

SIMULTRAIN 12 TRAINER DESK

The software Trainer Desk

(<https://www.simultrain.swiss/smt12/admin>) is a tool for SimulTrain®12 trainers to smoothly manage the session. SimulTrain® trainers can receive a free access to the tool from office@sts.ch

Features

- The trainer **initializes** the same settings for all simulations.
- The trainer **starts / pauses** clocks on student's computers from his computer.
- The trainer **monitors** the progress of all groups in real time.
- The trainer **presents** the results of all groups to trainees.
- The trainer can **send mails** to students, even during planning phases.

Session for several simulations

- The trainer creates a session by submitting the passwords of the participating groups.
- The trainer sets how the integral score will be calculated by providing the weighting factors for Cost, Schedule, Quality, Motivation, and Risk. The default value is 0.2.

Simulation initializing

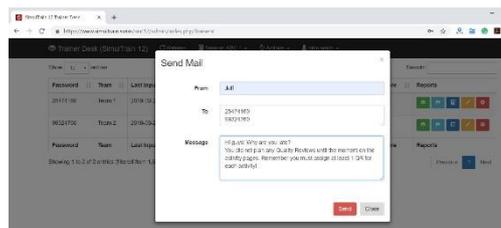
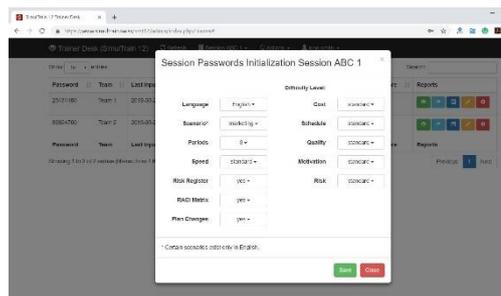
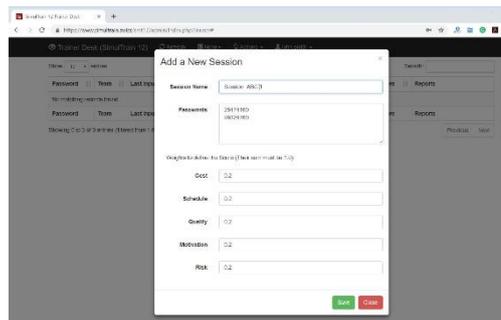
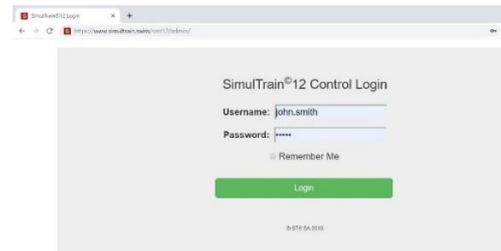
- The trainer can initialize the same settings (language, scenario, difficulty levels, speed, and so on) for many simulations. This avoids mistakes when setting these parameters for every simulation separately at the first login. When students use their passwords, they find themselves directly in the "Office" page without visiting the Simulation Control page.

Progress monitoring

- The trainer can check "the time since last input". An increase in time for one of the groups means it has lost its Internet connection or stopped working. The trainer manages the situation.

Performance comparison

- The trainer can use the reports with the results to show the teams' progress and define the best performer.
- Trainer can access the Learning Points, Status Reports, and simulation itself in a passive mode of each group.

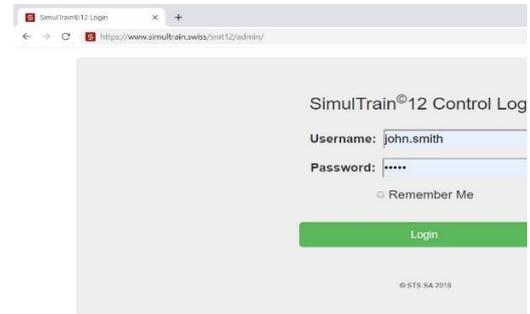


Password	Team	Last Input Time	Site	Time	QPI	QPI	QPI	QPI	RAG	RAG	Score	Reports
2511180	Team 1	2019-02-21 13:02:11	Week 1	day 1	100	100	100	100	100	100	100	Reports
1000180	Team 2	2019-02-21 13:02:11	Week 1	day 1	100	100	100	100	100	100	100	Reports

TRAINER DESK USE

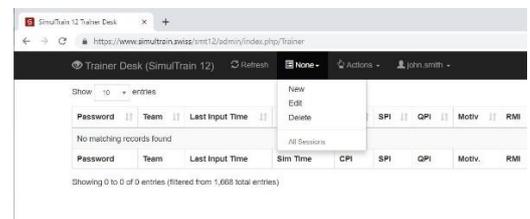
First Login

Login at <https://www.simultrain.swiss/smt12/admin> with a password that you received from office@sts.ch

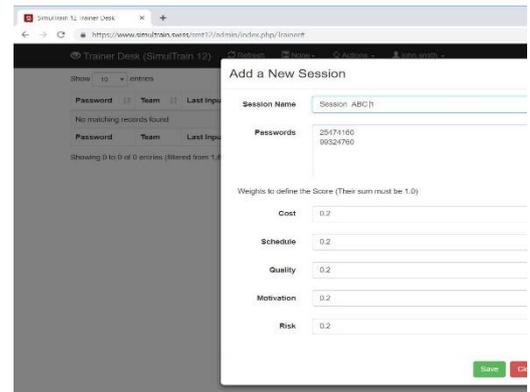


Creating a first session

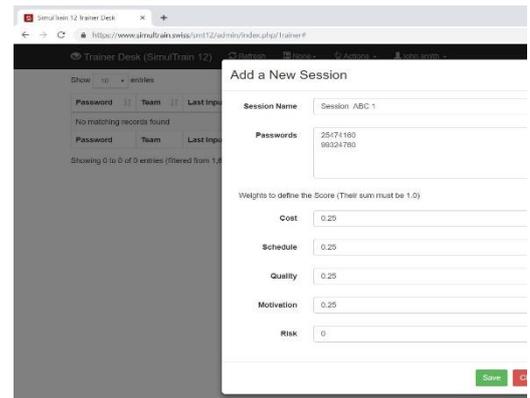
- Click on the previous session name or **None** (if there are no sessions).
- Click on **New**.



- Set the session name as you wish.
- Copy-paste the passwords you received from STS into field **Passwords**. One password per line. No empty lines at the end of the field Passwords.

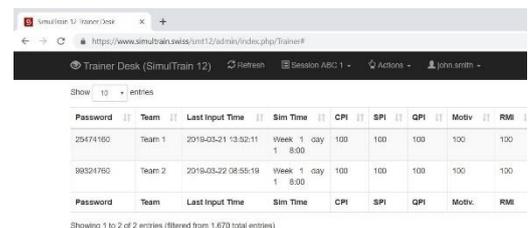


- Set weights for the total score. For example, if you don't use Risk, the weight for all four performance indexes (CPI, SPI, Quality, and Motivation) can be the same 0.25. We recommend that the sum of the 5 weights equals to 1.0.



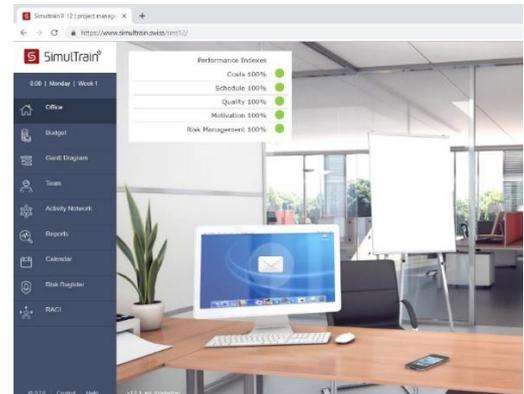
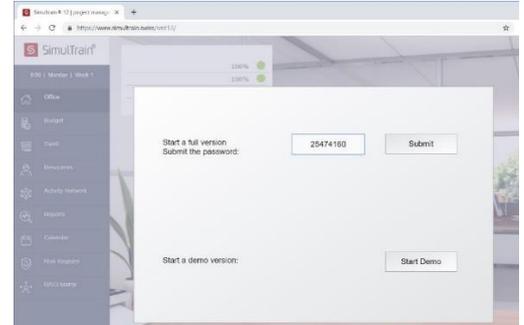
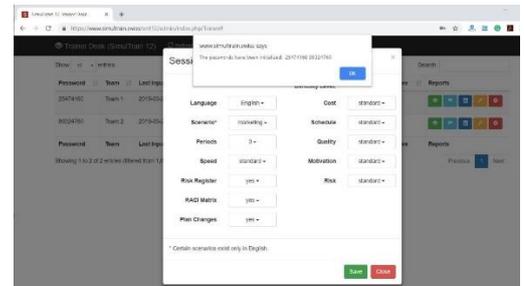
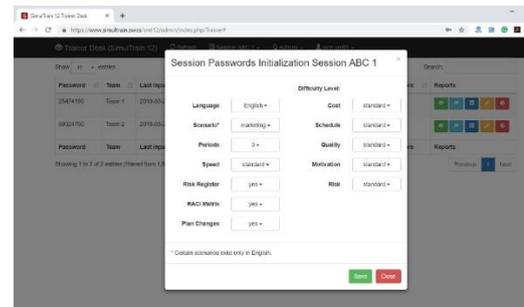
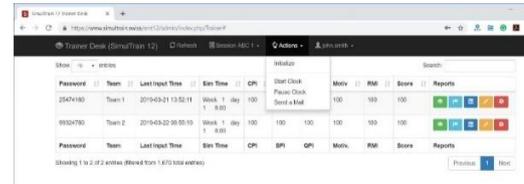
- Click **Save** button.

- You set the first session.



Initializing the Simulations

- You can initialize the simulation only **once** either manually during the first login with the password or via the Trainer Desk.
 - You **cannot change** the setting once they are set.
 - Click on the **Actions**
 - Click on **New**.
 - Choose language, scenario, number of periods, speed, Risk, RACI, Plan Changes, and difficulty levels.
 - Click on **Save**.
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- You will receive the confirmation with the list of the initiated passwords.
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- Now delegates can log in on their computer with one of the passwords at <https://www.simultrain.swiss/smt12>.
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- When they submit the password, they find themselves in the Office.
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- Please check that they are the corresponding settings.
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- If they find themselves in the Simulation Control page or the settings don't correspond to your initial configuration, please follow the instructions in *Annex3 Initial Settings Problems*.



Starting the Clock

- Click on the **Actions**
- Click on **Start Clock**.
- You receive the following message: “*The clock starts once the students send a command to the server. Please ask them to continue the planning. You can also start the clock individually on each computer via Control / life / Start Clock.*”

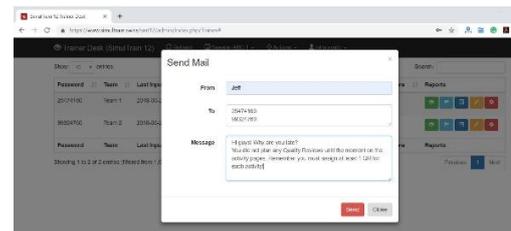
You need to ask them to continue to do planning and do some assignments.
AND / OR

If the clock does not start itself in a minute you can always do it manually yourself. Click on Control button on the student computer (left bottom corner). The code is 'life'. Click 'Start Clock'.



Sending an Email

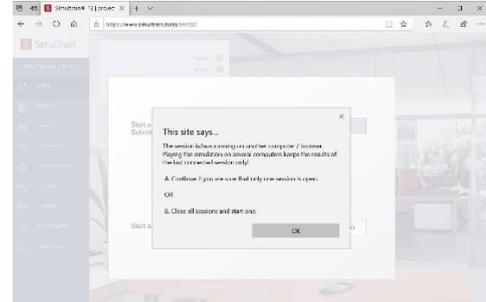
- Click on the **Actions**
- Click on **Send Email**.
- Chose one or all groups (a password per line)
- Chose a sender, who can be You, a person from simulation, for example, Jeff.
- Click **Send**.
- The teams receive the message once they commit an assignment.
- You can send the message during planning.



ANNEX

Annex 1 Multiple Logins

- Never allow delegates to log on two or more computers at the same time.
- They can log off on a computer and log in again on another computer.
- When they change the computer, a warning message appears “The session is/was running on another computer / browser. Playing the simulation on several computers keeps the results of last connected session only!”
- If you are sure that only one active session (this one) is running, just ignore the message and click OK. Otherwise close other simulation (s) before clicking OK.



Annex 2 Passive Login

- The trainer can access to the simulation by clicking on the green eye button. It will be open in a separate window.
- Passive mode means that the trainer can only see the results that are synchronized every minute. You cannot change anything in the passive mode. All buttons are deactivated.
- The trainer can give the link to the delegates to the passive mode, so that they open the passive session on the second computer (not really recommended). The link is
- www.simultrain.swiss/smt12/?active=false&pwd=XXXXXXXX where XXXXXXXX is the 8-digit password.

Passed	Team	Last Input Time	Sim Time	CPI	CPH	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB	CPC	CPD	CPF	CPG	CPH	CPJ	CPK	CPL	CPM	CPN	CPQ	CPR	CPS	CPV	CPW	CPX	CPY	CPZ	CPA	CPB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Annex 4 Enterprise Internet Connection Issues

Certain enterprises use VPN or proxy for Internet connection. Rarely, the website www.simultrain.swiss generates an error at the start (a message: contact STS) or slow with frequent alerts "Internet disconnected".

A. How to check that SimulTrain works normally on an enterprise computer

- 1) Please use the same computers that will be use during the training session(s).
- 2) Connect them via Wi-Fi to the Internet
- 3) Go to <https://www.simultrain.swiss/> with the default browser (Chrome, IE, or Firefox)
- 4) Click "Try the Demo"
- 5) Click "Save and Go"
- 6) If You see the office screen and the text in the middle: "This is a Demo version, . . . ", it means that the software works correctly. The test is passed. No additional tests are needed.
- 7) If You see other message, additional tests are needed.

B. If the test did not pass, then possible workaround solutions are as follows:

- Don't use standard enterprise connection. Use GUEST account to connect to Internet via WiFi.
- Switch off proxy in the computer / browser settings if you have rights to do so.
- Use trainees' computers instead of the corporate computers.
- Use Mobile hotspot of your cell phone to provide computers with Internet connection.
- To ask the responsible to put the site www.simultrain.swiss into the white list (exception list of the proxy)
- Use website <https://www.teamsim.com/smt12/> (the same passwords)
- Use website <https://www.simultrain.net/smt12/> (try DEMO and if it works, ask for new passwords)
- Use website <https://sandbox.simultrain.swiss/smt12/> (try DEMO and if it works, ask for new passwords)
- Use SimulTrain 11 at www.simultrain.com/smt/ (try DEMO and if it works, ask for new passwords)
- Contact Igor Kokcharov its phone, skype, mail.