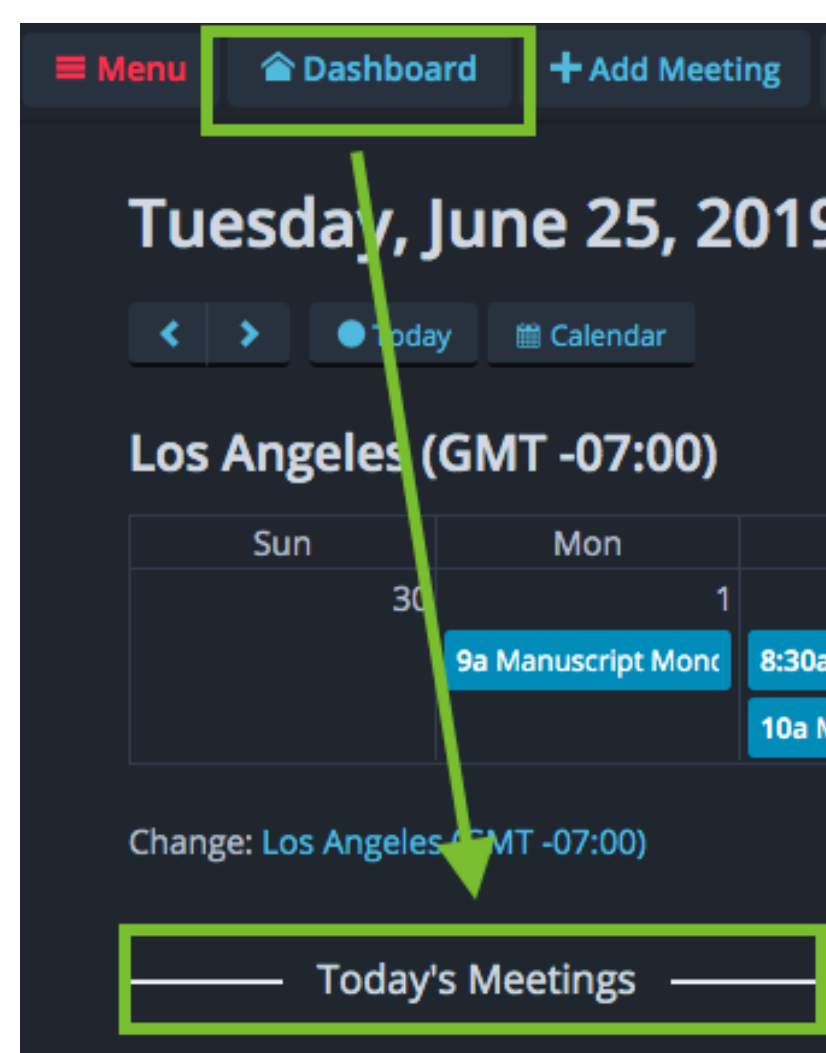


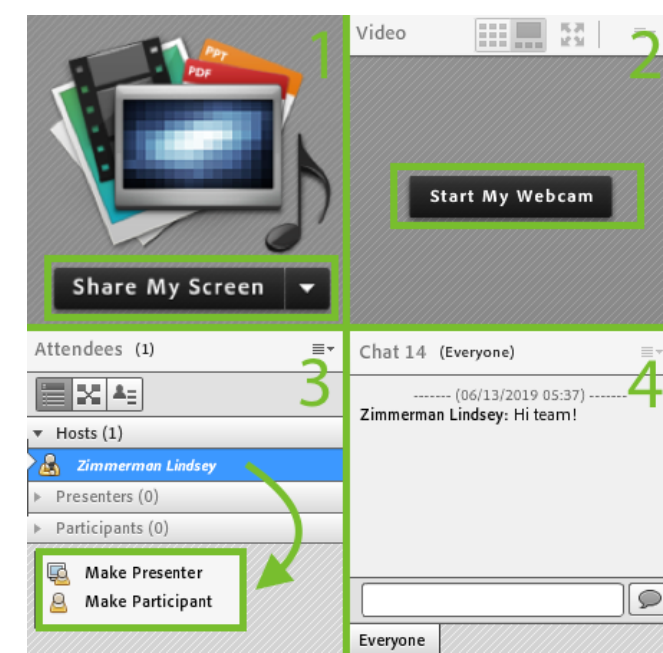
mtl.how/lucid

1. Login & select “Dashboard” from top menu.
2. Find & join meetings under “Today's Meetings”



mtl.how/live + VANTS

mtl.how/live VANTS# : 1-800-767-1750; 27379

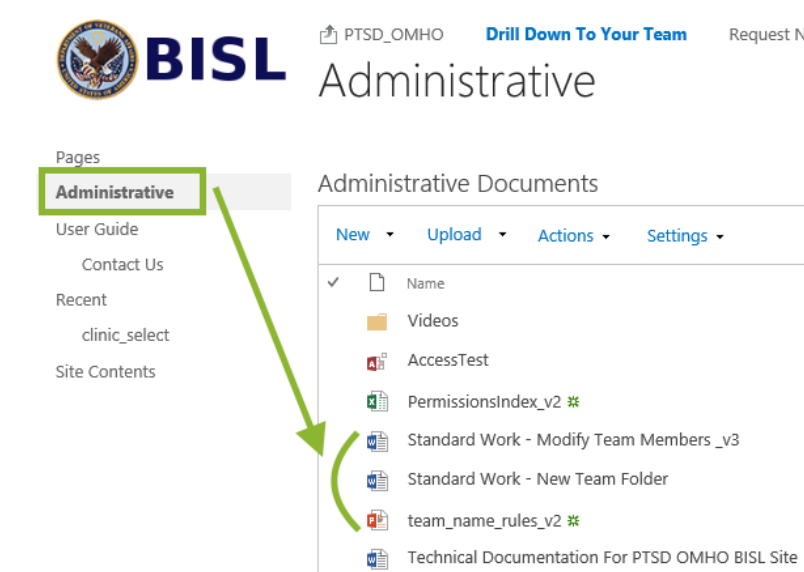


1. Share screen > Select “Applications”
2. Share webcam
3. Promote attendees to “Presenter” to give screenshare access
4. Chat w/team

mtl.how/data

mtl.how/data Select “Administrative” for instructions on:

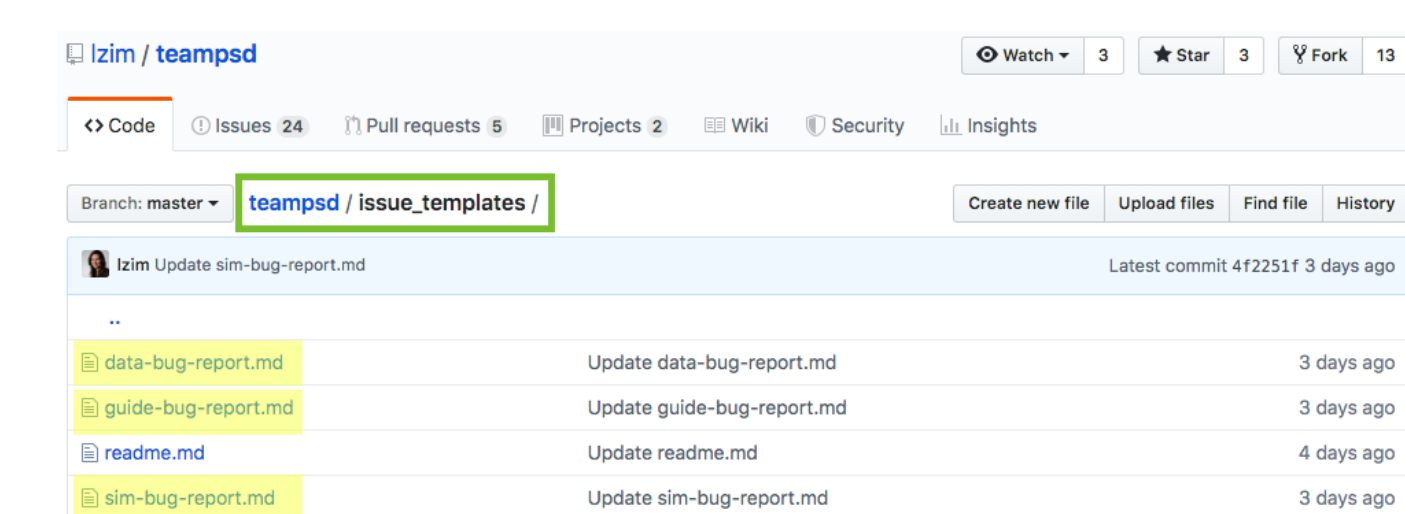
- Standard Work - Modify Team Members
- Standard Work - New Team Folder
- team_name_rules: 3# digit healthcare system + 2# alpha location code + 3# alpha location acronym + team name; i.e. 100a0_abc_teama



mtl.how/teampsd

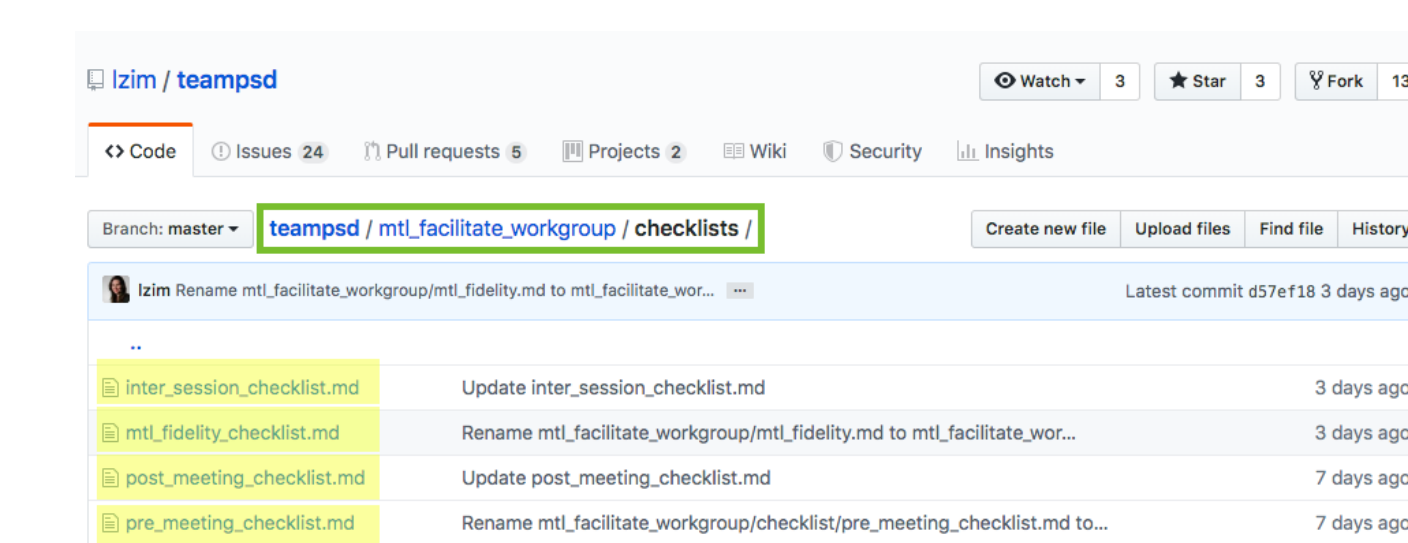
Issues Templates

Choose & copy template to create new issue.



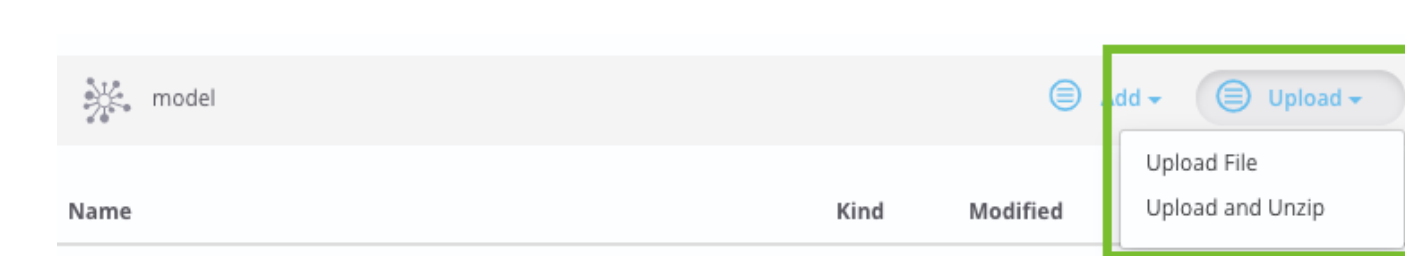
Pre, Inter, Post, & Fidelity Checklists

Document & prioritize facilitator needs/questions per session with checklists.



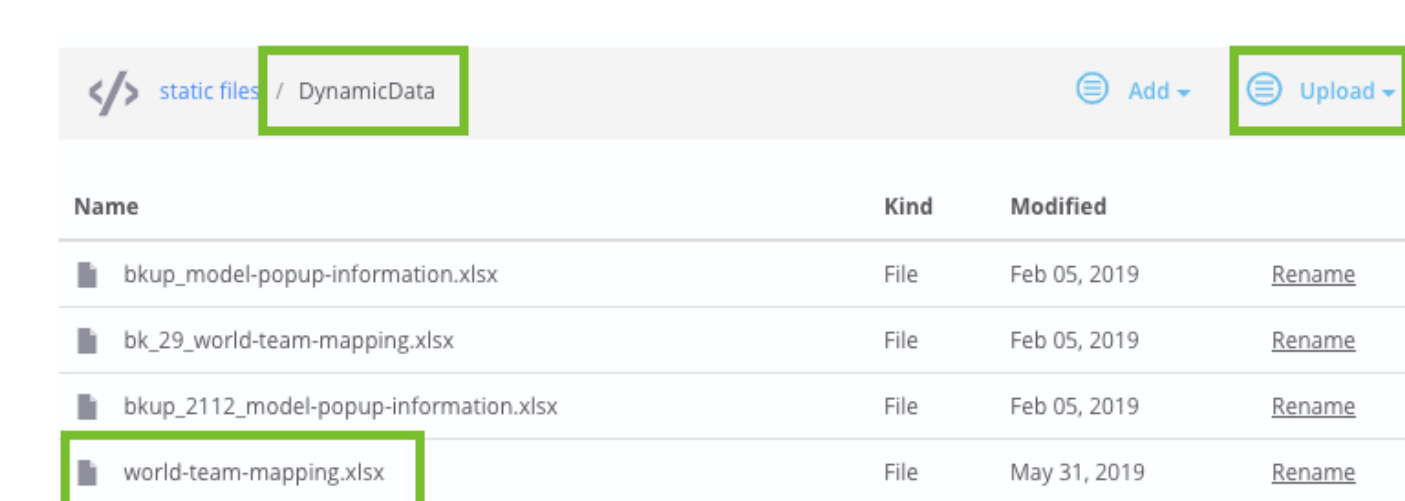
mtl.how/facilitate

A) Model



1. Download data file from mtl.how/data.
2. Upload file.
3. Add in Team Data Menu Maintenance at mtl.how/sim.

B) Interface

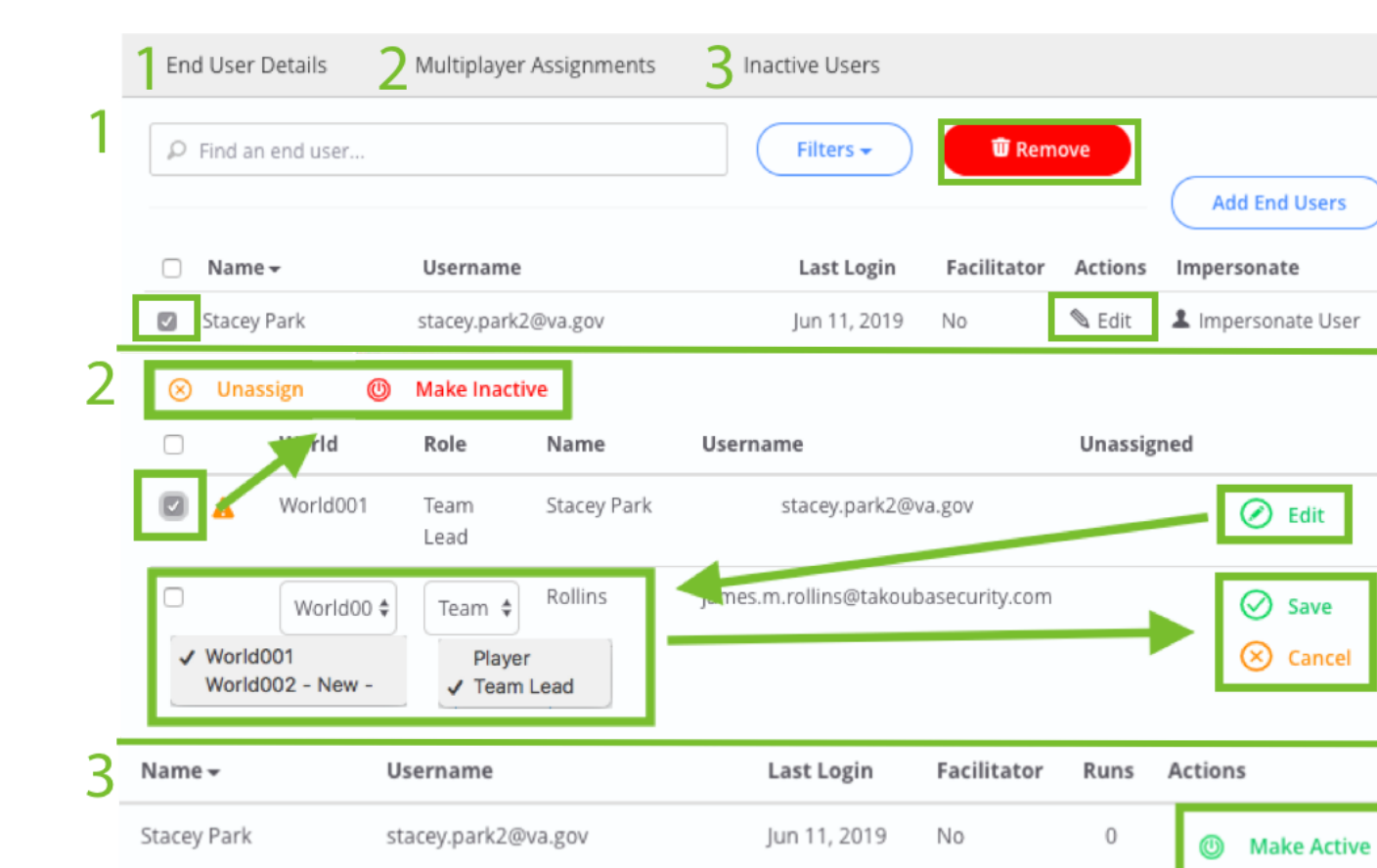


1. Click on Dynamic Data Folder
2. Click on “world-team-mapping.xlsx” & “View Raw” to download
3. Add Group Name = team name, WorldID = World# assigned in “Multiplayer Assignments,” & TeamName = team world.
4. Re-Upload w/exact same file name (“world-team-mapping.xlsx”)

C) Groups

1. Click on Add Group
 2. Leave all field blank except:
- Organization & Group Name = team name + team or ind i.e. 100a0_abc_teama_team

User Management within a Group

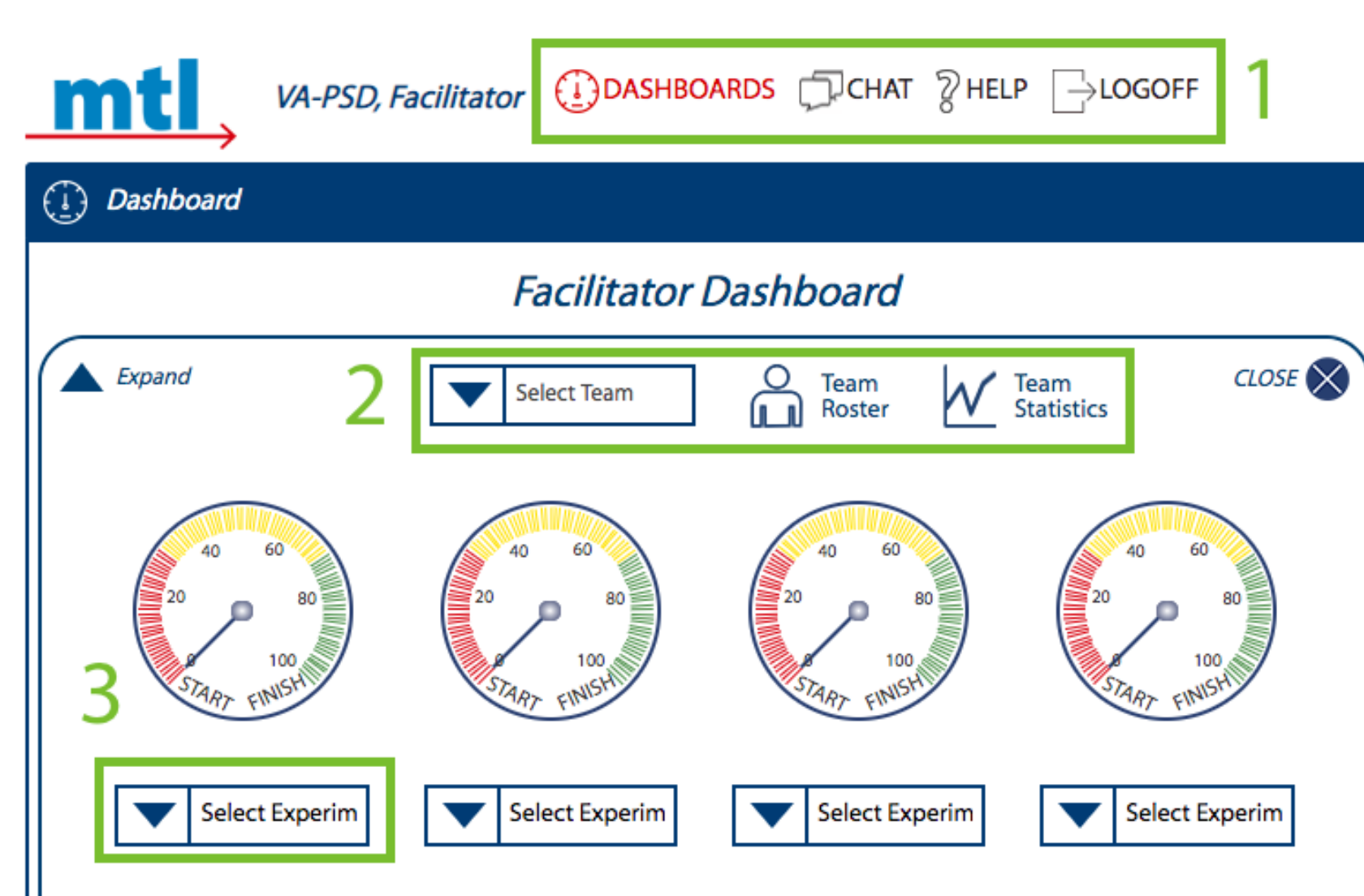


1. End User Details
 - Add End Users: Download template (add name, email, & password), upload users, & choose “Keep and Add to Group.”
 - Remove End Users
 - Change to Facilitator Role: Click Edit, facilitator “Yes”, & save
2. Multiplayer Assignments
 - Team World - Assign team lead & facilitators to World001 as “Team Lead.” Assign all others to World001 as “Player.”
 - Ind World - Assign everyone to their own world as “Team Lead.”
 - Check box next to user to “Unassign” or “Make Inactive.”
3. Inactive Users
 - Reactivate users by clicking “Make Active”

mtl.how/sim

mtl.how/sim Facilitator Dashboard

Note: Map to “Facilitator” in End User Details first. Then, login at mtl.how/sim & choose world mapped as facilitator.



1. Navigation Menu

- Dashboards: You are here!
- Chat: Chat w/team
- Help: MTL sim resources
- Logoff
- 2. Team Details
 - Team Dropdown: Select Team
 - Team Roster: Click to view team members & roles
 - Team Statistics: View team activity in sim
- 3. Experiment Completion
 - Select experiment to view completion based on experiment run & text Q/H/F/D boxes.