

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

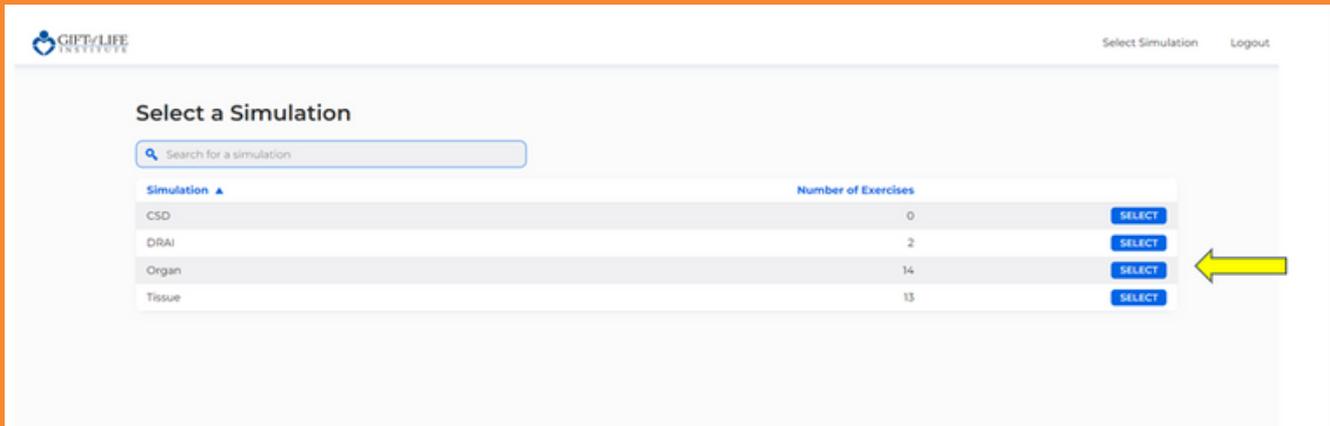
➔ You must use Chrome, FireFox or Edge as the browser



- 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”

The screenshot displays the login interface for the Gift of Life Institute. At the top is the logo and the text 'GIFT of LIFE INSTITUTE'. Below that is the heading 'Sign in' and the text 'Gift of Life Institute powered by /forio performer'. There are two input fields: the first contains the username 'Laurafac001' and the second is empty. Below these fields is a dropdown menu with the text 'Select a group' and a downward arrow. An orange circle highlights the dropdown menu. At the bottom right of the form is a blue 'SIGN IN' button.

- 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

Assign exercises

Select all		ASSIGN SELECTED +	
Select none		REMOVE SELECTED -	
	Exercise ▲	Type	
	Pediatric	Prayer	
<input checked="" type="checkbox"/>	Organ-Decision Made to Limit Treatment – Modify/Reverse DNR	Two Player	ASSIGN
	Organ-Decision Made to	Two	

Assign exercise

- 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”

Settings for all exercises

Learners must play exercises in assigned order

Set up two player exercises

Who will play the supporting role in this two player exercise?

Other learners

Facilitator

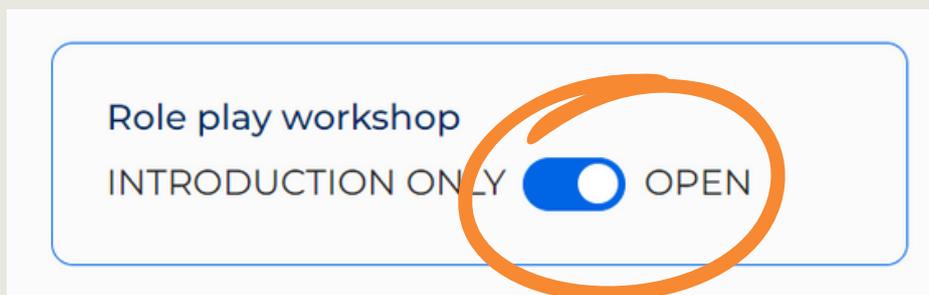
FINISH SETUP

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

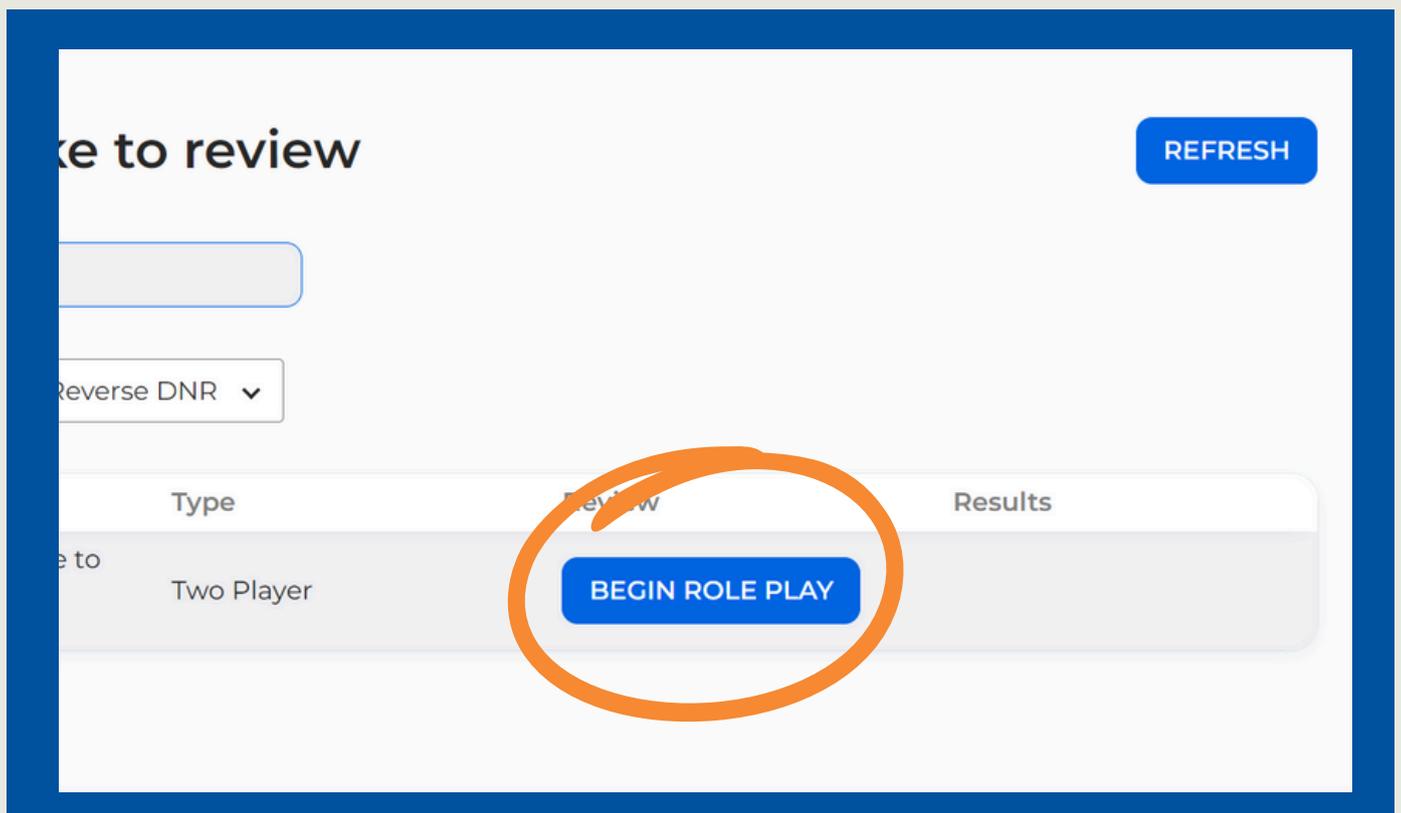
The screenshot shows the 'Assign reviewers' page. At the top, the navigation bar includes 'Dashboard', 'Setup simulation' (circled in orange), 'Review learners', 'Learner results', and 'Logout'. The main heading is 'Assign reviewers'. Below this is a search bar labeled 'Search a learner'. A table with two columns, 'Learner' and 'Reviewer', is displayed. The 'Learner' column shows 'Charlie Chaplin' with ID 'lauratest001'. The 'Reviewer' column shows 'lauratest002' with a dropdown arrow (circled in orange). A blue 'SAVE REVIEWERS' button is located at the bottom right of the table.

- 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

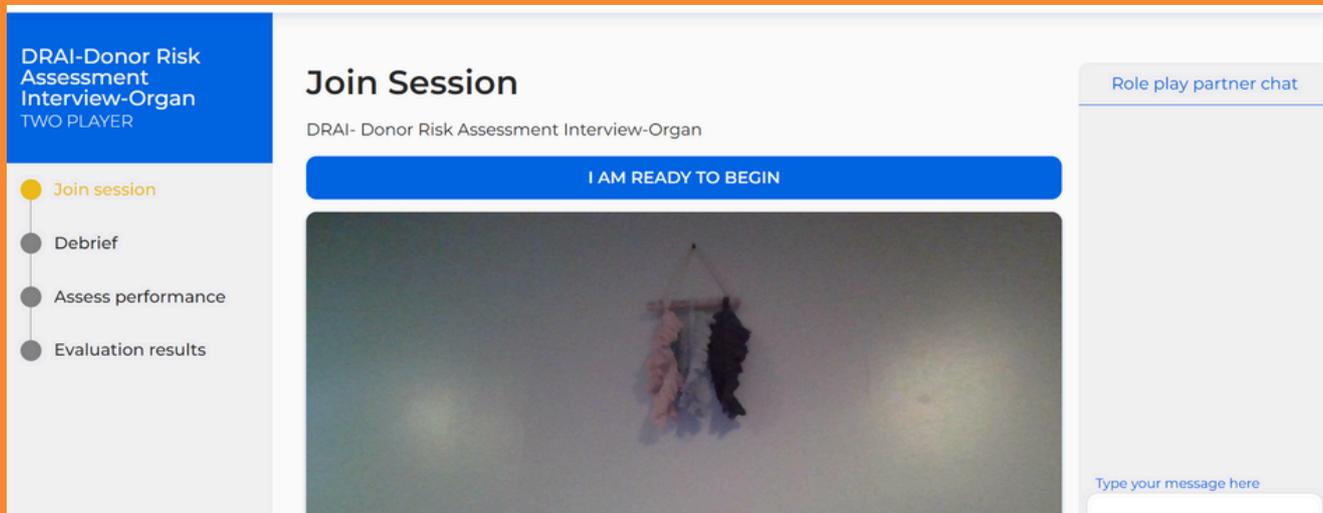


Running the simulation

- 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

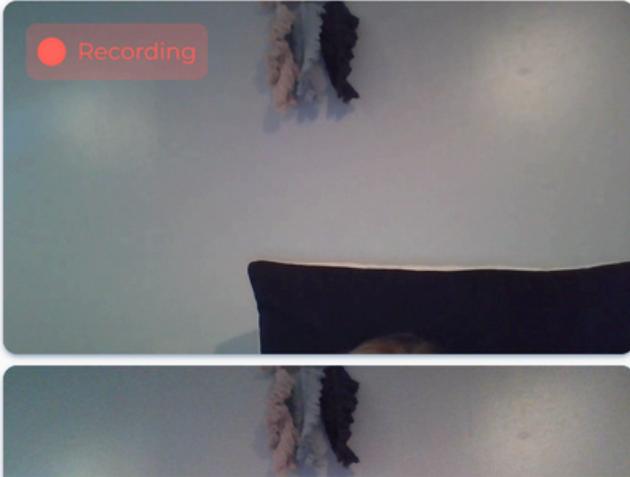
Assess performance

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

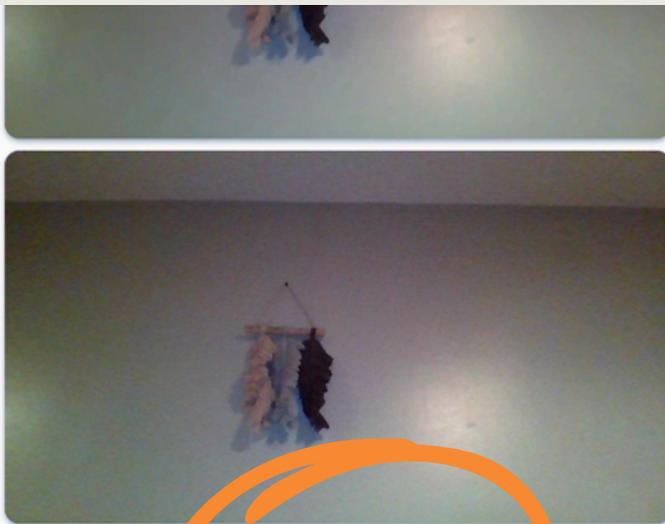


Mark the video with the following flags

- 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



END ROLE PLAY

Cancel and Restart

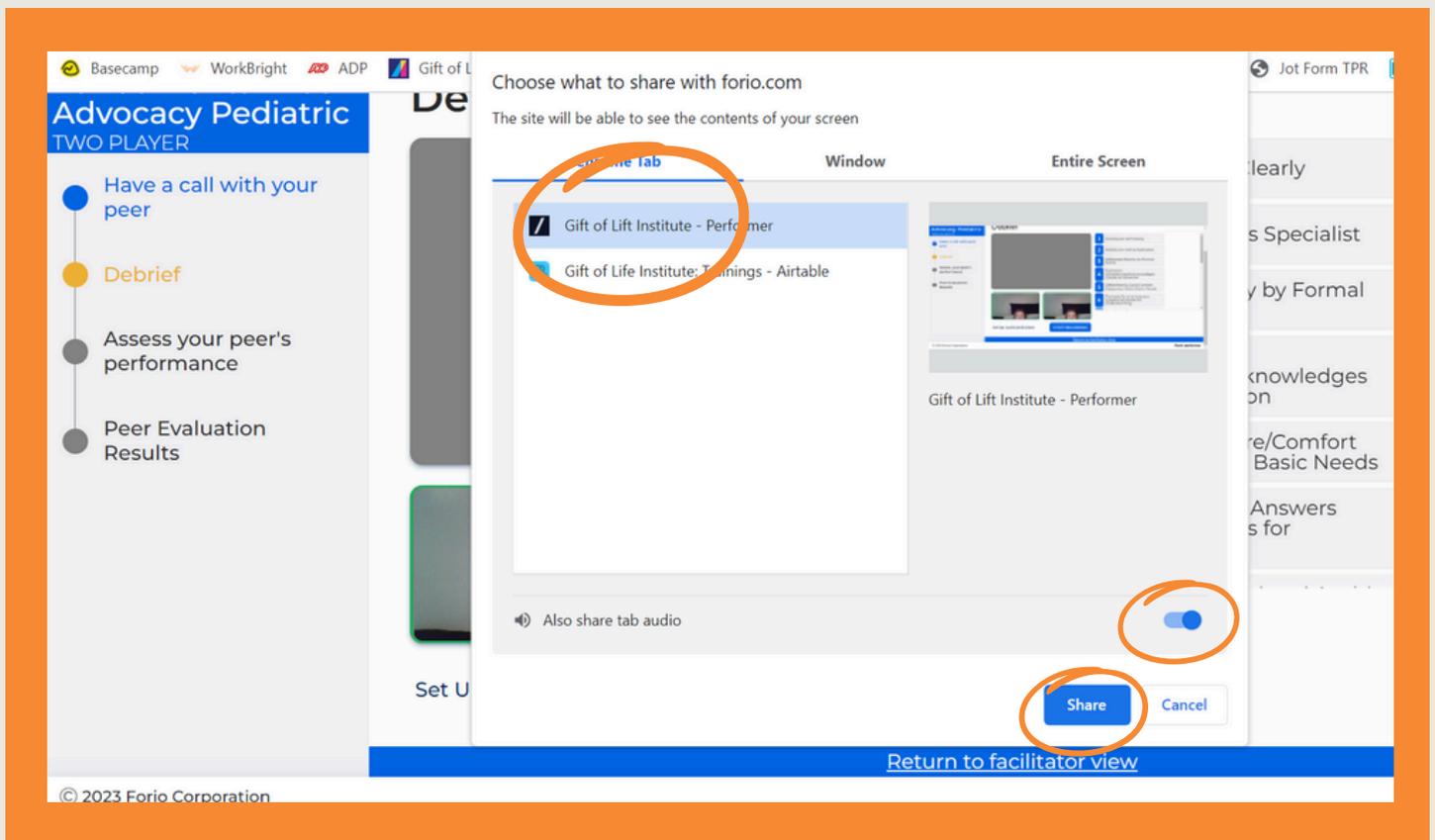
Set Up Audio and Video

Mark the video with the following flags

- 6 Prompts for and Answers Questions/checks for Understanding

After Role Play-Conducting Debrief

- A pop up window appears and you can choose what to share
- Chrome tab: choose GOL-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

GIFT by LIFE INSTITUTE

Dashboard Setup simulation Review learners Learner results Logout

DRAI-Donor Risk Assessment Interview-Organ TWO PLAYER

Join session
Debrief
Assess performance
Evaluation results

Debrief

Watch full role play **View examples**

1 Secures appropriate location (Green flag)
2 Creates safe environment (Yellow flag)
3 Explains interview process (Yellow flag)
4 Confirms interviewee is best person to be interviewed (Yellow flag)
5 Discloses sensitive nature of history questions (Green flag)
6 Reads every question (word for word in sequential order) (Green flag)

END DEBRIEF

Set up audio and video

Recording & Sharing Screen

Sharing this tab to forio.com Stop sharing

Assessment Interview-Organ TWO PLAYER

Join session
Debrief
Assess performance
Evaluation results

Return to debrief

8 Ensures accurate response from interviewee (Red flag)

PLAY VIDEO

Red flag icon circled in orange

Viewing Learner Results

The screenshot shows the GIFT of LIFE INSTITUTE interface. At the top, there are navigation links: Dashboard, Setup simulation, Review learners, Learner results, and Logout. The main heading is 'Organ - Family Understands BD - Fundamental Dual Advocacy Pediatric' with a sub-heading 'TWO PLAYER'. A sidebar on the left contains a progress list: 'Have a call with your peer', 'Debrief', 'Assess your peer's performance', and 'Peer Evaluation Results' (highlighted in orange). The main content area shows 'Your results for' followed by the exercise title and a 'VIEW ALL FLAGS' button. A video player titled 'Role Play' is embedded, featuring a 'WATCH VIDEO' button and a progress bar.

- 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

The dashboard screenshot includes a table of exercises and control buttons. The table has columns for Exercise, Type, Completed, and View results. One exercise is listed: 'Organ-Decision Made to Limit Treatment - Modify/Reverse DNR' with a 'Two Player' type and '1/1' completion status. To the right, there is a toggle for 'Role play workshop' (set to 'OPEN') and a 'DISABLE NEW RESPONSES' button. A note below explains that disabling responses prevents new exercises from starting but allows for reviews of previous exercises.

Exercise	Type	Completed	View results
Organ-Decision Made to Limit Treatment - Modify/Reverse DNR	Two Player	1/1	

Role play workshop
INTRODUCTION ONLY OPEN

[DISABLE NEW RESPONSES](#)

Disabling responses will prevent new exercises from starting and close running exercises. Players will still be able to provide reviews to previously completed exercise responses.

Audio/Video Troubleshooting

System Check & Audio/Video Setup
Make sure your tech is ready to start this exercise

CAMERA
Integrated Camera (5986:2113)

MICROPHONE
Default - Microphone (Realtek USB2.0 Audio) (0bda:49c6)

SPEAKERS
Default - Speaker/HP (Realtek(R) Audio)

[Get Help with Audio & Video](#)

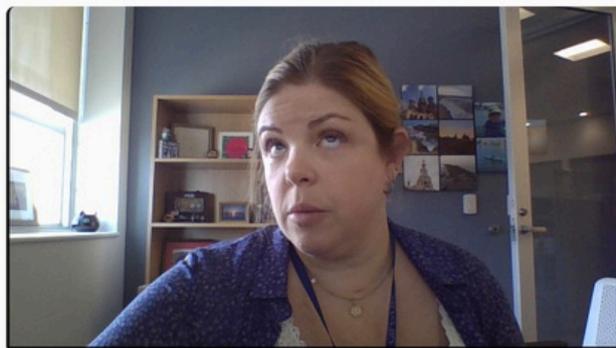
REFRESH DEVICES FINISH SETUP TEST SPEAKERS TEST CAMERA AND MICROPHONE

OS & Version Windows	✓	Browser & Version Chrome 126.0.0.0	✓	Screen Resolution 1920 x 1040	✓	Cookies Enabled	✓
Meets requirements for the simulation		Meets requirements for the simulation		Meets requirements for the simulation		Meets requirements for the simulation	
Javascript & Push Channels	✓	Ad-Blocker Check	✓	Web Sockets	✓		

- 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

System Check & Audio/Video Setup

Make sure your tech is ready to start this exercise



CONNECTION TEST

Contact Information

If you have any technical questions related to this simulation please reach out to Forio Technical Support.

Phone: +1 415-440-7500

Email: support@forio.com

[Return to System Check & Audio/Video Setup](#)

Browser Info: Chrome 126.0.0.0

System Info: Windows 10 64-bit

EXPORT ERROR LOG

Helpful Resources

[How to Perform a Trace Route](#)

[How to Take a Screenshot](#)

[How to Clear Your Internet Browser Cache](#)

[How to Turn off Ad-Blockers](#)