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 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 in the upper to right corner
From the drop-down menu, select Sign-out

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)
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. 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 at the top of the 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 access my user profile?

1. Click-on your “Name” in the upper right corner on the Black Navigator Toolbar.
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 evaluate learners assigned to me in a SIM Activity Session?

1. Go to Section “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 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).