Forio Coach Manual

Logging in and assigning exercises to learners

FORIO URL: https://forio.com/app/gift-of-life/performer-v3/#/login

Coach's Facilitator account: firstnamefac001
Example: laurafac001
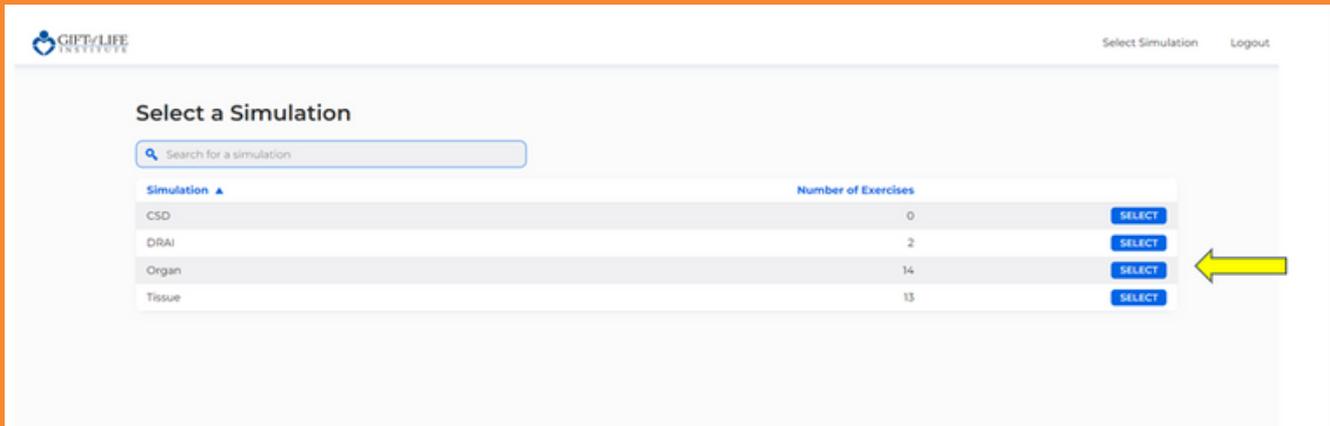**Password: Goli@2004**

➡️ **You must use Chrome, FireFox or Edge as the browser** ◆◆◆

- Log in with facilitator credentials
- Select appropriate group name from the drop-down menu below the log in credential fields. The group name will be: "learner's name_date of WebEncounter"

- Select category type of simulation that will be assigned

- Page populates with a dashboard
- Click the "assign exercises" link
- Select exercise you want to assign by checking off the check box next to it
- Click "assign" button to the right of the exercise
- Assignment moves to right side of screen under "Assigned Exercises"
- Click "assign exercise" button on the bottom right of screen

- Check off the checkbox to the left of the learner's name and then click assign selected button; Conversely, you can also click the assign button next to the learner's name
- Select the "assign exercise" button on the bottom right of screen
- Settings for all exercises screen populates
- Check off box for "learners must play exercises in assigned order"
- Select who will play support role by checking off "facilitator"
- Select "finish setup"

Note: If you have multiple simulations for the SAME LEARNER that are on the same day, you may assign all exercises at one time. Choose all exercises and then select the "assign exercise" button on the bottom right of screen. If you are assigning multiple exercises, please deselect "learners must play exercises in assigned order"

Assigning reviewers to specific learners

- Navigate to "Setup simulation" header (top row, next to dashboard heading)
- In dropdown menu, select "assign reviewers"
- Next to learner name that you just assigned, select the reviewer from the dropdown menu that matches the supervisor's information from confirmation email


- Click "save reviewers"
- Make sure the assignments are correct prior to opening the simulation, as once the simulation is open, you cannot close it to change assignments
- In role play workshop box on right side, move toggle button to open and click blue "open" button in the pop up box to open the simulation

Last Updated 7/9/24
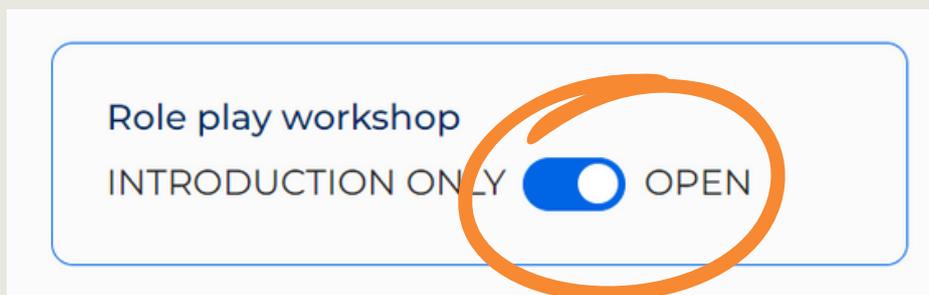
Running the simulation

- Dashboard populates
- Select link of exercise name listed under exercises
- Click "begin role play" button (populates when learner is in system and selected that they're ready to begin)
- If the prompt states "waiting for player" - keep pressing the "refresh" button until the learner is ready and the "begin role play" button populates in blue
- Set up audio and video (troubleshooting listed on last page of guide)
- Hit "finish setup"
- Click "I am ready to begin" button (note: if you are using a tissue scenario, you will also need to select the "make a call" button)
- Use role play partner chat on right side of screen to communicate when needed
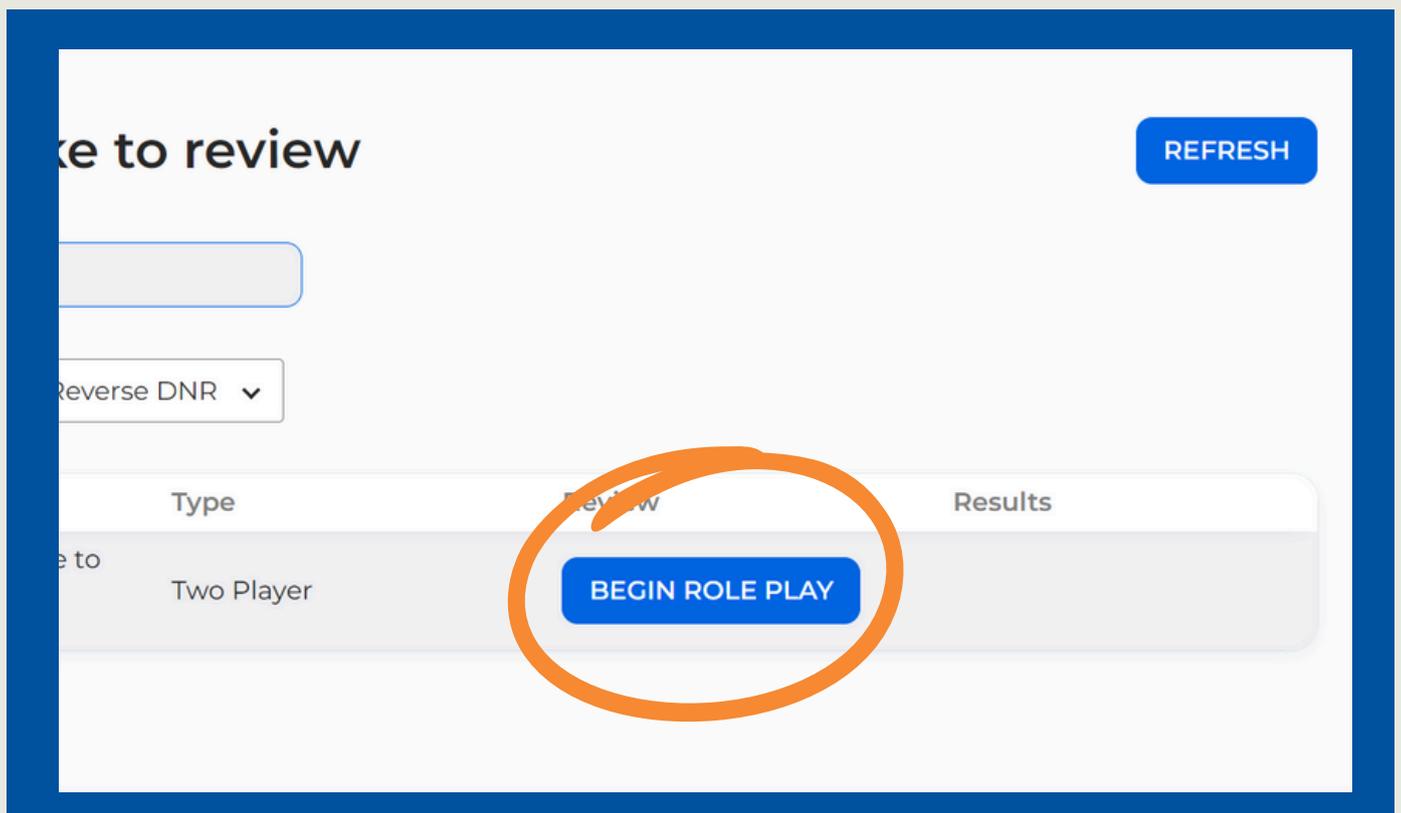
Menu and flag selection
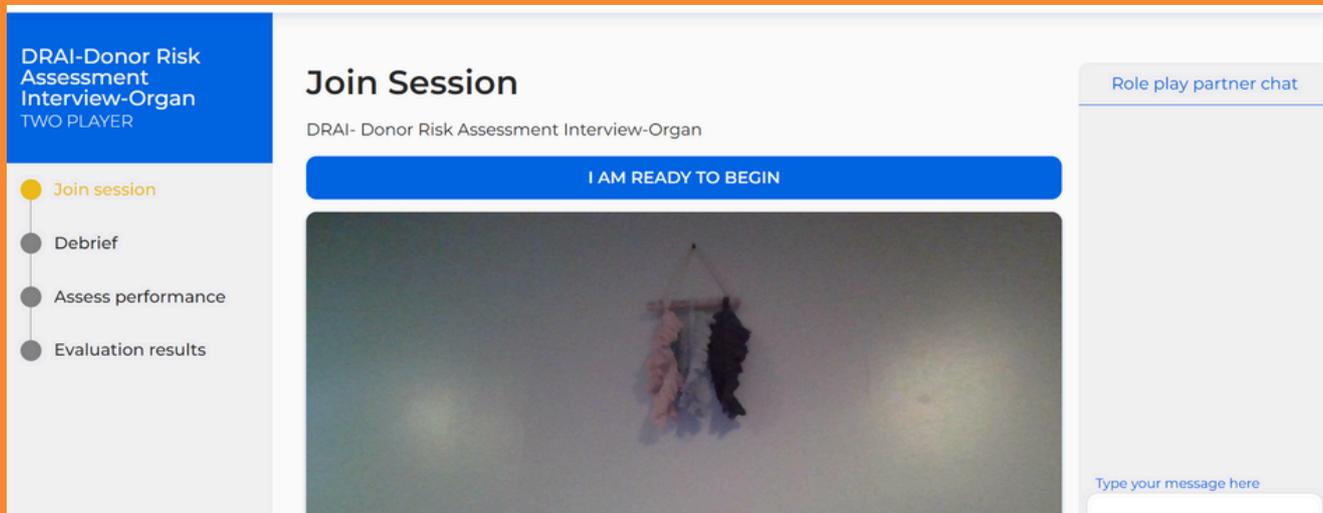
Left side menu:

Name of exercise

Join session

Debrief

Assess performance

Evaluation results

- Use the "mark the video with the following flags" on right hand side of screen while conducting the role play. Each flag denotes a skill. Please select whether the skill is achieved in the appropriate way by choosing green, yellow or red. Make sure you mark all the skills before you end the role play, as you will not be able to go back to do so

Peer Call

Organ - Family Understands BD - Fundamental Dual Advocacy Pediatric

● Recording
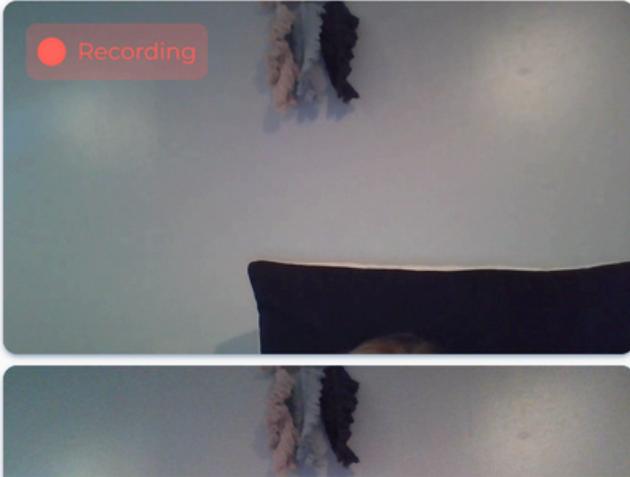
Mark the video with the following flags

1	Introduces Self Clearly	▲	◐	▼
2	Introduces Self as Specialist	▲	◐	▼
3	Addresses Family by Formal Name	▲	◐	▼
4	Expresses Condolences/Acknowledges Gravity of Situation	▲	◐	▼
5	Offers Family Care/Comfort Measures; Meets Basic Needs	▲	◐	▼
6	Prompts for and Answers Questions/checks for Understanding	▲	◐	▼

- Click "end role play" (red button at bottom) when done

Mark the video with the following flags

| 6 | Prompts for and Answers Questions/checks for Understanding | ▲ | ◐ | |
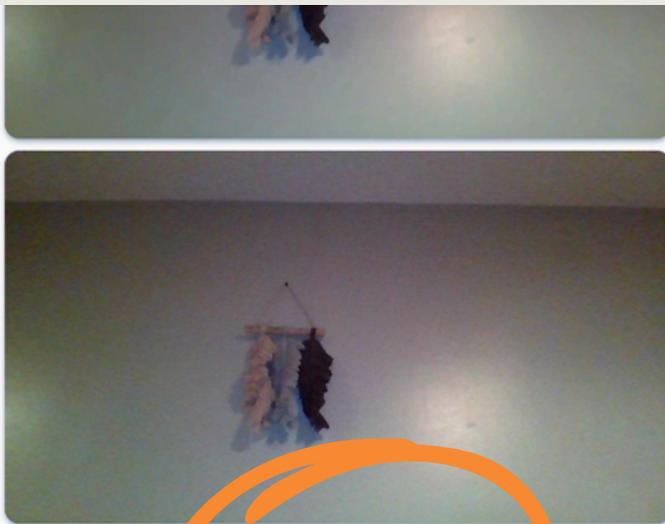
END ROLE PLAY

Cancel and Restart

Set Up Audio and Video

After Role Play-Conducting Debrief

- A pop up window appears and you can choose what to share
- Chrome tab: choose GOLI-performer, toggle on share tab audio
- Click share button
- Hit start recording button
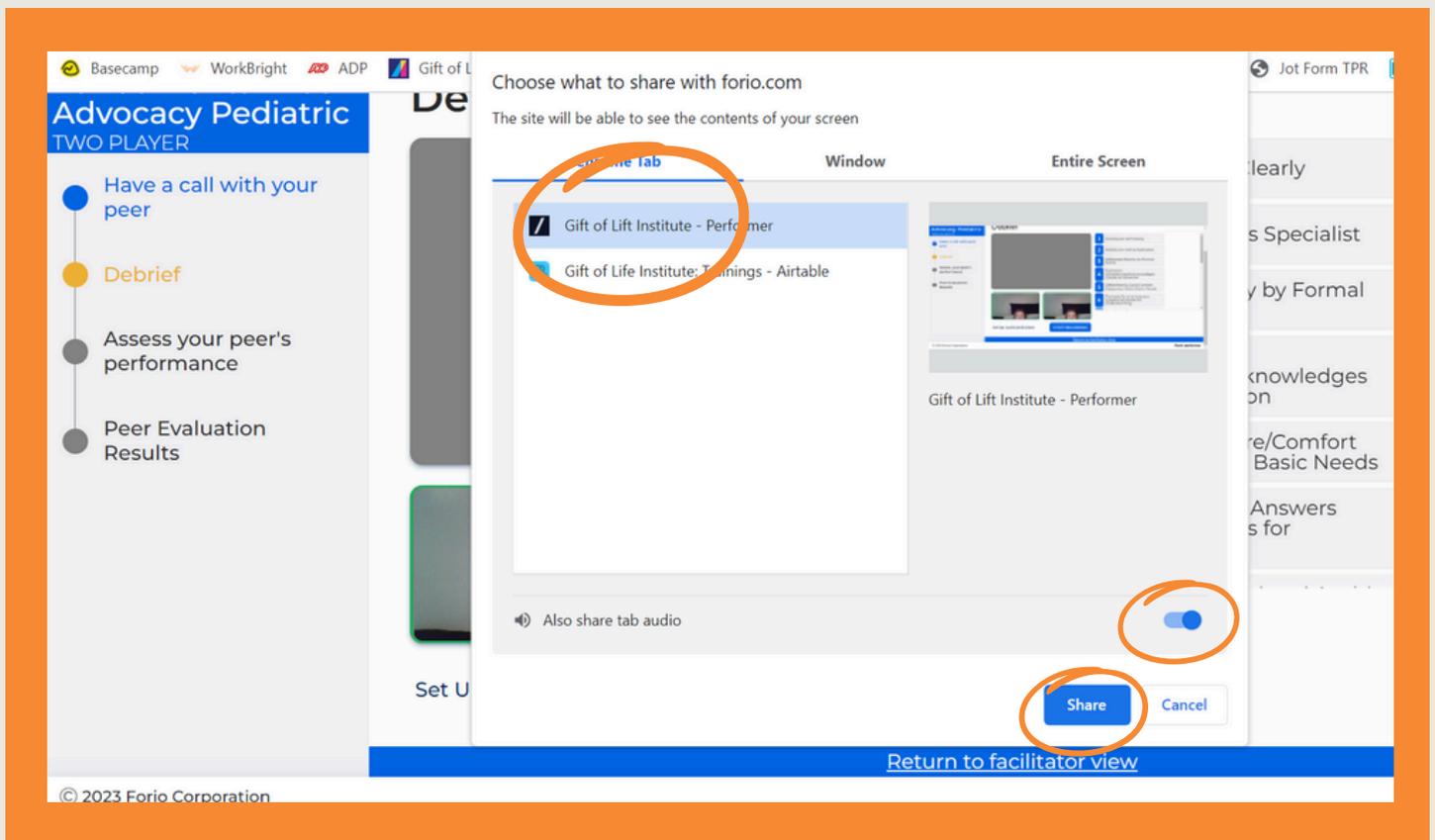
- Conduct debrief; If needed, select "view example" at top right to share video vignettes. You can search by keyword for skill
- Click on any flag marker (actual red, yellow, or green flag icon) and it will skip to the point in the video where that skill was demonstrated (in top role-play video screen on right)
- Please remind the learner that they MUST complete the review questions that appear following ending the debrief for the results to be logged
- When finished, select "end debrief" button- this will disconnect you from the learner and take you to the evaluation section
- Watch video
- Answer the review questions

Viewing Learner Results

- Hit "continue"
- Results screen populates
- Coach can view all flags, watch role play, watch debrief
- Selecting flag icons will skip to the part in the video where skill was demonstrated
- Hit return to dashboard
- Dashboard shows completed exercises and can view results or conduct review

Audio/Video Troubleshooting

- If you or the learner have difficulty connecting audio or video, please select the "Get Help with Audio & Video" red link at the top right of the System Check and Audio/Video Setup Page
- This populates a Connection Test and some helpful resource links
- Another option is to encourage both parties to check the speaker settings of their computer by clicking on the speaker icon on the bottom right of their screen