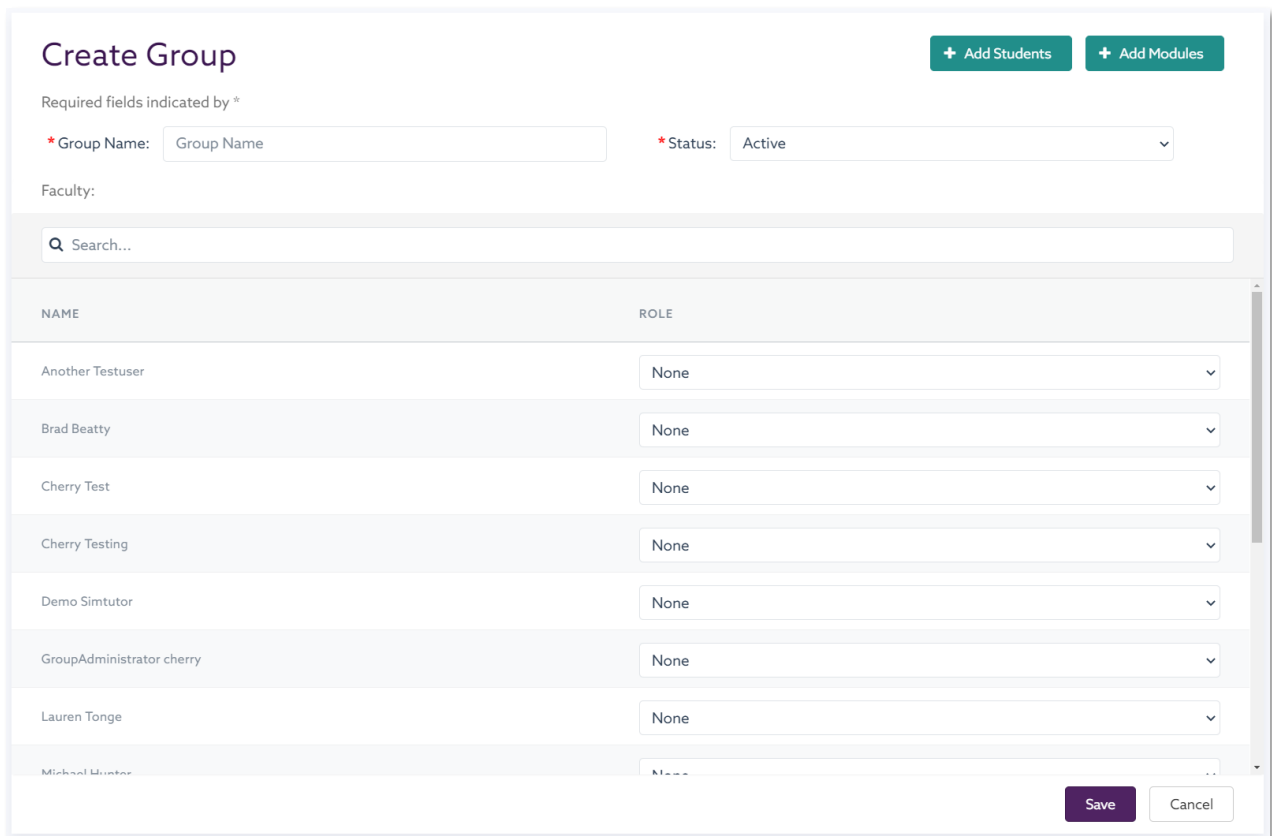


## 4.5 Add a new group

In the Groups section, click **[+ Add a group]** :



This will display the Create Group detail form:



NAME	ROLE
Another Testuser	None
Brad Beatty	None
Cherry Test	None
Cherry Testing	None
Demo Simtutor	None
GroupAdministrator cherry	None
Lauren Tonge	None
Michael Hunter	None

- **Enter the desired group name and choose the required group status:** Active or Inactive.

Note that the default status is “Inactive”. You need to change the group’s status to Active before students will be able to log in.

- **Faculty:**

Only users tagged as faculty in the main SIMTICS user database will be listed in this section.

For each faculty member you want to grant access to this group, choose the Role to define the required privilege level: either Group Instructor or Group Administrator. You cannot assign a higher level of privilege than you have yourself, so if you have Group Instructor privilege, you can only assign that same privilege to others.

These privilege levels are described in sections 1.2 and 4.2 of this document.

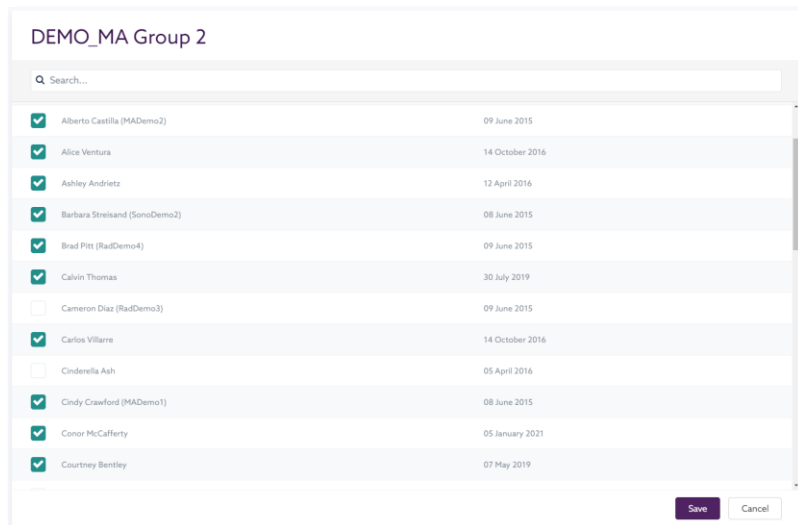
*Usually Group Instructor is sufficient privilege for instructors. This allows the user to view reports and add users to a group.*

*Group Administrator role is a higher level privilege that allows the user to perform any function with groups.*

- **Add students to the group:**

- Scroll down and click [Save] to save the new group
- Click **+Add Students**
- Only users that are not tagged as faculty in the SIMTICS user database are listed in this section.
- Use the Search... box to search for a user to add.
- Click on a checkbox to the left of their name to select or deselect a user to be a Student in this group.

*Tip: To quickly view new students whose accounts have recently been set up, click on the "DATE" column heading to sort the records by the date they were added. Click again to show the latest ones at the top of the list.*



DEMO_MA Group 2		
Search...		
<input checked="" type="checkbox"/>	Alberto Castilla (MADemo2)	09 June 2015
<input checked="" type="checkbox"/>	Alice Ventura	14 October 2016
<input checked="" type="checkbox"/>	Ashley Andrietz	12 April 2016
<input checked="" type="checkbox"/>	Barbara Streisand (SonoDemo2)	08 June 2015
<input checked="" type="checkbox"/>	Brad Pitt (RadDemo4)	09 June 2015
<input checked="" type="checkbox"/>	Calvin Thomas	30 July 2019
<input type="checkbox"/>	Cameron Diaz (RadDemo3)	09 June 2015
<input checked="" type="checkbox"/>	Carlos Villane	14 October 2016
<input type="checkbox"/>	Cinderella Ash	05 April 2016
<input checked="" type="checkbox"/>	Cindy Crawford (MADemo1)	08 June 2015
<input checked="" type="checkbox"/>	Conor McCafferty	05 January 2021
<input checked="" type="checkbox"/>	Courtney Bentley	07 May 2019

Save Cancel

To save your changes to the student for this group, click on the purple **[Save]** button at the bottom of the screen.

### **Add modules for the new group**

This function is switched off by default. Please review section 4.4 in this guide for more information.

## 5. Common Questions

### How can I tell if a student has logged in recently?

Go to Reports > Recent Activity and search for their name.

### I have students enrolled in my class but I can't see them on the user list to add them to a group

This is most likely to be because the student hasn't activated their SIMTICS account yet.

- If you are using an LMS for student access, their accounts will be automatically created the first time they launch a SIMTICS assignment from the LMS.
- If your students are purchasing their own subscriptions through the SIMTICS website or with a voucher code from the bookstore, they need to activate that purchase before you see them in the system.

### Some of my students say they have started work in SIMTICS but I can't see them in any reports

This usually means the student(s) have not been assigned to a group yet. They must be in an active group in order for you to see them in reports.

Go to the Groups section of the system (using the Groups icon right at the top of the page), select the group they should be in and click [+ Add Students].

You can search for their name. Add them to the group and save your changes.

### A student says they have completed a simulation, but I don't see it on the summary

Only *Test Mode* simulation data is shown on the summary displays. If the student has only completed Learn Mode or Practice Mode simulations, those are not displayed on the summary – you will need to view their Detail Report or Full Detail Report to see those other results.

Also note that sometimes students get confused between a quiz and a Test Mode simulation. They may have completed a quiz, but not the simulation. You will be able to see this in one of the detail reports.

The other possibility is that the student got to the end of the simulation scenario but exited or closed their browser tab before the score was displayed on-screen. In this situation, the score cannot be calculated and therefore is not recorded.

### I'm not convinced this student has done the work I need them to

Go to Reports > Students and search for the student. Click their User Name or name to view their study data. If you are concerned about their work in a particular module, scroll down to find the

module and click the [Detail Report] link in the right-hand column to view their report for that module.

Alternately, to get a report on *all* modules they've studied, find and click [Full Detail Report] at the top right of the screen.

### How can I tell if a student has completed all the simulation scenarios and quizzes for a module?


Go to Reports > Modules and select the required module. Click [Activity Detail]. This will display all attempts and completions for quizzes and simulation scenarios in that module.

### I want to see the students who are struggling with a specific module

The best way to find students who are struggling is in the Modules report area.

Go to Reports > Modules and select the required module. Then use the search fields at the top of the next page to find students who have achieved less than a certain score.

For instance, if you want to see “students who have scored a maximum of 60% in a Test Mode simulation”, you would enter “60” in the “Max Test” field:



Reporting / Modules / Administer Intramuscular Injections

### SIMTICS Group Activity Summary for Module: Administer Intramuscular Injections

Select Group: All Groups | Display: Q Search... | Start: | End: | Print All

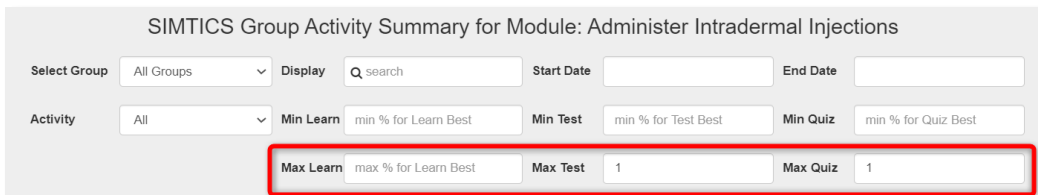
Activity: All | Min Learn: min % for Learn Best | Min Test: min % for Test Best | Min Quiz: min % for Quiz Best | Activity Detail

Max Learn: max % for Learn Best | Max Test: 60 | Max Quiz: max % for Quiz Best

This will find students who have scored between 0 and 60 percent.

You could also look for students who have 1 as a maximum score – this will show students who have not completed that particular type of activity, e.g. Test Mode simulation, quiz, etc.

TIP: You can combine these fields, e.g. search for students who got a maximum of X percent in Test mode simulations and Quiz by entering that X value in the Max Test and Max Quiz fields:



SIMTICS Group Activity Summary for Module: Administer Intradermal Injections

Select Group: All Groups | Display: Q search | Start Date: | End Date: |

Activity: All | Min Learn: min % for Learn Best | Min Test: min % for Test Best | Min Quiz: min % for Quiz Best

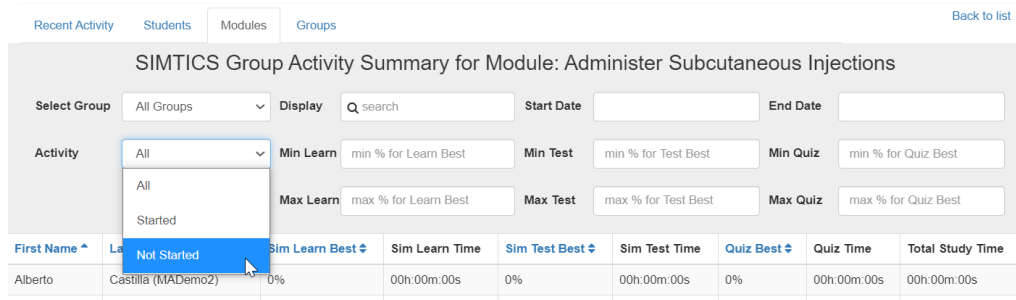
Max Learn: max % for Learn Best | Max Test: 1 | Max Quiz: 1

### I only want to see student data for this semester (or other time period)

For most reports you can choose a Start Date and End Date. See the screenshots above and below for examples – the two date fields are at the top right.

### I want to identify students who have not done any work on a module

Go to Reports > Modules and click on the relevant module name. In the Activity field at the top of the page, select “Not Started” and press enter:



SIMTICS Group Activity Summary for Module: Administer Subcutaneous Injections

Select Group: All Groups | Display: Q search | Start Date: | End Date: |

Activity: All (dropdown menu open showing 'Not Started') | Min Learn: min % for Learn Best | Min Test: min % for Test Best | Min Quiz: min % for Quiz Best

Max Learn: max % for Learn Best | Max Test: max % for Test Best | Max Quiz: max % for Quiz Best

First Name	Last Name	Sim Learn Best	Sim Learn Time	Sim Test Best	Sim Test Time	Quiz Best	Quiz Time	Total Study Time
Alberto	Castilla (MADemo2)	0%	00h:00m:00s	0%	00h:00m:00s	0%	00h:00m:00s	00h:00m:00s

### I need to know how much time my students have spent on SIMTICS each day

You can request that students send you their Daily Time Report that is available from the Log tab in their personal Logbook. Or you can download this report yourself. The report includes up to the last 12 months' of data. See Appendix for an example.

## 6. Important notes regarding integration with LMS

### 6.1 Brief overview

If you are using SIMTICS with your school's LMS, student access to each SIMTICS module is controlled through the LMS.

For each SIMTICS assignment you set up in your LMS, one score is automatically transferred (passed back) from SIMTICS to the gradebook when the student exits their SIMTICS session.

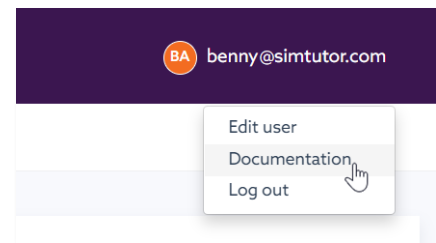
The Learning Tools Interoperability (LTI) interface, which connects your LMS to the SIMTICS system, allows you to choose **one** of these scores to be sent back for each assignment:

- Test Mode simulation (the default)
- or a Learn Mode simulation
- or a Practice Mode simulation
- or a quiz.

You need to use parameters or settings on the assignment if you want to pass back a score other than the default Test Mode simulation score.

The SIMTICS Reporting system allows you to view much more data about your students' work in SIMTICS - all time worked in SIMTICS, activity and scores.

**For more information about the SIMTICS LTI interface and the available custom parameters, please refer to the SIMTICS LMS integration documentation.** You can access a copy when you are logged in to the Group Administration and Reporting System – click on your name at the top right of the page and choose Documentation from the menu (see screenshot at right).



### 6.2 Auto-creation of reporting groups to match course names in your LMS

SIMTICS has the ability to automatically create reporting groups based on the name of the course that each student is assigned to in your LMS when they first access SIMTICS. This avoids the need to set up groups manually and allocate students to them.

If you wish to use this feature and it's not currently switched on for your school, please contact [support@simtics.com](mailto:support@simtics.com) to request this.

### 6.3 Improved LMS assignment setup process

The SIMTICS Technology Team has recently been streamlining the interface between LMS products and SIMTICS. This makes it possible to easily set up assignments using menu options and radio buttons, instead of having to type a text string with multiple parameters for each assignment.

This set of new features was released in March 2021. It is known to work with most popular LMS products, including Canvas.

#### ***A REQUEST FROM THE SIMTICS TEAM:***

The SIMTICS product team at SimTutor is always grateful to receive feedback on additional reports and views that would be valuable to you in this system or for your students in the SIMTICS Logbook.

If you think a new option or feature would be useful, then other faculty are likely to think so too! So please email any ideas, suggestions, questions or complaints to [feedback@simtics.com](mailto:feedback@simtics.com) – all feedback is gratefully received!

We have recently added several new features based on customer feedback, such as the additional search fields on the Reports > Modules report, the Activity Detail report in the Modules tab, and the Daily Time Report. We are also working on a new instructor dashboard.




## Appendix – Reports that Students Can Send You From Their Logbook

You may want your students to send you one or both of these reports that they can download from their SIMTICS logbooks.

### Module Snapshot Summary

Summarizes on one page the student’s current performance in a module. Example below. Students can download this from their Logbook Summary tab. Refer to section 3.2.



## SIMTICS Module Snapshot Summary

**Name:** Demo Student

**Report Date:** 21-Jun-2020


**Module Name:** Electrocardiogram (ECG) - 12 Lead

**✓ General Results:**

Total Study Time	199h:06m:16s
Highest Quiz Score	13.51%

**✓ Simulation Results:** (if relevant\*)

Total Simulation Time	03h:11m:56s
Highest Sim Learn Score	100.00%
Highest Sim Test Score	79.17%



powered by SimTutor

\*Theory-based modules do not contain simulations.

## Daily Time Report

Summarizes time spent in SIMTICS modules by date. This report is available from the student's Logbook Log tab.

Daily Time Report						
User Name: ma.demo1			Report Execution Date: 04/07/2021 12:46PM			
Date: 2021-04-07		Total Time This Day: 00h:33m:35s				
Module Name	Sim Learn Time	Sim Practice Time	Sim Test Time	Quiz Time	General Learning Time	Total Study Time
Perform Venipuncture	-	-	-	00h:02m:27s	00h:00m:16s	00h:02m:43s
Administer Intradermal Injections	-	-	-	00h:02m:14s	00h:08m:42s	00h:10m:56s
Perform Suture Removal	-	-	-	00h:03m:57s	00h:15m:59s	00h:19m:56s
Date: 2021-03-16		Total Time This Day: 00h:08m:59s				
Module Name	Sim Learn Time	Sim Practice Time	Sim Test Time	Quiz Time	General Learning Time	Total Study Time
Obtain Adult Vital Signs	-	-	-	-	00h:08m:59s	00h:08m:59s
Date: 2021-03-10		Total Time This Day: 00h:18m:09s				
Module Name	Sim Learn Time	Sim Practice Time	Sim Test Time	Quiz Time	General Learning Time	Total Study Time
Administer Intramuscular Injections	-	-	-	00h:00m:49s	00h:16m:11s	00h:17m:00s
Obtain Adult Vital Signs	-	-	-	00h:00m:54s	00h:00m:15s	00h:01m:09s

This report is also available in the instructor reporting system, from Reports > Students > *select student* > Daily Time Report.