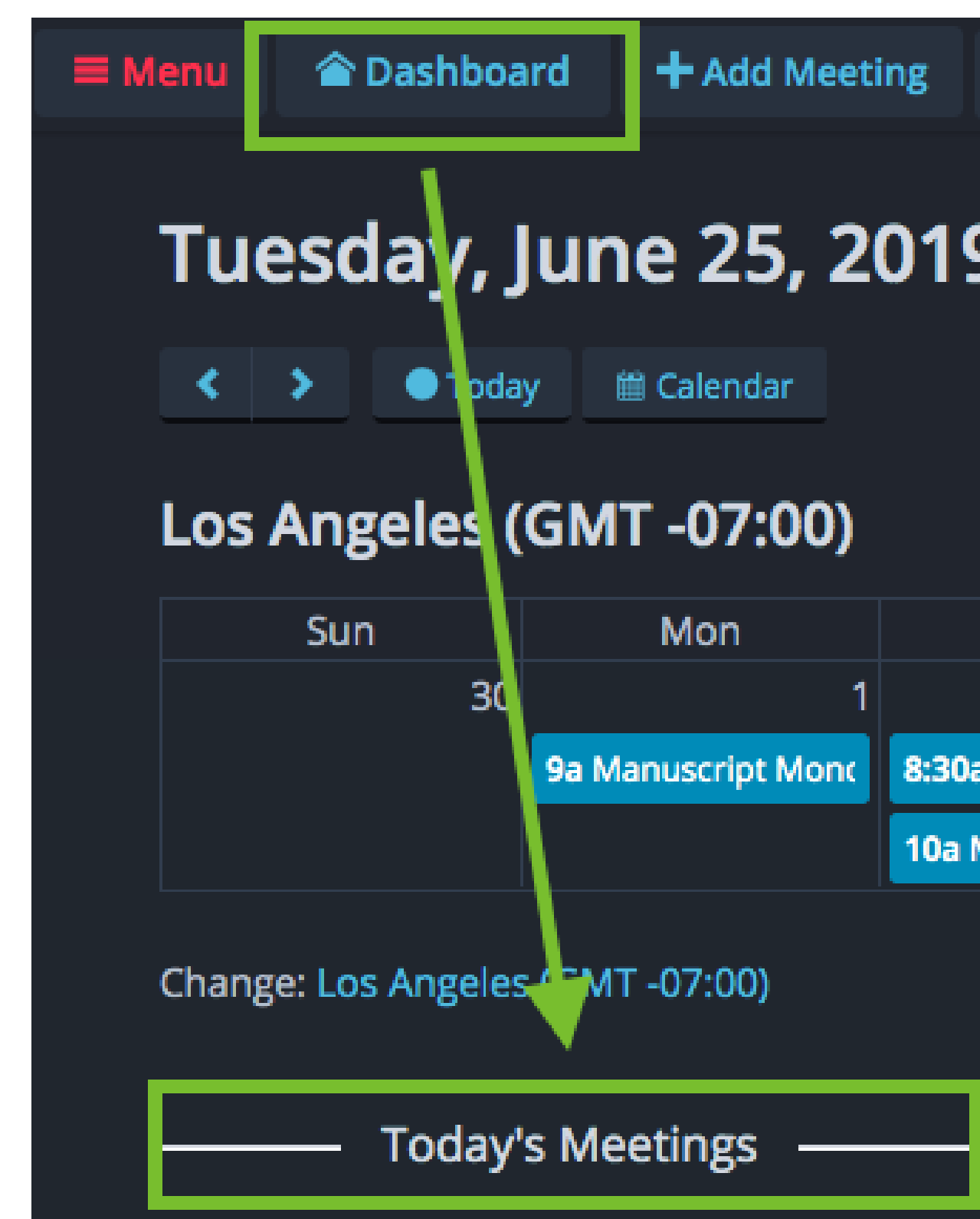




Facilitate Cheatsheet (Updated 2019_07_02)

mtl.how/lucid

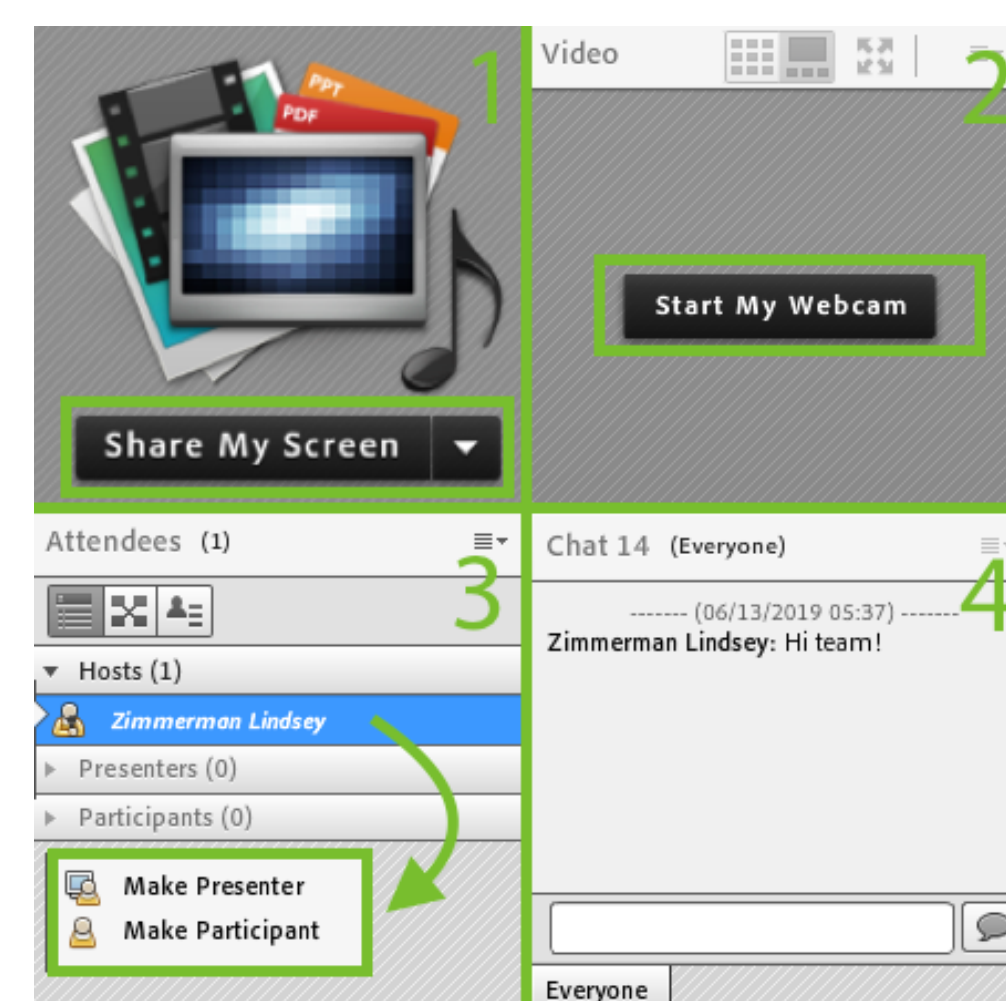
1. Login & select “Dashboard” from top menu.
2. Find & join meetings under “Today’s Meetings”



mtl.how/live + VANTS



VANTS# : 1-800-767-1750; 27379



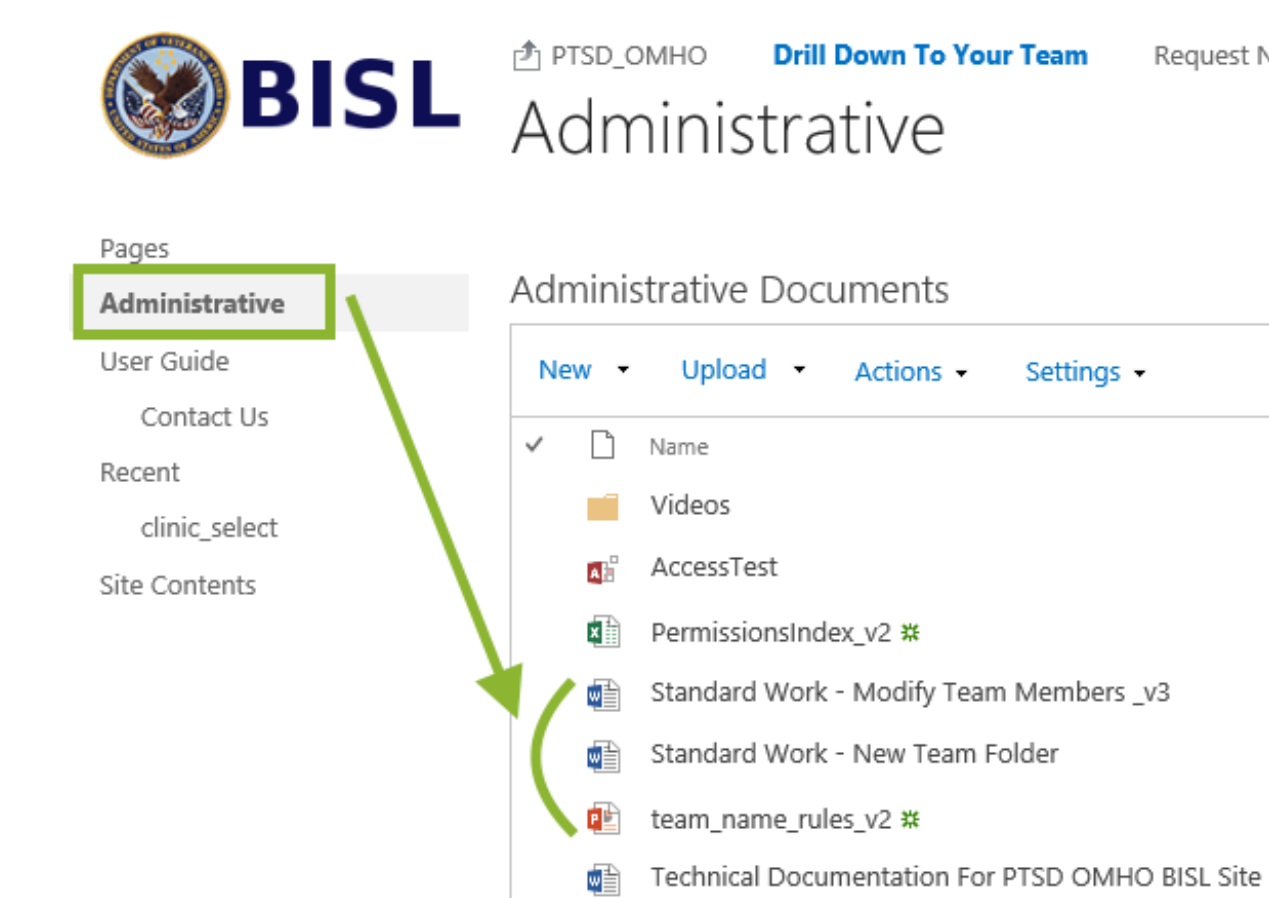
1. Share screen > Select “Applications”
2. Share webcam
3. Promote attendees to “Presenter” to give screenshare access
4. Chat w/team

mtl.how/data



Select “Administrative” for:

- 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

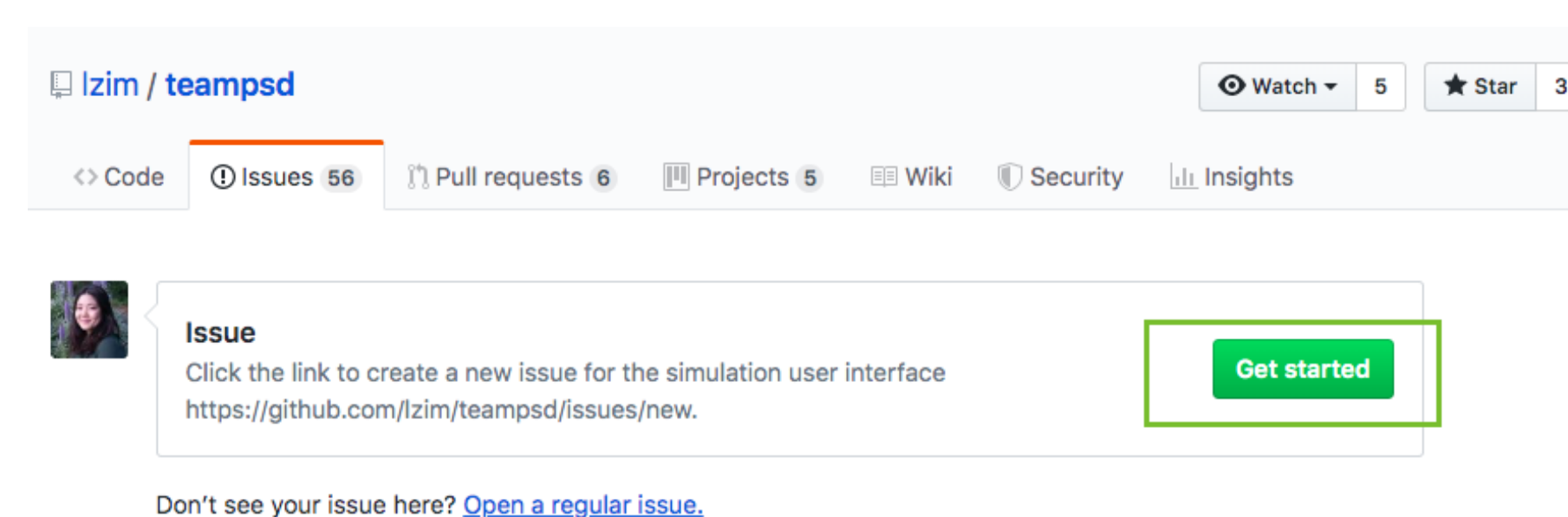
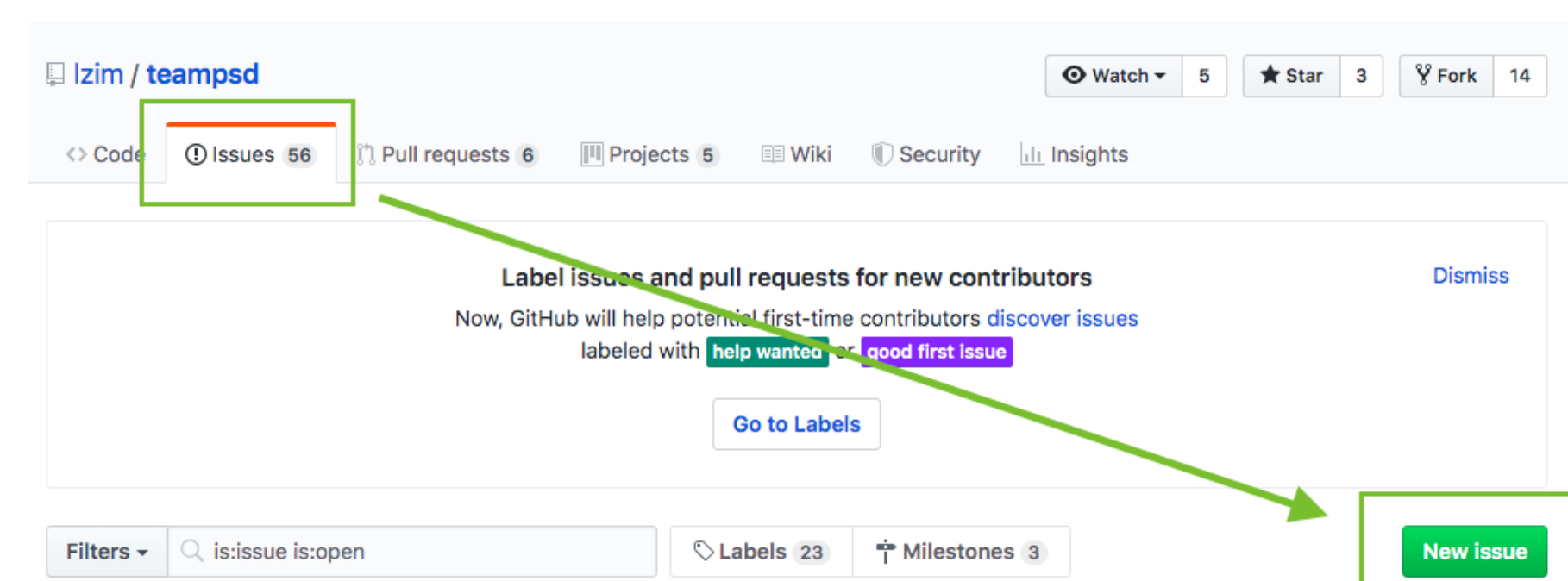


mtl.how/teampsd

Issue Tracker

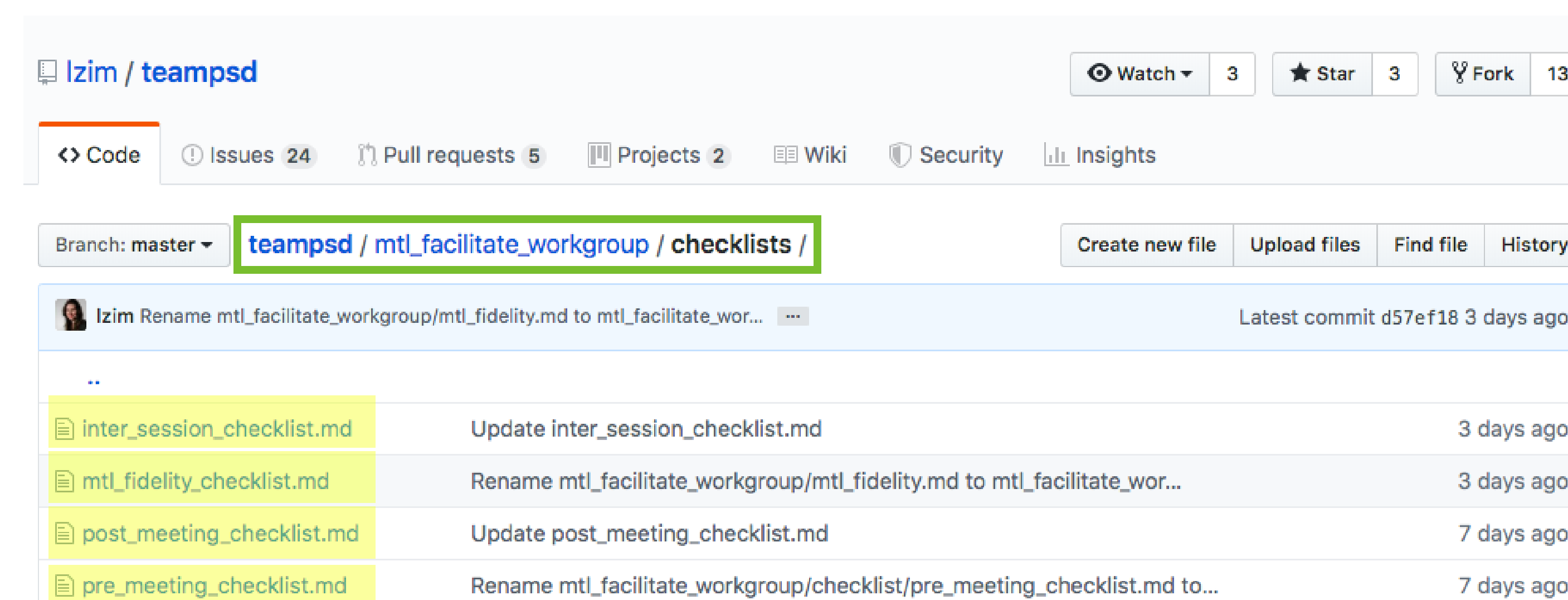
Submit issues on GitHub via the template on the “Issues” tab. Follow instructions to fill out template. Issues will move through the respective Project Kanban workflows as completed:

- issue_tracker tracks bugs. A bug is an existing feature that has been developed and is not working correctly
- feature_tracker tracks features. A characteristic, attribute or topic that requires work breakdown, research, design, development and testing.

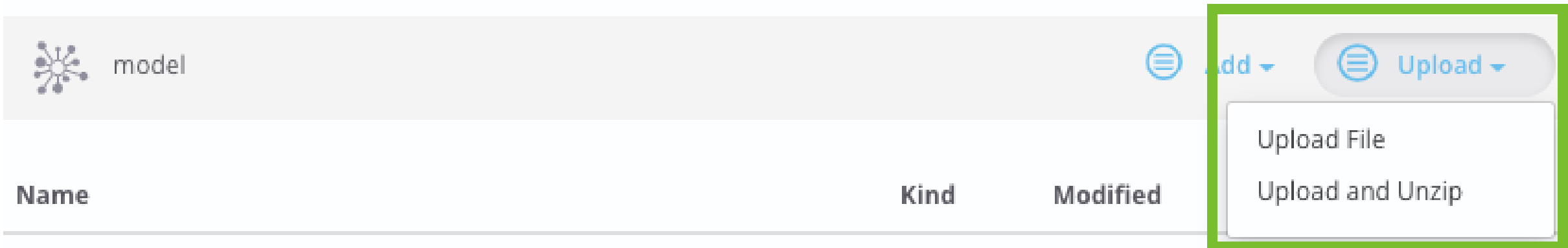


Pre, Inter, Post, & Fidelity Checklists

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



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

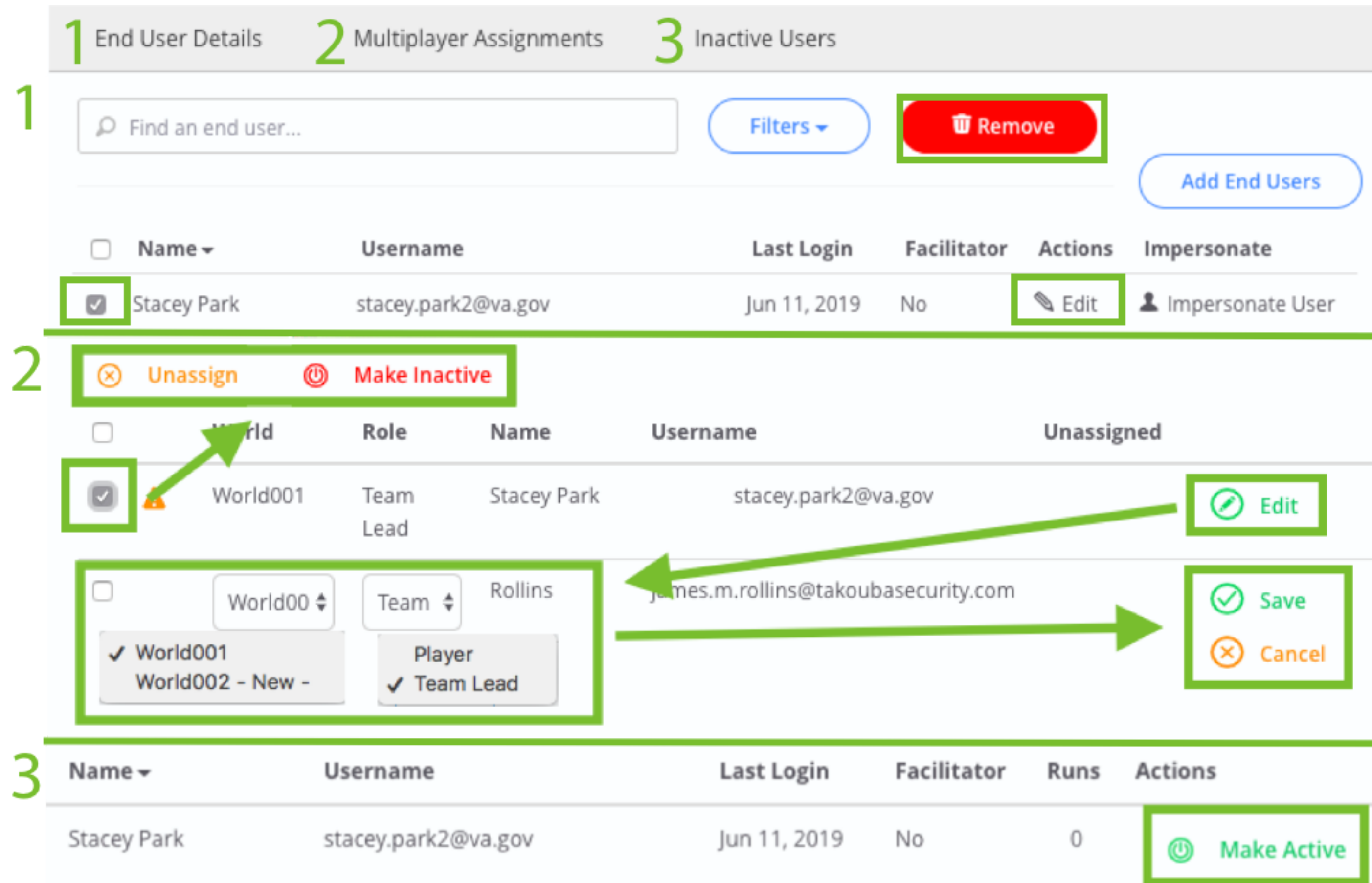


1. Click on Dynamic Data Folder
2. Click on "world-team-mapping.xlsx" & "View Raw" to download
3. Add Group Name = team name, WorldID = World# assigned in "Multiplayer Assignments," & TeamName = team world.
4. Re-Upload w/exact same file name ("world-team-mapping.xlsx")

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

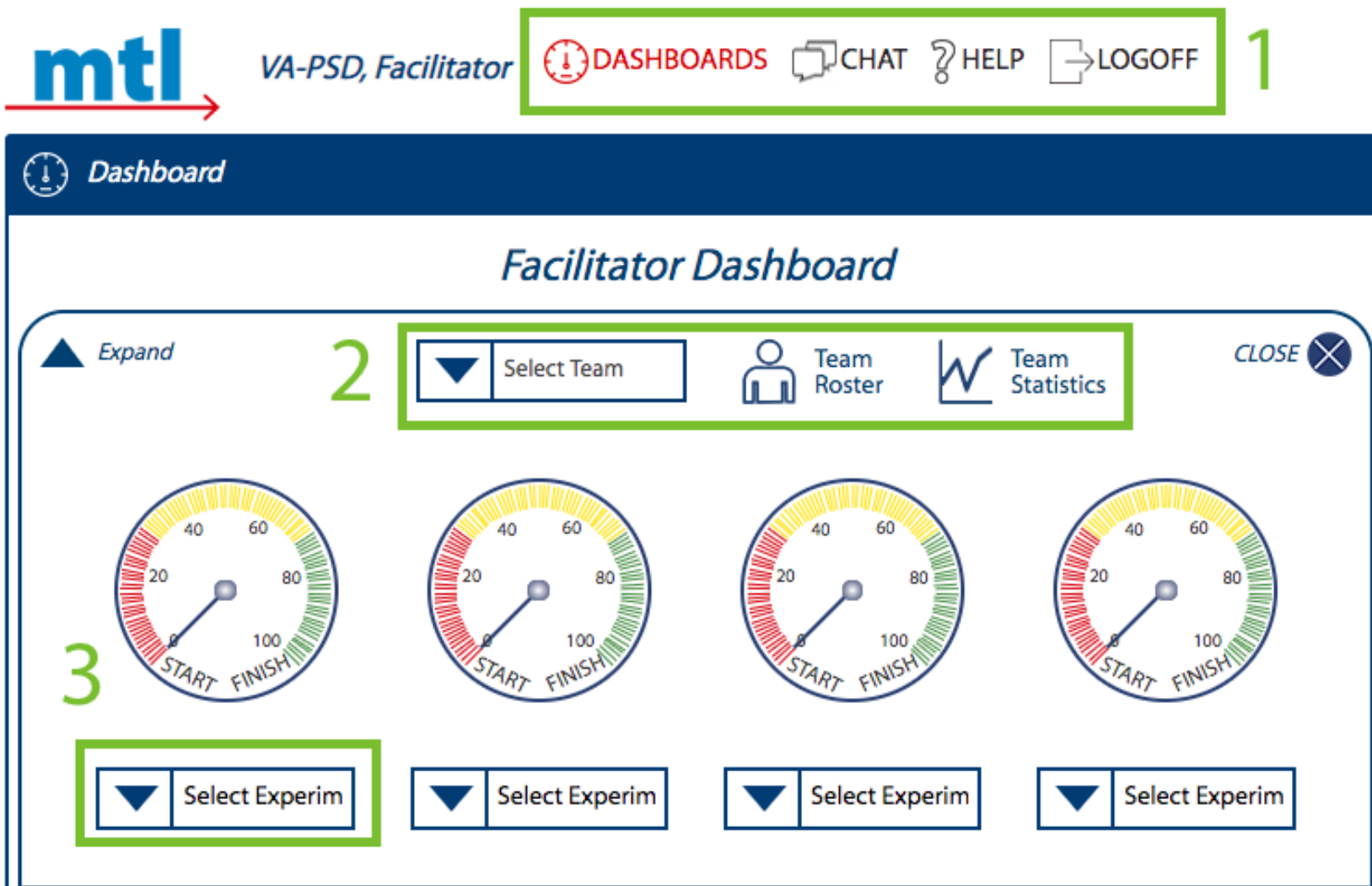


1. End User Details
 - Add End Users: Download template (add name, email, & password), upload users, & choose "Keep and Add to Group."
 - Remove End Users
 - Change to Facilitator Role: Click Edit, facilitator "Yes", & save
2. Multiplayer Assignments
 - Team World - Assign team lead & facilitators to 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"



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.



PARTNER.....

Session 1	Session 2	Session 3	Session 4	tt1
<ul style="list-style-type: none">• mtl.how/lucid• mtl.how/teampsd• mtl.how/live	<ul style="list-style-type: none">• mtl.how/lucid• mtl.how/teampsd• mtl.how/live• mtl.how/data	<ul style="list-style-type: none">• mtl.how/lucid• mtl.how/teampsd• mtl.how/live• mtl.how/data	<ul style="list-style-type: none">• mtl.how/lucid• mtl.how/teampsd• mtl.how/live• mtl.how/menu	<ul style="list-style-type: none">• team vision• mtl.how/menu results

BUILD.....

Session 5	Session 6	Session 7	Session 8	tt2
<ul style="list-style-type: none">• mtl.how/lucid• mtl.how/teampsd• mtl.how/live• mtl.how/data• mtl.how/facilitate• mtl.how/sim	<ul style="list-style-type: none">• mtl.how/lucid• mtl.how/teampsd• mtl.how/live• mtl.how/facilitate• mtl.how/sim	<ul style="list-style-type: none">• mtl.how/lucid• mtl.how/teampsd• mtl.how/live• mtl.how/facilitate• mtl.how/sim	<ul style="list-style-type: none">• mtl.how/lucid• mtl.how/teampsd• mtl.how/live• mtl.how/facilitate• mtl.how/sim	<ul style="list-style-type: none">• team vision• mtl.how/menu results• team data table• basecase + experiment 1

APPLY.....

Session 9	Session 10	Session 11	Session 12	tt3
<ul style="list-style-type: none">• mtl.how/lucid• mtl.how/teampsd• mtl.how/live• mtl.how/facilitate• mtl.how/sim	<ul style="list-style-type: none">• mtl.how/lucid• mtl.how/teampsd• mtl.how/live• mtl.how/facilitate• mtl.how/sim	<ul style="list-style-type: none">• mtl.how/lucid• mtl.how/teampsd• mtl.how/live• mtl.how/facilitate• mtl.how/sim	<ul style="list-style-type: none">• mtl.how/lucid• mtl.how/teampsd• mtl.how/live• mtl.how/facilitate• mtl.how/sim	<ul style="list-style-type: none">• team vision• mtl.how/menu results• team data table• basecase + experiment 1, 2, & 3• p chart