SIMULATIONiQ™ Counseling—Access Video: Student

To access videos in SIMULATIONiQ Counseling, follow the instructions below.

Video

Click Videos to search for videos uploaded to the web application and recorded in the Video Recording application.

Search by:
- Course
- Event
- Date Range
- Bookmark

1. Click Videos. The Videos search screen appears.
2. You must enter the search criteria to search for videos and then click Search. The videos that meet your search criteria appear in the grid.
3. Double-click the video you wish to view. An acknowledgement screen appears.

The application will be running throughout the video playback. So, please make sure to close the video before leaving your workstation.

I acknowledge and agree that it is my responsibility to close the video if and when I will not be watching. If I fail to do so, I would be in violation of HIPAA rules and regulations and would bear all penalties allowed by the law.

Continue
IMPORTANT! Once you select a video, an acknowledgement checkbox appears to remind you to close the video when finished viewing to avoid HIPAA violations.

4. Click the acknowledgment checkbox and then click Continue. The Student Work Area appears.

Play the recording
Click the link under Documents and Videos. The video appears. Use the video controls as detailed below to playback the recording.

<table>
<thead>
<tr>
<th>Video controls</th>
<th>Audio Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play</td>
<td>Click Play to play the video. The green checkmark indicates which camera view is selected (if more than one camera view is available).</td>
</tr>
<tr>
<td>Stop</td>
<td>Click Stop to stop the video.</td>
</tr>
<tr>
<td>Pause</td>
<td>Click Pause to pause the video.</td>
</tr>
<tr>
<td>Volume</td>
<td>Click the volume slider bar to adjust the volume.</td>
</tr>
<tr>
<td>Full Screen</td>
<td>Click Full Screen for a full screen view.</td>
</tr>
<tr>
<td>Exit Full Screen</td>
<td>Click to exit full screen view or click the Escape button on your keyboard.</td>
</tr>
<tr>
<td>Time Elapsed</td>
<td>Displays how long the video recording has been running.</td>
</tr>
<tr>
<td>Time Remaining</td>
<td>Displays how much time remains on the video recording.</td>
</tr>
</tbody>
</table>

To increase or decrease the volume settings:
- Move the volume slider to set the desired volume, OR
- Go to Control Panel > Sounds > right-click on Speakers > Properties > click Levels tab > move the slider to set the desired volume.
Use **Bookmarks** to mark the video at a desired location. Bookmarks allow for quick location and review of important events that take place within the recording and are available to anyone reviewing the video in the future.

- Multiple users can add bookmarks to a video. Only the user who created the bookmark can edit or delete it.
- Click the drop-down arrow to display all bookmarks or filter by your bookmarks.
- The grid shows which user bookmarked the video (such as for a team session).

**Checklist Evaluation**

To evaluate the Event with the evaluation checklist:

1. Click the **Checklist Evaluation** tab and then click the **Evaluate** icon. The **Evaluation** screen appears.

The **Evaluation** screen displays:

- the name of the course
- the name, date and type of event
- the student’s name
- the client’s (patient) name(s)
- user-defined fields, if applicable
- the evaluation checklist
- a description of the event, if provided
- the document or video to be evaluated
Completing the Evaluation Checklist

- For multiple choice questions, click the appropriate checkbox for each question based on the evaluation scale. Note: Click the Evaluation Scale link to view how the evaluation scale is defined.

- For text responses, type your response in the text box.

- In the Comments field, click the drop-down arrow to add more feedback as needed.

- To add an overall comment on the evaluation, click Overall Comment.

- Click Submit once the evaluation is complete.

Submitting the Evaluation to Faculty

- Click the Student Work Area tab.
- Click the Submit video(s)/document(s) to faculty for evaluation checkbox.
- Click the Submit to faculty button. The Submission will appear in the Completed Items area of your Dashboard.