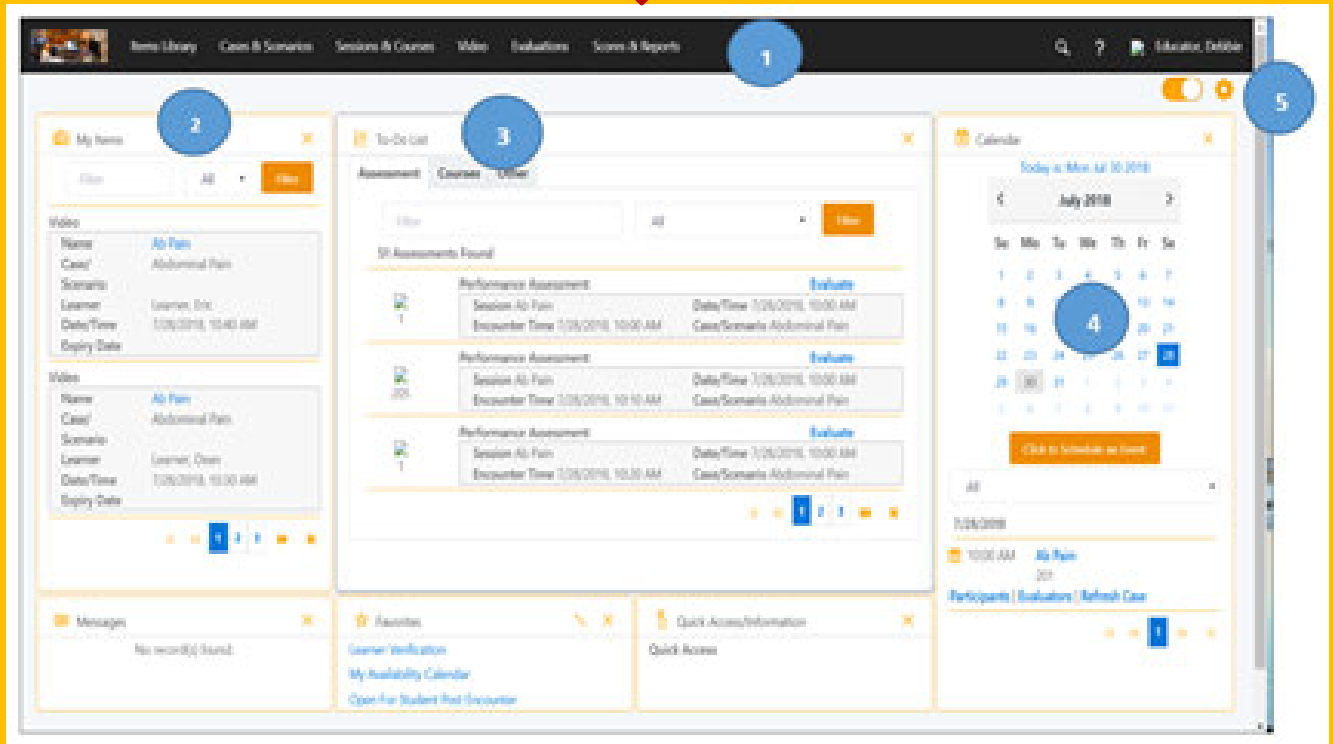


Faculty Dashboard



How do I login (SIMiQ)?

1. **GO TO:** <https://sim.utsouthwestern.edu>
2. **Enter** your UTSW **User Name** and **Password**
3. **Click-on** **Login**

LOGOUT

Click-on your **Name** ⁵ in the upper to right corner
From the drop-down menu, **select** **Sign-out**

How do I know what SIM Activity I'm scheduled to support?

1. From the Dashboard, Go to "**Messages**".
2. Just under the **Messages**, you will find the name, time, and room # for the SIM activity you have been enrolled in.

Note: All surveys, assessments, or evaluations required should be listed under the **TO-DO List**.

How do I add video bookmarks/Annotations?

1. **Click-on** the "**Bookmark**" Tab to the right of the video.
2. **Select** the **Bookmark Group** from the drop-down menu.
3. **Click-on** the Icon of the **Bookmark** to be placed.

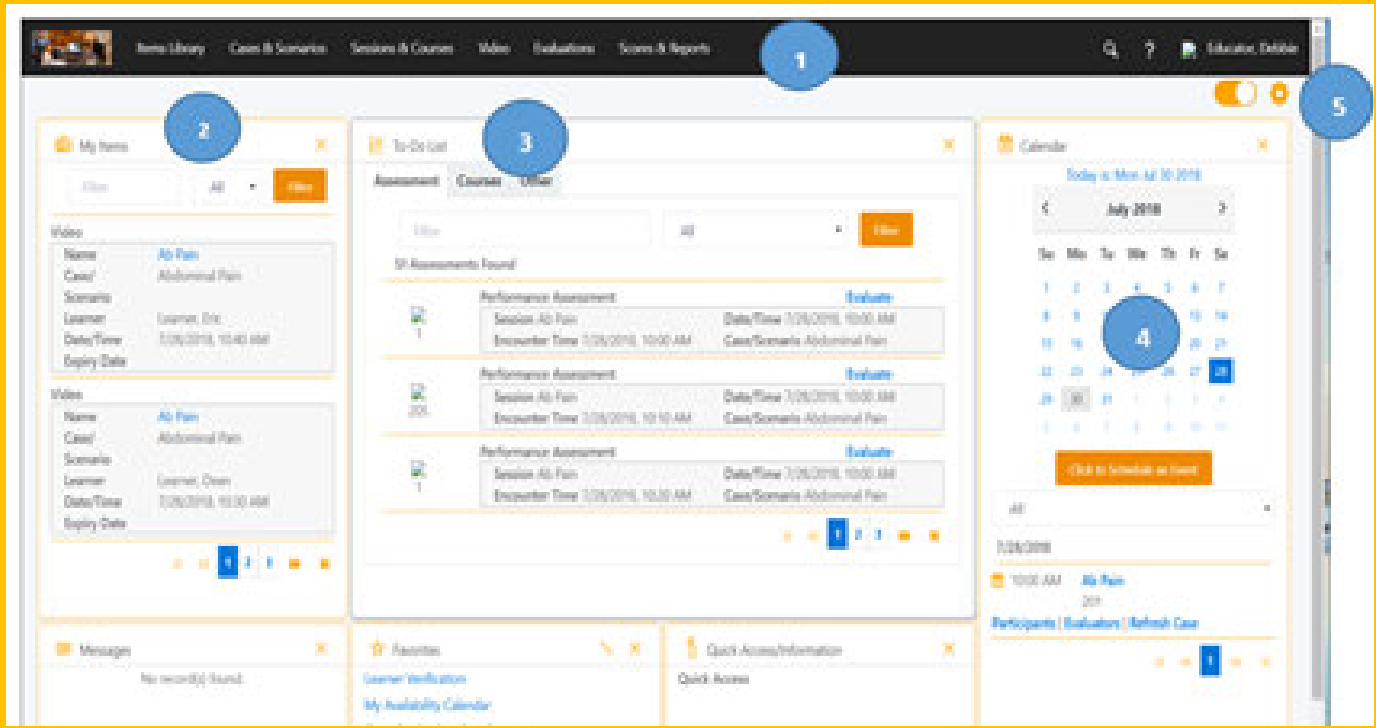
Note: Bookmarks are placed 5 seconds before the point in the video when the bookmark icon or New Bookmark button was selected . Remember Annotations can be added to your Bookmarks.

How do I access learner's video?

1. From your SIMiQ Dashboard
2. Go To **Video (Black Navigator Toolbar)**. ²
3. Select your **Video** (Today, up to last 30 days)

Note: Video older than 30 days can be found under

Video tab on the **Black Navigator Toolbar**. ¹ *All video with an hour glass symbol next to them are not ready to be viewed.



How do I view the SIM activity calendar?

1. From your SIMiQ Dashboard, locate the **Black Navigator Toolbar** ¹ at the top of the dashboard and *Click-on* **Sessions & Courses**.
2. *Click-on* "**Calendar**"

Note: you can filter by session name, day, week or month. *Double click-on* session name to access more detail about the session you are searching for.

How do I evaluate learners assigned to me in a SIM Activity Session?

1. Go to Section ³ "**To-Do List**" on your Dashboard.
2. A list of to do items are listed for each SIM Activity you are scheduled to support
3. *Click-on* the highlighted word (**Evaluate**) to begin each learner evaluation

How do I access my user profile?

1. *Click-on* your "**Name**" in the upper right corner on the **Black Navigator Toolbar**. ¹
2. *Click-on* "**Profile**".
3. *Click-on* "**Sessions**" on the left side of the screen to see all sessions you have participated in and sessions you are scheduled to teach.

How do I know if a Learner has completed their Pre and Post Survey and Assessments?

1. From your SIMiQ Dashboard you will find your SIM Activity listed beneath the calendar in **bold blue** font."
2. *Click-on* **Participants**.
3. *Click-on* "**Monitor Session**" (Left-side of the screen).

Note: All Learners enrolled in the SIM Activity will be listed with one of the following statuses for Surveys, and assessments: **Red (Pending)**, **Yellow (In-Progress)** or **Green (Complete)**.